



**CHARTERS TOWERS**  
**REGIONAL COUNCIL**

**CHARTERS TOWERS YOUTH COUNCIL**  
**TERMS OF REFERENCE**

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## **1. WHAT IS THE CHARTERS TOWERS YOUTH COUNCIL?**

Charters Towers Regional Council is committed to proactively involving young people through consultation and decision-making processes.

Council has established the Charters Towers Youth Council (CTYC) as an advisory committee whose role is to represent the voice of young people who live, work, study, or volunteer in the Charters Towers region, to provide input into Council activities and decisions.

## **2. PURPOSE**

The CTYC program aims to provide young people with opportunities to:

- develop a better understanding of the role and function of local government, our community and local issues;
- 'have a voice' - raise issues, exchange ideas, discuss community issues, provide input into Council planning, programs and services, and influence local government decision making processes; and
- have genuine and regular communication about issues that are important to them directly with the Mayor/ Portfolio Councillor and Council Officers.

## **3. MEMBERSHIP**

### **Membership Term**

The CTYC is a one (1) year program for Year 11 students. Students will terminate their membership as a CTYC member when they handover their respective responsibilities to the subsequent Youth Council at the commencement of the following year

CTYC members will therefore be invited to continue to undertake an official youth council role past the end of their school year, such as at Council or Civic Events like Australia Day, where the new CTYC has not yet commenced its term.

### **Membership Structure**

The CTYC will comprise up to ten (10) Year 11 student members, with two (2) members invited from the following schools with Year 11 (or equivalent) representation:

- Charters Towers School of Distance Education
- Charters Towers State High School
- All Souls St Gabriels School
- Blackheath Thornburgh College
- Columba Catholic College

In addition, the Mayor and Portfolio Councillor will attend each meeting, along with Council personnel as required. Councillors may attend as observers.

Each member school is invited, at its discretion, to have a staff member accompany the student member to each meeting. The role of the staff member is as an observer and to provide support to the student member if needed, excluding closed sessions of the meeting.

Parents/guardians are welcome to attend the meetings, particularly if they are transporting their child to/from the meetings, excluding closed sessions of the meeting.

### **Responsibilities of the CTYC Student Members**

CTYC student members are encouraged to:

- attend all meetings throughout the year;
- voice opinions, provide feedback on and/or suggestions to Council's policies, local laws, services and programs that affect young people;
- act as representatives from their school and community;
- act as a liaison between Council and young people; and
- attend and/or participate in civic ceremonies/meetings/events/functions (when invited).

All members are expected to conduct themselves in a responsible and respectful manner, and to wear their CTYC uniform to meetings and when representing Youth Council at events, unless otherwise advised.

## **4. NOMINATION AND APPOINTMENT OF YOUTH COUNCIL STUDENT MEMBERS**

### **Nomination**

Each Charters Towers' school with Year 11 (or equivalent) students will be invited to nominate two (2) students entering Year 11 in 2023 (or equivalent) to represent their school on the CTYC. Nomination is encouraged, but not mandatory.

The member school is encouraged to undertake their own internal vetting process to determine their student nominee/s.

The nominations are to be completed by the school using the *Charters Towers Youth Council Nomination and Consent Form*, in agreement with the nominated Year 11 (or equivalent) students, and with parental or guardian consent.

The nominations must be received by Council by the specified return date and all nominations from the member schools will be accepted without condition.

### **Appointment**

Charters Towers Regional Council's Mayor and Portfolio Councillor will approve and appoint nominees as members of the CTYC.

Following approval by the Mayor and Portfolio Councillor each student member will receive a letter confirming their appointment to the CTYC. The member school will also be notified.

Student members will be officially welcomed by Council during the induction workshop and will receive their CTYC name badges.

## **5. MEETINGS**

### **Frequency of Meetings**

The CTYC will generally meet five (5) times throughout a 12-month term. This includes one (1) induction workshop and four (4) official meetings.

Where it can be accommodated, the induction workshop will be held prior to the first official CTYC meeting. The workshop will provide an opportunity for student members to get to know one another in a relaxed environment. This will also provide an opportunity for members to meet the Mayor and Councillors, and Council officers as well as the outgoing CTYC.

Each CTYC meeting will run for a period of up to three (3) hours, which includes time for an informal gathering, workshop, or site visit before the official meeting.

The informal gathering, workshop, or site visit will enable CTYC members to discuss ideas and issues, and the meeting agenda, in a relaxed environment prior to commencement of the formal meeting.

The final meeting of the year may run for a period of up to five (5) hours to allow for the informal gathering, the official meeting, a program review, followed by an end of program celebration lunch.

A schedule of CTYC meetings will be developed in consultation with the CTYC members. This schedule will take into consideration the Mayor's and Portfolio Councillor's commitments and, where possible, will avoid the last two (2) to three (3) weeks of each school term in consideration of exam and assessment periods. The meeting schedule will be accepted by majority agreement with the CTYC members and their respective schools.

If required, additional meetings may be convened by agreement as follows:

- During school hours, by agreement of member schools, CTYC members and the Mayor and Portfolio Councillor; or
- Outside school hours, by agreement of CTYC members, their parents or guardians and the Mayor and Portfolio Councillor.

### **Location of Meetings**

To foster a sense of ownership by student members, their schools, and the local community, and to enable accessibility, the CTYC meetings will be held at the Charters Towers Regional Council Board Room.

### **Access via Technology**

While it is preferred that CTYC members attend the meetings in person, Council staff will consider the possibility of using available technology and applications such as 'Skype' or tele/video-conferencing facilities to virtually connect student members to the CTYC meeting where physical attendance is not possible.

### **Format of Meetings**

The CTYC meetings will be chaired by the Mayor or Portfolio Councillor in the Mayor's absence. A Council officer from Executive Services will undertake secretariat duties.

Each meeting will normally consist of:

- Mayoral Welcome and Open;
- Attendance including Apologies;
- Order of Business – including Declarations of Interest, Confirmation of Minutes, and Business Arising from Previous Meeting;
- Mayor's/ Portfolio Councillor's Update;
- General Business;
- Civic or Council Event Opportunities;
- Closed Session (only if required); and
- Confirmation of Next Meeting and Close.

The meetings will be an opportunity for the Mayor and Portfolio Councillor or Councillors to attend and receive views and opinions on matters relevant to the CTYC.

Council staff are not permitted to vote, move or second recommendations, but can contribute advice during discussions on any subject.

Member school staff and CTYC Councillors retain an observer role and are not permitted to vote.

Notice of attendance or apology will be required prior to each meeting.

### **Quorum**

The quorum for the CTYC will be half the number of members of the CTYC, plus one (i.e., six members).

Decision making of the CTYC will be primarily decided by a majority vote. Where a quorum is not present at a meeting, decisions will be either carried over to the following meeting or made at the discretion of Council's Mayor, Portfolio Councillor and Director Corporate and Community Services.

## **6. SUPPORT**

Council staff will provide resources, assistance, guidance and support to CTYC members. This support will include coordinating the meetings, including access to technology as required.

## **7. REPORTING**

The CTYC primary reporting relationship will be to the Executive Manager Community Building.

The CTYC will report regularly on its activities, provide Council with its guidance and/or make recommendations to Council through the provision of the CTYC meeting minutes to Council. The minutes of each CTYC meeting will be submitted to the General Council Meeting following the CTYC meeting.

CTYC student members are also encouraged to report back to and discuss topics or issues for tabling in the CTYC agendas with their schools and their cohort.