

COMMUNITY SERVICES COMMITTEE 14 JUNE 2012	10
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CAIRNS YEA! (YOUTH ENGAGEMENT, ACTION) TERMS OF REFERENCE
– GENERAL POLICY

L Golding: 1/3/22: #3528913

RECOMMENDATION:

It is recommended that Council:

- a) **approves the attached Terms of Reference General Policy for the Cairns YEA! (Youth Engagement, Action), and**
- b) **delegates authority to the Chief Executive Officer in accordance with Section 257 of the *Local Government Act 2009* to finalise any minor amendments to the Terms of Reference in conjunction with the abovementioned Advisory Committee.**

INTRODUCTION:

This report looks to formalise the Terms of Reference for Council's existing Cairns YEA! (Youth Engagement, Action) Committee as a General Policy of Council.

BACKGROUND:

Council is currently in the process of reviewing the Terms of Reference for its different advisory groups and committees. The primary purpose of the Council's Advisory Committees is to provide various sectors; traditionally those that have difficulty being heard, with the opportunity to have a voice in how they can participate, enjoy life and access the facilities and opportunities that our region has to offer with dignity and respect. Advisory Committees provide strategic advice and recommendations to Council on issues that directly relate and impact on their communities; and provide the opportunity to contribute to matters that effect or require broader input from all members of our regional community.

The Cairns YEA! Committee has existed for a number of years.

Important changes to the Terms of Reference through this formalisation process include:

1. The revised Terms of Reference allow for any Councillor to participate as an observer at Committee Meetings rather than as a committee member.
2. The Chair will be sourced from within the Advisory Committee membership.

COMMENT:

Council has a commitment to community involvement, engagement and consultation. There is a need for Council to provide appropriate environments and opportunities for people from our region to provide direct feedback and input on issues and matters that directly affect them. This is especially important for those people and communities who historically may have been marginalised, socially isolated, or have not had the chance to be heard.

In the event that the revised Terms of Reference are accepted by Council, membership will be recruited via a public expression of interest process for appointment by the new Council in 2012. Existing members would be very welcome to re-apply for membership. Membership terms for this committee are set at 12 months given the high proportion of school students on the committee.

The CEO's delegate in relation to administration of Advisory Committee matters is to be the Manager, Libraries and Community Development.

CONSIDERATIONS:**Corporate and Operational Plans:**

Corporate Goal – Building Vibrant Communities:

- 2.6: Improve the capacity and wellbeing of valued areas of the community that traditionally have difficulty being heard.

Policy

This report seeks to formalise the Terms of Reference as a formal Council Policy, generally consistent with the broader General Policy on Advisory Committee Charter.

Financial and Risk:

The administration of the Advisory Committee is allowed for within the Community Development budget.

CONSULTATION:

All current committee members have been consulted in the development of the revised Terms of Reference.

The General Manager Corporate Services and other relevant Council officers have been involved in the review of the Terms of Reference.

OPTIONS:

That Council:

Option 1:

- a) approves the attached Terms of Reference General Policy for the Cairns YEA, or

Option 2:

- a). That Council does not endorse the revised Terms of Reference for the Cairns YEA.

CONCLUSION:

There is a need for Council to obtain direct feedback and have dialogue with those from targeted sectors which, traditionally, have difficulty being heard on issues relating to them and the communities in which they live.

It is recommended that Council:

- . approves the revised Terms of Reference General Policy for the Cairns YEA.
- . Delegates authority to the Chief Executive Officer to finalise any amendments to the Terms of Reference, in conjunction with the Advisory Committee.

ATTACHMENTS:

1. Cairns YEA! Terms of Reference General Policy – DM5#3460637

Lisa Golding

Acting Team Leader Community Development Central

Kerrie Still

Manager – Libraries & Community Development

Ian Lowth

General Manager - Community, Sport & Cultural Services

Attachment 1: Cairns YEA! Terms of Reference

CAIRNS REGIONAL COUNCIL

NO

General Policy

TERMS OF REFERENCE – CAIRNS YEA! (YOUTH ENGAGEMENT ACTION!)

- Intent** The Cairns YEA! (Cairns YEA!) Crew aims to provide a voice to a diverse range of young people who are reflective of the community they represent. The Cairns YEA! will be an important point of contact between Council and young people. It will enable Council to consult with young people on matters relating to youth service provision and youth issues. It will also enable young people to become more involved in the planning and delivery of Council and Youth Services initiatives and facilities.
- Scope** Cairns YEA! provides a voice to a diverse range of young people who are reflective of the communities they represent, and provides an opportunity for Council to engage and consider young people in policy development and planning for the Cairns region. Cairns YEA! seeks to recognise and include young people in the broader community development context.

1. OBJECTIVES

- To inform Cairns Regional Council and the greater community of the issues confronting young people within the local government area.
- Be representative of the diversity of young people that make up the youth population in the local government area.
- To increase the community's awareness of youth participation by actively involving young people in developing and implementing strategies that address the issues affecting young people in the area.
- To create opportunities for local young people (12-25yrs) to input into the Cairns Regional Council's decision making processes and make comment on relevant Council plans and policies.
- To build the confidence and skills of the young people in Cairns YEA!, enabling them to be competent spokespeople on behalf of the needs, issues and interests of the diverse youth population of the Cairns region.
- To raise the profile of young people in a positive way.
- To provide training to the young people on Cairns YEA! in ways that will strengthen their capacity to fulfil their role. For example, in leadership, media skills, public speaking, consultation and advocacy.
- To encourage community, Council, various levels of government and other service providers to work together on youth issues.

