

Newcastle City Council

# Charter

# Newcastle Youth Council Committee Charter

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# 1 Objective

- 1.1 The objective of the Committee is to seek to engage young people in Local Government and to provide advice to Council regarding youth issues in Newcastle's LGA.

# 2 Interpretation

- 2.1 **Act** means the Local Government Act 1993 (NSW).
- 2.2 **Council** means the Newcastle City Council and where appropriate includes its administration.
- 2.3 **Committee** means the Council's Youth Council.
- 2.4 **Member** means those described in clause 6.1.
- 2.5 **Facilitator** means a Council Officer appointed to fulfil the tasks set out in clause 11.
- 2.6 **Chief Executive Officer** means the Chief Executive Officer of Council and includes his/her nominee.
- 2.7 **Invitee** means any person invited by the Chief Executive Officer or at the request of the Committee to attend a meeting only for a specific purpose. Invitees have no voting rights.

Unless stated otherwise, a reference to a clause is a reference to a clause of this Charter.

# 3 Establishment and dissolution

- 3.1 Council resolved to establish the Committee on 17 November 2009.
- 3.2 The Committee may be dissolved by resolution of Council.

# 4 Authority

- 4.1 In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the Chief Executive Officer, as provided in the Act.
- 4.2 The Committee has no executive powers and cannot make decisions on behalf of Council.
- 4.3 Neither the Committee nor any of its Members may direct any Council officer in his or her duties.
- 4.4 The Chairperson of the Committee may, if considered reasonably necessary and in consultation with the Chief Executive Officer, request external professional advice to allow the Committee to meet its responsibilities.
- 4.5 The Chief Executive Officer may facilitate, and provide the necessary financial resources, to engage the provision of any such external professional advice required.

# 5 Responsibilities of Committee

- 5.1 The responsibilities of the Committee are as follows:
  - 5.1.1 aim to engage young people in Local Government;
  - 5.1.2 raise awareness of youth issues;

- 5.1.3 allocate Youth Week grants as per Council's Youth Week Grant Policy;
- 5.1.4 guide implementation of the Newcastle 2030 Community Strategic Plan;
- 5.1.5 assist in the development and implementation of social strategies for Newcastle City Council;
- 5.1.6 assist Council to prepare applications for youth related grants; and
- 5.1.7 support Council in a manner that is consistent with Council values and decisions of Council.

## **6 Membership**

- 6.1 The Committee will be constituted by the following membership with voting rights:
  - 6.1.1 At least one Councillor Member, to a maximum of three,
  - 6.1.2 Youth Members (up to fifteen in total) aged 15-25.

## **7 Selection of Councillor Members**

- 7.1 Council will call for nominations for Councillor Members at the commencement of each Council term.
- 7.2 Council will elect three Councillor Members by resolution.
- 7.3 Councillor Members remain Members of the Committee until:
  - 7.3.1 the Committee is dissolved pursuant to clause 3.2 of this Charter;
  - 7.3.2 they resign; or
  - 7.3.3 their membership is otherwise terminated.
- 7.4 Councillor membership terminates immediately upon a Councillor Member no longer being a Councillor.
- 7.5 If a Councillor Member does not remain on the Committee for the entire Council term, appointment of a replacement Councillor Member must be by resolution of Council as soon as practicable after the Councillor Member ceases to be a Member of the Committee.
- 7.6 If re-elected to Council, retiring Councillor Members are entitled to nominate for re-appointment.

## **8 Selection of external Members**

- 8.1 To be eligible for selection to Youth Council, applicants must:
  - 8.1.1 be aged between 15-25 years;
  - 8.1.2 provide parental consent if under 18;
  - 8.1.3 demonstrate previous experience in youth activities;
  - 8.1.4 demonstrate awareness of issues currently facing young people;
  - 8.1.5 demonstrate problem solving skills; and
  - 8.1.6 attend three consecutive meetings before becoming an official Member.
- 8.2 Youth Council applications are available on Council's website or from Council's Youth Council Facilitator.

- 8.3 Applications will be assessed on merit by at least two of the following, Community Planning Coordinator, Youth Council Facilitator and Youth Council Chair based on applicants meeting the selection criteria.
- 8.4 If Youth Council already has fifteen Members and additional applications are received that meet the selection criteria, these applicants will be placed on an eligibility list for up to 12 months. Extension of eligibility will be in consultation with the applicant and the Youth Council Facilitator.

## **9 Responsibility of Members**

- 9.1 Members are expected to:
  - 9.1.1 contribute the time needed to understand the Committee's business papers and to attend Committee meetings;
  - 9.1.2 read and understand the relevant legislative and regulatory requirements applicable to Council, including Council's Code of Conduct and Privacy Management Plan; and
  - 9.1.3 in accordance with responsibilities, provide advice and feedback on matters brought before the Committee.

