

## **TERMS OF REFERENCE**

### **YOUNG LEADERS REFERENCE GROUP**

Adopted on 13.02.17

#### **1. Scope**

The Young Leaders Reference Group will provide input and feedback to Council on matters relating to, and impacting on young people (12-24 years). This may include;

- Providing input into and feedback on the development of the Community Strategic Plan
- Providing input into and feedback on policies and research which impact on young people
- Providing input into and feedback on strategies and plans
- Providing input into and feedback on Council programs and initiatives
- Assisting in the development policies, programs and initiatives to address the needs and interests of young people
- Providing suggestions to improve the wellbeing of young people
- Serving as a resource for Council in relation to young people and youth services.

#### **2. Purpose Statement**

The purpose of the Young Leaders Reference Group is to assist Council in ensuring that young people have a voice within the Inner West and are provided with the opportunity to bring new perspectives to Council programs and initiatives.

Specifically, the Young Leaders Reference Group will:

- Assist and advise Council on how the Inner West develops as an area where young people thrive
- Contribute a youth perspective on Council priorities and projects
- Develop the capabilities of young people including leadership and engagement
- Provide young people with opportunities to learn and develop new skills and meet new people.

#### **3. Link to Community Engagement Framework**

Council is committed to including the community in its decision-making processes, as outlined in the Community Engagement Framework (in development). Council's Reference Groups are recognised in the Framework as stakeholders that will be identified in the engagement plans of relevant projects. The Reference Groups will be asked to provide feedback or input into specific engagements and may be asked to review an engagement plan and/or provide advice on reaching members of the demographic group/s which the Reference Group represents. Recommendations or advice will be included in engagement reports as the opinion of the Reference Group as a whole. Reference Group members may also participate in engagement processes as individuals.

#### **4. Meeting Principles**

As a member of the Young Leaders Reference Group, members agree to:

- attend meetings and participate in discussions
- adequately review any agenda attachments or documents as required prior to meetings
- allow all members to present their views and opinions
- suggest agenda items
- make suggestions regarding improvements to Young Leaders Reference Group

- clearly declare any conflict of interest regarding any issue under discussion
- maintain confidentiality where appropriate
- treat all persons with respect and have due regard to the opinions, rights and responsibilities of others
- act with integrity
- not speak publicly on behalf of Council, such as to the media
- only maintain membership to one Inner West Council Reference Group at any time.

## **5. Conflicts of Interest**

A conflict of interest exists where a reasonable and informed person could perceive that you could be influenced by a private interest when carrying out a public duty. Young Leaders Reference Group members must avoid, or appropriately manage, any conflict of interest. The responsibility is on members taking the most appropriate action to identify and manage the conflict of interest to ensure proper probity and good governance.

The procedure to be followed for the disclosure of non-pecuniary interests is for the member to disclose to the meeting any agenda item(s) that a member has an interest in as well as the nature of that interest. The Chairperson must ensure that the minutes of the meeting record the disclosure of the interest and how it was managed.

## **6. Confidentiality**

From time to time members may be provided with draft Council reports or other confidential or draft material. Members must not release such material without the approval of the Council. Guidance on confidentiality requirements is set out in the Council's Code of Conduct.

## **7. Media**

Members must not speak or purport to speak on behalf of Council on any matter, whether or not that matter is explicitly raised in Young Leaders Reference Group meetings.

## **8. Insurance**

Members are covered by the public liability and personal injury policies of Council, whilst undertaking actions authorised by Council relating to their role on the Young Leaders Reference Group. This insurance does not preclude the Young Leaders Reference Group members from due diligence and all Council policies must be adhered to.

## **9. Meetings**

The Young Leaders Reference Group has been established by the Administrator and will operate until December 2017.

The Young Leaders Reference Group will meet five to six times during 2017, at a day, time and venue to be set by the Young Leaders Reference Group Facilitator in consultation with the members.

Meetings will have a duration of 2 hours, with two extensions of a further 30 minutes available, subject to agreement by all members. Meetings are by invitation only and are not a public meeting.

The Young Leaders Reference Group will meet at the Inner West Council Petersham Service Centre (Level 3, 2-14 Fisher Street, Petersham) on the following dates in 2017, with the exception

of the first meeting in February, which will be held at Ashfield Civic Centre (Level 6, 260 Liverpool Road, Ashfield).

- Monday 13 February 2017
- Monday 24 April 2017
- Monday 26 June 2017
- Monday 28 August 2017
- Monday 23 October 2017
- Monday 27 November 2017

Meetings will commence at 6:30pm and conclude at 8:30pm.

Additional working group meetings may be organised as required.

## **10. Membership and Chairperson**

### **10.1 Members**

Members of the Young Leaders Reference Group are community representatives appointed by the Administrator after an expression of interest process.

If a member resigns then they will be replaced in the same way as members were appointed.

### **10.2 Chairperson**

The Chairperson will be responsible for running the meetings and liaising with the Young Leaders Reference Group Facilitator to coordinate the agenda and minutes. The Chairperson is to be selected from the persons appointed by the Administrator as members of the Young Leaders Reference Group.

The Chairperson will be a rotating position. The Chairperson for each Reference Group meeting will be determined by Reference Group members at the prior meeting.

If the nominated Chairperson is absent from a meeting, the members are to elect a Chairperson for that meeting.

## **11. Quorum**

The quorum of the Young Leaders Reference Group will be 50% of appointed members plus one, or a minimum of six members.

## **12. Young Leaders Reference Group Facilitator**

The Young Leaders Reference Group Facilitator (Council staff member) will be responsible for developing the meeting agenda, inviting speakers to attend the meetings, be present at meetings, draw attention to any recommendation that is contrary to Council policy and take notes outlining any recommendations or actions.

## **13. Agenda Availability**

The meeting agenda will be circulated to members and non-voting participants one week prior to the meeting.

**14. Recommendations and Voting**

Members of Young Leaders Reference Groups are encouraged to reach consensus on any recommendations they make. However, if consensus cannot be reached each member referred to in 10.1 above is entitled to one vote. Any recommendations of the Young Leaders Reference Group will be referred to the relevant Council Group Manager for their consideration and action. An update on the action taken in regards to recommendations made by the Young Leaders Reference Group will be made at the following meeting.

Council staff, invited speakers and Local Representation Advisory Committee (LRAC) members can participate in discussion at meetings but cannot move or vote on recommendations. Only Reference Group members appointed by the Administrator can move or vote on recommendations.

**15. Minutes**

Minutes of the meeting will record any recommendations or actions made by the Young Leaders Reference Group. Minutes will be published on Council's website within 10 days of each meeting.