

Youth Council

NOMINATION FORM



Personal Details

Name			
Position			
Address			
		Post Code	
Phone			
Mobile			
Fax			
Email			

1.1 Are you aged between 12 and 24 at time of nomination? YES or NO

1.2 Do you represent either a or b and not c:

- a) A student who resides in Rockdale Local Government Area but attends school outside of the Rockdale Local Government Area; or
- b) A young person aged between 12 – 24 who resides in the City of Rockdale that can demonstrate commitment to promoting positive images of young people and advancing their needs and representation in the community.

<i>Please tick which best represents your eligibility</i>			
B		C	
Please explain how:			

c) Council will invite each local school of the list below to nominate a student representative that lives in the City of Rockdale to serve on its Youth Council.

- Moorefield Girls High School
- James Cook Boys Technology High School
- Sydney Technical High School
- Kingsgrove High School
- St George Girls High School
- Hurstville Boys High
- Bethany College
- Al Zahara College
- St Ursula's College
- Marist College Kogarah

Students who are represented by the above schools are ineligible to apply though this process.

1.3 Are you able to attend Youth Council meetings at the Council Administration Building on a monthly basis?

.....

1.4 Are you able to attend Council organised events or represent youth on additional committees and at forums?

.....

1.5 Are you able to work cooperatively with other members of the Youth Council, Council representatives and the Community?

.....

Skills, Knowledge and Experience

2.1 What experience do you have in a youth leadership role?

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

2.2 What do you consider are key issues for young people?

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

2.3 Have you any experience with government agencies, committees or services offered to young people? *Please explain*

.....
.....

2.4 What skills do you have that you can contribute to the objectives, duties and powers of the Committee, as set out within the terms of reference?

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

Referee

Please provide details of your nominated referee to support your application. If you are supporting an organization, then the referee should hold a position of responsibility in the organization, such as president, chairperson, secretary.

Name:.....

Address:.....

Telephone:

Authorisation

I..... certify that the information detailed in this application form is true and accurate and that the above mentioned referee will support my nomination form, if required.

I also declare that I have read the Youth Council terms of reference and agree to comply with them if appointed to serve on this Council.

Signed..... Date:.....

If you are under 18 please have the following section signed by your parent or guardian to acknowledge that you, as the applicant, understand the requirement, commitment, power and duties of the Youth Council.

Signed by Parent/Guardian

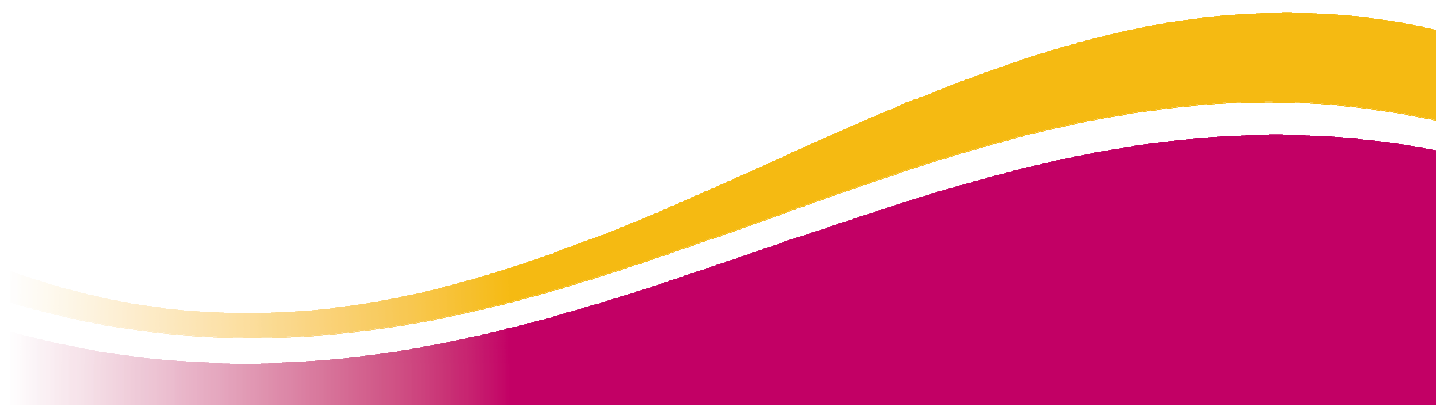
Parent/Guardian Name:

Date.....



