

Melville Youth Steering Group

The Fine Print 2022

Name

The Youth Steering Group title is a placeholder. The first members will give the group a name in 2022. 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 will work together to inform and assist other projects at the City.

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 at least 50% of active youth 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.

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