

YOUTH MENTORING PROGRAM

Memorandum of Understanding

The Youth Mentoring Program is designed to enable local young people, between the ages of 17 and 25, the opportunity to gain first hand experience of local government and the role of councillors, through a mentor relationship with a current councillor.

The program is designed to:

- a) enable young people in the Clarence Valley Council local government area to become more acquainted with the processes of local government,
- b) give the youth representatives the opportunity to have some input into council meetings through an invitation to address Council on youth issues at the conclusion of each Council meeting, and
- c) involve the youth representatives in the decision making process by their presence in Council meetings and the opportunity they are given to address Council on youth issues after each meeting and in private discussions with Councillors.

This Memorandum of Understanding, signed by:

The Mayor, Cr. **INSERT NAME** on behalf of Clarence Valley Council

Councillor **INSERT NAME**, the Participating Councillor and Mentor, and

INSERT NAME, the participating Candidate,

outlines the responsibilities of each party to the Memorandum.

Responsibilities of Council

Clarence Valley Council will:

- a) allow participating candidate access to:
 - council facilities,
 - business papers, and
 - council meetings (the candidate will be sitting with Councillors at Council Table),
- b) acknowledge that the role of the candidate is as an observer only, the candidate will not be canvassed for a “community view” during the council meetings,
- c) respect the confidentiality of the candidate,
- d) allow candidate access to travel with councillors when attending functions, meetings and conferences when appropriate, and
- e) provide insurance cover for the candidate while attending Council and Committee meetings.

Council may also consider involving other councillors as mentors during the program to allow candidate access to other information sources.

The nominated councillor will act as the main mentor of the candidate for the duration of the program.

Responsibilities of the Councillor and Mentor

Councillor **INSERT NAME** will:

- a) be committed to the Mentoring Program,
- b) provide the candidate with access to information:
 - relating to Business Papers,
 - about the broader community, and
 - on procedures and protocols of council,
- c) facilitate the candidate’s involvement in all aspects of local government,
- d) respect the confidentiality of the candidate,
- e) act as a suitable role model for the candidate, and
- f) arrange transport, if required, to and from Council and Committee meetings.

Responsibilities of the Candidate

The candidate, **INSERT NAME** will:

- a) adhere to the rules/regulations governing the Council and Councillors, including Council's Code of Conduct,
- b) attend meetings as an observer only and acknowledge that he/she has no speaking or voting rights within a meeting,
- c) sign a confidentiality agreement and follow the same guidelines as Councillors in relation to confidentiality (any breach of confidentiality requirements could lead to exclusion from the program),
- d) gain prior approval for any expenses,
- e) participate in community education forums as part of the program, for example attend schools, sport groups and community meetings, and
- f) will submit an evaluation report at the completion of their candidacy.

The candidate is not able to approach the council staff directly, but will direct all requests through the mentor.

The candidate acknowledges that he/she will not receive the councillor's allowance.

The candidate has the opportunity to address council for a period of ten minutes at the end of each council meeting, on issues relating to youth in the Clarence Valley.

DURATION OF PROGRAM

The Program is for a period of six months, from **INSERT DATE** to **INSERT DATE**.

Councillor **INSERT NAME**
Mayor, Clarence Valley Council

Councillor **INSERT NAME**
Participating Mentor

INSERT NAME
Participating Candidate