



**GUNDAGAI YOUTH COUNCIL**

# **Gundagai Youth Council**

# **Information Package**



**COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL**



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# Gundagai Youth Council



## NOMINATION FORM

*Would you like to be part of a group that can make Gundagai a better place for young people? Are you passionate about getting involved with the community and making things happen?*

**Become part of the Gundagai Youth Council today and be a voice for youth. You can make a real difference.**

### Who We Are

GYC is a group committed to being part of the community and making Gundagai and our villages the best place possible for young people. We aim –

- To encourage active involvement and increase the level and variety of entertainment and recreation for young people
- To provide a forum where young people can express their

views and those views will be heard and respected



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- To improve two-way communication lines between young people and the rest of the community
- To involve young people in issues that affect them
- To raise awareness in the community of the positive contributions that young people make to community life
- To allow young people to have input into decision making processes of Cootamundra-Gundagai Regional Council that impact upon the community as a whole
- To implement to recommendations, key themes and priorities of the Gundagai Youth Plan 2010 and CGRC Youth Strategy 20-30.

## Contact Us

You can submit this form or find more information at: Cootamundra Gundagai Regional Council.  
Gundagai Council Office – 255 Sheridan Street, Gundagai 2722.

Youth and Inclusion Officer – 1300 459 689

mail@cgrc.nsw.gov.au

## Your details

All information you provide is confidential.

Name: .....

Address:.....

Phone: .....

Date of Birth .....

Email .....

Please tick the boxes that apply to you:

- I am currently studying at school.
- I am currently studying at TAFE
- I am currently studying at University
- I am currently looking for work
- I am currently working
- I go to school in the Gundagai Local Area
- I live in the Gundagai Local Area
- I work in the Gundagai Local Area



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Are you involved in any groups or clubs? If Yes please list them here

.....  
.....  
.....

Why are you interested in becoming a member of Gundagai Youth Council?

.....  
.....  
.....

What are you passionate about and what would you like to see happen in the local area for young people?

.....  
.....

Do you have any special skills or qualities that you could bring to Gundagai Youth Council? If Yes please list (eg Computer, Social Media skills, RSA, First Aid, Hospitality, Retail, RFS, Languages)

.....  
.....

What do you see as the most important issue facing young people in Gundagai?

.....  
.....

What time/days would you be able to attend meetings/activities?

.....

I agree to uphold the policies and procedures of the Gundagai Youth Council and to do my best as a Youth Council member if successful.

Signature:..... Date:..... If you are under 18 yrs your parent/guardians consent is required:

I do/do not consent to my child participating in Gundagai Youth Council meetings, activities, and events as a member.

I do/do not give permission for my child's photo to be used in media or other promotional publications for the Gundagai Youth Council.

Parent/Guardian Name: ..... Signature: .....  
.....Date:..... You can hand in your form at any CGRC office.



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## CONSTITUTION OF THE GUNDAGAI YOUTH COUNCIL

### 1. NAME

The name of the Gundagai Youth Council Committee shall be the Gundagai Youth Council (hereinafter referred to as the Youth Council)

### 2. OBJECTIVE

The aim of the Youth Council is –

- To encourage active involvement in increasing the level and variety of entertainment and recreation for young people
- To provide a forum where young people can express their views and those views will be heard and respected
- To improve two-way communication lines between young people and the rest of the community
- To involve young people in issues that affect them
- To raise awareness in the community of the positive contributions that young people make to community life
- To allow young people to have input into decision making processes of Cootamundra-Gundagai Regional Council that impact upon the community as a whole
- To implement to recommendations, key themes and priorities of the Gundagai Youth Plan 2010.

### 3. DECISION MAKING

A decision supported by the simple majority of the votes at a meeting of the Youth Council at which a quorum is present, is a decision of the Youth Council.

The quorum for a meeting of the Youth Council is:

- Whereby there is a membership of between 10-15 endorsed committee members, the quorum will comprise of 6 committee members,
- Whereby there is a membership of 9 or less endorsed committee members, the quorum will comprise of 4 members.

Note: should be half the members plus 1 to make up a quorum Only the committee members of the Youth Council that have been endorsed by Cootamundra-Gundagai Regional Council are entitled to vote.

### 4. STATUS

The Youth Council are auspiced by the Cootamundra-Gundagai Regional Council and the minutes of each meeting will go to the next appropriate meeting of Cootamundra-Gundagai Regional Council.

### 5. MEMBERSHIP

The Youth Council shall be comprised of the following:

- 10 to 15 young people
- Up to 5 advisory members (one of whom should be a Cootamundra-Gundagai Regional Council Delegate)

Age of the young people to be drawn from:

- 12 to 25 year age group

It is desirable that there is a reasonable gender balance on the Youth Council with there to be an approximate equality of numbers between the age groups.

Members of the Youth Council who do not give an apology for not attending a meeting three times in a row will automatically be removed from the Youth Council.



## **6. APPOINTMENT OF MEMBERS**

Persons are to be appointed to the Youth Council by Cootamundra-Gundagai Regional Council.

Persons can be self-nominated, or can represent a group or organisation. Appointments can be made at any time of the year provided there is a vacancy.

## **7. CHAIRPERSON**

The Youth Council shall elect one of its members as Chairperson, elected by simple majority.

The Chairperson shall preside at all meetings and shall ensure that all decisions of the Youth Council are conveyed to Council. The Youth Council may elect a Deputy Chairperson, who shall act in the absence of the Chairperson.

The term of office for Chairperson and Deputy Chairperson shall one (1) year, with eligibility for re-elections for a second consecutive term only. The Youth Council may remove the Chairperson or Deputy Chairperson from his or her respective offices if he or she fails to hold the confidence of the Youth Council.

