



Youth Advisory Group Terms of Reference

1. Establishment

The Youth Advisory Group was established by the City of Karratha on 9 December 2019 (Resolution number 154485).

2. Purpose and Objective Scope

~~The aim purpose and objective 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.~~

- ~~a) Represent the voices of young people within the community, through participation in City consultation processes and providing advice to Council.~~
- ~~b) Empower young people to develop their leadership skills, confidence, and capacity, supporting the development of young leaders in the community.~~

3. Objectives

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

- ~~a) Providing Officer input and receiving Youth Member 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. Responsibilities Powers of the Advisory Group

3.

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

- a) Represent the voices of young people when consulted on City and community projects.
- b) Attend at least three Youth Advisory Group meetings per calendar year.
- c) Promote and represent the Youth Advisory Group in a positive manner at all times.
- d) Participate in co-design of events and projects for young people as appropriate.

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.~~

6.4. ~~Membership~~

~~Membership shall comprise of~~The Advisory Group shall include:

- ~~Up to 12 young people appointed, aged between 11, and 18, living in the City of Karratha, with representation from across all a variety of townships to be the preference preferred; and~~
- ~~Up to 3 Elected Council Members;~~
- ~~Director Community Experience;~~
- ~~Manager Community Engagement & Partnerships;~~
- ~~Senior Youth Office; and~~
- ~~Up to 3 co-opted members (*).~~

~~The City recognises that young people aged 19-25 may have particular needs different to youth and cohorts and will engage separately with these young adults as necessary.~~

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

Role of City representatives:

The City will provide administration support for the Group and will appoint an Officer to be the primary contact between the Advisory Group and the City. The City may invite guests to attend and consult the Advisory Group as required. City staff are not members of the Advisory Group.

Role of City Councillors:

Council will appoint up to three Elected Members to attend the Youth Advisory Group as observers. Elected Members will not have voting rights and may only act in a consultative role that is consistent with Council policy or position. Elected Members are not members of the Advisory Group.

6.1 ~~Youth Membership~~

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

- ~~Are aged 11 – 18 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 conducted by City Officers. Members under 18 years of age will require parent/guardian consent. City Officers will recommend appointments for the CEO's approval.~~

~~• 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 until Council Elections and can nominate into consecutive periods upon completion of their term. Young people will cease membership in the Group in the year they turn 19, at the end of the respective term.~~

~~• If a Youth Membership position becomes vacant during the Term of Appointment, recruitment will occur in an effort to fill this vacancy.~~

5. Meetings Election of Chairperson

At the end of each meeting, the Youth Advisory Group shall elect a member to be Chairperson for the next Advisory Group meeting. A member can be elected more than once to be the Chairperson.

6. Appointment

Youth Advisory Group appointment is for a term of two years and will coincide with Council elections. Appointments will be made following a public advertisement.

The evaluation of potential members will be assessed by the City and appointment will be approved by the Director of Community Experience based of the following criteria:

- Young person is aged 11 - 18 living within the City of Karratha.
- Members appointed represent the diversity of young people across the City of Karratha: place of residence, age, gender and sexuality, education, and cultural background.
- Young person shows a passion and desire to contribute to the community.

The City may consider advertising for a replacement member if a position becomes vacant during the year, subject to approval by the Director of Community Experience. Young people may nominate in consecutive years, provided they meet the age and residence criteria.

7. Meetings

~~7.~~

Quorum

A quorum represents a minimum of six (6) members attending the meeting, of which the majority are Youth Members. The Quorum for an Advisory Group meeting shall be one more than half the number of members of the Advisory Group.

Frequency

A minimum of 4 meetings in a calendar year will be held, unless otherwise resolved by the Advisory Group.

~~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 thirty (30) minutes. Efforts will be made to make the meetings accessible to all members.~~

~~The Director Community Experience 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.~~

Electronic Attendance

Electronic attendance to meetings may be permitted, however in person meetings are preferred.

8. Quorum

~~A quorum represents a minimum of six (6) members attending the meeting, of which the majority are Youth Members.~~

Minutes/Reporting

9.

Minutes will be created for all meetings by a City Officer, and Minutes shall be approved by the Advisory Group at the next Advisory Group meeting. The Advisory Group will report on its activities to Council as, and when required, 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.

Confidentiality

Any items that are described as confidential, either in an agenda or in discussions, must not be discussed with anyone outside of the Youth Advisory Group, unless permission is provided by a City Representative.

10. Delegated Authority

~~There are no delegations provided to this Group.~~

Declarations of Interest

11. Ethical Behaviour

Members, invited guests, City staff, and elected members must declare interests at the commencement of each meeting. Any instance where an external member(s) has a commercial interest or is closely associated with an organisation that has an interest in the business of the City which represents a conflict of interest, or there is a risk or perception of conflict of interest, should be

~~declared to the City representative before or at the relevant meeting. –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.~~

Definition of Terms~~Liabilities of Members~~

8.

~~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.~~

<u>Consultation</u>	The process of involving members by asking them about matters relevant to young people so the feedback can be used in planning for the City of Karratha.
<u>Co-design</u>	The creation of a project with joint input from the Youth Advisory Group and one, or multiple other groups/people.
<u>Co-opted member</u>	To make someone, who has specialist skills or knowledge, a member through the choice of the current Chairperson.
<u>Chairperson/ Chair</u>	The person running the meeting. This person will be in charge of keeping on time, and running the meeting according to the agenda.
<u>Appointment</u>	The duration and method of securing membership into the Youth Advisory Group.
<u>Quorum</u>	The minimum acceptable number of members required for meetings to go ahead.
<u>Minutes</u>	The notes/key points of discussion from the meeting typed out.
<u>Confidentiality</u>	The understanding that information may be shared with members that is not allowed to be shared with people outside of the Youth Advisory Group and City representatives.
<u>Unauthorised Persons</u>	Anyone who has not been given access or permission to hold/know confidential information.
<u>Declarations of Interest</u>	Making sure City representatives are aware of any possible conflict of interest or groups/clubs/businesses you are involved in which may influence your ability to represent the voice of all young people fairly.

12. 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 – Res No. 154485	9 December 2019
Amendment #1 - Res no: 154944	31 January 2022
Amendment #2 -	
Amendment #3 -	
Amendment #4 -	