

A person with blonde hair tied back, wearing a black long-sleeved shirt with 'EAST GIPPSLAND SHIRE COUNCIL YOUTH AMBASSADORS' printed on the back, is seen from behind, painting a colorful mural on a wall. The mural features green, blue, and pink sections. In the background, another person is partially visible, and the setting appears to be an outdoor or semi-outdoor area with an orange wall.

EAST GIPPSLAND SHIRE COUNCIL

YOUTH

AMBASSADORS

Terms of Reference

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Mission Statement

‘The East Gippsland Youth Ambassadors are instigators of positive change for young people in East Gippsland and will ensure that youth are engaged and feel as valued citizens in the community’.

Values

Integrity, Positivity, Respect, Collaboration, Resourcefulness/Innovation & Sense of Community

Role of Youth Ambassadors

The East Gippsland Youth Ambassadors are a group of young people ranging in age from 12 to 25. As Youth Ambassadors, young people have the opportunity to build meaningful engagement between young people and the Council to ensure young people are consulted and have a say about the future of their community. This group is representative of the diversity of the region, including those from different geographical regions, cultural backgrounds and skills.

The East Gippsland Youth Ambassadors is an advisory committee whose role is to represent the voice of young people aged 12 to 25 who live, work, study or socialise in the East Gippsland Shire. The aim of this program with regards to youth development is to increase the capacity of young people to be engaged in their community and participate in decision making.

Objectives

The Youth Ambassador Committee members will:

- Assist Council with identification of issues affecting young people and provide advice on possible solutions.
- Develop their leadership potential and fulfil leadership positions in the community.
- Identify topics that are important to young people, and deliver related projects.
- Ensure that the views of young people are heard when decisions are made.
- Establish networks with other youth groups in East Gippsland.
- Encourage young people to take an active interest in local affairs and events.
- Promote positive images of young people in the community and recognition of the contribution young people make to community life.

Responsibilities

The Youth Ambassadors Committee is responsible for:

- Coordinating, planning and implementing community activities and events, including Victorian Youth Week.
- Identifying and initiating opportunities for participation and involvement of young people in community activities.
- Promoting positive images of young people and their achievements in the community.

Membership

The Youth Ambassadors will be open to young people aged between 12 and 25 years who live, work or study in the East Gippsland Shire.

Members of the Youth Ambassadors volunteer their services as a member. However, Youth Ambassadors may receive transport assistance to and from the meetings, or other assistance that supports them in completing their role as committee members.

Appointments to the Youth Council and Election of Governance Positions

Interested young people between the ages of 12 and 25 years must complete an application form and sit an interview. Applicants are selected according to selection criteria.

An additional position is reserved for someone who contributes a diversity of views to the Youth Ambassadors. Selection will be governed by previous Youth Ambassadors whom have “aged out” of the current program.

The Youth Ambassadors elect a Chair and Deputy Chair using a silent ballot.

The Youth Ambassadors first seeks nominations for each position. Nominees for each position are asked to address the Youth Ambassadors explaining why they would be able to adequately perform this role. A silent ballot is then facilitated by East Gippsland Shire Council Youth Team

Term of Office

Each Youth Ambassador term will be for a period of 1 year, unless decided otherwise in the evaluation of the program. Youth Ambassadors reserve the right to reconsider their role on Youth Ambassadors 6 monthly according to work, study or personal commitments. - Any Youth Ambassador is eligible for election or re-election to the position of Chair, Deputy Chair or Secretary - Before a Chair is elected, the Youth Ambassadors may resolve to elect a Chair, Deputy Chair for a term of 1 year.

Funds

East Gippsland Shire Youth Ambassadors will receive financial support from the East Gippsland Shire Council. The Program’s funding will be allocated under the Youth Services budget. The funds will be used to support the facilitation of the meeting, provision of uniform and training expenses. Funds will also be allocated to youth focused initiatives and/or events identified in the Action Plan developed by the Youth Ambassadors.

Resources Provided to Youth Ambassadors

Information

Council will provide the following resources to Youth Ambassadors:

- 1) Access to proposed youth focused projects
- 2) Discussion and issue papers that directly deal with youth issues

- 3) Any other material requested by the Youth Ambassadors to the approval of the Coordinator Community Resilience and the Manager of Community Resilience and Emergency Management
- 4) Council to provide access to staff, enabling opportunities for youth involvement in Council activities and events.

