



Youth Advisory Committee

TERMS OF REFERENCE

1. Purpose

The Youth Advisory Committee is an advisory body to Cumberland Council.

The purpose of the Committee is:

- To assist Council to implement key actions in the Cumberland Youth Strategy.
- To raise the profile of young people in Cumberland and to inform Council decision making in relation to policy, programs, facilities, service delivery and engagement practices.
- To identify opportunities for collaboration among youth advisory bodies, youth services, young people and community groups working in the Cumberland area.

2. Membership

Membership of the Cumberland Youth Advisory Committee will consist of:

- Up to fourteen (14) community members or representatives from local community organisations or youth advisory/ambassador groups. Ideally, the community members will be young people and representative from across the geographical area of Council.
- Two (2) Councillors.

Councillor members are to be elected by Council (Ordinary Meeting of Council) at the start of each Council term. Membership can be altered at any time by Council resolution.

At least half of the Committee will be made up of people under 25 years.

All nominations for appointment to the Committee are to be formally submitted in writing to Council. Nominees must complete an Expression of Interest and formally declare in writing to Council any potential conflicts of interest (such as being a member of other committees or other community affiliations) directly relating to the purpose of the Committee.

All nominations will be assessed by an internal panel of Council staff and recommendations made to Council.

Committee membership will be formalised by resolution of Council.

Community membership of the Committee shall be for a two year period.

Council staff will provide administrative support to the Youth Advisory Committee and be in attendance at meetings.

3. Selection Criteria

To be eligible as a community representative, members must live, work, study or have connections to the Cumberland Local Government Area (LGA) and meet at least one of the following criteria:

- Be a young person aged 16 to 25 years.
- Be a member of a youth advisory/ambassador group involved in the Cumberland area.
- Be a representative from a local youth service, peak body, school or community organisation with demonstrated knowledge, experience or interest in youth participation and practice.

4. Meeting Attendance

Committee Members are expected to attend all committee meetings where possible. If a member is unable to attend, an apology is to be provided to the meeting convenor prior to the meeting. A member who fails to attend two (2) consecutive meetings without submitting a satisfactory explanation will forfeit his/her place on the Committee.

Where a Councillor cannot attend a meeting of the Committee, another person delegated by the Councillor may act as a Member of the Committee for that meeting. All other Councillors are able to attend Committee meetings.

5. Times and Places for Meetings

The Committee will meet quarterly at dates and times as determined. An extraordinary meeting may be called where circumstances warrant.

Meetings will normally be held at either the Council Administration Building at 16 Memorial Avenue, Merrylands, or at another accessible venue. The venue of the next quarterly meeting is to be agreed by the Committee during the (prior) meeting.

6. Chairperson

The Chairperson will be nominated by the Committee. In his/her absence the Committee may elect another Chairperson.

7. Conflict of Interest & Pecuniary Interest

Committee members must tell the Committee convenor of any conflicts of interest or pecuniary interest at the start of each meeting, or before discussion of a relevant agenda item or topic. Details of any conflicts of interest or pecuniary interest will be included in the meeting minutes.

If members or those invited to Committee meetings find they do have a real or perceived conflict of interest or pecuniary interest they are not allowed to be a part of Committee discussions on the issue.

8. Administration of the Committee

The Committee will be convened by a Council officer from Council's Community Development Directorate. Other Council staff will attend meetings and provide advice to the Committee as required.

Council staff will provide the following administrative support to the Youth Advisory Committee, as required:

- All correspondence to members of the Committee.

- Notification of times of meetings, meeting agenda and meeting venue.
- Preparation and distribution of minutes.
- Background reports and other information as required.
- Reports to Council.

9. Meeting Notifications, Agenda and Minutes

Council will notify members of the time and place of each meeting at least one week in advance, together with a copy of the agenda and any reports. Minutes will be sent out after each meeting.

A report on the Committee will be submitted every six (6) months to the next Ordinary Committee of Council.

10. Expenses of Committee Members

Cumberland Council will not generally authorise payment or provide remuneration to Committee members. Where special circumstances do exist, Council may reimburse expenses and/or provide facilities to Committee members.

11. Insurance

Committee members are covered by Council's public liability and professional indemnity insurance.

12. Media Contact

Committee members may not speak to the media on behalf of the Committee or Council without approval in advance from Council's Media and Communications Team.

13. Induction

Advisory Committees operate under Council's corporate governance framework, including Code of Conduct. New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

14. Standard Operating Procedures

All other procedures are to be in accordance with Council's Manual for Standard Operating Procedures and Code of Meeting Practice.