

RYDE YOUTH COUNCIL TERMS OF REFERENCE 2018



Copyright © 2010 City of Ryde
All Rights Reserved

No part of the contents of this document may be reproduced or distributed in any form or by any means without the prior written permission of City of Ryde

Contents

1. ROLE

2. RESPONSIBILITIES

3. MEMBERSHIP, ROLES AND VOTING

Term of Membership to Committee

Casual Vacancy

Roles

Youth Councillor

Councillor

Chairperson

Deputy Chairperson

Public Relations Officer

Committee Facilitator

Voting

Extended Leave of Absence and Acting Positions

Quorum

4. MEETINGS

Meeting Schedule and Procedures

Public Participation

Sub Committees

5. COMMUNICATIONS & REPORTING

6. CODE OF CONDUCT AND OTHER COUNCIL POLICIES

7. EVENTS

8. REVIEW

Mission Statement

“The Ryde Youth Council empowers young people to represent the voice of youth in Ryde and to develop their skills to build engaged citizens and progressive leadership”

1. ROLE

The City of Ryde has a long term Community Strategic Plan that identifies the community’s main priorities and aspirations for the future. All other Council plans, such as the Four Year Delivery Plan and One Year Operational Plan, sit under and reflect and support the realisation of these long term objectives. Council’s Advisory Committees are an important mechanism for consultation, advice and feedback to staff on the implementation and review of these priorities, plans and strategies.

The primary roles of the Ryde Youth Council Advisory Committee are:

- To advocate for the needs of young people and provide a mechanism for their participation and involvement in decision making on community issues.
- To act in an advisory and consultative capacity to Council and staff on matters affecting young people in the community.
- To assist young people in developing skills in various areas including, leadership, communication, advocacy, governance and administration.

2. RESPONSIBILITIES

The Ryde Youth Council Advisory Committee is responsible for:

- Advocating, providing advice, and making recommendations to Council on matters affecting young people and the community;
- Co-ordinating, planning and implementing community activities and events, including National Youth Week;
- Identifying and initiating opportunities for participation and involvement of young people in community activity;
- Promoting community awareness of issues impacting on young people;
- Promoting positive images of young people and their achievements in the community.

3. MEMBERSHIP, ROLES AND VOTING

Membership of the Ryde Youth Council Advisory Committee comprises:

- No less than one (1) Councillor appointed annually, in accordance with Council resolution of 7 October 2008;
- No less than One (1) alternate Councillor delegate, non-voting member;
- Committee Facilitator;
- It is recommended that there be between fourteen (10) and twenty five (25) Community Representatives aged 12 - 25. Members must live, work, study or recreate in the City of Ryde.;
- Young people who represent organisations that service young people;
- Young people from diverse socio-economic, cultural and ethnic backgrounds;
- Individuals with specialist skills and professional interest in issues affecting young people will be contacted / invited as required.

The Committee Facilitator will extend membership to the City of Ryde Young Citizen of the Year each February following the award being received. Upon accepting membership this young person will then be included in any activities of the Committee.

Community members are to be appointed by resolution of Council following advertisement for nominations in at least one local newspaper, on Council's website and in the Mayoral Column. Nominations are to be submitted in writing or online, and are to be circulated in full to the Councillors for evaluation. The Committee will not be involved in the evaluation or selection process of any community representatives.

The following City of Ryde staff ordinarily attends the Committee meetings but is not a member of the Committee:

- Community Project Officer – Young People

Council officers will provide professional advice and administrative support. It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any of its members.

Term of Membership to Committee

Members appointed to the Committee shall be appointed for a two year (or remainder thereof) term, although membership can be altered at any time by resolution of Council.

Council Officers and the Committee Chair will review the membership of the Committee annually, to ensure representation and member details are current.

Membership of the Committee can be withdrawn by resolution of Council only. Council staff will be appointed and removed by the General Manager.

A member of the Ryde Youth Council may resign from membership by giving notice of not less than two (2) weeks in writing to the relevant Council representative.

If a member of a Committee misses three consecutive meetings without apology, their membership will be withdrawn and the position will be deemed vacant, in accordance with Council Resolution of 10 October 2012.

Councillors who are not formal members of the Committee are invited to attend all meetings, and may participate in discussions.

Casual Vacancy

A casual vacancy caused by the resignation or death of a Member, or the withdrawal of membership, will be filled by undertaking the following process:

- (i) Where a casual vacancy occurs, the Committee Facilitator will report this matter to the next Advisory Committee meeting and record it appropriately in the Minutes
- (ii) The Committee Facilitator will provide a report to the next available Council meeting on the vacancy, including the proposed replacement and how they were identified.
 - (a) If the casual vacancy was for a position that represented an organisation, the organisation will be invited to nominate a

replacement representative (if no alternate member has previously been nominated).

