

1 PURPOSE

The Youth Advisory Committee is an Advisory Committee. Its purpose is to give young people a say in voicing their concerns on matters and issues that are important to them and are related to Council. YAC also assists young people involved to develop leadership, communication, teamwork and public speaking skills.

2 SCOPE

The Youth Advisory Committee (YAC) consists of a group of young people, the Council's Youth Services Team and an elected member of Council who meet to discuss and plan around issues affecting young people. YAC is an official advisory committee which keeps Council informed on issues that are significant and important to young people in the city of Darwin. YAC also assists Council in making sure that both the services and the way Council goes about its business are youth friendly so that all young residents of Darwin can be equally included and are able to participate in their community.

3 AUTHORITY / DELEGATION

The Youth Committee is an Advisory Committee to Council and does not have any delegation to make decisions. The Committee is able to put recommendations to Council for endorsement, and then may be responsible for completing the action determined by Council resolution.

4 FUNCTIONS

The functions of the Youth Advisory Committee are to:

- a) To build the group's knowledge of issues that affect young people in Darwin so that advice can be given to Council on how to manage these issues.
- b) To work with Council to help find ways of making City of Darwin and its facilities youth friendly so that young people are comfortable in accessing them.
- c) To assist Council to action the objectives of the Youth Strategy.
- d) To provide an avenue for genuine communication between young people and Council.
- e) To gain an understanding of the responsibilities of City of Darwin and its many roles and to be actively involved in Council's decision-making processes when appropriate.
- f) To report the minutes and recommendations of each meeting to Council.

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- g) To help the local community better understand and be informed about youth issues, the work of the Youth Advisory Committee and its progress, through education and feedback.
- h) To provide an opportunity for young people to build on and expand their skills in leadership, communication, public speaking, solving problems, teamwork and civic affairs.

5 MEMBERSHIP

Membership will consist of:

- Up to 15 young people between 12 to 25 years of age
- 1 Council Member (and one alternate Council Member)

An appointment term is for 2 years.

Members must either live, study or work within the Darwin municipality.

Membership will be organised so that there is equal and fair representation of young people from across the age range and the various cultural groups within Darwin.

Young people whose life experience and knowledge will make the group rich in understanding youth issues from different perspectives will be actively encouraged to apply to become a member.

Members who are absent without notice for more than three meetings will be retired from the committee. Members may take three months leave from YAC each year provided they provide 10 days' notice.

5.1 CHAIR

The chair of the committee will be appointed by Council.

The Committee Chair is responsible for:

- Ensuring the good conduct of meetings in accordance with the role and functions of the Committee; and
- Ensuring that the Committee's recommendations and actions are in line with the Terms of Reference.

The Committee Chair may be called upon to represent the Committee to Council.

The committee may appoint a Deputy Chair for the purposes of chairing a meeting if the Chair is not present or at a meeting as required.

5.2 MEMBERS

Members are appointed to represent the interests and needs of the community relevant to the committee purpose.

The responsibility of the members are to:

- Regularly attend meetings and to actively contribute ideas and commentary.
- Actively participate in working groups, sub-committees or specialist panels as required.

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6 MEETINGS

6.1 FREQUENCY AND LOCATION

Subject to direction by Council, the Committee will set its meeting schedule the calendar year prior.

The Committee will meet at least four (4) times per year and no more than ten (10) times annually, between February and November.

Time and location of meetings is to be determined by the Committee.

Special meetings can be convened by the Chief Executive Officer on the request of the Chair, or a majority of committee members. The Chief Executive Officer will then issue a Notice of Meeting with the time, date and location of the meeting, and the items to be discussed at the special meeting.

6.2 VOTING

A resolution of the committee will be passed by a majority vote. A majority vote is half plus 1 of the members present at the meeting

The chair must exercise, in the event of an equality of votes, a second or casting vote.

7 CODE OF CONDUCT

All members are accountable to the *Local Government Act 2019* Code of Conduct, Schedule 1. This includes the requirement to declare gifts and/or benefits.

8 CONFLICT OF INTEREST

On appointment to a Committee, all members must identify if there are any conflicts of interest in performing their role on the committee.

Conflicts of Interest must also be identified at any meeting in which a member has a conflict of interest on a matter.

9 REVIEW AND PERFORMANCE EVALUATION

9.1 TERMS OF REFERENCE

The Terms of Reference will be reviewed annually by the Committee and any changes will be put to Council for endorsement.

9.2 PERFORMANCE EVALUATION

Commencing November 2022, at the end of each calendar year, the Committee will conduct an annual review of the Committee to assess outcomes against these terms of reference.

The review and any amendments to the Terms of Reference will be provided to Council at the commencement of each calendar year.

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10 RESPONSIBILITY / APPLICATION

All members of the committee will be asked to sign the Terms of Reference as part of their induction to the committee, to ensure they are aware of their responsibilities under the *Local Government Act 2019* as member of a Council appointed committee.

These Terms of Reference were adopted by Council on 28 September 2021.

Name: _____

Signature: _____

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