

BATHURST REGIONAL YOUTH COUNCIL 2023/2024 TERMS OF REFERENCE

Mission Statement

The Bathurst Regional Youth Council empowers young people to represent the voice of youth in the Bathurst region and to develop their skills to build engaged citizens and progressive leadership. The Bathurst Regional Youth Council strives to promote a positive community environment.

Purpose

The Bathurst Regional Youth Council's role is to represent the voice of young people who live, work and study in the Bathurst Local Government Area.

Aims and Objectives

Bathurst Regional Youth Council aims and objectives are to:

- Inform, support and increase connection between young people in the Bathurst region.
- Provide a forum for young people to meet regularly to express their views on current and emerging issues affecting youth in the Bathurst LGA.
- Encourage Youth Councillors to be peer leaders in their communities.
- Represent and promote a youth voice to Council in a structured and formal way for future planning decisions.
- Offer young people the opportunity to actively participate in the Local Government planning process in relation to Council issues, strategies and plans.
- Establish connections between the Bathurst Regional Councillors, and the Bathurst Regional Youth Councillors.
- Provide a recognised link between young people, Bathurst Regional Council and the general community.
- Extend the leadership potential, advocacy, teamwork, communication, governance, administration and problem-solving skills of the Youth Councillors through hands on learning and experience.
- Provide opportunities for young people to build and expand their skills in public speaking, project management, and stakeholder relationships.
- Have young people influence youth-focussed and driven programs and projects delivered in the local community.
- Build a sense of civic pride about young people in the community.
- Represent the young people of the Bathurst region at local, State and National youth forums where appropriate

- Work alongside community organisations to assist with their initiatives and provide an advisory group for organisations wishing to develop programs and activities for young people

Relationship with Bathurst Regional Council

The Youth Council may make recommendations to Bathurst Regional Council on issues relevant to young people.

Council's Community Development Team will support and resource the Youth Council including administrative support, training and provision of appropriate supervision at meetings/activities.

Selection of Members

To be eligible for selection on the Bathurst Regional Youth Council, applicants must:

- Be aged between 12 years and 24 years.
- Have parental consent if under 18 years old.
- Reside in the Bathurst Local Government area.

The Bathurst Regional Youth Council aims to represent a broad range of young people from across the Bathurst region, including young people who are:

- People with a disability
- From a culturally diverse background
- Part of the LGBTIQ+ community
- Identify as Aboriginal or Torres Strait Islander
- Young parents
- Members of local sporting or community groups
- Existing school leader or member of a peer support group
- Employed within the local area

Membership

Bathurst Regional Council will call for nominations prior to the commencement of each Youth Council term. A term will be a twelve-month period from July to June.

Candidates for appointment must lodge a written and signed Application Form with Bathurst Regional Council.

Membership is open to all young people aged between 12 and 24 years (as of 1 July of the year of application) who live, work or study within the Bathurst Local Government Area. Any member who turns 25 during their term will be able to remain on the Youth Council for the duration of the year.

Bathurst Regional Council will determine the number of members based on applications received. It is recommended to have a minimum of fourteen (14) and maximum of twenty-two (22) young people; however, this is at the discretion of the Community Development team.

If the number of applications exceeds the maximum number of Youth Councillors to be appointed (22), an evaluation committee comprising of the following will consider all applications received and determine membership:

- Two (2) Bathurst Regional Council Community Development Staff; and
- One (1) Representative from an external community organisation.

Youth Council members volunteer their services as a member.

If there are vacancies on Youth Council, a place may be offered to a young person outside the formal admission period at the discretion of the Community Development team. In making this decision, the Community Development team will consider the gender balance of the Youth Council, age range, and access for young people from differing backgrounds and with differing needs.

A member of the Bathurst Regional Youth Council may resign from membership by giving notice of not less than two (2) weeks in writing to Council's Community Development Team. Should a Youth Councillor resign throughout the first part of the year or are unable to fulfil their responsibilities, other candidates from the election process will be considered as a replacement.

Membership may be cancelled by failure to attend three (3) meetings within the term without an apology. In this instance the Youth Councillor's membership will be withdrawn and the position will be deemed vacant.

Youth Council current appointed members will be able to seek re-appointment for subsequent terms. Any member of the Youth Council will need to apply to be selected for a further term of one (1) year through the recruitment process. Youth Councillors may apply for further terms until they reach the age of 24.

Meetings

Schedule and Procedures

Meetings are held monthly on a Monday from 4:30pm to 6:00pm in the Council Chamber, unless advised otherwise.

A planning and induction meeting will be held at the start of each term.

Each meeting shall be properly recorded by the taking of minutes. Outcomes of meetings will be documented. The minutes of each meeting shall be circulated to all members as soon as practicable.

The Notice of Meeting shall be circulated to members at least one (1) week prior to meeting.

Youth Councillors must notify Council in writing if they are unable to attend a meeting. Membership may be cancelled by failure to attend three (3) meetings within a year.

If unable to attend the meeting due to illness, it is acceptable for Youth Councillors to participate via Microsoft Teams.

Discussions during meetings shall be informal, though still keeping to the meeting agenda. Meetings will be conducted in a spirit of respect of personal differences and individual's right to their opinions.

Youth Council meetings are closed to the public, unless otherwise agreed to by the Youth Council.

Guest Speaker presentations should be limited to a maximum of 15 minutes.

Voting

No formal voting rules apply. As the Youth Council has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of Council unless the matter is referred to Council for determination. If consensus is not achieved, and if required, the matter shall be referred to Council for determination.

Quorum

As the Youth Council is advisory only no quorum is required, however, the Chairperson shall use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item.

Review

A review of the Youth Council's Terms of Reference will occur at any such time that Council or the members identify this as necessary.