

Youth Advisory Committee

Terms of Reference

September 2011

Approved Date: September 2011
Resolution Number: 20.014

Amended: February 2014
Resolution Number: 18.003/14

Amended: 28 January 2015
Resolution Number: 18.001/15

Youth Advisory Committee

Terms of Reference

1. Preamble

Section 24 of the *Local Government Act 1993* provides that a Council may establish Special Committees of Council on such terms and for such purposes as it thinks fit.

The Huon Valley Council has by resolution at its January, 2011 Ordinary Council meeting, appointed the Youth Advisory Committee as a Special Committee of Council to advise it on issues associated with the needs of young people in the Huon Valley.

The Huon Valley Council has by resolution at its January, 2011 Ordinary Council meeting, recommended that

The Youth Advisory Committee may adopt an operating name and motto for the Committee to reflect the youth and the positive impact the Committee wish to make for young people living in the Huon Valley.

The Huon Valley Council has by resolution at its October, 2011 Ordinary Council meeting, resolved that

The Youth Advisory Committee adopt an operating name of HVYC (Huon Valley Youth Committee) for the Committee.

2. Definitions

In these terms of reference the following definitions apply:

“Advisory Committee” means the Youth Advisory Committee appointed by the Council under Section 24 of the *Local Government Act 1993*.

“Co Chair” means a young person who is a member of the Committee who on a rotational basis under guidance and mentorship of the Committee Chair presides over the meeting.

"Council" means the Huon Valley Council.

“Councillor” means a current serving elected member of the Huon Valley Council.

“Chairperson” means the duly appointed Chairperson of the Advisory Committee.

"General Manager" means the General Manager of the Council.

“Executive Manager Family Services” means the Executive Manager of Family Services Huon Valley Council

3. Purpose

The purpose of the Advisory Committee is to advise Council on issues associated with the needs of young people in the Huon Valley.

The purpose of the Advisory Committee is to advise.

4. Roles and Functions

The roles and functions of the Advisory Committee are to:

- Consider a range of issues affecting young people throughout the Huon Valley.
- Develop recommendations relating to youth issues for consideration by Council.
- Consider and provide advice on any matter referred to it by Council from time to time.
- Expend funds for the budget allocated for the committee. Such expenditure is to be facilitated by Council staff and expended in accordance with established administrative procedures.

5. Membership of the Committee

- a) Members of the Advisory Committee shall be appointed from time to time by the Council in accordance with this terms of reference and the Council may reappoint any Member and may remove any Member from the Advisory Committee and may appoint another Member in his/her stead.
- b) The membership of the Advisory Committee shall comprise of:
 - Eight (8) young people who will provide representation from each main Huon Valley township including:
 - Cygnet
 - Dover
 - Geeveston
 - Franklin
 - Huonville
 - And surrounding areas
 - The Councillor who holds the Portfolio for Youth Services unless another Councillor is appointed by Council in his or her place.
 - The following who will not have voting rights:
 - Executive Manager Family Services, Huon Valley Council
 - Youth Services Co-ordinator, Huon Valley Council
 - Youth Health Officer, Huon Valley Council
 - Youth Activities Officer, Huon Valley Council
- c) The Council may from time to time vary the number of Members constituting the Advisory Committee.

6. Selection of Membership of Committee

- a) The selection process for the eight young people members of the Advisory Committee will be as follows:
- A Public notice will be advertised calling for expressions of interest annually.
 - Applicants will be required to submit a brief written application which addresses the selection criteria below and provide the name of two referees).
 - Consideration will be given to those individuals providing the Advisory Committee with the broadest community representation.
 - Suitable applicants will be identified, short listed and appointed by the Chair and the Executive Manager Family Services or their representative(s).
- b) The selection criteria are as follows:
- Demonstrable involvement with the local community including an established network with whom to discuss and identify key issues relevant to young people across the Huon Valley;
 - Individuals who are able to represent the diversity of young people within the Huon Valley and the differing views they may have;
 - Individuals or representation mix enabling representation of views from all townships within the Valley.

7. Tenure of Office

- a) The period of tenure for each representative is one (1) year, at the conclusion of which they may be re-nominate and/or be reappointed, or another representative nominated and/or appointed.
- b) The office of any Member of the Advisory Committee shall become vacant if such Member is absent from three (3) consecutive meetings of the Advisory Committee without leave obtained from the Advisory Committee on that behalf.

8. Chairperson

The Chairperson of the Advisory Committee shall be the Councillor appointed to the Advisory Committee. In the event of the death, resignation or removal from office of Chairperson by the Council, the Council shall appoint a replacement as soon as practicable and the appointee shall take office as soon as the appointment is made and confirmed by the Council.

9. Co Chairperson

At each meeting a Co chair shall be appointed. The Chairperson of the Advisory Committee shall provide mentorship and guidance to the Co chair at meetings. The intent of the Co Chair position is to provide young people with an opportunity to experience decision-making, develop public speaking and

presentation skills and to develop knowledge of governance and committee/board structures and processes

10. Acting Chairperson

In the absence of the Chairperson and Deputy Chairperson (if one is appointed) an Acting Chairperson shall be elected by the Members present at any duly and properly constituted meeting of the Advisory Committee for the purpose of presiding over that meeting.

11. Meetings

- a) Advisory Committee meetings will be held a minimum of 9 times a year.
- b) A schedule of meetings is to be developed on an annual basis. The annual schedule is to be included in the agenda for each meeting.
- c) The Advisory Committee shall meet at a mutually convenient time.

12. Meeting Agendas and Minutes

- a) Advisory Committee members will be provided with an agenda at least five (5) clear business days in advance of the scheduled meeting date.
- b) Accurate minutes of every meeting will be recorded including details of those in attendance and details of decision taken.
- c) Minutes of the meetings will be circulated to all Advisory Committee members within eight (8) working days of the date of the meeting.

13. Committee Support

The Council will provide Secretarial Support for the operation of the Advisory Committee in accordance with an applicable Secretariat Support for committee's kit procedures and shall maintain a register of members of the Advisory Committee and the length of their appointment.

14. Sub-committees

The Advisory Committee may form sub-committees to carry out detailed work directed by it. Each sub-committee will form for a specific purpose and although answerable to the Committee, are essentially autonomous in how they operate. They must contain at least one formal member of the Advisory Committee and may be established for a fixed period of time or be ongoing.

15. Quorum

The Quorum of the Advisory Committee shall consist of at least half the members or a majority of the whole number if there is an uneven number of members present.

16. Speaking and Voting Rights

Each member shall have full rights to discuss and vote upon any matter before the Advisory Committee provided that all member of the Advisory Committee, whether members of the Council or not, are subject always to the interest provisions of Part 5 of the *Local Government Act 1993*, and should not vote or take part in any discussion on any issue in which he or she has an interest under that Part.

Observers or others that attend committee meetings may only participate in discussion on any relevant matters at the sole discretion of the Chairperson, but cannot participate in any vote.

17. Decisions

All motions shall be determined by a majority of the votes of those members present and entitled to vote.

Major decisions and recommendations will be referred to and adopted by Council prior to implementation by the Committee. The Committee shall make recommendations to Council on matters that relate to the roles and functions of the Committee within the Huon Valley municipal area.

18. Conduct of Debate

The provisions of the *Local Government (Meeting Procedures) Regulations 2005* shall insofar as they are practicable apply to meetings of the Advisory Committee.