

## **Gawler Youth Advisory Committee**

**Adopted by Council:**  
27-11-2018

**Review Date:**  
4 years (or within 12 months of a general election)

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### **1. Background**

- 1.1 Pursuant to Section 41 of the *Local Government Act 1999* ("the Act") the Council establishes by resolution at its meeting of 27 November 2018 the Gawler Youth Advisory Committee ("the Committee").
- 1.2 Subject to clause 1.3, the Committee is established from 27 November 2018 and will continue in existence until the next general election of Council unless wound up by Council by resolution.
- 1.3 The Committee may be wound up at any time by the Council by resolution.

### **2. Function of the Gawler Youth Advisory Committee**

- 2.1 The Committee is established to assist the Council in the performance of the following functions of the Council:
  - a. Provide a communication link between young people in the Gawler community and Council
  - b. Promote a positive image of young people in the community
  - c. Ensure the Council Youth Plan remains relevant and implemented
- 2.2 The Committee is established to provide advice to the Council on the following:
  - a. Matters affecting youth
  - b. Informing the Gawler community about issues facing young people
  - c. Identifying funding opportunities and preparation of grant applications.
  - d. Initiatives that raise the profile of young people and encourage the positive development of youth
- 2.3 The Committee is established to perform or discharge delegated powers, functions or duties that are delegated to the Council from time to time.

### **3. Membership**

- 3.1 A minimum of two (2) Council Members will be appointed by the Council by resolution as members of the Committee, for a period determined by Council.

- 3.2 A maximum of thirteen (13) independent members will be appointed by the Council by resolution as members of the Committee, for a term of two (2) years, commencing from the date the appointment is resolved by Council. Appointment of independent members will occur in December and June each year.
- (a) The age range of members will be 15 to 25 years but under special circumstances, those aged 12 to 15 years will be considered to become Committee members following recommendation by the Council officer
  - (b) Any applicant turning 25 in their first year of a term is precluded from applying for membership of the Committee.
- 3.3 Membership shall aim to include a broad range of young people of age, background skill and attributes to our community.
- 3.4 It is desirable that young people have the following attributes:
- 3.4.1 An interest in the work of the Committee, community action and group work.
  - 3.4.2 Commitment to attend Committee meetings.
  - 3.4.3 Knowledge of issues affecting young people.
  - 3.4.4 Background of community involvement or a willingness to become involved.
  - 3.4.5 Ability to act as a role model to young people in the community.
  - 3.4.6 Links or a willingness to develop links to groups, clubs and agencies in the Gawler area.
  - 3.4.7 Ability to work as a part of a team or a willingness to develop those skills.
- 3.5 All members of the Committee over the age of 18 must undergo a Police Clearance by SA Police
- 3.6 The Committee may, by resolution supported by a majority of all members of the Committee, make a recommendation to the Council to remove a member of the Committee from office where a member has failed (without the leave of the Council) to attend three consecutive meetings of the Committee. (Leave of the Committee could be obtained if the Council has delegated the power to grant leave to the Committee.)
- 3.7 All members of the Committee (including members who are not Council members) must comply with the gazetted Code of Conduct for Council Members, the general duties set out in Section 62 of the Act and Section 120 (the conflict of interest) provisions set out in Sections 73 – 75A of the Act as if the Committee were a Council and a Committee member were a Council member.

#### **4 Chairperson and Deputy Chairperson**

- 4.1 The Committee will appoint the Presiding Member (to be known as the Chairperson) of the Committee for the term of 12 months.
- 4.2 The Committee will appoint a Deputy Chairperson from its members at the first meeting of the Committee for the same term as the Chairperson.
- 4.3 If the Chairperson of the Committee is absent from a meeting then the Deputy Chairperson will preside at the meeting until the Chairperson is present. In the absence of the Chairperson and the Deputy Chairperson a member of the Committee chosen from those present will preside at the meeting until the Chairperson is present.

#### **5 Meeting Details**

- 5.1 The Committee will generally meet on a monthly basis or as otherwise determined by the Committee.
- 5.2 The Committee may meet in the Conference Room, or as otherwise agreed by a determined by the Committee.
- 5.3 All Committee meetings will be conducted in accordance with the Act, and relevant Regulations, Code of Practice for Committee Meeting Procedures and Code of Practice for Access to Council and Committee Meetings and Council Documents.
- 5.4 Part 3 of the Local Government (Procedures at Meetings) Regulations 2013 apply to meetings of the Committee.

#### **6 Reporting Requirements**

- 6.1 This Committee reports directly to and is accountable to Council.
- 6.2 The Minutes of the Committee shall be submitted to Council for decision.
- 6.3 The Committee will adopt a risk management focus in its considerations, decisions and recommendations to Council to enable Council to act as an informed and responsible decision maker representing the interests of the community.
- 6.4 The Committee must produce an Annual Review report for consideration by the Council by the end of each calendar year outlining work of the Committee for the preceding 12 months.