

Youth Council

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups and panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups and panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC council members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all council members:

- Members will conduct themselves with respect to Council and each other
- Members will act as a two way conduit of information between Council, and the community/organisation they have been nominated to represent
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the council into contempt
- Members will allow other members to put their views without interruption

2. Aim

The aim of the Youth Council is to focus on capacity building by encouraging young people to make independent decisions and to negotiate priorities of the communities through participation.

Dubbo Regional Council aims to support every member of the community, including the Youth of the Dubbo region, in particular the Young Aboriginal and/or Torres Strait Islander people.

Extracurricular activities, such as the opportunity to join the Youth Council, provide new opportunities to young people in the Dubbo region and assist them to develop important life skills including, teamwork, leadership, self-confidence and resilience.

3. Purpose

- a. Increased Participation in community Events
Example: Youth Week Celebrations – held every year
- b. Increased sense of belonging to community
Example: Social Participation - Youth Council Australia Day activity
- c. Increase in formal and informal networks
Example: Community Connections - Community Sector Coordination
- d. Increase in youth engagement
Example: Indigenous Social Participation - Apollo house school holiday program

4. Membership

Members will serve on the Council for the duration of one to two years. Annual general meeting will be held to reinstate positions.

(This is due to student members either changing schools, leaving for university or increased work/training obligations)

Community representation will be determined by way of open nomination, with successful applicants approved by Dubbo Regional Council following interview by the Director Community, Culture and Places and Manager Community Services.

5. Positions

Membership will comprise of:

- Three Councillors
- Eight community members between the ages of 12 and 24 years
- The Youth Development Officer

The Chair will be the Councillor representative.

The minute taker will be the Youth Development Officer.

6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas
- Preparing dummy minutes
- Finalising and distributing minutes

Council's Community Services branch will be responsible for the following:

- Confirming meeting dates with GIC
- Confirming agenda items and preparing reports
- Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting
- All matters to do with nomination, selection and replacement of council members

Youth Council members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

7. Delegations and Reporting

The council will have no delegated authority from the Council to make decisions binding the Council.

Outcomes of the council will inform reports, with recommendations, as required, to the Council under the Manager Community Services. Reports may include:

- Presentations to Council or Standing Committees as required
- Specialist reports as requested by the Council

8. Meetings

Meetings will be held once a month. Notices of meetings will be sent out a minimum of 72 hours prior to the meeting.

9. Voting Rights and Rules

Voting members of the council will include:

- The eight Youth Council community members

The number of attendees required to make quorum is half plus one.

All recommendations put to the meeting require one voting member to move the recommendation, and one voting member to second the recommendation before all voting members vote on the recommendation. A recommendation which is moved and seconded, and receives a majority 'yes' votes by voting members present will become an Outcome of the meeting.

If a consensus is not reached, the chair will have the deciding vote.

10. Order of Business

The order of business for each council meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes
4. Reports from Staff
5. Discussion items

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the council, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of council members is not to be shared without the express permission of the member in question.

Prior to any public and/or media comment (including social media) on matters addressed by the council, members will consult with the Director Community, Culture and Places.

Council members will not speak publicly on behalf of the council without the express direction of the Director Community, Culture and Places.

12. Code of Conduct

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups and panels must also abide by Council's Code of Conduct.