



# **GLADSTONE REGION YOUTH COUNCIL ADVISORY COMMITTEE**

## **TERMS OF REFERENCE**

### **1. Background**

On 6 May 2014 Gladstone Regional Council endorsed the re-establishment of the Gladstone Region Youth Council. The Gladstone Region Youth Council is a formal Advisory Committee to Gladstone Regional Council and is recognised under the *Local Government Regulation Act 2012*, ss. 264-265.

### **2. Purpose**

The purpose of the Gladstone Region Youth Council is to:

- 2.1 Provide the opportunity for young people to input into the public governance of their Region.
- 2.2 Provide young people with exposure and personal development opportunities related to public governance and to strengthen youth leadership.
- 2.3 To provide Council with a further opportunity to engage with young people in a structured and formal way.
- 2.4 Involve young people in public activities that they may not have otherwise considered participating in.
- 2.5 Seek the assistance of young people in engaging with their peers on community related issues and to be a voice for young people on Council related matters and initiatives.

### **3. Objectives**

- 3.1 To source the views and recommendations of young people in the development and governance of the Gladstone Region.
- 3.2 Raise youth awareness, engagement and input into the work of local government.
- 3.3 Develop potential future leaders.
- 3.4 Encourage young people to consider local government as a career path.

#### **4. Membership**

- 4.1 Membership is open to young people aged between 15 and 24 years inclusive residing in the Gladstone Region.
- 4.2 Members will be sought via an expressions of interest process which will be publicly advertised.
- 4.3 The Committee will consist of up to eleven (11) members appointed by Council from the pool of applicants received in response to an expression of interest process. A Chair and Deputy Chair for the Committee will be appointed by Youth Council members.
- 4.4 Membership shall be for an initial term of one year, with appointed members able to seek re- appointment for subsequent terms.
- 4.5 Within reason, Council will seek to ensure demographic balance and diversity (sex, age, ethnicity, residential location etc.) in the appointment of members.
- 4.6 If a member is absent without a Youth Council approved leave of absence for three or more consecutive meetings, their position may be considered vacant and a replacement member sought via a new or prior expression of interest process. The replacement member will fill the role to the end of the prior member's term. The appointment must be made by Council resolution.
- 4.7 Members may resign at any time by notice in writing to Council.
- 4.8 Members may be replaced at any time by resolution of Council.

#### **5. Role of members**

Members of the Gladstone Region Youth Council will fulfill their role by:

- 5.1 Attending meetings and making a commitment to actively contribute to the activities of the Youth Council.
- 5.2 Advocating on behalf of young people and building a collaborative relationship with Council.
- 5.3 Providing input, views and advice on matters being considered by the Youth Council.
- 5.4 Attending activities and development opportunities available through the Youth Council.
- 5.5 Complying with legislative, safety and conduct requirements.

**6. Meetings, Voting and Administrative Arrangements**

- 6.1 The Gladstone Region Youth Council will hold a minimum of 10 meetings per annum at dates and times determined by the Youth Council. Additional meetings may be held as determined by the Youth Council.
- 6.2 The 10 meetings will be publicly advertised once a year in a newspaper, with additional meetings advertised as required.
- 6.3 Should a change in meeting date and/or time be required these changes will be publicly advertised.
- 6.4 Meetings will generally be held at the Council Chambers, 101 Civic Centre, Goondoon Street Gladstone. Meetings can be taken off-site at the discretion of Youth Council members subject to approval by Council Officers based on a risk assessment.
- 6.5 Meeting attendance via Teleconferencing (as defined under s.276 *Local Government Act 2009*) will be allowed if deemed appropriate by Youth Council members.
- 6.6 A quorum for meetings is 50% of members plus 1, or in the case of an odd number of members, a majority of members.
- 6.7 Voting at meetings must be open (ie. not by secret ballot or other closed methods) and a decision is made by a majority of the votes of members present. If the votes are equal, the Chair presiding has the casting vote and if a member fails to vote, the member is taken to have voted in the negative.
- 6.8 Proxy votes will not be accepted.
- 6.9 Members who cannot attend a meeting should tender an apology in advance of the meeting.
- 6.10 Members who are seeking a leave of absence from Youth Council meetings for a period of time, must lodge a leave of absence request. The Youth Council will decide whether to grant or refuse the request.
- 6.11 In conducting meetings of the Youth Council, Council Officers will ensure that members and others in attendance are made aware of and provided with relevant advice on the *Local Government Act 2009* and *Local Government Regulation 2012* as they relate to Advisory Committees to ensure that members remain compliant with their legislative obligations.
- 6.12 Where a person or other body wishes to consult or seek input from the Youth Council on a matter, a formal request must be lodged with Council. Officers will assess the relevance and appropriateness of the request in consultation with the Youth Council. Council Officers will be the decision makers on whether the request is granted or refused.

## **Gladstone Regional Council – Gladstone Region Youth Council Advisory Committee – Terms of Reference**

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- 6.13 As an Advisory Committee to Council, Youth Council meetings are open to the public. Non-members who attend are observers only and cannot participate in discussion unless invited to do so by the Youth Council.
- 6.14 If the Youth Council deems an observer/s to be disrupting meeting proceedings or causing offence to any person in attendance, they may be asked to leave the building where the meeting is taking place with immediate effect for the remainder of proceedings.
- 6.15 Gladstone Regional Council will provide the secretariat to the Youth Council and will be responsible for meeting notifications, preparing and circulating agendas, recording the minutes of meetings and any other administrative support.
- 6.16 Where a decision or guidance is required from Council on a matter raised at a Youth Council meeting it will be brought before Council via an Officer Report. Similarly, where Council is seeking input from the Youth Council on a matter, Council Officers will prepare a briefing note or presentation for Youth Council consideration.

### **7. Reporting and Accountability**

- 7.1 The minutes of the Youth Council remain the property of Gladstone Regional Council and Council Officers will ensure that they are prepared, managed and made available to the public in accordance with legislative and corporate requirements.
- 7.2 The minutes of the Gladstone Region Youth Council Advisory Committee will be presented periodically to a General Meeting of Council.

### **8. Adoption Date**

**Insert date adopted by Council.**

This Terms of Reference repeals all prior Terms of Reference for the Gladstone Region Youth Council Advisory Committee.