

# **Terms of Reference and Code of Meeting Practice**

Youth Council

# Terms of Reference

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## 1. Values and Expectations

Dubbo Regional Council (DRC) Council Community Committees are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Community Committees are not decision-making bodies and operate under the Community Engagement Groups Framework.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other.
- It is noted that feedback from this committee may be recorded and redirected to another committee to ensure there is no duplication or omission.
- Members will confine their contributions to statement of facts.
- Members will not insult or make personal reflection or impute improper motives to each other.
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt.
- Members will allow other members to put their views without interruption.

## 2. Objectives and Purpose

The primary objective of the Youth Council is to focus on capacity building by encouraging young people to make independent decisions and to negotiate priorities of the communities through participation.

Dubbo Regional Council aims to support every member of the community, including the Youth of the Dubbo region, in particular the Young Aboriginal and/or Torres Strait Islander people.

Extracurricular activities, such as the opportunity to join the Youth Council, provide new opportunities to young people in the Dubbo region and assist them to develop important life skills including, teamwork, leadership, self-confidence and resilience.

There are four key goals/outcomes of the Youth Council.

- Increased Participation in community Events  
Example: Youth Week Celebrations – held every year
- Increased sense of belonging to community  
Example: Social Participation - Youth Council Australia Day activity
- Increase in formal and informal networks  
Example: Community Connections - Community Sector Coordination
- Increase in youth engagement  
Example: Indigenous Social Participation - School holiday program

### 3. Membership

Members will serve on the Committee for the duration of the Council term.\* Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member.

Any position made vacant under these terms may be filled following endorsement from the Chairperson and relevant Director.

Community representation will be determined by way of open nomination, with successful applicants being decided by the relevant Director, and a relevant staff member.

They must be contactable and approachable by members of the wider community, and willing to represent the voices and opinions of the wider population.

\*Due to student members either changing schools, leaving for university or increased work/training obligations, community representatives of the Youth Council may serve for shorter periods of time (i.e.: 12 months) and new members join should a position be made vacant.

#### Membership Positions

Membership will comprise of:

- A minimum of two Councillor representatives
- Youth Development Officer
- Manager Community Services (or delegate)
- A maximum of eight Community members as determined by the selection panel after an expression of interest process.

The Chair will be a Councillor representative.

#### Non-membership Positions

The minute taker will be an administration officer from the Community, Culture and Places division.

### 4. Support and Administration

Council's Corporate Governance (CG) branch will be responsible for the following arrangements:

- Sending meeting invitations.
- Booking meeting rooms.
- Publishing agendas.
- Distributing agendas.
- Preparing dummy minutes.
- Finalising, publishing and distributing minutes.

Council's Community, Culture and Places division will be responsible for the following:

- Confirming meeting dates with CG.
- Preparing agenda items and preparing reports.
- Taking minutes using the dummy minutes proforma created by CG, and returning to CG within three business days of the meeting.
- All matters to do with nomination, selection and replacement of committee members.

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary.
- Reading agendas and accompanying reports ahead of any meeting.
- Attending and contributing to meetings.
- Sharing relevant information from the meetings and actively engaging with the community network that they represent.
- Sharing insights and input from the community network that they represent with the committee, and Council.

## 5. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council. Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director Community, Culture and Places.

Reports may include: meeting minutes – to be submitted for notation to the Corporate Services Committee, Specialist reports as requested by the Council.

## 6. Meetings

Meetings will be held bi-monthly and as required by special projects.

## 7. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Standing Agenda Items
5. Reports from Staff
6. Correspondence\*, Questions on Notice and General Business

\*Correspondence from residents may be provided to committee members for presentation to the committee. However, inclusion of such correspondence on the agenda will be at the discretion of the relevant Director. Any correspondence to be included on the agenda must be received by the minute taker at least 14 days prior to a scheduled meeting to be considered.

## 8. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Agenda items and discussions that are identified by the Chairperson or Council staff as confidential will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media. The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question. Prior to any public

and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director Community, Culture and Places.

Committee members will not speak publicly on behalf of the committee without the express direction of the Director Community, Culture and Places.

