

# CHARTER

## MOSMAN YOUTH FORUM

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### 1 Establishment

This Forum was formally established by resolution of Mosman Council on 9 April 2013.

### 2 Terms of Reference

#### 2.1 Purpose

This Forum has been established to:

- obtain youth input on specific issues of concern or issues of key importance to them including Council initiated Youth events, programs and projects
- increase participation by young people in community life, by establishing constructive partnership between our youth and Council
- provide opportunities and encouragement for young people to participate in youth-led events and campaigns

In order to achieve this purpose, the Forum will be led and managed by young people with the support of Youth Services staff of Mosman Council.

#### 2.2 Scope & Limitation of Powers

This Forum serves in an advisory and youth development capacity – members do not have the authority to instruct staff or make decisions on Council's behalf.

Members of the Forum will be provided the opportunity to access and address Council, advocate for youth issues and report on Forum activities.

### 3 Membership

- 3.1 Membership of the Forum is limited to between 5 and 10 young people aged from 15 to 25 who live in Mosman and between them reflect the youth community of Mosman.
- 3.2 The Mayor of Mosman will be the Patron of the Forum.
- 3.3 Members will be appointed for a maximum of 2 years following a call for expressions of interest.
- 3.4 Mosman Youth Services staff will provide guidance for the Forum.
- 3.5 Membership will be advertised every two years and expressions of interest sought. All expressions of interest will be assessed initially by the Mayor and

General Manager, and a recommendation regarding appointment will be made by the General Manager to Council.

- 3.6 Any vacancy occurring in the membership of the Forum will be filled, for the balance of the two year period, in the same manner as members are appointed. If membership falls below six members and vacancies cannot be filled, Council will review the viability of the Forum.
- 3.7 Councillors and other staff of Mosman Council may attend meetings by invitation of the Forum. Their attendance will be in an observer capacity only.
- 3.8 The Chairperson may at any time issue an invitation to other relevant stakeholders to attend a meeting of the Forum.

## **4 Communication with Council**

There are two distinct options for communicating with Council

- 4.1 The Chairperson provides a notice of motion agenda item/s 10 days prior to the scheduled Council Meeting.
- 4.2 Youth Development Officer, in consultation with Youth and Community Services staff prepares a report to Council.

## **5 Chairperson**

The Chairperson will be elected annually from and by the community members of the Forum.

## **6 Voting**

- 6.1 Where a decision needs to be made, the Forum will try to achieve it by consensus.
- 6.2 If a consensus cannot be reached, each member of the Forum will have one vote, and decisions of the Forum will be by simple majority.

## **7 Meetings**

- 7.1 Formal meetings of the Forum will generally be held three times a year. Additional meetings, including meetings for specific projects and skills' development will be held as required.
- 7.2 Minutes must be kept of meetings to record details of all matters discussed and decisions or recommendations made.
- 7.3 Meetings of the Forum will usually start at 6.15pm on a weeknight, or as otherwise agreed by a majority of members.
- 7.4 The venue for Forum meetings will usually be the Youth Development Centre, The Crescent, Mosman.

## **8 Notice of Meetings**

Notice for every meeting of the Forum will be forwarded to each member of the Forum at least six days prior to the date of the meeting.

## **9 Administrative Support**

In addition to guidance provided by Mosman Council Youth Services, some administrative support required by the Forum will be available, including but not limited to, the coordination and circulation of agendas and minutes, and the coordination of meeting times and venues.

## **10 Term**

The Forum will be constituted for an initial period of up to two years. Subject to review after two years the Forum will continue to operate until the next local government election or until such time as it is otherwise dissolved by resolution of Council.

## **11 Tenure**

Members of the Forum will be appointed for a period of up to two years, but all members' term of office will conclude at each local government election, or if the Council decides to dissolve the Forum.

## **12 Code of Conduct**

All members of the Forum will be bound by Mosman Council's Code of Conduct.

## **13 Amendments to Charter**

The Charter for this Forum may only be amended by resolution of Council.