

Youth Advisory Committee – Terms of Reference

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Directorate:	City Lifestyles
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1. Purpose

The purpose of the committee is to represent the interests and views of young people to Council and the Community.

The Committee will also seek to influence Council's support and intent in achieving their objectives for the current Shoalhaven City Council Community Strategic Plan 2032 (SCC CSP).

2. Interpretation

For the purpose of this document:

Member means a member of the Committee

Council means Shoalhaven City Council

Chairperson / Chair means the chairpersons of the Committee

Elected members mean the elected Councillors of Shoalhaven City Council

Youth/ Young People refers to people aged 12 to 25 years at time of appointment (if a Committee member turns 26 years during their term they are permitted to remain on the Committee until the end of their term).

3. Status of the Committee

The Committee provides non-binding advice to Council for consideration.

4. Role

- To represent the interests and views of young people to Council and the Community
- To provide an opportunity for young people to discuss issues of concern to young people
- To provide a mechanism for young people to make representations to organisations and various spheres of Government requesting appropriate action to improve facilities and services available to young people
- To give young people experience in Local Government and community affairs
- To create greater awareness and appreciation within the general community of the needs and talents of young people
- To provide a mechanism for young people to address youth issues themselves

5. Delegations

Advisory Committees may make recommendations to Council on all matters within the role outlined above.

This does not include substantial issues and recommendations (possibly including expenditure) that will be reported to Council by a separate report Manager – Community Connections.

The Committee does not have the power to incur expenditure (directly or indirectly), or the power to bind Council.

6. Membership

The Committee is expected to act in accordance with the Role of the Committee as defined above in Section 4. The Committee will comprise the following:

Voting Members:

- A maximum of eighteen (18) Secondary School Student Representatives
- A maximum of five (5) Tertiary Education Student Representatives
- A maximum of six (6) community youth representatives

Non-Voting Members

- Representatives from other relevant Government Agencies, Community Organisations and Service Providers, with preference for youth representatives
- One representative for each of the Federal Member for Gilmore and the State Members for South Coast and Kiama, with preference for youth representatives
- All available Councillors
- Council's Chief Executive Officer (CEO) or nominee

Secondary School Student Representatives

- A maximum of eighteen (18) Secondary School Student Representatives: two (2) students selected as voting members, and up to three (3) other students from each local secondary school are invited to join. Schools include: Nowra Christian School, Shoalhaven High School, Vincentia High School, St John the Evangelist High School, Nowra Anglican College, Bomaderry High School, Ulladulla High School, Nowra High School and Shoalhaven River College.

Tertiary Education Student Representatives

- A maximum of five (5) Tertiary Education Student Representatives: one (1) student representative invited to join from each of the local tertiary education institutions, including: University of Wollongong – Shoalhaven Campus, TAFE NSW Nowra and Ulladulla Campus's, Country Universities Centre Southern Shoalhaven and Kiama Shoalhaven Community College.

Community Youth Representatives

Following an expression of interest process, a maximum of six (6) local community youth representatives, being young people aged 12 – 25 years with representation from the North, Central and South of the LGA, will be appointed that meet the following criteria:

- A broad interest and understanding of youth issues in the Shoalhaven.
- A commitment to raising awareness and appreciation within the general community of the needs and talents of young people
- Local resident living or working within the Shoalhaven.
- Aboriginal and Torres Strait Islander people are encouraged to apply

Community representatives with Committee membership have voting rights.

Community Youth Representative Appointments:

- Nominations should be advertised throughout the community via an Expression of Interest (EOI) process.
- Appointments to the Committee will be for a two (2) year term with a set commencement and finish date.
- Vacancies will be advertised locally via media and Council communication networks.
- To promote and encourage a diverse, inclusive and accessible Committee of young people Expressions of Interest for new members will be widely promoted across multiple platforms to include targeted promotions to reach young people with a disability, CALD communities, Aboriginal and Torres Strait Islander young people and young people identifying as LGBTQIA+
- Council will manage the application process.
- An assessment panel consisting of a Council staff member (Manager – Community Connections), one (1) Committee member representative and one (1) suitably qualified independent representative will assess the applications and make recommendations for appointments to Council based on set criteria. Each member of the assessment panel will vote on recommendations with a majority ruling.

Government Agencies, Community Organisations and Service Providers

The Chief Executive Officer (or nominee) invites a range of Government Agencies, Community Organisations and Service Providers to nominate representatives each. Government Agencies, Community Organisations and Service Providers representatives will be invited to join, with a request to nominate a youth representatives (aged 12-25 years), this may include:

- Representatives, preference for youth representatives, from the community and social service sector, including but not limited to Headspace Youth Reference Group and Pride Space, Aboriginal Land Council's Youth Advisory Groups, Disability Service Providers, Care South, Nowra Youth Centre, Mission Australia Ulladulla Youth Centre, Firefly Bay and Basin, Defence Force Cadets, Young Parents Groups.

