

TERMS OF REFERENCE

TOWNSVILLE YOUTH COUNCIL

COMMUNITY PLANNING & DEVELOPMENT UNIT



TOWNSVILLE YOUTH COUNCIL (TYC)

TERMS OF REFERENCE

22 SEPTEMBER 2015

VERSION AND UPDATE

VERSION	Update
22 SEP 2015	Townsville Youth Council

GLOSSARY OF TERMS

Acronym	Definition
TYC	Townsville Youth Council
TCC	Townsville City Council
TOR	Terms of Reference

1. PURPOSE >>

Townsville Youth Council (TYC) has been established to be a key engagement opportunity and two way link between Council and the youth community. TYC has no political affiliation. but is a key advisory, consultation and action group for Council in the delivery of youth projects, engagement and involvement of young people.

TYC is considered an internal group made up of external community representatives between the ages of 12-25. TYC is a group project managed by the Community Development Officer - Youth.

TYC key priority areas are to:

- Promote and encourage an inclusive community;
- Advocate for equity of access and opportunities for young people of Townsville;
- Skill development of TYC members and Townsville youth;
- Promote Townsville Youth Council to the community;
- Identify and where possible participate on youth community activities; and
- Engage with the youth of Townsville to identify their areas of interest and need.

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These objectives are in keeping with the goals of the Community Development Strategy 2014-2017, Townsville City Council Operational Plan (Social Sustainability - Enhancement of opportunities for social engagement and opportunities) and the Townsville Community Plan 2011-2021 'Leading, Creating, Connecting: Shaping a place to be proud' ('Strong, Connected Community').

2. AUTHORITY / DELEGATION OF TYC OFFICER >>

The Community Planning and Development delegated TYC officer is the supervisory and governing body of the TYC (as per section 4.2).

The officer will provide oversight, and guidance to the operations of the TYC, ensuring activities undertaken align to these TOR.

The delegated planning officer, will work in an inclusive, collaborative approach with the TYC members, to plan, monitor and mentor the TYC in the achievement of their goals and projects, identify opportunities of skill development of members, while working within the framework of TCC goals, values and operations.

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4. ROLES AND RESPONSIBILITIES >>

4.1 The role of the TYC is:

- to represent, and advocate on behalf of young people in the community;
- to be an advisory, consultative and project/action group for TCC and wider youth community, providing feedback and input where required on Council projects;
- to identify issues, and through research and consultation, provide potential solutions relating to young people in the community;
- to evaluate and report on major events that TYC is involved with;
- to ensure that individuals (TYC members) are aware of, understand and adhere to the TCC Code of Conduct at all times;
- to facilitate information session with schools and community organisations to promote and encourage a diverse range of ages and diversity to TYC membership (in accordance with TCC recruitment process); and
- To provide a 6 monthly report to full council on TYC activities.

4.2 The role of the Community Planning and Development delegated TYC officer is to:

- facilitate the delivery of TYC objectives utilising Project Management Framework;
- be the key contact for TYC members;
- be a mentor to the TYC in relation to project management, governance, group work, group structure and youth involvement;
- be a role model for clear communication and inclusiveness;
- hold and coordinate an annual TYC planning day;
- support the Chairperson in the delivery of TYC meeting protocols;
- work with the Chairperson to ensure outcomes and actions from TYC are completed and reported back to TYC;
- allocate, monitor and report against TYC budget;
- support the TYC Secretary in distribution of TYC meeting agendas and minutes;
- liaise with Chairperson outside of TYC meeting as necessary for smooth operations of the TYC; and

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- be the custodian of storage and access to TYC documents (documents to be stored in line with TCC policies and procedures).

In addition to the aforementioned responsibilities, the Community Planning and Development delegated TYC officer will have delegated responsibility for the approval of budgetary expenses, resources and equipment incurred through TYC activities.

4.3 The role of the TYC members is:

- to be a medium for information collection between TYC, TCC and the community;
- to actively participate within projects and initiatives identified by the TYC; to actively participate in nominating agenda topics and discussions at TYC meetings;
- to identify issues and propose solutions relating to young people in the community and through research and consultation with the broader community;
- ensure all youth and members of TYC have the opportunity to have their voices heard, and respected; and
- to represent, and advocate TYC in a professional, inclusive manner.

4.4 The role of the TYC Chair is to:

- work with the delegated Community Development Officer, to ensure outcomes and actions from TYC are completed and reported on;
- act as a key spokesperson (with support of the delegated Community Development Officer);
- provide leadership at TYC meetings, regarding agenda and meeting protocols;
- confirm action minutes from previous meeting (with support of secretary);
- address all business raised on agenda;
- ensure all TYC members are provided with equal opportunity to voice views;
- ensure TYC acts in an orderly manner and discussions are focused on agenda items;
- clarify and confirm recommended decisions and action requests made by the TYC;
- be a secondary contact for TYC members; and
- ensure tasks are delegated appropriately, equally, and fairly.

