

# **YOUTH COUNCIL Committee Terms of Reference**

**ToR No: SVC-TofR-008-03**

**In addition to the Terms of Reference, the committee must abide by the Council Committees Policy and Council Committees Operation Manual.**

## **1. NAME**

The name of the Committee is the Youth Council Committee. The Youth Council Committee is an Advisory committee to Snowy Valleys Council.

## **2. STATUS**

The Youth Council Committee does not have executive power or authority to direct staff, nor does it enjoy the delegation of any powers, functions, or duties of Council.

## **3. DELEGATION**

All decisions of the Committee will constitute recommendations to the Council and other major stakeholders where relevant.

## **2. PURPOSE**

The purpose of the committee is to:

- Provide appropriate advice and recommendations on matters pertaining to the Youth of the Snowy Valleys Council Local Government Area (LGA);
- Provide a forum for discussion of Youth issues;
- Assist young people in developing skills in various areas including leadership, communication, advocacy, governance and administration;
- Partner with organisations and community members to assist in the delivery of Youth programs and initiatives;

## **3. OBJECTIVES OF THE COMMITTEE**

The Youth Council Committee is an advisory Committee of Council responsive to community needs. The effectiveness of the committee depends on community support.

The focus of the Committee shall be on long-term strategic planning, with the outcome being recommendations for inclusion in Council's Delivery Program, Community Engagement and Resourcing Strategies. Discussions should consider funding priorities, service levels and planning for a sustainable future.

Furthermore, the Youth Council Committee shall provide comment on matters regarding Youth, as presented in Youth Council Committee reports.

#### **4. MANAGEMENT AND OPERATION OF THE COMMITTEE**

##### **a) MEETINGS**

Meetings will be held bimonthly at locations within the Local Government Area of Snowy Valleys Council. To ensure ongoing accountability and accessibility meetings can be in person or via video link.

##### **b) MEMBERSHIP**

Membership should consist of not less than three and not more than twelve voting members, inclusive of a Councillor representative. Membership should be aged between 12 and 25 and representative of all communities within the Local Government Area.

##### **c) CHAIRPERSON**

The Chairperson shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year. In the absence of the Chairperson, the Committee shall elect a Deputy Chairperson for that meeting.

##### **d) SECRETARIAT**

A staff member from Snowy Valleys Council shall perform the Secretariat duties for the Committee.

##### **e) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST**

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

The Committee member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue. The interest will be recorded in the minutes.

##### **f) QUORUM**

A quorum of the Committee will be half-plus-one (more than 50%) of appointed voting members present. If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned and rescheduled to a later date.

The voting members present can determine whether they would like to continue with the meeting as an Inquorate Discussion. In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

##### **g) ATTENDANCE OF NON-MEMBERS**

All residents and rate payers of the Local Government Area can attend meetings of the committee.

##### **h) MEDIA COMMENT AND CONFIDENTIALITY**

The Committee must not make comments to the media on any other matter without approval, which is obtained through the nominated staff delegate.

Members of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

#### **i) GENERAL OPERATIONS**

Appointment, selection, membership and term will be in accordance with the Snowy Valleys Council Committee's Operation Manual and Policy. In addition, all members must abide by Council's Code of Conduct.

#### **j) WORKING GROUPS**

The committee is able to form Working Groups, as required, for specific purposes relating to the activity associated with the committee.

### **5. AMENDING THE TERMS OF REFERENCE**

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the agenda, a quorum is present at the meeting and the majority of voting members present support the recommendation.

Any amendments to the Terms of Reference must be adopted by a resolution at a formal meeting of the Snowy Valleys Council.

### **6. ASSOCIATED DOCUMENTS**

Council Committees Policy - SVC-GOV-PO-110

Council Committees Operation Manual - SVC-GOV-Gdl-028

Code Of Conduct - SVC-RP-STY-001

Delivery Program/Operational Plan – SVC-RP-STY-006

Resourcing Strategy

### **7. HISTORY TABLE**

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0	26 April 2018	M103/18	
2.0	21 February 2019	M33/19	
3.0	16 May 2024	M103/24	June 2025