

## **GEORGES RIVER COUNCIL YOUTH ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

The Georges River Council Youth Advisory Committee is an advisory body to Georges River Council comprised of young people aged between 12 and 24 years of age who live, work, study or have other relevant, demonstrable ties to the Georges River Council Local Government area.

**1. AIMS AND OBJECTIVES:** *1a.* Provide a mechanism through which Georges River Council can communicate with and engage local young people on issues of importance to them and their peers.

*1b.* Encourage positive youth participation in the local community that contributes to decision making processes which impact on young people and their families.

**2. MANDATE:**

*2a.* Act as a sounding board for Georges River Council on policies, programs and events relating to young people.

*2b.* Work with Council's Youth Development Officer to develop and deliver programs, activities and events for young people in the community.

*2c.* Assist in the research and development of surveys and other youth engagement strategies to inform Council policy and decision making and participate in their delivery.

*2d.* Participate in training and team building sessions and attend conferences as delegated.

### 3. MEMBERSHIP:

3a. The Georges River Council Youth Advisory Committee shall be comprised of between 12 and 18 young people aged 12-24 years who represent a diverse cross section of the local youth community.

3b. Young people interested in standing on the committee must submit an application form and pending suitability, sit for a peer interview.

3c. Members are required to act in a manner which demonstrates respect, fosters inclusion, is non-judgemental, and are to follow instructions given by Council's Youth Development staff.

3d. Individual membership terms shall not exceed 3 years from date of appointment.

3e. Members failing to meet the membership criteria may have their membership withdrawn.

3f. Nominations for membership may be submitted at any time, however suitable candidates will only be invited to sit for a peer interview if vacancies exist on the committee.

### 4. MEETING FREQUENCY:

4a. The Georges River Council Youth Advisory Committee meets monthly on the first Wednesday of the month. Meetings open at 4.00pm and close at 5.30pm.

4b. Additional working party meetings are scheduled as required when planning activities or events.

### 5. ATTENDANCE:

5a. Members are required to attend a minimum of 75% of meetings to be eligible for ongoing membership of the committee.

5b. When a member is unable to attend a meeting, prior apologies shall be given through Council's Youth Development officer via email.



6. QUORUM: 6a. The quorum (minimum number required to make a formal decision) is 5 members.

7. CHAIR AND MINUTES: 7a. At the commencement of each meeting a chairperson and minute taker shall be nominated. All members are expected to participate in the sharing of these roles.

7b. Council's Youth Development staff will provide secretarial support to the Youth Advisory Committee including the transference of minutes onto Council's corporate letterhead and storage on Council's data maintenance system.

8. LOCATION: 8a. Meetings are held across a number of meeting spaces within the Georges River Council, Hurstville Customer Service Centre. Members should report to customer service when arriving for a meeting.

9. GRIEVANCES: 9a. Members shall raise any grievances with Councils Youth Development Officer. If members are not satisfied with the resolution of their grievance they may forward their grievance to Councils Coordinator Community Development.

