

Townsville Youth Council Terms of Reference

Local Government Act 2009

1. Mission Statement

Townsville Youth Council (TYC) is committed to representing young people, communicating and liaising with the community and organising projects and events in order to improve the status of all young people and provide greater opportunities.

2. Role/Purpose

The TYC's role is to represent the voice of young people who live, work and study in the Townsville Local Government Area (Townsville LGA).

The purpose of the TYC is to represent young people, communicate with the community, and organise projects and events to improve opportunities and outcomes for all young people.

3. Aims and Objectives

TYC key priority areas are to:

- promote and encourage an inclusive and connected community through youth participation;
- identify current issues relating to the youth of the Townsville LGA and help work towards identifying positive outcomes and solutions;
- provide opportunities for leadership, communication, and community engagement skill development for TYC members and the broader Townsville youth;
- advocate for opportunities to support young people in Townsville;
- promote TYC to the community; and,
- participate and engage with the Townsville community at activities and events.

These key priorities have been developed in line with the goals of Townsville City Council's (Council) Corporate Plan.

4. Authority and Relationship with Townsville City Council

TYC has no political affiliation; it is a key advisory, consultation and action group for Council in the delivery of youth projects, engagement and involvement of young people.

TYC is a community reference group made up of external community representatives between the ages of 12-25. TYC is managed by the TYC Coordinator (i.e. a Community Development Officer within Council’s Community, Environment and Lifestyle Division).

In performing its responsibilities, the TYC has the authority to:

- hold meetings to discuss matters within the scope of the group’s functions;
- request attendance of relevant Council employees at meetings;
- request information relevant to the group’s functions;
- facilitate recommendations made by the TYC to be presented to the relevant Council committee for consideration. The final decision-making authority rests with the Council.

One Councillor will be an Ex Officio member of the TYC. This Councillor will attend meetings monthly in a non-voting capacity to create linkages and serve as a conduit of information between the Council (Councillor’s) and TYC.

5. Membership

The TYC membership structure is as follows:

Role	Includes
Members (Voting)	<ul style="list-style-type: none"> • Maximum of 11 members, aged 12 - 25 years, including Executive positions outlined below in section 5.2.
Non-Members (Non-voting)	<ul style="list-style-type: none"> • 1 x TYC Coordinator - Council Employee Representative • 1 x Council Employee Representative - as a support person
Ex Officio Member (Non-voting)	<ul style="list-style-type: none"> • Councillor

Membership is for one year unless:

- resignation is given by the member in writing to the TYC Coordinator;
- the individual’s membership is cancelled by failure to attend three consecutive meetings without proper notification; or,
- the individual’s membership is cancelled by TYC Coordinator if a member fails to meet the membership requirements (noted in section 5.3) and ethical practice in line with Council’s Code of Conduct training module.

Consecutive membership is permitted until the age of 25, with members required to reapply annually.

5.1. Recruitment and Selection of Members

Nominations for TYC membership will open in January/February of each year and applicants are required to complete a nomination form for consideration.

5.1.1 Application Criteria

The following is the general criteria to be considered for membership in the TYC:

- no gender specifications;
- 12-25 years of age;
- reside in the Townsville LGA;
- demonstrates good character and personal integrity; and
- a keen interest in community issues and community service.

5.1.2 Selection Process

The selection process for membership in the TYC is:

- a panel of Council representatives will assess each nomination;
- successful and unsuccessful applicants will be notified in writing of the panel's decision;
- suitable unsuccessful applicants will be put on a standby list (if required); and
- successful applicants will be appointed and introduced at an initial meeting of TYC.

