

Youth Advisory Committee

The Greater Hume Shire Youth Advisory Committee has been established by Greater Hume Shire Council to work proactively and in partnership with Council and other agencies to raise and address issues of concern around youth in the Greater Hume Shire Local Government Area (LGA) through a consultative, collaborative and action-oriented approach.

The purpose of the Youth Advisory Committee is to provide young people in the Greater Hume Shire LGA with the opportunity to participate, engage and be active citizens in their local community.

The Youth Advisory Committee seeks and represents the ideas, aspirations and views of Greater Hume Shire young people, providing a local 'youth voice' to Council. The group also provide recommendations and advice to Council on matters and decisions that affect or are relevant to Greater Hume young people.

The Greater Hume Shire Youth Advisory Committee increases communication exchange between young people, Council and the local community as well as encouraging youth participation in Council initiatives and strategies. The Committee also seeks to provide young people with the opportunity to participate in formal meeting and committee processes to increase their communication and public relations skills. Further to this, the Youth Advisory Committee assists in promoting a positive image of young people of the Greater Hume Shire LGA.

Delegations

The Committee has no delegations from the Councils

Financial Arrangement

Unless expressly resolved by Council the Committee has no powers to neither commit nor expend any Council funds

Terms of the Committee

The Committee shall function until the next election.

The Council reserves the right to dissolve the Committee at any time by a resolution of the Council

Committee Responsibilities

The principal responsibilities of the Committee are to:

- Support and facilitate communication between Council and the Greater Hume Shire community about youth issues and youth policy
- Be actively involved in the evaluation and review of the Greater Hume Shire Council Youth Strategic Plan, and to be actively involved in the development and implementation of Council's future Youth Strategy Action Plan document/s

Document Name	Version Number	Date of Issue	Review Date
CORP – Youth Advisory Committee Terms of Reference	1.0.0	14 January 2015	January 2017

- Plan, organise, implement and evaluate cultural, recreational, and social activities/events as a group for young people in the Greater Hume Shire LGA
- Educate, build capacity, provide support and direction to Council staff in regards to youth issues in the Greater Hume community
- Work with Council staff to build the capacity of Council to recognise and address youth issues that arise within their work
- Provide a forum for young people to voice their opinions and to develop an understanding of their community and local Council
- Work proactively in developing strategies with Council and with other organisations including lobby and advocate on youth issues affecting young people in the Greater Hume LGA
- Assist in raising awareness and increase positive promotion of young people in the Greater Hume community
- Ensure signed media consent forms are returned to Greater Hume Shire Council

Committee Membership

Membership is to be drawn through invitation after completion of a Greater Hume Youth Advisory Committee Application Form. This form can be found on the Greater Hume Shire Council website or by contacting Council on (02) 6036 0100.

Membership shall aim to include a broad range of young people from a range of ages, backgrounds and locations in the shire.

Membership is based on the following:

- The young person is between the ages of 12 and 24 years
- The young person is able to attend monthly meetings, actively participate and commit to the full length of the meetings unless prior notification has been made (excluding emergencies)
- Each member is required to participate for a minimum duration of 1 year and a maximum duration of 2 years membership or at turning 25 years old

Members of the Greater Hume Youth Advisory Committee are able to take a leave of absence if agreed to by the other members of the group at a meeting. A maximum of 3 months leave of absence is permitted

- The Greater Hume Youth Advisory Committee welcomes Council representatives to meetings and activities/events facilitated by the group upon invitation or request from a council representative
- At any given time, the Greater Hume Youth Advisory Committee is limited to a maximum capacity of 12 members

Executive Positions

Chairperson

The Chairperson shall be elected by the committee majority.
In the absence of the Chairperson, the Deputy Chairperson will take on the role.

The term of office shall be one (1) year. The committee may remove the Chairperson from his or her representative office if he or she fails to hold the confidence of the committee

Other Executive Positions

Deputy Chairperson
Publicity Officer
Secretary (supported by Council staff member)
Treasurer
Student Representative Council (SRC) School Liaison Officer

Termination of Membership

A member may be terminated for the following reasons:

- Unprofessional conduct towards the Executive Committee, other members, and or general community
- Failure to follow the Terms of Reference
- Failure to attend three consecutive meetings (without formal leave)

Executive Officer

The Library and Youth Services Development Officer shall be the Executive Officer to the Committee.

The Executive Officer shall:

- Provide executive support to the Committee
- Be responsible for ensuring the agenda and minutes of Committee meetings are completed and distributed
- Be responsible for preparing a report to the Council containing the minutes and providing staff comment on the recommendations made by the Committee to Council; and
- Provide to the Committee the outcome and resolutions of the Council regarding each recommendation
- Provide opportunities for training and development for the committee

Roles and Responsibilities

Of Group

Group's standards and group agreement;

- All members will show respect and dignity towards each other and their opinions, keeping meetings friendly and focused on the issues
- Members are expected to contribute their ideas and enthusiasm, work as part of a team and carry out any tasks that they have volunteered for
- Members are expected to wear the fusion youth t-shirt that is supplied in members pack at events

Of Council

Greater Hume Shire Council will support and resource the Greater Hume Youth Advisory Committee members through:

- Provision of relevant training and leadership development of the group members to enable them to fulfill their roles effectively
- Provide administrative support to the group through assistance with but not limited to the following: photocopying, access to internet, assistance with minutes, meeting, agendas, organise meeting venue, refreshments for meeting, providing youth information/resources
- Providing access to meetings/activities for young people with disabilities or young people who are disadvantaged
- Reimbursement for costs associated or incurred by members of the group as they perform their duties. Reimbursements will only be with prior approval of Greater Hume Council and upon production of a receipt
- Support and encourage the positive promotion of the Greater Hume Youth Advisory Committee both internally within Council and externally in the wider community. This includes ensuring media consent for photographs/videos are provided by members of the group
- To evaluate and review the Greater Hume Youth Advisory Council Terms of Reference document at the end of each 2 year term in consultation with the Greater Hume Youth Advisory Group members. Any changes would need to be endorsed at a Greater Hume Youth Advisory Council meeting

Meetings

Meetings are held regularly from February to December of each calendar year at an agreed venue

Guidelines for these meeting include but are not limited to:

- All Youth Advisory Committee meetings should be minuted with these minutes to be confirmed at the following meeting

- Discussions at the meetings shall be informal, though keeping with the meeting agenda/program
- Meeting dates and venues will be by agreement with the current committee's representatives and the Executive Officer
- Decision making of the group will be ideally through consensus. However, where consensus can not be reached, then a vote shall be taken of members present. Outcomes of discussions and any decisions made at the meetings are required to be made through a formal motion
- Meetings are generally not open to the public unless otherwise agreed to
- External parties (including businesses, services etc) may attend meetings but only by invitation
- Councillors and other council staff may attend meetings with prior notice to the committee