

George Town Youth Advisory Group

Terms of Reference

Overview

George Town Council strives to actively place young people at the heart of community life, resourcing and mentoring young people with skills and confidence, whilst embracing a youth voice in future plans and decision-making.

A Youth Advisory Group member is an individual that lives or attends school in the George Town municipality, that has a heart to help shape a positive future for all young people in the community.

They are passionate about representing young people about issues, concerns and opportunities that can be generated at a local government level, whilst having a finger on the pulse of state and national influences.

Process of Induction

Interested young people must submit an expression of interest during the recruitment period. EOIs are screened through the Project Officer before being presented to the group as a recommendation of acceptance.

If accepted, the Project Officer makes arrangement for induction and orientation of the new member, including signed waivers, screening of WWVP (if applicable) and transport arrangements.

Recruitment Period

The Youth Advisory Group will have an annual recruitment period from January-May each year. This is to ensure that the established group can maintain a sense of continuity throughout the latter part of the year with new members being inducted all in the first half of each year.

Membership Term

Each Youth Advisory Group member must indicate their intention to continue as a member in the following year if they wish to stay. This will be facilitated in the form of an annual review form during the month of November. Members wishing to leave the group must inform in writing.

Age of members

Youth Advisory Group members must be aged between 12-25 years old.

Attendance of meetings

Youth Advisory Group members must attend at least 50% of formal monthly meetings throughout the year. Apologies must be notified to the Project Officer.

Food and Refreshments

Food and refreshments will be provided at both formal and informal meetings where appropriate.

Transport

If transport following the meeting is required, Council will arrange appropriate means for members to return home at no cost.

Format of Meetings

Meetings will be held in two formats.

The first Wednesday of each month will be formal meetings, which include opportunities for George Town Councillors to attend. These meetings will have a chairperson and secretary appointed and follow the set agenda.

The third Wednesday of each month will be informal meetings. These meetings will be flexible with discussions, invited guests and project focuses. The informal meetings will be a place of innovation and idea generation with the meeting being facilitated by the Project Officer. Informal meetings are also an opportunity for the group to enjoy each other's company and celebrate achievements.

Elected Councillor Involvement

The Youth Advisory Group is an effective platform for young people to have a direct connection to Council about youth issues, concerns and opportunities. Elected councillors therefore have a great opportunity to personally bring the voice of young people to the heart of George Town Council and to foster change from the inside.

Elected Councillors are encouraged to attend formal meetings where possible. Meeting dates and invitations will be sent to elected Councillors at least two weeks prior. Meeting minutes will be provided in Council's monthly information reports with the Project Officer following up on specific actions required.

Expectations of Members at meetings

Youth Advisory Group members have been selected to represent young people in their community to Council. Therefore, the following expectations of an individual at a meeting apply:

- Be punctual when attending meetings ensuring that meetings can begin and finish on time;
- Be an active contributor to meeting discussions;
- Respect other people's opinions, concerns and ideas;
- Report to the Project Officer about any group concerns they may have;
- Communicate with other young people in the George Town municipality regarding tabled agenda items seeking feedback;
- Raise new agenda items that need to be discussed in future meetings.
- Be encouraging and affirming of their peers working to build a culture of trust and acceptance.

Expectations of the Chairperson

During formal meetings, the chairperson is expected to conduct the meeting according to the provided agenda. Upon opening the meeting, the chairperson is to provide an Acknowledgement of Country before proceeding to other agenda items.

During the meeting, the chairperson is to ensure that:

- Check for apologies from non-attending members;
- welcome any new members, invited guests or local councillors;
- members are contributing in a respectful manner;
- the secretary is taking notes of what is being contributed;
- all members are treated fairly and with space to freely share.

In closing the meeting, the Chairperson is to announce the date, time and location of the upcoming meeting. They are to then close the meeting, including thanking any guests in attendance.

Expectations of the Secretary

The appointed secretary at formal meetings is required to:

- Take attendance of all in attendance
- Record names of apologies and those not in attendance
- Record information that is being discussed relevant to the agenda
- Communicate with the chairperson regarding any notes that need clarifying.

Youth Programs and Events

The Youth Advisory Group will have opportunities to attend and volunteer at various youth events and programs. Some opportunities include the Tas Youth Forum, Youth Advisory Summit, visiting other Youth Advisory Groups and Youth Week celebrations. Members are encouraged to be active in their involvement outside of meetings, whilst recognising other commitments that life may throw at them. Members will be expected to provide a consent form when required, and the Project Officer will ensure that appropriate risk management, catering and transport arrangements are in place.

Relation with the Public

Youth Advisory Group members are encouraged to share with others about the group and the good work that they do. However, members are not permitted to represent the Youth Advisory Group, the George Town Council or the Future Impact Group to any forms of media without the expressed written consent of the Mayor. Youth Advisory Group members will be presented with a copy of Social Media for Councillors Policy document as a guide for their position in the Youth Advisory Group.

Discipline and Behaviour

Youth Advisory Group members are expected to be a positive and uplifting example to other young people in the community.

Any unacceptable behaviour, (eg. violence, disruptive behaviour, inappropriate language, discriminatory), may result in a warning and/or disciplinary action including suspension or termination from participation from the Youth Advisory Group. Further information can be found at George Town Council Youth Policy.