5.2. Executive Positions

Executive positions shall be elected by the TYC at the beginning of each new term to serve for one year. Executive positions include:

Role	Key Functions
Youth Mayor	<ul style="list-style-type: none">• The Youth Mayor chairs all formal meetings and accepts the inherent responsibilities.• The Youth Mayor is the official representative of the TYC.• The Youth Mayor will also represent the TYC at external events, Council functions, and community initiatives, as needed.
Deputy Youth Mayor	<ul style="list-style-type: none">• The Deputy Youth Mayor performs the duties of the Youth Mayor when the Youth Mayor is absent.• The Deputy Youth Mayor will also represent the TYC at external events, Council functions, and community initiatives, as needed.
Secretary	<ul style="list-style-type: none">• Record all discussions and decisions of the TYC in minutes form for the adoption and confirmation at the following

Role	Key Functions
	meeting which will be completed with assistance from the TYC Coordinator.

Executive positions will be elected via a majority vote by TYC members. Nominations will be submitted one week prior to the first meeting, and elections will take place by secret ballot.

5.3. Membership Requirements

5.3.1 Working with Children - Blue Card

In accordance with the *Working with Children (Risk Management and Screening) Act 2000*, each TYC member 18 years and over will be required to hold a current blue card to allow them to work at events where children are in attendance. Blue cards are issued by the Queensland Government. Where a blue card is not granted, the affected TYC member will be unable to attend events where a blue card is required.

5.3.2 Communication, Correspondence and Social Media

All incoming and outgoing correspondence must be approved by the delegated TYC Coordinator and prepared and managed in accordance with Council’s policies and procedures.

Any social media platform associated with the TYC will be administered by the TYC Coordinator. Any social media update will need the prior approval of the TYC Coordinator.

Members of the TYC must not speak with the media and must refer any media enquiries to Council’s Community Engagement Team through the TYC Coordinator.

5.3.3 Conflicts of Interest and Ethical Practices

Members are required to declare any interests that could constitute a real, potential, or perceived conflict of interest with respect to participation in a TYC meeting. The declaration must be made in relation to specific agenda items at the outset of each meeting. Members of the TYC must conduct themselves in a way which is considered appropriate and promotes a culture of ethical behaviour in line with Council’s Code of Conduct training module.

Examples of conflicts of interest may include participation in projects where a member may receive personal or financial benefit. Members should declare any such interest and the group will determine whether they should abstain from discussions or decisions on the matter.

5.3.4 Confidentiality

All TYC members are required to maintain confidentiality in relation to any confidential discussions and information obtained during or as a result of TYC. Any breaches of confidentiality will be referred to the Council’s Leadership Team and may result in termination of membership.

6. Meetings

6.1. Frequency and Locations

TYC meetings will be held monthly, at alternative locations from month to month, including Council Chambers, Aitkenvale Library and Riverway Library.

A planning and induction meeting will be held at the start of each term where the meeting schedule for the term will be arranged.

The meetings will be chaired by the elected Youth Mayor (or Deputy Youth Mayor where applicable), if both elected positions are unavailable, the TYC Coordinator will be delegated to Chair the meeting.

Any additional or extraordinary TYC meetings may be called at the discretion and approval of the TYC Coordinator.

6.2. Meeting Agenda

Agenda items are to be submitted to the TYC Coordinator one week prior to meeting dates (where possible) to allow relevant parties adequate time to review, add and respond to recommended items. Closing times for agenda items may be subject to change at the discretion of the TYC Coordinator.

6.3. Quorum

A quorum is half the number of voting members of the TYC membership plus one.

Decisions of the TYC will be 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 by the TYC Coordinator.

7. Review of Terms of Reference

The Terms of Reference is to be reviewed by Townsville City Council along with Townsville Youth Council members annually.

All amendments to the Terms of Reference must be adopted by Council resolution at an Ordinary Council meeting following the amendment.

8. Related Documents

All projects, both Council and community, relating to young people have the potential to be associated and supported by the TYC. Documents relating to the TYC include:

- TYC Project Brief;
- TYC Position Description;
- TYC Application Form;
- TYC Executive Position Nomination Form;

- Medical Information and Consent Form; and,
- Volunteer Worker Agreement.