

Terms of Reference

Youth Advisory Group

Vision

To engage with and represent the voices and interests of young people engaged with South Australian healthcare services.

To inform, advocate, and collaborate to improve health outcomes, services, and consumer engagement for young people in South Australia.

Effective Date	May 2026
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<p>Youth Advisory Group</p>	<p>The Youth Advisory Group (YAG) provides youth voice, lived experience, and insight to improve healthcare experiences for young people across South Australia. YAG members contribute to healthcare design, participate in project work, and ensure young people are meaningfully represented in system-level decision-making. The group works primarily in partnership with the Adolescent Transition Care Statewide Clinical Network (ATCSCN) to strengthen transitions between paediatric and adult care and to support this connection, a member from the ATCSCN will attend as a standing member of the YAG.</p> <p>The YAG also support Commission on Excellence and Innovation in Health (CEIH) initiatives where engagement with young people is required.</p>
<p>Purpose</p>	<p>The overarching purpose of the group is to:</p> <ul style="list-style-type: none"> • Provide advocacy to ensure high-quality, evidence-based care. • Provide advice, guidance, and young persons' voices for the Minister for Health and Wellbeing.

	<ul style="list-style-type: none"> • Represent the voices and lived experience of young people in South Australia. • Provide young people an opportunity to advocate, advise, and provide youth/peer support in the healthcare sector. • Provide youth representation on Statewide Clinical Networks, such as the Adolescent Transition Care Statewide Clinical Network (ATCSCN), by contributing youth perspectives, YAG activity updates, and sharing SCN discussions and outcomes back to YAG members • Engage in and provide advice on projects/research. • Provide advice, participate, and have input into CEIH initiatives (i.e. projects, meetings, research, planning, and development).
<p>Responsibilities</p>	<p>Chair/co-chairs</p> <p>A Chair/ Co-Chair will be nominated for each meeting to facilitate the following:</p> <ul style="list-style-type: none"> • Encourage broad participation from all members • Keep the meeting moving by using the guiding time limits on each agenda item, and ensure meetings run on time. • End each meeting with a summary of decisions and actions. • In consultation with members, determine whether meetings are face- to-face or via an electronic/digital platform • Work collaboratively with the CEIH team. <p>Network Advisor</p> <p>A CEIH-appointed Network Advisor will attend meetings as an impartial participant. The role supports the group by:</p> <ul style="list-style-type: none"> • Working in partnership with the Chair/ Co-Chairs and the members to achieve and deliver the priorities of the group. • Proactively facilitating and building effective relationships, interactions, and collaborations with Clinical Network Consumer/ Carer/ Clinician stakeholders. • Linking the group with CEIH/Department for Health and Wellbeing (DHW) resources as required or appropriate. • Facilitating the work of the group through the CEIH or DHW endorsement processes if required. • Being the initial point of contact for the group within

	<p>the CEIH.</p> <ul style="list-style-type: none"> Using the project management skills of communication, facilitation, risk management, report writing, project planning, and stakeholder consultation and negotiation. Monitoring the performance/progress of the group in achieving its agreed goals/projects.
<p>Principles and Conduct</p>	<p>The Group will adhere to the following:</p> <ul style="list-style-type: none"> Trigger warnings are to be considered and respected as part of every meeting. A warning is to be given if any content of discussions may be triggering for members. If members are triggered by a discussion, they can raise their concern or leave the meeting if they feel uncomfortable. If attending online, members may choose to switch off their cameras and mute the conversation. They will be advised in the chat when the topic has closed. If someone leaves the meeting, a group member will check in. Maintaining a safe environment for all members where they can seek support if needed. Maintaining an environment of respect where everyone’s opinions are listened to and considered. Members will be conscious of language and topics of conversation during meetings. Members will be respectful to each other in their conduct. Members who are unable to attend a meeting may provide updates via another attending member; however, no decisions will be made on their behalf without prior consultation. Members will conduct themselves in a manner which promotes confidence in the integrity of the work being undertaken as part of the group. Members of the group are appointed for their personal skills, knowledge, experience, and passion and are required to exercise these for the benefit of the group as a whole. It is each member’s responsibility to canvas views and provide feedback to their peers and appropriate others except for confidential matters. Members are expected to complete agreed action items from each meeting in the agreed timeframe. Feedback and/or review of documentation responses are to be provided within requested timeframes.

