



**NORFOLK ISLAND REGIONAL COUNCIL
YOUTH ADVISORY COMMITTEE
TERMS OF REFERENCE**

External Audit Report [Resolution 2021/3]

1. NAME

The Norfolk Island Regional Council Youth Advisory Committee.

2. AIMS

- To provide support and foster active, healthy, informed and empowered youth.
- To provide a forum to raise issues of concern affecting young people on Norfolk Island.
- To promote improved access to Council facilities and services for young people and recommend how their needs may be satisfied.
- To provide young people with a greater understanding of the role of Local Government and how they can participate in the decision-making process.
- To provide the young people with leadership development opportunities.

3. OBJECTIVES

- To encourage young people's participation in Council activities and community service initiatives.
- To assist the Council in the planning, development, integration and implementation of government policy and programs effecting young people.
- To assist the Council in the identification of current interests of young people on Norfolk Island.
- To support and promote activities and special projects which relate to young people living on, or visiting Norfolk Island.
- To consult with young persons, community groups and Council on issues and policies affecting Youth.
- To assist in planning for youth events and activities i.e. Youth Week.

4. DETERMINATIONS

- The Youth Advisory Committee operates on a consensus basis, which submits recommendations for consideration by the Standing Committee of the Council.
- All activities conducted by the Youth Advisory Committee are to be cognisant of Council's adopted Integrated Planning and Reporting Framework (<http://www.norfolkisland.gov.nf/your-council/council-documents/plans>).

5. NORFOLK ISLAND REGIONAL COUNCIL'S VISION, MISSION AND VALUES

It is expected that members have an understanding and commitment to support the vision, mission and values of Norfolk Island Regional Council (see Item 6. Council's Vision, Mission and Values).

The Norfolk Island Community Strategic Plan 2016-2026: Our Plan for the Future has been adopted by the Norfolk Island Regional Council and includes the following vision, mission and values. Members of the Youth Council and Junior Youth Council will have an understanding and commitment to support these community and council vision, mission and values.



Vision

Norfolk Island – the Best Small Island in the World.

Mission

The Norfolk Island Regional Council (NIRC) will provide local civic leadership and governance through good decision making, accountability and transparency.

We will protect and enhance our unique culture, heritage, traditions, and environment for the Norfolk Island people. We will do this through promoting a healthy and sustainable lifestyle, by looking after our community assets, and by fostering a prosperous economy.

Values

I CARE ● Integrity ● Communication ● Accountability ● Respect ● Excellence

6. RESPONSIBILITIES OF MEMBERS

- All members must be informed of, and abide by, Council’s Code of Conduct and its Model Code of Meeting Practice.
- Members will be asked to give feedback on relevant issues and strategies through their own networks, schools and circle of friends to gauge response and enhance decision-making.
- Members may be required to be perform tasks outside of regular scheduled meetings.
- Members may be invited to participate in leadership development opportunities as part of their responsibilities as committee members.
- Members may be invited to attend Council events as youth ambassadors.

7. ELIGIBILITY FOR APPOINTMENT

Applicants must be a member of the Norfolk Island community, aged between 16 and 18 years (school years 10, 11 and 12). Applications are invited from Norfolk Island Central School (NICS) students who feel that they can best represent the diverse needs and expectations of our youth.

8. APPOINTMENT OF MEMBERS

- Membership of the Youth Council shall consist of not less than five people aged 16 to 18 years who reside on Norfolk Island and attend the NICS.
- The Council will actively seek applications for six (6) members from NICS secondary school students, ideally being: 2 x 16 year old, 2 x 17 year old and 2 x 18 year old.
- All nominations for Advisory Committees are to be formally submitted in writing to Council for appointment.
- The appointment of members is at the discretion of the Interim Administrator.
- Advisory committees are formally appointed by Council.
- Council must formally appoint new members before they are able to take part in committee meetings.
- To hold office, all Advisory Committee members must be appointed by Council for the duration of the term set by Council.
- Members of Advisory Committees of Council are volunteers; therefore, they do not receive payment for services.



- The Council may remove a member from the Advisory Committee. Reasons for removal may include absenteeism from a significant number of meetings or conduct which does not meet the Council's agreed standard of behaviour.
- Vacancies occurring during the Term of the Advisory Committee will be advertised and appointed by the Council.

9. PROCEDURES AND PROCEEDINGS

- A quorum of 50 per cent, plus one, is required for the Advisory Committee meetings, unless Council has approved otherwise.
- All committees will meet as a minimum, quarterly (every three months), unless Council has approved otherwise.
- The Committee shall elect a chair and a Deputy chair on an annual basis.
- Minutes of the Advisory Committee meetings will be considered within the framework of the Standing Committee of Council.

10. NOTICE OF ORDINARY MEETINGS

Members of the Advisory Committee shall receive at least three working days' written notice of meetings and such notice shall include an agenda for that meeting. Meetings may be in person, or electronically.

11. ATTENDANCE AT MEETINGS

Members may, in consultation with the Advisory Committee, request that an invitation be extended to a particular individual to attend a future meeting as a visitor, when it is considered that the visitor may be in a position to contribute to the proceedings.

12. SPECIAL PROJECTS

The Youth Advisory Committee may support and promote activities and special projects which relate to young people living on or visiting Norfolk Island, for example, Youth Week.

13. STAFF OF COUNCIL

- The General Manager may attend any of the Committee meetings but does not hold voting rights and shall nominate at least one staff member for the Youth Council.
- The role of the staff member is to arrange for the agenda and minutes and to provide guidance on topics specific to the Youth Council; staff do not have voting rights.
- The General Manager may approve the use by the committee members of the services, staff, or facilities of Council.

14. AMENDMENTS TO TERMS OF REFERENCE

These Terms of Reference can only be amended by approval of the Council's Standing Committee.