

Terms of Reference

Youth Council Version 1.0

Reviewed by Council at its meeting on xxx

Minute No: xxx

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| Division: | Community and Natural Resources |
| Section: | Community and Cultural Services |
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Youth Council

1. Objectives

1.1 The Youth Council is a student leadership and civic program which will involve young people in local government decision making to build a resilient youth population and provide opportunities for young people to reach their full potential. Council will support young people to deliver the following Youth Strategy outcomes:

Strategic Outcome 1: Young people are valued members of the community and engaged in decision-making that affect them.

Strategic Outcome 2: Young people feel proud of where they live with access to quality places and spaces.

Strategic Outcome 3: Young people are involved in local events and a range of creative, sporting and social activities.

Strategic Outcome 4: Young people have access to a range of local education, employment and career opportunities.

Strategic Outcome 5: Young people feel safe and protected from drugs, alcohol and violence.

Strategic Outcome 6: Young people can get around, have access to services and have affordable places to live.

1.2 To further these objectives, the Youth Council shall:

- Consult with young people to provide advice to Council on a range of issues relevant to young people.
- Act as an advisory committee and respond to enquiries from the Council regarding youth specific issues in Tweed Shire.
- Identify issues of importance to young people in Tweed Shire and initiate projects to help address these concerns.
- Encourage and support young people to be involved in creating opportunities and school community projects.
- Assist Council to communicate and engage with Tweed Shire's young people, and encourage other young people to become involved in local decision-making processes.
- Network with young people, service providers and the wider community to advocate for and promote youth related issues.

- Establish cross-school and sector partnerships to support the work of the Youth Council.
- Liaise with all three-tiers of government (Local, State, Commonwealth) to advocate and promote youth related matters in order to achieve better outcomes for Tweed Shire's young people.
- Present annually to Council on initiatives, projects, outcomes and achievements.

2. Membership and Composition

2.1 An invitation shall be sent to the ten (10) high schools in the Shire to nominate two school representatives. The Youth Council will be comprised of twenty (20) members aged between 15 and 18 years at the date of nomination:

- Two (2) Banora Point High School
- Two (2) Kingscliff High School
- Two (2) Murwillumbah High School
- Two (2) Tweed River High School
- Two (2) Wollumbin High School
- Two (2) Lindisfarne Anglican Grammar
- Two (2) Mt St Patrick College
- Two (2) Pacific Coast Christian School
- Two (2) St Joseph's College
- Two (2) Tweed Valley Adventist College

Members shall be appointed for a period of twelve (12) months commencing January and ending December.

2.2 Members shall be entitled to reapply for membership subject to meeting age criteria and support of their school liaison officer.

2.3 An appointed member can resign their membership at any time by formally notifying the Community Development Officer – Families and Youth of their decision in writing.

2.4 Each member shall have one vote.

2.5 Two (2) Council Staff, one being the Community Development Officer – Families and Youth, shall provide advice and secretariat support to the Youth Council as required but will hold no voting rights.

2.6 The Youth Council may, at its discretion, invite Councillors to attend Youth Council meetings as observers.

3. Election of Chairperson and Officers

- 3.1** At its inaugural meeting, the Youth Council shall elect one of its members as Chairperson to preside at each meeting for a twelve (12) month period, commencing January and ending December.
- 3.2** The Chairperson shall preside at all meetings and shall ensure that the decisions of the Youth Council are implemented.
- 3.3** At its inaugural meeting, the Youth Council shall elect one of its members as Deputy Chairperson to preside at each meeting in the absence of the Chairperson for a twelve (12) month period, commencing January and ending December.
- 3.4** In the absence of both the Chairperson and Deputy Chairperson, the Youth Council must elect a member to be acting Chairperson for that meeting.
- 3.5** Secretariat support provided by Community and Cultural Services Administrative and Program Officer, will include:
 - 3.5.1** Attending to administrative affairs on behalf of the Youth Council.
 - 3.5.2** Distributing information to Youth Council members as necessary.
 - 3.5.3** Handling all correspondence, incoming and outgoing, and ensure that it is presented to the Youth Council.
 - 3.5.4** Preparing meeting agendas.
 - 3.5.5** Recording the minutes of the meetings.
 - 3.5.6** Circulating minutes to Youth Council members in accessible formats as soon as possible following each meeting.
 - 3.5.7** Maintaining the Outstanding Matters Report and circulating action items to delegated Youth Council members.

4. Meetings

- 4.1** Meetings of the Youth Council shall be held quarterly and at such time and place as the Youth Council sees fit. The minutes of the meetings shall identify the month, date, time and place of the next meeting.
- 4.2** At least seven (7) days notice shall be given to Youth Council members of the time and place of a meeting and agenda. The Chair or Community Development Officer – Families and Youth shall have the right to call a Special Meeting at any time he/she deems fit provided a period of seven (7) days notice has been given stipulating the proposed change. Decisions made at the Special Meeting will have the full status of decisions made at any ordinary meeting, providing all conditions of an ordinary meeting are met.

4.3 A quorum at any meeting of the Youth Council shall comprise half of the members plus one (1).

4.4 Minutes of the Youth Council's deliberations and its recommendations shall be made available to Council within one month of any meeting of the Youth Council.

5. Sub-Committees

5.1 The Youth Council shall have the power to convene Working Groups / Sub-committees consisting of Youth Council members and co-opted members of the public with relevant and / or specific expertise on topics of interest to the Youth Council.

5.2 Invited guests shall not be entitled to vote in respect of any issue before the Youth Council.

6. Conduct

6.1 Youth Council members are required to comply with Council's Model Code of Conduct at all times.

6.2 The Youth Council may be automatically terminated through a resolution of Council. Circumstances which may lead to termination of the Youth Council include contravention of Council's Code of Conduct.

7. Majority Decision

7.1 Decisions of the Youth Council are made on the basis of consensus.

7.2 In the event that voting is tied the Chair will hold the casting vote.

8. Guests

8.1 Members of the public or representatives of government and community service organisations may request permission to attend Youth Council meetings as observers. The Community Development Officer – Families and Youth has discretion to grant such requests

8. Training

8.1 All Youth Council members will be provided with induction in respect to discharge of their duties. Induction will be provided by Council staff.

9. Media

9.1 Media releases on the Youth Council, its functions, outcomes and achievements will be managed by the Community Development Officer – Families and Youth, in consultation with the Chair and / or the Youth Council where appropriate.

Quotes from the Chair will be sought and included in media releases and other publications where relevant.

10. Alteration of Terms of Reference and Operating Guideline

10.1 The Terms of Reference may be altered or amended by Council on the recommendation of the Youth Council at any ordinary meeting provided due notice is given (refer to 4.2).

11. Recognition

11.1 At the end of the calendar term, Youth Council members will receive a certificate of appreciation in recognition of their service to Council.