

Terms of Reference: Port Stephens Youth Advisory Panel

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1.Role and Purpose

The role of Port Stephens Youth Advisory Panel (PSYAC) is to:

- 1.1 Assist Council to find out about important issues for young people in the local area and provide advice to Council about how these issues can be addressed.
- 1.2 Comment on Council Plans including Plans of Management and key Strategies
- 1.3 Support the development of local initiatives and projects for young people.
- 1.4 Represent Council at youth specific events and functions.

2.Responsibilities of the Port Stephens Youth Advisory Panel

- 2.1 The PSYAP are to provide advice from the perspective of young people on relevant issues across council and to other relevant agencies and community organisations.
- 2.2 The PSYAP representatives will steer local Youth Week activities.
- 2.3 Be actively involved in developing and workshopping local initiatives and programs aimed at youth in Port Stephens.
- 2.4 Be actively involved in advocating on important issues on the behalf of the youth of Port Stephens.

3.Membership

- 3.1 Members minimum age shall be 15 years with a maximum age of up to 25 years. A member must stand down from the PSYAP declaring membership vacancy upon turning the age of 26 years.
- 3.2 Notice of membership will be advertised in local media, and communicated to Youth Network Groups/Organisations/Institutions. Young people will be chosen based on merit, with applications assessed by a panel of Council officers according to set criteria
- 3.3 The panel shall consist of 20 members who represent a broad demographic based of age; gender; social/cultural background and place of residence from across LGA.
- 3.4 **Ex-Officio Members** proposed to be included:
 - The Mayor
 - At least two Councillors
 - At least one staff member of Port Stephens Council
 - An external community partner(s) to be determined (YMCA, Lions Club, Rotary).

Termination of Membership

- 4.1 A member of the PSYAP may be stood down for the following reasons:
 - Unprofessional conduct towards other Members/Chairperson including abuse and general disrespect for other persons and property.

- Failure to follow the Terms Of Reference
- Failure to attend three consecutive meetings (without formal approval) of the PSYAP (does not include Extra-Ordinary Meetings)

5.Tenure of Membership

5.1 The members will remain on the PSYAP for a period of two years. New members may be nominated and added via a PSYAP majority resolution during any term provided the maximum number is not exceeded. Every effort is to be made to ensure equity across age, gender and residency in Port Stephens.

6.Vacancies

6.1 Vacancies are those created by member termination or resignation from PSYAP.

6.2 A notice of Vacancy shall be advertised as described at item 3.2

6.3 A Vacancy will (where possible) be filled by a nomination from the same Council Ward as that of the person standing down or termination.

6.5 Where a Vacancy can not be filled from the same Council Ward the PSYAP shall by resolution and a majority ruling decide upon acceptance of a nomination from another Council Ward.

7. Meeting procedures and proceedings

7.1 Ordinary Meetings of the PSYAP will be held monthly at venues to be determined. Transport to regular meetings to be provided by Port Stephens Council.

7.2 The role of Chair and Secretary of ordinary meeting will be rotated amongst members. At the end of each meeting a decision will be made on Chair and Secretary for next meeting.

7.3 Minutes of the PSYAP deliberations shall be made available to Council at the earliest opportunity after any meeting of the PSYAP.

7.4 All matters discussed at PSYAP meetings are to be considered confidential.

8 .What constitutes a decision of PSYAP

8.1 A decision by a majority of the votes at a meeting of the PSYAP at which at least 50% of members are present is a decision of PSYAP.