The nominated agency representatives provide advice in relation to their functions and areas of expertise. Government Agencies, Community Organisations and Service Providers representatives with Committee membership do not have voting rights.

Member of Parliament Representatives

- One representative for each of the Federal Member for Gilmore and the State Members for South Coast and Kiama

The nominated representatives provide advice in relation to their functions and areas of expertise. The Member of Parliament representatives with Committee membership do not have voting rights.

Councillor Representatives

Councillors are welcome to attend meetings of the Committee as observers and contribute to discussions but do not have voting rights.

Council Officers

Council officers may attend meetings to provide specialist professional advice in relevant areas identified by the committee that relate to youth issues. Council officers do not have voting rights.

Chairperson

- a) A Chairperson will be voted in by the group at the end of each meeting to be in place for the next meeting.
- b) A member of Council staff (Community Connections) will meet with the nominated young person one week prior to each meeting to train them for the role of Chairperson; talk them through how the meetings are run, explain the Agenda, and answer any questions they may have,

Terms of Office

The advisory committee will run on a minimum two (2) year term with a biennial review. The purpose of the biennial review is to ensure the Committee are still addressing the goals set by the group, as well as identifying opportunities for improvement and setting future direction.

To maintain momentum, at the end of each membership term, the membership will be reviewed to allow members to assess their membership and the committee to appoint new members in vacant positions.

Committee members who are absent for three (3) consecutive meetings of the YAC without submitting an apology will be requested in formal correspondence from Council to confirm their intention regarding their membership of the committee. Failure to respond may result in removal from this committee.

7. Committee Meetings

Agenda

Agenda will be distributed 7 days prior to the date of the meeting. Councillors and members can contribute to the agenda by requesting a report on a particular issue four (4) weeks prior to the meeting, subject to the approval of the Chair and the relevant Director.

Quorum

Six (6) provided that the Chair with voting rights and five (5) committee representatives with voting rights (being Secondary School, Tertiary Education and Community Youth representatives) are present. No proxy votes are permitted. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.

Voting

It is expected that the Committee, and any working group, develop recommendations by consensus. If voting is required, a majority shall prevail with the Chair having a casting vote in the case of a tie.

Any votes against will be recorded in the minutes.

Meeting Schedule

In general, meetings should be held quarterly or otherwise as determined by the Chair and conducted either in person or electronically. Meetings to be held Monday – Thursday during school terms and between 10am – 12pm or 2pm – 4pm.

Please note as required the Committee can request, via Council Staff (Community Connections), to meet informally via teams or in person without formal agenda or minutes for the purpose of receiving information only i.e., not making recommendation / resolution.

Minutes

The Committee shall provide advice to the Council for consideration. The Committee's advice shall be posted on the Council website. Following consideration of the advice from the Committee, any resolution determined by Council, will be posted on the Council website.

Confidentiality And Privacy

Members who may have access to confidential or personal information retained by Council are required to maintain the security of such confidential or personal information and therefore shall not use or remove any information unless the member is authorised to do so.

Communication

In relation to the communication functions of Committee, the following apply:

- Members of the Committee are not permitted to speak to the media as Council representatives of the Committee unless approved by Council Staff.
- Where approval has been given by Council Staff, views and opinions expressed are those of the Individual and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.

8. Council Staff Responsibility

The Committee's contact within Council is the Community Capacity Builder, within the City Lifestyles Directorate. This Directorate is considered to be responsible for ensuring the agenda and presentations remain relevant to the Committees role and presenting the Action Table Report.

Reports requested by or presented to the Committee from other departments/Directorates outside of the responsible contact department will be the responsibility of said Directorate. Updates on these actions in the Action Table will be the sole responsibility of said department and Directors will ensure these updates are finalised in a timely manner.

Governance is responsible for administrative support functions of the committee such as collating and distributing the agenda, minutes and notation of apologies.

9. Code of Conduct

All members of the Committee are required to observe the provisions of Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the Committee.

A breach of the Code of Conduct may lead to the member being expelled from the Committee.

10. Document Control

These Terms of Reference are reviewed at the commencement of each term of Council. Amendments to these Terms of Reference are to be reported to Council for approval.

A version history (footnote on front page) is included if amendments have been approved.

11. Other Relevant Documents List

[Code of Conduct](#)

[Code of Meeting Practice](#)

[CSP](#)

Terms Of Reference Template