



TERMS OF REFERENCE YOUTH ADVISORY COMMITTEE JULY 2025

1. Name

The Committee shall be known as the Youth Advisory Committee and will from here on in this document be referred to as the "Committee."

2. Background

Randwick City has a growing youth population of approximately 26,400 people aged 12 to 24 years of age who reside in the area and even more young people who regularly frequent the LGA for tertiary study, work and recreation. Council is committed to ensuring the young people who live, study or work in the LGA are connected into the social, community and service networks they need to lead fulfilling lives. Young people play a vital role in our community and Randwick City Council recognises that their views will ultimately shape the future of our city.

3. Objectives

The Committee's purpose is to:

- To assist Council in the identification of the current interests of young people aged 15 to 24 years of age.
- To support and promote activities and special projects relating to young people.
- To comment on Council planning instruments.
- To encourage students and young people's participation in Council's activities and community service initiatives.
- Receive information on Council's development and implementation of Randwick City's Youth Plan.

4. Principles

The Committee will operate under the following guiding principles:

- All Committee members are invited to share their opinion without prejudice or consequence.
- The Committee offers opportunity for Council Officers to seek a youth perspective on Council's functions and planning instruments. Equally so, the Committee is also an opportunity for young people to learn about Council's decision-making processes and powers. Information, training, and capacity building opportunities will be offered to Committee members.

- Perspectives or recommendations offered by Committee members will be summarised, made anonymous and shared with the Council's elected body through the form of agendas and minutes. This information will be periodically tabled at Council meetings and available for review by Councillors and Council Officers upon request.
- Should a Council Officer have a matter to bring before the Committee, this will be presented in the agenda in advance of a scheduled meeting.
- The Committee will adopt a reflective practice and continuously identify opportunity for the improvement of the operation of the Committee and its outcomes for community and Council.

5. Determinations

The Committee shall be an advisory body, and has no delegated decision-making for Council.

6. Council's Code of Conduct

Committee members agree to abide by Council's adopted Code of Conduct a copy of which will be provided to all Committee members on an annual basis.

7. Council's Values

Committee members agree to abide by Council's adopted 'ICARE' values, which are:

- **Integrity** is ensuring transparency and honesty in all our activities.
- **Customer Focus** is delivering prompt, courteous and helpful service and being responsive to people's changing needs.
- **Accountability** is accepting our responsibility for the provision of quality services and information that meet agreed standards.
- **Respect** is treating everyone with courtesy, dignity and fairness regardless of our own feelings about the person or the issue.
- **Excellence** is being recognised for providing services, programs and information which consistently meet and exceed expectations, through the use of best known practices and innovation.

8. Responsibilities of members

Committee members are asked to contribute their time and views on matters listed on the agenda of committee meetings, free of bias. Committee members are required to comply with the adopted Terms of Reference and to abide by Council's adopted Code of Conduct for Council Committee members, delegates of Council and Council advisors and ICARE Values.

The Committee is an advisory committee and therefore it is anticipated that some tasks may need to be undertaken by members outside of meetings.

9. Responsibilities of Council

Council will provide secretariat support, including minute taking and professional officer support as appropriate.

10. Delegated Authority

The Committee does not have any delegated authority to make decisions or carry out any function on behalf of Council. The Committee will not be required to make decisions, reach consensus, or vote on any matter. The Committee is established for the purpose of providing advice to Council on matters pertaining to young people, and to offer a youth perspective on broader Council activity and planning instruments.

11. Membership

At its meeting of 22 October 2024, Council endorsed the membership of the Youth Advisory Committee to consist of the Mayor, 3 Councillors and 6 – 12 young people aged 12 to 24 years of age.

The 6 – 12 youth members of the Committee will be residents aged 12 to 24 years of age at the time of appointment. Membership is sought through an Expression of Interest process and determined on merit by a panel of Council Officers.

Three Council elected members have been nominated to the Committee whose primary role is to assist in the liaison between the Committee and Council. A Chairperson is confirmed by the Council. In the event that the Chairperson is an apology, the Committee will appoint an alternative Chairperson for that meeting.

The Committee will be Administered by the Manager Community Development.

Other Council Officers, guest speakers and/or trainers will be periodically invited to present information to the Committee or facilitate capacity building activities.

12. Eligibility for Appointment

The Committee will aim to meet at least four times per year. Nominees are expected to be able to attend the majority of these meetings in order to nominate or retain their committee membership.

Appointments to the Committee will be sought through an Expression of Interest (EOI) process to be conducted by Council staff.

13. Tenure of Membership

Membership is for the term of Council (2024 – 2028). Members may re-nominate for a further term.

14. Quorum

A quorum of the Committee shall be six community members.

15. Notice of Ordinary Meetings

Committee members shall receive at least five working days written notice of ordinary meetings and such notice shall include an agenda of that meeting.

16. Minutes of Meetings

Minutes of meetings shall be made available to all committee members within two weeks of the date of the meeting. Minutes will be published on Council's website.

17. Notice of Special Meetings

Should the need arise for a special meeting to consider an urgent matter, a special meeting to considering only that particular urgent matter may be called by the Manager Community Development.

18. Attendance at Meetings

Committee members are not permitted to nominate a delegate or representative if they are unable to attend a meeting.

19. Amendments to the Terms of Reference

These Terms of Reference shall only be amended by resolution of Randwick City Council.