

## Terms of Reference

### Youth Advisory Group

#### 1. Authority and purpose

##### **Authority**

The Council of the City of Mandurah (**'Council' or 'City'**) has established the City of Mandurah Youth Advisory Group.

##### **Purpose and Objective**

The purpose and objective of the Youth Advisory Group is to:

- 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 our community..

#### 2. Responsibilities

The Youth Advisory Group is to:

- a) Represent the voices of young people when consulted on City and community projects.
- b) Attend at least six out of nine advisory group meetings per calendar year.
- c) Promote and represent the Youth Advisory Group in a positive and manner at all times and in accordance with the City's Volunteer Code of Conduct.
- d) Participate in co-design of events and projects for young people as appropriate

#### 3. Membership

##### **Composition**

The Advisory Group shall comprise of 14 young people aged 15-24, living, working, or studying in the City of Mandurah.

##### **Role of City Officers**

The City will provide executive support for the Group, who will act as 'administrative support' and primary point of contact between the Advisory Group and the City.

The City may invite guests to attend and consult the Advisory Group.

## **Election of Chairperson**

The Advisory Group shall elect one Group Member to be chairperson. The term of this appointment will be for a period of up to six months.

## **Role of Elected Member**

Individual Elected Members can be invited to attend the Advisory Group as a guest in an observational capacity.

Elected Members who are representing Council can only provide advice that is consistent with Council policy or position. Elected Members must comply with the *Code of Conduct for Elected Members, Committee Members and Candidates* at all times.

# **4. Appointment**

All appointments expire on the date of an ordinary local government election held every two years and appointments of all members will be made by Council at a Council meeting following the ordinary local government election.

Appointment of Community Members will be made following a public advertisement.

The evaluation of potential members will be assessed by the City and appointments will be approved by Council on the basis of the potential member's skills and experience in the following:

- Young people aged 15-24 living, working, or studying within the City of Mandurah.
- Members appointed represent the diversity of young people across the City of Mandurah; place of residence, age, gender and sexuality, education, and cultural background.
- Young people show a passion and desire to contribute to the Mandurah community.

The City may consider advertising for replacement members, subject to Council's approval of the membership.

# **5. Meetings**

## **Quorum**

The Quorum for an Advisory Group meeting shall be one more than half the number of members of the Advisory Group.

## **Frequency**

Meetings shall be held monthly, with a minimum of nine meetings in a calendar year, unless otherwise resolved by the Advisory Group.

## **Electronic Attendance**

Electronic attendance to meetings may be permitted, however in person meetings are preferred where the agenda includes working groups or onsite visits **Minutes and matters arising**

All meetings shall be minuted by the Minute Taker, and minutes shall be approved by the Advisory Group at the next Advisory Group Meeting.

Agendas will be circulated two days prior to the Meetings.

### **Reporting**

The Advisory Group shall, as and when required by the City, report on its activities.

### **Confidentiality**

All Advisory Group members will be required to adhere to the City's confidentiality requirements. In particular, no confidential information received or generated by the Advisory Group will be disclosed to unauthorised persons.

### **Declarations of Interest**

Members must declare interests as matter of good governance at the commencement of a Group 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 pecuniary 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.