



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 facing young people in Lithgow LGA.
- Advise Council on a strategic direction for youth services in the local government area
- ~~Assist in the development of~~Promote a positive image of youth in the community
- Be a voice for youth to community leaders
- Raise awareness of youth issues in the community
- ~~Help Work in partnership with the Council and other organisations to address youth issues. and work towards a better community for youth by working directly with youth representatives~~
- Organise annual Youth Week celebrations and other local youth events.
- ~~Promote youth in a positive way through community and youth events~~
- ~~Represent youth and promote youth leadership opportunities to schools and service clubs such as Lions Club, Rotary and Quota~~
- 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. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee.

Nominated Councillors will attend two meetings of Youth Council each year 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:

- 2 Councillors
- ~~Lithgow City Council General Manager or his nominee~~Executive Officer
- ~~2 youth work professionals~~
- A minimum of 6 people aged between 11 and 24 years who reside, work or attend school in the Lithgow local government ~~area.~~
- ~~Other Council and community~~area. 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 Youth Council do not require Council endorsement.](#)
~~All members of the Committee will be appointed by a resolution of Council.~~

In September each year:

- Council will nominate ~~a~~[two](#) Councillors to the committee
- 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 a Committee if the member (other than the Mayor)

- 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 Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the members 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 shall be the Executive Officer to the Committee.

The Executive Officer shall:

- [Facilitate the project based work of Youth Council](#)
- provide executive support to the Committee;
- be responsible for preparing the agenda and minutes of Committee meetings;
- be responsible for preparing a report to the Council containing the minutes;

and,

- providing staff comment on the recommendations made by the Committee to the Council; and
- provide to the Committee the outcome and resolutions of the Council regarding

each recommendation.

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 and Deputy Chair of the Committee shall be a ~~Councillor~~young person.

~~The Deputy Chair shall not be a Councillor or member of Council Staff.~~

These positions shall be determined by an election at the first meeting of a new term 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.
- A quorum of members is required at all meetings and shall be ~~6-4~~ voting members.
- ~~Members, including service providers, not playing a constructive role in the Committee or not attending for six meetings without apologies, can be removed by Council resolution.~~

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.