



**Burwood**  
Inc.1874

Suite 1, Level 2, 1-17 Elsie Street, BURWOOD NSW 2134, PO Box 240, BURWOOD NSW 1805  
Phone: 9911-9911 - Fax: 9911-9900  
Email: [council@burwood.nsw.gov.au](mailto:council@burwood.nsw.gov.au)  
Website: [www.burwood.nsw.gov.au](http://www.burwood.nsw.gov.au)

## **BURWOOD YOUTH ADVISORY GROUP TERMS OF REFERENCE**

---

Public Document  
Approved by Council: 28 July 2020

Version: 2  
Ref No. 20/7435

Ownership: Community, Library & Aquatic Services (Community Development)

### **Functions/Purpose**

---

The Burwood Youth Advisory Group is made up of young people aged 12 – 24 years that have an interest in youth advocacy and community development. The Burwood Youth Advisory Group is an official advisory group of Burwood Council, established in 2008 to facilitate youth representation within Council as a response to the needs of local young people.

The Burwood Youth Advisory Group has been established to:

- Act in an advisory and consultative capacity to Council and staff on matters affecting young people in the community.
- Advocate for the needs of young people, and provide a mechanism for their participation and involvement in decision-making on community issues.
- Assist young people in developing skills in various areas relating to personal and community development, including communication and advocacy.

The main objectives of the Burwood Youth Advisory Group are to:

- Advocate for young people by ensuring that both Burwood Council and the wider community are informed of the issues confronting the diverse range of young people across the Burwood area.
- Assist Council in the coordination, planning and implementation of youth strategies and projects (e.g. Youth Week).
- Facilitate the involvement of young people in community activities by identifying relevant opportunities, liaising with the organising parties, and raising awareness amongst young people across Burwood and the surrounding areas.
- Provide young people with an avenue to further develop skills such as communication, advocacy, teamwork, project management, and administration.
- Promote positive stories and images of young people.
- Act as a consultative mechanism for Burwood Council on issues that affect the diverse range of young people across Burwood and surrounding areas.

### **Chairperson and Committee Members**

---

Membership of the Burwood Youth Advisory Group shall be open to young people aged 12 – 24 years who live, work, study or regularly visit the Burwood Local Government Area.

Membership shall:

- Comprise up to 20 active members
- Reflect where possible the diversity of the area, including but not limited to different socio-economic, cultural and ethnic backgrounds.

Council's Youth Officer is the Burwood Youth Advisory Group Convenor and is responsible for participatory support, guidance, administration and budgetary support.

### **Term of Membership**

---

The Burwood Youth Advisory Group aims to be reflective of the needs of young people within the local area. Membership shall exist for the term of the Council (four years). Members within this time may choose to leave the group and if a vacancy arises positions will be advertised. After the cessation of the four year term members may wish to reapply to the group and will be required to complete a Youth Volunteer Form (Appendix A).

### **Nominations**

---

Nominations for community representative positions on the committee will be invited at a minimum through Council's website.

Potential members can be nominated by:

- The person themselves
- Family or friends
- A locally-based high school
- A local community agency
- A locally based religious group
- A locally based sporting club
- A government or non-government agency

Nominees must complete a Youth Volunteer Registration Form (Appendix A). All nominees will be interviewed by the Youth Officer to confirm their understanding and support for the objectives of the group. If the interview is successful, the nominee will be invited to attend a meeting as a guest. After attendance at the meeting, the nominee will decide whether they will join the group in consultation with the Youth Officer. All unsuccessful nominations will be kept on a register for future possible appointment.

### **Selection Criteria**

---

Membership of nominees shall be determined by the Youth Officer based on:

- Details outlined in the Volunteer Registration Form.
- Recommendations from current Burwood Youth Advisory Group members (where appropriate).
- Connection to Burwood, noting that applicants must live, work, study or frequently visit the Burwood area.
- Interview outcome
- Nominee's ability to attend regular meetings.

### **Committee Proceedings**

---

#### **Meetings**

- The Burwood Youth Advisory Group will meet on a monthly basis for two hours. Additional meetings may be convened as required.
- Meetings will be held from 6pm – 8pm for the primary purpose of increasing accessibility of young people to the group.

- Meetings shall be held at Council Offices or another location approved by the Chairperson.
- An up-to-date mailing list will be kept of all members details. However, as members may be under the age of 18 years, these details will be kept in strict confidence
- Committee meetings shall be conducted in a spirit of cooperation and mutual respect and members must adhere to Council's Code of Conduct (to be circulated).

### **Monthly Meetings**

- These are formal meetings of the Burwood Youth Advisory Group
- Minutes will be taken
- Agendas will be set
- Recommendations, issues and project work will be discussed
- Members and guests can attend
- The Youth Officer will be present
- Members and the Youth Officer will action tasks arising
- A member who does not attend four meetings in a row without sending apologies may have their membership reviewed with the possible consequence being suspension or cancellation of membership

### **Additional Meetings**

- Additional member meetings of the Burwood Youth Advisory Group can be held at the request of members and run by them
- Only current Burwood Youth Advisory Group members can attend member meetings
- Minutes are not required to be taken
- Formal agendas are not required to be set
- Members will action tasks arising
- The Youth Officer will only be present at member meetings where appropriate and/or necessary as determined by members
- Burwood Youth Advisory Group recommendations may only be made by members (young people) at formal meetings.
- Any recommendations to Council arising from additional meetings will be made by a majority vote
- A quorum will comprise of five members of the Burwood Youth Advisory Group. If a quorum is not present the meeting should not proceed.

