

Federation Youth Council Terms of Reference

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DOCUMENT CONTROL

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CHANGES TO DOCUMENT

Version	Date	Changes / Amendments
1.0	21/11/2017	First adopted
2.0	23/6/2020	Amendment to extend the Youth Council 2020/2021 term, to be from May 2020 to September 2021 and then from September to September thereafter.
3.0	27/6/2023	Amendments to purpose, objectives, membership, responsibilities, nomination, selection, & appointment of members. Added induction, funding, and sub-committee or working group.

1. Federation Youth Council

- 1.1. The Youth Council is an advisory committee of Federation Council that represents young people aged between 12 and 25, who live, learn, work or connect with the Federation Council Local Government Area (LGA).

2. Purpose

- 2.1. The Youth Council aims to provides a platform for young people to have a voice, provide feedback, advice and views on issues that are important to them and other young people in their community.

3. Objectives

- 3.1. The Youth Council aims to:
- Provide a forum for young people to meet regularly to express their views on current and emerging issues affecting youth in the Federation Council LGA.
 - To raise awareness of the aspirations and needs of young people within communities across the council area.
 - To act as a conduit to the elected Council on the views of young people.
 - Have young people influence youth-focussed and driven programs and projects delivered by the Federation Council.
 - To facilitate interaction between young people, Council and the wider community.
- 3.2. The Youth Council aims to strengthen professional development opportunities for young people:
- Encourage Youth Councillors to be peer leaders in their communities and take a leading role in consulting on issues that affect their lives.
 - Provide opportunities to participate in training and workshops for personal development and future possibilities.
 - Develop employability skills such as leadership, team work and collaboration, problem solving and critical thinking skills.
 - Learn hands on-skills such as running and facilitating meetings, community engagement, developing and leading projects, advocacy and more

4. Membership

- 4.1. The Youth Council comprises of one (1) group of up to nine (9) young people aged between 12 and 25 years at the time of their appointment who live, work or learn in the Federation Council Local Government Area.
- 4.2. General Members:
- Must have parental consent if under 18 years old;
 - Will be referred to as Youth Councillors;
 - Volunteer their services as a member and do not receive payments for their services;
 - Will have the following designated roles, Youth Mayor, Deputy Youth Mayor, and Secretary.

- 4.3. One Federation Councillor delegate and one alternate to be appointed to the Youth Council and will attend meetings in a non-voting capacity to create linkages and be a conduit between the Youth Council and Council (as determined by the Council's annually election of delegates).
- 4.4. A member of Federation Council's Community Development Team attends meetings of the Youth Council in an advisory capacity. They are referred to as the Youth Council Facilitator.

5. Responsibilities

- 5.1. The Youth Council is responsible for:
 - Acting as an advisory committee and responding to enquiries from the Council regarding youth specific issues.
 - Representing and advocate a youth voice to Council on behalf of young people in the community.
 - To ensure that the diversity of young people's experiences and circumstances is reflected in advice to Council.
 - Actively participate in the Local Government planning process in relation to Council policy, strategies and plans relating to youth.
 - Providing appropriate advice, information and feedback on future council projects and master plans, directly or via other council advisory or working groups.
 - To attend Youth Council meetings, training and development sessions and other relevant activities.
 - Facilitate and engage on agreed youth driven and focused events, initiatives and projects.
 - Help plan, organise and deliver an annual Youth Week initiative.
 - Represent the youth of Federation at local, State and National Youth forums where appropriate.
 - Networking and consulting with council, young people, service providers and the wider community to advocate for, and promote, youth-related issues.
 - Volunteer at council events and within the community.

6. Nomination, Selection, & Appointment of Members

- 6.1. The Youth Council is open to all young people across the Federation Council area.
- 6.2. In recruiting members, we strive to attain a committee that is diverse and representative of the community. We encourage and include young people who are:
 - From a low socio-economic background;
 - Young parents;
 - A person with disability;
 - Identify as Aboriginal and/ or Torres Strait Islander;
 - Culturally and Linguistically Diverse;
 - Part of the LGBTIQ+ community and identifying.
 - Members of local sporting or community groups.
 - Existing school leaders or member of a peer support group.
- 6.3. Candidates for appointment must lodge a signed *Federation Youth Council Expression of Interest Form* with Council. Youth Council expression of interest forms are available on the Council

website (www.federationcouncil.nsw.gov.au) or by contacting Council's Community Development Team.

- 6.4. If the number of candidates exceeds the number of candidates to be appointed, the Council's Community Development Team will consider all nominations received and determine appointments.
- 6.5. Successful and unsuccessful applicants will be notified of the outcome. Youth Councillors who have served previous terms on the Youth Council may re-apply for as long as they are eligible.
- 6.6. Council shall call for nominations at the commencement of each term. A term will be a twelve-month period.
- 6.7. 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.
- 6.8. 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.

