



City of Rockingham

# Rockingham Youth Reference Group

## Terms of Reference and Membership Agreement

2025 – 2027

# Rockingham Youth Reference Group

## Terms of Reference and Membership Agreement

### Purpose

The Rockingham Youth Reference Group (RYRG) is a diverse and motivated group of young people aged 15–24 who live, work, study, or spend time in the City of Rockingham. United by a shared passion for shaping their community, members gain valuable experience in leadership development, civic engagement, creative project design, event delivery, and public speaking.

Members play an active role in advising the City on youth priorities, contributing to internal and external consultations, and co-designing initiatives that enhance community connection. By leveraging relationships and building networks, the RYRG supports young people to unlock future opportunities, influence change, and drive creative, community-led solutions.

### Objectives

1. Champion youth voice by advising the City and community on issues affecting young people and advocating for their priorities.
2. Shape local decision-making by representing diverse youth perspectives – including LGBTIQA+, disability, First Nations, and intergenerational groups – within civic and community conversations.
3. Influence programs and policy by contributing to the City's Strategy for Early Years, Children and Young People 2024–2030 and identifying service gaps or partnership opportunities.
4. Co-design events and initiatives that reflect youth needs, support civic pride, and foster community connection through creative placemaking and local project involvement.
5. Strengthen the City's Youth Development initiatives and impact by involving members in planning, delivery and governance activities.
6. Build leadership capacity by developing members' skills in facilitation, presentations, teamwork and event management.
7. Foster personal growth and future opportunities through networking, mentoring, professional development and real-world learning experiences.

### Representation

The RYRG strives to reflect the diversity of the Rockingham community. Membership is capped at 15 young people, selected with attention to fair representation across gender, culture, identity, lived experience, and geographic location within the City. This ensures a broad range of perspectives and voices are included in shaping local decisions and initiatives.

### Membership Eligibility

RYRG members must be aged 15 to 24 and live, work, study, or regularly spend time within the City of Rockingham local government area. All members are expected to comply with the City of Rockingham's Volunteer Guidelines including mandatory training and meet the requirements set out in the Rockingham Youth Reference Group agreements and certifications. Members aged 18 and over must hold a valid Working with Children Check (WWCC), and those aged 16 and over are required to complete a Volunteer National Police Check. Youth Development staff will support members in obtaining these certifications if they do not already have them.

## Terms

Members may serve up to two consecutive two-year terms (a total of four years) without needing to reapply, provided they continue to meet the age eligibility criteria. After completing these terms, members may reapply for additional one-year terms, subject to available positions and continued positive participation.

## Meetings and Attendance

RYRG meetings occur on the second last Wednesday of the month, from 4:30pm to 7pm, and held at a designated venue within Rockingham. Members will receive prior notice of meeting dates and venue locations.

Regular attendance and active engagement is expected at monthly meetings. Members unable to attend must notify the responsible City officer in advance. Missing three meetings without notice in a six-month period may lead to a membership review. A Leave of Absence for up to four months may be granted at the City's discretion.

Members will be required to complete a series of volunteer mandatory training and professional development sessions outlined within the RYRG Volunteer Induction. Ongoing and optional training and professional development opportunities will also become available throughout the course of each year. Participation in these training sessions is free for RYRG volunteers.

Additional opportunities, project meetings and events will be regular and commitment is encouraged, but the level of engagement is up to the member and non-compulsory.

## Administration and Support

The RYRG is supported Youth Development staff. City officers are responsible for organising meetings, developing agendas, taking minutes, and maintaining records. RYRG members are offered regular opportunities to assist with administrative duties to enhance skill development.

Members will have access to a secure online hub for communication, meeting materials, and collaboration to assist in real-time communication and collaboration with its members. You will be provided with updated agendas, discussion boards, media, calendars and events as they arise.

## Dress Standards

As a representative of the City, RYRG members are expected to maintain a neat, smart casual appearance during all initiatives. The City will supply a volunteer shirt, name badge, and/or jacket, which must be signed for, and returned at the end of your volunteer role.

Some activities may require Personal Protective Equipment (PPE), which will also be provided. For outdoor activities, please follow the guidelines in the Work Health and Safety Volunteer Booklet at [rockingham.wa.gov.au/community/volunteering](http://rockingham.wa.gov.au/community/volunteering).

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Please refer to the next page.

Please return a copy of the following **Membership Agreement and Media Consent** form to your Volunteer Supervisor upon commencement of your Rockingham Youth Reference Volunteer Membership.

**Name:** \_\_\_\_\_

### Membership Agreement

The City of Rockingham Youth Centre and the Rockingham Youth Reference Group aims to provide a safe and welcoming environment. City staff will do all they can to make sure all young people are safe while attending our premises and participating in RYRG events/activities. To aid this, please tick the boxes below to ensure the information has been read and understood:

- ☐ I understand that if I/my young person is involved in a medical emergency (determined by the City staff), emergency and/or ambulance services may be requested and I agree to meet any expenses incurred for that service, treatment and/or transport.
- ☐ All RYRG activities and events are alcohol, smoke, vape and drug free. I understand that if I/my young person does not abide by the responsibilities and regulations in place, I/they may be asked to leave the event/activity, or have my/their RYRG membership reconsidered.
- ☐ I acknowledge that the City of Rockingham will not be liable for loss, damage or injury to property or person that may occur whilst attending the Rockingham Youth Centre or RYRG events/activities.
- ☐ I understand that if I do not adhere to the terms outlined in the RYRG Terms of Reference and Membership Agreement above, and/or my actions bring the City of Rockingham or the RYRG into ill repute, my position may be reconsidered and be removed without warning from the group.
- ☐ I/my young person, have read, understood and signed the Volunteer Handbook.
- ☐ I/my young person, have read, understood and agree to abide by the Work Health and Safety Volunteer Booklet.

**Do you as the young person of legal age, or, the parent/guardian/carer (if member is under the age of 18) agree to the RYRG Membership Agreement above? Please only tick one.**

- ☐ I consent as the **young person of legal age** (over 18's only) subject to the conditions above
- ☐ I give consent as the **parent or guardian** of the registered young person subject to the conditions above

### Media Consent

The City of Rockingham may take photos or videos at programs, workshops and events. This means a young person may be included in videos or photos that are used for reasonable promotional purposes. This may include publications, the City of Rockingham website, social media accounts or for internal presentations.



**In addition to the question above, do you give permission for the City of Rockingham to take and use videos and photos of you/your young person for the purposes stated above?**  
*Please only tick one.*

- ☐ I consent as the **young person of legal age** (*over 18's only*) subject to the conditions above
- ☐ I give consent as the **parent or guardian** of the registered young person subject to the conditions above
- ☐ No, I do not give permission to have photos or videos taken of me/or my young person whilst participating as a member of the RYRG

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**RYRG Member**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Date

**Parent / Guardian** (If member under 18 years):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Date

If you need further information, please email [youthcentre@rockingham.wa.gov.au](mailto:youthcentre@rockingham.wa.gov.au) or call 9591 0836.