

Melville Youth Steering Group

The Fine Print

Terms of Reference

Name

The Youth Steering Group title reflects the role of the Group in working with the City of Melville. Steering Group means the group is created to help steer the City's work on the Directions from Young People Strategy.

Purpose

The Youth Steering Group (YSG) is a priority action from the City's Directions from Young People 2022-2025 Strategy (DFYP). The DFYP identified the need to appoint a Youth Steering Group or similar body, comprised of local young people to oversee the delivery of the Strategy.

The purpose of having a Youth Steering Group is to ensure the City delivers on the commitment to outcomes identified in the DFYP. It's important that you are involved in decision making, and that City staff have the opportunity to learn from your lived experience of being young!

Recruiting and maintaining the Youth Steering Group is action 4.7 of DFYP focus area "Making a difference". The goals for "Making a difference" are:

1. Young people volunteer their time in areas of interest and on issues that are important to them
2. Young people are meaningfully involved in City's planning and decision making
3. City staff have increased knowledge and skills to involve young people in their work

The role of the Youth Steering Group is also to represent the interests, needs and perspectives of young people in the City of Melville. The group work together to inform and assist other projects at the City.

Youth Steering Group

The group functions as a "Steering Group" rather than a reference group, advisory council or similar. This is because they are specifically tasked with overseeing the delivery of the Directions from Young People Strategy. They do not perform as a reference body for projects outside of the scope of the Strategy, however individual members may become involved elsewhere in their own volunteering capacity when their interests and availability align.

Membership

Members of the Youth Steering Group include:

- 8-12 community members between the ages of 16-25
- City of Melville Officers in Community Development
 - Community Development Officer – Youth

Other staff or Elected Members may be involved on a project-by-project basis.

Minimum numbers

The minimum number of Youth Steering Group members needed to make decisions is a majority of active YSG members. The group decides together things like what events to run, confirm social media post content, assigning each other tasks, and group processes like meeting formats and this document.

Decisions are determined by a vote. Exactly how we take votes will be determined by the first group members. There will also be opportunities to have your say remotely if you can't vote in person.

Conflict of Interest

City of Melville Officers, Contractors and Volunteers have a responsibility to always serve the public interest in performing their duties. Personal interests, whether these are financial, or relate to family, friends or associates should not influence how you perform your role and your duty to our community.

The YSG manages conflict of interest by declaring and recording conflicts during group votes and completing a Conflict of Interest Form when significant conflicts are identified. Members may decline to vote if they are significantly conflicted.

Some relevant areas where conflicts may occur include:

- Purchasing goods and services
- Allocation of grants to community groups
- Secondary employment

Roles & Responsibilities

Chairperson

The Chairperson is a role that can be shared between YSG members, upon agreement. Where young people are not available to chair a City of Melville staff member will chair.

The Chairperson role is:

1. To chair the Melville YSG meetings, including;
 - a. Maintain focus on the tasks agreed to by the group
 - b. Ensure every participant has the opportunity to share their input
 - c. Maintain a safe and welcoming environment for everyone

Members

Members of the YSG will:

1. Participate in monthly meetings
2. Help promote the positive contribution of young people in the community
3. Support the promotion of key messages through the City's social media channels
4. Promote the YSG and associated projects in the community
5. Conduct presentations on behalf of the YSG when invited, willing and available

City Officers

The City of Melville will:

1. Organise the venue and catering for meetings

2. Raise topics and opportunities for the group to discuss together
3. Attend the monthly meetings and take notes
4. Distribute any material from the meetings to the participants
5. Provide resources to the group and to events organised by them within available budget
6. Oversee recruitment for YSG members
7. Along with YSG members, promote the group to the community
8. Support YSG members with applications to youth awards or programs
9. Support YSG members over the age of 18 with obtaining a Working With Children Check (paid for by the City)

Accountability and Process

The Youth Steering Group is to work autonomously, alongside and with support from the Community Development Officer – Youth. The primary tasks that the YSG undertakes are:

1. Design and implement projects from the Directions from Young People Strategy
2. Create content for the City's social media accounts to engage young people and improve public perception of young people
3. Attend and support community and youth events
4. Represent and promote the YSG when at events or in marketing such as social media
5. Support the participation of each YSG member, including inducting new members
6. Contribute to the City remaining accountable to young people by delivering outcomes from the DFYP

Confidentiality

Information you share with us is strictly confidential and won't be shared without your permission. Group members will support this by not sharing confidential information with anyone outside the group.

