

# ***Terms of Reference***

***Committee Name:*** Latrobe Youth Council

***Type of Committee:*** Special Committee (Section 24 of *Local Government Act 1993*)

## ***Youth Participation Model***

The Latrobe Youth Council shall be the only formal Special Committee of Council relating to young people.

The Latrobe Youth Council shall operate as a primary reference point for Council on issues and needs relating to young people. To ensure that Latrobe Youth Council members present informed opinion on their representations to Council, they will actively consult with young people on various matters of interest.

The Latrobe Youth Council should develop a range of less formal methods of obtaining input and information from young people. Such activities may include strengthened links with schools; using events as an opportunity for interaction and consultation; along with community surveys throughout the Latrobe Municipality.

The Latrobe Youth Council should not be the Council's only mechanism for youth participation however it will form the core of Council's youth consultation processes.

## ***Role of Committee***

The Latrobe Youth Council is a Special Committee of Council, with the following Terms of Reference:

- (a) To consult with young people, and determine the needs and issues relating to them in the Latrobe Municipality.
- (b) To represent the identified needs, issues, views of young people to the Latrobe Council.
- (c) To work with the Latrobe Council to identify strategies to respond to the needs, and issues related to young people in the Municipality.
- (d) To work with Latrobe Council to facilitate and develop opportunities for young people in the Municipality to participate in the community and in Council consultation and decision making processes.
- (e) To contribute to the development of a positive profile and image of young people in the community.
- (f) To identify personal development and leadership development opportunities for Latrobe Youth Council members.
- (g) To represent young people in other forums outside Council and outside the Latrobe Municipality.
- (h) To inform and advise Council, and act as a reference and consultation point for Council programs and activities, where appropriate.

- (i) To provide information and advice to other communities developing processes of youth participation.

**Operational Requirements** Further developing the use of sub-groups should be considered, when the Youth Council is working on specific issues. Membership of sub-groups should consider and involve young people and associates who are not members of the Youth Council.

**Delegated Authority** No delegated authority to commit Council's resources.

### **Membership**

- (a) Members must be aged between 16-30 years.
- (b) The ideal size of the Latrobe Youth Council is between 9-12 members.
- (c) The desirable composition of the Youth Council should include a balance of gender, and a balance of the ages within the age range of the group (16 to 30 years). In addition, the Youth Council members should demonstrate an awareness of cultural diversity, and have a capacity to obtain information from all areas of the Municipality either formally or informally.

Whilst there are a number of desirable characteristics in the make-up of the Youth Council membership - the primary criteria for membership should focus on the commitment, interest and capacity of the young person to participate in the activities of the Youth Council.

- (d) Appointment is for a term of term of two years. At the end of their appointment, members may nominate and be re-appointed for subsequent terms.

Members may continue to be re-appointed until they reach the age of 30 years.

- (e) Latrobe Youth Council members may resign their membership at any time.
- (f) It is preferable to have "half in, half out" membership elected annually, to ensure the continuity of knowledge amongst the committee.
- (g) The Latrobe Youth Council should aim to submit the names of at least six potential members each year to Council for possible membership. Council will develop a nomination proforma.
- (h) The number of Latrobe Youth Council members is to be reviewed a required. If the number of members become impractical, (either too small or too large), the Youth Council and Council should review and modify this section of the Terms of Reference relating to Youth Council membership and recruitment.

**Frequency of Meetings** The Latrobe Youth Council will meet face-to-face a minimum of twice a year and collaborate via digital media at other times, enabling decisions and/or consultation on urgent and important matters to occur between Latrobe Youth Council meetings where necessary and appropriate.

**Quorum Requirements** A minimum of half of the membership of the Latrobe Youth Council

### **Office Bearers Required (and method of appointment)**

Not specified by Council

### **Reporting Requirements**

The Latrobe Youth Council will provide the following reports and information to Council as follows:-

- a) Minutes from each meeting via the Council Liaison officer for inclusion within the next Latrobe Council General Meeting Agenda.
- b) Provide reports to Latrobe Council that identify and focus on priority areas for the Latrobe Youth Council relative to the Latrobe Municipality, as required. This includes the capacity to address new issues as they come up during the year, and flexibility to review and change priorities should this be required from time to time.
- c) Consider matters forwarded to it by Latrobe Council and advise accordingly after adequate community consultation.
- d) Provide a written Annual Report on the activities and achievements of the Latrobe Youth Council by 31 October.

### **Communication and records management**

As a Special Committee of Latrobe Council, the Latrobe Youth Council is bound by the Local Government Act 1993.

The Latrobe Youth Council may prepare media releases to promote their initiatives; facilitate written collateral or host community events, however these must first be approved by Latrobe Council via Council's Youth Council Liaison Officer.

Correspondence from and to the Latrobe Youth Council must be via the Council Liaison Officer to ensure recording within Council's records management system.

**Audit Requirements**                      Not specified by Council

### **Council Support**

#### Youth Council Liaison Councillors

Two Youth Council Liaison Councillors should be appointed by Council to initially attend Latrobe Youth Council face-to-face meetings on a rotational basis.

#### Role of Youth Council Liaison Councillors

The role and purpose of these appointed Councillors is to provide two way information, communication and education links between the Latrobe Youth Council and Council; developing the skill level of the Latrobe Youth Council members and their awareness and participation in Local Government related activities.

They have no voting rights at Latrobe Youth Council meetings and are not included within the quorum requirements.

### Council Liaison Officer

Council's Community Development Officer is appointed as the Council Liaison Officer to the Latrobe Youth Council.

### Role of Council Liaison Officer

The role of the Latrobe Youth Council Liaison Officer shall include provision of the following functions: -

- a) Facilitate and support the Latrobe Youth Council.
- b) Be a linkage between the Latrobe Youth Council and the Council, and other Council Officers.
- c) Support the Latrobe Youth Council to consult young people from across the Municipality.
- d) Educate the Latrobe Youth Council members in relation to the processes and procedures of Council operations.
- e) Skill development and support to empower the Latrobe Youth Council to become independent and operate as an effective Special Committee of Council.
- f) The conduit to approving all media releases from the Latrobe Youth Council and distributing to media organisations.