Facilities and Service

- 1) Meeting facilities
- 2) Secretarial support
- 3) Developmental opportunities

Sub Committees

The Youth Ambassadors will allocate members to participate in specific sub committees. Youth Ambassadors can nominate which committee they would like to participate in. The objectives of each sub-committee are to be approved by the Youth Ambassadors and should be consistent with the Action Plan developed by the Youth Ambassadors. Sub Committees will report back to the Youth Ambassadors on progress at each meeting.

Youth Officer's Role

The Youth Ambassadors are facilitated by Council's Youth Officer and other Council staff who will be responsible for:

- 1) Convening Youth Ambassador meetings, organising a meeting venue and providing refreshments
- 2) Attending meetings as a resource person
- 3) Assisting with preparing and distributing the agenda
- 4) Supporting the Youth Ambassadors minute taker to prepare and distribute the minutes
- 5) Support the Youth Ambassadors to complete their set tasks
- 6) Support the Chair and Deputy Chair to meet the requirements of their positions

Youth Ambassadors Uniform and public image

Public image

The Youth Ambassadors will present their public image under the guidance and support of the Community Resilience and Emergency Management Business Unit.

Uniform and Name Badges

Uniforms, name badges and business cards are given to Youth Ambassadors shortly after the commencement of their position. The Youth Ambassadors uniform and name badge are consistent with Council's uniform policy and style guide.

The Youth Ambassadors uniform may be worn to all Youth Ambassadors meetings and functions. The Youth Ambassadors will dress in neat and tidy attire when they represent the Youth Ambassadors. School uniform is also considered appropriate dress when representing the Youth Council.

Dates and Times of Meetings

Ordinary Youth Ambassadors meetings are to be held monthly on a Monday.

Youth Ambassadors may alter Ordinary Meeting dates, time and place. An attendance register will be kept for all Youth Council meetings.

Meetings scheduled on school and public holidays will be held subject to availability of Youth Ambassadors.

Attendance by members of the public

Members of the public can observe Youth Ambassadors meetings if they submit a request to attend to the Coordinator Community Resilience at least 5 hours before the scheduled meeting start time.

Special Meetings

At least two Youth Ambassadors or the Coordinator Community Resilience may by a written notice call a Special Meeting.

The notice must:

- 1) Specify the date and time of the Special Meeting and the business to be transacted.
- 2) Be delivered or sent electronically to the Coordinator Community Resilience in sufficient time to enable reasonable notice of the Special Meeting to be given to all Youth Ambassadors.

The Youth Team must convene the Special Meeting as specified in the notice. Unless all Youth Councillors are present and unanimously agree to deal with any other matter, only the business specified in the notice is to be transacted.

Notice of Meeting and agendas

A notice of meeting and an outline of the business to be dealt with are to be sent electronically to every Youth Ambassador for all ordinary meetings at least two business days before the meeting.

A notice of meeting and an outline of the business to be dealt with must be delivered or sent electronically to every Youth Ambassadors for any Special Meeting within a reasonable time of the Special meeting being called.

Youth Ambassadors may include any matter on an agenda of a Youth Ambassadors meeting which he or she considers should be dealt with at that following Youth Ambassadors meeting. Items for the Agenda should be submitted to the Coordinator of Youth Services within 5 working days of the next Youth Council meeting.

The Coordinator Community Resilience may include any matter on an agenda of a Youth Ambassadors meeting which they considers should be dealt with at that following Youth Ambassadors meeting.

Roles and Responsibilities

All Youth Ambassadors

The role of a Youth Ambassador will be to:

- Attend regular meetings.
- Contribute items of interest to the meeting agendas.
- Actively participate in discussions and decisions that take place at meetings.
- Actively participate in sub-committee meetings and events.
- Represent the views and act in the interest of all young people across East Gippsland.
- Communicate any issues, including absences from meetings or activities with the Youth Officer

Committee Facilitator

The Committee Facilitator shall be a staff member of Council. The role of Committee Facilitator will be to:

- Support with the preparation of the agenda, invitations, distribution of minutes to the Youth Ambassador Committee.
- Coordinating presentations from guest speakers and request from public to address the Committee (20-30min / meeting).
- Monitor email & Facebook enquiries.

Chairperson

The role of the chairperson will be to:

- Generate agenda and seek support from committee facilitator.
- Ensure that discussions remain on point and manages time effectively.
- Encourages discussion and constructive input from all members.
- Request agenda items for the next scheduled meeting.
- Distributes important information to the Youth Ambassadors.
- Regularly check the Youth Voice of East Gippsland Gmail address for upcoming relevant agenda items and respond to all email as well as Facebook inquiries & comments.

