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# Federation Youth Council Charter

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# 1. Objective

1.1. The objective of the Federation Youth Council is:

- To provide a forum for young people to meet regularly to express their views on issues affecting young people in the Federation Council area.
- To provide a youth perspective to Council in a structured and formal way in future planning decisions.
- To provide young people with the opportunity to actively participate in the Local Government planning process.

# 2. Definitions

**Council** means the Federation Council and where appropriate it includes its administration.

**Youth Councillor** means a member of the Federation Youth Council.

**Youth Council** means the Federation Youth Council and where appropriate includes its members.

**Facilitator** means a council officer who is delegated to provide guidance and oversee the Youth Council.

**Council representative** means a Councillor of the Federation Council who is delegated to support the Youth Council.

# 3. Establishment and dissolution

3.1. Federation Council resolved at the November 2017 Ordinary Council Meeting to establish a Youth Council to enable young people in the Federation Council area to have direct input into issues affecting them in the community.

3.2. The Youth Council became effective on 30 January 2018.

3.3. The Youth Council may be dissolved by resolution of Council.

# 4. Membership

4.1. The Youth Council will be made up to nine Youth Councillors.

4.2. Youth Council members volunteer their services as a member.

4.3. The Federation Council shall call for expressions of interest in February 2018 and then at the commencement of each term. A term will be a twelve-month period from April to March.

4.4. Candidates for appointment must lodge a written and signed Application form with the Federation Council.

4.5. Candidates will be expected to address a panel of Council Management and Staff explaining why he/she is the best person for a Youth Council role. A silent ballot will be conducted to determine which of the candidates are to be appointed to the Youth Council.

4.6. Should a Youth Councillor resign throughout the year or are unable to fulfil their responsibilities, other candidates from the election process will be considered as a replacement.

- 4.7. Youth Council current appointed members will be able to seek re-appointment for subsequent terms. Any member of the Youth Council will need to be nominated for a further term of one (1) year through the election process.
- 4.8. A Youth Councillor Mayor may be nominated without notice for election as Mayor or Deputy Mayor. The nomination is to be made in writing by two (2) or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing. The nomination is to be delivered or sent to the Facilitator. The Facilitator is to announce the names of the nominees at the council meeting at which the election is to be held.
- 4.9. If only one councillor is nominated, that councillor is elected. If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- 4.10. The election is to be held at the Council meeting at which the Council resolves on the method of voting.
- 4.11. The Youth Secretary appointment will be rotated and is to be determined at the first meeting.

## 5. Selection of Members

5.1. To be eligible for selection on the Federation Youth Council, applicants must:

- Be aged between 15 years and 25 years.
- Have parental consent if under 18 years old.
- Reside in the Federation Council area.

5.2. The Federation Youth Council aims to include and encourage candidates who are:

- Are employed within the local area.
- Members of local sporting or community groups.
- Existing school leader or member of a peer support group.
- Young parents.
- Part of the LGBTI community.
- From a culturally diverse background.
- People who identify as Aboriginal.
- People with a disability.
- Motivated to make a difference.

5.3. Youth Council expression of interest forms are available on the Council website ([www.federationcouncil.nsw.gov.au](http://www.federationcouncil.nsw.gov.au)) or by contacting Council's Community Development Team.

## 6. Roles

### 6.1. Youth Mayor

The Youth Mayor role is to provide young people a voice.

Responsible for:

- Calling for agenda items.
- Chairing and keeping meetings on track.
- To act as the liaison person between the Youth Council and the Federation Council.
- Ensuring that the meetings are fair and equitable and that everyone's voice is heard.
- Allocating tasks amongst the Councillors
- Clarifying points, summarising discussions and actions.
- To arrange for the Annual Report of the Youth Council to be prepared for presentation to the Federation Council at the conclusion of each Youth Council term.
- Supporting the Youth Secretary to make sure all information is accurate.
- Attending the Federation Council Ordinary Council Meetings as required to present youth specific activities or feedback, as well as the Youth Council report.

The Youth Mayor will be appointed by the Youth Council at the first meeting of each year.

### 6.2. Youth Deputy Mayor

The Deputy Youth Mayor is responsible for:

- Supporting the Youth Mayor as required.
- Assuming Mayor duties in the absence of the Mayor

The Deputy Youth Mayor will be appointed by the Youth Council at the first meeting of each year.

### 6.3. Youth Secretary

The Youth Council Secretary is responsible for:

- Working with the Mayor to write up the agenda and prepare business papers.
- Taking all minutes as required and reporting resolutions.
- Drafting correspondence including letters.

The Youth Council will alternate the secretary role between its members.

## 7. Responsibility

7.1. The responsibilities of the Youth Council are as follows:

- Represent and advocate for young people in our community.
- Help Council to identify issues of importance to young people in the Federation Council and assist to develop strategies and plans to meet youth needs.
- Initiate projects to help address these issues.
- Respond to enquiries from the Council regarding specific youth issues in Federation Council.
- Create awareness and educate the wider community on youth related issues.
- Provide direction and make responsible decisions on behalf of young people and the wider community.
- Attend Youth Council meetings and contribute the time needed to understand the Youth Council's business papers.
- Participate in youth focused reference groups and advisory committees.
- Aim to engage young people in local government.

- Represent young people at special community meetings, events and functions as requested by the Federation Council or facilitator.
- Deliver a Youth focused and driven initiative during their term of office.
- Work with a Council facilitator to plan and deliver an event for Youth Week.
- Support Council in a manner that is consistent with Council values and decisions of Council.
- Abide by Council's Code of Conduct, Social Media Policy, Media Policy and all other council policies.

