



YOUTH ADVISORY COUNCIL

Terms of Reference

YOUTH ADVISORY COUNCIL

1.0 MEMBERS

Chairperson	Shire of Broome Place Activation and Engagement Officer (Youth and Community Safety)
Deputy Chairperson	Councilor of the Shire of Broome
Youth Community Delegates	10 members
Meeting Schedule	Fortnightly
Meeting Location	Administration Building Shire of Broome
Secretariat	Place Activation and Engagement Coordinator
Delegated Authority	Nil

2.0 NAME

The name of the Group is the **Youth Advisory Council (YAC)**

3.0 DISTRICT/AREA OF CONTROL

Local Government boundaries of the Shire of Broome.

4.0 VISION

The role of the Shire of Broome Youth Advisory Council is as follows:

1. Identify issues that are important to young people in Broome and provide advice to Council about addressing issues and providing opportunities for young people.
2. Participate in the planning, running and evaluation of local initiatives and projects for young people.
3. Contribute to the implementation of the Shire of Broome Youth Plan (2025 – 2029)

5.0 OBJECTIVES

- To create opportunities for local young people to provide input into Shire of Broome Council decision making processes.
- To actively involve young people in developing and implementing strategies that address the issues affecting young people in the region.
- To ensure that young people are involved in their community's economic and social development.
- To positively promote youth within the Shire of Broome, especially with regards to the value to be gained from the input of young people.
- To build the confidence and skills of the young people on the Youth Advisory Council and increase their capacity to act as spokespeople and role models for the diverse population of Broome youth.

- To provide training to the young people on the Youth Advisory Council in specific areas that will strengthen their capacity to fulfil their role including leadership, media skills, public speaking, consultation and advocacy.

6.0 MEMBERSHIP

- Membership for youth delegates is open to young people aged between the ages of 12 and 24 who live in the Shire of Broome.
- The number of members is limited to a maximum of ten.
- Members will be encouraged to actively participate in the Council and its projects.

7.0 DELEGATED AUTHORITY

A Shire of Broome Councillor will be appointed as a delegate and deputy chair of the Council to provide mentoring and skills development support. Frequency of deputy chair attendance at YAC meetings to be reviewed and agreed upon on an annual basis. Administrative support and further mentoring will be provided by the Shire of Broome Place Activation and Engagement Officer (Youth and Community Safety).

The Group does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated financial responsibility.

8.0 MEETINGS

- Meetings will be conducted twice a month at the Shire of Broome Administration Offices or as otherwise determined by group consensus.
- Agendas will be distributed prior to each meeting, and notes will be taken during the meeting to record key points, actions and responsibilities.
- Key decisions will be determined by a simple majority (vote) at meetings, with absent members able to provide an indication of support to the Chair prior to the meeting. The Chair will have a casting vote.

Agendas and Minutes

The Secretariat is responsible for preparing, authorising and distributing the Agenda and Minutes using the Shire's InfoCouncil system.

Agenda

The Secretariat will issue the Agenda by email and via the Outlook calendar meeting invitation at least five (5) working days prior to the meeting.

Minutes

The Secretariat is responsible for ensuring the minutes are a true and accurate record of the meeting. This relates to meeting commencement and closure times, attendance and any decisions made; noting that general discussion and presentations are not recorded or summarised.

The Secretariat will distribute the Draft Minutes as follows:

1. Email the working group distribution list within two (2) working days of the meeting;
2. Table in the following monthly Councillor Information Bulletin (CIB); and
3. Attach them to the next meeting Outlook calendar invitation.

Where draft minutes contain amendments beyond minor administrative corrections, these changes will be reflected in the next monthly CIB.

Any recommendations arising from the Minutes that require Council action will be presented to the next Ordinary Meeting of Council (OMC).

9.0	CODE OF CONDUCT
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- All members agree to act in a respectful manner to other members and key stakeholders involved in the group.
- All members agree to act in a manner that seeks to achieve the best outcome for the group and the youth of Broome.
- Any disagreements or disputes between members should be brought to the attention of the Deputy Chair, who will assist in seeking a mutually beneficial resolution.

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