

Terms of Reference

Burnie City Youth Council Special Committee



"Not for ourselves alone"



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Contents

Schedule 1	4
1. Name of Special Committee.....	4
Schedule 2	4
1. Objectives of the Committee	4
2. Committee Structure.....	4
3. Selection and Appointment of Committee Members.....	5
4. Terms of the Committee Appointments	5
5. Roles and Responsibilities of Members	5
6. Functions of the Committee	6
7. Meetings of the Committee	6
8. Restrictions on Committee Powers.....	7
9. Remuneration.....	8
10. Reporting Requirements	8
11. Financial Requirements.....	8
12. Insurance	9
13. Safety and Risk Management.....	9
14. Secretariat and Support	9
15. Alteration to Delegation of Authority and Rules of Operation	9
16. Definitions	10
17. Timeframes.....	11

Pursuant to Section 24 of the *Local Government Act 1993* (as amended) the Burnie City Council hereby establishes a Special Committee as detailed in Schedule 1 and 2 below.

Schedule 1

1. Name of Special Committee

The name of the Special Committee shall be the:

Burnie City Youth Council Special Committee

Schedule 2

1. Objectives of the Committee

1.1. The objectives of the Committee are:

- To advise Council and other organisations on matters relating to youth;
- To develop communication and leadership skills through participation in a formal forum setting; and
- For participants to become familiar with meeting procedures in a local government setting.

2. Committee Structure

2.1. Membership of the Committee shall be made up of:

- two Youth Councillors from each primary school in the Burnie Municipality; and
- four Youth Councillors from each high school (Year 7-10) in the Burnie Municipality; and

2.2. Burnie Works will provide backbone support. Burnie Works are ex-officio members.

2.3. One Councillor will be appointed by Council as an ex-officio member.

2.4. Council may appoint another Councillor as proxy for the appointed Councillor position.

2.5. An appointed Councillor proxy may attend any meeting in a non-voting capacity where the appointed Councillor is present.

2.6. The Committee shall elect a Youth Mayor, Senior Deputy Mayor and Junior Deputy Mayor at the commencement of the calendar year.

2.7. The elected Youth Mayor will be the Chairperson of the Committee.

2.8. The role of Committee Secretary will be filled by Burnie Works.

2.9. Ex-officio members are not entitled to vote at Committee meetings.

3. Selection and Appointment of Committee Members

- 3.1. Council will invite nominations from each participating school in November each year.
- 3.2. The Youth Councillors are to possess:
 - A demonstrated interest in current affairs in the Burnie municipality,
 - The ability to contribute opinions and ideas effectively and work well within a team.
- 3.3. Nominations received from each participating school will be deemed appointed as Youth Councillors for the coming calendar year period, ending 31 December, once confirmed in writing by Burnie Works.
- 3.4. Burnie Works will advise the Director Corporate and Commercial Services of the appointments once confirmed.

4. Terms of the Committee Appointments

- 4.1. The Councillor position on the Committee will become vacant directly following the ordinary Council election, and a subsequent appointment shall be made by the Council for a period of two years. At the expiry of this term, a new appointment will be made by Council, for two years expiring directly following the next ordinary election. If a Councillor of the Committee resigns prior to the end of his/her term the Council will appoint a replacement at the earliest convenient time, for the balance of the term.
- 4.2. The ex-officio appointment of Burnie Works shall remain in place on an ongoing basis until the appointment is changed.
- 4.3. Youth Councillor positions are for a fixed term of the calendar year and may be reappointed. If a Youth Councillor resigns, Burnie Works may appoint a replacement Youth Councillor based on a nomination from the relevant school for the remaining balance of the fixed term of that position.
- 4.4. The Youth Councillor positions on the Committee will become vacant annually at 31 December.
- 4.5. The General Manager has the power to end the term of a Youth Councillor.

