

Youth Boards Policy v3

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1. Legislation

There is no legislation governing youth boards. They were originally established at the discretion of *the Council* in 2014. The purpose of establishing the youth boards was to create future leaders.

2. Definitions

Council means the MacDonnell Regional Council's administration.

The Council means the Councillors, President and Deputy President.

Chairperson is an individual elected by members to lead and oversee youth board meetings.

Member is a young person aged 12-25 who is appointed to a youth board.

Staff is any person who carries out work for Council including (but not limited to) employees, contractors, consultants or volunteers.

Youth Boards are made up of members who represent and advocate for youth in communities across Council's region.

3. Statement

This policy provides the principals to:

- Establish a clear governance framework and minimum standards for youth boards.
- Define the role of youth boards, including their structure, membership, and operational requirements.
- Ensure youth boards meet regularly to promote youth leadership and meaningful participation in local decision-making.

4. Policy

4.1 Principles

4.1.1 Strategic Alignment

Youth Boards operate in alignment with Council's Regional Plan and relevant strategies and key performance indicators. Youth board activities are delivered in accordance with the National Indigenous Australians Agency Funding Agreement.

4.1.2 Interdepartmental Support

All Council departments are expected to collaborate and contribute, as required, to support the effective operation and outcomes of youth boards.

4.2 Role of Youth Boards

4.2.1 Provide input into the Youth Program design and planning to support youth-led activities and initiatives.

4.2.2 Provide young people with opportunities to express their views on issues affecting youth in their communities.

4.2.3 Communicate youth views and recommendations to *the Council*.

4.2.4 Support the development of youth leadership skills and civic participation across Council's region.

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4.3 Structure and Minimum Standards

4.3.1 Membership

4.3.1.1 Members must be aged between 12-25 years.

4.3.1.2 Each youth board must have a Chairperson, preferably aged 16 years or older.

4.3.1.3 The Chairperson is selected by the members.

4.3.2 Minimum Membership Numbers

4.3.2.1 Youth boards must consist of at least 4 members in small communities (Finke, Haasts Bluff, Imanpa, Wallace Rockhole);

4.3.2.2 Youth Boards must consist of at least 5 members in medium communities (Amoonguna, Areyonga, Docker River, Mt Liebig, Titjikala);

4.3.2.3 Youth boards must consist of at least 6 members in large communities (Hermannsburg, Kintore, Papunya, Santa Teresa).

4.3.3 Meetings

4.3.3.1 Each youth board must hold a minimum of two structured meetings per year.

4.3.3.2 Meetings are supported and facilitated by staff.

4.4 Roles and Responsibilities

4.4.1 Members will:

- Represent the views and interests of young people in their community.
- Attend youth board meetings and training sessions and participate respectfully.
- Follow meeting procedures and directions from the Chairperson.
- Treat other members, staff, and community representatives with respect.
- Contribute to decision-making in a constructive manner.
- Act in the best interests of young people and the wider community.

4.4.2 The Council will:

- Consider youth board feedback and recommendations.

4.4.3 Chief Executive Officer will:

- Oversee *the Council's* consideration of youth board feedback and recommendations.
- Ensure feedback pathways exist between youth boards, local authorities, and *the Council*.

4.4.4 Executive Manager Youth Services and Community Safety will:

- Provide an annual report to *the Council* on activities.
- Oversee the development and consistency of youth boards across Council's region.
- Ensure youth board meetings occur at least twice per year in each community.
- Ensure that Youth Services Coordinators action and follow up on youth board recommendations and action items.
- Ensure all employees, contractors, and volunteers engaged in youth board activities hold a current Ochre Card.
- Ensure child safety policies and practices are understood by staff.

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- 4.4.5** Senior Coordinator Youth Services will:
- Ensure consistent follow through on recommendations and integration into the Youth Program.
 - Support Coordinator Youth Services in fulfilling their responsibilities where required.
 - Ensure child safety policies and practices are adhered to.
- 4.4.6** Coordinator Youth Boards will:
- Coordinate and co-facilitate all youth board meetings.
 - Deliver governance and leadership capacity-building training.
 - Prepare agendas, minutes, and meeting documentation.
 - Facilitate the implementation process for youth board recommendations by liaising with Youth Services Coordinators, supporting coordination of agreed actions, and reporting progress and outcomes to youth boards through meeting agendas.
 - Report to *the Council* and the National Indigenous Australians Agency on activities.
 - Ensure child safety policies and practices are adhered to.
- 4.4.7** Coordinator Youth Services will:
- Ensure meetings are advertised at least one (1) week prior to the scheduled meeting date.
 - Ensure local Youth Services staff co-facilitate meetings, supporting community-based delivery and youth participation.
 - Oversee the implementation of recommendations relating to Youth Program design and operational matters raised through meetings.
 - Provide timely feedback where implementation of recommendations is not possible.
 - Provide operational support to the Youth Boards Coordinator, as required, including assistance with one-off tasks arising from activities.
 - Ensure child safety policies and practices are adhered to.
- 4.4.8** Team Leader Youth Services will:
- Support member attendance at meetings.
 - Advertise meetings through youth facilities.
 - Attend scheduled meetings.
 - Co-facilitate meetings, including Youth Services feedback.
 - Action program-related recommendations and operational issues arising from meetings.
 - Provide timely feedback where implementation of recommendations is not possible.
 - Provide support for activities, as required, including assistance with one-off administrative or logistical tasks relating to meetings and members.
 - Ensure child safety policies and practices are adhered to.

5. Breaches and Consequences

Action or behaviour that does not comply with any element of this policy can be found to have breached the Code of Conduct. Such action or behaviour must be referred to as 'suspected misconduct' until a decision is made that the action or behaviour amounts to a breach of the Code by a person appointed in accordance with procedure.

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6. Authority

The Council, 17 April 2026

7. Owner

Community Services, Youth Services

8. Review Date

30 April 2029

9. Related Information

Child Safe Reporting Policy
Child Safeguarding Policy
Regional Plan
Youth Board Manual