

Terms of Reference Youth Advisory Committee



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| Name of Committee: | Youth Advisory Committee |
| Purpose of Committee: | <p>The Youth Advisory Committee has been established to provide advice to Kingston City Council, and organisations working with young people within the City of Kingston, in relation to youth issues.</p> <p>The Youth Advisory Committee is an advisory committee of Council with a Councillor or Councillors nominated on an annual basis.</p> <p>The establishment of a Youth Advisory Committee provides an important forum for identifying municipal-wide issues and opportunities and advising Council about effective policy and service provision regarding young people within the City of Kingston.</p> <p>The Youth Advisory Committee will provide opportunities for young people to develop leadership skills and be part of the decision making process. Further, the committee will provide the opportunities for young people to gain experience and knowledge of local government and the youth service system available to young people in the local and surrounding suburbs.</p> <p>The Youth Advisory Committee has no delegated decision making power from Council.</p> |
| Council Plan Objectives | <p>To provide advice to Council in:</p> <ul style="list-style-type: none"> • Meeting the needs of young people, children and their families • Implementing the Kingston Youth Strategy • Undertaking community development and social research initiatives to respond to community needs • Encouraging volunteering to create active, confident and resilient communities • Promoting intergenerational activities and spaces |



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| <p>Criteria for Membership:</p> | <p>The committee is open to young people who are aged between 12 to 25 years who live, work, study or play in the City of Kingston.</p> <p>The following membership criteria also applies:</p> <ul style="list-style-type: none"> • An ability to constructively participate in a fair and open-minded manner. • An ability to consider a broad range of views that reflect the diversity of the community; • Good knowledge and understanding of the local issues that are relevant to young people; • An ability to look beyond personal interests for the benefit of the community and residents of the City of Kingston; • An ability to facilitate communication and engagement with young people; • A capacity to commit to the Youth Advisory Committee for the required duration; • A willingness to celebrate the success and achievements of young people in the City of Kingston. |
| <p>Selection of Members:</p> | <p>Towards the end of current members' terms of appointment, a call for nominations will be advertised in local media and on Council's website and social media platforms.</p> <p>Nominations will also be sought from local youth service providers and schools. Specific representatives may be invited to nominate (e.g. Junior Mayor and award winners).</p> <p>A nomination form must be completed by interested representatives and all nominations will be assessed against the Criteria for Membership. All nominees will be interviewed by a Community Development Officer before appointment to the Committee.</p> <p>Appointment to the Committee will be for a period of up to two years, at the discretion of Council. Should a vacancy arise mid-term Officers may recruit following the above process. Mid-term appointments will be for the duration of the remaining Committee term. Members of the Committee may re-apply for the Committee after a two year term.</p> <p>The Youth Advisory Committee has discretion to co-opt members to the Committee to provide specific input and / or expertise for limited periods of time.</p> |
| <p>Chairperson:</p> | <p>Councillors nominated for membership of the Committee have first option to undertake the role of Chair.</p> <p>Should nominated Councillors not wish to undertake the role of Chair, an independent Advisory Committee member may be elected to the role through a vote or consensus among the independent members.</p> <p>The appointed Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Advisory Committee.</p> |



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| | <p>A deputy Chairperson should be elected to chair meetings in the absence of the Chairperson.</p> |
| <p>Membership:</p> | <p>The Youth Advisory Committee will consist of the following membership structure:</p> <ul style="list-style-type: none"> • A maximum of three (3) Councillor representatives (appointed by Council resolution) • A maximum of 12 young people at any given time between the ages of 12 and 25 years of age. • Co – opted members with specific input and / or expertise will join the committee on a temporary basis as required. • The outgoing Junior Mayor may be co-opted to the Committee at the end of his/her term. <p>Membership of the Youth Advisory Committee is voluntary.</p> |
| <p>Executive Support:</p> | <p>The Governance Department will:</p> <ul style="list-style-type: none"> • Provide terms of reference to new committee members. • Facilitate a review process for the committee and its terms of reference every two years. • Provide information and education on good governance issues such as; conflict of interest, confidentiality and register of interests. • Offer training for the chairperson if required. • Oversee the recruitment and selection process for committee membership. <p>The Youth Services Team will:</p> <ul style="list-style-type: none"> • Compile and circulate agendas, attend meetings, compile and distribute minutes. • Compile the annual report of the committee on behalf of the Chairperson <p>The General Manager of Community Sustainability and selected Council Officers will provide professional advice to the committee as required.</p> |
| <p>Quorum and Voting:</p> | <p>The Committee will operate with ‘one third plus one’ of the total membership.</p> <p>It is preferable that decisions of the Youth Advisory Committee are made by consensus however; there may be circumstances where a matter is decided by a vote.</p> <p>Each member is entitled to one vote, except that the Chairperson who may exercise a casting vote should this be necessary.</p> |



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| <p>Conflict of Interest and Confidentiality:</p> | <p>The Local Government Act identifies general and material conflicts of interest which require disclosure as and when they arise. Members of the Youth Advisory Committee must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as members of the Youth Advisory Committee.</p> <p>Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson and the Governance Department or Kingston Youth & Family Services either prior to a meeting or before the specific item is discussed and dealt with in line with the Act and any relevant Council policies or guidelines.</p> <p>It is intended that the Youth Advisory Committee will be a forum for discussing proposed policies and actions that may impact the Kingston Community.</p> <p>It is envisaged that members will be provided with information that is not available in the public realm. It will be critical that committee members are seen as a group that can be trusted with confidential information.</p> <p>The Youth Advisory Committee’s ability to fulfill its purpose will be severely hampered if that trust is undermined in any way. Given the level of confidentiality that will be associated with some of the information provided to members, any discussion with non-committee members is limited to information already available to the public.</p> <p>Confidential discussion will not be disclosed without the Chair’s prior approval.</p> |
| <p>Meetings:</p> | <p>Meetings of the Youth Advisory Committee will be held quarterly, or more often on an as-needs basis by agreement between the committee members and Chairperson. A schedule of meetings will be developed and agreed to annually. Under special circumstances a meeting may be cancelled or re-scheduled.</p> <p>It is expected that each member of the Youth Advisory Committee will attend a minimum of two (2) meetings each year.</p> <p>The Youth Advisory Committee may hold joint meetings to deal with issues that cover the reach of more than one Advisory Committee.</p> |



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| <p>Guiding Principles:</p> | <ul style="list-style-type: none"> • We are inclusive, open minded and respectful of everyone’s perspective • We put our personal agendas aside and provide advice for the greater good of the diverse City of Kingston community • Challenging and exploring are an integral part of what we do and how we operate • We represent and commit to the value of the committee • We actively participate and engage in the work of the committee • We are punctual, well prepared, timely with responses and we follow through • We are realistic about what we can achieve • We have a strong focus on outcomes |
| <p>Reporting:</p> | <ul style="list-style-type: none"> • A report of each Youth Advisory Committee meeting is to be presented to a Councillor Information Session. • Minutes of each meeting will be provided to all Councillors of the City of Kingston. |
| <p>Related Documents:</p> | <p><u>Living Kingston 2035</u> <u>Kingston Youth Strategy</u></p> |