



TERMS OF REFERENCE –

MIDCOAST YOUTH ACTION COLLECTIVE

2024

MidCoast Youth Action Collective

Acknowledgement of Country

We acknowledge the traditional custodians of the land on which we work and live, the Gathang-speaking people and pay our respects to all Aboriginal and Torres Strait Islander people who now reside in the MidCoast Council area. We extend our respect to elders past and present, and to all future cultural-knowledge holders.

Background

The development and implementation of the MidCoast Youth Strategic Plan 2019 – 2023 (YSP) has highlighted the need for young people to have accessible avenues to share their opinions and perspectives on decisions and issues that affect them.

Under the Voice focus area of the YSP, strategies supporting this need include:

- 4.1.2 Implement initiatives that connect young people to each other and decision makers in the community
- 4.2.1 Seek input from young people on community issues
- 4.2.2 Ensure young people are regularly consulted on issues and decisions that particularly affect them.

The MidCoast Youth Action Collective has been developed to meet the objectives of the Youth Strategic Plan 2019 - 2023 by providing an avenue for young people in the MidCoast Local Government Area to share their opinions and perspective on issues and decisions that impact them.

The development of a MidCoast Council facilitated youth action and advocacy group has been a key action identified under the Voice area of the Youth Strategic Plan, and the MidCoast Youth Action Collective will recommence the work undertaken by previous Council facilitated Youth action and advocacy groups, including the MidCoast Youth Taskforce (2021-2022) and the former Taree Council's Manning Youth Action Team.

Purpose

The purpose of the MidCoast Youth Action Collective (MYAC or 'the Collective') is to inform and advise government and non-government organisations in the MidCoast Local Government Area, notably Council's Youth Community Development Officer, about issues that matter to young people.

The MidCoast Youth Action Collective is a collaboration between MidCoast Council, Mid North Coast Community College, Taree Universities Campus, Catholic Care, Manning Support Services, Bucketts Way Neighbourhood Group Inc, and Bulahdelah Central School.

MYAC will also have input from other organisations focussed on youth development in the MidCoast LGA.

Objectives/Key Tasks

- To inform and provide feedback to the MidCoast Council's Community Development Officer on current and future perceived Youth and Community issues in the MidCoast LGA.

- To provide feedback on MidCoast Council projects and strategies, particularly projects and strategies that have a direct impact on young people in the MidCoast LGA.
- To be identified as a Youth advisory entity amongst the Community Services sector and community groups in the MidCoast LGA.
- To be utilised for assistance in promoting and publicising local Youth & Community events.
- To be involved in planning and implementing projects and initiatives for young people in the MidCoast LGA, including Youth Week activities and other youth led events and activities.

Membership

- The Group will consist of no more than 20 members at any one time.
- Members will be aged between 15 and 24.
- Members will be actively engaged in the local area, through local schooling, higher education, employment, sport and/or volunteering.
- It is highly encouraged that membership reflect students from all areas across the LGA including the Great Lakes, Gloucester and Manning Regions.
- It is highly encouraged that representatives from other Youth collectives and reference groups send delegates to be part of MYAC.
- There will be smaller in person or hybrid (in person and online) meetings held in each of the three main regions, followed by a larger combined meeting with representatives from all three regions present at the larger meeting.
- The Youth Community Development Officer will coordinate the group and combined meetings.
- The Manning Meeting will be facilitated by the Youth Community Development Officer (or delegate), with support provided by one or two staff members from Mid North Coast Community College and/or Taree Universities Campus.
- The Forster Tuncurry meeting will be facilitated by one or two staff members from Mid North Coast Community College
- The Gloucester meeting will be facilitated by one or two staff members from Catholic Care and/or Manning Support Services, with support provided by The Bucketts Way Neighbourhood Group.
- The Bulahdelah meeting will be facilitated by one or two staff members from Bulahdelah Central School.
- Whilst there are no membership requirements for Councillors & Council staff to be involved in the group (besides the above named) they will be informed about MYAC's activities.

Membership will be determined through an expression of interest process and appointments will be made based on:

- Geographic location.
- Extent to which the applicant is involved in the community.
- Demonstrates a desire to actively contribute to the activities of the Collective.

Membership Commitment

- Attend at least 60% of meetings
- Provide appropriate and timely notice if not able to attend meetings
- Attend at least 50% of Local Youth Events.

Roles and Responsibilities

Chairperson

MYAC's combined meeting will be chaired by Council's Youth Community Development Officer (or delegate).

Smaller meetings held in each region will be facilitated by local service providers, located in that region.

Secretariat:-

Administrative support will be conducted and overseen by MidCoast Council's Youth Community Development Officer. Administrative support will also be provided by local facilitators in each of the three regions.

Appointment:-

Members will be required to commit to a year long term on the committee and attend at least 60% of meetings.

It is anticipated that members will remain on the group until they can no longer commit to the appointment.

It is also envisioned that members in Year 12 or higher education will seek to mentor new students from their individual schools or places of study to take their place in following year's committee, if they have reached the age of 24 or are planning to leave the Collective.

Members will not be asked to resign their position for continued non-attendance. However, members will lose their voting rights if they miss three meetings without lodging apologies in a timely manner.

Record Keeping

- Agenda preparations will be the responsibility of the Youth Community Development Officer to coordinate and provide.
- Individual agenda items from members are to be encouraged and incorporated.
- The Youth Community Development Officer will record and distribute notes following each meeting. Meeting notes will be retained on Council's computer servers and meeting notes will be emailed out to members on request.
- An aim of the group will be to develop teamwork and positive organisation skills and the Youth Community Development Officer will support members to progress to MYAC members assisting with record keeping responsibilities on a roster basis.

Meetings

A minimum of 10 meetings will be held yearly. Members will be notified by email and/or phone

- SMS to nominated mobile phone.
- Email to nominated address.
- Phone call.

Separate in person or 'hybrid' meetings will take place in Great Lakes, Manning and Gloucester regions. These meetings will be attended by young people from that region and will be facilitated by one or two local facilitators. Discussion at these meeting will focus on issues relevant to young people in their region. The smaller localised meetings will be followed by a larger meeting with all three groups meeting online via video conferencing technology (i.e., Teams or zoom).

It is expected that most meetings will be held as 'hybrid' meetings with some people attending in person, and some people attending online, via zoom or Teams.

Quorum

At least 50% of members must be present if any changes are to occur to the following:-

- Meeting times & dates
- Group Name
- The terms of reference
- The Code of Conduct.

In regard to other actions, including event developments and general decision making, it is at the discretion of the Chair to assess if the members present are reflective of the general consensus of the whole group.

Confidentiality and Information Storage

All personal information will be kept confidential. Consent to share information must be provided in writing. All members must agree to abide by the confidentiality rules and agree not to disclose personal information other members unless written permission is provided.

All information will be stored on a secure file on MidCoast Council computers.

Committee Review

A review of the Terms of Reference will be undertaken at the end and beginning of each successive year, thus allowing input and feedback from new members and outgoing members.