



SNOWY MONARO
REGIONAL COUNCIL

SNOWY MONARO
YOUTH COUNCIL

Committee Charter



Record of Versions

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1 Committee Name

The committee will be called the Snowy Monaro Regional Youth Council

2 Committee Role

The primary roles of the Snowy Monaro Regional Youth Council are:

- To advocate for the needs of young people and provide a mechanism for their participation and involvement in decision making on community issues.
- To act in an advisory and consultative capacity to Council and staff on matters affecting young people in the community.
- To enhance the profile of young people in the Region; encouraging the community to develop an appreciation of young people and the contributions they make to the local area

3 Committee Responsibilities

The Snowy Monaro Regional Youth Council shall be responsible for:

- Advocating, providing advice and making recommendations to Council on matters affecting young people
- Co-ordinating, planning and implementing community activities and events including National Youth Week
- Identifying and initiating opportunities for participation and involvement of young people in community activity
- Promoting community awareness of issues impacting on young people
- Promoting positive images of young people, their achievements and contributions to our community.

4 Membership

The Youth Council will be made up of a maximum of twenty (20) representatives aged between 12 and 24 years. This must include a minimum of 1 young person from each of the major towns within the Snowy Monaro LGA (Bombala, Cooma & Jindabyne).

4.1 Nominating for Membership

The Youth Council will call for Membership nominations from interested young people living in the Snowy Monaro Region, aged 14 – 25 years. Nominations will be accepted from

- Each of the Secondary Schools (including the Home Schools) in the Snowy Monaro Region
- Local Youth focused support services and agencies operating in the Snowy Monaro Region
- Community/self-nominations following public promotion in local newspapers and on social media platforms

Candidates for appointment must lodge a written and signed application form to the outgoing Snowy Monaro Youth Council or to Council via the Youth Development Officers.

4.2 Selection

Councils Youth Development Team will be appointed the task of establishing an independent selection Committee to appoint the incoming Youth Councillors. The Selection Committee will be comprised of:

- At least one Youth Councilor (who is not re-applying)
- The Chair of the Youth Council Committee (elected Council representative)
- At least one of the Youth Development Officers
- At least one youth sector stakeholder (youth worker, teacher, etc.)

5 Executive Committee Members

5.1 Chair

The Youth Council meetings will be chaired by the Councillor appointed by the Council. In the absence of the Councillor the Youth Mayor will be the chair

5.2 Youth Mayor

The position of Youth Mayor is to be declared vacant at the first meeting of the Youth Council for the year. Nominations are to be called for the position, at which point an election will be held to appoint the Youth Mayor for a 12 month term. The current Youth Mayor can be nominated for re-election. If more than one nomination is received for the position, a ballot is to be held to elect the Youth Mayor

5.3 Youth Deputy Mayor

The position of Deputy Mayor is to be appointed in line with 5.2

5.4 Secretary

The position of Secretary is to be appointed in line with 5.2

5.5 Publicity Officer

The position of Publicity officer is to be appointed in line with 5.2

5.6 Induction

Once elected, the Executive Committee is to receive an induction into the role and its requirements

5.7 Resignation

If an executive member resigns during the 12 month term, a replacement can be re-elected as per 5.2. If no nominations are received, the position will be declared a casual vacancy.

6 Responsibility and Authority of the Executive Committee

6.1 Youth Mayor

The Role of the Youth Mayor will be:

- To Chair meetings in the absence of the Councillor
- To coordinate working groups and sub-committees
- To liaise with the Youth Development Officers and relevant Council Staff on behalf of the Youth Council
- To represent the Youth Council at public forums, external meetings and community events/activities
- To uphold the Charter

6.2 Youth Deputy Mayor

The Deputy Mayor will support the Youth Council Mayor to fulfil his/her obligations

6.3 Secretary

The Secretary is responsible for:

- Recording meeting attendance
- Taking minutes, and distributing them to the Youth Councillor's within 1 week of the meeting
- Preparing the Agenda and distributing to the Youth councillors at least 1 week prior to a meeting
- Liaise with the Youth Development Officer and Council staff to make necessary reports to Council

6.4 Publicity Officer

The Publicity Officer is responsible for:

- Developing and Managing the Youth Councils social media platforms (Facebook, Instagram etc.)
- Preparing Media Releases and collaborating with Councils Communications team to promote the events and activities of the Youth Council
- Other promotional activities where relevant

7 Budget

If at any time, a budget is allocated to the Snowy Monaro Regional Youth Council, the Youth Council shall make recommendations only, to the Group Manager - Economic Development and Tourism, via the Youth Development Officers

8 Proceedings

8.1 Committee Members

All Committee Members are bound by the provision of this Charter.

8.1.1 Vacancies

A vacancy on the Youth Council shall be filled in the same manner as the original appointment is made, outlined in 5.2. If no nominations are received the position will be considered a casual vacancy

8.1.2 Tenure of Office

Members of the Youth Council shall hold office:

- In the case of the Councilor (Chair), as determined by Council each year in accordance with the provisions of the Local Government Act
- In the case of Council Staff, while such persons continue to hold the employed position with Snowy Monaro Regional Council
- In the case of young people, for a 12 month period – or at the discretion of Council. At the end of this period, Committee Members who wish to remain on the Youth Council must lodge an application form with Snowy Monaro Regional Council. These applications will be assessed in line with points 4 of the Charter.

8.2 Meetings

- Youth Council meetings will be held on at least four (4) occasions per year, at time and day determined by the sitting Youth Council.
- Sub-Committees or Project Working Groups will be held as required, to deliver on community

activities/projects identified as priorities by the Youth Council.

- Business will not be conducted at any meeting unless a quorum is present
- Guest speakers can attend meetings, but do not have voting rights.
- At least four (3) weeks' notice of Meetings shall be provided to all committee members
- Meetings can be called by the Executive Committee Members, or Council's Youth Development Officers.

8.2.1 Quorum

The quorum of this Committee shall be nine (9) young people and *either* one (1) Council Staff member, or the Chair. At least one voting member from each of the 3 major townships (Bombala, Cooma & Jindabyne) must be present.

8.2.2 Voting

Each voting member shall be entitled to one (1) vote in respect to any matter and the decision of the Committee shall be by majority of votes cast in favour. The Councillor (or Chair) shall have a casting vote.

8.2.3 Attendance

Youth Councillors are required to attend all formal and working group meetings. If a member is absent for two (2) consecutive meetings without an Apology provided to the Secretary, their membership may be revoked by the Youth Council via vote.

8.2.4 Meeting Venue

The venue will be a location within the Snowy Monaro Region that is accessible to young people.

8.2.5 Variation of the Charter

This charter may be amended by resolution of the Council in consultation with, or upon the recommendation of, the Youth Council

9 Administration

9.1 Meeting Minutes

All records, including the agenda, minutes and any reports or recommendations will be prepared by the Secretary with the support of the Youth Development Officers.

9.2 Reporting

Meeting Minutes will be provided to Council at least quarterly or as requested.