




Junior Mayor Policy

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APPROVAL	Chief Executive Officer
	<i>Signature:</i>
	
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POLICY TYPE	Council
POLICY OWNER	Manager Family, Youth and Children's Services

REVISION RECORD	Version	Revision Description
23 February 2009	1	New policy introduced to formalise Junior Mayor processes (2009/1)

1. Purpose

This Junior Mayor Policy (This Policy) provides information with respect to the eligibility criteria and the selection process for the election of the City of Kingston *Junior Mayor* and *Deputy Junior Mayor*. The policy outlines *Council's* practices and processes with respect to the *Junior Mayor* and *Deputy Junior Mayor's* appointment and the duties and responsibilities of the position, including the events at which they are invited to attend.

This policy is also intended to ensure that the obligations of the *Junior Mayor* and *Deputy Junior Mayor* and the *Council* are clearly understood by all parties throughout the 12-month period of the *Junior Mayor* and *Deputy Junior Mayor's* tenure.

This policy also outlines the *Junior Council* election process, which is conducted as part of the Junior Mayor and Deputy Junior Mayor election process with the support of Chelsea Rotary.

2. Scope

This policy applies to Councillors and all Council staff who manage events at which the *Junior Mayor* and/or *Deputy Junior Mayor* is either expected to participate in or is invited to attend.

Additionally, the procedures outlined in this policy are to be conveyed to the participating schools for application in their respective nomination processes.

3. Governance Principles and Council Plan alignment

3.1 Governance Principles

Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.

The Junior Mayor program provides an opportunity for future generations to have involvement in Council processes and encourages broader participation across the community.

3.2 Council Plan Alignment

Strategic Direction: Well-governed - Council will be collaborative, accountable, transparent, responsive, well-informed, and efficient.

Strategy: Actively seek broad community participation

Engagement with young people through Council's Junior Mayor program provides an opportunity for young people to participate in Council processes.

2023-2023 Kingston Youth Strategy alignment

Strategic Direction: Priority 2 – Kingston's young people are acknowledged.

Strategy: The efforts and contributions of young people are acknowledged and rewarded *and* facilitating youth leadership and consultation.

This policy supports young people having a genuine voice and contribution in leadership programs developed and provides opportunity to highlight the valuable contributions made by young people.

4. Policy Details

The *Junior Mayor Election* provides primary schools in the City of Kingston with an opportunity to showcase the talents and attributes of their young people. The Junior Mayor program allows young people to take an active role within their community, to think and talk about the issues that affect young people, in a way that develops and consolidates vital skills such as writing speeches and presenting in front of large numbers of people. It encourages young people to set goals for themselves and strive to achieve them.

The Junior Council program supported by Chelsea Rotary enables a wider group of young people to engage with Council and learn about and engage in decision making processes.

4.1 Junior Mayor Election Procedure

Annually in November schools are required to register their interest to participate in the *Junior Mayor Elections*. To be eligible, schools must be located within the City of Kingston local government area.

Youth Services will host the annual Junior Mayor Elections.

Schools will be responsible for supporting and coordinating:

- The nomination of one *Eligible Student* as its head speaker and three other team members as its representatives to participate in the Junior Mayor election;
- Providing assistance to the head speaker to develop and prepare a speech that represents their ideas about a specified topic;
- Transporting and supporting students on the day of the elections; and
- Completing any necessary documentation provided by Youth Services in the lead up to the elections.

Voting Protocol:

- On the day of the election, every school student present will vote using a preferential voting system selecting their top three speeches, excluding the speech made by their school's head speaker; and
- Votes will be tallied by Council employees and the head speaker who receives the most votes will be declared elected as the *Junior Mayor* for a 12-month term. The speaker who receives the second highest number of votes will be elected as the *Deputy Junior Mayor* for a 12-month term.
- A further preferential vote is taken to elect one representative from each Council ward.
- Councillors, Junior Mayor and Deputy Junior Mayor present at the day of the elections will cast their vote to identify one young person to receive the *Councillors Choice Award*.

4.2 Junior Mayor and Deputy Junior Mayor roles and responsibilities

The elected *Junior Mayor* and *Deputy Junior Mayor*, during the 12-month term will represent the City of Kingston by:

- Promoting inclusivity and a positive culture;
- Attend Junior Council meetings;
- Attend citizenship ceremonies and events with the Mayor, Deputy Mayor and Councillors;
- Speak at Council events (if required);
- Participate when invited to create promotional videos for the City of Kingston or speak on the radio;
- Proudly represent the City of Kingston and Junior Council; and
- If, during the course of their term as the elected *Junior Mayor*, they cannot complete the remainder of the 12-month term then *Deputy Junior Mayor* will step into the role for the remainder of the 12-month term.

4.3 Junior Council representatives, roles and responsibilities

Subject to ongoing support by Chelsea Rotary, at the annual *Junior Mayor Election*, an additional voting process will take place to appoint young people into the role of Junior Council. Junior Councillors will represent the 11 wards of City of Kingston. Each representative will be appointed based on the location of their school in each ward.

An additional opportunity to be part of Junior Council will be made available to the *Councillors Choice Award* winner.

Junior Council provides an additional opportunity for young people to develop their communication and leadership skills, learn about local government and the community, and participate in decision making processes. Junior Councillors learn how to lead a group of people and develop critical thinking and debating skills.

