



Youth Council Sub Committee

- Terms of Reference -

Endorsed by Council: 26 October 2020 (0715/2020)
Amended 27 September 2021

Review Date: November 2022

1. Purpose

- 1.1 The Youth Council provides an opportunity for the voices of young people to be heard within Council. It offers a range of benefits to both young people in the City of Salisbury and Council. In addition to formal meetings, the Youth Council will address issues of interest through Project Teams.
- 1.2 The Youth Council enables Council to consult with, and benefit from the expertise of, young people on matters relating to policy development, service provision and issues relevant to young people. This enables young people to become involved in the planning, development and delivery of relevant youth services and projects for the City.
- 1.3 The Youth Council is an approach to fulfilling the following objectives:
 - to consult with young people to contribute to more effective Council decision-making and achieve improved outcomes across Council;
 - to develop young people's skills in civic participation in fulfilling the democratic right of young people to participate in decisions that affect their lives; and
 - to enhance young people's roles as active community members in achieving outcomes towards a more inclusive community.
- 1.4 The aims of Youth Council are to:
 - act as an advocate and provide expertise to Council on issues important to young people in the City of Salisbury;
 - make recommendations to Council on issues affecting young people in the City of Salisbury;
 - address issues of concern to young people;
 - monitor and evaluate Council's youth services and Youth Action Plan;
 - monitor and evaluate Council's policy and strategic directions in other areas of interest to young people;
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- undertake consultations with other young people to inform Council's policies and program development; and
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2. Status and Term of the Committee

- 2.1 The Youth Council is formed under section 41 of the Local Government Act 1999 as an advisory committee to the **Policy and Planning Committee** for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 The Youth Council will exist for the term of Council.

3. Meeting Details

- 3.1 The Youth Council shall be structured to ensure maximum participation and inclusion of young people. The Youth Council will meet six times per annum (February, April, June, August, October and December).
- 3.2 Meetings of the Youth Council will be held in the Salisbury Community Hub in the second week of the month (except for the December meeting which will be held in the first week of the month).
- 3.3 In accordance with Section 87 of the Local Government Act, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Committee.
- 3.4 Public notice of meetings will be given through display of the Notice of Meetings. The Youth Council Agenda will also be published on the City of Salisbury website and available for inspection prior to each meeting at 34 Church Street, Salisbury.



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- 3.5 Members of the public are able to attend all meetings of the Youth Council, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the Local Government Act.

4. Membership

- 4.1 The membership of the Youth Council comprises:

- 18 young people (aged 14-25 years);
- 6 mentors;
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4.4 Youth Members

Applicants for youth membership must demonstrate the following attributes:

- an interest in youth issues;
- an interest in community involvement;
- a commitment to being part of a project team; and
- an ability to attend all Youth Council meetings.

4.5 Youth Members Membership Term

- Membership for Youth Members of Youth Council shall apply for a two (2) year term.
- A minimum of 1 x 2 year term and maximum of 2 consecutive terms (a maximum of four (4) years) are available to each Youth Member).
- Youth members who wish to sit a second term on Youth Council must reapply using the member's application form.



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- Applications for membership may be submitted when the applicant is 13 years of age, so long as they will have turned 14 by the time their position on Youth Council is to commence.
- Irrespective of the above, a Youth Members' term will end at the time of their 26th birthday.

4.7 Mentors

Applicants for mentor membership will be available to community members aged 18 years or over.

Mentors may apply for individual or organisational membership of the Youth Council.

All mentors should either represent a youth organisation, school, community group, business or organisation in the City of Salisbury, or as individual members, be active in the support of youth/youth initiatives.

Applications for Mentor positions must provide evidence of skills/experience in working with young people, supporting youth initiatives and encouraging youth participation.

Exiting Youth Members who have completed two terms on Youth Council may apply for Mentor positions. Where an exiting Youth Member does not meet the minimum age requirement for a Mentor position, this requirement will be waived.

4.8 Mentor Membership Term

- Membership for Mentor Members of Youth Council shall apply for a two (2) year term.
- Mentors may reapply for membership at the conclusion of each term. There is no limitation on the number of terms a Mentor may be appointed for.
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representative to attend Youth Council activities. Organisations may nominate a proxy to attend activities when the primary representative is not available.