5. Roles and Responsibilities of Members

- 5.1. To be able to listen and respect the views of others;
- 5.2. To attend Youth Council Meetings regularly;
- 5.3. To inform Burnie Works of any invitations received to attend meetings, forums, or to give media interviews on any matter in their capacity as a member of the Youth Council;

- 5.4. To maintain confidentiality on matters of a sensitive nature or involving personal information;
- 5.5. When applicable, to declare an interest in any matter being considered by the Committee, in accordance with Part 5 of the *Local Government Act 1993*.
- 5.6. To hold and maintain a current registration in accordance with the *Registration to Work with Vulnerable People Act 2013* (appointed Councillors and Council Officers).
- 5.7. The role of Burnie Works on the Committee is to:
 - facilitate the youth council meetings,
 - to coordinate the year's program of meetings and any events,
 - to record minutes of the meetings
- 5.8. The role of the appointed Councillor on the Committee is to support the facilitation of meetings and provide insight into how local government operates.

6. Functions of the Committee

- 6.1. The functions of the Committee are:
 - 6.1.1. To discuss, consider and make recommendations to Council on relevant youth matters; and
 - 6.1.2. To meet as a Youth Council and learn the processes that apply to local government in a meeting setting.
- 6.2. In support of the Youth Council's functions at clause 6.1, Burnie City Council will identify any decisions or matters affecting young people in Burnie and refer them to the Burnie City Youth Council for advice in a timely manner for inclusion on the Youth Council Agenda.
- 6.3. Any specific feedback on a requested matter is to be provided in a summary report from the Youth Council, along with the minutes of the meeting.
- 6.4. The Youth Council may be sought from time to time, to consider matters in a work group or team as required.

7. Meetings of the Committee

7.1. Meeting Procedures

- 7.1.1. Meetings will generally be conducted in accordance with the provisions of the *Local Government Meeting Procedures Regulations 2015* (or successive Regulations).

7.2. Quorum

- 7.2.1. A quorum will consist of the majority of total members, being one half plus one.

- 7.2.2. All members (excluding ex-officio members), shall have voting rights with decisions based on the principle of simple majority.

7.3. Meeting Frequency

- 7.3.1. Meetings of the Committee must be held at least four times per year.

7.4. Notice of Meetings

- 7.4.1. Notice of each meeting, shall be given to each Committee member at least seven days in advance.

7.5. Attendance at Meetings

- 7.5.1. All meetings of the committee shall be open to the public, but only appointed members will be entitled to vote.

7.6. Appointment of Acting Chairperson

- 7.6.1. If the elected Youth Mayor is not available for a meeting, the Senior Deputy Mayor or the Junior Deputy Mayor shall undertake the role of Acting Chairperson.

7.7. Records to be kept by the Secretary

- 7.7.1. The Secretary shall keep minutes of each meeting, detailing
- The time, date and place of each meeting;
 - Those present;
 - An accurate record of any motion indicating the mover and seconder and indicating the word 'Carried' or 'Lost' after each motion.
- 7.7.2. The unconfirmed minutes of each meeting shall be provided to Council within fourteen days following the conclusion of the meeting. Where recommendations are made by the Committee, Burnie Works shall include a report explaining any specific recommendation for Council consideration. Minutes of the Committee meetings will be included in a report to the next ordinary meeting of Council.
- 7.7.3. The minutes of each meeting shall be confirmed at the subsequent meeting of that Committee.

8. Restrictions on Committee Powers

- 8.1. The Committee does not have the power to:
- (a) Impose fees, taxes, rates or charges
 - (b) Rebate rates or charges
 - (c) Apply for grants

- (d) Make grants
- (e) Borrow money
- (f) Make a rate
- (g) Make a By-law
- (h) Execute a Deed
- (i) Sign a contract
- (j) Institute a legal proceeding
- (k) Call for tenders
- (l) Provide direction to staff
- (m) Advertise for and/or appoint an employee or servant (except honorary office-bearers)
- (n) Sell land
- (o) Operate a bank account
- (p) Undertake lobbying unless expressly authorised by Council
- (q) Issue correspondence or media releases from the Special Committee without the co-signature of the Mayor
- (r) Conduct business and activities otherwise than in accordance with Council's Risk Management and Workplace Health and Safety policies and practices.

9. Remuneration

- 9.1. The Committee members are voluntary workers, and no remuneration will be provided to Committee members.

