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**Robe River Kuruma Aboriginal Corporation  
RNTBC**  
**ABN: 99 409 427**  
**ICN: 7612**

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**Robe River Kuruma Youth Council  
Agreement**

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## Name

**Robe River Kuruma Youth Council (RRK Youth Council)**

## Mission

Working together as a community to ensure that the voice of the Robe River Kuruma young people is heard and build a solid foundation from our three focus areas of Culture, Education & Training and Social & Emotional Wellbeing, to unite our community while engaging and preserving our culture now and for future generations.

## Purpose

The RRK Youth Council is a representative council of the Robe River Kuruma (RRK) young people aged 15 to 25. We aim to foster and encourage emerging leaders to speak up and have a voice about the needs and aspirations of Robe River Kuruma young people.

## Our Vision

*For our*

### **Culture**

*to be alive and strong within the  
Robe River Kuruma youth*

*For our*

### **Education and Training**

*to engage our youth to learn  
and develop skills to be our  
future leaders*

*For our*

### **Social and Emotional Wellbeing**

*to be strong, healthy and connected  
to community, now and for future  
generations*



## Objectives

1. Represent RRK young people.
2. Consult on co-designed solutions to enhance the development of RKR young people.
3. Support RRK young people through leadership, mentoring and advocacy.
4. Develop leadership potential and fulfil leadership positions in the local community.
5. Identify the needs and aspirations most important to young people, and deliver related programs, projects and events to address these.
6. Encourage and support change in the RRK and broader community.
7. Develop a strong bond between RRK young people and community to engage them in community and culture.
8. Support our Elders to preserve our traditions, culture and language for future RRK members.

## Robe River Kuruma Youth Council Structure

The RRK Youth Council will comprise of 10 RRK Youth Council Elected Members, including four (4) Governance positions; Chairperson, Vice Chairperson, Secretary and Treasurer.

	Chairperson	
Treasurer	Vice Chairperson	Secretary
Elected Member	Elected Member	Elected Member
Elected Member	Elected Member	Elected Member
RRK Young People		



### **Robe River Kuruma Youth Council Members**

- All RRK Youth Council members must be members or future eligible members of RRKAC
- Any RRKAC member or future eligible member between the ages of 15 and 25 years may apply to be involved in the RRK Youth Council.
- All RRK young people must completed an Application Form to express their interest in being involved in the RRK Youth Council.
- Application Forms will be reviewed by the RRK Youth Council, RRKAC Management and, if required, the RRKAC Board.
- Once accepted, RRK young people are able to be involved in the RRK Youth Council and the planning, development and management of its initiatives.
- RRK young people under 18 years old must be approved by the RRKAC Board to be involved in the RRK Youth Council.
- The RRK Youth Council has voted to not have a required number of set apical representative seats for the first 12 months, at which time will be reviewed.
- Applications for vacant RRK Youth Council Elected Member positions will be advertised to all RRKAC members.
- Elected Member Applications will be reviewed and approved by the RRKAC
- Once accepted, the Application is presented to the RRK Youth Community for voting in their desired representation onto the RRK Youth Council.
- To be eligible for an Elected Member position, RRK young people must have been involved within the RRK Youth Council for a minimum of 12 months.
- To be eligible for a RRK Youth Council Governance position, RRK young people must have held an RRK Youth Council Elected Member position for a minimum of 12 months.
- Nominations for Governance positions will occur at Youth Council Meetings, and voted upon by Elected Members, and if required reviewed by the RRKAC Board.
- Elected Members applying for a Meeting Participation Fee must be approved by RRKAC Management and the RRKAC Board.
- All RRK Youth Council Elected Members must have the ability to comply with all RRKAC Policies and Procedures as appropriate, including RRKAC's Fitness for Work Policy



## **Tenure of Elected Members**

Any RRKAC member or future eligible member is able to be elected into a RRK Youth Council Elected Member position from the age of 15 up to 25. Elected Members cannot be turning 26 within the first 12 months of their term.

