



LIVERPOOL YOUTH COUNCIL CHARTER

Adopted: 1 February 2017

TRIM: 025617.2017



LIVERPOOL YOUTH COUNCIL CHARTER

1. NAME

Liverpool Youth Council

2. INTERPRETATION

For the purpose of this charter:

“Council” means the Liverpool City Council.

“Member” means a member of the Liverpool Youth Council.

“CEO” means the Chief Executive Officer.

“YC” means the Youth Council.

3. STATUS OF YOUTH COUNCIL

Advisory committee of Council

4. PURPOSE

The Liverpool Youth Council has been established:

- a) To provide advice to Council about issues relating to young people;
- b) To act as a consultative mechanism for young people and to promote the interests of young people in Liverpool

5. FUNCTION

5.1 The main functions of the YC are to:

- a) Provide specialist advice to Council on youth issues and youth policy;
- b) Involve young people in the community and in the processes of Council;
- c) Act as a consultative mechanism for Council on issues that affect a diverse range of young people;
- d) Provide a forum for young people to develop an understanding of the role of local government;
- e) Plan and organise cultural, environmental, recreational and social activities citywide for young people;
- f) Assist young people to develop various skills, including leadership, meeting procedures, communication and various administration skills;
- g) Lobby and advocate on issues affecting young people; and
- h) Promote positive stories and images of young people.

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6. OUTCOMES

- 6.1 Deliver projects that benefit young people as agreed by the Youth Council.
- 6.2 Inform council about issues that are important to young people in Liverpool.
- 6.3 Provide an opportunity for Council and other organisations and levels of government to consult representatives of the young population.

7. YC DELEGATIONS

- 7.1 The YC shall not have the power to incur expenditure.
- 7.2 The YC does not have the power to bind the Council, unless given a specific delegated authority from Council.
- 7.3 The YC can make recommendations to the Council or another YC of the Council on all relevant business presented before it. Recommendations of the YC will generally be presented to the Council in written form, accompanied by a report from relevant Council officers. Recommendations made by the Council YC may or may not be adopted by Council.
- 7.4 Recommendations made by the YC which are determined by the CEO to be substantially operational in nature will be dealt with by the relevant Director, and any action or decision not to act will be reported to the YC on a regular basis.

8. MEMBERSHIP

- 8.1 The YC does not have the authority to co-opt anyone to its membership.
- 8.2 Councillor representation
 - 8.2.1 Two Councillors elected by Council are members of the YC.
 - 8.2.2 Councillor representatives are encouraged to attend meetings of the YC and contribute to discussions.

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8.3 Council staff representation

8.3.1 The Manager Community Services (or their delegates) will attend all YC meetings, as well as working-party meetings organised by the YC.

8.3.2 Council staff members required to attend the YC will participate equally with others in terms of discussion and debate but will not have any voting rights.

8.4 Community representation

8.4.1 Membership of the YC is via an application process preceding the beginning of each term, and selection is based on the following criteria:

- a) The young person must be between the ages of 12 and 24 years;
- b) The young person must reside in the Liverpool Local Government Area or spend 12 hours or more per week working / volunteering / studying inside the Liverpool Local Government Area;
- c) The young person should be available to attend meetings (usually occur in the afternoon / evening), actively participate and commit to the full term of the YC, being two years;
- d) The total membership must reflect a range of ages, genders, abilities, cultural backgrounds and suburbs of residence;
- e) Incoming Councillors must be available to undergo training between their confirmation and the commencement of their term;
- f) YC members or their parents or guardians must give formal written approval for their name, age and photo to appear in any publicity in relation to the YC or Council. A member's parents or guardians are required to sign a YCI permission note at the beginning of their two year term which covers these issues. If there are any changes to this, a letter signed by the parents or guardians is to be forwarded to the Community Development Worker (Youth); and
- g) Each young person is to complete the Liverpool YC Registration Form as part of the recruitment process.

8.4.2 Informal interviews/ meetings will be conducted with all nominees by the Community Development Worker (Youth), Community Development Assistant (Youth/Aged) and one existing YC member. The interviews will discuss the issues on the nomination forms, any concerns and are an opportunity to get to know the young people. Following the assessment, nominees will be nominated against the selection/eligibility criteria and recommendations for appointments to will be submitted to Council for endorsement.

