

West Tamar Youth Mayor – Position description

Scope:

- The West Tamar Youth Mayor program is for a student in years 7-9 to represent the young people of the West Tamar municipality. They will provide a focus and a channel for young people's views to be heard by those in council. The youth mayor can be influential in promoting the West Tamar youth strategy as they support shaping a positive future for young people.

Eligibility:

- Applicants must be in years 7-9 during the year they are the youth mayor (apply in years 6-8 for the following calendar year).
- Applicants must live in the West Tamar municipality.

Youth strategy:

- The 2023-2026 youth strategy identified the goal of **developing formidable young people**. *"Our aim is to nurture the growth and development of West Tamar youth to be resilient, respected, and awe-inspiring human beings through entrepreneurship opportunities, public speaking training and sharing the success stories of West Tamar young people".* The role of youth mayor is a fantastic way to work publicly and effectively towards the goal of **developing formidable young people**.

Position aims:

- Give West Tamar youth a stronger voice in the community
- Boost youth awareness and engagement in council activities
- Advocate for youth inclusion in council decisions
- Increase youth understanding of local government

Duties:

- Provide feedback & give opinions on Council policies, local by-laws, services and programs that affect young people.
- Attend Council's three-day youth leadership camp in January.
- Participate in decision making when invited to do so.
- Give speeches at Councils' Public Ceremonies when invited to do so (E.g. Australia Day, ANZAC Day etc.).
- Chair monthly Youth Advisory Council (YAC) meetings.
- Participate in Citizenship Ceremonies, launches and relevant opportunities, where invited to do so.

Attend meetings:

- Become a member of the West Tamar Youth Advisory Council (YAC) and chair monthly meetings.
*YAC meetings are held one Thursday a month (meeting dates are provided in December for the following year) held at the Windsor Community Precinct.
- Attend a minimum of 3 Council meetings throughout the year.
*Council meetings are held on the 3rd Tuesday of the month at the Windsor Community Precinct.
- Connect with other relevant community groups.
*Opportunities may arise to connect during the year throughout the West Tamar.



What are the parameters of the role?

The Youth Mayor position is not a paid position. However:

- Council will cover travel and food expenses required for the role, when requested.
- Council will cover costs associated with purchasing suitable clothing, when requested.

Expected time commitments:

- As the role is a 12-month commitment, Council expects the Youth Mayor to be available for major events in the municipality, experience a variety of meetings and decision-making forums and opportunities to be active in the community.
- The Youth Mayor will spend on average one meeting/evening a fortnight on the role. Some meetings are during the day and special exemption will be required from the respective school.

Training:

- Council will organise any relevant training and orientation as required.
- The Youth Mayor will receive professional public speaking training sessions during their term.

Supervision:

- The Youth Mayor reports to Council's Youth Development Officer regarding youth-related activities and any media opportunities.

Communications protocol:

- As per Council's policy*, the Youth Mayor shall not address the public in their role unless permission is granted by the Mayor. This includes verbal, social media, written and other means of communication.
- When using social media outside the role, the Youth Mayor must not cause serious damage to the relationship between Council, Councillors, workers or other persons at the workplace. Their online representation is to be positively reflected according to a volunteer's duty to council and must not damage or are likely to damage council's interests or reputation.
- ***Media relations – roles and guidelines 6:1** – Mayor: *"By virtue of the Local Government Act 1993 the Mayor will be the Council spokesperson for Council business or matters before Council. Therefore, all media enquiries should be directed to the Mayor in the first instance. If the Mayor is absent, and appoints the Deputy Mayor to act in the position of Acting Mayor, media enquiries should be directed to the Acting Mayor. If the Mayor and Acting Mayor are not available for comment, media enquiries should be directed to the General Manager. The Mayor, and the General Manager in certain circumstances, are the only persons able to release media statements on behalf of Council. The Mayor has a primary role when discussing major policy and municipal area issues, decisions of Council and responses to other governments on policies and decisions impacting on our community."*

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Signature of 2027 Youth Mayor

Made before me at Windsor Drive, Riverside in Tasmania on the 3rd of December 2026.

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Signature of West Tamar Council Mayor