## 9. Code of Conduct

All committee members must abide by Council's Code of Conduct, including Elected officials (Councillors), Council staff, and community representatives. The Code of Conduct can be found on Council's website [Code of Conduct - Dubbo Regional Council](#).

# Code of Meeting Practice

## Purpose

This document provides a uniform set of rules for Council's community committees to help ensure more accessible, orderly, effective and efficient meetings.

## Scope

This Code of Meeting Practice applies to all meetings of Council community committees.

## Definitions

To assist in the interpretation, the following definitions apply:

Term	Definition
Audio-visual link	A facility that enables audio and visual communication between persons at different places (Microsoft Teams).
Business day	Any day except Saturday or Sunday or a public holiday as observed in NSW.
Chairperson	The person presiding at the meeting.
Correspondence	Written correspondence from residents may be provided to a committee member/s for presentation to the committee. However, inclusion of such correspondence on the agenda will be at the discretion of the relevant Director.
This code	This document, the Code of Meeting Practice for Council's Community Committees.
Council official	Has the same meaning it has in the Model Code of Conduct for Local Councils in NSW. "includes Councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers"

Day	Calendar day.
Member	A community or industry representative of a committee, Councillor representatives and staff identified in the Terms of Reference as members.
Questions on Notice	A question submitted by a committee member for consideration for inclusion in a meeting.
Quorum	The minimum number of Councillors or committee members necessary to conduct a meeting.

## Responsibilities

The chairperson of a meeting is responsible for enforcing the Code during meetings, with the assistance of Council staff.

All members of the committee, as well as any member of the community or staff who are present at the meeting, are responsible for being aware of this code, and following the instructions of the chairperson.

### 1. Meeting Principles

Council community committees are one of the three Community Engagement Groups (CCL24/315) and are underpinned by the guiding principles outlined in the Community Engagement Groups Framework. The guiding principles are;

**Inclusivity and Equity:** Ensure that all community members, regardless of their background, have a voice and are represented. This includes actively seeking out marginalised or underrepresented groups.

**Transparency:** Open communication and clear sharing of information about processes, decisions, and the purpose of engagement efforts.

**Flexibility and Adaptability:** Be open to adjusting engagement strategies and approaches as new needs, challenges, and opportunities arise.

**Cultural Competence:** Respect and acknowledge the diversity of cultures, values, and histories within the community. Tailor engagement approaches to reflect this diversity.

**Sustainability:** Design engagement activities and processes with long-term goals in mind, ensuring that participation and benefits can continue over time.

**Clear Objectives and Purpose:** Clearly define the purpose of engagement efforts, what you are trying to achieve, and the expected outcomes.

**Empowerment:** Focus on building capacity within the community so that individuals and groups can engage more meaningfully and take leadership roles.

**Building Trust and Relationships:** Invest time in developing strong, trusting relationships with and among community members.

**Feedback Loops and Accountability:** Provide continuous feedback to the community about how their input has been used and what decisions or actions have resulted from their engagement.

**Local Leadership and Knowledge:** Leverage the knowledge, experience, and leadership of local community members to guide and inform engagement strategies.

## 2. Before the Meeting

### Timing of Meetings

- 2.1 The time, date and place of committee meetings will be notified to all members at the end of the previous meeting or as determined at the committees first meeting.
- 2.2 Members will be notified via calendar invitation to their nominated email address, unless requested otherwise by the member.

### Notice to Members of Agenda

- 2.3 The agenda will be distributed to committee members at least three days prior to the meeting.
- 2.4 The agenda will be distributed in electronic form via the email address nominated by the member. It is expected that all members read the agenda prior to the meeting.

### Correspondence and Questions on Notice

- 2.5 Inclusion of any items submitted under Correspondence or Questions on Notice will be at the discretion of the relevant Director, indicated in the individual Terms of Reference.
- 2.6 Correspondence or Questions on Notice must be submitted at least 14 days prior to a scheduled meeting, as indicated in each individual Terms of Reference. Correspondence and Questions on Notice can be submitted prior to a meeting being scheduled. This period of notification allows staff adequate time to gather sufficient information to accurately respond to any questions.