Elections for the RRK Youth Council shall occur on a rotational system, with five (5) of the Elected Members positions renewed annually. Each position is for a two (2) year term; including the Governance positions of Chairperson, Vice chairperson, Secretary and Treasurer.

All RRK young people are encouraged to vote to elect a youth representative onto the RRK Youth Council into an Elected Member position. Governance positions are determined by the Elected Members.

Elected Members shall remain a member of the RRK Youth Council until:

- one day prior to the RRK youth council election, if their position is up for re-election
- the month of their 26<sup>th</sup> birthday
- until the RRK Youth Council is otherwise dissolved
- the Elected Member resigns, or is terminated

## **Termination of Elected Members**

Any Elected Member of the RRK Youth Council may be terminated due to:

- their non-attendance at three consecutive RRK Youth Council meetings without prior notification and acceptance of their non-attendance by the Chairperson
- their conduct being inconsistent with RRKAC's policies and procedures and the RRK Youth Council's Agreement



## **Robe River Kuruma Aboriginal Corporation Code of Conduct**

All RRK Youth Council members agree to abide by the RRKAC Code of Conduct; in summary:

1. Behave professionally
2. Behave respectfully
3. Act with honesty and integrity
4. Maintain confidentiality
5. Avoid conflicts of interest
6. Comply with all laws, rules and regulations

## **Roles and Responsibilities**

In accordance with RRKAC Policies, all RRK Youth Council members are expected to:

- Provide timely, unbiased and professional advice and contribute effectively to RRKAC and the RRK Youth Council.
- Disclose and take reasonable steps to avoid real, or perceived, conflicts of interest.
- Use RRKAC and the RRK Youth Council's funds, resources and facilities in a legal, responsible and appropriate manner.
- Not make improper use of member's duties, status, power or authority, in order to gain a benefit or advantage for the member or for any other person.
- Abide by, and comply with all RRKAC policies and procedures as amended from time to time.
- Respect the cultural values and protocols of RRK people.
- At all times behave in a way that upholds RRKAC's values and the integrity and good reputation of RRKAC; including in the community and social media.
- Act diligently, openly, honestly and in good faith and in the interests of all RRKAC and RRK Youth Council members.
- Carry out their responsibilities as outlined with the RRK Youth Council's Agreement.



### **Robe River Kuruma Youth Council Elected Members**

- All RRK Youth Council Elected Members are expected to actively participate in RRKAC and RRK Youth Council projects, programs and events, as required
- Respond to RRKAC's emails, text message, phone calls in a timely manner
- Engage with the Youth Development Officer to establish a personal development plan
- Promote and advocate for RRK young people, in accordance with the RRK Youth Council's mission, purpose and vision
- Have a willingness to undertake training, if and when required.
- Have an ability to work collaboratively with RRK young people, the RRK Youth Council, the RRKAC Board and all other RRKAC personnel
- Have a willingness to share knowledge and educate other RRK young people
- Championing RRKAC and the RRK Youth Council in the wider community
- Support RRKAC in delivering the Strategic Plan for the community

### **Governance Positions**

#### **Chairperson**

- The Chairperson shall be charged with the leadership and administration of affairs of the RRK Youth Council with assistance from the delegated Youth Development Officer.
- The Chairperson shall preside over all meetings of the RRK Youth Council.
- The Chairperson shall appoint subcommittees and working parties when necessary to develop and deliver projects, programs and events.
- The Chairperson shall represent the RRK Youth Council at RRKAC Board Meetings and other meetings and events the RRK Youth Council is invited to.
- The Chairperson shall prepare a bi-monthly progress report, with assistance from Youth Development Officer, for RRKAC MSU Management and RRKAC Board; updating the progress of the activities being undertaken by the RRK Youth Council.
- The Chairperson shall prepare and present an annual report, with assistance from Youth Development Officer, for RRKAC MSU Management and RRKAC Board; summarising the activities and achievements of the RRK Youth Council.





### **Vice Chairperson**

- The Vice Chairperson shall assume the duties of the Chairperson during the Chairperson's absence.
- The Vice Chairperson shall assist the Chairperson to perform duties when needed.

