



LITHGOW CITY COUNCIL YOUTH ADVISORY COMMITTEE Terms of Reference

Committee Name

Youth Advisory Committee (Committee)

Establishment

The Committee is established under section 355 of the Local Government Act 1993 which states:

A function of a council may, subject to this Chapter, be exercised:
(b) by a committee of the council

Resolutions

Resolution to establish the Committee: Min: 09-273 of the Ordinary Meeting of Council
22 June 2009

Minute 09-381: Ordinary Council Meeting 14 September 2009 - Resolution of Council to update the Terms of Reference of all Council's Advisory Committees.

Delegations

The committee has no delegations from the Council.

Financial Arrangements

Unless expressly resolved by Council the Committee has no powers to commit nor expend any Council funds.

Term of the Committee

The Committee shall function until the next Council election.

Committee's Responsibilities

- Project-based work on identified issues affecting young people in the LGA
- Advise Council on a strategic direction for youth services in the LGA
- Promote a positive image of young people in the community
- Be a voice for young people to community leaders
- Raise awareness of youth issues in the community
- Work in partnership with Council and organisations to address youth issues
- Organise annual Youth Week celebrations and other local youth events
- Develop leadership skills among young people in the Lithgow LGA.

Councillor Membership

In September each year, the Council shall nominate 2 Councillors to the Committee.

The Mayor by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council.

Nominated Councillors will attend two (2) meetings of the Committee by invitation to meet Youth Councillors and discuss current issues, concerns and priorities.

Committee Membership

Membership will be sought on the basis of a broad interest, understanding and Commitment to youth issues in the Lithgow Local Government Area.

Membership shall aim to include a broad range of young people from a range of ages and backgrounds.

The Committee will be comprised of the following representation:

- Executive Officer/s
- A minimum of 6 people aged between 12 and 24 years who reside, work or attend school in the Lithgow local government area.

Nominated Councillors will attend two (2) meetings of the Committee by invitation to meet Youth Councillors and discuss current issues, concerns and priorities.

Organisational representatives may be called upon as and when required.

Committee Member Responsibilities

- Observation and compliance with Council's Code of Conduct.
- Observation and compliance with Council's WHS system objectives and instructions.

Appointment

Appointments to the Youth Council are open and do not require Council endorsement.

In September each year:

- Council will advertise for nominations for Committee members in the local newspapers, schools, youth agencies and venues and other appropriate means
- All group members will live, work, study, recreate or have significant ties in Lithgow LGA.

A member ceases to be a member of the Committee if the member:

- a) Has been absent for 3 consecutive meetings of the Committee without having given reason acceptable to the Committee for the members absences: or
- b) Has been absent from at least half of the meetings of the Youth Council held during the immediately preceding year without having given acceptable reasons for the absence.

Term of Office of Committee Representatives

The Committee shall be formed following invitation to join the Committee. The term of office shall be 12 months unless otherwise resolved by the Council.

Executive Officer

The Community Development Officer/s shall be the Executive Officer to the Committee.

The Executive Officer shall:

- Facilitate project-based work
- Provide executive support to the Committee
- Prepare agenda and minutes for Youth Council meetings
- Prepare a Council Report containing the minutes.
- Advise Youth Council on the Council resolutions regarding each recommendation.
- Provide staff comment on the recommendations made by Youth Council to the Council

MEETING PRACTICE

Code of Meeting Practice

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

Office Holders

The Chair of the Committee shall be a young person.

The Deputy Chair shall be a young person.

These positions shall be determined by an election during the initial meetings of the committee. .

Frequency of Meetings

Meetings shall be held every 6 weeks at a time and date agreed by the Committee. On the last meeting of each year, the Committee will agree upon the meeting schedule for the following year.

Meeting Protocol

- An agenda will be prepared and distributed 3 working days before each meeting, together with the minutes of the previous meeting.

Minutes and Reports to Council

- Minutes of meetings will be kept of all meetings and will be reported to the Council.
- Minutes of the Committee meetings may be ratified by email. Minutes must be ratified by at least three (3) members of the committee who were in attendance at the meeting.
- The Minutes of the meeting will be submitted to the Council as soon as possible after the minutes have been ratified.
- The ratified Minutes of the meeting shall be presented to the next meeting of the Committee.