

Terms of Reference

Cassowary Coast Youth Advisory Committee

Purpose

To provide a platform for Youth throughout the Cassowary Coast to communicate with Council on current and emergent themes impacting youth in the region. To showcase the bold ideas youth have in creating a region they want to live, work and stay in. The committee focuses on meaningful youth participation and will work collaboratively to ensure the views and opinions of youth are heard.

Aim

- To be an advisory committee to Council on issues that are important to youth across the Cassowary Coast
- To provide insight about youth involvement and representation in Council’s planning and decision making.
- To assist and advise on Council’s engagement and consultation approach with youth
- To capture the brave and bold ideas of the region’s future from those who may lead it.
- To ensure the voice of youth in Cassowary Coast are put forward, represented and considered.

Membership

Representation across the region is vital and membership positions will be offered via Major Township

Innisfail	3	Tully	3	Mission Beach	3	Cardwell	3
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Members must:

- Reside in the Cassowary Coast
- Aged between 15 to 24 years
- Members over 18 years will be required to obtain a current Working with Children – Blue Card
- Under 18yrs have parental permission to attend and participate

Desirable:

- A desire to be involved and contribute to their local community

The appointment of members will be through an expression of interest process.

Committee Support

Council will provide support to the committee through a Council Support Team. The support team will provide advice to the committee as required. The support team will provide the following administrative support to the Committee as required:

- All correspondence to members of the committee
- Notification of times of meetings, meeting agenda and meeting venues
- Preperation and distribution of minutes in collaboration with a committee member
- Background reports and information as required
- Reports to Council
- Council will support the Working with Children Blue Card Application Fee for all members who are required to hold a Blue Card and are not eligible for an exemption card application

Meetings

The committee will meet bi-monthly at dates and times determined by the committee as an approved meeting schedule.

The committee will be provided the opportunity to present Executive Management and a Local Government Meetings by invitation.

An extraordinary meeting may be called where circumstances warrant.

Meeting Locations will be determined by the committee and may be Council venues or an alternative accessible venue. The venue of each meeting is to be agreed by the committee during the prior meeting.

Meetings may be held using Audio/Visual Link.

Committee members are to ensure they provide an apology prior to the meeting if they are unable to attend.

All members will receive at a minimum, one weeks' notice of all committee meetings

Chair person

The chairperson and Deputy Chairperson will be nominated by the Committee. In the absence of a Chairperson and deputy chairperson the committee may elect another interim Chairperson.

Council will provide a Meeting Facilitator for each meeting. This can be a Councillor or Council Staff Member.

Committee Term

The term of a committee member is for a two year period unless the committee member turns 25yrs during the term.

Committee members may resign at any time in writing to council.

The committee may be renewed to fill the membership requirements. This will be done through an Expression of Interest Process.

Responsibilities

Council is responsible for the adoption, implementation of the Terms of Reference.

Review

The Terms of Reference will be formally reviewed every three years or as required by Council. Any amendments required will be by Chief Executive Officer approval.

