



**Rural City of Murray Bridge Youth Council**  
**Sub Committee of Community Advisory Committee**  
**Terms of Reference**

**Role of Youth Council**

The Rural City Murray Bridge Youth Council is an advisory committee whose role is to represent the voice of young people in years 7 to 12 who live, work, study or socialise with in RCMB. The aim is to give young people the opportunity to take a leading role in consulting on issues that affect their lives and raise awareness of the aspirations and needs of young people within the community.

**1. Interpretation**

- 1.1. 'RCMB' means Rural City of Murray Bridge.

**2. Objectives of the Youth Council**

- 2.1. To provide a forum for young people in years 7 to 12 to advocate on behalf of youth within the RCMB.
- 2.2. To develop young people's skills to create awareness on decision making that aligns with Council's strategic plans.
- 2.3. To consult with young people to:
  - 2.3.1. contribute to more effective Council decision-making and achieve improved outcomes across Council;
  - 2.3.2. Actively engage with the Youth Action Committee.
- 2.4. To provide experience to members and provide them with the opportunity of progressing to the Youth Action Committee;
- 2.5. To assist in the development, delivery, and monitoring of an annual action plan.

**3. Status and Term of the Committee**

- 3.1. The Youth Council is a sub-committee of the Community Advisory Committee for the purpose of providing advice to Council regarding the areas listed above.
- 3.2. The Youth Council will exist for the term of Council

#### **4. Meeting Details**

- 4.1. The Youth Council shall be structured to ensure maximum participation and inclusion of young people. The Youth Council will meet a minimum of ten times per annum, day, and times to be workshopped with the members.
- 4.2. Location of the Youth Council meetings will be workshopped with members and moveable dependant on topic.
- 4.3. Members of the public are permitted to attend meeting by invitation only.
- 4.4. All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- 4.5. Members who miss two [2] consecutive meetings without an apology will be contacted by a Council staff member.
- 4.6. Meetings scheduled in school holidays will be held subject to availability of Youth Councillors.
- 4.7. Meetings scheduled on public holidays will be rescheduled to a date agreed.

#### **5. Membership**

- 5.1. Membership of the Youth Council will be open to fifteen young people in year 7 to 12 who live, work or study in RCMB. Most members must be residents of RCMB.
- 5.2. Members of the Youth Council volunteer their services.
- 5.3. Every effort will be made to ensure membership of the Murray Bridge Youth Councillors represents the diverse and varied needs of the youth community in RCMB including but not limited to living in rural Murray Bridge, LGBTIQ+, Aboriginal and/or Torres Strait Islander, People with a Disability and Culturally and Linguistically Diverse communities.
- 5.4. Applicants for the Youth Council membership must demonstrate the following attributes:
  - 5.4.1.1. an interest in youth issues;
  - 5.4.1.2. an interest in community involvement
  - 5.4.1.3. a commitment to being part of a project team; and
  - 5.4.1.4. an ability to attend all Youth Council meetings.

#### **6. Resignation**

- 6.1. Members are required to notify the Youth Mayor in writing of their intention to resign from the Murray Bridge Youth Council. Vacancies due to resignation may be filled based on the merit list of the preceding recruitment period. The resigning member must address their resignation to RCMB Youth Officers who will forward the resignation to the Youth Mayor.
- 6.2. Members who fail to attend three consecutive meetings without an apology are deemed to have resigned from the Murray Bridge Youth Council.

## **7. Appointments to the Youth Council and election of governance positions**

- 7.1. Interested young people in years 7 to 12 must complete an application form and sit an interview. Applicants are selected according to selection criteria.
- 7.2. The Youth Council elects a Youth Mayor, Deputy Mayor and Secretary using a silent ballot. The Youth Council first seeks nominations for each governance position. Nominees for each position are asked to address the Youth Council explaining why they would be able to perform in this role. A silent ballot is then facilitated by Rural City of Murray Bridge staff.
- 7.3. Elections will be held annually for vacant committee positions. Membership will be determined via a selection process, which requires the completion and submission of the Youth Council application form.
- 7.4. A selection committee will be convened and made up of two members of the RCMB Youth Team, plus the CEO of the RCMB or his/her nominee.
- 7.5. Selection will be based upon assessment of the applications against the relevant criteria. Alternative opportunities for young people not selected will be available through other youth programs.

## **8. Terms of office**

- 8.1. Each Youth Council term will be for a period of 4 years, unless decided otherwise in the evaluation of the program. Youth Councillors reserve the right to reconsider their role on Youth Council each October according to work, study, or personal commitments.
- 8.2. any Councillor is eligible for election or re-election to the office of Mayor, Deputy Mayor, or Secretary.
- 8.3. Before a Mayor is elected, the Youth Council may resolve to elect a Mayor, Deputy Mayor for a term of 1 years.
- 8.4. The Mayor is to be elected—
  - 8.4.1. after the first Tuesday in October but not later than 30 November in each year; or
  - 8.4.2. if the Mayor is elected for a term of 2 years, the next election of Mayor is 2 years after the first Tuesday in October but not later than 30 November in the second year after the election; or
  - 8.4.3. As soon as possible after any vacancy in the office of Mayor occurs.
- 8.5. The office of Mayor becomes vacant—
  - 8.5.1. at 6 a.m. on the day of the election of the Mayor; or
  - 8.5.2. if they cease to be a Youth Councillor; or
  - 8.5.3. if the Youth Councillor is suspended for any period under these Terms of Reference; or
  - 8.5.4. if they resign in writing which is given at a meeting of the Youth Council or to RCMB Youth Council Representatives.

