



## **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. 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 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. Powers of the Advisory Group**

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.

### **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 12 young people appointed, aged between 11 and 18 with representation from across all townships to be the preference;
- 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 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 – 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.

## **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 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.

**8. Quorum**

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

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