

SHIRE OF MANJIMUP YOUTH ADVISORY GROUP



LEADING CHANGE FOR YOUTH IN YOUR COMMUNITY

TERMS OF REFERENCE

1. PURPOSE & OBJECTIVES

- Give a voice for young people in the community
- Positively impact and encourage youth engagement in the local community
- Plan and deliver initiatives and projects for youth that meet community needs
- Create youth events and activities
- Promote positive change through advocacy and action on a wide range of youth issues
- Help build an inclusive, empowering and supportive community for youth
- Create opportunities to grow leadership and communication skills

2. MEMBERSHIP

2.1 Eligibility

- Young people aged 14-24 who live, work or study in the Shire of Manjimup
- Members must stay eligible during their membership (e.g. age, residence)
- Members should let the Shire know if anything changes to their eligibility
- YAG has a membership maximum of 15 youth members and 3 Shire staff/Council members
- If there are more nominations than spaces, applications will be reviewed by a panel of Shire staff and final selection of members approved by the Shire of Manjimup Council

2.2 Length of Membership

- Membership is a volunteer role for 12 months
- Joining opportunities will be advertised at least every 12 months
- Current members have the option to re-apply for membership
- If the number of members fall below 6, recruitment for new members will take place
- Members can resign at any time in writing to youth@manjimup.wa.gov.au

2.3 Responsibilities of YAG Members

- Participate in all meetings, events and training where possible
- Use personal networks to get input / other perspectives for YAG topics
- Use personal networks to share information & opportunities from YAG
- Represent young people when advising Council on community issues
- Promote and represent YAG in a positive way at all times
- Assist in planning, developing and running youth projects and events

2.4 Responsibilities of Shire staff working with YAG

- Coordinate guest speakers and training opportunities for YAG
- Support in preparing of agendas, meeting minutes and facilitate meetings

3. MEETING DETAILS

3.1 Frequency & Attendance

- Meetings are intended to occur each month for at least ten months of each year
- Additional meetings may be held for sub-group planning or as required
- Attendance to meeting in-person is encouraged, opportunity to attend online will also be provided
- If 50% of members cannot attend a meeting in-person, the meeting will be held solely online
- Guests may attend meetings to consult with YAG members on invitation or by an approved request of a Shire staff

3.2 Chairperson

- A Chairperson is elected by YAG members using the “first-past-the post” voting system, aligning with local government election processes
- Meetings are facilitated by the Chairperson
- The role of Chairperson is renewed every 4 months
- All YAG members can nominate for Chairperson role
- The Chairperson will be guided and supported in their role by the Shire as needed
- A Chairperson can be re-elected if no other nomination are received and all member vote in favour for them to retain their position
- If no nominations for Chairperson are received, a Shire staff will facilitate meetings until a nomination is volunteered

3.3 Agendas and Minutes

- Agendas will be prepared by a Shire staff and Chairperson
- Agendas will be sent to YAG members 1 week before each meeting
- Minutes will be taken by a Shire staff, unless a member volunteers for the role
- Members who volunteer for minute-taking will be supported by the shire in this role as needed

3.4 Decision making:

- It is preferred that decisions are made by consensus
- If a consensus cannot be reached, the decision will be made by majority vote
- Each member can only vote once on each topic
- If there is a tie, the Chairperson can cast an additional deciding vote

4. CODE OF CONDUCT

4.1 Attendance:

- A minimum of 80% attendance of meetings for the year is expected
- Members can discuss issues on behalf of absent members when requested
- Attendance below 80% may result in a written warning or be removed from YAG
- Members should contact the YDO if they expect to miss or be late to a meeting

4.2 Communication and inclusivity:

- All members have equal opportunity to speak and/or express their opinions
- Any incidents of swearing or bullying may result in a warning or removal from YAG
- All important communication will occur via email
- Social media can be used for informal communication as needed
- Members should be respectful regardless of personal opinion
- We encourage members to be open to building connections with all members
- Members are encouraged to attend team building activities to build group unity

4.3 Conflict:

- Different opinions and individual expression are encouraged and respected
- In case of conflict, members should (1) describe the situation, (2) share how it makes them feel, (3) provide a solution, and (4) reiterate the positives for everyone
- If conflict affect reaching a consensus, the decision will be by majority vote
- Council and/or Shire decisions need to be maintained independent to the views of YAG

4.4 Confidentiality:

- Assume everything is confidential unless specifically stated otherwise

6. CONSULTATION

- The Shire may seek YAG input on relevant Council reports, projects or questions
- The Shire may present Council information to YAG in a youth-friendly way
- The Shire may summarise outcomes of YAG meetings for youth project Council reports
- Community organisations may request to consult the YAG on youth related topics

7. CHANGES

- Any changes to Terms of Reference will be made through the Shire and Council
- Reviews will be held every year in line with the election of new YAG members