



City of Mandurah

TERMS OF REFERENCE

Access and Inclusion Advisory Group

Originating Section: Governance Services	Relevant Legislation: <i>Local Government Act 1995</i> <i>Local Government (Administration) Regs 1996</i> <i>City of Mandurah Standing Orders Local Law 2016</i>
Reviewer: Governance Services	Delegated Authority: Not applicable
Approved: <ul style="list-style-type: none">• SP.3/10/19 Appointment of Elected Members to Advisory Groups, External Agencies, Working Groups and Panels• G.32/12/19 Appointment of Elected Members to Advisory Groups, External Agencies, Working Groups and Panels• G.14/7/20 Youth Advisory Group Appointments• G.18/11/20 Youth Advisory Group Terms of Reference• G.7/1/21 Appointment of Community Reps to Access and Inclusion Advisory Group	Other References: <ul style="list-style-type: none">• City of Mandurah Access and Inclusion Plan 2021 - 2026

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ADVISORY GROUP GENERAL TERMS OF REFERENCE

1. Definitions

“Act” means the *Local Government Act 1995*.

“CEO” means the Chief Executive Officer of the City of Mandurah.

“Council” means the City of Mandurah.

“Elected Member” means a City of Mandurah Elected Member.

“Observer” means a person who attends a meeting solely to note the proceedings of the meeting. The Committee may agree to allow the person to speak on a matter. There are no voting rights.

“Regulations” means the *Local Government (Administration) Regulations 1996*.

2. Tenure of Members

- 2.1 The tenure of Committee members will be in accordance with Section 5.11 of the Act. Advisory Groups tenure is of the same direction.
- 2.2 Nominations to fill vacancies for community representatives shall be called by advertising in the local media and appropriate notice boards. Should more nominations than available vacancies be received, Council shall be asked to consider the recommendation of a report on the matter. In any event, appointments to the Committee or Advisory Group may only be made by Council.

3. Operation

- 3.1 A review of these Terms of Reference will be undertaken biennially.
- 3.2 Advisory Groups should follow similar principles as Committees. They are however not bound by the *Local Government Act 1995* requirements.

4. Expenses

- 4.1 No reimbursement of expenses to Advisory Group/Committee members will be made.

Mandurah Youth Advisory Group (YAG)

1. Purpose & Objective

- 1.1 Provide a voice for young people within the community through participation in relevant City consultation processes.
- 1.2 Plan and deliver activities, projects and events for local young people, in line with the needs of the community.
- 1.3 Empower young people to develop their leadership skills, confidence and capacity, so they can use these skills in other community settings.

2. Membership

- 2.1 Eligibility
 - Open to young people aged 15 to 24 who live, work or study within the City of Mandurah.
 - Members must remain eligible for the duration of their membership and advise City officers of any changes to their eligibility.
- 2.2 Number of Members
 - Membership will include up to thirteen young people, and up to three City of Mandurah officers.
 - City officers will coordinate and support the operations of the YAG. They will have no voting rights.
- 2.3 Resignation
 - Members may resign at any time by notifying City officers in writing.
- 2.4 Responsibilities of YAG Members
 - Participate in all Youth Advisory Group meetings, events and training opportunities where possible.
 - Consult young people through own networks about their views on specific issues.
 - Represent the voice of young people within the community when consulted on City projects.
 - Promote and represent the Youth Advisory Group in a positive manner at all times.
 - Assist with the design, planning and implementation of youth projects and events.
 - Distribute information about opportunities for young people amongst peer networks, community connections and social media.
 - Maintain confidentiality with regard to specific City of Mandurah information.
- 2.5 Responsibilities of City officers
 - Liaise and coordinate guests to consult with YAG
 - Prepare meeting agendas and minutes in collaboration with Chair and Vice Chair
 - Support the Chairperson to facilitate meetings
 - Seek training opportunities for YAG members
 - Seek new members when needed.

3. Tenure of Membership

- 3.1 Tenure is for a period of 2 years, aligned with the Local Government elections
- 3.2 The opportunity will be advertised to the general public at least every two years. Current members having the option of re-nominating for the position.
- 3.3 Should membership of young people fall below 13, recruitment may occur if deemed necessary, however if membership falls below 8, recruitment shall take place.
- 3.4 Applications will be reviewed by a panel consisting of Elected Members and City officers and referred to Council for final approval.