Junior Council will be responsible for:

- Promoting inclusivity and a positive culture;
- Supporting the *Junior Mayor* and *Deputy Junior Mayor* in Junior Council meeting under the guidance of Youth Services and Governance;
- Attend Junior Council meetings to develop the criteria for community grants funded by Chelsea Rotary; and
- When invited attend community events and represent Junior Council.

4.4 Booking the Junior Mayor and/or Deputy Junior Mayor

The *Junior Mayor* and/or *Deputy Junior Mayor*, should be invited to all Council events when the Mayor and Councillors are invited. However in some circumstances this may not be applicable. If in doubt, advice should be sought from the Executive Services team or Festival and Events team prior to making any bookings.

The *Junior Mayor* and/or *Deputy Junior Mayor* will be provided with a notification of at least four weeks prior to upcoming events, their expected roles and responsibilities including preparation of speeches if required.

As far as possible, the *Junior Mayor* and/or *Deputy Junior Mayor* should be given an active role in the event, as opposed to simply attending. As outlined above, the *Junior Mayor* and/or *Deputy Junior Mayor* should be advised of such roles in advance.

For further details on how to book the Junior Mayor and/or the Deputy Junior Mayor please follow the *Junior Mayor and Deputy Junior Mayor booking procedure*.

Please note the *Junior Mayor* and/or *Deputy Junior Mayor* attend school and may have limited capacity to attend events during the day weekdays. Children under the age of 18 in accordance with child safe standards must be in a room with a parent/guardian or a supervising adult with a Working with Children Check.

5. Key Stakeholders (if applicable)

This policy has been developed in consultation with Governance, Executive Services, Communications and Festival and Events teams.

Chelsea Rotary is a key stakeholder in the Junior Council Program. They are committed to the outcomes of the Junior Council program and continue to provide support.

6. Internal and External Assessments

6.1 Risk Assessment

This policy has been assessed by the relevant department and has identified the following risks:

- Working with children under the age of 18. The Junior Mayor, Deputy Junior Mayor and Junior Councillors, in accordance with child safe standards, must be in a room with a parent/guardian or a supervising adult with a Working with Children Check.

6.2 Delegation and Authorisation (Compliance Framework)

There are no delegated positions with responsibilities for this Policy

6.3 Gender Impact Assessment

A Gender Impact Assessment was completed and identified that there is a significant impact which affects gender diverse people when council staff apply gender neutral language in communications.

A significant impact was identified when council staff placed further considerations and actions towards making the program inclusive for all abilities and those facing language barriers.

6.4 Privacy Impact Assessment

A Privacy Impact Assessment is not required for this Policy.

6.5 Human Rights Charter

This policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities Act 2006. In addition, the Junior Mayor program enhances young people's right to freedom of expression (section 15) by encouraging young people to share their views and opinions on issues that are important to them.

7. Roles and Responsibilities

Role	Responsibility
Executive Services	Responsible for coordinating bookings of the Junior Mayor and Deputy Junior Mayor
Festival and Events	Available to assist in providing guidance on when the Junior Mayor and/or Deputy Junior Mayor need to be invited.

Governance	Responsible for providing guidance and support to Youth Services and Executive Services teams. Governance works in partnership with Youth Services to deliver the annual Junior Council program.
Youth Services	Responsible for the coordination of the annual Junior Mayor election, supporting Junior Mayor and Deputy Junior Mayor in their 12-month tenure and coordinating the delivery of the annual Junior Council program.

8. Related documents

8.1 Legislation

- Local Government Act 2020
- Gender and Equality Act 2020
- Child Wellbeing and Safety Act (2015)
- Working with Children Check (WWCC) Act 2005

8.2 Documents and resources

- Gender Impact Assessment
- Child Safe Policy for all staff and volunteers
- Child Safe Standards reporting procedure for all staff and volunteers
- Code of Conduct Policy
- Citizenship Policy
- Community Engagement Policy
- Councillors and Staff Interaction Policy
- Election Period Policy
- Event Planning Protocols
- Gender Impact Assessment
- Good Governance Framework
- Junior Mayor Procedure
- Police and Working with Children Checks/Licence Policy
- 2023-2026 Kingston Youth Strategy

9. Definitions

Term	Definition
<i>CEO</i>	Chief Executive Officer
<i>Council</i>	Kingston City Council
<i>Junior Mayor Election</i>	Annual event hosted by Kingston Youth Services on behalf of Kingston City Council providing the platform for Elections to take place.
<i>Junior Mayor</i>	Elected Junior Mayor for the municipal district of the City of Kingston for a 12-month term.
<i>Deputy Junior Mayor</i>	Elected Deputy Junior Mayor for the municipal district of the City of Kingston for a 12-month term.
<i>Junior Council</i>	

<i>School</i>	Elected representatives from Council's 11 wards over a 12-month term. In addition, Councillors Choice Award winner is selected to participate and represent Junior Council.
<i>Eligible Student</i>	Any school located within the municipal district of the City of Kingston that have grade six students enrolled.
<i>Councillors Choice Award</i>	A grade six student attending a <i>school</i> within the municipal district of the City of Kingston, nominated by the <i>school</i> as its head speaker. Councillors Choice Awards is appointed by the Mayor, Junior Mayor and Councillors in attendance on the day of the annual elections. This student will be an additional appointment to the Junior Council program.