



Youth Advisory Group Terms of Reference

1. Establishment

The Youth Advisory Group was established by the City of Karratha on XX X 2019 (Resolution number #).

2. Scope

The aim of the Youth Advisory Group is to create a mutually respectful partnership with young people in the City of Karratha and provide a mechanism whereby young people's ideas, skills, perspectives and contributions are received.

3. Objectives

The role of the Youth Advisory Group is to support the wellbeing of young people in the community through:

- a) Providing input and feedback related to the planning of:
 - Youth development and capacity building opportunities
 - Festivals, events and celebrations
 - Accessible, inclusive and relevant content for youth
 - Responses that address youth and community issues
 - Infrastructure and town planning
 - Service design and development
- b) Advocating on behalf of young people regarding needs, issues and aspirations;
- c) Development of young people and participation in community activities;
- d) Acting as ambassadors in the promotion of services for young people throughout the City through active community liaison; and
- e) Developing skills in team building, leadership, organising and advocacy of youth members.

4. Powers of the Advisory Group

The Youth Advisory Group does not have any powers other than the ability to provide input and feedback into planning activities and other actions as stated in the Objectives of this document.

5. Term of Advisory Group

The function and form of the Youth Advisory Group will be reviewed every two (2) years at the time of Local Government Elections or earlier as determined by Council.

6. Membership

Membership shall comprise of:

- Up to 7 young people appointed:
 - 2 x 11-13yrs
 - 3 x 14-18yrs
 - 2 x 19-24yrs(representing eastern & western corridor townships)
- Up to 3 Elected Council Members;
- Director Community Services;
- Manager Community Programs;
- Coordinator Youth Services or proxy; and
- Up to 3 co-opted members*.

*Additional members identified by their specialist skills or knowledge, may be co-opted to the group by invitation by the Chairperson for a specific purpose and for a fixed term.

6.1 Youth Membership

Young people can nominate to be a member, provided they:

- Are aged 11 – 24 at the time of application; and
- Reside within the City of Karratha.

Youth members shall be determined by open invitation to the community involving a nomination and selection process. Members under 18 years of age will require parent/guardian consent. Council officers will conduct this process.

Membership can be reviewed as required should a young person miss meetings consistently or show disinterest during meetings. A member may resign from the Group by providing the City with a written letter of notice.

6.2 Term of Appointment

Youth Advisory Group members will hold their membership for a period of 12 months and can nominate into consecutive periods upon completion of their term. Young people will cease membership in the Group in the year they turn 26, at the end of the respective term.

7. Meetings

Meetings of the Group will be held at a suitable venue within the City monthly or as otherwise agreed and convened by the Chairperson. The duration of the meeting shall not generally exceed one (1) hour. Efforts will be made to make the meetings accessible to all members.

The Director Community Services shall be the Chairperson.

Group membership shall not be entitled to any sitting fees or costs associated with being a representative on the Youth Advisory Group.

Youth members will receive a certificate recognising their contributions and skills, and be offered a Letter of Reference from the City of Karratha subject to their consistent participation.

8. Quorum

A quorum represents a minimum of six members including at least one Elected Council Member attending the meeting.

9. Reporting

Minutes shall be reported to Council at the next City of Karratha Ordinary Council Meeting as an Information Item. Recommendations of the Advisory Group requiring Council decision shall be presented as a Council report for consideration.

10. Delegated Authority

There are no delegations provided to this Group.

11. Ethical Behaviour

Members of the Advisory Group will at all times in the discharge of their duties and responsibilities exercise honesty, confidentiality, objectivity and probity. Members will refrain from entering into any activity that may prejudice their ability to do so. At all times members must act in a proper and prudent manner in the use of information acquired in the course of their work.

Further, members will not publicly discuss or comment on matters relevant to the activities of the Group, other than as authorised by the Chairperson.

12. Liabilities of Members

No civil liability attaches to a member of the Group for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the members' or group's powers, functions or duties.

13. Amendments to Terms of Reference

These Terms of Reference can only be amended by resolution of Council on the basis of a report directly to Council.

Original Date of Establishment - Amendment #1 - Amendment #2 - Amendment #3 - Amendment #4 -
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