(b) If the casual vacancy was for an individual position, previous nominees that were considered suitable, but were either not offered a membership or were unable to accept a position on the Committee, will be approached by the Committee facilitator to confirm that their nomination remains current and valid. If so, they shall be put forward as a nominee.

(c) Where neither option (a) or (b) is appropriate, an expression of interest process will be undertaken to identify suitable members.

(iii) A Councillor may also nominate a person to fill a casual vacancy by

(iv) All prospective community members require their membership to be confirmed via a resolution of Council.

(v) It should be noted that should a vacancy occur within 9 months of the end of the term of the current Council, the vacancy will not be filled, unless there are extenuating circumstances.

(vi) Once endorsed by Council, a Member filling a casual vacancy will hold office for the remainder of the term of the Member he/she has replaced.

Roles

All members of the Ryde Youth Council will agree to act within the guidelines of the Ryde Youth Council as outlined in this Terms of Reference at all times. This is to be confirmed by signing an agreement form following a briefing session on this Terms of Reference and received Code of Conduct Training. Office Bearers will be elected annually every February. Members can nominate to become an office bearer in absentia, however no proxy voting is allowed (see page 10).

Youth Councillor

The role of a Youth Councillor will be to:

- Attend meetings
- Actively seek views and opinions of young people and relevant issues to be brought to the notice of the Ryde Youth Council.
- Contribute items of interest to the meeting agendas, by contacting the Chairperson between meetings.
- Actively participate in discussions and decisions that take place at meetings.
- Actively participate in various working parties and events involving the Ryde Youth Council.
- Represent the views and act in the interest of all young people across the Ryde LGA.
- Communicate any issues regarding Ryde Youth Council, including absences from meetings or activities with the Community Project Officer – Young people.

Councillor

The role of a Councillor will be to:

- Attend meetings
- Actively participate in discussions and decisions that take place at meetings.
- Mentor, liaise and support the Ryde Youth Council and Ryde Youth Council members.

- Assist in the communication of ideas of Ryde Youth Council Youth Councillors to other City of Ryde Councillors.
- Communicate any issues regarding Ryde Youth Council, including absences from meetings or activities with the Community Project Officer – Young People.
- Be actively involved in Youth Council events and advocacy via on line platforms including creating and sharing content and posts.

Chairperson

The role of the Chairperson will be to:

- Chair all meetings of the Ryde Youth Council.
- Establish a purpose and agenda for each meeting.
- Ensure discussion remains on point and manages time.
- Encourage discussion and constructive input.
- Request agenda items for the next scheduled meeting.

The role of Chairperson shall be elected at the first meeting of the Ryde Youth Council at the beginning of a new term. The role of Chairperson can only be filled by a Youth Councillor.

In the event that the elected Chairperson is absent, the Deputy Chairperson will chair the meeting. In the event that both Chairperson and deputy chairperson are absent the Ryde Youth Council shall nominate another member to chair the meeting or the Committee Facilitator will fill the role.

The Committee Facilitator in the role of Chairperson does not become a formal member of the Committee by virtue of this position. All staff are representatives of Council only and not members of the Committee.

Council's Code of Meeting Practice shall be used as the reference guide for any matters pertaining to the Committee meetings which are not otherwise outlined in this Terms of Reference.

Deputy Chairperson

The role of the Deputy Chairperson will be to:

- Carry out the responsibilities of the Chairperson in their absence.

- Establish a purpose and agenda for each meeting, in collaboration with the Chairperson
- Co-chair certain aspects of the meetings as discussed and agreed with the Chairperson
- Encourage discussion and constructive input.

Public Relations Officer

The role of the Public Relations Officer will be to:

- Draft media releases.
- Develop strategies to promote the Ryde Youth Council.
- Promote events and activities conducted by the Ryde Youth Council.
- Assist in the development of material to be placed on the Ryde Youth Council webpage.
- Coordinate and monitor use of RYC's social media including current and future Social Media platforms

All media and public relations conducted for the Ryde Youth Council must have prior approval granted by the Manager, Community Relations and Events and Community Project Officer – Young People.

Committee Facilitator

A Committee Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for coordinating the preparation of agendas, invitations and minutes of the Ryde Youth Council.

The Facilitator shall also be responsible for co-ordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee.

The Facilitator has the right to refuse a request from a member of the public to address the Committee if it is deemed more appropriate for that person to address a formal Council or Committee meeting.

Voting

No formal voting rules apply. As the Committee has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of Council unless the matter is referred to Council for determination. If consensus is not achieved, and if required, the matter shall be referred to Council for determination.