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8.5 Chairperson and Deputy Chairperson

- 8.5.1 The election of the Chairperson and Deputy Chairperson from the group of young people who are members of the YC should occur at the first meeting of the new YC.
- 8.5.2 The role of the Chairperson is to preside at a meeting of the YC. The Chairperson requires the skills to be able to facilitate the effective functioning of the YC. In the absence of the Chairperson, the Vice Chairperson shall preside at the meeting.
- 8.5.3 If the Chairperson or the Deputy Chairperson of the YC is not able or willing to preside at a meeting of the YC, the YC will elect a member of the YC to be Acting Chairperson for that meeting.
- 8.5.4 If the Chairperson (or the Deputy Chairperson) of a YC is not present at the time designated for the commencement of a meeting, the first business of the meeting must be election of an Acting Chairperson to preside at the meeting.
- 8.5.5 The election of a Chairperson, Deputy Chairperson or Acting Chairperson must be conducted:
- a) By the CEO or, in his or her absence, an employee of Council designated by the CEO to conduct such an election; or
 - b) If neither of them is present at the meeting – by the person who called the meeting or a person acting on his or her behalf.

8.6 Other Office Bearers

The following executive positions of the Liverpool YC will be elected in the same manner as the Chairperson.

8.6.1 The YC Secretary shall:

- a) Have the role of taking minutes throughout the meetings, noting all actions and motions;
- b) Be responsible for ensuring that minutes of each meeting are typed and forwarded to Council Staff no later than 2 weeks after the meeting;
- c) Attend to any correspondence needs of the YC with support from the Council staff. Correspondence is to be written on Council's official letterhead (which includes the current YC logo) and approved by the Community Development Worker (Youth); and
- d) Be assisted by the Deputy Secretary where appropriate.

8.6.2) The YC Deputy Secretary shall:

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- a) Assist the Secretary as required with any of the above responsibilities, or in his or her absence.

8.6.3) The YC Treasurer shall:

- a) Liaise with the Community Development Worker (Youth) and Community Development Assistant he or she regarding expenses and the current balance of budget. They shall report on the budget at each YC meeting.

8.6.4) The Media Representative shall:

- a) Speak to the media on behalf of the YC, subject to approval from the Mayor; and
- b) Liaise with the Community Development Worker (Youth) and Community Development Assistant regarding media representation of the YC.

9. TERM OF OFFICE

9.1 YC members serve a two year term, with a maximum of two consecutive terms served by any one member (i.e. members can serve a maximum of four years).

9.2 A young person appointed to the YC will continue as a member until the YC is disbanded at the end of the two year term, or following Council elections, whichever is sooner.

9.3 Casual Vacancy

9.3.1 Following the confirmation of each new YC, an eligibility list will be developed that will list unsuccessful applicants in order of merit. If a vacancy occurs during the term of appointment it will be filled by an applicant on the eligibility list. The eligibility list will contain names of applicants who have been previously interviewed and have met the stipulated criteria. Appointments made via the eligibility list will be endorsed by Council through its usual process.

9.4 Non-Attendance at Meetings

9.4.1 Youth Councillors are expected to participate in all meetings, working parties where relevant, and YC activities / events.

9.4.2 In the event that a Youth Councillor cannot attend a YC meeting, an apology or notification must be made to the Community Development

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Worker (Youth) or Community Development Assistant prior to the meeting, via email or phone call with a least twenty four (24) hours' notice unless an emergency arises.