## **8. OTHER POSITIONS**

Other positions to be elected from within the Youth Council shall be:

**Deputy Chairperson**

**Publicity Officer**

**Secretary**

**Treasurer**

**Council Liaison Officer**

It should be noted that one person could fill one or more positions should membership fall below the positions to be filled.

## **9. SUPPORT SERVICES**

Council will assist the Youth Council by providing the following support services –

- A meeting venue
- Secretarial support
- Resources to enable the Youth Council to function effectively, eg, use of photocopiers, personal computers etc.

## **10. MEETING**

The following procedures shall apply –

- Meetings will be held monthly, or as otherwise determined by the Chairperson
- The Youth Council will decide the time and place of its meetings
- A special meeting of the Youth Council may be called, with at least 25 hours' notice, by the Chairperson or any three members
- Agendas and notices of meetings shall be prepared and distributed in accordance with Council's adopted procedures
- Minutes shall be prepared and distributed within seven days after each meeting and forwarded to Youth Council members and to council for adoption at the next meeting of Cootamundra-Gundagai Regional Council



## **11. TERM OF YOUTH COUNCIL**

This should initially be for a twelve-month period and vacancies which occur would be advertised by the Youth Council and appointed from nominations received.

## **12. INFORMATION AND ADVICE FROM YOUTH COUNCIL**

The Youth Council will have access to information within Council's resources and records on matters relating to the Youth Council, as determined by the General Manager.

## **13. ATTENDANCE OF NON-MEMBERS**

The Youth Council may, at its discretion, allow non-members, observers, and advisors to attend meetings of the Youth Council to facilitate exchange of information and to provide specialist advice and counsel to the Youth Council.

Youth Members of the community who are not voting members are encouraged to attend the meetings of the Youth Council and participate in the meetings as determined by the Chairperson or by resolution of the Youth Council.

## **14. SUB COMMITTEES**

- The Youth Council may, by resolution, establish such committees as it considers necessary.
- A sub committee is to consist of the Chairperson, or an Executive Member and such other Youth Councillors as are elected by the Youth Councillors or appointed by the Youth Council.
- The quorum for a meeting of a sub committee is to be:
  - Such number of members as the council decides, or
  - If the council has not decided a number – a majority of the numbers of the sub committee.

## **15. FUNDING**

- The Youth Council will be allowed to carry out fundraising for youth activities and projects.
- The Youth Council may be allocated an annual discretionary budget by the Cootamundra-Gundagai Regional Council as set out in the Councils management plan.
- The Youth Council may make recommendations to Cootamundra-Gundagai Regional Council regarding the allocation of funds to the Youth Council and for youth activities and projects.
- The Youth Council members may approve the spending amounts up to \$100 on Youth Council related expenses.

## **16. INSURANCES**

The members of the Youth Council as determined by Cootamundra-Gundagai Regional Council are covered by Council's insurances while they are on legitimate Youth Council business.

Cootamundra-Gundagai Regional Council will provide Public Liability Insurance for approved Youth Council events or activities at the discretion of the General Manager or by a resolution of Cootamundra-Gundagai Regional Council.

## **17. CHANGING THE CONTITUTION**

The constitution may only be amended upon recommendation of the Youth Council and endorsed by Council.



## RESPONIBILITIES OF THE GUNDAGAI YOUTH COUNCIL MEMBERS

The roles of each of these positions are:

### **PRESIDENT**

- Make sure regular meetings are held and Annual General Meetings are published
- Encouraged other members to attend meetings;
- Draw up an agenda for the meetings with the assistance of the Secretary
- Prioritise agenda items and if necessary set time limits;
- Lead the meeting through the agenda, keeping discussions relevant and decision making clear and encouraging broad participation;
- Sign the minutes after they have been confirmed as an accurate record of the previous meeting;
- Make sure meetings are run in accordance with the Gundagai Youth Council constitution;
- Act as a spokesperson for Gundagai Youth Council;
- Ensure there is a quorum
- Make sure that the minute taker has recorded decisions of the meeting

### **DEPUTY CHAIRPERSON**

Helps the president and shares some of the tasks

- To act as Chairperson and to chair committee meetings when the president is absent

### **SECRETARY**

- Take accurate minutes of all meetings and make sure these are properly filed;
- Compile a correspondence list including letters received and sent, and bring to the attention of committee meetings any correspondence that requires immediate attention.
- Make sure that correspondence is properly filed and up-to-date and is available for any member to examine;
- Make sure copies of the minutes are distributed to committee members before the next meeting
- Maintain the Youth Council orientation kit and provide a copy to all new committee members on appointment
- Make sure the Youth Council constitution is kept up-to-date and is followed;
- Maintain committee correspondence and records
- Maintain register of members;

### **TREASURER**

- Make sure proper books of account are properly maintained and kept safe;
- Producing monthly and annual reports, financial payments and report on income, expenditure and cash flow to the committee.
- Make sure the financial requirements of funding bodies are met;
- Make sure committee members understand the financial reports;
- Make sure funds are not being miss managed
- Ensure all money due to the Gundagai Youth Council is collected and received and that all payments authorised by the committee are made;
- Ensure adequate insurance for the Gundagai Youth Council is in place for individual projects as stipulated by any funding agreements

### **OTHER MEMBERS**

- Assist the President, Secretary or Treasurer in undertaking their duties;
- Act as a spokesperson when requested by the committee;
- Manage and support projects when requested by the committee



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- Be a member of and/or chair sub-committees/task groups as required;
- Sign letter or documents on behalf of the Association as required;
- Do any other tasks which may arise