




## DEVONPORT YOUTH ADVISORY GROUP (DEVYAG) TERMS OF REFERENCE AND REPORTING REQUIREMENTS

DOCUMENT TYPE	DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	DOCUMENT ADOPTED	REVIEW DUE
Council	Administration and Project Officer	Community Services Manager	28 October 2024	October 2026
<b>PURPOSE</b>	<p>The purpose of the Devonport Youth Advisory Group is to involve young people in community decision-making processes. The group provides an avenue for young people to share their views and have their voice heard - a forum that allows young people to develop their confidence, social connections, and leadership skills, whilst playing a key role in planning and delivering initiatives for their community.</p> <p>Key aims include:</p> <ul style="list-style-type: none"> <li>• Bringing young people together to share their experience, and co-design solutions to challenges young people are facing.</li> <li>• Provide a safe, accessible, and inclusive space for young people to participate.</li> <li>• Creating social change and improve service delivery for young people and the broader community.</li> <li>• Recognise and celebrate the contribution young people make to the Devonport community.</li> <li>• Empower young people through purposeful engagement, providing young people with opportunities to take on meaningful and valued roles.</li> <li>• Assist young people to express their ideas and provide them with opportunities and a platform to have their voices heard.</li> </ul>			
<b>ROLES AND RESPONSIBILITIES</b>	<p>The Devonport Youth Advisory Group will:</p> <ul style="list-style-type: none"> <li>• Provide advice to Council on matters relating to young people in the city.</li> <li>• Develop initiatives for the group to undertake that align with youth priorities, including those outlined in the Regional Youth Strategy.</li> <li>• Involve young people in public activities and processes that they may not have otherwise considered participating in.</li> <li>• Provide advice and assist Council to engage other young people on youth and broader community related issues.</li> <li>• Participate in leadership and personal development opportunities related to community strengthening and public governance.</li> </ul>			
<b>EXPECTATIONS OF COMMITTEE MEMBERS</b>	<ul style="list-style-type: none"> <li>• Attend meeting, participate in discussions and prepare for meetings by reading the agenda and associated documentation.</li> <li>• Members are encouraged to become informed with Council's Strategic, Term and Annual plans.</li> </ul>			
<b>REPRESENTATION</b>	<p>The Group comprises up to sixteen (16) members aged between 14 and 21 years inclusive who live, work, study and/or recreate in the Devonport local government area.</p> <p>Members will be appointed by Council for a 2 year period through a formal Expression of Interest process, as well as through local high</p>			

	<p>schools and colleges via nomination from Principals. Members will be required to complete a membership form.</p> <p>Within reason, Council will seek to ensure demographic balance and diversity (gender, age, ethnicity) in the appointment of members.</p>
<b>TERMS OF APPOINTMENT</b>	<p>Membership shall be for a two-year period, with appointed members able to seek re-appointment for subsequent terms.</p> <p>Should a member turn 21 years of age during their two year term, they will be permitted to complete their full term of appointment.</p> <p>If a member is absent without approved leave of absence for three or more consecutive meetings, their position may be considered vacant, and a replacement member sought.</p> <p>Members may resign at any time by notice in writing to Council.</p> <p>Councillors and other special guests may attend meetings upon request. Council staff will facilitate meetings and support the group as required.</p>
<b>QUORUM REQUIREMENTS</b>	<p>A minimum of nine (9) members is required to constitute a quorum.</p>
<b>VOTING</b>	<p>All members shall have full voting rights.</p> <p>If a general consensus cannot be reached on an issue or action; the matter will be referred to the Community Services Manager.</p> <p>Guests invited to attend the meeting are unable to vote on any matter.</p>
<b>MEETING FREQUENCY AND MEETING PLACE</b>	<p>The Devonport Youth Advisory Group will meet at least monthly or at a frequency agreed by members. Meetings will be held during business hours at the paranaple centre, 137 Rooke Street, Devonport, or at a suitable child safe location.</p> <p>Members who cannot attend a meeting should tender an apology in advance of the meeting.</p>
<b>CHAIRPERSON</b>	<p>A Chair will be elected by the Advisory Group.</p> <p>The Chairperson shall facilitate meetings, provide leadership, and represent the Advisory Committee as required.</p> <p>In the absence of the Chair, those members present shall choose a temporary chair.</p>
<b>REPORTING AND COMMUNICATION</b>	<p>Outcomes of the Devonport Youth Advisory Group will be listed in Council's Monthly Operational Report for noting.</p>
<b>ADMINISTRATION SUPPORT</b>	<p>Council staff will facilitate meetings and support the advisory group as required.</p>
<b>DELEGATIONS</b>	<p>As volunteers, members are automatically covered under the terms and conditions of Council's public liability and professional indemnity policies provided they act within the scope of their duties as a member of the Youth Advisory Group.</p> <p>Members are not covered for activities that they may get involved in, through their own initiatives, outside those defined by the guidelines.</p>
<b>STRATEGIC REFERENCE</b>	<p>4.7 An engaged community promotes and values diversity and equity</p> <p>4.8 Young people are recognised and valued allowing them to reach their full potential</p>
<b>MINUTE REFERENCE</b>	<p>24/201</p>

<b>OFFICE USE ONLY</b>	Update Register	Y	Training/Communication	Y
	Advise Document Controller	Y	Advise HR / MCO	Y
	Management Sign Off:  Date: 28 October 2024			