Deputy Chairperson

The role of the deputy chairperson will be to:

- Carry out the responsibilities of the Chairperson in their absence.
- Co-chairs certain aspects of the meetings as discussed and agreed with the Chairperson.

Minute Taker

The role of the Minute Taker will be to:

- Take notes that are an accurate record of decisions and discussions.
- Writing up the notes in agreed format (hard copy or electronically) so that information can be easily discerned and communications are clear.
- Distributing the minutes to the Chairperson + Committee facilitator within 1 week of the meeting.
- File the minutes appropriately, keeping all minutes together for future reference.

Time Keeper

The role of the Time Keeper will be to:

- Assist the Chairperson to monitor meeting time frames by keeping an eye on the time allocated to agenda items.
- Inform the Chairperson and members when there is only 5 minutes remains on each agenda item.

Photographer

The role of the Photographer will be to:

- Attend regular meetings, events, activities to capture photos to be distributed among the community to build meaningful connection with community members.
- Share photos via the private Facebook page and with the committee facilitator.

Event Coordinator

The role of the event coordinator will be to:

- Assist Youth Ambassadors with the planning and delivery of events.
- Ensure Youth Ambassadors feel empowered to approach a task when it comes to the planning of an event.

Network Liaison

The role of the network liaison will be to:

- Make formal contact with youth agencies across East Gippsland to link into the Youth Ambassador committee.
- Prepare a report and present at the Youth Focussed Network meetings.
- Attend Council meetings and other relevant network meetings.

Grant Writer

The role of the grant writer will be to:

- Research different grants available that we can apply for.
- Write applications for funding provided by institutions such as government departments, corporations, foundations or trusts.

Social Media Officer

The role of the Social Media Officer will be to:

- Read and understand the Social media guidelines.
- Generate, edit, publish and share content that builds meaningful connections and encourages community members to take action.
- Regularly check the Youth Voice of East Gippsland Gmail address for upcoming opportunities that may be sent from the general public and share via social media platforms.
- Ensure a diversity of posts relevant to all young people living in East Gippsland, from Bairnsdale to Mallacoota.
- Promote the Youth Ambassadors committee and encourage community engagement on various platforms including but not limited to 'your say', twitter, Facebook, Instagram.
- Research and analyse post 'insights', monitor what's working and what's not working on the Youth Voice of East Gippsland Facebook page.
- Commits to make a minimum of 1 post of week and no more than 3 posts a day.

Graphic Designer

The role of the graphic designer will be to:

- Create posters and promotional materials to advertise and promote the Youth Ambassador committee among the wider community.
- Create ads and visuals for the Shire website and Youth Voice of East Gippsland Facebook page.
- Liaise with the Media relation officer.

Media Release writer

The role of the media release writer will be to:

- Write media releases regarding any work the Youth Ambassadors do during the year to keep the community up to date and promote upcoming opportunities
- Liaise with Media relation officer

Media Relation Officer

The role of the media relation officer will be to:

- Build relationship with local media with media (TV, newspaper, radio) to advertise and promote Youth Ambassadors, events, activities and opportunities.
- Liaise with photographer, media release writer, social media officer + Youth Officer to develop content
- Proof read designs and releases before sending to EG Shire media@egipps.vic.gov.au + cc. Youth Officer in all communications.
- EG Shire Media officer commits to get back to YA Media Relation officer within 3 working days. If for some reason this delay wasn't respected, the Media Relation officer is raise this with the Youth Officer for support. **** Media releases cannot be released in the broader media network until approved by the Media team.**
- Once approved by EG Shire Media officer, distribute media releases to the media contact list.
- Coordinate interviews when appropriate with specific event coordinator.

Promotion Officer

The role of the promotion officer will be to:

- Distribute promotional poster in various locations, ensuring permission is sought prior to put any posters up (e.g. Shire advertising permit for banners, ask owners for posters up in windows, etc)

Ice Breaker

- This role will involve the preparation of a short team building activity to be facilitated at the beginning of each youth ambassador meeting.