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4.5 The role of the TYC Vice-Chair is to:

- provide support to the Chair;
- act as support spokesperson;
- set-up room for TYC meetings;
- help facilitate meetings to keep time on track; and
- act in the position of Chair when the Chair is unavailable.

4.6 The role of the TYC Secretary is to:

- ensure all TYC members are given the opportunity to have input into the development of the agenda;
- acknowledge those in attendance for minutes;
- take meeting minutes;
- work with the delegated Community Development Officer, in the collation and distribution of TYC meeting agendas and minutes;

4.7 The role of the Councillor:

- One (1) Councillor will be linked to the TYC, and attend meetings on a bi-monthly basis in a non-voting capacity;
- To create linkages and be a conduit of information between the Council (Councillor's) and TYC.

5. MEMBERSHIP >>

Membership of the TYC is made up of 12-25 young people, aged between 12 – 25 years.

Membership of the TYC is voluntary and will cease when young person turns 26 years, or if written notice is given by the particular member to the TYC Chair or Community Development Officer. Resignation notifications are to be advised at the subsequent TYC meeting from date of resignation received. Guests are welcome to attend any meeting of the TYC provided notice of 1 week is given to the delegated Community Development Officer.

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5.1 Appointment of members

TYC encourages and welcomes any young person aged 12-25 years living in Townsville to become a member at any time of the year.

Membership of the TYC is for an open term/timeframe, this allows consistency in involvement and progress of TYC projects and planning, and recognises members who wish to commit to long-term involvement with TYC.

5.2 Recruitment process:

If TYC membership drops below 12 members, TYC will actively seek new members. If TYC membership is above 12 and below 20 members, then the TYC will welcome any new members who enquire. If membership is 20 or over, TYC will conduct a review of current membership arrangements before accepting any new applications (i.e. memberships ceasing due to age, notice of membership resignations).

The Recruitment process will be negotiated between the TYC members and Community Planning and Development officer as recruitment needs are identified.

5.3 Leaves of absence, abandonment of membership and breach of TOR.

A member can apply for a leave of absence from the TYC by providing written notice to the Community Planning and Development officer or TYC Chair. A maximum leave of absence can be granted up to a maximum of three (3) consecutive meetings, unless extenuating circumstances are considered relevant by the TYC Chair or Community Planning and Development officer.

Leave of absence notifications are to be advised at the subsequent TYC meeting from date of notification received.

Membership will be reviewed by Community Planning and Development, if a member fails to attend three (3) consecutive meetings without prior approved notice.

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Membership will be reviewed by the Community Planning and Development officer, if inappropriate, discriminatory or offensive behaviour occurs towards fellow TYC members, guest speakers or the general public when representing TYC at meetings, community events/activities, or through social media platforms.

5.4 Volunteer workers agreements:

Each TYC member will be asked to complete a TCC volunteer workers agreement. Purpose of this agreement is to detail the provisions of performing voluntary work with Council (as per the code of conduct).

5.5 Working with children - Blue Card:

Each TYC member, 18 years and over will make application for a Blue Card which enables them to work at events where children are in attendance, in accordance with current legislation.

TYC Members under the age of 18 are not to share their contact details (i.e. phone numbers, addresses, social media profiles) without the prior approval of the TYC officer. This clause includes sharing information with other members of youth council, and external representatives of other organizations.

6. MEETINGS >>

6.1 Quorum

A quorum must be half the number of active members of the TYC membership plus one.

Decision making of the TYC 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 Community Planning and Development sections discretion.

6.2 Frequency and location

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Meetings of the Townsville Youth Council will be held fortnightly, at the Aitkenvale Library meeting room.

The meetings will be held on Tuesday's from 5.30pm to 7pm.

The meeting will be chaired by the elected TYC chair (where applicable), if the elected Chair is unavailable; role of Chair will be delegated to the Vice-Chair.

Additional / Extraordinary meetings of the TYC may be called, at the discretion and approval from the delegated Community Development Officer as required. Additional/Extraordinary meetings are arranged through negotiation and approval with the delegated Community Development Officer, TYC Chair and TYC members.

6.3 Meeting agenda

Agenda items are to be submitted one week prior to meeting dates (where possible) to allow relevant parties with 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 Community Development Officer.

6.4 Communication and correspondence

All incoming and outgoing correspondence should be approved by delegated Community Development Officer and stored in accordance to TCC policies and procedures.

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

Section 5.3 of this TOR is applicable with regard to the misuse of social media platforms wherein relation to the TYC.

7. REPORTING REQUIREMENTS >>

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The TYC will report back to TCC through the delegated Community Development Officer.

TYC will be requested to present to Council on an half yearly basis.

8. RELATED POLICES/DOCUMENTS >>

- TYC Project Brief.
- All projects both council and community relating to young people have the potential to be associated and supported with the Townsville Youth Council.

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