

Youth Council Terms of Reference

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

This terms of reference establishes the South Burnett Youth Council ('Youth Council') which provides the framework for South Burnett Regional Council ('Council') to work with youth throughout the South Burnett region ('region') to identify sustainable initiatives for youth inclusiveness and support to partner with the youth.

2. SCOPE

This terms of reference applies to Council representatives and Youth Council members.

3. GENERAL INFORMATION

The objectives of the Youth Council are to:

- give young people the opportunity to take a leading role in consulting with Council on issues that affect their lives;
- raise awareness of the aspirations and needs of young people within communities across the South Burnett region ('region'); and
- facilitate interaction between young people, Council and the community.

3.1. Membership

The Youth Council will comprise of:

- up to 20 members aged between 12 and 24 years (including a rotating chairperson for each meeting);
- two (2) Councillors to be appointed to attend meetings in a non-voting capacity to create linkages and be a conduit between the Youth Council and Council; and
- at least one (1) Council employee to co-ordinate the Youth Council and provide secretariat duties.

Effort will be made to ensure membership of the Youth Council reflects the diversity and demographic balance of young people residing in the region (for example, sex, age, ethnicity, and residential location).

Youth Council members over the age of 18 years must hold a current Working with Children Blue Card.

Youth Council members are appointed as individuals, not as representatives of a particular area, network or independent third party.

3.2. Roles and responsibilities

Youth Council members are to:

- attend all Youth Council meetings;
- represent and advocate on behalf of young people in the region;
- be an advisory and consultative group for Council and the wider youth community providing feedback and input;
- ensure that the diversity of young people's experiences and circumstances is reflected in advice to Council;
- actively participate at meetings and activities of the Youth Council;
- be aware and comply with Council's Employee Code of Conduct and associated policies and procedures.

3.3. Application and appointment processes

Applications for the Youth Council membership will be sought publicly, using a broad publicity strategy, including schools and the youth sector.

The selection panel will consist of:

- the appointed Councillors;
- Council's Chief Executive Officer ('CEO') or delegate;
- Council employees responsible for the Youth Council.

The panel will determine an appropriate selection process to ensure broad representation from across the region providing a short list of suitable applicants for Council's consideration and formal approval. Shortlisted suitable applicants will be based on their ability to fulfil the roles and responsibilities of the Youth Council.

3.4. Terms of appointment

Appointment to the Youth Council will be a one (1) year term, with appointed Youth Council members able to seek re-appointment for subsequent terms to a maximum length of appointment of two (2) years or at Council's discretion.

Successful applicants, following Council approval, will receive a letter confirming their appointment as members of Youth Council. A Council induction will be provided to all members of the Youth Council.

3.5. Resignation

Youth Council members are required to notify the Council in writing of their intention to resign from the Youth Council.

Vacancies due to resignation may be filled based on the merit list of the preceding recruitment period or in the event that there are no additional applicants, Council may call for applications.

3.6. Meetings

3.6.1. Frequency of meetings

The Youth Council will meet 10 times during a calendar year. Meetings will be held on the second Tuesday of every month from February to November of each calendar year. Council may, at its discretion, change the allocated meeting times and dates to maximise attendance and call additional meetings if required.

3.6.2. Meeting time

The Youth Council meetings will be held from 4:00pm to 6:00pm.

3.6.3. Meeting attendance

Youth Council meetings will be held in the Warren Truss Council Chambers, 45 Glendon Street, Kingaroy or via Teams.

3.6.4. Transport

It is the responsibility of the Youth Council members to arrange transport to attend meetings.

3.6.5. Quorum

The quorum for the Youth Council will be half the number of members of the Youth Council, plus one (1). If quorum is not met, the meeting will proceed, and decisions ratified at next full meeting.

3.6.6. Support

Council representatives, as authorised by Council's CEO, will provide resources, assistance, guidance, and support to Youth Council members, including access to technology where required.

3.6.7. Reporting

The Youth Council will report regularly on its activities, provide Council with its guidance and/or make recommendations to Council through the provision of the Youth Council meeting minutes to Council. The minutes of each Youth Council meeting will be submitted to the Ordinary General Meeting of Council following each Youth Council meeting.

4. DEFINITIONS

Council employee means a person employed by Council on a permanent, part time, fixed term or casual basis under award and enterprise bargaining agreements.

Council representative means all Councillors and Council employees including permanent, casual, and temporary employees, apprentices, trainees, contractors, volunteers, and work experience students. For clarity, members of the South Burnett Regional Youth Council are considered volunteers with Council.

5. LEGISLATIVE REFERENCE

Child Safe Organisations Act 2024 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulations 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Employee Code of Conduct Policy – Statutory011

South Burnett Regional Council Information Management Recordkeeping Policy – Statutory039

South Burnett Regional Council Information Privacy Policy – Statutory038

7. NEXT REVIEW

As prescribed by legislation or November 2028

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	25 January 2022	2862192
2	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2862192
3	Review of policy	21 August 2024	2862192
4	Review of terms of reference	19 November 2025	2914753


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