2. RESPONSIBILITIES

At all times the Cairns YEA! crew is to be aware of its obligations and responsibilities to the wider community of the Cairns Regional Council local government area.

The primary responsibility of Cairns YEA! is to work in partnership with the Cairns Regional Council and the youth sector to increase the understanding of the issues affecting youth and the special needs of this community. Cairns YEA! is to provide guidance and support in responding to these issues in a timely manner.

Cairns YEA! will use its expertise, influence and local knowledge to provide advice to Council on the delivery of core Council services, policy initiatives, and economic, social, cultural and environmental matters.

The strategic advice and recommendations provided include, but are not limited to:

- Issues relating to the delivery of core Council services.
- Community issues associated with policy and future planning.

Should any conflict arise, it is the obligation of the YEA! crew member to declare that conflict and act accordingly or as directed by the CEO's delegate on the Committee, being the Manager Sport, Recreation and Community Development (the Manager) or their representative.

3. ADMINISTRATION

3.1 Membership

The CAIRNS YEA! Crew, is made up of ten regular members and is supported by a number of associate members between the ages of 12 and 25 years old, dependant upon need and issues expertise.

- Regular membership on the / of Cairns YEA! will be for a twelve month term.
- One term on the Cairns YEA! will be one calendar year - from 1 January to 31 December.
- Existing members, via a written Expression of Interest (EOI), may seek to extend their membership with Cairns YEA! crew.
- Council will approve appointment of members.
- Additional Cairns YEA! crew membership, outside of the annual recruitment, can be approved.
- Associate members will be required to submit an Expression of Interest to gain membership of Cairns YEA! and will have no voting rights on agenda items. However, associate members can be requested to provide advice or have the ability to be a voice and give guidance as part of a Cairns YEA! meeting, discussion, project planning, or event organisation and delivery.
- Membership termination may occur if a Cairns YEA! crew member does not act in the best interests of the group or the Cairns Regional Council; breaches Council's Code of Conduct policy; or does not adhere to the membership guidelines of Cairns YEA!.

Council will seek to encourage youth participation and, where possible, will ensure that the CAIRNS YEA! crew embraces diversity in all its forms including:

- Geographic
- Age
- Occupation (including students, unemployed, fulltime, casual and part time employment)
- Culturally and linguistically
- Identifying as Aboriginal or Torres Strait Islander peoples
- Gender balance
- Young people with disabilities
- Young people who are gay/lesbian/bisexual/transgender and intersex.

Councillors are welcome and encouraged to attend Advisory Group meetings in an observer capacity so that Councillors can fulfil their obligations and responsibilities under the Local Government Act 2009. Councillors must respect the purpose of the meeting and not attempt to direct or influence the decisions of Cairns YEA!

3.2 Meetings

The Cairns YEA! crew will allow young people to take a pro-active role in community action and Council participation. The YEA! will achieve its objectives by functioning within a forum-based model. This model will involve members planning, conducting and evaluating community forums that address issues relevant to young people.

As a successful YEA! member, this vibrant team will meet early in the calendar year for orientation and to nominate issues of concern or interest for young people in the Cairns region. The YEA! crew will select issues of priority; for each issue selected young people will be assisted in putting together a community forum to present, discuss and address the issue identified. The Cairns YEA! has the ability to invite relevant stakeholders to participate and guide the YEA! crew with advice in specialised areas of expertise at meeting forums.

The Youth Development Officer and Community Development Team will assist Cairns YEA! members in coordinating forums and ensure that YEA! conversations arising from community forums are recorded and reported to Council. Cairns YEA! members will receive support and guidance from the Youth Development Officer to select and action recommendations arising from each forum.

Cairns YEA! crew members will be provided with mentors who will provide them with guidance and capacity building opportunities. Mentors consisting of Councillors, local youth and community workers, Council staff and industry professionals will be invited into the meeting forums as part of Cairns Regional Council's commitment to inspiring and investing in the development of our young people,

3.3 Authority

Cairns YEA!'s role is to provide advice, advocacy and community feedback. There are no formal voting rights and members must respect and abide by any subsequent decision of Council.

Cairns YEA! crew has no authority over management, should not get involved in day to day operational issues of Council, and may not direct staff in any matter or action.

3.4 Confidentiality

All matters discussed at meetings together with all material provided to crew members is for the purposes of informed discussion and debate at the meeting. It is therefore not for general public release, unless the crew seek permission from the Manager Sport, Recreation and Community Development for the purposes of sector / community engagement.

All matters discussed by Cairns Yea! will be in accordance with the requirements of the *Information Privacy Act* and *Right to Information Act*. The views of other crew members will be treated with respect and will not be discussed with external parties.

All communication with the media will be undertaken by Council, unless otherwise approved by the CEO's nominated delegate. Crew members must refrain from making any public comment or issuing any information, in any form, concerning Cairns YEA! or matters of interest without the authority of Council. Crew members must at all times act in the best interests of Council.

3.6 Performance indicators

- Minimum of twelve meetings each year
- Regular attendance by a minimum of six Members of Cairns YEA!
- Provide an annual report to Council outlining the Cairns YEA! crew major achievements and key activities and consultations, including any recommendations on actions Council can take to increase the awareness and participation of young people in the governance of our community.

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This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review:

General Manager Community Sport & Cultural Services

ADOPTED:

DUE FOR REVISION:

REVOKED/SUPERSEDED: