



Rockingham Youth Reference Group

Volunteer Role Statement (2025-2027)

Overview

The Rockingham Youth Reference Group (RYRG) is made up of up to 15 young people aged 15–24 who live, work, study, or regularly spend time in the City of Rockingham.

The RYRG exists to represent the diverse and collective voice of local young people, supporting their civic engagement and leadership development. Members provide advice and feedback on City projects, co-design and deliver youth-led events and initiatives, and build skills through real-world experiences including facilitation, placemaking, and public speaking.

Members are supported by the City’s Youth Development team and are encouraged to participate in training opportunities, creative projects, consultations, and community events. They also play an active role in shaping City strategies, including the [Strategy for Early Years, Children and Young People 2024–2030](#).

Role details

Work Type:	Volunteer
Primary location:	Rockingham Youth Centre 20 MacKinnon Street, Rockingham WA 6168 Other locations as required
Hours and days per week:	Approximately one hour per week on average (Minimum of one x 2.5 hour meeting per month)
Term:	Two year terms, with a 12-month review if required
Start Date:	Tuesday 22 July 2025
End Date:	Tuesday 20 July 2027
Positions available:	15

Key Responsibilities

Tasks will include, but are not limited to:

- Attend and actively engage in monthly meetings, projects, and youth initiatives
- Represent the views and needs of young people in City consultations and community discussions
- Co-design and assist with the planning, promotion, and delivery of youth-led projects and events
- Contribute to the implementation of City strategies including the Strategy for Early Years, Children and Young People 2024-2030 and provide input on policies affecting young people
- Promote the RYRG and City programs across personal networks and in the community
- Attend training and development sessions offered throughout the year
- Uphold the City’s Volunteer Handbook guidelines, RYRG Terms of Reference, Code of Conduct and Membership Agreement

Essential Qualifications, skills, attributes and qualities

Essential

- Must be aged 15-24 with the ability to complete a term of no less than 12 months prior to turning 25 years to be eligible for membership
- Must reside, work, study and/or regularly spend time within the City of Rockingham
- National Volunteer Police Check (or ability to obtain one)
- Working with Children's Check if over 18 years (or ability to obtain one)
- Ability to commit approximately one hour per week including attendance at one 2.5-hour meeting per month held during the second-last week of each month.
- Parent Guardian consent is mandatory for RYRG membership for those under 18 years

Desirable

- Well-presented, punctual and reliable
- Demonstrate a willingness and capacity to engage in various community and City initiatives as a representative of RYRG
- Able to work constructively, fairly and collaboratively within a team and community environment
- Able to consider information from a variety of perspectives that reflect the diversity of the community
- Good knowledge and understanding of the local issues that are relevant to young people

General

- Induction and training provided, including mandatory manual handling, customer service and workplace behaviours training
- Ongoing mentoring, development opportunities, and staff support are provided throughout the membership term
- Optional events, projects, and workshops are offered regularly; participation is encouraged but not mandatory.
- A medical assessment may be required, at the City of Rockingham discretion and cost

Physical attributes required

Essential

- Ability to undertake manual handling of chairs, tables, marquees and/or resources related to the program
- Ability to stand and walk around for up to six (6) hours with breaks as required.

Recruitment

Recruitment of the RYRG occurs as and when required. Members are selected for an initial term of two (2) years, with approximately half of the group being due for renewal or review each year.

The RYRG shall seek in its membership, a diverse representation reflecting the local community. Members will be selected with attention to gender, culture, identity, lived experience, and local geographic area to ensure equitable representation within the group.

How to apply

For further information contact Rockingham Youth Centre via youthcentre@rockingham.wa.gov.au or by phone 9591 0836.