



# Cootamundra Youth Council Information Package



**COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL**



## CYC NOMINATION APPLICATION

### About the Cootamundra Youth Council:

The Youth Council aims to be a voice for young people in Cootamundra and to create activities and opportunities for young people. Youth Council projects include; Youth Week and other holiday events, Youth Forums & surveys, setting up a local youth hub and participating in local community events such as Wattle Time Fair, Xmas parties etc.

When appointing young people to the Youth Council our aim is to build a diverse, enthusiastic group with a range of ages, genders, cultural backgrounds & interests represented. Youth Council members will be provided with training to assist them in fulfilling their role on the Youth Council. It is hoped that the Youth Council experience will inspire and prepare young people to continue contributing to their community throughout their adult lives.

### Meetings:

The Youth Council usually meets twice a month. Formal meetings are held at the Alby Schultz Centre in Cooper St meetings on the First Monday of the month from 4:00-5:30pm. Less formal workshop meetings are held in Stephen Ward Rooms at the library, usually on the Third Monday of the month from 4:00-5:30. Additional meetings or changes to the schedule are sometimes required in the lead up to events (e.g. Youth Week) or around school holidays. Meeting times may be adjusted to suit the majority of the members. Meetings may also be conducted via video-conferencing (Zoom/Teams).

### Nominee Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ M / F / Other (Please circle)  
(note applicants must be a minimum of 12yrs of age)

### To be completed by nominee – Are you:

- At school. Please name which school: \_\_\_\_\_ YR \_\_\_\_\_
- TAFE: \_\_\_\_\_
- Working - Please name workplace: \_\_\_\_\_
- Other: Please Provide Details: \_\_\_\_\_

Are you a member of one or more of the following groups (Optional question)?

- Person with a disability
- Non-English speaking or culturally diverse
- Aboriginal and/or Torres Strait Islander

If you are under 18 years of age: Does, your parent or guardian support your application?

Yes Guardians Name: \_\_\_\_\_

No Guardians signature: \_\_\_\_\_

To help us assess your suitability for a Youth Council role, we'd like to know a little about you. Please attach additional information for the following three questions. If the space provided is insufficient, you may also like to attach a brief Resumé.

Why would you like to be a member of the Cootamundra Youth Council?

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What school, sporting or community groups have you been, or are you, a part?

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What experience do you have in leadership roles? (Please include all areas of your life, not just school)

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**Please sign your application:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For more information or help with filling in this form, please contact the Youth & Inclusion officer Cootamundra - Gundagai Regional Council on [1300 459 689](tel:1300459689) or email: [destini.warren@cgrc.nsw.gov.au](mailto:destini.warren@cgrc.nsw.gov.au)

Please return this form to the:

Youth & Inclusion officer

**81 Wallendoon Street, Cootamundra, NSW 2590**

PO Box 420 Cootamundra NSW 2590

### Cootamundra Youth Council Code of Conduct:

The Cootamundra-Gundagai Regional Council code of conduct applies to all youth council events

- All youth council events will be drug & alcohol free
- Be respectful in language, attitude & actions to all members of the community
- Youth Council events shall be safe & judgement free
- Bring a positive attitude
- Be prepared to have fun

### DEAR PARENTS/GUARDIANS:

All Cootamundra Youth Council events may be photographed. These photographs maybe used on the Social Media pages of the Youth Council. They may also be used for promotion & advertising of the Cootamundra Youth Council within the Cootamundra-Gundagai Regional Council area.

If your child/ward is under 18yrs we need your permission to publish these photographs. No young person's photo will knowingly be published without parental/guardian permission. Any photo's to be published will be done so according to council regulations & may include their name. Accordingly, I ask you to complete the form below & return it to the Youth & Inclusion officer with the above nomination form.

Permission may be withdrawn at any time upon written notification.

### Permission to use photograph's:

Child's name: \_\_\_\_\_ YR: \_\_\_\_\_

I do/do not give permission for photographs of my child/ward to be published on the Cootamundra Youth Council social media pages. I also give/ do not give permission for photographs of my child/ward to be used in advertising of the youth council & events.

