



## **Terms of Reference – Shire of Harvey Youth Collective**

The Shire of Harvey's Youth Collective is a representative group of youth aged 10 to 18 years that advise the Shire and Council on matters relating to the needs and collective aspirations of young people living in and visiting the Shire.

The Youth Collective provides young people with the chance to be involved, engaged and acknowledged by providing opportunities for young people to develop leadership skills and be part of the decision making process.

### **Criteria for Membership**

The following membership criteria for the Youth Collective applies:

- An ability to constructively participate in a fair and open-minded manner
- An ability to consider a broad range of views that reflect the diversity of the community
- Good knowledge and understanding of the local issues that are relevant to young people
- An ability to facilitate communication and engagement with young people
- A capacity to commit to the Youth Collective for the required 12-month duration
- The ability to represent the Shire at youth focussed programs and events

All members must abide by a Code of Conduct to be agreed by the group at the beginning of each 12-month term.

### **Selection of Members**

Youth Collective members are selected through an expression of interest process.

A nomination form must be completed by interested representatives and all nominations will be assessed against the Criteria for Membership.

All nominees will be interviewed by a Community Development Officer before appointment, with a final recommendation presented to the CEO for acceptance.

In the event of a member/s resigning during their term, the vacant position/s will be advertised through an expression of interest process and a replacement/s appointed in accordance with the procedures for appointing new members.

The Youth Collective has discretion to co-opt members to the group to provide specific input and / or expertise for limited periods of time.

## Chairperson

The Youth Collective will be Co-Chaired by a Community Development Officer and a selected member of the Youth Collective with a term of 12 months.

The Co-Chairs are responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the group.

## Terms of Reference

- 1.1. The Youth Collective is not formal a Committee of Council created under s5.8 of the *Local Government Act 1995*.
- 1.2. The Youth Collective has no delegated authority to make decisions on behalf of Council.
- 1.3. Youth Collective meetings will be held six times per year or as often as necessary to perform the objectives of the group.
- 1.4. Membership of the group will be determined by the CEO.
- 1.5. The quorum for the Youth Collective will be one more than 50% of the membership.
- 1.6. Strategic and policy recommendations of the Youth Collective will be reported to Council for decision.
- 1.7. Management and operational recommendations of the Youth Collective will be reported to the CEO for decision.
- 1.8. The Shire of Harvey will provide an appropriate venue for Youth Collective meetings.
- 1.9. Youth Collective members will be provided with professional development opportunities in order to support their development during the 12-month term.
- 1.10. Role of the Group
  - (1) To advise the Shire and Council on matters relating youth needs and collective aspirations.
- 1.11. Objectives of the Group
  - (1) Engage the youth community regarding priority Shire projects, services and facilities.
  - (2) Advocate for youth needs in the Shire.
  - (3) Support the development youth focussed programs and events held in the Shire.
  - (4) Ensure the youth perspective is considered in the decision-making processes of the Shire.
- 1.12. Membership of the Group
  - (1) The Shire of Harvey CEO or nominee.
  - (2) Community Development Officer and Youth Trainee.
  - (3) A maximum of thirteen young people aged 10 to 18 years old who live in the Shire of Harvey.
- 1.13. Responsible Division
  - (1) Community Development.

#### 1.14. Administrative Support

- (1) Community Development.

1.15. The Terms of Reference for the Youth Collective will be reviewed and endorsed by the group at the beginning of every 12-month term.

### **Guiding Principles**

These Terms of Reference align to the Guiding Principles Voices of Youth which outline an approach to how young people will be engaged and supported.

#### **Principle 1 Engagement**

We value what's important to young people and listen to what they say. We will consult with them in an appropriate manner.

#### **Principle 2 Leadership**

We value strong leaders with integrity and who make fair decisions. We encourage and support youth led and supported, peer-to-peer approaches.

#### **Principle 3 Place-based**

Our youth have the energy and knowledge to provide direction for their own local needs. We will take a place-based approach to youth development that harnesses the vision, resources and opportunities in each community.

#### **Principle 4 Partnerships**

We actively work together and respect each other seeking a strong community spirit and a sense of belonging. Our greatest resource is the people that form our local communities. We encourage and facilitate collaboration and partnership between young people and the community. We view the differences between age groups and demographics as strengths and encourage collective action.

#### **Principle 5 Diversity and inclusion**

We provide a safe and welcoming community which embraces diversity where everyone is valued and has the opportunity to contribute and belong. We are open minded, responsive and inclusive.

#### **Principle 6 Planning and development**

Young people need to be considered in planning and development. We are committed to actively engaging and welcoming youth in spaces and places.

#### **Principle 7 Opportunities**

We value the delivery of quality youth focussed services and facilities and ensure our young people have access to the same facilities and opportunities as the rest of the community. They are able to take part in leadership opportunities, volunteering, education and employment.

## Principle 8 Health and wellbeing

We value health and wellbeing as essential for quality of life and a crucial precondition for learning and development. Further, an informed awareness of physical and mental health is crucial to long term resilience and success.

## Principle 9 Innovation



We are creative, imaginative and resourceful when engaging youth. It is important to make the engagement process rewarding and enjoyable for everyone involved, especially young people.

## Principle 10 Evaluation

Young people need to hear about the results of their involvement and that their input has been valuable and worthwhile. These views should also be communicated to other community members.

## Strategic Objective

This Terms of Reference aligns to the following strategic directions of the Shire of Harvey's Strategic Community Plan:

	<b>Connected Communities</b> A connected community is resilient. People have opportunities to come together and celebrate success and to support one another in creating a sense of safety, well-being and belonging.
	<b>Effective Civic Leadership</b> Effective civic leadership is visionary and influential. It means listening to the community, balancing competing demands, making fair decisions and acting with integrity.

## Related Documents

- Voices of Youth: Shire of Harvey Youth Strategy 2021-2026
- Policy 3.1.9 Youth Engagement Policy