



City of  
**Kalgoorlie  
Boulder**  
*City of*



Kalgoorlie-Boulder  
**Youth Council**

# TERMS OF REFERENCE

## KALGOORLIE-BOULDER YOUTH COUNCIL COMMITTEE



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## Vision

Our vision is for Kalgoorlie-Boulder to be a positive, connected, and supportive community.

## Mission

Our mission is to be a platform of youth empowerment which advocates for the development, leadership, and support of young people by taking action to make positive change in Kalgoorlie-Boulder.

## 1. Purpose

- 1.1. The purpose of the Kalgoorlie-Boulder Youth Council (*KBYC*) is to engage with the City of Kalgoorlie-Boulder (*CKB*) Council, the Community, and relevant stakeholders to advocate and take action on behalf of young people in Kalgoorlie-Boulder.
- 1.2. The *KBYC* are to provide recommendations on youth matters, projects and financial expenditure through formal agenda reports to Council for consideration and endorsement.

## 2. Roles and Functions

The role of the Kalgoorlie-Boulder Youth Council is to:

- 2.1. Advocate on behalf of young people and report to Council on matters that affect young people in Kalgoorlie-Boulder.
- 2.2. Support the development of young people and youth related services, by organising events and activities in Kalgoorlie-Boulder.
- 2.3. Provide leadership on community issues and connect young people with each other and the wider community.
- 2.4. Provide advice to the State Government through the Minister for Youth and Department of Communities via the City of Kalgoorlie-Boulder.
- 2.5. Represent young people at civic events or matters.

## 3. Delegation Powers

- 3.1. The Kalgoorlie-Boulder Youth Council is a formal committee of Council.
- 3.2. The Kalgoorlie-Boulder Youth Council has no delegated authority and no authority to implement its recommendations without resolution of Council.
- 3.3. The Kalgoorlie-Boulder Youth Council is responsible to the Council. The Kalgoorlie-Boulder Youth Council does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility.



## 4. Membership Requirements

- 4.1. Members must be 12 – 25 years.
- 4.2. Members must reside, undertake education and/or be employed in the municipality of Kalgoorlie-Boulder.
- 4.3. Members over the age of 18 must provide a valid Working With Children Check (WWC Check).
- 4.4. There will be a minimum of 8 and a maximum of 15 members. If *KBYC* membership drops below 8 members, the *KBYC* will actively seek new members.
- 4.5. Members can be employed by the City of Kalgoorlie-Boulder, but cannot be employed within the Community Development Team.

## 5. Core Responsibilities of Members

- 5.1. Receive information and advise City officers, Elected Members, and external stakeholders on relevant policies, projects, and initiatives.
- 5.2. Make formal recommendations to Council on matters relating to young people in Kalgoorlie-Boulder.
- 5.3. Identify priorities and gaps in local youth services, taking action to address identified youth needs.
- 5.4. Participate in development and skill building opportunities provided by the City.
- 5.5. Plan, deliver and support youth events, activities, and initiatives.
- 5.6. Communicate and collaborate with other youth representative bodies, community groups and service providers to meet the objectives of the *KBYC*.
- 5.7. Actively promote information regarding the *KBYC*, the City, and relevant youth and community projects and initiatives.
- 5.8. Undertake active involvement at City and community lead events or projects which contribute to the fulfillment of the *KBYC* objectives.

## 6. Membership Process

- 6.1. Applications for prospective members are open all year round and in line with the local government election cycle when the committee is dissolved. If membership is at capacity, applicants will be placed on a waiting list for consideration once a position is vacant.
- 6.2. The *KBYC*, in line with Local Government elections as prescribed by the *Local Government Act 1995*, will be fully dissolved every two years in October when Local Government elections are held. All current sitting *KBYC* members can reapply.



- 6.3. Applicants are required to meet with City Officers and the current sitting Youth Mayor or suitable representative (where practical) as part of the application process.
- 6.4. Applicants must attend a minimum of two (2) *KBYC* Casual Meetings before the application is presented at a *KBYC* Formal Meeting for consideration.
  - 6.4.1. Applications for *KBYC* membership when received for a dissolved committee, as part of the Local Government Election cycle, are exempt from attending two (2) meetings prior to their application being considered directly by City Officers and recommended to the City of Kalgoorlie-Boulder Council for endorsement.
- 6.5. Completed applications will be reviewed by City Officers prior to being presented to the *KBYC* at a meeting for recommendations and comments, before being presented for Council endorsement.
- 6.6. Once the application has *KBYC* received Council endorsement, it will be presented at an Ordinary Council Meeting for final approval.
- 6.7. Applications for a dissolved *KBYC* committee will be subject to the same above process, and will proceed directly to the City of Kalgoorlie-Boulder Council for endorsement.

## 7. Terms of Membership

- 7.1. Members will join the *KBYC* for a two-year term commencing from;
  - 7.1.1. The date when their application is accepted by the City of Kalgoorlie-Boulder Council, endorsing committees of Council following Local Government Elections.
  - 7.1.2. The date when their application is accepted during an existing two-year term.
  - 7.1.3. Applicants accepted within an existing two-year term will serve the remaining time and re-elect at the October Council elections.
- 7.2. Member's term ends when either of the following occur:
  - 7.2.1. Member's two-year term is completed;
  - 7.2.2. Members submit their written resignation to the *KBYC*;
  - 7.2.3. Membership is revoked after a review conducted by City Officers due to member's failure to comply with *KBYC Terms of Reference* and/or *Behaviour Guidelines*; and/or
  - 7.2.4. Membership has been reviewed under the Conditions of Membership and is recommended to the *KBYC* to be terminated.
  - 7.2.5. Members who do not attend three (3) consecutive meetings (scheduled Formal and Casual), without an apology or do not attend 75% of meetings in 12 months of their appointment will have their membership reviewed.



- 7.2.6. Member reaches the age of 26, existing members that turn 26 while serving may serve the remainder of their term until the next October meeting date, creating a vacancy thereafter. They may not reapply thereafter.
  - 7.2.7. All terms of office are dissolved on Local Government elections every second year in October.
  - 7.2.8. If the committee cannot reach a quorum due to a member(s) failing to meet conditions of membership, the committee member's membership status will be reviewed and recommended directly to an Ordinary Council Meeting for termination.
- 7.3. Members may re-apply after each term.

## 8. Conditions of Membership

- 8.1. Members are required to attend a minimum of 75% of meetings in a 12 month period. A member that does not attend three (3) consecutive meetings (scheduled Formal and Casual), without an apology or does not attend 75% of meetings in 12 months of their appointment will have their membership reviewed.
- 8.2. *KBYC* members must represent the *KBYC* by participating in a minimum of three City or Community events within a year.
- 8.3. Members who do not adhere to the *KBYC Behaviour Guidelines* will have their membership reviewed.

## 9. Meetings

- 9.1. Hold a minimum of three (3) Formal meetings per year.
- 9.2. Hold a minimum of (12) Casual meetings per year.
- 9.3. Meeting schedule will be determined by the *KBYC* at the commencement of the financial year.
- 9.4. A quorum is required for a Formal Meeting to take place. The quorum for a Formal Meeting is 50% plus one of the current *KBYC* membership.
- 9.5. Decision making by the *KBYC* does not have effect unless it has been made by a simple majority, except in the case an item which requires an absolute majority.



## 10. Youth Mayor and Deputy Youth Mayor'

- 10.1. Members are to elect a Youth Mayor and Deputy Youth Mayor from amongst themselves for a one-year term. Term commences from date of election.
- 10.2. Youth Mayor and Deputy Youth Mayor elections are to be held annually in February.
- 10.3. The role of the Youth Mayor is to;
  - 10.3.1. Preside at *KBYC* meetings in accordance with the *Local Government Act 1995*;
  - 10.3.2. Carry out the official duties on behalf of *KBYC*; and
  - 10.3.3. Act as the official spokesperson of the *KBYC*.
- 10.4. The role of Deputy Youth Mayor is to perform the duties of Youth Mayor in their absence.
- 10.5. The election for the office of Youth Mayor/Deputy Youth Mayor is only to occur when;
  - 10.5.1. The current Youth Mayor/Deputy Youth Mayor term ends;
  - 10.5.2. The office is vacated by the current Youth Mayor/Deputy Youth Mayor; or
  - 10.5.3. Any other scenario arises whereby either position is vacant.
- 10.6. If the office of Youth Mayor is vacant the following will occur;
  - 10.6.1. In the absence of a Deputy Youth Mayor, the *KBYC* members present at meetings shall choose one of themselves to preside at *KBYC* meetings.
  - 10.6.2. Any current member of the *KBYC* may nominate to the position of Youth Mayor.
- 10.7. Youth Mayor/Deputy Youth Mayor's term will end when either of the following occur;
  - 10.7.1. Their one-year term is completed;
  - 10.7.2. They submit their resignation to the *KBYC*; and/or
  - 10.7.3. Their position is revoked after a review conducted by City officers due to member's failure to comply with *KBYC Terms of Reference* and/or *Behaviour Standards*.

## 11. Youth Mentor

- 11.1. The role of Youth Mentor is to:
  - 11.1.1. Assist and support City officers with the operations of the *KBYC*;
  - 11.1.2. Provide assistance to the *KBYC* in meeting their objectives; and
  - 11.1.3. Provide guidance, support, and insight to the *KBYC* on matters set before them.
- 11.2. Youth Mentor applications will be considered as per the membership process detailed in item 5.
- 11.3. Youth Mentors will join the *KBYC* for a two-year term commencing from the date their application is accepted.
- 11.4. Youth Mentors will join the *KBYC* for a two-year term commencing October



alternative years from Local Government Elections.

11.5. Youth Mentor term ends when either of the following occur:

11.5.1. Youth Mentors two-year term is completed;

11.5.2. Youth Mentor submits their written resignation to the *KBYC*; and/or

11.5.3. Membership is revoked after a review conducted by City officers due to member's failure to comply with *KBYC Terms of Reference* and/or *Behaviour Standards*.

11.6. Youth Mentors must reapply after their term ends.

11.7. Youth Mentors must have a valid WWC Check.

11.8. There is a maximum of three (3) Youth Mentor positions at any time.

11.9. Youth Mentors are non-voting members.

## **12. Media Protocol**

12.1. *KBYC* members must have obtained approval from the City's Marketing Department to speak directly to the media.

12.2. The Youth Mayor will act as the official spokesperson for the *KBYC*.

12.3. The *KBYC* must at all times comply with the City of Kalgoorlie-Boulder *Social Media Procedure*.

## **13. Administration**

13.1. City officers will:

13.1.1. Oversee the operations of *KBYC*;

13.1.2. Provide an agenda to the members before each meeting;

13.1.3. Keep concise notes/minutes and register them in the City's record keeping system;

13.1.4. Send the notes/minutes to the group members and relevant staff;

13.1.5. Facilitate professional and leadership development opportunities;

13.1.6. Assist with promotion and recruitment of the *KBYC*;

13.1.7. Administer the *KBYC* operational budget and purchases; and

13.1.8. Be a channel for communication between Elected Members, other City Staff and the *KBYC*.

13.2. The *KBYC* will be provided with an operational budget allocation by Council at the commencement of each financial year in line with the adoption of the City's annual budget. The budget will cover the cost of projects and sundry items, including administration.





## 14. Council Representation

14.1. The role of the Councillor Delegate is:

14.1.1. Assist and support *KBYC* members and City officers in the needs of the *KBYC* and be a direct link back to the City of Kalgoorlie-Boulder Mayor and Council;

14.1.2. Provide assistance to the *KBYC* in meeting their objectives; and

14.1.3. Provide guidance, support, and insight to the *KBYC* on matters set before them.

14.2. Councillor delegates are to be nominated every two years after the Local Government Elections during other committee delegations.

14.3. There will be a maximum capacity of two Councillors allowed in the *KBYC* at any one time.

14.4. Councillor delegates must have a valid WWC Check.

14.5. Councillors are a non-voting member.

*The Kalgoorlie-Boulder Youth Council Committee Terms of Reference will be reviewed at the end of each year to determine if the core purpose is still being met, or if any changes or additions should be made.*



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