



Youth Advisory Group Terms of Reference

1. Establishment

The Youth Advisory Group was established by the City of Karratha on 9 December 2019 (Resolution number 154485).

2. Purpose & 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 the community.

3. Responsibilities

The Youth Advisory Group is to:

- a) Represent the voices of young people when consulted on City and community projects.
- b) Attend monthly Youth Advisory Group meetings held during school term.
- c) Promote and represent the Youth Advisory Group in a positive manner at all times.
- d) Participate in co-design of events and projects for young people as appropriate.

4. Membership

The Advisory Group shall include:

- Up to 12 young people aged 11-18, living in the City of Karratha, with representation from a variety of townships preferred; and
- Up to 3 co-opted members (*).

(*) Additional members identified by their specialist skills or knowledge, may be co-opted to the group by invitation of the Director Community Experience for a specific purpose and for a fixed term.

Role of City representatives:

The City will provide administration support for the Group and will appoint an Officer to be the primary contact between the Advisory Group and the City. The City may invite guests to attend and consult the Advisory Group as required. City staff are not members of the Advisory Group.

Role of City Councillors:

Council will appoint up to two Elected Members to attend the Youth Advisory Group as observers. Elected Members will not have voting rights and may only act in a consultative role that is consistent with Council policy or position. Elected Members are not members of the Advisory Group.

5. Appointment

Youth Advisory Group appointment is for a term of two years and will coincide with Council elections. Due to the timing of local government elections, the second year of the term may be shorter. Typically, appointments run from February to December in the first year and from February to September in the second year. Appointments will be made by the Director Community Experience following a public Expression of Interest process.

The City may consider advertising for a replacement member if a position becomes vacant during the year, subject to approval by the Director of Community Experience. Young people may nominate in consecutive years, provided they meet the age and residence criteria.

6. Selection Criteria

The evaluation of potential members will be assessed by the City against a criteria reflecting the purpose, role, and composition of the Advisory Group, and appointment will be approved by the Director of Community Experience, based on the following criteria:

- Aged 11-18 living within the City of Karratha
- Motivation and community interest
- Diversity of representation - age, gender and sexuality, education, and cultural background
- Geographic representation, and
- Communication and teamwork skills.

7. Meetings

Quorum

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

Frequency

A minimum of eight (8) meetings in a calendar year will be held, unless otherwise resolved by the Advisory Group. Members are expected to attend a minimum of 50% of meetings to hold their position on the Group.

Election of Chairperson

At the end of each meeting, the Youth Advisory Group shall elect a member to be Chairperson for the next Advisory Group meeting. A member can be elected more than once to be the Chairperson. In the absence of a volunteer, City staff will chair.

Electronic Attendance

Electronic attendance to meetings may be permitted if requested in advance, however in person meetings are preferred.

Minutes/Reporting

Minutes will be created for all meetings by a City Officer, and Minutes shall be approved by the Advisory Group at the next Advisory Group meeting. The City Officer will provide a summary report to Council following each meeting, and the Advisory Group will report on its activities to Council as, and when required.

Code of Conduct

All Advisory Group members must abide by the City of Karratha's Volunteer Code of Conduct.

Confidentiality

Any items that are described as confidential, either in an agenda or in discussions, must not be discussed with anyone outside of the Youth Advisory Group, unless permission is provided by a City Representative.

All members must sign the City of Karratha's Volunteer Confidentiality Statement.

Declarations of Interest

Members, invited guests, City staff, and elected members must declare interests at the commencement of each 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 there is a risk or perception of conflict of interest, should be declared to the City representative before or at the relevant meeting.

8. Definition of Terms

Consultation	The process of involving members by asking them about matters relevant to young people so the feedback can be used in planning for the City of Karratha.
Co-design	The creation of a project with joint input from the Youth Advisory Group and one, or multiple other groups/people.
Co-opted member	To make someone, who has specialist skills or knowledge, a member through the choice of the current Chairperson.
Chairperson/ Chair	The person running the meeting. This person will be in charge of keeping on time, and running the meeting according to the agenda.
Appointment	The duration and method of securing membership into the Youth Advisory Group.
Quorum	The minimum acceptable number of members required for meetings to go ahead.
Minutes	The notes/key points of discussion from the meeting typed out.
Confidentiality	The understanding that information may be shared with members that is not allowed to be shared with people outside of the Youth Advisory Group and City representatives.
Unauthorised Persons	Anyone who has not been given access or permission to hold/know confidential information.
Declarations of Interest	Making sure City representatives are aware of any possible conflict of interest or groups/clubs/businesses you are involved in which may influence your ability to represent the voice of all young people fairly.

Original Date of Establishment - Res no: 154485	9 December 2019
Amendment #1 - Res no: 154944	31 January 2022
Amendment #2 - Res no: 240429	29 April 2024
Amendment #3 -	24 August 2026
Amendment #4 -	