



GLEN EIRA
CITY COUNCIL

Terms of Reference	
1. Name	Glen Eira Youth Advisory Committee
2. Classification	Advisory Committee
3. Background	The Glen Eira Youth Advisory Committee was formed in 2021 to ensure that young people are able to provide regular feedback and advice on Council initiatives, strategies and plans and allows Councillors to consider their input as part of the decision-making process.
4. Function and Role	To provide feedback and advice to Council on matters impacting young people in the development of initiatives, strategies and plans.
5. Term of Committee	Ongoing
6. Membership and Term of Membership	<ul style="list-style-type: none"> • Three (3) Councillor representatives • A minimum of 10 and maximum of 20 young people (aged 12-25 years old) • Two Council Officers <p>Appointment of members shall commence on the date of the resolution appointing them and end on the earlier of:</p> <ul style="list-style-type: none"> - The expiration of two years, - The cessation of the committee; - The member(s) resigning; - Council resolving to remove the member from the Committee.
7. Chairperson and Term of Chairperson	Chairperson: A Councillor appointed annually.
8. Voting Rights	Councillors only have voting rights with the Chairperson having the casting vote.
9. Quorum	At least two (2) Councillors. 50% of young people

10. Conduct of Members	Meetings of the Committee will be treated as an Assembly of Councillors. Councillors' Code of Conduct applies. The conflict of interest and confidentiality provisions in the <i>Local Government Act 2020</i> apply to all members.
11. Role of Council Staff Attendee(s)	<p>Officers to attend in an advisory capacity to provide advice and assistance to members</p> <p>Officers to the Committee</p> <ul style="list-style-type: none"> • Youth Services Officer • Manager Family Youth and Children's Services
12. Meeting Frequency	<p>Up to a maximum of five (5) meetings per calendar year.</p> <ul style="list-style-type: none"> • Meetings will be hosted face to face at Council buildings. • When required meetings may be held online. <p>Under special circumstances a meeting may be cancelled or rescheduled.</p>
13. Reporting Requirements	Advisory Committee minutes and recommendations to be submitted to the next appropriate Ordinary Council meeting for consideration.
14. Other Relevant Information	Council may cease a committee or update the Terms of Reference at any stage by Council Resolution.
15. Committee Contact Details	Director Community Wellbeing
16. Date of Council Approval of Terms of Reference	3 November 2021
17. Date of Next Review of Terms of Reference	November 2022