

# Youth Council Guidelines 2023



## Mission Statement

**The Blue Mountains Youth Council empowers young people to represent the voice of youth in the City of Blue Mountains and to develop their skills to build engaged citizens and progressive leadership. The Blue Mountains Youth Council strives to promote a positive community environment.**

## 1. PURPOSE

- ✓ To act in an advisory and consultative capacity to the Council on youth policy, youth and community issues.
- ✓ To provide an opportunity for young people to develop an understanding of the role of local government and of advocacy.
- ✓ To increase the participation and representation of Blue Mountain's young people in civic affairs and community life.
- ✓ To assist young people to develop skills including leadership, meeting procedures and communication.
- ✓ To enhance the wellbeing of young people through support of cultural, environmental, recreation and social activities.
- ✓ To promote positive stories and images of young people.
- ✓ To inform, support and increase connection between young people in the Blue Mountains.

## 2. RELATIONSHIP WITH BLUE MOUNTAINS CITY COUNCIL

- The Youth Council may make recommendations to Blue Mountains City Council on issues relevant to young people.
- The Youth Council will work within a 'theme' each year that will enable specialist Council staff to help guide projects within that theme.
- Council's Community Outcomes Team will support and resource the Youth Council including administrative support, training, organisation of transport and provision of appropriate supervision at meetings and events.

### Public Statements/Social Media/Online Presence

- Public statements on behalf of the Youth Council need



to be authorised by the Youth Council, supported by Council's Community Development Officer (CDO) and Communications Officer.

- Only approved accounts and formats can be used for Youth Council business and the CDO or other BMCC will act as moderator for these accounts. Accounts outside of what has been approved by Council are not to be used for Youth Council business
- Youth Councillors can share only what has been formally published by Council to their personal pages as it relates to Youth Council or Council business.
- Surveys will be conducted through channels approved by the CDO with particular emphasis on Council's online engagement platform <https://yoursay.bmcc.nsw.gov.au/youthcouncil>
- These pages will be managed by Council staff such as the CDO or any other staff with a direct responsibility to Youth Council projects.

### Council standards

- Any person posting on social media on behalf of Blue Mountains City Council (including Youth Council) needs to be aware not to post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, commercial advertising, constitutes a contempt of court, breaches a Court suppression order, is unlawful, is for personal gain, or encourages others to break the law.
- Found breaches of this standard will result in the offending Youth Councillor/s being dismissed from Youth Council.

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## 3. ROLES AND RESPONSIBILITIES

- Actively seek views of young people and relevant issues to be brought to the notice of the Youth Council.
- Attend meetings or meet online commitments as required.
- Actively participate in discussion and decisions that take place at meetings or online. This may include extra meetings or communication, as required, following the establishment of working parties for specific projects, in which members voluntarily take part. All members must satisfactorily participate in a minimum of one project a year. This activity is evaluated every three months.
- Co-ordinate, plan and implement community activities and events with the support of BMCC staff.
- All members of the Blue Mountains Youth Council will agree to act within the guidelines of the Blue Mountains Youth Council at all times. This is to be confirmed by signing an agreement form at the end of this document.
- If a member persistently acts in a way that is not in the interests of the Youth Council, a meeting may be held where the young person has the opportunity to discuss the issue with the CDO and any other applicable Council staff. The young person may be suspended or asked to leave upon review of the matter.

## 4. MEETINGS

- The 4th Wednesday of each month unless otherwise advised.
- Outcomes of meetings will be documented. The Minutes of each meeting shall be circulated to all members as soon as practicable.
- The Agenda and meeting papers shall be circulated to members at least three (3) days prior to meeting.
- Members must send notification of their attendance in writing at least 48 hours prior to a meeting. Membership may be cancelled by failure to attend three (3) meetings within a year.
- A quorum of at least 6 members need to be in attendance at meetings to make decisions on behalf of the Youth Council by majority vote. Decisions are binding

unless reversed by a majority vote. Reversal will only be considered once and within a reasonable timeframe from the original decision. No voting by proxy is permitted.

- Discussions during meetings shall be informal, though still keeping to the meeting agenda. Meetings will be conducted in a spirit of respect of personal differences and individual's right to their opinions.
- Youth Council meetings are closed to the public, unless otherwise agreed to by the Youth Council.

## 5. INSURANCE

- The Blue Mountains City Council shall arrange and maintain a portfolio of insurance to cover all possible risks, including a Personal Accident Policy for committee members, a Voluntary Worker's Policy and an Indemnity Policy for committee members.



## AGREEMENT

I have read, understood and agree to adhere to the 2023 Guidelines as explained in this document:

Name	
Signature	
Date	