

**11.4 TERMS OF REFERENCE - CHILDREN AND YOUNG PEOPLE ADVISORY GROUP**

**Attachments:** 1. **Proposed Terms of Reference - Children and Young People Advisory Group**

**RECOMMENDATION:**

**That Council ADOPTS the Terms of Reference of the City's Children and Young People Advisory Group (CYPAG) (at Attachment 1).**

**PURPOSE OF REPORT:**

For Council to adopt the Terms of Reference for the City's Children and Young People Advisory Group (CYPAG).

**BACKGROUND:**

At the 9 February 2010 Council Meeting (Item 9.4.7), a policy to govern advisory groups was adopted ([Policy 4.2.12 – Advisory Groups](#)). This Policy formalised the City's position in respect to the advisory groups.

The key provisions of the Policy are:

- advisory groups are to facilitate community input and involvement and provide advice and support on strategic, special interest and operational activities;
- advisory groups will act in an advisory capacity only and can only consider matters referred to it by the Council;
- the meetings will be conducted in an informal matter and will occur as required;
- the Council is to appoint a Chairperson for each advisory group, who will preside at the meetings;
- the minutes of the advisory groups' meetings are to be reported to Council, any recommendations should be consistent with the City's operational and strategic planning and within the City's staff resourcing;
- any items dealt with by the advisory group will not be implemented until Council has made a decision on the item;
- the City's Code of Conduct applies to all advisory group members;
- members need to be aware of financial, proximity and impartiality conflicts of interest and declare these and remove themselves from the discussion as appropriate;
- the term of membership is usually for two years, aligning with the local government ordinary election cycle;
- if a member of an advisory group fails to attend three consecutive meetings, without an approved leave of absence, their appointment is automatically terminated; and
- the operations of each advisory group are to be reviewed every two years, or sooner as required.

At the November 2021 Council meeting, Elected Members and community representatives were appointed to CYPAG, and meetings commenced in January 2022.

**DETAILS:****Children & Young People Advisory Group**

CYPAG met and agreed on the group's draft Terms of Reference on 16 March 2022.

The amendments made better align the Terms of Reference to the principles of the [Youth Action Plan 2020-2025](#).

**CONSULTATION/ADVERTISING:**

Nil.

**LEGAL/POLICY:**

The membership requirements for Advisory Groups are set out in clause 10 of the City's [Policy 4.2.12 – 'Advisory Groups'](#).

Policy 4.2.12 will be reviewed over the coming year, with the following issues considered:

- selection criteria and minimum requirements for community members;
- quantitative methodology for the evaluation and selection (weighted criteria); and
- membership numbers.

**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to adopt the Terms of Reference.

**STRATEGIC IMPLICATIONS:**

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Connected Community

*We have enhanced opportunities for our community to build relationships and connections with each other and the City.*

Innovative and Accountable

*We are open and accountable to an engaged community.*

**PUBLIC HEALTH IMPLICATIONS:**

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

**SUSTAINABILITY IMPLICATIONS:**

This does not contribute to any environmental sustainability outcomes. This action/activity is environmentally neutral.



## TERMS OF REFERENCE

### 1. AIMS

The Advisory Group is tasked with ~~identifying, advocating and exploring ways of addressing the issues and needs of children and young people (up to 25 years of age) in the City of Vincent.~~ Supporting, connecting and empowering the capacity of children and young people to enhance the City of Vincent community.

### 2. OBJECTIVES

The Objectives of the Advisory Group is to ~~provide recommendations and advice on relating to:~~

- 2.1 Provide recommendations and advice on youth initiatives which foster collaboration and partnerships ~~closer relationships and on-going liaison~~ between ~~local schools~~ community stakeholders and the City;
- ~~2.2 — Matters which may impact on schools and/or students in the City;~~
- 2.2 Promote and support opportunities for ~~enhancement of the City's services, facilities and programmes, that relate to~~ children and young people to actively participate in the community and feel a sense of connection and belonging;
- 2.3 Foster the City's connection with ~~Strategies to address the needs of~~ children and young people ~~in the City; and,~~ empowering them to have a voice on matters that affect them;
- 2.4 Recommend strategies or ideas that improve services or opportunities for ~~Actions to be undertaken to inform, educate and raise awareness in the community with regard to issues faced by~~ children and young people within Vincent; and
- 2.5 Advocate for children and young people, recognising the energy, excitement, enthusiasm and innovation they bring to our community.

### 3. MEMBERSHIP

The membership of the City of Vincent Children and Young People Advisory Group shall comprise the following persons with only those persons appointed under clauses 3.1 and 3.2 being eligible to vote:

- 3.1 **Up to three (3) Council Members**
- 3.2 **Up to ~~Seven Six (76)~~ Community Representatives**

Up to ~~seven six (76)~~ Community Representatives from any one or more of the following backgrounds/categories, as determined by Council:

- representatives from the P&C, Board or Council of a local school;
- community member(s) with active involvement in the areas of children and/or young people;
- Youth organisation(s) located within or providing services to children and young people in the City of Vincent; and

- an active member(s) of one of the City's Town Teams with involvement in children and/or youth issues.

**3.3 Invited guests**

Guest may be invited to attend a meeting including local young people to help add a young person's perspective to a discussion.

Other individuals, groups and organisations may be invited to attend Advisory Group Meetings for a specific purpose from time-to-time.

**3.4 City Officers**

The appropriate Director and Manager as determined by the Chief Executive Officer.

**ADVISORY GROUPS**

This Advisory Group shall operate at all times in accordance with the City's Policy No. 4.2.12 – Advisory Groups.

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<b>Commencement Date:</b>	<b>17 December 2013</b>
<b>Amended:</b>	<b>17 November 2015, 5 April 2016, 29 June 2018</b>
<b>Review Date:</b>	<b>October 2019, March 2022</b>
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