



CARPENTARIA SHIRE
Outback by the Sea®

Youth Advisory Committee

Terms of Reference

February 2025

*It's a great place to work,
live and play*



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Carpentaria Shire Council would like to respectfully acknowledge the Gkuthaarn, Kukatj and Kurtijar peoples as the traditional owners of the lands and waters that form the Region. Council pays its respect to elders’ past, present and emerging and welcomes the ongoing role that indigenous people play within the Carpentaria community.



Name

The committee will be known as the Carpentaria Shire Council Youth Advisory Committee.

Purpose

The purpose of the committee is to provide a platform for youth throughout the Carpentaria Shire Council to communicate with Council on current and emergent themes impacting youth in the shire. To showcase the bold ideas youth have in creating a region they want to live, work and stay in.

Membership

Membership Term

The Carpentaria Shire Youth Advisory Committee will be a two (2) year term unless the committee member turns 25 during the term.

Membership Structure

Representation across the region is vital and membership positions will be offered as follows:

Normanton	1
Karumba	1
Gulf Christian College	2
Normanton State School	2
Karumba State School	1
Community/Sporting Groups	1 per group

Members Must:

- Reside in the Carpentaria Shire Council
- Aged Between 12 to 24 years
- Members over 18 years will be required to obtain a current working with children – Blue card
- Under 18 years have parental permission to attend and participate.

The appointment of members will be through an expression of interest process.

In addition, the Mayor and Councillors will attend each meeting, along with Council personnel as required.

Each member school is invited, at its discretion, to have a staff member accompany the student member to each meeting. The role of the staff member is as an observer and to provide support to the student member if needed, excluding closed session of the meeting.

Parents/guardians are welcome to attend meetings, particularly if they are transporting their child to/from the meetings, excluding closed sessions of the meeting.

From time to time, the committee may consult with other agencies or staff and Council on specific issues and/or invite a representative to attend a working group meeting.



Key Responsibilities of Members

Carpentaria Shire Youth Advisory Committee members are responsible for being active committee members by:

- a. attending all meetings.
- b. members are to ensure they provide an apology prior to the meeting if they are unable to attend.
- c. voice opinions, provide feedback and/or suggestions to Council's policies. Local laws, services and programs that affect young people.
- d. act as a representative from their school and community.
- e. act as a liaison between Council and young people; and
- f. attend and/or participate in civic ceremonies/meetings/events/functions (when invited).

All members are expected to conduct themselves in a responsible and respectful manner.

Nomination and Appointment of the Youth Advisory Committee

Nomination

Nominations must be received by Council by the specified return date.

Appointment

Carpentaria Shire Council's Mayor and Councillors will approve and appoint nominees as members of the Carpentaria Shire Youth Advisory Committee.

Following approval by the Mayor and Councillors each student member will receive a letter confirming their appointment to the Carpentaria Youth Advisory Committee.

Meetings

- Meetings will generally be held bi-monthly at dates and times determined by the committee as an approved meeting schedule.
- Meetings will generally be held at the Carpentaria Shire Office, Normanton.

The Carpentaria Shire Youth Advisory Committee will be chaired by the Mayor or a Councillor in the Mayor's absence. A Council officer will undertake the secretariat duties.



Each meeting will normally consist of:

- Mayoral Welcome and Open;
- Attendance including Apologies;
- Order of Business – including declarations of interest, Confirmation of Minutes, and Business arising from Previous Meeting;
- Mayor's/ Councillors update.
- General Business.
- Community or Council Event Opportunities.
- Closed session (only if required) and
- Confirmation of next meeting and Close.

Support

Council staff will provide resources, assistance, guidance, and support to the committee members. This support will include coordinating the meetings.

Agendas and Minutes

The secretariat will be responsible for the following:

- Distributing the agenda and any relevant papers to all members at least two full working days prior to the meeting date.
- Accurate minutes including key discussion points, recommendations and actions to be distributed to all members within 15 working days of the meeting date.
- Minutes and any recommendations from the Committee are to be presented back to Council by way of a Committee Report immediately following the Meeting.

Contact Details

All communications should be addressed to:

Secretariat

Amanda Farraway

Executive Manager Community Development & Tourism

PO Box 31

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