



## Youth Advisory Group

### TERMS OF REFERENCE

#### BACKGROUND:

The Youth Working Group was established in alignment with our Strategic Plan's Goal 1: "The Place to Be," specifically addressing Priority One: "Engage children and young people in their place and future."

#### PURPOSE:

To serve as the voice of youth for the Shire of York's diverse community.

#### AIMS & FUNCTIONS:

The Working Group will:

- 1.1 Represent the voices of young people concerning their needs, issues and aspirations.
- 1.2 Provide feedback and insights on the Shire of York's policies, programs, and initiatives that impact young people.
- 1.3 Advise Shire of York officers on issues affecting the youth in the community and suggest local initiatives that benefit young people.
- 1.4 Provide advice on the development and implementation of a future Shire of York Youth Strategy and review the associated Plan annually.

#### MEMBERSHIP:

To ensure the widest possible representation, the Shire will invite nominations from interested parties, especially welcoming nominations from:

- Aged between 12 - 24.
- Representatives from peak bodies and sector organisations working in the Youth space.
- people from Aboriginal and/or Torres Strait Islander backgrounds
- people from Culturally and Linguistically Diverse backgrounds
- Members of the LGBTIQ+ community.
- Shire of York Councillor or Staff

## OPERATING PROCEDURES:

1.1 The membership of the Working Group will comprise 10 to 12 people, including the Chairperson (Community and Place Manager).

1.2 The Working Group will meet a minimum of four times per calendar year.

1.3 Membership of the Working Group shall be for a period of two years, after which there will be a membership spill and nominations will again be invited.

1.4 In order to maintain their membership for an initial fixed period of two years, members must attend a minimum of two meetings per calendar year.

1.5 The Working Group has the authority to second individuals (on a voluntary basis) from outside the group who can contribute particular experience, expertise or insight.

1.6 The Chairperson is the Shire's Community & Place Coordinator.

1.7 The Chairperson will preside over all meetings and be responsible for the orderly conduct of meetings.

1.8 Wherever possible, a quorum should be present at each meeting; the quorum being six members including the Chairperson or the Chairperson's deputy (Community Development Officer) in the event of the Chairperson's absence.

1.9 The decision-making process will be by council voting system conducted during the meeting. The result will be announced by the Chairperson at the meeting and the majority opinion will prevail. Where necessary, the Chairperson will have the casting vote. Decisions will not be taken in the absence of a quorum.

1.10 Administrative support will be provided by the Shire. This employee will work closely with the Chairperson to ensure that Agendas are available no less than three working days prior to each meeting and Minutes are available no later than ten working days after each meeting.

1.11 The employee providing administrative support will ensure that Agendas and Minutes are recorded on the Shire's electronic record-keeping system and available on the Shire's website. Upon request, Agendas and Minutes will also be made available in alternative formats such as large print, electronic format (disk or email), and audio or Braille<sup>1</sup>.

1.12 In order to facilitate participation by as many members of the Working Group as possible, the Shire will identify suitable local meeting venues. It also recommends that the meeting times and formats (via Teams, for example) are conducive to optimum attendance.

## RELEVANT LEGISLATION:

Working with Children Check

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

<sup>1</sup> The Shire will endeavour to identify a member of the community who can provide this service.