10. Reporting Requirements

- 10.1. Upon attending leadership sessions or specific learning opportunities where there are matters likely to be relevant to the Council pertaining to young people in Burnie, Youth Councillors will present their findings to Councillors.

11. Financial Requirements

- 11.1. Burnie Works will submit an annual budget request with itemised activities proposed for the Youth Council by February each year for the coming financial year.
- 11.2. Council will consider the request and approve an appropriate budget allocation each financial year to support activities of the Youth Council.
- 11.3. Burnie Works will administer financial expenses in accordance with the budgeted activities approved by Council, and will provide evidence of expenditure through

periodical reporting and claims as agreed with the Director Corporate and Commercial Services.

- 11.4. Variations to nominated activities may be approved by the Director Corporate and Commercial Services.

12. Insurance

- 12.1. Committee Members are covered under the terms and conditions of Council's Public Liability and Personal Accident policies (subject to age limit conditions on the policy) provided they are acting within the scope of their functions as a member of the Special Committee as listed in Clause 5 Roles and Responsibilities of Members and Clause 6 Functions of the Committee, and within the requirements of Clause 13 Safety and Risk Management.
- 12.2. Council insures its buildings, fittings and fixtures against fire, flood and damage. The Committee is to advise user bodies leaving their property in Council's buildings to take out separate insurance cover to cover those goods and chattels, including stock in trade sold by user groups.

13. Safety and Risk Management

- 13.1. All Youth Councillors appointed by Council are considered volunteers in a workplace and must work within the scope of the functions and responsibilities described at Clause 5 Roles and Responsibilities of Members, and Clause 6 Functions of the Committee.
- 13.2. All Committee Members must complete an induction process that covers both:
- the Roles and Responsibilities of Special Committee Members, and
 - a site specific induction relevant to this Committee
- 13.3. All Committee Members undertaking tasks for the Committee must be appropriately qualified and trained for the tasks which they are performing, as set out in the scope of functions listed at Clause 6 Functions of the Committee.

14. Secretariat and Support

- 14.1. The Council will provide the Committee with the necessary secretariat support, through Burnie Works, to allow the Committee to function effectively.
- 14.2. The Director Corporate and Commercial Services will be available to provide information for the Committee.

15. Alteration to Terms of Reference

- 15.1. This Terms of Reference may be amended at any time by Council resolution.

16. Definitions

- 16.1. 'Burnie Works' means any staff member of Burnie Works Ltd.
- 16.2. 'Committee' means the Burnie City Youth Council Special Committee as stipulated in Schedule 1 of this document.
- 16.3. 'Council' means the Burnie City Council.
- 16.4. 'Councillor' means an elected member of Burnie City Council.
- 16.5. 'Youth Councillor' means a member nominated by a Burnie school and deemed appointed to the Committee under clause 3.3.
- 16.6. 'Committee Member' means a member of the committee, regardless of being a member of the community, an employee, Burnie Works or a Councillor.
- 16.7. 'Director Corporate and Commercial Services' means the Burnie City Council employee appointed to this position or a similar position if amended from time to time.
- 16.8. 'General Manager' means the General Manager of the Burnie City Council as appointed from time to time.
- 16.9. 'Mayor' means the Mayor of the day at Burnie City Council.

17. Timeframes

Responsibility	Frequency	Scheduled Date
Seek nominations (clause 3.1)	Annually	November
All Youth Councillor positions declared vacant (clause 4.3)	Annually	December
New appointments confirmed (clause 3.3)	Annually	December / January
Appointment advised to DCCS (clause 3.3)	Annually	December / January
Burnie Works submits budget request (clause 11.1)	Annually	February
Committee to elect a Youth Mayor, Senior Deputy Youth Mayor and Junior Deputy Youth Mayor (clause 2.6)	Annually	March
Induction for any new Youth Councillors (clause 13.2)	Annually	March
Council to approve budget allocation (clause 11.2)	Annually	June
Appointment of Councillors (clause 4.1)	Every two years (coinciding with ordinary Council elections every four years)	November 2018 November 2020 November 2022
Minutes to Council (clause 7.7.2)	Within 14 days after every Committee Meeting	Following each Committee Meeting