## 8. Term of Office

8.1. Any person appointed to Youth Council shall hold office for a period of one (1) year and with regular attendance at meetings required.

8.2. The Youth Council will operate from January to December each year.

8.3. The Youth Council from time to time may be asked to meet outside of the regular meetings for youth forums or small group meetings to complete special projects.

8.4. The Youth Council will be expected to participate in civic events and celebrations such as Anzac Day, Australia Day, Remembrance Day, Youth Week event and Youth Council driven activities.

## 9. Induction

9.1. New Youth Council members will have a structured induction and receive relevant information and briefings on their appointment to assist them to meet their Youth Council responsibilities.

## 10. Authority

10.1. In carrying out its responsibilities, the Youth Council must at all times recognise the responsibility for management of the Federation Council rests with the Council and the General Manager, as provided in the Local Government Act 1993.

10.2. The Youth Council has no executive powers and cannot make decisions on behalf of Council.

10.3. The Youth Council or its members cannot direct any Council officer in their duties.

10.4. The Youth Council has no delegated authority to employ staff.

10.5. The Youth Council has no delegated authority to expend monies.

## 11. Administration

11.1. The Federation Council will oversee the administration of the Youth Council.

## 12. Conduct by Members

12.1. All members when representing the Youth Council are expected to conduct themselves in accordance with Council's Code of Conduct.

12.2. Conflict of interest must be declared and managed in accordance with the Code of Conduct. A record of declared conflict of interest in the minutes is sufficient.

12.3. Member of the Youth Council should not speak to the media or members of the public on behalf of council.

12.4. The Mayor of the Youth Council may make media comment in consultation with the Facilitator and the Communications Officer of Federation Council in relation to Youth Council related projects or issues.

## **13. Meetings**

13.1. Meetings are held the first Monday of each month, unless a public holiday no meeting is held. Each formal meeting of the Youth Council must be conducted in accordance with Council Meeting Procedures of the Federation Council.

13.2. Meetings will follow two formats. One month will be a formal Council meeting and the following a project and skill development meeting.

13.3. Failure to attend meetings of three (3) consecutive occasions by a Youth Councillor without prior leave of the Youth Council will result in the automatic loss of membership to the Youth Council.

13.4. Members of the public can observe Youth Council meetings if they submit a request to attend to the Coordinator of Youth Services at least 12 hours before the scheduled meeting start time.

13.4. Otherwise attendance at any meetings of the committee is limited to members, Councillors, Council Facilitator/s and guests approved by the Facilitator.

13.5. The Facilitator is responsible for ensuring that the Youth Council has adequate administrative resources.

## **14. Quorum**

14.1. A quorum is formed when a simple majority of Youth Council members are present at a meeting.

14.2. Attendance at meetings can be in person, by telephone or by video conference.

## **15. Meeting Agenda**

15.1. The Mayor and the Secretary is responsible for the preparation of the agenda and the Council business papers and is to provide to the facilitator ten (10) days prior to the meeting.

15.2. The Facilitator is responsible for the distribution of meeting agendas and Council business papers to the Youth Council, Councillors and staff. Agendas will also be made publicly available on Council's website.

15.3. The Facilitator will provide notice of meetings, including the agenda and business papers electronically to members at least seven days prior to the day of the meeting.

## **16. Meeting Minutes**

16.1. All Youth Council business will be appropriately minuted and recorded by the nominated Council member.

16.2. Draft minutes will be distributed to the Youth Council and Facilitator at least seven (7) days after the meeting.

16.3. Draft minutes of the previous meeting are to be adopted by resolution of the Council at the following meeting.

16.4. Copies of the Youth Council minutes will be provided to Council each month.

## **17. Pecuniary Interests**

17.1. By Federation Council's resolution members of an advisory committee of the Council are not obliged to submit returns of pecuniary interests.

## **18. Resolution of the Youth Council**

18.1. Recommendations and resolutions of the Council must be consistent with this Charter.

18.2. The Council is expected to make decisions by open vote.

18.3. Resolutions must be only recommendations.

18.4. Council Officers must action resolutions as they deem appropriate in accordance with their individual delegations and authorisations.

## **19. Facilitator**

19.1. The Youth Council is facilitated by the Community Development Team Leader.

19.2. The responsibilities of the Facilitator is to:

- Support the Youth Council members in developing and managing youth driven projects and initiatives.
- Attend the Youth Council meeting, or delegate representation.
- Support the Youth Council to complete their set tasks.
- Mentor members in communication skills, teamwork, event management and
- Ensure the Youth Council has adequate administrative resources.
- Assist the Youth Mayor and Secretary to prepare the agenda, minutes and business papers.
- Approve the agenda and minutes prior to circulation.
- Distribute the agenda, minutes and business papers to the members within appropriate timeframes.

## **20. Funding**

20.1. The Youth Council will receive financial support from Federation Council to support the facilitation of the meetings, Youth Council uniforms and member packs, registration fees and accommodation for the Youth Conference, and the cost of training expenses.

20.2. Funds will also be allocated to youth focused initiatives and/or events identified in the Federation Council's Strategic Plan.

20.3. The Program's funding will be allocated under the Community Development budget.



## 21. Reports to Council

21.1. The Youth Council will report to the elected Council annually or when a decision of the elected Council is necessary to enact a resolution of the Youth Council.

21.2. Youth Council may also provide reports to the General Manager.

## 22. Review

22.1. The Youth Council Charter will be reviewed initially in 2019 after one full year of service.

22.2. Then after Council elections or every four (4) years, which ever comes first. It may only be amended by resolution of the Federation Council.

22.3. When changes are proposed, notification will be forwarded to the Youth Council allowing fourteen (14) days notice for comment.

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