



Holroyd City
Built Around People

HOLROYD CITY YOUTH ADVISORY COMMITTEE

TERMS OF REFERENCE

- The Holroyd City Youth Advisory Committee will be open to young people aged 12-25 who live, work or study in the Holroyd Local Government Area regardless of their cultural or religious identity, socio-economic background, intellectual or physical abilities, sexuality or gender.
- The Committee will meet on a monthly basis to discuss any issues that are important to young people and to advise Council on matters pertaining to youth.
- Recommendations, proposals and submissions from the Committee will be presented to Council through Library and Community Services Department reports.
- While the majority of the Committee will be made up of young people, there will also be representation from two Councillors, Council's Youth Services Officer, other Council Staff and Community Representatives.

AIMS OF THE COMMITTEE

- To consult and maintain continued consultation with young people within the Holroyd LGA regarding issues that affect them.
- To encourage young people to become actively involved in the wider community.
- To develop leadership skills through education and training in the operations of Holroyd City Council and the Holroyd City Youth Advisory Committee.
- To increase community awareness of the positive contributions young people make to community life.
- To create awareness within the community of youth facilities and organisations.

- To assist in the implementation of youth events such as Youth Week and School Holiday Programs.
- To ensure that the needs and issues of young people in Holroyd are represented within Council.

GUIDELINES

Membership and Council Support

1. To consist of a maximum of 15 young people aged between 12-25 years, who live, work or study in the Holroyd LGA, including:
 - Representatives from local High Schools.
 - Representatives from local youth services including Church based youth groups.
 - Representation from each of the four wards within Holroyd City Council.
2. Representation from two Holroyd City Councillors.
3. Representation from departments within Holroyd City Council (to assist in addressing issues that are important to young people, but not necessarily “youth” specific, for example young people who have an interest in the environment).
4. A maximum of five community members who strongly believe in empowering younger members; this may include youth workers from non-council services.
5. A member who does not attend three meetings in a row without sending apologies will no longer be on the committee.
6. All Holroyd City Councillors are welcome to attend any meeting in an ex-officio capacity.

Nominations for Membership

1. All nominations for the committee must be written on a nomination form and forwarded to Council. Nominations will be reported to Council for confirmation.
2. Vacant positions may be filled at any time following receipt of a completed nomination form and confirmation by Council.
3. The Committee will be dissolved and reconvened each year at the annual meeting.
4. Nominations for office bearer positions must be put forward two weeks before the annual meeting.

Elections

1. Annual elections for the positions of Chairperson, Deputy Chairperson, Secretary and Committee Membership Representative are to be held at the annual meeting.

Voting

1. Six committee members (young people) must be present in order to form a Quorum.
2. Voting will be done by a show of hands except in the case of election of office bearer positions, which will be done by secret ballot.
3. The Chairperson holds the casting vote at any meeting.

Meetings

1. Meetings are to be held monthly at the specified time, date and location. The Committee will decide this at the initial meeting.
2. Special meetings shall be convened as required to discuss urgent Committee business.
3. Office bearers will meet fifteen minutes prior to the start of committee meetings to discuss any new issues that may have arisen which need to be tabled at the meeting.
4. All meetings will follow an agenda, which will be set by the Chairperson with the assistance of Council's Youth Services staff.
5. Meetings will follow structured meeting processes and guidelines. All Committee members will be given a copy of the guidelines, which must be followed by all members.
6. Working parties may be established to concentrate on particular projects that cannot be dealt with during the normal monthly meetings. All working parties are required to report back to the Committee detailing progress on their projects or tasks.

ROLES OF OFFICE BEARERS

Chairperson/Deputy Chairperson

1. The Chairperson's primary role will be to chair the meetings and introduce agenda items.
2. The Chairperson will open and close the meetings and call to order any members who are not following the correct meeting procedure.
3. The Chairperson will act as spokesperson on behalf of the Committee for all matters related to it and when approaching Council staff or Councillors about issues the Committee would like to have addressed.
4. The Deputy Chairperson will undertake these roles in the absence of the Chairperson.

Secretary

1. The Secretary, with assistance from Council's Youth Services staff will present any correspondence related to the Committee.
2. The Secretary will take minutes at the Committee meetings and distribute these to Committee members at least a week before the next meeting.
3. In the absence of the Secretary, another committee member can be elected as minute secretary.
4. Council's Youth Services staff will act as shadow secretary by assisting the committee with any administration needs they may have, including preparation of official documentation or distribution of business papers.

Committee Membership Representative

1. The membership representative (MR) is responsible for preparing new members of the Committee.
2. The MR is responsible for developing a membership package to distribute to new members by way of an introduction, including the aims and guidelines of the Committee.
3. The MR will ensure that membership of the Committee is maintained and that it is a good representation of young people in the Holroyd Local Government Area.
4. The MR is responsible for organising social events or training for Committee members after consultation with the Committee and the Youth Services Officer.

ROLES OF COMMUNITY REPRESENTATIVES

1. Community representatives are members who assist the Committee with guidance on any issues that may arise.
2. Community representatives should include members who work directly with young people (such as youth workers) as well as community leaders.
3. Community representatives will work towards empowering young people and advocate on their behalf if the need arises.