4.9 Membership Selection

- Appointments will be held annually for vacant committee positions, or as required to fill a casual vacancy that arises during a term of appointment, for the balance of the remaining term.
- Membership will be determined via a selection process, which requires the completion and submission of the Youth Council membership application form.
- A selection committee will be convened and made up of two Youth Council members and an appropriate City of Salisbury staff member.
- Selection will be based upon assessment of the applications against the relevant criteria. Alternative opportunities for young people not selected will be available through the project teams and other youth programs.

4.10 Meeting Attendance

- All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- Members who miss one (1) Youth Council meeting without lodging a formal apology will be contacted by the appropriate Council staff member to clarify their obligations to the Youth Council.
- Members who miss two (2) consecutive meetings without an apology will be contacted by the Council staff member at which time they will be advised that their membership status on Youth Council is under review.
- Members who provide two (2) formal apologies in a row will also have their position reviewed.
- A report will then be submitted to Youth Council to discuss the member's ongoing membership of the Youth Council. If the Youth Council determines the membership should be revoked, then a casual vacancy is created and a suitable candidate will be recruited to fill this casual vacancy. A letter will be forwarded to the Youth Council member, whose membership has been revoked, outlining the decision.



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- 4.11 Members of the Youth Council must comply with the conduct and conflict of interest provisions of the Local Government Act. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

5. Chairperson and Deputy Chairperson

- 5.1 The Youth Council will elect a Chairperson for a one year term at the February meeting in each year. The Chairperson must be a youth member and have at least one year experience on Youth Council.
- 5.2 The Chairperson's role is to chair the Youth Council meetings and carry out their duties as outlined in the job description for that position. Training and support is provided to the Chairperson.
- 5.3 The Youth Council will elect a Deputy Chairperson for a one year term at the February meeting in each year. The Deputy Chairperson must be a youth member. The Deputy Chairperson role is to carry out their duties as outlined in the job description for that position. Training and support is provided to the Deputy Chairperson.

6. Voting Rights

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairperson has a deliberative vote, but does not, in the event of an equality of votes, have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to the parent committee, in this instance the Policy and Planning Committee, for decision.

7. Meeting Procedures, Minutes and Documents

- 7.1 All meetings of the Youth Council will be held in accordance with the Local Government Act 1999 (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.



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- 7.2 Minutes will be kept of the proceedings at each Youth Council meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Sub Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Youth Council unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the Local Government Act.

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of youth members of the committee by two (2) and adding one. For a committee comprising 18 youth members, the quorum is 10.
- 8.2 Elected Members who are suspended from office and those granted a leave of absence under Section 55A of the *Local Government Act 1999*, are not to be counted in the total number of Members of the Council when calculating the prescribed number of Elected Members that constitutes a quorum.

9. Reporting Requirements

- 9.1 The Youth Council reports to **Policy and Planning Committee**.
- 9.2 The Youth Council shall make whatever recommendations to the parent committee it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Youth Council will be referred to the next meeting of the parent committee, through presentation of minutes, for final resolution.

10. Project Teams

- 10.1 Youth Council may establish at least one and up to three project teams each year to focus on a particular issue of importance to young people. Project teams will be established at the first Youth Council sitting for the year.
- 10.2 Project teams will report directly to the Youth Council.
- 10.3 Project teams will be comprised of at least six (6) youth members (14-25 years) and a minimum of one (1) mentor. Project teams are youth-led and comprise members of the Youth Council and other relevant young people. Mentors will offer support to the project teams and attend meetings.



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- 10.4 Youth members must participate in at least one project team. There is no limit to the number of Project Teams a Youth Council member may join.
- 10.5 Commitment to a Project Team requires regular attendance at project team meetings. In the event that a Project Team member does not attend project team meetings on a regular basis (with or without submitting an apology) the member may be removed from the project team.
- 10.6 The purpose of the Project Teams is to:
- develop and implement a project each year focused on a current youth issue or topic;
 - provide relevant update reports to Youth Council during the year;
 - submit a final report at the completion of the project;
 - invite other young people, community members, guest speakers and support people to attend meetings;
 - keep a record of the meetings; and
 - manage a project budget.
- 10.7 A project team leader will be appointed by the project team. They will:
- be a youth member;
 - have at least one year experience on Youth Council;
 - engage in regular communication with the project team;
 - ensure relevant reports are provided to Youth Council;
 - liaise with staff in relation to team progress; and
 - facilitate team meetings.
- 10.8 Elected members have the opportunity to attend and participate in project teams if they choose.
- 10.9 Support of project teams will be provided by relevant members of staff. Project team meetings will occur at times and locations convenient to the young people involved.