Youth Council Terms of Reference

Adopted April 2009



Important

This document contains important information about Rockdale City Council. If you do not understand, please visit Council's Customer Service Centre at 2 Bryant Street Rockdale, Monday – Friday from 8.30am – 4.30pm, Saturday from 9am – 1pm. Council Staff will be happy to arrange interpreter services for you.

You may also contact Telephone Interpreter Services on 131 450 and ask them to ring Rockdale City Council on 9562 1666 on your behalf.

Arabic

هام:

تحتوي هذه الوثيقة على معلومات هامة عن بلدية روكدايل. إذا لم تكن قادراً على فهمها، يرجى زيارة مركز خدمة زبائن البلدية على العنوان التالي: 2 Bryant Street في روكدايل من الإثنين إلى الجمعة بين الساعة 8:30 صباحاً و 4:30 مساءً، والسبت بين الساعة 9:00 صباحاً و 1:00 بعد الظهر حيث سيقوم موظفو البلدية بتأمين مترجم لك بكل سرور. كما يمكنك الاتصال بخدمة الترجمة الهاتفية على الرقم 131 450 والطلب منهم الاتصال ببلدية روكدايل على الرقم 9562 1666 نيابةً عنك.

Chinese

重要消息

本文件載有關於 Rockdale 市政府的重要資訊，如果您有不明之處，請於星期一至星期五，上午 8 時 30 分至下午 4 時 30 分，及星期六上午 9 時至下午 1 時，前來位於 2 Bryant Street, Rockdale，市政府的顧客服務中心。市政府的職員會很樂意為您安排傳譯員的服務。

您也可以聯絡電話傳譯服務處，電話 131 450，並請他們代您致電 9562 1666 給 Rockdale 市政府。

Greek

Σημαντικό:

Αυτό το έγγραφο περιέχει σημαντικές πληροφορίες για τη Δημαρχία Rockdale City Council. Αν δεν τις καταλαβαίνετε, παρακαλείσθε να επισκεφτείτε το Κέντρο Εξυπηρέτησης Πελατών [Customer Service Centre] του Δήμου στο 2 Bryant Street, Rockdale, Δευτέρα - Παρασκευή από 8.30πμ - 4.30μμ και Σάββατο από 9.00πμ - 1.00μμ. Το Προσωπικό του Δήμου θα χαρεί να κανονίσει υπηρεσίες διερμηνέων για σας.

Μπορείτε επίσης να επικοινωνήσετε με τις Τηλεφωνικές Υπηρεσίες Διερμηνέων [Telephone Interpreter Services] στο 131 450 και να τους ζητήσετε να τηλεφωνήσουν στο Rockdale City Council στο 9562 1666 για λογαριασμό σας.

Italian

Importante:

Questo documento contiene importanti informazioni sul Comune di Rockdale City. Se avete difficoltà a comprenderne il contenuto, recatevi presso il Customer Service Centre del Comune a 2 Bryant Street, Rockdale dal lunedì al venerdì dalle ore 8.30 alle 16.30 e al sabato dalle 9.00 alle 13.00. Il personale del Comune sarà ben lieto di procurarvi un servizio Interpreti.

Potete anche chiamare il Servizio telefonico interpreti (TIS) al numero 131 450 chiedendo che telefoni per vostro conto al Comune di Rockdale City al numero 9562 1666.

Macedonian

Важно:

Овој документ содржи важни информации за Rockdale City Council (Градската општина на Rockdale). Ако не го разбирате, ве молиме, посетете го општинскиот Customer Service Centre (Центар за услуги на клиенти), кој се наоѓа на 2 Bryant Street, Rockdale, од понеделник до петок, од 8.30 наутро до 4.30 попладне и во сабота од 9.00 наутро до 1.00 попладне. Вработените во општината со задоволство ќе ви организираат да користите преведувач.

Исто така, можете да телефонирате во Telephone Interpreter Services (Служба за преведување по телефон) на 131 450, и да ги замолиме во ваше име да се јават во Градската општина на Rockdale на 9562 1666.