Meeting Protocol

Minutes

At every Youth Ambassadors meeting the minutes of the preceding meeting(s) must be dealt with as follows:

- 1) A copy of the minutes must be delivered to each Youth Ambassadors no later than two days before the next meeting
- 2) Minutes are not to be made public and must not be discussed with the public until they are adopted by the Youth Ambassadors, unless otherwise specified
- 3) If no Youth Ambassadors indicates opposition, the minutes must be declared to be confirmed

Introducing a Motion

The procedure for moving any Motion is:

- 1) The mover must state the Motion without speaking to it.
- 2) The Motion must be seconded. If a Motion is not seconded, the Motion lapses.
- 3) The Chair asks if anyone opposes the Motion.
- 4) If anyone opposes the Motion then the Chair must call on the mover to speak FOR the motion. If no one opposes the motion then it is put to vote.
- 5) After the mover has addressed the meeting, the seconder can choose whether to speak FOR the Motion or 'reserve his or her right to address the meeting'.
- 6) After the mover and seconder (if desired) has spoken the Chair must invite debate from anyone who wishes to speak to the Motion.
- 7) Speakers must alternate between those wishing to speak FOR and AGAINST.
- 9) If there is no one else to speak FOR a motion then the mover must speak to close the debate

- 10) Then the Chair must put the Motion to the vote.
- 11) The Motion is declared carried or lost.

Voting Rights and quorum

- 1) All Youth Ambassadors and Youth Ambassadors Trainees will have equal voting rights.
- 2) Voting must take place in silence.
- 3) Voting on any matter is by show of hands.
- 4) Councillors and Council staff can attend Youth Council meetings as observers or can participate in meetings if they are invited to do so by the Youth Ambassadors.
- 5) Councillors and Council staff will not have voting right.
- 6) Youth Ambassadors will allow a proxy voting, that is, if a Youth Ambassador cannot attend the Youth Ambassadors meeting they can send their vote via another Youth Ambassadors, Youth Ambassadors Trainee, or the Coordinator Community Resilience.
- 7) A quorum will be fifty percent of the membership plus one.

In the event of a tied vote

In the event of a tied vote:

- 1) The debate will be continued and a request for additional information can be made if needed.
- 2) If there is still a tied vote the Chair will have an additional deciding vote.

Conflicts of Interest

A Youth Ambassador must disclose any conflict of interest which that Youth Ambassadors has in an item of business before the item is address.

Reporting Relationships

The Youth Ambassadors primary relationship will be to Council's Youth Officer

Matters put to Youth Ambassadors by the Community or Organisations

Matters put to Youth Ambassadors by a community member/group or organisations should be submitted to the Youth Ambassadors via the Youth Officer. This should be in the form of a brief report which clearly outlines:

- 1) The name and contact details of the person/group/organisation seeking input from the Youth Ambassadors.
- 2) The issue/project/event/service etc.
- 3) The information or actions that are being sort from Youth Ambassadors.
- 4) The time frame for the request.

The Youth Ambassadors will review the report at the next meeting and decide whether they require further information in the form of a presentation. If the Youth Ambassadors do not wish to have a presentation, a letter of response will be prepared by the Secretary and the Youth t Officer.

The Youth Ambassadors may request a presentation to be made at the next meeting. If this is the case:

- 1) Those seeking input will be contacted by the Youth Officer to arrange a time.
- 2) Presentations should be no more than 20 minutes in length including question time.
- 3) The presentation should be concise and clearly outline the level of involvement being sort from Youth Ambassadors.
- 4) Youth Ambassadors will respond verbally to matters being presented.

- 5) Feedback on the input given by Youth Ambassadors must be provided in a timely manner.

Expected Behaviour

Purpose

The purpose of this clause is to outline the behaviours expected of Youth Ambassadors and the process by which the Youth Ambassadors will respond to poor behaviour or misconduct by a member.

Expected Behaviour

- 1) Be mindful of your actions within the community and uphold the positive image and reputation of the East Gippsland Shire Council Youth Ambassadors.
- 2) Behave in a professional manner.
- 3) Show respect to other Youth Ambassadors and Council members and their views
- 4) Refrain from making personal comments about other youth Ambassadors, officers or other people.
- 5) Actively listen to other's point of view.
- 6) Only one Youth Ambassadors will speak at any one time.
- 7) Youth Ambassadors should indicate if they would like to speak.
- 8) The Chair should monitor the flow of the conversation.
- 9) Youth Ambassadors comments are directed to the whole group and should be relevant to the agenda item being discussed.
- 10) All members of the Youth Ambassadors will endeavour to make the Youth Ambassadors meetings a comfortable and friendly environment.
- 11) *All Youth Ambassadors will be required to sign a behavioural contract, Ambassadors under the age of 18 will be required to have their parent/guardian also sign this behavioural contract.*

Youth Ambassadors Response to Poor Behaviour

Behaviour is defined as poor when a member of the Youth Ambassadors does not comply with the expectations outlined above. If a Youth Ambassadors is behaving poorly they will be given a warning by either the Youth Officer or the Chair. The Youth Officer with the support of the majority of the Youth Ambassadors and the Manager of Community Resilience and Emergency Management reserve the right to ask participants to leave the program if they continue to behave poorly or if they do not meet the expectations of their role.

