

9.3 Youth Council - Terms of Reference

Ballina Shire Youth Council

Draft Terms of Reference

Purpose	The role of the Youth Council is to identify the major issues/ needs of young people in the Ballina Shire and to make suggestions to Council (where appropriate) to respond to identified issues. The Youth Council will also assist in the organisation of youth related events. It is also anticipated that the members will derive an improved understanding of the roles and functions of Local Government.
Objectives	<ul style="list-style-type: none"> • To provide an opportunity for young people to raise and address youth issues. • To act as a link between young people and the Ballina Shire Council. • To provide specific recommendations to Ballina Shire Council for consideration. • To Inform and educate the wider Ballina Shire community about youth issues. • To assist in the coordination of the annual Youth Week events. • To provide a learning experience for young members of the Ballina Shire community.
How will we do this?	<ul style="list-style-type: none"> • Regularly attend and actively participate in Youth Council meetings; • Engage with Council staff and, where appropriate, Councillors to advocate in respect of identified issues and promote youth affairs; • Review and provide input in relation to significant development and/or infrastructure projects; • Participate in sessions, coordinated by staff, which are designed to improve members' understanding of the role and functions of local government.
Key Reporting Functions	The Youth Council will report to Council through Council's Social Planning Coordinator within the Strategic and Community Services Group, who will also ensure that identified youth issues are tasked to the appropriate Council officer for action.
Membership	<p>Membership of the Youth Council is open to all young people who live in Ballina Shire and are aged between 12- 24 years.</p> <p>Term for each Youth Councillor will be two years with an option of a second two year term. Youth Councillors who wish to serve for a second term will be required to re-nominate at the completion of their first term.</p> <p>During the development phase of the Youth Council the number of Youth Councillors will not be limited. This may be reviewed in the future.</p> <p>As a means of promoting equity and diversity in the deliberations of the Youth Council, membership will be encouraged from all youth, including female, male and Aboriginal youth within our community. Membership from different parts of the shire will also be encouraged.</p> <p>The responsibility for seeking additional membership of the Youth Council will be undertaken in partnership between the members of the Youth Council and Ballina Shire Council.</p> <p>Interested young people will be invited to apply in writing using the application form provided.</p>

Meetings	Meetings will initially take place every two weeks. The meeting frequency will move to monthly when the Youth Council is established.
Administration	<p>Meeting Agendas & Minutes</p> <p>Administrative support to type minutes and prepare and distribute agendas will be provided by Council's Strategic and Community Services Group.</p> <p>The meeting agenda is to be distributed to members one week prior to the meeting.</p> <p>Members are asked to include their items for discussion on the agenda one week prior to the meeting with a brief comment and recommendation for consideration.</p> <p>Meeting Attendance</p> <p>Nominated members are encouraged to attend the scheduled meetings to ensure that the group is as effective as possible. Where a member cannot attend, he/she should convey apologies to Council's Strategic and Community Services Group staff by telephoning 6686 1284.</p>