

NARROMINE SHIRE YOUTH COUNCIL CHARTER

1. Objectives

The objectives of the Narromine Shire Youth Council are to: -

- Advocate for the needs of young people and provide a mechanism for their participation and involvement in decision-making on community issues.
- Act in an advisory and consultative capacity to Council and staff on matters affecting young people in the community.
- Assist young people in developing skills in leadership, communication, advocacy, governance and administration

2. Definitions

Council means the Narromine Shire Council

Elected Council means the governing body of Council

Youth Council means the Narromine Shire Youth Council

Youth Members mean members of the Youth Council between the ages of 11 and 18 years

Facilitator means a Council officer who is delegated to provide guidance to the Youth Council

Councillor representative means a Councillor who is appointed by the elected Council to support the Youth Council and Youth Members

Invitee means any person invited by the General Manager or at the request of the Youth Council to attend a meeting only for a specific purpose. Invitees have no voting rights.

Duty School means the rostered lead School for the upcoming meeting as outlined in the schedule.

3. Establishment and dissolution

The elected Council resolved at its Ordinary Council Meeting held on 10 December 2024 to establish a Youth Council for a 2-year trial period (Resolution No 2024/275).

The Youth Council will become effective on 1st of March 2025 and will be dissolved at the end of December 2026 unless dissolved earlier by Council.

4. Authority

In carrying out its responsibilities, the Youth Council must always recognise that primary responsibility for the management of Council rests with the elected Council and the General Manager.

The Youth Council has no executive powers and cannot make decisions on behalf of Council.

The Youth Council or its members cannot direct any Council officer in his or her duties.

5. Role of Youth Council

The role of the Youth Council is to: -

- Provide a forum for young people to have a say on issues important to them
- Identify and initiate opportunities for participation and involvement of young people in community activity
- Provide comments and suggestions on local government policies and programs for youth
- Co-ordinate, plan and implement National Youth Week events
- Provide advice and assistance to Council on methods in which to enhance engagement of young people on issues relating to youth

6. Membership

The Youth Council will have the following membership with voting rights: -

- One Councillor representative (and one alternative Councillor representative) to be appointed by Council
- A maximum of 20 Youth Members aged 11 to 18, with the maximum number of representatives from each School as follows:
 - Two (2) - Trangie Central High School
 - Two (2) - Trangie Central Primary School
 - Two (2) - St Johns Primary School Trangie
 - Two (2) - Narromine Public School
 - Two (2) - St Augustines Primary School Narromine
 - Two (2) - Narromine Christian School
 - Eight (8) – Narromine High School

Youth Members volunteer their services as a member of the Youth Council. Youth members are appointed for a term of 12 months. Appointed Youth Members may seek reappointment for a subsequent 12-month term.

7. Nominating for Membership

Council will call for expressions from local schools to be involved in the Youth Council. Each school that would like to be involved will be asked to nominate up to three student members to the Youth Council.

To be eligible for selection on the Youth Council, applicants must: -

- Be aged between 11 and 18 years.
- Have parental consent if they are under 18 years old.
- Be nominated by a school within the Narromine Local Government Area.

The Youth Council aims to include and encourage applicants who are: -

- Existing school leaders or members of a peer support group
- Members of local sporting or community groups
- From diverse socio-economic and cultural backgrounds
- Motivated to make a difference

8. Selection

Applicants will be appointed once nominated by their local school.

9. Appointment and Responsibility of Chair

The Chair's role will rotate each meeting, nominated by the 'duty school'. The schedule will be outlined at the first meeting.

The Chair will be responsible for keeping order at the meeting and ensuring members follow the meeting agenda.

If the Chair is absent from a meeting, a member of the Youth Council will be nominated by the Youth Council to chair the meeting.

10. Responsibility and Requirements of Youth Members

Youth Members will be responsible for: -

- Attending meetings
- Actively seeking the views and opinions of young people and relevant issues to be brought to the notice of the Youth Council
- Representing the views and acting in the interest of all young people across the Narromine Local Government Area
- Contributing items of interest to the meeting agendas, by contacting the Chair between meetings
- Actively participating in discussions at meetings
- Actively participating in National Youth Week events
- Communicating any issues regarding the Youth Council including absences from meetings or activities

11. Responsibility and Requirements of the Councillor Representative

The Councillor Representative is responsible for: -

- Attending meetings
- Actively participating in discussions at meetings
- Mentoring, liaising and supporting the Youth Council and Youth Council members
- Assisting in the communication of ideas of the Youth Council to other Councillors

12. Responsibility and Requirements of the Facilitator

The Facilitator will be a suitably qualified Council officer, appointed by the General Manager. The position may be shared amongst a number of suitably qualified Council officers.

The Facilitator is to: -

- Schedule Youth Council meetings.
- Ensure the agenda and draft minutes are prepared, approved and distributed within the appropriate timeframes.
- Prepare meeting business papers if required.
- Support the Chair and the Youth Council in managing National Youth Week Events and activities.
- Prepare all media, publicity and distribution of information to the public in accordance with Council policy.

13. Attendance at Meetings

Attendance at any meeting of the Youth Council is limited to the following: -

- Appointed Youth Members
- Elected Councillor Representative
- Facilitator
- Invitees approved by the General Manager or Facilitator

14. Quorum

A quorum is constituted by attendance of at least 5 Youth Members and a Councillor Representative.

15. Meeting Schedule

The Youth Council will meet four times per year, with two meetings to be held in Trangie and two meetings to be held in Narromine. Meetings will be held during school hours. Suitable timing should be discussed at the first meeting.

16. Meeting Agendas

The Facilitator is responsible for approving the agenda and ensuring its distribution at least 5 business days prior to the day of the meeting. The agenda may be distributed electronically.

17. Minutes

All Youth Council meetings will be appropriately minuted and recorded by the nominated Youth Member.

The nominated Youth Member will forward draft minutes to the Facilitator no later than 10 business days following the meeting.

The Facilitator is responsible for approving the draft minutes and ensuring distribution. The minutes may be distributed electronically.

Draft minutes of the previous meeting are to be adopted by the Youth Council at the following meeting.

18. Recommendations of the Youth Council

Recommendations of the Youth Council must be consistent with this Charter.

Recommendations are expected to be made by open vote and by consensus.

Council officers may action recommendations as they deem appropriate in accordance with their individual delegations and authorisations.

19. Reports to Council

The Youth Council will report to the elected Council annually or when a decision of the elected Council is necessary to enact a recommendation of the Youth Council.

The Youth Council may also provide reports to Council's General Manager.

20. Public Comment

The Mayor or General Manager are the official spokespersons for Council. No member of the Youth Council should speak to the media on behalf of Council. All media releases, advertising and publication of information relating to the Youth Council will be undertaken by Council officers, in accordance with Council policy.

21. Induction

Youth Members will receive relevant information and briefings on their appointments to assist them to meet their responsibilities.

22. Review

A review of this Charter as resolved is scheduled for March 2026.