## 3 Meetings

### Attendance by Members at Meetings

- 3.1 All members should make reasonable efforts to attend meetings of the community committee. Where a member is unable to attend a meeting, they should formally notify Council's Corporate Governance team via email on [governance@dubbo.nsw.gov.au](mailto:governance@dubbo.nsw.gov.au) or by phoning 02 6801 4000.
- 3.2 Any member who makes an apology prior to the start of a meeting will be noted as such in the minutes.
- 3.3 Where a member cannot attend a meeting in person, reasonable efforts will be made to provide access to the meeting via audio-visual link (Microsoft Teams). However, it should be noted that this will not always be possible.
- 3.4 Should a member be absent for three consecutive meetings without a formal apology, that person will cease to be a member and such fact will be considered when determining any future Expressions of Interest to community committees.

### The Quorum for a Meeting

- 3.5 The quorum for a meeting is the Chairperson (or delegate) and one committee member.
- 3.6 If the number of official apologies received prior to a meeting commencing indicates that the above quorum will not be reached, a meeting may be cancelled. Notice must be given to each member of the cancellation either via email or phone.
- 3.7 If, at the commencement of a meeting, the above quorum is not present, the chairperson will indicate the amount of time that will be given to allow members to arrive before adjourning the meeting.
- 3.8 If the meeting is adjourned due to lack of quorum, the chairperson will declare the meeting as cancelled.

- 3.9 The minute taker must record in the meeting's minutes the circumstances relating to the absence of a quorum together with the names of those present.
- 3.10 Where a meeting is cancelled under clause 3.6, the business to be considered at the meeting may instead be considered, where practicable, at the next meeting of the committee or, if necessary and practicable, the meeting may be rescheduled.

#### **Attendance of the Chief Executive Officer, Councillors and Other Staff at Meetings**

- 3.11 The Chief Executive Officer is entitled to attend a community committee meeting whether they are a member or not.
- 3.12 A Councillor who is not a nominated representative is entitled to attend a community committee meeting whether they are a member or not.
- 3.13 The attendance of other Council staff at a meeting will occur from time to time as required.

#### **The Chairperson at Meetings**

- 3.14 One of the Councillor representatives will be elected as chairperson at the first meeting of the committee.
- 3.15 The chairperson may delegate the position of chairperson to a Council official, verbally or in writing, prior to the commencement of the meeting. The Council official's acceptance must be recorded as part of the meeting minutes.
- 3.16 When the chairperson rises or speaks during a meeting:
  - (a) any member then speaking must cease speaking and, if standing, immediately resume their seat, and
  - (b) every member present must be silent to enable the chairperson to be heard without interruption.

#### **Modes of Address**

- 3.17 Councillors are to be addressed as 'Councillor [surname]', unless otherwise instructed by that Councillor.
- 3.18 Council staff are to be addressed as their position title, unless otherwise instructed by that staff member.
- 3.19 All other members and attendees may indicate their preference for being addressed.

#### **Items for Discussion**

- 3.20 Where a member raises an issue of general interest (that is a matter not listed on the agenda), it may be discussed following the chairperson's approval. The issue of general interest and any outcomes are recorded in the minutes under the standing agenda item Correspondence, Questions on Notice and General Business.

#### **Questions**

- 3.21 A member may put a question to another member about a matter on the agenda.
- 3.22 A member may, with the permission of the relevant Director, put a question to a Council employee who is not a member of the committee, but who is present, about a matter on the agenda.
- 3.23 Where a response to the question is not readily available, it may be taken on notice and the response either reported to the next meeting or emailed to members between meetings.
- 3.24 Members must put questions directly, succinctly, respectfully and without argument.

#### **Rules of Debate**

- 3.25 Each member is allowed to speak to each item on the agenda.