Parent/Guardian name:

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Parent/Guardian signature:

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# Code of Conduct of the Cootamundra Youth Council

## 1. INTRODUCTION

The Cootamundra Youth Council aims to exhibit a high standard of integrity and behaviour in order to effectively meet its objectives. These standards apply both during meetings and in the community.

If you witness or suspect anyone not abiding by the Code of Conduct, please raise this with the relevant person or someone in a leadership role. See section 7 for guidance on how to do this.

## 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
- Provide a forum where young people can express their views and those views will be heard and respected
- Improve two-way communication lines between young people and the rest of the community
- Involve young people in issues that affect them
- Raise awareness in the community of the positive contributions that young people make to community life
- Allow young people to have input into decision making processes of Cootamundra-Gundagai Regional Council that impact upon the community as a whole
- Implement recommendations, key themes and priorities of the Cootamundra- Gundagai Regional Council strategic plan 2020-2030

## 3. OUR VALUES

- **Courage** - stepping up to the challenge to make it happen
- **Creativity** - bringing new ideas to town
- **Open-mindedness** - Valuing different points of view and new ways of doing things
- **Setting a good example** - being mature role models
- **Hard-work** - Shared effort leads to success
- **Community minded** - Thinking of others and the whole community
- **Reliability** - Being present & dependable, fulfilling our commitments to each other and the community.
- **Respect** - honouring ourselves each other and the community
- **Integrity** - Being honest and true to our values and our constitution.
- **Inclusivity** – of all points of view

#### **4. BEHAVIOURS**

Behaviours consistent with our values include:

- Active Listening - including not talking over others, and creating an environment where all young people are encouraged to have a voice.
- Bringing attention to the views, interests and challenges faced by young people in Cootamundra and surrounds.
- Making decisions based on consideration of all young people in the community, not just a small group or their friends.
- Welcoming all young people at Youth Council events and meetings
- Welcoming interested young people to join CYC (within the terms set by the constitution).
- Being mindful of how your behaviour or body language may be triggering for others and try to avoid this.
- Consistently being present at Youth Council events and meetings as an active team member.
- Taking on new roles and challenges.
- Reaching out with new ideas to build new relationships in the community.

Behaviours that are NOT consistent with our values include:

- Bullying
- Manipulation
- Intimidation
- Aggravation Gossip
- Disruptiveness
- Offensive Language
- Abuse/Harassment, including verbal, physical, sexual, and online

#### **5. PRIVACY**

In the course of their roles Youth Councillors may receive sensitive information about other people or Council business. This may include reports about young people's individual experiences. To protect the privacy of others and maintain trust in the Youth Council it is important that Youth Councillors keep this information confidential and only share personal information when appropriate.

#### **6. CONFLICTS OF INTERESTS**

Activity within the Cootamundra Youth Council should be in the interest of its objectives. Members who have strong passions or external connections are valued, however Youth Councillors need to be mindful of conflicts of interest.

Given that Youth Councillors are likely to have other local interests these are likely to arise, so they shouldn't be perceived as meaning that someone has done something wrong. What's important is how conflicts of interest are handled.

Conflicts of interests may include,

- personal beliefs or attitudes,
- close relationships with other youth councillors or non-youth councillors, family and friends,
- financial, and other paid employment
- membership of, or, volunteer work with, other community groups.

When Youth Councillors have a conflict of interest they should:

- Declare the conflict of interest to the Youth Council
- Suggest how they think this conflict should be managed, eg:
  - A Youth Councillor might remove themselves from any discussions on a matter where they have a conflicting interest.
  - The Youth Councillor might remain part of the discussion bringing multiple perspectives, but not vote.
  - If the conflict of interest is determined to be insignificant, it might be that no management is required beyond the declaration.
- Submit to the guidance of the Youth Council on how to best to manage the conflict of interest

## **7. UPHOLDING THE CODE - WHEN SOMEONE FALLS SHORT**

If you believe that a Youth Councillor is not upholding the code, please raise this with:

1. The person concerned, if you feel safe to do so.
  - Always be respectful and gracious when approaching someone directly.
  - Speaking directly to the person is often the best approach even if it feels a bit uncomfortable.
  - It can also be done respectfully in writing.
  - It may be best to ask them to clarify what they were doing and whether they see this as being consistent with the code.
2. Someone in a leadership role, (Youth Mayor, Deputy Youth Mayor, Youth Officer)
  - CYC leaders should be informed if any of the following apply
    - You don't feel able to approach the person directly
    - You don't get a satisfactory response from the person
    - You think the incident is serious enough that it needs to be reported to them regardless
    - You want them to be aware for the purposes of transparency
3. If the person concerned is the Youth Officer or someone close to the Youth Officer, reports can be made directly to the Youth Officer's Manager.