Spanish

Importante:

Este documento contiene información importante sobre el Rockdale City Council (Municipio de Rockdale). Si no la entiende, le rogamos concurrir al Centro de Servicio al Cliente del Municipio, ubicado en 2 Bryant Street, Rockdale, atención de lunes a viernes, de 8:30 am a 4:30 pm y el sábado de 9:00 am a 1:00 pm. El personal del municipio se complacerá en obtener los servicios de un intérprete para usted.

Puede asimismo llamar al Servicio Telefónico de Intérpretes al 131 450 y pedirles que llamen de su parte al Rockdale City Council, teléfono 9562 1666.

Caring for the Environment – In the interest of protecting and preserving our environment, Rockdale City Council uses Nordset paper for all of its pre-printed paper requirements. Nordset has been awarded the Nordic Swan label for environmentally friendly pulp and paper manufacturing. It is manufactured with fibre obtained from sustainable plantation forest, it is oxygen bleached, Totally Chlorine Free (TCF), dioxin and acid free. Nordset can be recycled and is biodegradable.

1. Name of Committee

Rockdale City Council Youth Council

2. Establishment of Committee

The Rockdale City Council Youth Council has been established by Council in accordance with Section 355 of the NSW Local Government Act (1993).

3. Objectives

1. To assist Council with the identification of issues affecting young people and provide advice on possible solutions.
2. To assist Council with the identification of needs of young people and provide advice on the needs that should be considered in the delivery of youth services or programmes.
3. To assist Council to develop partnerships and build connections with its youth population.
4. To encourage young people to take an active interest in local affairs and events.
5. To assist Council to advocate to State and Federal governments or public agencies on issues affecting young people.
6. To assist Council with communication and consultation with its youth population.
7. To assist Council to promote and disseminate information to its youth population to help build a better understanding of the role of local government and the services available to young people in the broader community.
8. To assist Council to promote positive images of young people in the community and recognition of the contribution young people make to community life.
9. To assist Council to organise and contribute towards key community events for young people.

4. Composition of Committee

4.1 [Membership](#)

The Youth Council will comprise of a maximum of fifteen (17) members aged between 12 and 24 years at the date of nomination as detailed below:

- 1 member from each of the following schools:
 - Moorefield Girls High School
 - James Cook Boys Technology High School
 - Sydney Technical High School
 - Kingsgrove High School
 - St George Girls High School
 - Hurtsville Boys High

- Bethany College
- Al Zahara College
- Marist College Kogarah
- St Ursula's College

N.B.: Schools will be invited to nominate student representatives as detailed at Clause 4.5. Student representatives must live in the City of Rockdale.

- 2 Students who reside in the City of Rockdale, however, attend schools outside of the Rockdale LGA.
- A maximum of five (5) young people who reside in the City of Rockdale. These members must demonstrate a commitment to promoting positive images of young people and advancing their needs and representation in the community.

The Youth and Community Safety Specialist will be in attendance to advise and support the Committee and its initiatives.

4.2 [Chairperson](#)

The Chairperson will be elected by the members of the Youth Council. The term of office will be for a twelve (12) month period. Election will be via a secret ballot, which is administered by the Youth and Community Safety Specialist.

4.3 [Deputy Chairperson](#)

The Deputy Chairperson will be elected by the members of the Youth Council. The term of office will be for a twelve (12) month period. Election will be via a secret ballot, which is administered by the Youth and Community Safety Specialist. In the absence of the Chairperson, the Deputy Chairperson will assume the position of Chairperson.

4.4 [Secretary](#)

The Secretary will be Council's Youth and Community Safety Specialist or another Council officer as determined by the Manager Community and Customer Services.

4.4 [Membership Term](#)

Members will be appointed for a one (1) year term. School membership will be chosen at the end of the school year for commencement at the start of the new school year. Members are entitled to reapply for membership; however, selection of members will be based on the demonstration of a commitment to promoting positive images of young people and advancing their needs and representation in the community.

4.5 [Appointment of Members](#)

Rockdale City Council will invite young people to serve on its Youth Council via a formal nomination process that is advertised widely. Nominations for membership must be submitted on the formal nomination form. The Director City Services and the Manager Community and Customer Services will be responsible for appointing members.