	<ul style="list-style-type: none"> • Decisions made by the group are binding. Members of the group will comply with the decisions of the group and will not participate in dissent outside of the meetings. • The members reserve the right to review the membership of any member who acts contrary to the above. • When speaking on behalf of the group (e.g., at conferences, gatherings, workshops, etc.) approval must be obtained from the Chair/ Co-Chairs/CEIH prior to speaking. Reimbursements of time invested will be agreed upon with the Executive Director of the Consumer and Clinical Partnerships, CEIH, prior to the event.
<p>Membership</p>	<p>New members are recruited through an expression of interest (EOI) process or by invitation. Applicants respond to EOI questions, with applications reviewed and voted on by existing YAG members by majority vote. Preferred candidates are forwarded to the Executive Director, Consumer and Clinical Partnerships, CEIH, for governance review and final approval.</p> <p>Membership is open to people aged 12–25 who reside in South Australia. Members under 16 years of age require parental or carer consent. Proof of age documentation is required upon selection.</p> <p>Members must be regularly engaged with health care services and/or have experience transitioning from paediatric to adult health services.</p> <p>Members who resign mid-tenure will be replaced through an expression of interest process, or direct appointment.</p> <p>The group will ensure that culture and diversity are represented within the membership.</p> <p>A representative from the ATCSCN will attend YAG meetings as a standing member and provide support and guidance as appropriate (E.g. facilitate the Chairing of meetings, arrange speakers, link to relevant projects) and act as a connection between the YAG and the Network</p> <p>Working with Children’s Check and National Police Clearance are mandatory for all members over 18 years.</p> <p>Tenure</p>

	<p>Membership tenure will be for a period of up to two years or until the year prior to a member’s 26th birthday. Extension of membership beyond 2 years is at the discretion of members in conjunction with the Executive Director, Consumer and Clinical Partnerships, CEIH.</p> <p>Expressions of interest for new members may be sought at the discretion of members, for example where multiple resignations from the group occur.</p>
<p>Operating Procedures</p>	<p>Meeting Frequency, Timing and Accessibility Meetings are scheduled monthly and are booked for a two-hour timeslot after hours. It is expected that at least six meetings will be held each year</p> <p>Occasional face to face meetings are negotiated with the group, meetings are also hosted online to support optimal attendance.</p> <p>When online options are utilised, it is the responsibility of members to ensure they are in a private location where information/discussions can remain confidential.</p> <p>Attendance Apologies must be provided prior to each meeting. The group will discuss the continuation of members who have not attended three consecutive meetings without providing apologies.</p> <p>Members who are frequently absent will be followed up and asked to assess their capacity to continue.</p> <p>A leave of absence must be communicated to the YAG members or the CEIH Network Advisor.</p> <p>Quorum The quorum necessary for decision making will be greater than 50% of members.</p> <p>A meeting may proceed if a quorum is not present. In this instance, voting will either be held over until the next meeting when a quorum is present, or via an out-of- session vote.</p> <p>Voting Decisions will be sought on a consensus basis. If a vote is necessary, a majority vote is sufficient. If an equal vote applies, the matter will remain undecided and either be considered at the next meeting and/or</p>

	<p>escalated to the CEIH Network Advisor for discussion with the Executive Director, Consumer and Clinical Partnerships, CEIH.</p> <p>A quorum must be present to enable voting. Votes by proxy will not be accepted.</p>
<p>Conduct, Confidentiality, and Conflict of Interest</p>	<p>Conflict of Interest</p> <ul style="list-style-type: none"> • Declaration of conflict of interest is to be included as a standard agenda item. • Conflict of interest forms are completed every 12 months by each member and prior to the new member’s initial meeting. • Members will declare any conflict of interest prior to commencing on the group, which will be documented in a Conflict-of-Interest Register. • Members will also declare any new conflict of interest related to group duties as soon as practical after such conflict arises. <p>Confidentiality</p> <p>All members are to inform the Chair whether a topic being discussed or shared is of a confidential nature. Where discussions are deemed to be confidential, members will not disclose such information to any persons outside of the Group without the support of the Group.</p> <p>If confidential information is shared within the group, this will be identified as such by the person sharing the information.</p> <p>As the meeting nears its end, the group will determine if any of the meeting discussions should be kept confidential.</p> <p>Accountability</p> <p>The group reports through the Chair/ Co-Chairs to the Executive Director, Consumer and Clinical Partnerships, who is accountable to the Commissioner of the CEIH. The group may be requested to provide updates and reports on projects/ initiatives they are engaged with.</p>
<p>Secretariat</p>	<p>The secretariat function for the Group will be provided by the CEIH. The secretariat will:</p>

	<ul style="list-style-type: none"> • Prepare agendas and supporting material for meetings at least three working days in advance. • A YAG Teams Channel will be created and maintained. • Attendance records will be recorded for each meeting • Communication is sent via a dedicated Teams Channel and/or via email • Record all actions in an action log from each meeting. An agenda and actions template is available to all members in the Teams channel. • Record the receipt of Working with Children Check /police checks/ clearances and Conflict of Interest forms for Organisational governance compliance. • Ensure all files are stored in accordance with the SA Health Care Act. • Arrange teleconference/video conference and/or book facilities for meetings. • Ensure conflict of interest forms are completed every 12 months by each member and prior to the new member’s initial meeting
<p>Approvals and Review</p>	<p>These Terms of Reference shall be reviewed annually by the group. If changes need to be made to the Terms of Reference, the suggested changes will be raised with the group and only if consensus is given, where quorum applies, can the Terms of Reference be changed.</p> <p>Any changes to the Terms of Reference are subject to the endorsement of the Executive Director, Consumer and Clinical Partnerships.</p>

Endorsement

Endorsed by Youth Advisory Group members as of April 2026