

<b>Title</b>	<b>Katherine Town Council Youth Advisory Committee (KTCYAC) Terms of Reference</b>
<b>Adopted by</b>	Council
<b>Responsibility</b>	Chief Executive Officer
<b>Approval date</b>	27 April 2021
<b>Next review date</b>	Every two years after the renewal of membership term

## 1. Purpose

The Katherine Town Council Youth Advisory (KTCYAC) is an official advisory committee that keeps the Council informed and makes suggestions and recommendations to council on issues that are significant and important to the young people of Katherine.

The KTCYAC as a team and individually will support the Council to make informed decisions, suggestions and recommendations in accordance with local youth voice. This committee represents the Youth of Katherine who looks for a safe place to voice their concerns and to raise matters that are important and essential to them.

This committee provides a consolidated place to consult and share communication with the youth of Katherine.

This committee is also a venue for youth to develop skills in our young people such as advocacy, public speaking, leadership and teamwork skills.

## 2. Objectives

- To build the groups knowledge of issues effecting the young people of Katherine and the region.
- To support Council in finding ways to make Katherine and its facilities youth friendly.
- To develop a Youth Strategy for Katherine
- To support the development of Youth Week and School Holiday Programs
- To provide a simple avenue for communication between the young people of Katherine and the Council.
- To report the minutes and recommendations to Council
- To provide training and mentoring in the understanding of Governance for the Young People.

## 3. Membership

- All members must be appointed by Council, in accordance with Section 82 of the *Local Government Act 2019*
- Members of Youth Advisory Committee consists of the following
  - ✓ Youth of Katherine maximum of 10 people (aged between 12 and 25 years old).
  - ✓ Adult Community Members maximum of 2 people. These members who have actively working with young people and have interest in developing and supporting youth's initiatives for Katherine.

- ✓ Two Elected Members who have been appointed by the Council.
- ✓ Youth Advisory Committee opens invitation to one representative from Headspace, Department of Education, Department of Territory Families and Department of Chief Minister and Cabinet.
- The nominations for a membership will available through Katherine Town Council website and Social Media, relevant online spaces, providing hand-out information and socialisation to schools, youth services and other interested parties.
- Each term of membership is for two years to be advertised in May each Calendar year. New member can apply at any time for the remainder term.

#### Selection process

Consideration should be given to the type of skills, personal attributes and practical experience each member should have before being nominated.

Some factors to consider include:

- Youth who are living in Katherine Municipality
- Passionate about improving the youth aspects
- Good knowledge of organisational skill and or want to be involved
- Willingness to represent youth's voice
- Willingness to collaborate with relevant stakeholders
- Capacity to dedicate adequate time to the committee

#### **4. Meetings, attendances and quorums**

- Alternating Chairperson is chosen at each meeting.
- The YAC will meet bi-monthly at the time and place agreed by the committee at each meeting.
- The Chair from time to time can invite other attendees who possess appropriate skills or experience relevant to a topic under discussion and co-opt ex-officio members of the committee with relevant skills or expertise
- In accordance with the Local Government Act, the Chairperson may request extra meetings at any time. These meetings will be held at times advised by the Youth Advisory Committee.
- Attendance at committee meetings by members can be in person and/or via audio/audio-visual conference.
- A quorum consists of half the number of members plus one (majority of committee members are present)

#### **5. Secretariat Support & documentation.**

- Council will provide a secretariat support to Youth Advisory Committee to ensure minutes and agenda are provided to committee members.
- Council will ensure the Youth Advisory Committee members have access to the Agenda, meeting papers and prior unconfirmed minutes prior to a scheduled meeting. The meeting papers should be available at least 7 days prior to the meeting.
- Documentation to be placed on the agenda should be forwarded to the Secretary prior to the meeting.
- Unconfirmed minutes of meetings will be confirmed at the next meeting of the committee.



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- Minutes of each meeting will be presented to the monthly Council meetings for information and consideration of any recommendations made.

**6. Review and Amendments**

This Terms of Reference will be endorsed by Council. The Terms of Reference will be reviewed every two years after the renewal of membership term in May. Terms of Reference may be reviewed before the end of each membership term upon the agreement of the committee.

**7. Associated Documents**

- *Local Government Act 2019*