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| YOUTH ADVISORY COMMITTEE |
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TERMS OF REFERENCE

1. NAME

The Advisory Committee shall be known as Youth Advisory Committee.

2. AIMS

- To provide forum to raise issues of concern affecting young people (12–25 years) in the Randwick LGA.
- To promote improved access to Council facilities and services for young people and recommend how their needs may be satisfied.
- To provide young people with a greater understanding of the role of Local Government and how they can participate in the decision making process.

3. OBJECTIVES

- To encourage student and young people's participation in Council's activities and community service initiatives.
- To assist Council in effective policy development through the provision of advice.
- To assist Council in the identification of current interests of young people (aged 12–25 years) in the Randwick LGA.
- To support and promote activities and special projects which relate to young people living in or visiting Randwick City.
- To assist in planning for youth events such as Youth Week.

4. DETERMINATIONS

The committee shall be an advisory body, operating on a consensus basis, which submits recommendations for consideration by Randwick City Council.

5. MEMBERSHIP

Membership of the Committee shall consist of no less than 8 young people aged 15–25 years from the Randwick LGA. The committee may include youth related and local area organisation representatives over the age of 25. Organisation representatives must not exceed 4 persons.

Two Councillor Representatives are also requested to provide guidance and mentoring. It is expected that members have an understanding and commitment to support the values of Randwick City Council. Council will actively seek membership from all sectors of the community to ensure youth representation from the Indigenous and Culturally Linguistic diverse Communities.

Council officers will include one from the following:

- Community Project Officer – Youth (ongoing)
- Community Project Officer – Aboriginal (as required)
- Representative from City Services (as required)
- Representative from City Planning (as required)

6. COUNCIL'S VALUES

Integrity is ensuring transparency and honesty in all our activities.

Customer Focus is delivering prompt, courteous and helpful service and being responsive to people's changing needs.

Accountability is accepting our responsibility for the provision of quality services and information that meet agreed standards.

Respect is treating everyone with courtesy, dignity and fairness regardless of our own feelings about the person or the issue.

Excellence is being recognised for providing services, programs and information which consistently meet and exceed expectations, through the use of best known practices and innovation.

7. RESPONSIBILITIES OF MEMBERS

Members will be asked to feedback issues and Committee strategies through their own networks, schools and circle of friends to gauge response and enhance decision-making.

The Committee is an advisory and working committee and therefore it is anticipated that some tasks will need to be undertaken by members outside of meetings.

8. RESPONSIBILITIES OF COUNCIL

Council will provide secretariat support, including minute taking and professional officer support as appropriate.

9. ELIGIBILITY FOR APPOINTMENT

Randwick City Council seeks young members of the community aged 15–25 years who live, study or work in the Randwick LGA and can best represent the diverse needs and expectations of our youth. Members aged over 25

years may include people who work for organisations representing young people residing within the Randwick Local Government Area.

10. TENURE OF MEMBERSHIP

In the case of a Councillor, as determined by Council each year in accordance with the provisions of the Local Government Act.

Tenure of community members will be 36 months with the opportunity to serve a maximum of 2 consecutive terms.

11. PROCEDURES AND PROCEEDINGS

Youth member representatives may be invited to attend Council events as youth ambassadors.

During face to face meetings, there will be no quorum required.

In relation to any procedural matter, the ruling of the Chairperson shall be final.

The committee shall undertake an annual review and forward planning process to determine future directions and establishment of priorities.

12. NOTICE OF ORDINARY MEETINGS

Members of the Committee shall receive at least ten working days written notice of meetings and such notice shall include an agenda for that meeting. Meetings may be in person or via the internet.

13. MINUTES OF MEETINGS

Minutes of meetings shall be made available to any interested residents for inspection and shall be published on Council's Internet web site.

14. NOTICE OF SPECIAL MEETINGS

Should the need arise for a special meeting to consider an urgent matter, a special meeting to consider only that particularly urgent matter, may be called by the Youth Project Officer.

15. ATTENDANCE AT MEETINGS

Members may, in consultation with the Committee, request that an invitation be extended to a particular individual to attend a future meeting as a visitor, when it is considered that the visitor may be in a position to contribute to the proceedings.

16. AMENDMENTS TO TERMS OF REFERENCE

These Terms of Reference shall only be amended by a resolution by Randwick City Council.