

# YOUTH ADVISORY PANEL

## Terms of Appointment



December 2022

## Background

The Greater Cities Commission (the Commission) Youth Advisory Panel (the Panel) is an advisory body established to embed a youth voice in the Commission's planning, innovation districts and thought leadership work.

The purpose of the Panel is to:

- Elevate diverse perspectives and views on issues that matter to young people across the Six Cities Region.
- Provide advice on Commission-led projects by applying a youth lens to the Commission's work and collaborating with staff.
- Facilitate engagement with other young people across the Six Cities Region.

The Panel will consist of 12 members – two members to represent each of the cities in the Six Cities Region. The Panel will include a mix of new and continuing Panel members. Two Co-Chairs will be appointed by the Commission.

## The appointment

Your appointment as a Panel member will commence on 5 December 2022. New members will be appointed for a period of two years. Continuing Panel members will be appointed for a one year period before their position is filled with a new member from the same city.

At the end of the relevant period or immediately following the end date, the Commission may resolve to reappoint you for a further period under new or similar terms.

## Duties and responsibilities

As a Panel member you will be required to comply with the Youth Advisory Panel Code of Ethics and Conduct.

## Responsibilities

- Actively participate in formal meetings: Attend six formal meetings per year, including at least one 'in person' meeting held within the Six Cities Region; prepare by reading pre-meeting materials; and present and contribute to discussions.
- Contribute to Commission projects: Provide a youth lens on region-shaping policy and projects identified by the Commission.
- Engage with communities and other members: Maintain connections and lead discussions with local communities, groups and networks to better understand the views and perspectives of young people in each city; represent the Commission at events and forums; and proactively engage with other members of the Panel.
- Provide advice to external organisations: Engage on an ad-hoc basis with external organisations, including other government agencies and the private sector, on diverse topics and issues beyond the Commission's remit.

In addition, at least one Co-Chair will be required to attend each of the Full Commission meetings to provide an update on Panel activities and share youth perspectives on the Commission's work. Co-Chairs may also be asked to represent the Commission in public-facing communications, media, events and engagement activities.

## Formal meetings

Six formal meetings will be held each year. While Panel members will be expected to attend all six meetings, they are required to attend at least four meetings per year to remain on the Panel. Generally, meetings will be held via virtual meeting technology. All Panel members will be required to attend at least one 'in person' meeting which will be held in the Six Cities Region. The date and time of the 'in person' meeting will be agreed on as part of Panel induction and onboarding. All

formal meetings will be chaired by one of the Co-Chairs. The Commission will provide secretariat support including the preparation of agendas, prereading materials (as required) and meeting notes including key actions.

**Remuneration**

Panel members are paid an hourly rate of \$100 for any activities or work undertaken to deliver the responsibilities described above.

**Termination**

The Commission may terminate a Youth Advisory Panel appointment at any time and for any reason without notice.

**Terms of Appointment**

The Terms of Appointment may be amended, varied or modified in writing after consultation and agreement by the Commission's Finance and Governance Committee.

Greater Cities  
Commission

Level 11, 6 PSQ,  
10 Darcy Street  
Parramatta NSW  
2150

PO Box 257  
Parramatta NSW  
2124

**Office hours:**  
Monday to Friday  
9.00am – 5.00pm

T: (02) 8289 6200  
W: [greatercities.au](http://greatercities.au)