- 9.4.3 Youth Councillors who miss three meetings during the term of the YC without prior apology will be contacted by the Community Development Worker (Youth) or Community Development Assistant to discuss reasons for their absence. If the member continues to be absent without apology after this discussion then they may have their position declared vacant by a motion of the YC.
- 9.4.4 Where any member, including executive position holders, is not meeting their roles and responsibilities, the YC has the right to question their membership. To do this, any members of the YC must approach the Community Development Worker (Youth) or Community Development Assistant outside an ordinary meeting in order to maintain confidentiality and professionalism. The person identified will be notified and the matter will be discussed with the Community Development Worker (Youth) or Community Development Assistant. If the member is still not meeting their roles and responsibilities they may have their position declared vacant by a motion of the YC.
- 9.4.5 The Community Development Worker (Youth) or Community Development Assistant may also initiate the process outlined in 9.4.4 by contacting the Youth Councillor to request they attend a meeting within 14 days of contact to discuss the issues with them. At this meeting the Youth Councillor will be given the opportunity to state their case before the motion goes to a vote at a YC meeting. If the member does not respond to the requests for a meeting, then they may have their position declared vacant by a motion of the YC.
- 9.4.6 At the expiration of 14 days, the procedure to declare a position vacant will be executed as follows:
- a) A recommendation to the YC to raise a motion to have the position of membership declared vacant, at the next ordinary meeting;
 - b) A phone call to advise that a motion will be submitted at the next ordinary meeting to declare the position vacant;
 - c) A follow up email if the phone call was not successful; and
 - d) A letter to confirm that the action was undertaken.
- 9.4.7 Youth Councillors acting outside this charter and Council's Code of Conduct could be subject to possible dismissal by a motion of censure, passed by a majority of the YC.
- 9.4.8 Youth Councillors can undergo an appeal process if they feel they have been unfairly dismissed. They can do this by contacting the Community

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Development Worker (Youth) or Community Development Assistant and stating their case in writing, which will then be reviewed.

- 9.4.9 Youth Councillors can take a leave of absence if agreed to by the Community Development Worker (Youth) or Community Development Assistant at a meeting for each individual during their two year term. There will be a maximum of three members on leave at a time. A maximum of three months leave of absence is permitted. The Community Development Worker (Youth) or Community Development Assistant will notify YC of the approved leave at the next ordinary YC meeting. The leave of absence will be minuted at the meetings accordingly. This may include “study leave” for such purposes as the Higher School Certificate (HSC) or equivalent.

9.5 Resignation from YC

- 9.5.1 Any YC member wishing to resign from the YC shall do so in writing to the Community Development Worker (Youth) or Community Development Assistant.

10. QUORUM AND DECISION MAKING

- 10.1 Half of the YC membership plus one (i.e. quorum is equal to seven members), and one Councillor must be present to enable a quorum.
- 10.2 Observers or visitors at the meeting do not form part of the quorum.
- 10.3 In the absence of a quorum 15 minutes after the advertised start of the meeting, the YC present may discuss the agenda items although any recommendations made will not become formalised until they have been ratified at the next YC meeting with a quorum present.
- 10.4 Wherever possible, recommendations of the YC will be made on the basis of consensus, i.e. where all present agree. At the discretion of the Chairperson, a vote may be called to resolve a matter. This may occur when consensus cannot be reached or in relation to a matter that is more significant in nature. In such cases, the matter will be resolved by a simple majority of those at the meeting, provided that there is a quorum present. In the event of a tied vote, the Chairperson will exercise the deciding vote.
- 10.5 YC recommendations are not binding on Council. To obtain Council endorsement, a YC recommendation must be reported to the Council for their decision.

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- 10.6 At the discretion of the Chairperson, a vote may be called to decide a matter. This may occur when consensus cannot be reached or in relation to a matter that is more significant in nature. In such cases, the matter will be decided by a simple majority of those at the meeting, provided that there is a quorum present. In the event of a tied vote, the Chairperson will exercise the deciding vote.

11. MEETINGS AND MEMBERS OF THE PUBLIC

- 11.1 YC meetings will usually not be open to members of the general public. However, the YC can decide to open the meeting to the public, subject to the agreement of the Chairperson in consultation with the CEO (or delegate).
- 11.2 Representatives of organisations or the general community may be invited to address the YC on matters on the agenda.

12. TIMETABLE FOR MEETINGS

- 12.1 The Liverpool Youth Council will meet once per month on a date determined by Youth Council members at the beginning of each term. Meetings will still be held at the current time of 6:00pm – 7:45pm.
- 12.2 A meeting will be limited to a maximum of two hours duration unless the YC resolves to extend the length of the meeting to a particular time or the completion of business.
- 12.3 Extraordinary meetings may be called by the Chairperson of the YC in consultation with the CEO (or his / her delegate).
- 12.4 The location, date and starting time for meetings will be advised on the agenda.
- 12.5 YC meetings can only be held if five working days' notice has been given to all members.

