

Terms of Reference (TOR) – Youth for Youth Group

1. Mission

Youth for Youth group work together with Cumberland City Council (Council) to make sure young people are heard, valued and supported through Council's youth safe and youth friendly policies and practices.

2. Definition

- The Youth for Youth Group's terms of reference defines the purpose and structures of our meetings, objectives and shared goals, and work with Council.
- Participation is the informed and willing involvement of youth in matters which affect young people's lives and the life of the community which they live in.

3. Purpose

- Provide young people in Cumberland with opportunities to work in partnership with Council on youth-led initiatives.
- Increase connections and engagement of young people in Council's planning and implementation of the groups shared goals.
- To raise the profile of young people in Cumberland and to inform Council decision making in relation to policy, programs, facilities, service delivery and engagement practices.
- Identify opportunities for partnerships among youth advisory bodies, youth services, young people and community groups working in the Cumberland area.

4. Participation and decision making

Participants of the Youth for Youth Group will consist of:

- Up to 20 young people aged 13-24 years.
- Out of the above numbers there can be smaller sub-groups working on different initiatives.
- Only participants of the group can be part of the final decision-making process.
- If a participant does not attend three consecutive meetings without a valid excuse, and without informing the Youth Participation Officer that person will be asked to explain why they should remain in the group.
- This group is only valid for 12 months. Group members can reapply in June 2024

5. Group Conditions

- Participants should live, work, study or connect to the Local Government Area (LGA).
- Participants' age should be between 13 and 24 years.
- Any person over 18 must hold a valid Working with Children Check number.

6. Attendance

Participants will be committed to attending scheduled meetings and join in the discussion and decision-making process. Three consecutive non-attendance of meetings with no valid reason provided may lead to their position becoming available to someone else.

7. Times and Places for Meetings

- The group will meet weekly, fortnightly, monthly or quarterly, depending on what activities / events are being planned and or led.
- Online platforms for participants will also be used to engage regularly in discussion and on youth-led projects.

8. Youth Participation Officer

The Youth Participation Officer will organise and Co-chair the meetings as per the Youth Strategy 2022-2026 theme 2.1. The responsibilities of the Youth Participation Officer include, organising the venue for the meeting, and overseeing the roster of responsibilities for participants:

- Rotate Chair or Co-chair.
- Rotate Meeting note taker.
- Prepare the schedule.
- Assist to set and pack up room.

9. Administration of the Group

Council staff will work together with the group to provide the following:

- Updates on the Cumberland Youth Strategy.
- Updates on youth projects and programs in Cumberland.
- Community consultation with young people.
- Other related matters.

10. Meeting Notifications, Schedule and Notes

The Youth Participation Officer will notify the group of the time and place of each meeting at least one week in advance, together with a copy of the schedule and any relevant information. Notes will be sent out after each meeting.

11. Expenses of Participants

Youth in the group are unable to purchase items on behalf of the youth group and be reimbursed or paid for goods/service.

12. Insurance

All participants must be inducted as volunteers in order to be covered by Council's public liability and indemnity cover.

13. Media contact

Participants are not to speak to the media or publish public material on behalf of Cumberland City Council.

14. Conduct

All participants must comply with Council's Code of Conduct.