7. Roles

7.1 Youth Mayor

7.1.1. The Youth Mayor is responsible for:

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

7.1.2. The Youth Mayor will be appointed by the Youth Council by the third meeting of each year.

7.2 Youth Deputy Mayor

7.2.1. The Deputy Youth Mayor role is to support the Youth Mayor.

7.2.2. The Deputy Youth Mayor is responsible for:

- Supporting the Youth Mayor as required.
- Assuming Youth Mayor duties in the absence of the Youth Mayor.
- Represents Youth Council at special community meetings/events/functions when requested by Council staff.

- 7.2.3. The Deputy Youth Mayor will be appointed by the Youth Council by the third meeting of each year.

7.3 Youth Secretary

- 7.3.1. The Youth Council Secretary is responsible for:
- Working with the Youth Mayor to write up the agenda and prepare business papers.
 - Taking all minutes as required and reporting resolutions.
 - Drafting correspondence including letters.
- 7.3.2. The Youth Council will alternate the secretary role between its members.

8. Election of Youth Mayor and Deputy Youth Mayor

- 8.1. The Youth Council Facilitator will chair the first two formal meetings. During this period Youth Councillors will have the opportunity to nominate for the roles of Youth Mayor and Deputy Youth Mayor.
- 8.2. The selection process is:
- Individual Youth Councillors formally submit a nomination for the roles of Youth Mayor and Deputy Youth Mayor.
 - If only one Youth Councillor nominates for either Youth Mayor or Deputy Mayor, then that Youth Councillor is elected. If more than one Youth Councillor is nominated, the Youth Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
 - All Youth Councillors including the nominees will submit a vote for their preferred nominee.
 - The Youth Council Facilitator will collate the votes and announce the Youth Mayor and Deputy Youth Mayor.
- 8.3. The Youth Mayor and Deputy Youth Mayor positions become vacant if the incumbent ceases to be a Youth Councillor, by submitting a written resignation to a Youth Council meeting or through formal disqualification.
- 8.4. The Youth Secretary appointment will be rotated and is to be determined by the third meeting.

9. Establishment and Dissolution

- 9.1. 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.
- 9.2. The Youth Council became effective on 30 January 2018.
- 9.3. The Federation Youth Council may be dissolved by resolution of Council.

10. Term of Office

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

- 10.2. The Youth Council will operate from September to September each year (unless otherwise agreed by the Council).
- 10.3. 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.
- 10.4. The Youth Council may be asked to assist with community consultation as part of the development of the Council's Families, Youth & Children's Strategy.
- 10.5. The Youth Council will be expected to participate in civic events and celebrations such as but not limited to Anzac Day, Australia Day, Remembrance Day, Youth Week and Youth Council driven activities and events.

11. Induction

- 11.1. 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.

12. Authority

- 12.1. In carrying out its responsibilities, the Youth Council must at all times recognise the responsibility for management of Council rests with the Council and the General Manager, as provided in the Local Government Act 1993.
- 12.2. The Youth Council has no executive powers and cannot make decisions on behalf of Council.
- 12.3. The Youth Council or its members cannot direct any Council officer in their duties.
- 12.4. The Youth Council has no delegated authority to employ staff.
- 12.5. The Youth Council has no delegated authority to expend monies.

13. Administration

- 13.1. The Council will oversee the administration of the Youth Council.

14. Conduct by Members

- 14.1. All members when representing the Youth Council are expected to conduct themselves in accordance with Council's Code of Conduct.
- 14.2. 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.
- 14.3. Members of the Youth Council should not speak to the media or members of the public on behalf of Council.
- 14.4. The Mayor of the Youth Council may make media comment in consultation with the Facilitator and the Manager Communication and Engagement of Council in relation to Youth Council related projects or issues.

15. Meetings

- 15.1. Meetings are held once a month during the school term, unless it falls on a public holiday where no meeting is held or an alternate meeting date is decided by the Youth Councillors.
- 15.2. Members are able to join face-to-face, or digitally via the platform Google Meet.
- 15.3. A face-to-face meeting will be held at the Corowa Civic Centre monthly with consideration given to alternate locations depending on Youth Councillor's home location/s.
- 15.4. Each formal meeting of the Youth Council must be conducted in accordance with Council Meeting Procedures of Council.
- 15.5. Meetings will follow two formats. One month will be a formal Ordinary Youth Council Meeting, and the following a Youth Council Workshop.
- 15.6. Failure to attend meetings three (3) consecutive occasions by a Youth Councillor without prior arrangement with the Youth Councillor Facilitator will result in the automatic loss of membership to the Youth Council.
- 15.7. Attendance at any meetings of the committee is limited to members, Councillor delegate, Council Facilitator/s and guests approved by the Facilitator.
- 15.8. Members of the public can observe Youth Council meetings if they submit a request to attend to the Team Leader Community Development at least 12 hours before the scheduled meeting start time.
- 15.9. The Facilitator is responsible for ensuring that the Youth Council has adequate administrative resources.