## **10 Appointment and responsibility of Chairperson**

- 10.1 The Chairperson will be appointed by the Youth Council at the first meeting of each year.
- 10.2 The Chairperson may use the title 'Youth Mayor'.
- 10.3 The Chairperson will be responsible for keeping order at the meeting and ensuring members follow the meeting agenda.
- 10.4 If the Chairperson is absent from a Committee meeting, a Member of the Committee will be nominated by the Committee to chair the meeting.

## **11 Responsibility and requirements of Facilitator**

- 11.1 The Facilitator will be a suitably qualified Council officer. The position may be shared amongst a number of suitably qualified Council officers.
- 11.2 The role of the Facilitator is to:
  - 11.2.1 Ensure that the Committee has adequate administrative resources.
  - 11.2.2 Ensure agendas, minutes and business papers are prepared and distributed within appropriate timeframes;
  - 11.2.3 Support the Chair and Committee in managing Youth Council projects; and
  - 11.2.4 Support the Chair and Committee in the distribution of National Youth Week Grants as per the Youth Week Grant Policy.

## **12 Termination of Membership**

- 12.1 Membership of any Member of the Committee may be terminated by a decision of the Committee due to:
  - 12.2.1 a Member's non-attendance at three consecutive Committee meetings, without prior notification of their non-attendance or the granting of leave by resolution of the Committee.
  - 12.2.2 The Member's conduct being inconsistent with clause 19 or a breach of confidentiality as provided at clause 23.

## **13 Attendance at meetings**

- 13.1 Attendance at any meeting of the Committee is limited to the following:
  - 13.2.1 Members;
  - 13.2.2 Facilitator;
  - 13.2.3 Elected Councillors; and
  - 13.2.4 Invitees approved by the Chief Executive Officer or Facilitator including new members and applicants and individuals on the eligibility list (as defined in 8.4).

## **14 Meeting administration**

- 14.1 The Facilitator is responsible for ensuring that the Committee has adequate administrative resources.

## **15 Quorum**

- 15.1 A quorum is constituted by attendance of at least 5 Members within 30 minutes of meeting start time. Quorum means the number of people that must be in attendance to hold a meeting and make Committee decisions.

## **16 Meeting schedule**

- 16.1 The Committee will meet at least four times per year or as resolved by the Committee.
- 16.2 A forward meeting calendar will be agreed by the Committee each year.

## **17 Meeting agendas**

- 17.1 The Facilitator is responsible for preparation and distribution of meeting agendas and Committee business papers.
- 17.2 The Facilitator will provide notice of meetings, including the agenda and business papers, to Members at least seven business days prior to the day of the meeting. These may be transmitted electronically.

## **18 Resolutions of the Committee**

- 18.1 Recommendations and resolutions of the Committee must be consistent with this Charter.
- 18.2 The Committee is expected to make decisions by open vote.
- 18.3 Resolutions must only be recommendations.
- 18.4 Council Officers may action resolutions as they deem appropriate in accordance with their individual delegations and authorisations.

## **19 Reports to Council**

- 19.1 Youth Council will report to the elected Council annually or when a decision of the elected Council is necessary to enact a resolution of the Youth Council.
- 19.2 Youth Council may also provide reports to Council's Chief Executive Officer.

## **20 Minutes**

- 20.1 All Committee business will be appropriately minuted and recorded by the nominated Committee Member.
- 20.2 Draft minutes will be distributed to the Committee at least 7 business days prior to the next meeting.
- 20.3 Draft minutes of the previous meeting are to be adopted by resolution of the Committee at the following meeting.

## **21 Conduct by Members and attendees**

- 21.1 All Members and attendees are expected to conduct themselves in accordance with Council's Code of Conduct.
- 21.2 Conflicts of Interests must be declared and managed in accordance with the Code of Conduct. A record of a declared conflict of interest in the minutes is sufficient.

## **22 Public Comment**

- 22.1 The Lord Mayor or Chief Executive Officer are the official spokespeople for the Council, in accordance with Council's Media Policy. No member of Youth Council should speak to the media or members of the public on behalf of Council.
- 22.2 The Chairperson is the official spokesperson of the Committee and may make media comment in consultation with the Facilitator and Council's Manager Communication and Engagement.

## **23 Confidentiality**

- 23.1 Prior to attending a meeting, Committee Members and other attendees at the meeting must agree to abide by the terms of Council's Code of Conduct relating to confidentiality.
- 23.2 Unless otherwise resolved by the Committee, all meetings of the Committee will be closed to the general public.

## **24 Induction**

- 24.1 New Committee Members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

## **25 Review of Charter**

- 25.1 This Charter will be reviewed every four years and may only be amended by resolution of Council.