Notes from the meeting are recorded and provide an accurate record for the following meeting. Meeting notes and other information may be shared with other City staff or Elected Members.

Members always have the right to stop participating or to not share anything they don't want to.

When you sign up for the group we will take you through a consent form and explain this to you in detail, so you are fully aware of what you agree or disagree with.

Term

Group members join up for one year. At the end of the year we will review with you if you want to continue with the group for another year, or allow someone else to join instead. Ideally 50% of the group will renew on a 12 monthly basis.

This fine print will be reviewed by the first Youth Steering Group members in 2022. Following reviews will be conducted annually, with input from the group.

Meetings

Meetings are to be held monthly for a maximum of 2 hours. The day, time and location will be determined by the first group members.

A minimum total of 10 meetings will be held between the months of February-November. Additional meetings may occur on an ad hoc basis dependent on opportunity and availability of City staff and YSG members.

Remuneration

Community members of the YSG will be paid \$25/hour for their time in the monthly meetings. The City will assist you to provide your bank account details for payment. The meetings are also fully catered.

Other benefits include

- Participating in free training opportunities
- Professional skills development
- References for your résumé
- Certificate of participation at the end of your term
- Invitations to the City's events for volunteers

Minimum attendance requirements

When YSG members are unable to commit regularly to the monthly meetings the following process is followed. The purpose of this process is to support participation and ensure that members can commit to the group, and to work with members to identify when they are unable to commit further.

1. If a group member misses 3 meetings, then a staff member will check-in with them to understand why and to talk about their further participation
2. If they miss another meeting (totalling 4 absences in a year) they will be reminded that further absence will mean they forfeit their position on the YSG
3. Consideration is given to reasonable circumstances impacting their attendance and to alternative work options before progressing to step 4. See below Considerations
4. After 4 absences in a year the member's participation with the group ends and their vacant position can be filled by another candidate.
5. Remote participation is not counted as an absence.

Considerations

Members can advise staff of extenuating circumstances that lead to their absence, such as illness and emergencies. Members are asked to please give as much advance notice as possible to the staff member prior to their absence. In these cases the absence won't be counted against their minimum attendance requirement.

Members can participate in alternative work (workshops, meetings, or events) in lieu of a meeting they are unable to attend. 2 alternative work sessions can count towards their minimum attendance requirements in a year. These sessions are to be substantially equivalent to (or greater than) their participation in the monthly meetings. Members may also be remunerated for their time, following the process for Alternative participation remuneration below.

Alternative participation remuneration

YSG members may be invited to participate with additional workshops, meetings, or events with the City of Melville. Members may be paid for their time at these alternative sessions, provided the criteria below is satisfied, and approved on a case-by-case basis. Invitations for additional

opportunities will be extended to all YSG members, however only those who could not attend a meeting will be considered eligible for payment on these occasions.

Payment is contingent upon these criteria:

- It is understood that this is not a substitution for attending the meeting(s) but only for circumstances where attendance was/is not possible
- The alternative work performed should be substantially equivalent to their contribution to the meetings
- The work must be relevant to the current tasks the YSG are working on
- The additional opportunities fall in the weeks between the last meeting (the meeting they missed) and the next
- If prior notice is given ahead of a meeting absence, the member may be remunerated for participating in the next alternative session even if it falls before their absence.

Document history

The document was created with input from the Youth Steering Group and final wording was accepted by unanimous vote on 30 March 2023.