
PUFFING BILLY RAILWAY - YOUTH REFERENCE GROUP

TERMS OF REFERENCE

1. BACKGROUND

The Puffing Billy Railway Youth Reference Group (PBR YRG) was established by Puffing Billy Railway (PBR), endorsed by the Chief Executive Officer (CEO) and the Puffing Billy Railway Board (PBRB).

This group is to comprise of young people (12 – 25 years of age) and PBR mentors (Chair and Minute Taker) for the purposes of consultation across PBR ensuring the voices of youth are represented.

2. 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. OBJECTIVES

- To be consulted in the creation of any PBR Youth Engagement Strategies
- 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. DELIVERABLES

The PBR YRG will provide written feedback and recommendations representing the voice of young people to the Child Safety Working Group which reports into the People and Culture Sub Committee.

5. MODE OF OPERATION

- The PBR-YRG will meet a minimum of four (4) times a year on rotating days to allow for a fair and equitable breakup of the days that this group meets.
- The Chair of the meeting will be the PBR Volunteer Program Lead or a member of the People & Culture team and the minute taker will be nominated by the Chair.

- The minutes will not be a verbatim record but will capture the key comments, agreements, and actions.
- The agenda and any associated papers, if any, will be distributed via email prior to each meeting.

6. MEMBERSHIP

The membership of the PBR-YRG will consist of:

- Volunteer Program Lead (Chair) or nominee
- Education Coordinator (Minute Taker) or nominee
- Special Guest where appropriate
- At least 4 and no more than 10 Youth Reference Group members.

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 the Chair as the need requires. A quorum of 6 total members will be required to declare a meeting open.

Expressions of interest will be called for PBR-YRG representatives. A nomination form must be completed including all questions answered. The nomination process will be managed in a fair and transparent manner by the Volunteer Program Lead and Education Coordinator and presented to Child Safety Working Group for endorsement. Assessment will be merit based against the following criteria:

- Demonstrated ability to constructively participate in an advisory capacity
- Ability to represent a broad range of views that reflect the diversity of PBR community
- Good knowledge and understanding of relevant young people issues
- Possess a willingness to contribute positively to meetings in a fair and unbiased manner
- Have an ability to look beyond personal interests for the benefit of PBR community

The term of any PBR-YRG representative is for a 2-year period. This can be extended for an additional 2-year period where no other PBR-YRG nominees are suitable. After a maximum 4-year term, a PBR-YRG member cannot renominate for 2 years.

A member's appointment may be ended based on one of the following:

- resignation of a member.
- regular non-attendance at meetings (note: members shall be considered to have vacated their position if they have been absent from three meetings, within a 12-month period, without a valid reason); and
- failure to respect the protocols and confidentiality requirements.

7. ROLES AND RESPONSIBILITIES

The Chair will:

- Prepare a draft agenda for the meeting and conduct the meeting according with the 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 Committee as may be required
- Appoint a minute taker when the Education Coordinator is unavailable

The minute taker will:

- Make available minutes for all members and committees
- Actively participate in the meetings and encourage participation across the members
- Chair the meetings when the Volunteer Program Lead is unavailable

PBR-YRG members will:

- Regularly attend meetings where possible
- Contribute positively to PBR-YRG
- Nurture an inclusive and respectful culture
- Respect members confidentiality
- Be contactable between meetings so ideas can progress
- Volunteer reasonable 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.

While a PBR-YRG member is a voluntary role, professional development and network opportunities will be made available for members to build knowledge and skills. Mentoring and support from PBR staff throughout the entirety of the program will also occur.

8. MEETING STRUCTURE FOR PBR - YRG

8.1. PROCEDURE

- At the commencement of the meeting the Chair will check that a quorum (6 in total) is present and if so, declare the meeting open.
- The agenda will commence.
- If no quorum, is present within 30 minutes of the starting time, the meeting will be cancelled.

8.2. SUGGESTIONS

- All ideas made in the meeting shall be documented in the minutes.

8.3. Closing the meeting

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

9. REPORTING

The PBR-YRG shall be responsible to the Child Safety Working Group.

The Child Safety Working Group will provide a progress report to the Board through the People & Culture Sub Committee following each meeting and will share updates for the wider organisation via the monthly newsletter as appropriate.