

Nillumbik Youth Council

Terms of Reference

Classification:

Advisory Committee of Council

Purpose:

- To provide a formal platform for young people to have their say on issues, needs and aspirations important to them and relevant to Nillumbik.
- To inform the development of Council strategies, policies and projects.
- To lead the planning, development and evaluation of the Nillumbik Youth Strategy and Action Plan.
- To lead projects, events and activities that aim to support, empower and improve the lives of young people in Nillumbik.
- To build confidence, skills and knowledge in young people including leadership, community, team work and project management skills.
- To educate young people about local government and its role in shaping the community.

Objectives:

The Nillumbik Youth Council will consist of up to fifteen (15) young people aged 15-25 years of age who are passionate about being involved in their community and representing the diverse views, ideas and needs of young people in the Nillumbik area.

The Nillumbik Youth Council will:

- Act as an Advisory Committee to Council, advocating for opportunities, barriers and/or issues impacting on young people in Nillumbik.
- Provide advice to Council on how to best meet local youth needs.
- Develop local initiatives and projects for young people.

The Nillumbik Youth Council will be responsible for the planning, development and evaluation of the Nillumbik Youth Strategy and Action Plan. The Plan will set out the priorities and actions for young people to lead, with the support of Council, across their two-year term.

Membership and chairperson

Membership will consist of:

- One Councillor appointed by Council.
- Up to 15 Youth Councillors aged between 15-25 years of age, who live, work, volunteer, study or play in Nillumbik selected through an expression of interest process.
- Youth Councillors should represent the diverse and varied needs of the youth community in Nillumbik including but not limited to living in rural Nillumbik, LGBTIQ+, Aboriginal or Torres Strait Islander, People with a Disability and Culturally and Linguistically Diverse communities.
- The Youth Mayor or Deputy Youth Mayor will chair meetings with support from the appointed Councillor.
- Meetings will be attended and supported by the Manager, Community Partnerships or delegate and Team Leader Youth Development.

Co-opted members

- The Youth Council may invite suitable people to join in an advisory capacity, for a specified purpose and for a specified period of time.
- Where appropriate, working groups and sub-committees may be established to provide an opportunity for members to work collaboratively on specific projects, issues or areas. Membership of the working groups will be open to members and non-members. A working group or sub-committee member will be nominated to provide feedback at meetings.

Term of appointment

- Youth Councillors will be appointed for a two year term, however all Youth Councillors reserve the right to reconsider their role on Youth Council each financial year according to work, study or personal commitments.
- Should a member wish to resign prior to their term of appointment finishing, written notification (via email and/or mail) must be given to the Council Officer of their intent
- Where a member resigns before the end of their term a replacement committee member may be appointed by a Council Officer.
- The Youth Mayor will be elected by a majority of the Youth Council and will stand for a period not exceeding one (1) year. The Youth Mayor is responsible for chairing the Advisory Meetings of Youth Council with support of the appointed Councillor.
- The Deputy Youth Mayor will be elected by a majority of the Youth Council and will stand for a period not exceeding one (1) year. The Deputy Youth Mayor will chair the meetings when the Youth Mayor is unavailable.
- Should a member wish to resign prior to their term of appointment finishing, written notification must be sent to the Council officer with 14 days' notice.
- A member's term of appointment may cease if they fail to attend regular meetings without notice or fail to meet their obligations as a Youth Council member.

Payment

Youth Councillors will be reimbursed for their time and out of pocket expenses through a payment of \$500 per year, paid in four instalments of \$125 per quarter and only when 80% attendance is met throughout the year.

Member responsibilities

In order to fulfil the Committee's objectives, members are expected to:

- Using a collaborative approach, develop and prioritise the strategic goals and objectives for young people in Nillumbik.
- Actively participate in meetings, activities, events and professional development opportunities as required.
- Lead the planning and development of the two year Youth Strategy and Action Plan.
- Lead and support the implementation of actions as identified within the Action Plan.
- Advocate for the diverse range of needs of young people in their local communities.
- Provide advice on matters presented to the Youth Council.

Member requirements

- Youth Council members over the age of 18 will be required to provide a valid Working with Children's Check.
- Youth Council members are recognised as volunteers of Council and will be required to undertake induction as a volunteer of Nillumbik Shire Council. As volunteers of Council, all members will be expected to operate in accordance with all volunteer requirements.
- Actively engage with other young people in Nillumbik to inform decision-making with a particular focus on engaging with those who are too young to have representation on the committee.

Quorum

Decisions can only take place with a quorum defined as the majority of the total number of advisory committee members.

Meeting frequency

- Formal Youth Advisory Committee Meetings for the Youth Council will be held bi-monthly in Council Chambers on a Monday between 4pm – 6pm.
- On commencement of the two year term, the Youth Council members will be required to attend all induction and training meetings as scheduled by the Youth Development Team.
- The Youth Council members will meet informally on a fortnightly basis to support the planning, development, implementation and evaluation of Council's Youth Strategy and Action Plan.
- Additional hours involving evening, weekends and school holidays may be required at various stages.
- Youth Council may at times attend and present at Ordinary and Future Nillumbik Council Meetings.

Management of the group

The Team Leader of Youth Development or representative will be responsible for:

- Convening the Youth Council meetings, organising a meeting venue and providing refreshments.
- Attend and facilitate all meetings.
- Prepare and distribute the agenda and meeting minutes.
- Support the Youth Council to complete their set tasks.
- Support the Youth Mayor and Deputy Youth Mayor to meet the requirements of their position.

Reporting procedure

- The Committee is an Advisory Group that is established by Council, as defined in section 3 of the *Local Government Act 1989*, and provides advice to Council's special committee or Council officers with decision making authority.
- Minutes of the meetings are presented to Council for information at the next scheduled Council Meeting.
- Where formal advice provided by the Committee cannot be acted on with the delegated power of Council officers, it must be referred to Council for formal resolution before being acted on.

Public Statements

Members of the Committee may not make public statements on behalf of Council without prior approval of the Executive Manager of Community Services.

References

- Community Vision
- Nillumbik Council Plan
- Nillumbik Health and Wellbeing Plan
- Climate Change Action Plan
- Green Wedge Action Plan

Contact details of group

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Approval date

December 2020

Next review date

December 2022