

1. Purpose & Scope

Charters Towers Regional Council (CTRC) is committed to empowering young people to actively participate in local decision-making.

The Youth Council is an advisory and engagement body that:

- Represents the voices of young people aged 16–25 across the Charters Towers region.
- Provides feedback on issues affecting youth and contributes to Council strategies, programs and events.
- Builds youth leadership, civic participation and understanding of local government processes.
- Strengthens communication between Council and young people.

2. Objectives

The Youth Council aims to:

1. Advocate for issues that impact young people and present youth perspectives to Council.
2. Identify opportunities to improve services, programs and community outcomes for young people.
3. Facilitate inclusive engagement across all youth demographics, including rural, Indigenous, LGBTQIA+, culturally diverse and disadvantaged groups.
4. Participate in civic and community events as youth ambassadors for Charters Towers.
5. Provide leadership development opportunities for members.
6. Co-design youth-led projects, events or initiatives each term.

3. Membership

3.1 Eligibility

- Aged 16 to 23 at time of appointment.
- Live, work, study or volunteer in the Charters Towers Regional Council area.
- When a member turns 25 and ages-out their appointment ceases.

3.2 Membership Term

- Members are appointed for a 1-year term plus optional 1 year re-nomination.
- Members may reapply for subsequent terms until they age out.

3.3 Size and Composition

- Up to 10 members, ensuring diversity across age, gender, culture, location, interests and lived experiences.
- Council staff and Councillors may attend as observers or advisors (non-voting), consistent with current CTYC practices.

3.4 Roles and Responsibilities

Members are expected to:

- Attend meetings and participate actively.
- Engage respectfully and collaboratively with peers and all stakeholders.
- Represent the views of young people in Charters Towers.
- Participate in youth engagement activities, consultations, and civic events where possible.
- Follow Council's Code of Conduct, confidentiality requirements, and social media guidelines.

4. Youth Mayor and Deputy Youth Mayor

4.1 Purpose of Roles

To strengthen youth leadership, public representation, and formal connection to Council decision-making, the Youth Council will elect:

- A Youth Mayor
- A Deputy Youth Mayor

4.2 Responsibilities

Youth Mayor

- Chairs Youth Council meetings.
- Acts as the official spokesperson for Youth Council (with Council Comms oversight).
- Represents Youth Council at civic events, community functions, and Council meetings.
- Leads Youth Council priority planning.

Deputy Youth Mayor

- Supports and represents the Youth Mayor when required.
- Shares leadership responsibilities and project oversight.

4.3 Election Process

- Elections are held after induction and onboarding, on or before the third Youth Council meeting of the term.
- Members nominate privately.
- Candidates deliver a short statement/speech.
- Voting conducted by secret ballot and facilitated by Council staff.
- Terms are 12 months, plus optional re-nomination in Year 2.

5. Nomination and Appointment

5.1 Nomination Process

- Open Expression of Interest (EOI) period (3–4 weeks).
- Applicants complete a nomination form outlining their interests, experience and motivation.
- Parent/guardian consent required for applicants under 18.
- Council may consider diversity representation as part of shortlisting.

5.2 Appointment Process

- Assessment panel includes Council staff and the Portfolio Councillor.
- Successful applicants receive a formal letter of appointment.
- Members are inducted during the first meeting/workshop.

5.3 Casual Vacancies

A position becomes vacant if:

- A member resigns in writing.
- A member misses **three consecutive meetings** without acceptable notice.
- The Youth Council determines, by majority vote, that a member is no longer meeting expectations.

Council may:

- Fill the vacancy through a supplementary EOI process, or
- Leave the vacancy open until the next term.

6. Meetings

6.1 Frequency

- Bi-monthly (6 meetings per year) plus induction and optional project working groups.
- Additional meetings may be called by the Youth Mayor or by Council request.

6.2 Location

- Meetings will rotate between:
- Council Board Room
- Community venues
- Virtual attendance options as required (for accessibility)

6.3 Agenda Structure

- Welcome and Acknowledgement
- Attendance and Apologies
- Confirmation of minutes
- Youth Mayor's Report
- Project and working group updates
- Council Officer update
- Event/engagement opportunities
- General Business
- Close and next meeting date

6.4 Quorum

- Half the voting members plus one.

7. Reporting

- Minutes and recommendations are submitted to Council via the Manager Community Development.
- Youth Council may present formally at Council meetings when required.
- Members encouraged to share discussions and outcomes with peer networks.

8. Support Provided by Council

- Councillor involvement is advisory in nature and limited to mentoring and guidance.
- Secretariat support for meetings.
- Coaching in governance, leadership, public speaking, and media.
- Access to Council communication channels with oversight.
- Transport assistance (where required and appropriate).
- Mentoring opportunities from Councillors or Council staff.
- Opportunities to participate in Council events, consultations, and working groups.

9. Conduct, Media and Confidentiality

- Members must act respectfully, ethically and in line with Council's Code of Conduct.
- Confidential information must be protected.
- Media enquiries must be referred through Council Communications.
- Youth Mayor is the authorised spokesperson unless delegated.

10. Review

- The Terms of Reference will be reviewed every two years, with input from Youth Council members.
- Any changes require Council endorsement.

Associated Documents

- Charters Towers Regional Council Code of Conduct

Document Review			
Date Adopted by Council	18/02/2026	Council Resolution	4677
Date Adopted by ELT	27/01/2026	Next Review Date	18/02/2028
ECM No.	1374008	Document Contact	Manager Community Development