### **Secretary**

- The Secretary shall record and maintain the minutes of all RRK Youth Council meetings and file them with the copies of previous minutes with assistance from Youth Development Officer.
- The Secretary shall prepare and receive correspondence for the RRK Youth Council and maintain proper files with assistance from Youth Development Officer.
- The Secretary shall assist the Chairperson and Vice Chairperson in any other duties required.

### **Treasurer**

- The Treasurer shall oversee and present budgets, accounts and financial statements to the RRK Youth Council; with assistance from Youth Development Officer.
- The Treasurer will advise on fundraising and grant opportunities; with assistance from Youth Development Officer.
- The Treasurer shall ensure compliance with grant funding objectives; with assistance from Youth Development Officer.

### **Elected Member Casual Employment**

At the discretion of RRKAC and the RRKAC Board, RRK Youth Council Elected Members may be paid for their time in accordance with RRKAC Meeting Participation & Travel Assistance Policy and the *Clerks – Private Sector Award 2010* or any other modern award applicable at any time during their tenure.



## Meetings

- All RRK Youth Council Elected Members are expected to attend all structured fortnightly RRK Youth Council meetings and others as required
- If unable to attend, apologies must be sent and accepted by the Chairperson or Youth Development Officer one (1) day before the meeting unless deemed a special circumstance by the Chairperson.
- Elected Members cannot miss three (3) consecutive meetings without a reasonable apology accepted by the Chairperson.
- Elected Members are expected to actively participate and contribute in all meetings.
- Any items of business for the agenda will be sent through to the Chairperson or Youth Development Officer seven (7) days prior to the meeting for approval.
- The Youth Development Officer will ensure that notice of meetings, including the agenda and business papers, are provided to the RRK Youth Council Elected Members at least three (3) business days prior to the day of the meeting. These will be transmitted electronically.

## Minutes

All RRK Youth Council business will be properly recorded by the Secretary. The minutes will be:

- approved by the Youth Development Officer in draft
- approved by the RRK Youth Council as final at the next RRK Youth Council meeting
- managed in accordance with RRKAC policies
- draft minutes will be distributed to the RRK Youth Council no later than three (3) business days after the meeting.

## Quorum

A quorum is constituted by attendance of a majority of members, for the RRK Youth Council this is six (6). If a quorum is not achieved, an informal meeting may be conducted at the discretion of the Chairperson or the Youth Development Officer.



### **Subcommittees and Working Parties**

- Subcommittees and working parties may be formed for projects, programs and events undertaken by the RRK Youth Council.
- Subcommittees and working parties are open to any RRK young person to be involved in.
- The RRK Youth Council will notify young people of the formation of a subcommittees or working parties by phone, email, and social media accounts.
- All subcommittees and working parties shall have a least one (1) RRK Youth Council Elected Member on it; who is responsible for overseeing its development and reporting.
- Subcommittees and working parties will be formed by the Chairperson or Vice Chairperson, as required and are open to discussion at any meeting.
- Subcommittees and working parties are to report and put forward recommendations to the RRK Youth Council as required.



## **Youth Development Officer – Youth Development and Partnerships**

RRKAC will assist with the facilitation of the RRK Youth Council by employing a Youth Development Officer to provide the following support:

- To undertake the planning, development and management of RRKAC's youth initiatives.
- Where required support RRK youth to develop wellbeing plans which bring in appropriate service providers to address issues and leverage an individual's strengths to help them meet their aspirations.
- Drafting coordinated plans, implementing strategies and delivering programs, projects and activities to support the implementation of RRKACs strategic objectives.
- Advocacy and personal support to RRK members to improve service access and address issues with government agencies and other providers.
- Develop high level RRKAC resources for member and stakeholder engagement and use as required
- Support members in achieving independence through RRKAC's mantra of providing 'a hand up, not a hand out'. It is MSU staff's roles to work closely with members in a strengths based approach.

## **Review and Amendment of the Agreement**

The RRK Youth Council's Agreement will be reviewed annually, or as otherwise determined by RRKAC management, RRKAC Board or the RRK Youth Council, and may only be amended with approval from the RRKAC Board.