13. MEETING PRACTICE AND PROCEDURES

- 13.1 Unless otherwise specified in this Charter, YC meetings must be conducted in accordance with Council's Code of Meeting Practice.
- 13.2 The YC must observe the provisions of any other relevant Council policies and procedures.

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13.3 Minutes of the meetings must be kept in accordance with the procedures set out in Council's Code of Meeting Practice.

13.4 The minutes of each YC meeting will be submitted to the next available meeting of Council.

14. INSURANCE COVER

14.1 YC members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the YC.

15. OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES

15.1 All members of YC are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the YC.

15.2 Should a member of the YC breach Council's Code of Conduct or any other relevant Council Policy, the matter will be referred to the CEO to be dealt with in accordance with Council's Code of Conduct Procedures.

15.3 A breach of the Code of Conduct may result in the particular YC member concerned being excluded from membership of the YC.

15.4 If a YC member has a pecuniary interest in any matter with which the YC is concerned, and is present at a meeting of the YC at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be vote against the motion.

15.5 A member of the YC who has a non-pecuniary conflict of interest in any matter with the which the YC is concerned and is present at a meeting of the YC at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a member of the YC has declared a non-pecuniary conflict of interest, there exists a range of options for managing the conflict of interest. The option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with.

15.6 A YC member will deal with a non-pecuniary conflict of interest in a least one of these ways:

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- a) Where the potential for conflict is deemed minimal, take no action. However, the Councillor or YC member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists.
- b) Where the potential for conflict is more significant, take no part in the matter by leaving the room in which the meeting is taking place and take part in any debate or vote on the issue, as if the provisions in section 451(2) of the Act applied.
- c) YC members declaring a conflict of interest, whether pecuniary or no-pecuniary, should complete a Declaration of Interest Form which is to be signed by the CEO and retained by Council in accordance with Council's Code of Conduct and its Ethical Governance: Conflicts of Interest Policy.

16. CONFIDENTIALITY AND MANAGING PRIVACY

- 16.1 YC members through their involvement on the YC may come in contact with confidential or personal information retained by Council. YC members are required to maintain the security and confidentiality of any such information and not access, use or remove that information, unless authorised to do so.
- 16.2 The *Privacy and Personal Information Protection Act* 1998 and Council's Privacy Policy deal with the collection, holding, use, correction, disclosure and transfer of personal information.

17. MEDIA PROTOCOL

- 17.1 The Chairperson of the YC and the Media and the Assistant Media Representatives are the only persons permitted to speak to the media on behalf of the YC, subject to obtaining the approval of the Mayor in accordance with section 226 of the *Local Government Act* 1993.
- 17.2 No other member of the YC is permitted to speak to the media in his or her capacity as a YC member.

18. REVIEW OF THIS COMMITTEE AND THIS CHARTER

- 18.1 Council will review the work of the YC and this charter every two years.

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AUTHORISED BY

Council Resolution

EFFECTIVE FROM

1 February 2017

DEPARTMENT RESPONSIBLE

Community and Culture (Community Development and Planning)

REVIEW DATE

1 February 2019

VERSION

Version		Amended by	Date	TRIM Number
1		Council Resolution	28 November 2012	261527.2013
2		Council Resolution	24 September 2014	242167.2014
3		Council Resolution	24 March 2015	078286.2015
4		Council Resolution	28 October 2015	289760.2015
5		Council Resolution	1 February 2017	025617.2017

REFERENCES

Liverpool City Council: Code of Conduct

Liverpool City Council: Code of Conduct Procedures

Liverpool City Council: Code of Meeting Practice

Liverpool City Council: Councillor Access to Information and Interaction with Staff Policy

