

SECTION 355 YOUTH COMMITTEE – TERMS OF REFERENCE

QUALITY CONTROL		
EDRMS REFERENCES	11/432 – D22/21105	
RESPONSIBLE OFFICER	Chief Corporate and Community Officer	
APPROVED BY	Council	
REVIEW DATE	April 2026	
DATE	ACTION	MINUTE NUMBER
23 February 2022	Resolution to establish an Ageing Well Section 355 Committee	46757
27 April 2022	Adopted	46814

1 Introduction

1.1 The Youth Committee is a Section 355 Advisory Committee established by Council under Section 355 of the *Local Government Act 1993*.

2 Committee Name

2.1 The Committee shall be called The Youth Committee.

3 Committee Objective

3.1 The Youth Section 355 Committee will assist Council's operations by providing a strategic focus on the community's young people and advocate for issues affecting the youth population in the City.

4 Committee Delegation

4.1 The Youth Section 355 committee has no delegated authority. It can only refer or recommend matters.

4.2 The Youth Section 355 committee cannot approve the expenditure of money, employ staff or make policy on behalf of Council.

5 Restriction of Delegation

- 5.1 The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee.
- 5.2 If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or his/her representative.

6 Structure and Membership

- 6.1 Members will be appointed for up to four years.
- 6.2 The Youth Section 355 Committee shall consist of fourteen members, with the Councillors appointed by resolution of Council. Members to be nominated as follows:
- Three Councillors
- 6.3 Three community representatives who either are a person aged between 18-24 years or the parent or carer of a person aged 12-18 years.
- Two community representatives from the First Nations community who either are a person aged between 18-24 years or the parent or carer of a person aged 12-18 years.
 - A representative from each of the following organisations:
 - headspace
 - Health
 - Maari Ma
 - YMCA
 - PCYC
 - Education (secondary or tertiary)

Relevant Council staff can be invited by the Committee to provide information and technical advice on any upcoming agenda items.

- 6.4 Community Members will be appointed via a call for nominations. The appropriate form must be completed, signed by the nominee, and received by the General Manager before the closing date.
- 6.5 Council reserves the right to amend the number of Committee members and category of representation.
- 6.6 Council will appoint the community representatives to the Section 355 committee.
- 6.7 Membership may be terminated if a member fails to attend three meetings in a row (except where the member has sent their apologies in advance, and these are accepted).

7 Term of Appointment

7.1 The term of the Youth Section 355 committee shall coincide with the term of Council.

8 Principal Spokesperson

8.1 The principal spokesperson for the committee shall be the Chairperson.

8.2 The Chair may authorise other members to speak on behalf of the Committee, where deemed necessary and/or appropriate.

8.3 Council media will be managed by the BHCC Manager of Communications.

9 Meetings

9.1 There should be a minimum of four meetings held per year, or more frequently if determined by the Committee.

9.2 There should be one Annual General Meeting held per year, at which the Committee will appoint its executive.

10 Reporting Requirements

10.1 Committees are to provide Council with an Annual Report inclusive of financial statements if applicable, by the third (3rd) week in August each year.

10.2A Term Report will be prepared by the outgoing Committee in a Local government Election year, on the achievements of the Committee over its four-year term and forwarded to Council by the third (3rd) week in August.

11 Records

11.1 The Committee is required to keep all proper records.

11.2 Minutes of each meeting shall be submitted to Council within fourteen (14) days of the meeting.

12 Framework

12.1 The Committee will comply with all provisions of Section 355 *Local Government Act 1993* (Committees), Section 377 *Local Government Act 1993* (Delegations), and Section 441-443 *Local Government Act 1993* (Pecuniary Interest).

12.2 The Committee will comply with all provisions of Council's Section 355 Advisory Committee Framework.

13 Review

13.1 Review of all Section 355 Committees, their structures, and Framework including Constitutions will be conducted annually in September following presentation of the Committees Annual Reports and Financial Statements.

13.2 Constitutions will be reviewed by Council following each Local Government General Election (4 yearly), by Council resolution, at the request of the Committee or at the discretion of the General Manager.

Definitions:

“Council” shall mean Broken Hill City Council.

“Committee” shall mean the Youth Committee

“Executive” shall mean the Chairperson, Deputy Chairperson and Secretary of the Committee.

“Youth” is defined and accepted as a person aged between 12-24 years.