16. Quorum

- 16.1. A quorum is formed when a simple majority of Youth Council members are present at a meeting.
- 16.2. Attendance at meetings can be in person, by telephone or by video conference.

17. Meeting Agenda

- 17.1. The Youth Mayor and Youth Secretary is responsible for the preparation of the agenda and the Youth Council business papers and is to provide to the Facilitator five (5) days prior to the meeting.
- 17.2. The Facilitator is responsible for the distribution of meeting agendas and Youth Council business papers to the Youth Council, Council and staff. Agendas will also be made publicly available on Council's website.
- 17.3. The Facilitator will provide notice of meetings, including the agenda and business papers electronically to members at least two days prior to the day of the meeting.

18. Meeting Minutes

- 18.1. All Youth Council business will be appropriately recorded by the nominated Youth Council Secretary.
- 18.2. Draft minutes will be distributed to the Youth Council via the Facilitator within seven (7) days of the meeting.

- 18.3. Draft minutes of the previous meeting are to be adopted by resolution of the Youth Council at the following meeting.
- 18.4. Copies of the Youth Council minutes will be stored in Council's Electronic Records Management System.

19. Resolutions of the Youth Council

- 19.1. Resolutions of the Youth Council are made on the basis of consensus and an open vote.
- 19.2. Resolutions of the Youth Council can only be recommendations to Council.
- 19.3. The Facilitator can action the resolutions as they deem appropriate and in accordance with their individual delegation and authorisation.
- 19.4. If a recommendation of the Youth Council requires further approval, the Facilitator may submit a report to Council's MANEX group and the Council to seek a formal resolution.

20. Facilitator

- 20.1. The Youth Council is facilitated by the Team Leader Community Development or other delegated staff member of Council's Community Development Team.
- 20.2. The Facilitators responsibilities are to:
 - Assist the Youth Mayor and Youth 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
 - Attend the Youth Council meeting, or delegate representation.
 - Ensure the Youth Council has adequate administrative resources.
 - Make sure the Youth Council has the chance to actively participate in the Local Government planning process in relation to Council issues, strategies and plans where applicable.
 - Mentor members and help to expand their leadership, advocacy, teamwork and problem-solving skills.
 - Work with Council, service providers, local business and organisations to provide opportunities for the Youth Councillors to learn through hands on learning and professional development opportunities.
 - Support the Youth Council members in developing and managing youth driven projects and initiatives.
 - Provide young people ways to build and expand their skills in public speaking, project management, events and marketing, and stakeholder relationships.
 - Assist the Youth Council to complete their set tasks.
 - Promote to the broader community Youth Councillors as peer leaders in their communities.
 - Establish connections between Councillors and Youth Councillors.

21. Funding

- 21.1. The Youth Council has an allocated budget that sits within the operational budget of the Council's Community Development Team. The Youth Projects budget covers the financial period of July – June of each year.
- 21.2. The Youth Council shall spend this budget on the facilitation of their meetings, Youth Council uniforms and member packs, sundry and catering expenses, cost of training expenses or attendance at youth conferences, and any area as deemed appropriate to the purpose and objectives of the Youth Council.
- 21.3. Funds will also be allocated to youth focused initiatives and/or events identified in the Federation Council's Community Strategic Plan.
- 21.4. A separate budget is allocated for a Youth Week activity.

22. Sub-Committees or Working Groups

- 22.1. The Youth Council may form sub-committees or working groups as desired from the members of the Youth Council.
- 22.2. Any recommendations made by a sub-committee shall be required to be passed by the Youth Council.
- 22.3. Youth Council's may opt to join other advisory or working groups of the Council as a volunteer.

23. Reports to Council

- 23.1. The Youth Council will report to the elected Council when a decision of the elected Council is necessary to enact a resolution of the Youth Council or to to update them on events, youth projects, fundraising, internal and external consultation with groups, and partnerships developed with external organisations. A report for noting will be included in the Council Meeting agenda.
- 23.2. Following the end of the Youth Council term in September each year, the Youth Council will present to Federation Council a final report summarising key achievements and activities they have been involved in.

24. Review

- 24.1. The Youth Council Charter will be reviewed after Council elections or every four (4) years, whichever comes first or if the facilitator deems a specific need to revise.
- 24.2. It may only be amended by resolution of Council.
- 24.3. When changes are proposed, notification will be forwarded to the Youth Council allowing fourteen (14) days' notices for comment.

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