

## TAMWORTH REGIONAL YOUTH COUNCIL

### TERMS OF REFERENCE

#### 1. Name of Committee

Tamworth Regional Youth Council

#### 2. Purpose

The purpose of the Tamworth Regional Youth Council is to enable youth leaders across the region to develop skills and knowledge to enable them to achieve their potential and desired future within the community.

The Youth Council will provide a platform for young people to gain traction with their ideas and aspirations and in doing so, provide its representatives with the skills and support to make a lasting positive change. To achieve this purpose, Council's vision for the Youth Council is that it assumes a significant leadership role in influencing Council policy and future direction. As such, the Youth Council will operate to provide a direct avenue for young people to engage with the elected Council and Council Executive and take part in decisions that impact their lives, both now and in the future.

#### 3. Objectives of the Tamworth Regional Youth Council

Youth Council members will:

- (i) Act as an advisory committee and respond to inquiries from the Council regarding specific youth issues in the Tamworth region;
- (ii) provide advice to the Council on emerging issues of importance to or facing youth;
- (iii) identify key priorities for local youth and initiate projects to help address these issues;
- (iv) Liaise with youth and service agencies within the region to promote youth issues;
- (v) Participate in training and mentoring programs and activities to upskill Youth Council members;
- (vi) Participate in projects and initiatives in collaboration with Council's Executive and Senior managers;

- (vii) recommend to Council the need to advocate to State and Federal government on behalf of youth in relation to issues that affect young people directly;
- (viii) consult and include their own networks when providing advice and recommendations to Council; and
- (ix) raise and promote events and opportunities for local young people.

#### **4. Responsibilities and Expectations**

Youth Council members will:

- (i) contribute the time needed to understand the Committee's business papers and to attend Youth Council meetings;
- (ii) read and understand the relevant legislative and regulatory requirements applicable to Council, including Council's Code of Conduct;
- (iii) in accordance with responsibilities, provide advice, feedback and recommendations to Council on matters brought before the Youth Council and.
- (iv) participate in a range of positive youth development activities including service learning (an educational approach that combines learning objectives with community service), youth policy development and leadership training.

#### **5. Membership**

The Youth Council Membership consists of: -

- A maximum of 25 young people between the ages of 15 and 18 years who reside within the Tamworth LGA.;
- One (1) Councillor;
- Director - Planning and Compliance;
- Executive Manager Strategy and Performance; and
- A maximum of two (2) representatives of Youth Services team.

### **5.1. Appointment;**

Representation by members of youth within the Tamworth community is encouraged. Membership will be coordinated by calling for 'Expressions of Interest' at the expiration of two (2) years followed by an interview. Members are appointed by the elected Council following an assessment against selection criteria based on the member's contribution to achieving the Purpose and Expectations (see above) of the Youth Council.

### **5.2. Chairperson**

The Tamworth Regional Youth Council will be chaired by the Youth Council Mayor to be determined at the first meeting. Nominations for the positions of Youth Mayor, Deputy Mayor and Secretary will be elected by the Youth Council members. The election process will be facilitated by Council staff.

**5.3. Term of Office;** will be a period of up to two (2) years. Youth Councillors reserve the right to reconsider their role on Youth Council every 12 months according to work, study and personal commitments.

**5.4. Resignation of Members;** An appointed Youth Council member may resign their membership of the Youth Council at any time by formally notifying the Team Leader, Inclusive Community in writing.

## **6. Induction**

**6.1.** Within the first two weeks of their appointment, all Youth Council members must attend induction training including in relation to governance, conducted by Council officers.

## **7. Operations of the Committee**

**7.1. Quorum;** A quorum shall be the Youth Council Mayor plus any eight (8) members. The quorum and staff representatives must be present for all votes taken by the Tamworth Regional Youth Council.

**7.2. Frequency of Meetings;** The Tamworth Regional Youth Council will meet on a monthly basis at a time convenient to members. If a meeting is cancelled due to lack of a quorum, the agenda items will be carried over to the next scheduled meeting.

**7.3. Attendance at Meetings;** Attendance at meetings is expected from all Youth Council Members. During a period of twelve months, an unexcused absence of more than three (3) occasions may be deemed a reason for dismissal unless reasonable explanation is provided. A member of the Executive will attend each Youth Council meeting on a rotational basis.