Only members in attendance at the meeting shall be entitled to participate in the decision making process of the Committee.

If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

In exceptional circumstances, it will be acceptable for members to attend via conference call, however they will not have voting rights. No voting by Proxy is permitted.

Extended Leave of Absence and Acting Positions

If an office bearer requests to take an extended leave of absence (ie for overseas study etc), an opportunity for another council member to fill that role in their absence will be created. If the Chairperson is taking an extended leave of absence, the Deputy Chairperson would step up. An acting Deputy Chairperson would be nominated and voted for by the rest of the committee (see Voting, Page 8).

Quorum

As the Committee is advisory only no quorum is required. However, the Chairperson shall use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item.

4. MEETINGS

Meeting Schedule and Procedures

Meetings are to be held monthly from 6.00pm to 7:30pm on the last Wednesday of each month or as agreed by members. A proposed change to this meeting schedule, either ongoing or one-off is to give consideration to operational requirements, and be agreed by the majority of Committee members.

The Committee Facilitator produces a draft agenda in consultation with the Chairperson. Committee members should raise items they would like to be included on the agenda at least two weeks prior to the meeting. Alternatively, the item may be raised as part of General Business during the meeting.

The Agenda & meeting papers shall be circulated to members at least 3 days prior to meeting. All agendas shall be published on Council's website and Councillors' BoardVantage at least 3 days prior to the Committee meeting.

Each meeting shall be properly recorded by the taking of minutes.

Public Participation

All meetings of the Committee are public meetings. Members of the public and media may attend meetings as observers, however if a person wishes to speak at a meeting they are to make prior arrangements through the Committee Facilitator, the Chairperson or a Councillor committee member.

Presentations shall be limited to a maximum of 5 minutes.

Subcommittees

Subcommittees will be formed throughout the year for focus groups on certain events and advocacy projects. Subcommittees will usually meet fortnightly until the fulfilment of the project at a time suitable to the majority of members.

RYC members that volunteer for Subcommittees are required to attend meetings or send apologies to the chairperson and are subject to the same rule as laid out in the section **'Term of Membership to Committee'**.

All subcommittees will have office bearers to be decided and voted for in the first subcommittee meeting. A subcommittee will have as a minimum, a Chairperson and PR Officer.

The PR Officer of each subcommittee will be responsible for providing updates and items of interest to the RYC PR Officer for inclusion in Social Media posts and press releases.

5. COMMUNICATIONS & REPORTING

The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.

The minutes of each meeting shall be circulated to all members as soon as practicable. Any questions by members regarding the minutes are to be referred immediately to the Committee Facilitator and if any error in the minutes is confirmed, the Committee Facilitator shall arrange to make the appropriate changes.

The draft meeting minutes of all public Advisory Committees will be published on the Councillors' BoardVantage and City of Ryde website within two weeks of the Committee meeting. The minutes should note that they are draft and will be confirmed at the following meeting.

Should the Advisory Committee agree on an action that requires a Council resolution, eg allocation of funds, resources or an amendment to any Council policy or plan, or cannot otherwise be actioned within existing Council staff delegations, then the minutes are to be reported to the next available Council meeting with a supporting Council report, in accordance with Council resolution of 14 September 2010.

The minutes will be reported directly to the following City of Ryde staff:

- Senior Coordinator – Social Development and Capacity Building
- Manager – Community Services

Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

6. CODE OF CONDUCT AND OTHER COUNCIL POLICIES

Each Committee member who is not otherwise a Councillor or staff member shall be provided with a copy of Council's Code of Conduct and other related policies that may be applicable to the operation of the Committee.

The conduct of each Committee member is expected to be consistent with the principles outlined in these Council publications.

7. EVENTS

Throughout the year, RYC holds a number of events that require the participation of the majority of Youth Council Members. In order to allow for proper planning, there is a requirement to attend these events or send an apology.

At events, RYC members are representing City of Ryde and the Ryde Youth Council and will act appropriately. Ryde Youth Council t-shirts will be made available to all members.

8. REVIEW

A review of the Advisory Committee and Terms of Reference will occur following the end of the term or at such a time that the members deem necessary.

| | |
|-------------------------|--|
| Document Name: | Terms of Reference – Ryde Youth Council |
| Document ID: | D18/0027300 |
| Document Status: | Adopted by Ryde Youth Council on 19 Feb 2019 pending council approval. Draft – presented to Council for consideration |
| Version Number: | Version: 2018 - 1 |
| Date: | 23 January 2018 |
| Author: | City of Ryde |
| Authorised By: | Council on xxxx |
| Distribution: | Members of Ryde Youth Council, Councillors and Community |