

Terms of Reference Youth Advisory Group



November 2016

1. Clarification of Title:

While this collective is referred to as a 'Group', its functions will be those of an advisory committee to Council.

2. Mission Statement:

- Provides the opportunity for young people to have their views heard and to contribute to Council decisions, strategies and plans.
- Helps Council identify issues relevant to young people in the local area, provides advice to Council about how these issues can be addressed.
- Supports young people to address issues relevant to them
- Resource to local community organisations on youth engagement

3. Aim:

To give young people a voice and empower them to voice their opinions and have their opinions heard.

4. Objectives:

- May develop local initiatives, events and projects inclusive to all young people (optional).
- Assess Quick Response Youth Grant applications.

5. Membership:

- Membership consists of eight to twelve young people from Mount Alexander Shire aged 12 – 25 years who have received approval in the YAG application and recruitment process.
- Membership is by self-nomination. Nominees will be required to submit an application form.
- Appointments will be made by a panel which will include a YAG member and two members of Council's Youth Development team.
- Membership applications will be open once a year, and at other times at the discretion of Council's Youth Development team.
- Members serve a term of one year with the possibility of extending to two years. Members must re-apply after two years if they wish to serve another term.
- Members may volunteer for specific roles, ie. Media and Communications Coordinator. These roles can change and expand according to the interests of members.
- Members may withdraw from the YAG at any time and must notify the Youth Development Officer of their withdrawal.
- Council's Youth Development Officer (YDO) will participate in the YAG as a representative of Council. The YDO will coordinate and support the operations of the YAG. The YDO will have no voting rights.

6. Meetings:

- Meetings will be held at least once a month. Additional meetings will be held as required and as agreed upon by members.
- The YDO will keep a record of minutes.
- Catering will be provided by Council's YDO.
- The role of chairperson at meetings will be rotated as agreed.
- A quorum for the YAG will be a majority (half of the group plus one).

7. Training of members:

Members of the YAG will be provided with training in areas that they identify which may include community engagement, media, governance, networking, public speaking.

8. Transport:

If a YAG member requires assistance with transport to and from meetings and events, Council will support their attendance with reimbursement for cab fares or fuel, or other transport as required.

9. Code of Conduct:

Being part of the YAG is a great opportunity to promote the positive image of young people in our Shire. YAG members are expected to:

- Uphold the principles of respect, honesty, integrity and inclusion;
- Encourage participation by all members;
- Engage in healthy debate and share ideas and knowledge;
- Work actively to resolve any differences and disputes; and,
- Respect and value the diversity of all members.

On some occasions the YAG may deal with items of a confidential nature, including Quick Response Youth Grant applications. Members are to deal with such items and issues with confidentiality, discretion and sensitivity.

YAG members must disclose any conflict of interest when assessing Quick Response Youth Grants.

Any complaint, unresolved problem or serious dispute between members is to be brought to Council for resolution. If appropriate, and with the agreement of all parties, the matter may be resolved via mediation.

Council reserves the right to withdraw the membership of any YAG member if the member has acted inappropriately and outside the interests of Mount Alexander Shire Council.

10. Changes to the Terms of Reference

- Changes to the Terms of Reference can be made on the agreement of the majority of members.
- The Terms of Reference will be reviewed annually.