



1. PURPOSE AND FUNCTION

1.1 The primary function of the Youth Advisory Committee is to provide advice and make recommendations to SHINE for Kids on:

1. Policy, programs and services which impact on children and youth with a parent in prison
2. Current and emerging issues and concerns of importance to children and youth with a parent in prison, to improve awareness of SHINE of a range of issues which affect young Aboriginal people;
3. Issues impacting children and young people with a parent in prison specific to local and regional contexts;
4. Opportunities and strategies to increase the participation of children and people with a parent in prison in SHINE for Kids.

1.2 Further to the primary functions the Youth Advisory Committee shall:

- Provide a forum for the sharing of ideas and discussions on a wide range of issues affecting children and young people with a parent in prison;
- Be the primary mechanism for SHINE for Kids to consult with children and young people with a parent in prison on a range of issues;
- Provide a two-way communication forum for children and young people with a parent in prison, their perspectives on a range of issues, and a means of communication from SHINE to young people on issues relating to the criminal justice system;
- Demonstrate leadership through building cooperative and meaningful partnerships with a parent in prison, SHINE staff working in prisons, researchers and advocates in the criminal justice space;
- Encourage the active participation of, including the employment of young people with a parent in prison in SHINE for Kids.

2. DEFINITION OF YOUTH

For the purpose of the Youth Advisory Committee, young people are defined as those aged between 18 – 25 years.

3. SELECTION AND TERM

The method of filling the Youth Advisory Committee membership positions shall be via an Expression of Interest (EOI) process.

3.1 Youth Advisory Committee members will be appointed by SHINE based on EOI applications for a term of two (2) years.

3.2 Selection to the Youth Advisory Committee is based on the following considerations:

1. Has had a lived experience of parental or family incarceration;
2. Is between 18 and 25 years of age;



3. Is able to demonstrate a commitment to actively participate on the Youth Advisory Committee, including travelling to attend meeting;
4. Is an advocate for the rights and interests of children of prisoners; and
5. Is able to demonstrate a willingness to learning and personal development.

4. MEMBERSHIP AND COMPOSITION

- 4.1 All members of the Youth Advisory Committee shall be appointed by SHINE for Kids Executive Team. Furthermore, a person appointed to the Youth Advisory Committee shall remain a member of the Youth Advisory Committee for the term specified above, but any such appointment can be terminated by SHINE Chief Executive Officer at any time.
- 4.2 The Youth Advisory Committee shall comprise of eight (8) members from each of the eight (8) States and territories. SHINE will encourage representation from: one member from each state and territory, equal female and male representation and two Aboriginal and Torres Strait Islander representatives.
- 4.3 SHINE National Programs Manager and Chief Executive Officer (CEO) shall participate as ex-officio non-voting members of the Youth Advisory Committee. SHINE recognises and supports that at times closed discussions may be had with only voting members present.

5. MEETINGS

- 5.1 At the first meeting of the Youth Advisory Committee, Committee members:

Shall recommend one (1) male and one (1) female as Chairpersons of the Youth Advisory Committee, for approval by SHINE Executive Team.
- 5.2 The Chairpersons approved by the SHINE Executive Team to these positions shall remain in that position for a period of two (2) years, or until:
 1. The person ceases to be a member of the Youth Advisory Committee; or
 2. The person resigns from that position.
- 5.3 Where the position of Chairpersons becomes vacant the Youth Advisory Committee must recommend a replacement for approval by the SHINE Executive Team at the next meeting of the Youth Advisory Committee.
- 5.4 If both Chairpersons are absent from the same meeting, the members present must select an interim Chairperson for that meeting from amongst themselves, prior to the commencement of any business.
- 5.5 The procedure for calling of meetings of the Youth Advisory Committee and for the conduct of business at those meetings will be determined by SHINE, in consultation with the Youth Advisory Committee.
- 5.6 The Youth Advisory Committee is to meet at least two (2) times during the calendar year at a place and time to be determined by SHINE.
- 5.7 Notice of meetings of the Youth Advisory Committee shall be given not less than 14 days before each meeting.



- 5.8 Unless otherwise directed, the Chairpersons shall provide, no later than 7 days prior to the Youth Advisory Committee meeting, an agenda and any relevant material and papers proposed for consideration
- 5.9 Minutes shall be kept of the meetings proceedings. The Youth Advisory Committee may nominate a member to keep Minutes of the meetings proceedings and/or SHINE may appoint a person other than a member of the Youth Advisory Committee to keep minutes of the meetings proceedings.

6. MEETING ATTENDANCE

- 6.1 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- 6.2 Members who miss one (1) Youth Advisory Committee meeting without lodging a formal apology at least three (3) working days prior to the meeting, will be contacted by the appropriate SHINE staff member to clarify their obligations to the Youth Advisory Committee.
- 6.3 Members who miss two (2) consecutive meetings without an apology will be contacted by a SHINE staff member at which time they will be advised that their membership status on Youth Advisory Committee is under review. Members who provide two (2) formal apologies in a row will also have their position reviewed.
- 6.4 If the SHINE Executive Team determines the membership should be revoked, then a casual vacancy is created and a suitable candidate will be recruited to fill this casual vacancy. A letter will be forwarded to the Youth Advisory Committee member, whose membership has been revoked, outlining the decision.

7. RESPONSIBILITIES OF YOUTH ADVISORY COMMITTEE

- 7.1 Each member of the Youth Advisory Committee will be required to:
1. Attend and participate in meetings of the Youth Advisory Committee meetings (may require travel);
 2. Provide advice and recommendations to SHINE
 3. Undertake further training and development as provided by SHINE

8. RESPONSIBILITIES OF SHINE for Kids

- 8.1 SHINE for Kids will:
1. Assist Youth Advisory Committee members fulfil their roles and responsibilities through the provision of high level support;
 2. Assist Youth Advisory Committee members develop their skills and knowledge through the provision of training and mentoring;
 3. Work cooperatively with the Youth Advisory Committee at all times; and
 4. Provide a safe and respectful environment for open two-way dialogue by and with the Youth Advisory Committee.



SHINE for Kids®

Charter of the SHINE Youth Advisory Committee

Document Custodian: National Program Manager

Next Review Date: 17 July 2019

9. ALLOWANCES

- 9.1 A Youth Advisory Committee member is to be paid such travel and other allowances as approved by SHINE for Kids, in respect of being a Youth Advisory Committee member.

10. CONDUCT OF MEMBERS

- 10.1 SHINE for Kids requires all members of the Youth Advisory Committee to adhere to a code of conduct in relation to their activities as representatives of SHINE for Kids.

11. RELATIONSHIP WITH SHINE FOR KIDS

- 11.1 Recommendations by the Youth Advisory Committee are not binding on SHINE For Kids
- 11.2 SHINE for Kids may, at its discretion, direct the Youth Advisory Committee, or members thereof, to participate, on behalf SHINE, in a range of forums, to advocate the SHINE's policies and programs.

12. CONFIDENTIALITY

- 12.1 Unless otherwise required by law, Youth Advisory Committee members are under a duty to keep all SHINE information, committee discussions, committee papers and deliberations confidential.

13. COMMITTEE REVIEW

- 13.1. The Youth Advisory Committee shall review this Charter and its performance annually and report to SHINE Executive Team of any changes