



**TWEED**  
SHIRE COUNCIL

# Terms of Reference

## Youth Council Version 2.0

Adopted by Council at its meeting on xxxxxxxx

Minute No: xxx

Division:	Sustainable Communities & Environment
Section:	Community and Cultural Services
File Reference:	Not applicable
Historical Reference:	Not applicable

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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 outcomes:

- People take pride and are invested in their local spaces and places.
- Individuals and organisations have access to formal and informal education and lifelong learning opportunities.
- Community wellbeing is sustained through healthy relationships, networks and connections.
- People and groups are adequately supported to participate meaningfully in the community.

**1.2** To further these objectives, the Youth Council shall:

- Act as an advisory committee and respond to youth specific issues in Tweed Shire.
- Facilitate consultation with young people on a range of issues relevant to young people up to 25 years.
- Identify emerging issues of importance to young people in Tweed Shire and discuss options to help address these concerns.
- Encourage and support young people to be involved in decision-making opportunities.
- Assist Council to communicate and engage with a diverse range of Tweed Shire's young people up to 25 years.
- 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 optimal outcomes for Tweed Shire's young people.
- Present annually to Council on initiatives, outcomes and achievements.

## **2. Membership and Composition (Voting)**

**2.1** An invitation shall be sent to the ten (10) high schools in Tweed Shire to nominate two primary and one alternate school representative chosen from Year 10 and 11 cohort. The Youth Council will comprise 20 members maximum selected from the following secondary schools:

- 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 ten (10) months commencing February and ending November.

**2.2** Members shall be entitled to reapply for membership subject to school year 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.

## **3. Attendees (Non-Voting)**

**3.1** That Council Officers are not members (including ex-officio) of the Youth Council, they are either invited guests at, or observers of the meeting. The only exception being the Community Development representative, shall provide advice and secretariat support to the Youth Council as required, and a Council officer will provide governance support.

**3.2** All other attendees are either invited guests at, or observers of the meeting.

## **4. Election of Chairperson and Officers**

**4.1** At its inaugural meeting, the Youth Council shall elect one of its members as Chairperson to preside at each meeting for a ten (10) month period, commencing February and ending November.

**4.2** The Chairperson shall preside at all meetings and shall ensure that the decisions of the Youth Council are implemented.

**4.3** 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 ten (10) month period, commencing February and ending November.

- 4.4** In the absence of both the Chairperson and Deputy Chairperson, the Youth Council must elect a member to be acting Chairperson for that meeting.
- 4.5** Secretariat support provided by Community and Cultural Services Administrative and Program Officer, will include:
- 4.5.1** Attending to administrative affairs on behalf of the Youth Council.
  - 4.5.2** Distributing information to Youth Council members as necessary.
  - 4.5.3** Handling all correspondence, incoming and outgoing, and ensure that it is presented to the Youth Council.
  - 4.5.4** Preparing meeting agendas.
  - 4.5.5** Recording the minutes of the meetings.
  - 4.5.6** Circulating minutes to Youth Council members in accessible formats as soon as possible following each meeting.
  - 4.5.7** Maintaining the Outstanding Matters Report and circulating action items to delegated Youth Council members.

## **5. Formal Meetings**

- 5.1** Formal meetings of the Youth Council shall be held quarterly alternating between Council's facilities based in Murwillumbah and Tweed Heads. At least seven (7) days' notice shall be given to Youth Council members of the time and place of a meeting and agenda, including relevant reports or information that is appropriate for members to prepare for discussion and debate to take place at the meeting. The minutes of the meetings shall identify the month, date, time and place of the next meeting. Agenda items, where possible will be agreed by the committee at the start of each year and the volume balanced to provide adequate time for capacity building and consideration.
- 5.2** The Chair or Community Development representative 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.
- 5.3** A quorum at any formal meeting of the Youth Council shall comprise half of the members plus one (1).
- 5.4** Minutes of the Youth Council's deliberations and its recommendations shall be distributed to members and Councillors within 4 weeks of the meeting.

## **6. Sub-Committees**

- 6.1** 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.

## **7. Conduct**

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

## **8. Majority Decision**

**8.1** Decisions of the Youth Council are made on the basis of consensus.

**8.2** In the event that voting maybe made by consensus, but where agreement cannot be reached a majority vote will be required to pass a resolution. In a case where a vote is tied the Chair will hold the casting vote.

## **9. Observers**

**9.1** 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 representative has discretion to grant such requests

## **10. Training**

**10.1** All Youth Council members will be provided with induction in respect to discharge of their duties. Induction will be provided by Council staff at a stand-along meeting.

**10.2** Members will be supported to participate in other development opportunities such as Community Access, Council Events, Community Youth Events, Conferences and Forums, and External Workshops.

## **11. Media**

**11.1** Media releases regarding the Youth Council, its functions, outcomes and achievements will be managed by Council's Communication Unit. By definition, media encompasses: all print, electronic and broadcast media (including local, metropolitan, specialist, community and industry print, radio, broadcast and web media) and industry publications.

## **12. Alteration of Terms of Reference and Operating Guideline**

**12.1** The Terms of Reference may be altered or amended by Council at any ordinary meeting provided due notice is given (refer to 4.2).

## **13. Recognition**

**13.1** At the final formal Youth Council meeting, members will receive a certificate of appreciation recognising their service to Council.

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