### **Decision Making**

- Recommendation for amendments to the Terms of Reference can be made at any time. Amendments must be endorsed by a majority vote of the Burwood Youth Advisory Group and approved by the General Manager. Amendments will be communicated as an information item to Council.
- A quorum is required for voting purposes only
- The Burwood Youth Advisory Group may elect a member by majority vote to represent the group within the community
- Specific roles may be allocated within the Burwood Youth Advisory Group including Chair (lead the meeting), Team Leaders (coordinators of specific projects), Secretary (administration), Treasurer (monitoring budget), Media and Communications (liaise with Council's Internal Comms Team) and Promotions (flyer design). These roles may be determined within the group, as determined by a majority vote of the Burwood Youth Advisory Group. In the event the group chooses not to elect specific roles, tasks will be divided fairly between the group based on skills and experience.
- Members will determine how their budget is to be spent by a majority vote. The budget will be maintained under the Youth Officer portfolio and is subject to the approval of the Youth Officer in line with Council processes.
- Applications for grant funding is encouraged, but can only be submitted in consultation with the Youth Officer and approval from Council

## **Skills Development**

- An annual skills development session will be held for members to attend focusing on: building group cohesion, skills development, communication enhancement and increased engagement
- Ongoing training will be provided as needed and subject to the Youth Officer's approval
- Opportunities for broader learning and networking will be provided as identified.

## **Minutes**

---

Meeting minutes will be taken by Council's Youth Officer.

## **Review**

---

The Terms of Reference will be reviewed every four years.

## **Contact**

---

Youth Officer (02) 9911 9911

**Appendix A: Volunteer Registration Form**

---



**Volunteer Registration Form  
Burwood Youth Advisory Group**

**Applicant Details:**

Full Name: .....

Date of Birth: ..... Age at time of registration: .....

Mobile Phone: ..... Home Phone: .....

Address: .....

Email: .....

Country of Birth: ..... Cultural Background: .....

**Next of Kin/Emergency Contact:**

Full Name: .....

Mobile Phone: ..... Email: .....

Address: .....

**Residential Status**

To volunteer in Australia you have to be eligible to participate in paid employment, or be in possession of a visa that clearly states that you are able to participate in voluntary work whilst in Australia. Please tick the relevant boxes:

Australian Citizen  Permanent Resident  Student Visa  Work Holiday Permit  Visitors Visa  Other Visa/ Permit

**Volunteer Experience**

Have you volunteered before? Yes  No

If Yes, who for, why and when? .....

.....  
.....  
.....

**Volunteering with Burwood Council**

Do you agree to work as a volunteer, without payment? Yes  No

Do you have any medical conditions? Yes  No

If yes, please describe: .....  
.....  
.....

Do you agree to obtain a Working with Children Check if necessary? Yes  No

I give my permission to Burwood Council to utilise media collected by Burwood Council representatives, containing my image for promotional, reporting and evaluation purposes. I also have read the risk warning outlined below:  
  
SIGNATURE OF VOLUNTEER: \_\_\_\_\_ Date: \_\_\_\_\_

**If aged under 18 please have a parent/guardian complete the following section:**

Parent/ Guardian Name: .....

Mobile Phone: ..... Email: .....

I give my consent for my son/daughter/child in my care, whose name is listed on this form, to participate as a volunteer with Burwood Council. And give permission to Burwood Council to utilize media collected by Burwood Council representatives, containing the image of \_\_\_\_\_ for promotional/reporting/evaluation purposes. I also have read the risk warning outlined below:

SIGNATURE OF PARENT/GUARDIAN: \_\_\_\_\_ Date: \_\_\_\_\_

**Risk Warning**

Each volunteer must take all reasonable care when participating in the youth activities in order to be covered by Councils volunteer liability insurance including, without limitation the following:

- be reliable and punctual for volunteer duties
- carry out volunteer duties as per the volunteer job description/agreement
- discuss any issues arising with the volunteer supervisor
- adhere to Volunteering Burwood’s Code of Conduct
- observe Occupational Health and Safety procedures and work safely at all times
- observe the policies and procedures set out within the Burwood Youth Advisory Group Protocol and other Council documents

Council reserves the right to remove a person from the youth activities if, in the opinion of Council or its representatives, the person is acting in a negligent and/or dangerous manner.

**For more information, contact Council’s Youth Officer:  
Phone: 9911 9911. Email: [youth@burwood.nsw.gov.au](mailto:youth@burwood.nsw.gov.au)**

OFFICE USE ONLY:

Received By:

Date:

Signature:

REF NO: