



**TERMS OF
REFERENCE**

ROLE OF THE YOUTH ADVISORY COUNCIL

Narrandera Youth Advisory Council is an advocacy and advisory committee whose role is to represent the voice of young people aged 12 – 21 who live, work, study in or have significant links to Narrandera Shire. The Youth Advisory Council (YAC) brings together young people and provides a platform for programs, activities, cooperation and discussion. The Youth Advisory Council may also run a number of programs and events aimed at involving young people and inspiring future leaders within the community.

Along with providing a platform for community involvement the Youth Advisory Council also operates as an advisory arm. The advisory arm provides all levels of government and business with the opportunity to connect with young people and seek their advice and recommendations on a range of issues.

PRIMARY FUNCTION OF YOUTH ADVISORY COUNCIL

To advocate for the young people of Narrandera Shire and provide expert advice to Council in their decision making, this includes:

1. To work with Council on the Narrandera Community Strategic Plan by advising on key deliverables and actions that are relevant to young people.
2. Act as an advisory source and respond to enquiries from Council regarding specific youth issues in the Narrandera Shire.
3. To provide expert advice to Council departments on matters relating to the young people of Narrandera Shire.
4. Identify issues of importance to young people in the Narrandera Shire and initiate advocacy to help address these issues.
5. Encourage and support young people to be involved in creating new opportunities and projects for youth
6. Assist Council to better inform and engage with Narrandera Shires young people.
7. Assist young people to better inform and engage with Council
9. Represent Narrandera Shire, when required, to promote and advocate for the interests of young people within the Narrandera Shire to outside organisations and government departments
10. Advocate and lobby for better outcomes for young people and their families in the Narrandera Shire.

11. Provide regular feedback to Council on the activities run and outcomes achieved by the Youth Advisory Council.

EXTENT OF POWERS

The Narrandera Youth Advisory Council is a voluntary group of young people that gather with a common commitment to advocating for the best outcomes for young people in the Narrandera Shire. The Narrandera Youth Advisory Council acts in an advisory capacity only. Through the Community Liaison Officer they report to Council who retain the power to make the final decision in consultation with the Youth Advisory Council.

In the event that members are not operating efficiently or effectively, the Community Liaison Officer in consultation with the Council retains the right to review membership.

Councillors will liaise with members through the Deputy General Manager Corporate and Community, the Community Transport and Home Support Manager and the Community Liaison Officer.

COMPOSITION

The Narrandera Youth Advisory Council is comprised of 8-12 young people aged 12 – 21 years who have been selected by Council to represent their peers. Applicants must be aged no older than 19 on applications. The Council will elect a Youth Mayor and Youth Deputy Mayor once Youth Councillors have been appointed. Those members not selected to be Councillors will form the Youth Advisory Group. They will be invited to attend meetings but will not participate in the voting process.

MEMBERSHIP

All members of the Narrandera Youth Advisory Council must live, work, study or have significant links to Narrandera Shire.

Membership is selected and decided upon by a committee which will include the Community Transport and Home Support Manager, Community Development Manager, the Community Liaison Officer, a representative of the Human Resources Department and an impartial and suitably qualified community member. The selection committee may also nominate suitable individuals with particular skill sets or relevant interests to serve on the committee as required. Members of the Narrandera Youth Advisory Council volunteer their time and services during their tenure. Every effort will be made to support members in areas such as:

- Transport to and from the meetings
- Catering at the meetings or on events

- Any other assistance that may be needed to support them through their term on the Council

Members will be required to:

- Attend an induction
- Attend and participate in meetings
- Contribute ideas
- Carry out tasks allocated
- Work as part of a team
- Attend official events as requested

TENURE

The Narrandera Youth Advisory Council will be an ongoing initiative. Members will have the opportunity to be part of the Narrandera Youth Advisory Council for a two year term, and assist in the hand over and training of new members for a further six months (if required).

Members will have the option to extend their term for a further two years, subject to the discretion of the Community Liaison Officer.

EXPECTED BEHAVIOUR

All Narrandera Youth Advisory Council members will uphold Narrandera Shire Council's Values, (ECLAIRS), and Code of Conduct.

1. Members will behave in a professional manner
2. Members will show respect to other Youth Advisory Council members, Narrandera Shire Council Officers, Narrandera Shire Councillors and members of the public
3. Members will actively listen to and respect other member's opinions and views
4. Members will accept decisions that are final

NARRANDERA YOUTH STRATEGIC PLAN

A primary role of the Narrandera Youth Advisory Council will be to assist in the development and delivery of the Narrandera Youth Strategic Plan, in conjunction with Council staff and in consultation with young people across the Narrandera Shire.

COMMUNITY LIAISON OFFICER'S ROLE

The Narrandera Youth Advisory Council is facilitated by the Community Liaison Officer who will be responsible for:

1. Convening Youth Council meetings
2. Attending meetings
3. Assisting Youth Council members with and support they may need in the course of their duties
4. Supporting the Youth Council to complete their tasks
5. Preparing and distributing the agenda and minutes, with support from the Youth Mayor of the Youth Advisory Council
6. Support Council departments, Councillors and staff members in their interactions with the Youth Advisory Council
7. Provide the Youth Advisory Council with ongoing support and advice in the course of their duties
8. Facilitate the election of the Youth Mayor and Youth Deputy Mayor

PUBLIC PROFILE

The Narrandera Youth Advisory Council represents Council and will operate under the guidance of Council officers.

For attendance at formal gatherings and meetings, a required dress code will be provided to members of the Youth Advisory Council.

Members of the Narrandera Youth Advisory Council will be provided with name badges.

The Narrandera Youth Advisory Council's interactions with media outlets and the press will be undertaken as per Council Policy with the approval of the General Manager and under the guidance of the Community Transport and Home Support Manager in conjunction with Councils Communications Officer and the Community Liaison Officer.

MEETINGS

Meetings take place monthly or as directed by the Community Liaison Officer, in conjunction with Councillors and Council staff as required.

Meeting dates and times will be flexible to accommodate the study, employment and/or personal needs/requirements of Youth Advisory Council members.

Members must notify the Community Liaison Officer or Community Transport and Home Support Manager if they are unable to attend a meeting.

Members of the Narrandera Youth Advisory Council are required to attend 80% of meetings in a calendar year. If the member is unable to meet this requirement, they need to apply for special consideration to the Community Liaison Officer who will decide on a case by case basis.

Meetings will take place at the Narrandera Council Chambers, 141 East Street Narrandera. This location may be subject to change. Should the location change for any reason, Youth Councillors will be given advanced warning.

EXTRAORDINARY OR SPECIAL MEETINGS

In the case of an urgent matter, members of the Narrandera Youth Advisory Council can call an extraordinary meeting in consultation with the Community Liaison Officer. The requirement for an Extraordinary Meeting will be decided on a case by case basis.

Members of the Narrandera Youth Advisory Council will be allocated to attend on a rotating basis and cannot be individually requested by Councillors.

DECISIONS AND VOTING

All Narrandera Youth Advisory Councillors will have equal decision making and voting rights.

If a vote is needed, Council voting regulations will apply.

If a vote or decision is unable to be made, the Community Liaison Officer will work with Senior Council Staff to secure a decision.

CONFLICT OF INTEREST

Members of the Narrandera Youth Advisory Council must disclose any conflict of interest which may impact on their advisory and advocacy duties for the youth of Narrandera. As long as a Conflict of Interest is known and noted by the Community Liaison Officer and as such is advised to Council, the member can continue in their capacity as part of the Narrandera Youth Advisory Council. If they fail to disclose the conflict of interest and it becomes known to Council staff, then the member may be requested to step down from their role on the Youth Advisory Council.

MISCONDUCT

If members of the Narrandera Youth Advisory Council are found to be conducting themselves in a manner contrary to the rules governing the Council they may be asked to leave. Misconduct includes (but is not limited to):

- Consuming alcohol and drugs while working on a program, event, meeting or other
- Consuming alcohol and drugs on social media, (if their role on the Narrandera Youth Advisory Council is stipulated on their social media page)
- Physically or verbally fighting with members of the Narrandera Youth Advisory Council or the Public while acting as part of the Council.
- Bullying or harassment of any kind
- Showing disrespect towards Narrandera Shire Council staff and Councillors
- Colluding or not acting honestly in decision making processes
- Accepting gifts or gratuities without declaring them to the Community Liaison Officer as per Council's Gifts and Benefits Policy.
- Excluding and/or showing disrespect towards other members of the Narrandera Youth Advisory Council

If behaviour is defined as misconduct, and has been reported to Council Staff, an investigation will be carried out to determine the extent of the misconduct. The misconduct will result in a first, second or third warning. On the third warning the Narrandera Youth Advisory Council member will be informed that any further misconduct will result in them losing Council membership.

If the misconduct is of a serious nature, then the Community Liaison Officer in consultation with the Senior Council Staff can request the immediate dismissal of the offending member of the Youth Advisory Council.

NARRANDERA YOUTH ADVISORY COUNCIL TERMS OF REFERENCE

The Narrandera Youth Advisory Council Terms of Reference will be reviewed annually by the Narrandera Youth Advisory Council, Community Liaison Officer and the Senior Council Staff. Narrandera Shire Councillors will review the document after any alteration has been made.

Further amendments can be made at any time; however, this must be in consultation with the Community Liaison Officer who will request approval from the General Manager before making any alterations. The amendment will go to Council for review before implementation.

If you have any further questions, please contact Council on 02 69595510 or e-mail council@narrandera.nsw.gov.au.

