**Terms of Reference**



Youth Advisory Group

**November 2019**

1. **Clarification of Title:**

While this collective is referred to as a ‘Group’, its functions will be those of an advisory committee to Council.

1. **Aims:**
* To enable young people to have their voices heard and increase their involvement in our community.
* To identify the needs of young people and convey that information to Council.
1. **Objectives:**
* Provides the opportunity for young people to have their views heard and to contribute to Council decisions, strategies and plans.
* Helps Council identify issues relevant to young people in the local area, provides advice to Council about how these issues can be addressed.
* Develops local initiatives, events and projects inclusive to all young people.
* Assesses Quick Response Youth Grant applications.
1. **Membership:**
* Membership consists of eight to twelve young people from Mount Alexander Shire aged 12 – 25 years who have received approval in the YAG recruitment and application process.
* Membership is by self-nomination. Nominees will be required to submit an application form.
* If needed, appointments will be made by a panel which will include a YAG member and two members of Council’s Youth Development team.
* Membership applications will be open once a year, and at other times at the discretion of Council’s Youth Development team.
* Members serve a term of two years with the possibility of extending to four years. Members must re-apply after four years if they wish to serve another term.
* Members may withdraw from the YAG at any time and must notify the Youth Development Officer of their withdrawal.
* Council’s Youth Development Officer (YDO) will participate in the YAG as a representative of Council. The YDO will coordinate and support the operations of the YAG. The YDO will have no voting rights.
1. **Meetings:**
* Meetings will be held weekly during school term time. Additional meetings will be held as required and as agreed upon by members.
* Catering will be provided by Council’s YDO.
* The role of chairperson and minute taker at meetings will be rotated as agreed.
* A quorum for the YAG will be a majority (half of the group plus one).
1. **Training of members:**

Members of the YAG will be provided with training in areas that they identify.

1. **Transport:**

If a YAG member requires assistance with transport to and from meetings and events, Council will support their attendance with reimbursement for cab fares or fuel, or other transport as required.

1. **Code of Conduct:**

The YAG aims to provide an inclusive and supportive environment. YAG members are expected to:

* Uphold the principles of respect, honesty, integrity and inclusion;
* Encourage participation by all members;
* Engage in healthy debate and share ideas and knowledge;
* Work actively to resolve any differences and disputes; and,
* Respect and value the diversity of all members.

On some occasions the YAG may deal with items of a confidential nature, including Quick Response Youth Grant applications. Members are to deal with such items and issues with confidentiality, discretion and sensitivity.

YAG members must disclose any conflict of interest when assessing Quick Response Youth Grants. Members with a conflict of interest must not take part in the discussion regarding the relevant application.

Any complaint, unresolved problem or serious dispute between members may be brought to Council for resolution. If appropriate, and with the agreement of all parties, the matter may be resolved via mediation.

Council reserves the right to withdraw the membership of any YAG member if the member has acted inappropriately and against the interests of Mount Alexander Shire Council.

1. **Changes to the Terms of Reference**
* Changes to the Terms of Reference can be made on the agreement of the majority of members.
* The Terms of Reference will be reviewed at least annually.

Any questions about the Terms of Reference are to be directed to the Youth Development Officer, youth@mountalexander.vic.gov.au