



YOUTH ADVISORY COMMITTEE TERMS OF REFERENCE

1. Role

To build capacity, both of young people and of Council to improve opportunities for young people to participate in local decision making and youth activities.

2. Committee Operation

A Council staff representative will be responsible for taking and distributing minutes, coordinating the agenda, inviting relevant Council officers to attend in relation to agenda items, arranging the meeting venue and refreshments and coordinating any assistance required by members to participate.

Minutes of the Committee will be reported to Council.

Membership of the Committee will be made by expression of interest via public advertisement. Expressions of interest can be received by the Committee at any time through the year.

3. Membership of the Committee:

- Will consist of up to 12 community members between the ages of 12 - 25, including members of high schools, youth groups and similar associations from across the Queanbeyan-Palerang LGA.
- Members under the age of 18 will require permission from a parent/carer to join the Committee.
- The membership of the Committee includes one Councillor delegate and one alternate.
- Community membership of the Committee will be reviewed at the start of each calendar year.

4. Meetings and Minutes

Meetings will be held quarterly or as required to comment or present on Council strategies and plans.

Minutes are presented to Council for endorsement only. Any matters that require a Council decision will initiate a Council meeting report being prepared for Council consideration.

5. Secretarial Support

Endorsed by Council 18 December 2024 – Resolution No 565/24

The Coordinator Community or their delegate will provide secretarial support to the Committee.

6. Quorum

A quorum for the meeting will be four.

7. Delegations

This Committee does not have any decision-making, financial or delegated powers. No member has the authority to represent Council without the approval of Council.

The Committee does not have the power to sub-delegate or form sub-committees without the approval of Council by way of Resolution.

The Committee is bound all Council Policies as members of the Committee are considered volunteers of Council.