4. Meeting Details

- 4.1 Frequency
 - Formal meetings are intended to occur monthly for at least ten months of each year.
 - Additional meetings may be held for sub-group planning as required.
- 4.2 Chairperson
 - Meetings will be facilitated by a Chairperson elected by group members.
 - The Chair and the Vice Chair are elected separately using the “first-past-the-post” voting system in alignment with standard local government election processes.
 - The Chair will hold the position for a period of 4 months.
 - In the event that the Chair is unavailable, the Vice Chair will facilitate the meeting.
 - Members will have the opportunity to nominate for the role of Chair and Vice Chair every 4 months.
 - The Chair and or Vice Chair can only hold a consecutive term of their nominated position in the event that there are no other nominations for that position.
- 4.3 A meeting agenda will be prepared in collaboration with City officers, the Chair and Vice Chair.
- 4.4 The meeting agenda will be forwarded to group members before each meeting.
- 4.5 Minutes will be taken by City officers, unless a YAG member would like to volunteer for this role as a learning opportunity, in which case City officers will offer support.
- 4.6 The quorum shall be one more than half the total number of current members.
- 4.7 Decision making:
 - It is preferable that decisions of the group are made by consensus.
 - When consensus cannot be reached, a decision will be made by majority of members present.
 - Each member is entitled to one vote.
 - In the event of a tie, the chair may cast an additional deciding vote.
- 4.8 Guests may attend meetings by invitation or through request and acceptance of City officers, to consult with YAG members.
- 4.9 Elected Members are invited to observe a meeting every 2 months. Selection of Elected Members to be invited is to be determined by YAG.

5. Members Code of Conduct

- 5.1 Communication:
 - Chair to facilitate all formal discussions, and ensure equal opportunity for members to speak and/or express their opinions.
 - All members should remain respectful by: participating in active listening, communicating respectfully and giving each other equal opportunities to convey ideas and perspectives.
 - All-important correspondence will occur via email. Social media platforms may be used for informal correspondence as deemed necessary.
 - Members must not behave in a way that reflects adversely upon the reputation of the Council, City or Youth Advisory Group.
 - Members must not use social media in a way that might negatively impact on the reputation of the Council, City or Youth Advisory Group.
- 5.2 Differences in opinion and dealing with conflict:
 - Differing opinions and individual expression are encouraged, and the group will respect this.

- In the event that conflict occurs between members and/or City officers we encourage the use of the DEAR script:
 - Describe - address the situation
 - Express – how the situation impacts you and makes you feel
 - Ask – what you would like
 - Reinforce – why action is beneficial for all involved
 - In the event conflict occurs with the group and a consensus can't be reached,
 - decision will be made by majority vote.
 - A Council or City decision is to be upheld and respected, even if it is different to the individual or collective views of the Youth Advisory Group.
- 5.3 Inclusivity:
- Everyone should respect people's individuality regardless of personal opinion.
 - Everyone should be open to building connections with all members of the group and community.
 - Social team building days should be offered at least once a year. Members are highly encouraged to attend to foster group unity.
- 5.4 Confidentiality:
- Assume everything is confidential unless specifically stated otherwise.
- 5.5 Attendance:
- Members are expected to attend a minimum of 80% of meetings per year.
 - In the event that a member cannot attend or will be late to a meeting, they will provide immediate notice to the Chair and/or City officers.
 - In the event a member cannot attend they may request another group member to share thoughts on an agenda item on their behalf.
 - If attendance of a member falls below 80%, a conversation between City officers and the Group Member about their capacity to contribute to the group shall take place.

6. Consultation

- 6.1 City officers may seek a comment from the YAG on relevant Council reports, projects or community consultations as considered applicable.
- 6.2 City officers may present information at YAG meetings for consultation in a youth-friendly way.
- 6.3 The Youth Development officer will capture outcomes of YAG discussions and forward to other relevant City officers to incorporate into Council reports.
- 6.4 Community organisations may also request to consult the YAG on youth related topics.

7. Changes to the Terms of Reference

- 7.1 Changes to the Terms of Reference will be made through a report to Council seeking approval for proposed amendments.
- 7.2 Terms of Reference will be reviewed initially in 6 months' time, and following this, they will be reviewed every 2 years in line with the appointment of a new Youth Advisory Group.