9. Duties of government positions with assistance from RCMB Staff:
- 9.1. **Youth Mayor**
    - 9.1.1.chairs meetings
    - 9.1.2.keeps the meeting on track
    - 9.1.3.ensures that the agenda items have been addressed
    - 9.1.4.ensures that everyone's voice is heard
    - 9.1.5.encourages full participation of all representatives
    - 9.1.6.ensures that all tasks are evenly distributed
    - 9.1.7.clarifies points that have been made
    - 9.1.8.supports the Youth Council Secretary in making sure all minute information is accurate
    - 9.1.9.Represents Youth Council at special community meetings/events functions when requested by RCMB Staff.
    - 9.1.10. is impartial and unbiased when making decisions.
  - 9.2. **Deputy Youth Mayor**
    - 9.2.1.supports the Youth Mayor as required
    - 9.2.2.assumes all Youth Mayor responsibilities in the absence of the Youth Mayor
    - 9.2.3.represents Youth Council at special community meetings/events functions when requested by RCMB Staff.
  - 9.3. **Youth Council Secretary**
    - 9.3.1.With assistance from the Youth Resource officer
    - 9.3.2.prepares and distributes all minutes
    - 9.3.3.keeps an attendance register for all Youth Council meetings
    - 9.3.4.represents Youth Council at special community meetings/events functions when requested by Rural City of Murray Bridge Council staff
    - 9.3.5.distributes any other correspondence as necessary
    - 9.3.6.informs the Youth Council of any incoming correspondence and where required prepares a timely response
    - 9.3.7.administers and monitors the Youth Council Facebook page
  - 9.4. **Mentors**
    - 9.4.1.Mentors Applicants for mentor membership will be available to community members aged 18 years or over. Mentors may apply for individual or organisational membership of the Youth Council. All mentors should either represent a youth organisation, school, community group, business or organisation within RCMB, or as individual members, be active in the support of youth/youth initiatives.
    - 9.4.2. Applications for Mentor positions must provide evidence of skills/experience in working with young people, supporting youth initiatives, and encouraging youth participation.
    - 9.4.3.Exiting Youth Members who have completed two years on Youth Council may apply for Mentor positions. Where an existing Youth Member does not meet the minimum age requirement for a Mentor position, this requirement will be waived.

## **10. Funds**

- 10.1. RCMB Youth Council will receive financial support from RCMB Council. The funds will be used to support the facilitation of the meeting, provision of uniform and training expenses. Funds will also be allocated to youth focused initiatives and/or events identified by the RCMB Youth Council.

## **11. Resources provided to Youth Council**

Council will provide the following resources to Youth Council:

### **11.1. Information**

- 11.1.1. access to proposed youth focused projects
- 11.1.2. discussion and issue papers that directly deal with youth issues
- 11.1.3. any other material requested by the Youth Council to the approval of the Youth Officers.

### **11.2. Facilities and services**

- 11.2.1. meeting facilities
- 11.2.2. secretarial support
- 11.2.3. developmental opportunities

## **12. RCMB Staff Representative/s roles**

- 12.1. The Youth Council is facilitated by nominated Council's Staff who will be responsible for:
  - 12.1.1. convening Youth Council meetings, organising a meeting venue, and providing refreshments
  - 12.1.2. attending meetings as a resource person
  - 12.1.3. provide support to prepare and distribute the agenda
  - 12.1.4. supporting the Youth Council Secretary to prepare and distribute the minutes
  - 12.1.5. support the Youth Council to complete their set tasks
  - 12.1.6. support the Youth Mayor, Deputy Youth Mayor, and Secretary to meet the requirements of their positions

## **13. Voting rights and quorum**

- 13.1. Youth Councillors will have equal voting rights
- 13.2. voting must take place in silence
- 13.3. voting on any matter is by show of hands
- 13.4. Councillors and Council staff can attend Youth Council meetings as observers or can participate in meetings if they are invited to do so by the Youth Council
- 13.5. Councillors and Council staff will not have voting right
- 13.6. Youth Council will allow a proxy voting, that is, if a Youth Councillor cannot attend the Youth Council meeting they can send their vote via another Youth Councillor, or the RCMB Staff.
- 13.7. a quorum will be fifty percent of the membership plus one.

#### **14. Youth Council uniform**

Uniforms, name badges and business cards are given to Youth Councillors on commencement of their term in office. The Youth Council uniform, name badge business card is consistent with Council's uniform policy and style guide. The Youth Council uniform may be worn to all Youth Council meetings and functions. The Youth Councillors will dress in neat and tidy attire when they represent the Youth Council.

School uniform is also considered appropriate dress when representing the Youth Council.

#### **15. Review**

- 15.1. The Terms of Reference will be reviewed where and when appropriate.
- 15.2. Or every four years with the change of Council.

#### **Acknowledgment of Country**

We acknowledge the Ngarrindjeri people as the traditional owners of this land on which we meet and work. We respect and acknowledge their spiritual connection as the custodians of this land and that their cultural heritage beliefs are still important to the living people today.