A reserve list of eligible members will be developed via this process to fill any vacancies that may arise.

Council will invite each local school to nominate a student representative that lives in the City of Rockdale to serve on its Youth Council via the hold of elections at each school.

4.6 [Resignation of Members](#)

An appointed Committee Member can resign their membership to the Youth Council at anytime by formally notifying Council's Manager Community and Customer Services of their decision in writing.

5. Meetings and Operation of the Committee

5.1 [Quorum](#)

The quorum for Council's Youth Council will be the Chairperson, or the Deputy Chairperson acting as the Chairperson, plus six (6) Members. The quorum must be present for all votes taken by the Council and any critical information or discussion pertinent to the decision under consideration.

5.2 [Frequency of Meetings](#)

The Youth Council will meet on a monthly basis at a time convene to members. If a meeting is cancelled due to the lack of a quorum, then agenda items will be carried over to the next scheduled meeting. The Chairperson is permitted to call an extraordinary meeting should the need arise.

5.3 [Notice of Meetings](#)

The Chairperson is required to give notice of a meeting of the Youth Council to all Members. This notice can be given by such means as deemed convenient by the Chairperson including, but not limited to, telephone, email, fax, SMS or post. Where possible the Chairperson will give 10 days prior notice, however, this requirement will be waived if the Chairperson considers the matter of an urgent or extraordinary nature.

5.4 [Agenda Items](#)

Agenda items for the next meeting are to be received within 10 days prior to the next scheduled meeting. Agenda items and attachments will be forwarded to Members with the Notice of Meeting. Other items can be raised as general business on the day of the meeting.

5.5 [Voting Practices](#)

All members, excluding the Secretary, are entitled to one vote against each recommendation put forward to the Council. The Chairperson will have the casting vote.

5.6 [Minutes of Meetings](#)

Details of how recommendations were put forward for voting, including by whom, and how voting determined the recommendation(s)/ decisions made must be documented in the minutes.

The Secretary is required to ensure minutes of all Youth Council meetings are kept and distributed to all Members.

Minutes of the previous meeting must be confirmed at the next meeting of the Youth Council.

6. Duties and Powers of the Committee

- I. Attend meetings including induction, training and planning sessions.
- II. Advise of inability to attend meetings.
- III. Formally resign from the Council, if unable to attend meetings on an ongoing basis.
- IV. Work co-operatively with other members in achieving the objectives of the Youth Council.
- V. Provide advice and recommendations to Council on youth needs and issues.
- VI. Assist with the formation of partnerships with other councils, organisations or groups to facility a co-ordinated approach to the provision of activities and services that better meet the needs of the youth population.
- VII. Advocate and raise awareness and understanding of needs and issues affecting young people.
- VIII. Act as Youth Ambassador/s at Council organised activities or represent youth on other Council committees or forums.
- IX. Assist with projects and initiatives undertaken or assigned to the Youth Council including Youth Week.
- X. Assist with community consultation and engagement projects aimed at young people.
- XI. Assist with the dissemination of information to local young people.
- XII. Promote the achievements and positive contributions that young people make to the community within the City of Rockdale.

Failure to comply with the above listed duties and powers may result in a Member's term of membership being cancelled.

7. Code of Conduct

All members of the Youth Council must observe Council's Code of Conduct Policy and other policies including those relating to dealing with the media. Failure to comply with Council's Code of Conduct Policy may result in the Member's term of membership being cancelled.

Declarations of interest must be made and recorded in the minutes of the meeting. Details of the nature and extent of the interests must be recorded.

8. Reporting Requirements

The Manager Community and Customer Services is required to submit a copy of the minutes to the Director City Services and advise them of any major recommendations that require Council approval. The Manager Community and Customer Services is required to submit a report/s to Council on matters that require Council approval or endorsement.

The Manager Community and Customer Services is required to submit a six (6) month report on the activities and achievements of the Youth Council to Council for their information.

9. Amendments to Terms of Reference

Council's Manager Community and Customer Services will undertake a review of the terms of reference on a periodical basis in consultation with relevant representatives. All amendments to the Terms of Reference for the Youth Council must be approved by Council.