- 3.26 Members will indicate their desire to speak by raising their hand.
- 3.27 The chairperson will indicate whose turn it is to speak, and this must be respected by all members.
- 3.28 Members are to ensure that all members have equal opportunity to speak and be mindful of the meeting duration when speaking to items.
- 3.29 All members must be heard without interruption and all other members must remain silent while another member is speaking.
- 3.30 In the event that the group is unable to come to a cohesive understanding on any matter in a reasonable time frame, as determined by the chairperson, and the chairperson determines further discussion is required, the issue will be noted in the minutes and the meeting will progress to the next agenda item. The committee may then return to the item later in the meeting if time permits, or the chairperson may determine that the matter be put to the next meeting.

### **Keeping Order**

- 3.31 The chairperson is responsible for keeping order at meetings, with the assistance of Council staff.
- 3.32 The chairperson can call any member to order if they deem it necessary.
- 3.33 Members of the committee can indicate to the chairperson if they believe another member should be called to order. It is then at the discretion of the chairperson to act upon this request.
- 3.34 The chairperson's ruling must be obeyed.

### **Acts of Disorder**

- 3.35 Members and attendees must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct, or making other potentially defamatory statements.
- 3.36 Members must conduct themselves with respect to all other members and attendees and observe the rules of order in this code. The chairperson shall ensure that conduct during the meeting is such that members and attendees:
  - confine their presentation to a statement of facts.
  - do not insult or make personal reflections or impute improper motives to any Councillor, member of staff, committee member or attendee.
  - do not say or do anything that is inconsistent with maintaining order at the meeting or is likely to bring Council into contempt.
  - allow other members to put their views without interruption.
- 3.37 A member commits an act of disorder if the member;
  - a) contravenes this code, or
  - b) assaults or threatens to assault another member or person present at the meeting, or
  - c) insults, makes unfavourable personal remarks about or imputes improper motives to any other member or attendee.
  - d) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or the committee into disrepute.

### **How Disorder at a Meeting may be Dealt With**

- 3.38 If the chairperson considers that a member or attendee has engaged in conduct of the type referred to above, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the member fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 3.39 A person may be expelled from a meeting by the chairperson or relevant Director for engaging in or having engaged in disorderly conduct at the meeting.

- 3.40 Where a person is expelled from a meeting, the expulsion and the name of the person expelled, are to be recorded in the minutes of the meeting.
- 3.41 Where a member engages in conduct of the type referred to in clause 3.35 or 3.37, the Chief Executive Officer or their delegate may instruct the person not to attend the next meeting. Should the speaker repeat this conduct following this suspension at a further meeting, the Chief Executive Officer or their delegate may revoke membership. Such fact will be considered when determining any future Expressions of Interest to community committees.
- 3.42 If disorder occurs at a meeting, the chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the chair.
- 3.43 Where a member is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the member's audio link to the meeting for the purposes of enforcing compliance with this code.
- 3.44 If a member attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the member's audio-visual link to the meeting.

#### **Use of Mobile Phones and the Unauthorised Recording of Meetings**

- 3.44 Councillors, Council staff, committee members and other attendees must ensure that mobile phones are turned to silent during meetings.
- 3.45 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting without the prior authorisation of the Chief Executive Officer.

#### **Conflicts of Interest**

- 3.46 All members must declare and manage any conflicts of interest they may have in matters being considered at meetings in accordance with the Council's Code of Conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

## **4. AFTER THE MEETING**

#### **Outcomes and Reporting**

- 4.1 Outcomes of the committee meeting must be accurately recorded in the minutes of the meeting (minutes will not reflect discussions held – only the outcomes decided upon).
- 4.2 Committees have no delegated authority from the Council to make decisions binding the Council.
- 4.3 Outcomes of committees may inform reports, with recommendations, as required, to the Council under the relevant Director. This is at the discretion of the Director and the Chief Executive Officer.
- 4.4 Nothing restricts Councillors from putting forward a Notice of Motion based on any discussions held at a committee meeting, so long as it complies with Council's Code of Meeting Practice and Code of Conduct.

#### **Minutes of Meetings**

- 4.5 The Council is to keep accurate minutes of the proceedings of meetings of the committee.
- 4.6 At a minimum, the following matters must be recorded in the minutes:
  - a) the names of those attending a meeting and whether they attended the meeting in person or by audio-visual link.
  - b) the names of those who submitted formal apologies prior to the meeting.