Problem Solving and Dispute Resolution

In the first instance any complaint, unresolved problem or serious dispute is to be brought to The Youth Engagement Officer for resolution.

Any complaint, unresolved problem or serious dispute that involves Council's Youth Officer is to be brought to Council's Manager Community Resilience and Emergency Management for resolution. If appropriate and with the agreement of all parties, the matter may involve a mediation process.

Smoking, Vaping, Alcohol and other Drugs

Youth Ambassadors will refrain from consuming alcohol or illegal drugs while they are fulfilling their role as Youth Ambassadors.

Smoking and vaping is not permitted in Council buildings or in Council vehicles or in close proximity to Council buildings.

Youth Ambassadors will ensure that they do not smoke or vape while wearing the Youth Ambassadors uniform/ badge. They will also refrain from smoking or vaping in front of young people or children when they are fulfilling their role as Youth Ambassadors. Youth Ambassadors will abide by state government regulations around smoking and vaping in public places.

Gifts

We will not accept gifts either in their role as Youth Ambassadors or where it could be perceived to influence them in their role as a Youth Ambassadors except:

Where the gift would generally be regarded as only having a token value and could not be perceived to influence our actions as an ambassador

Where refusal may cause offence or embarrassment, in which case we will accept the gift on behalf of the Youth Ambassadors and the gift becomes the property of the Youth Ambassadors

Youth Ambassadors Duties and Expectations

As a Youth Ambassador you are expected to:

- 1) Attend the start up camp
- 2) Attend and participate in meetings
- 3) Contribute your ideas and enthusiasm
- 4) Carry out any tasks that you volunteer for
- 5) Be willing to work as part of a team
- 6) Represent Youth Ambassadors by attending some official events

Participant Level of Commitment

Youth Ambassadors will:

- 1) Attend Youth Ambassadors meetings. An 80% attendance is required.
- 2) Attend extra meetings/events/functions (on occasion) including Council meetings when required.
- 3) Attend the Councillor Dinner twice a year, prior to Ambassadors meeting

Communication with the Media

The media officer role will be in charge of all communication with media (TV, radio, newspaper). Any content developed needs to be proof read by another Ambassador and all media content (media releases, posters & ads) need to be run by EG Shire Communication Team media@egipps.vic.gov.au prior to be released to the broader media network. Youth Officer needs to be cc. in all communication to/from YA + EG Shire Communications team.

All communication with the media will be done under the guidance and support of the Youth Officer and the Communications unit at the East Gippsland Shire.

Ambassadors are expected to direct all media coverage through the Chair, Secretary and Youth Officer. If individual members are asked for an interview or media release concerning the activities of the Youth Ambassadors, permission must be sought from the Youth Officer.

All Youth Ambassadors media releases must be passed by the Youth Officer and the East Gippsland Shire Communications Team and will then follow Council procedures for preparing and distributing media releases.

All requests for interviews with Youth Ambassadors will be processed through the Youth Officer and Youth Ambassador Chair.

Youth Ambassadors are responsible for informing media representatives that Youth Ambassadors views and opinions are not necessarily those of Council.

Referring enquiries to the Youth Ambassadors

A Youth Ambassador shall refer an issue/enquiry to the Youth Officer when:

- 1) They are unsure of their individual point of view on the issue and/or uninformed about the issue
- 2) They do not feel comfortable commenting on an issue
- 3) They have been asked to provide a statement on Youth Ambassadors position on an issue

Youth Ambassadors Tasks

Youth Ambassadors tasks include:

- 1) Consult with local young people and advocate for their needs;
- 4) Assist in the evaluation of the East Gippsland Youth Ambassadors Program
- 5) Assist with the content management of the East Gippsland Shire Council Youth website

Amendments and Review of the Youth Ambassadors Terms of Reference

Any amendments to the Youth Ambassador Terms of Reference must be approved by the Youth Ambassador's and endorsed by Council. Amendments can be made at any time; however a Report must be submitted to Council outlining the amendment(s). The Terms of Reference will be formally reviewed where appropriate.