All reports should be treated as confidential and only disclosed to the appropriate parties. In some cases this may include a report to the full Youth Council.

## 8. CONSEQUENCES

Failing to uphold the CYC Code of Conduct has a negative effect on the reputation of the Cootamundra Youth Council and affects its ability to attract new members and obtain outcomes for young people.

It is hoped that if misconduct is identified and reported to the person concerned, they will see the problem and correct their mistake. If this is not the case then disciplinary action that could be taken includes:

- Warning - may be issued by the Youth Officer
- Losing elected role - requires a decision of the Youth Council
- Losing voting rights - requires a decision of the Youth Council
- Temporary Dismissal - requires a decision of the Youth Council
- Permanent Dismissal - requires a decision of the Youth Council

Each situation should be addressed on a case by case basis, and the incident and any consequences should be kept confidential where appropriate.

### CODE OF CONDUCT MEMBERSHIP ACKNOWLEDGMENT

All youth councillors must sign and agree to be bound by the **Code of Conduct of the Cootamundra Youth Council**.

Please complete this form and tear off this page to return, and keep the copy of the code of conduct.

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**Full Name**

By signing below, I hereby acknowledge that I have completely read and fully understand the **Code of Conduct of the Cootamundra Youth Council**, including the consequences of breaking it.

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**Signature**

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**Date**

**PLEASE RETURN SIGNED FORM TO COUNCIL OFFICES AT 81 WALLEDOON ST,  
COOTAMUNDRA**





# Constitution of the Cootamundra Youth Council

## **1. NAME**

The name of the Cootamundra Youth Council Committee shall be the Cootamundra 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 recommendations, key themes and priorities of the Cootamundra-Gundagai Regional Council strategic plan 2020-2030

## **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 and 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 one 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 auspices 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 adult 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 groups

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.

Should prospective membership of the Youth Council exceed 20 young people. The Youth Council shall comprise of voting members and non-voting members. Whereby a simple majority vote shall determine voting and non-voting membership.

All non-voting members shall be invited to attend all meetings. Non-voting members shall be forwarded all minutes & correspondence. When a voting member leaves or is removed from the Youth Council, thereby taking the number of voting members to below 20, Non-Voting members can be voted into replace exiting voting members.

## **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. YOUTH MAYOR**

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

The Youth Mayor 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 Youth Mayor, who shall act in the absence of the Youth Mayor.

The term of office for Youth Mayor and Deputy Youth Mayor shall be one (1) year, with eligibility for re-election for a second consecutive term only. The Youth Council may remove the Youth Mayor or Deputy Youth Mayor 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 Youth Mayor**  
**Publicity Officer / Secretary can be a combined position**  
**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. MEETINGS**

The following procedures shall apply –

- Meetings will be held monthly, or as otherwise determined by the Youth Mayor
- 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 24 hours notice, by the Youth Mayor 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 advisers 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 Youth Mayor 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 Youth Mayor, 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 subcommittee is to be:
  - such number of members as the council decides, or
  - if the council has not decided a number, a majority of the members of the subcommittee.

## **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 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 of 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. SOCIAL MEDIA ACCOUNTS**

All Youth Council social media accounts shall remain the property of the Cootamundra-Gundagai Regional Council. Posts to the Youth Council social media pages shall follow the Cootamundra-Gundagai Regional Council guidelines & social media policy.

Youth Council social media pages shall be administrated by the Youth Mayor, Council Liaison officer, Publicity Officer and where possible, one other member of the Youth Council.

Upon the completion of a Term of office by any member of the Youth Council administration rights to all social media accounts shall be rescinded by either the Council Liaison Officer or Publicity Officer.

## **18. CHANGING THE CONSTITUTION**

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