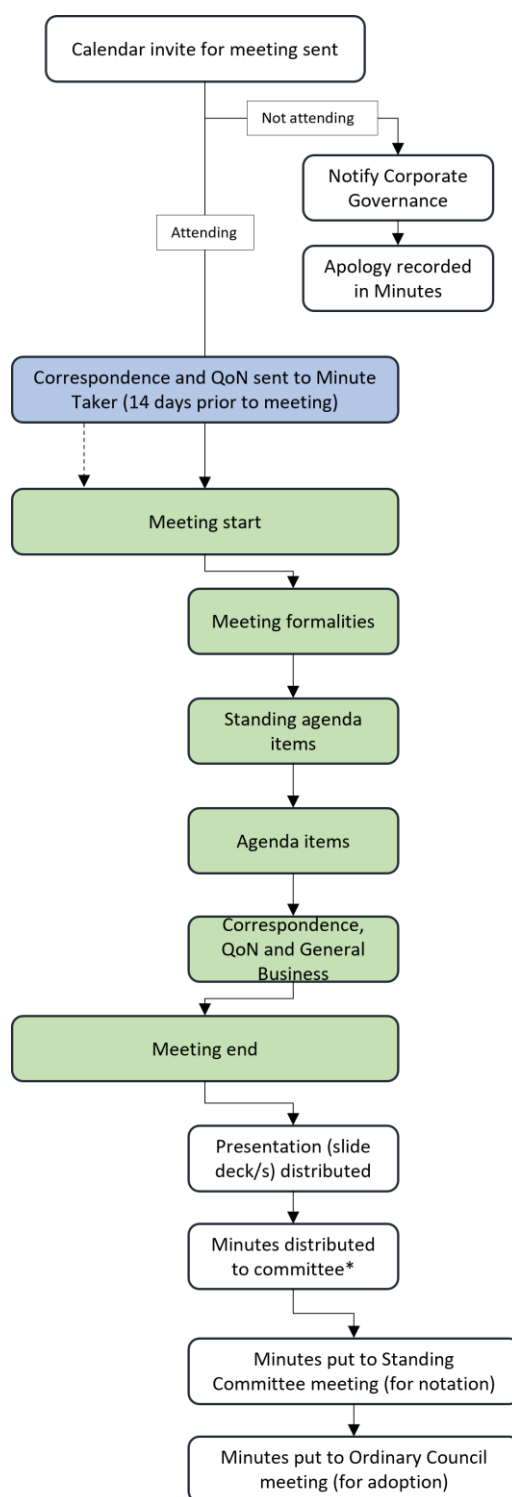
- c) a record of any conflicts of interest and how those conflicts were managed.
  - d) details of any outcomes reached during the meeting, noting that these outcomes do not bind the Council to any action.
  - e) in the event that the group is unable to come to a cohesive understanding on any matter or item, the issue will be noted in the minutes.
- 4.7 The minutes of a committee meeting will be submitted for notation to the relevant Standing Committee of Council.
- 4.8 The minutes will be distributed to members of the meeting electronically as soon as practicable after the meeting.
- 4.9 Should a meeting be supported with a presentation (slide deck/s), a copy of the presentation and the accompanying informal meeting notes made during the meeting as part of the presentation, will be distributed to members of the committee electronically as soon as practicable after the meeting.

## 5. MEETING PROCESS

The meeting process is general.

\*Meeting minutes are distributed to committee members prior to being adopted by Council.

Members will be notified electronically in the instance that Council adopts amendments to the minutes.



## Document Control

Responsible Officer:	Executive Officer Community, Culture and Places
Division:	Community, Culture and Places
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Cnr Church and Darling streets, Dubbo  
Cnr Nanima Crescent and Warne Street, Wellington

Ph: (02) 6801 4000  
[dubbo.nsw.gov.au](http://dubbo.nsw.gov.au)

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Cnr Nanima Crescent and Warne Street, Wellington  
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