

PUFFING BILLY RAILWAY YOUTH REFERENCE GROUP

TERMS OF REFERENCE

1.0 Background

The Puffing Billy Railway Youth Reference Group (PBR YRG) has been established by the Youth Engagement Working Group of Puffing Billy Railway (PBR) and endorsed by the Chief Executive Officer (CEO) and the Puffing Billy Railway Board (PBRB).

This group will comprise of young people (16 – 25 years) and PBR mentors for the purposes of shared consultation in the creation of the organisations first Youth Engagement Strategy (YES).

2.0 Purpose

The Puffing Billy Railway Youth Reference Group (PBR YRG) is a group of young people and mentors who will be:

- Advocating on behalf of young people.
- Facilitating meaningful engagement with young people from diverse backgrounds.
- Advising Puffing Billy Railway on current youth topics and issues.
- Providing an innovative way of thinking to inform PBR policies, procedures, and programs.
- Ensuring PBR is meeting the needs of young people in our community.
- Brainstorm ideas on how PBR might reach and engage with more young people in our community.
- Providing input on how PBR can improve the visitor experience of young people.
- Assist PBR by evaluating existing programs and creating new ones.

3.0 Objectives

- To be instrumental in the consultation of the first PBR Youth Engagement Strategy.
- Actively participate in meetings, sharing of information and feedback.
- Contribute to decision making in the development and review of PBR strategies, policies, programs, and projects.
- Provide insights into the needs and priorities of young people.

4.0 Roles and Responsibilities

- Regularly attend meetings where possible.
- Contribute positively to YRG.
- Nurture an inclusive and respectful culture.
- Respect members confidentiality.
- Be contactable between meetings so ideas can progress.
- Volunteer time to develop projects and attend events.
- Take ownership of allocated tasks, ask for help if required and support other members with their tasks if you can.

5.0 The Rules

- Be open minded.
- Be encouraging.
- Treat everyone equally.
- Be respectful.
- Be punctual and committed.
- Listen to others' ideas.

6.0 The Communication – The 5 W's

6.1 Who

The Youth Engagement Strategy includes children and young people aged 12-25years who visit, work or volunteer at Puffing Billy Railway.

The Youth Reference group will consist of 10 members (8 members aged between 16 –25years and 2 Mentors).

1. Internal
2. Internal
3. Internal
4. Internal
5. External
6. External
7. External
8. External
9. PBR Mentor
10. PBR Mentor

The composition of the group may change from time to time as required to meet operational needs. Other PBR employees or volunteers can be invited by a Mentor as the need requires. A quorum of 4 members will be required to declare a meeting open.

6.2 What

While being a Youth Reference Group member is a voluntary role, you will be equipped with professional development and network opportunities to build your knowledge and skills. You will also receive mentoring and support from PBR staff throughout the entirety of the program.

6.3 When

The Youth Engagement Reference Group will meet every 6-8 weeks and commit to at least a 12month term. The Mentors will Chair the meetings and the minute taker will be rotated amongst the group members. Meetings will be both face to face at The Lakeside Visitor Centre or Virtually via Zoom/Teams.

6.4 Why

Puffing Billy Railway is committed to creating an inclusive organisation in which young people are empowered to voice their ideas and concerns, are listened to, and are recognised for their valuable contribution. Puffing Billy Railway staff and volunteers are committed to providing positive experiences for young people in an environment that is caring, nurturing and safe.

6.5 How

The Mentor will:

- Prepare an agenda for the meeting and conduct the meeting according with this Terms of Reference
- Manage the time and agenda items of each meeting.
- Ensure each member has a reasonable opportunity to express their views.
- Invite visitors to meetings to provide advice, guidance, or information relevant to the business of the meeting as may be required.
- Escalate matters to the appropriate Sub Committee or the PBRB as may be required.

The minute taker will:

- Make available minutes for all PBR YRG members.

All members will:

- Participate in discussion and raise any matters of interest or concern.
- Provide input and feedback when requested.
- Abide by any timelines for actions agreed by the PBR YRG.

7.0 Standing Orders for Group Meetings

7.1 Procedural Matters

- At the commencement of the meeting the Chair will check that a quorum is present and if so, declare the meeting open.
- The agenda will commence with an acknowledgment of country, welcome to any new members, list/call of apologies, a request that members declare any possible conflicts of interest, a request that working group members approve the agenda.
- Previous business – members will confirm and make amendments to the minutes from the previous meeting.
- If no quorum, is present within 30 minutes of the starting time, the meeting will be cancelled.

7.2 Motions

- All proposals made to the meeting shall be in the form of motions unless the Chair decides otherwise and will be documented as proposed in the minutes.
- All motions and amendments must be moved and seconded. If no seconder is found, the motion or amendment lapses.
- Discussion regarding a motion shall be allowed and encouraged and addressed to the Chair.

- The Chair should restate the motion to ensure all members understand what they are being asked to vote on.

- Once the debate on a motion is concluded, the Chair then calls each option: “All in favour?”; “Opposed?” or “Abstaining?”

- Once a clear majority has been ascertained, the motion is declared, and the meeting can move onto the next item of business.

7.3 Closing the meeting

- The Chair will formally close the meeting and identify the date and time for the next scheduled meeting of the committee.

8.0 Reporting

- The PBR YRG shall be responsible to the Group Manager Visitor Experience or any such person who is appointed by the Chief Executive Officer of PBR.
- The PBR YRG will provide a progress report to the Board through the Child Safety Project Working Group.

9.0 Review of Terms of Reference

- This Terms of Reference for the PBR YRG will be reviewed at the first YRG meeting and then on request.