**7.4. Notice of Meetings;** The Secretary will notify the Youth Council of a meeting, no later than two (2) weeks prior to the scheduled meeting date. The notice can be provided by telephone, email, SMS or post.

**7.5. Agenda Items;** Agenda items for meetings are to be received within ten (10) days prior to the next scheduled meeting. Agenda items and attachments will be forwarded to members with the Notice of Meeting. Items outside of the Agenda may be raised during ‘General Business’. All members are entitled to one vote against each recommendation put forward to the Youth Council. The Youth Mayor will if necessary, have the casting vote. Any decisions of the Youth Council that require the expenditure of Council funds and/or an action by the Council will require a resolution of the Council.

**7.6. Business Support;** Council shall provide administrative support to the Youth Council, and professional advice/input where required. Business Support will collate the minutes of each meeting and circulate within a timely manner. Minutes of the Meeting will incorporate an attendance register, noting any apologies or absences and an outcome of the recommendations put forward in the agenda. Minutes of the previous meeting must be confirmed at the next meeting of the Youth Council.

## **8. Duties of Governance Positions**

### **Youth Mayor**

With assistance from Council Officers the Youth Mayor will:

- Chair Youth Council meetings, including:
  - Keeping meetings on track;
  - Ensuring all agenda items have been addressed;
  - Ensuring that everyone’s voice is heard;
  - Encouraging full participation from all members;
  - Seeking clarification of points that have been made;
- Ensure that all tasks are evenly distributed and actions are followed up;
- Support the Youth Council secretary in developing the agenda and Council’s Business Support in ensuring the minutes are accurate;
- Represent the Youth Council at special community meetings/events; and
- Remain at all times impartial and unbiased when making decisions.

### **Youth Deputy Mayor**

With assistance from Council Officers the Youth Deputy Mayor will:

- Support the Youth Mayor as required;
- Assume all Youth Mayor responsibilities in the absence of the Youth Mayor;
- Represent the Youth Council at special community meetings/events; and
- Chair meetings if the Youth Mayor is unable to attend.

## **Secretary duties**

With assistance from Council Officers (including Business Support staff), the Secretary will:

- Coordinate scheduling of meetings;
- Prepare and distribute the agenda and other correspondence as necessary;
- Assist with the checking and distribution of meeting minutes;
- Keep an attendance register for all Youth Council meetings;
- Represent the Youth Council at special community meetings/events;
- Advise the Youth Council of any incoming correspondence and where required prepare a timely response; and
- Provide content for the Youth Council to be included on the Youthie social media page.

## **9. Portfolios**

The Youth Council may determine (or Youth Councillors may nominate based on their area of interest) to allocate members specific portfolio responsibilities. The objectives of each portfolio are to be approved by the Youth Council and be consistent with Tamworth Regional Council's Blueprint 100, Youth Strategy and align with the Purpose and Objectives of the Tamworth Regional Youth Council (see above).


A representative(s) from the Youth Council may be invited to attend specific meetings and/or other Council committees and Working Groups to advise on youth issues in relation to specific Council projects and in alignment with their chosen portfolio.

## **10. Reporting Requirements / Council support**

Tamworth Regional Youth Council will be supported by the Cultural and Community Services division of Tamworth Regional Council with the principal contact being the Team Leader, Inclusive Community.

Council officers will be responsible for:

- Convening Youth Council meetings, organising a meeting venue and providing refreshments;
- Attending meetings as required;
- Supporting the Youth Council to complete their set tasks
- Supporting the Youth Mayor, Deputy Youth Mayor and Secretary to meet the requirements of their positions



The Youth Council will have no delegated authority from Council to make decisions. Recommendations of the Youth Council will be reported to a subsequent Council meeting for determination under the Management Accountability of the Director of Planning and Compliance.

**12 Confidentiality**

Confidentiality is to be maintained by all members of the Youth Council. Discussions occurring within the Youth Council shall be treated as confidential until the minutes are reported to Council or as agreed for release to the media.

**13 Media**

The Director of Planning and Compliance and Team Leader Inclusive Communities are authorised to represent and speak on behalf of the Youth Council in any media.