Liverpool City Council: Ethical Governance: Conflicts of Interest Policy

Liverpool City Council: Privacy Policy

Appendix A – Council’s responsibilities to YC

1. RELATIONSHIP WITH LIVERPOOL CITY COUNCIL

1.1 The relationship of the YC to Council includes:

- a) The YC considers and makes recommendations on issues relevant to young people in the Local Government Area to Council through advice on policy, DA submissions, social impact assessments and other initiatives;
- b) Recommendations of the YC will be considered in Council’s deliberations on any issues;
- c) Council’s Community Services Team will support and resource the YC through:
 - i) Administrative support (including: assistance with minutes, photocopying, access to phones, Internet, budget and Council reporting) to YC representatives to enable them to meet their accountability requirements;
 - ii) Training to YC representatives to enable them to sufficiently perform their duties;
 - iii) Additional support for disadvantaged members or members with a disability to support them in meeting their commitments as requested;
 - iv) Reimbursement of costs related to YC business: Council acknowledges the need for members of the YC to be adequately reimbursed for any costs they incur when performing their duties. Any reimbursements will be with the prior approval of Council’s Community Development Worker (Youth) and upon production of a receipt;
 - v) Assistance with phone expenditure: all phone calls must be detailed on the phone expenditure form and submitted to the Community Development Worker (Youth) each quarter. All local calls will be reimbursed at 25 cents per call. Any mobile calls (to or from a mobile) will be reimbursed at the total value, only if a copy of the bill is attached to the expenditure sheet;
 - vi) Remaining with YC members who are under the age of 18 years until they have been picked up: Council staff will wait with YC members after meetings and events until all members have been picked up from the meeting or event venue. Note: It is mandatory that a parent/guardian or other responsible adult picks up a Youth Councillor;
 - vii) Providing assistance in emergency circumstances: In the instance of the Youth Councillor being under the age of 18 years, and if there is any issue that may arise relating to transport, Council staff will contact the member’s parent/ guardian for permission to arrange for

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the member to be transported home by Taxi with costs to be met by the member or their parent/guardian;

- d) Travel: YC Members are responsible for their own travel to and from YC meetings and events. Any YC member under the age of 18 years wishing to be transported by another YC member will need to provide written or verbal permission from their parent/guardian allowing them to do so.

2. RESPONSIBILITIES OF YC MEMBERS

2.1 A Youth Councillor shall:

- a) Actively seek views and opinions of young people and relevant issues to be brought to the notice of the YC;
- b) Contribute items of interest to the meeting agendas, by contacting the Chairperson between meetings;
- c) Actively participate in discussion and decisions that take place at meetings;
- d) Actively participate in various working parties and events involving the YC;
- e) Represent the views and act in the interest of all young people across the Liverpool Local Government Area;
- f) Communicate any issues regarding YC, including absences from meetings or activities with the Community Development Worker (Youth) and/ or Community Development Assistant; and
- g) Agree to act within the guidelines of the YC as outlined in this Charter at all times. This is to be confirmed by signing an agreement form following a briefing session on this Charter and Code of Conduct training;
- h) Council protocols are to be followed by the YC members regarding the use of the Internet (YC website and Facebook page), e-mail, representing the YC at forums/ conferences and speaking to the media.
- i) No Youth Councillors shall make public statements relating to or on behalf of the YC, unless prior authorisation is received through a motion of the YC, unless otherwise negotiated and in accordance with Council's Media Representation Policy and communications procedures;
- j) Any correspondence regarding YC must be printed on Council's official letterhead (which may include a YC logo) and approved by Community Development Worker (Youth); and
- k) All members of the YC are to abide by the Council's Code of Conduct.

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3. RESPONSIBILITIES OF COUNCIL TO YC

3.1 The Community Development Worker (Youth) and the Community Development Assistant shall:

- a) Support and resource the YC to achieve its aims;
- b) Mentor, liaise with and support the YC and its members;
- c) Write Council reports and represent YC recommendations at Council and Agenda review meetings. These positions will also be responsible for writing covering Council reports as required by the YC;
- d) Check YC's email account weekly and respond where appropriate;
- e) Demonstrate awareness of Council processes and protocols;
- f) Conduct an evaluation of the YC at the completion of each two year term;
- g) Conduct a mid-term evaluation of the YC in reference to the YC Charter and any aims adopted by the YC for the preceding term period;
- h) Manage the YC's budget and be responsible for issues relating to finances of the YC; and
- i) Maintain accurate records according to Council practices.