

# headspace Geraldton Youth Reference Group

**Are you aged between 16 and 25 and live in Geraldton or the Midwest? Do you have something to say about health, mental health and drug and alcohol issues?**

## **What is the headspace Geraldton Youth Reference Group?**

headspace Geraldton is providing young people with the opportunity to be heard and be active around youth mental health and alcohol and other drug issues.

There are a number of roles you can play in a headspace Youth Reference Group, including:

- Leading a project in your local area
- Website consultation and development
- Research and evaluation of headspace services
- Consultation around resource development such as, factsheets, brochures, radio ads
- Peer support and mentoring
- Media Spokesperson

By getting involved you will:

- Have the opportunity to have your say and direct youth mental health services in Geraldton and on a state and national level
- Develop new skills
- Meet and work with other young people who are passionate about youth mental health
- Make a difference to youth mental health

headspace will provide some training to support you to participate in the above groups or activities.

## **Who can apply?**

Young people aged 16-25 who either:

- Have had experiences of feeling depressed, anxious or another mental health issue
- Have a friend or family member who has/or had a mental illness or drug addiction
- Feel passionate about & interested in youth mental health issues.

We welcome young people from diverse backgrounds, including those who are Indigenous, Culturally & Linguistically diverse, people with disabilities, from rural/remote areas, part of the LGBTQIA+ community, or have experienced homelessness.

(Any young people under 16 years of age that are interested in joining are welcome to contact headspace Geraldton)

## **How do I get involved?**

Complete this application form and email it to [admin@headspacegeraldton.com.au](mailto:admin@headspacegeraldton.com.au) or you can post it or drop it into our centre **193 Marine Terrace, Geraldton WA 6530**



## Personal Details

Name

Date of Birth  Pronoun

Phone  Gender

Email

Address

What languages do you speak at home?

Where were you born?

Are you Aboriginal or Torres Strait Islander?

If you are comfortable, please answer the following questions:

Is there anything we should know that might affect your engagement in the YRG?  
(e.g. disability, impairment, injury)

If so, how can we help you? (e.g. breaks, more space)

Do you identify as part of the LGBTQIA+ community?

Do you and/or a family member identify as having/had a mental illness?

Is this something that you would be happy and feel comfortable talking about?

## Emergency Contact Information

First Preference	Second Preference
Name:	Name:
Relationship to you:	Relationship to you:
Mobile:	Mobile:
Email:	Email:

**Please Note:** Members under the age of 18 years at time of acceptance of headspace YRG Volunteer position require a parent to complete parental/legal guardian consent section.

# headspace Geraldton Youth Reference Group

## Terms of Reference

### Purpose

The purpose of the Youth Reference Group (YRG) is for young people to:

- provide meaningful input and feedback into the governance and operation of headspace Geraldton to ensure that services, resources and events are appropriate, relevant and engaging for young people
- promote community engagement, reduce stigma associated with help seeking, and increase awareness about headspace Geraldton and its services

### Membership

The YRG will consist of up to 15 members.

Requirements for YRG members:

- Must be between 16 and 25 years of age (young people under 16 years of age will be considered following discussion with Centre Management)
- Reside in Geraldton or the Midwest
- Have an interest in mental health, wellbeing and/or alcohol and other drug issues for young people
- Ability to work as a team and participate in group discussions as well as working independently
- Motivation, willingness and commitment to participate on an ongoing basis
- Ability to attend meetings and engage in online communication
- If the young person is over the age of 18, a Current volunteer Working with Children's Check, or willingness to obtain one and/or National Police Check is required

### Cessation of membership

A YRG member will cease to be a member if they:

- Resign from the group. The YRG member will be required to submit their resignation in writing to the staff member supporting the YRG
- Fail to attend 3 consecutive meetings without providing apologies to the staff member supporting the YRG Breach the code of conduct

### Meetings

Meetings will be scheduled fortnightly at a regular time agreed upon by all group members. Members agree to attend every meeting (where possible) and additional project meetings as required/agreed by the group.

Absences - Members must inform the nominated contact person via the agreed contact methods at their earliest possible convenience if they are unable to attend a meeting or event.



Barriers to commitment - It is expected that members may from time to time have competing commitments or other barriers to engagement, and at these times their ongoing membership will be discussed in private with the appropriate headspace staff member.

Agenda and minutes - headspace staff will initially prepare agendas and minutes of meetings. Minutes will be emailed to all members after each meeting. Members can request items be added to the meeting agenda.

## Responsibilities

Members will:

- RSVP to meetings prior to the meeting
- Consistently attend and actively participate in meetings, read meeting minutes and complete tasks and actions as agreed upon
- Check online communication platforms regularly and respond in a timely manner
- Be prepared to undertake training about headspace, mental health, mental illness, talking to the media and other associated topics
- Support local headspace activities
- Provide input that ensures headspace Geraldton is a safe and welcoming space for young people and their families.
- Be aware that, as a YRG Member, they are representing headspace in the community and as such must ensure their behaviour is considered and appropriate at all times
- Complete a wellness plan and actively look after all aspects of your health and well-being. If you are an active client of headspace Geraldton, an open dialogue may occur between your worker and the headspace staff member supporting the YRG if we are concerned about your wellbeing.

## Reimbursements/incentives

While membership is voluntary, an incentive will be given for attendance at face-to-face meetings, and for some community events or training.

## Disputes/Grievances

Any problem or dispute within the YRG that cannot be resolved between the parties themselves should be directed to the relevant headspace staff for resolution. It is expected that any disagreements between parties will be handled in a respectful manner.

## Core Values

Members will observe the following core values:

**Respect:** for different opinions, other members, headspace staff and the community

**Acceptance:** celebration of diversity in all things including culture, origin, religion, sexual orientation and gender identity

**Openness:** be open to listening, learning new skills and hearing about others' views and standpoints

**Diversity:** actively seek to include young people from a range of backgrounds

**Honesty:** with the group and themselves

**Courage:** to take a stand and speak out about what's important individually and collectively

## **Confidentiality**

All Members are bound by these Terms of Reference to respect the privacy and confidentiality of the Group and individual members. All discussions that take place in meetings are to be treated as confidential unless publically announced, or specifically identified as non-confidential.

## **Review of Terms of Reference**

The Terms of Reference will be reviewed annually or as agreed by Members.

## **Code of Conduct**

Being a headspace Geraldton Youth Reference Group (YRG) Member is a great opportunity to promote the positive image of young people and mental health and substance use issues, including early intervention and help seeking. Your behavior as a member of the YRG should enhance the reputation of headspace, and what it stands for as well as being considerate of other members' needs.

## **Care and Support for YRG Members**

headspace promotes early intervention and help-seeking for mental health, drug and alcohol and other wellness issues. It is therefore expected, that as a representative of headspace, you acknowledge this and you yourself seek appropriate supports when required.

## **Participation**

headspace recognises that individuals have different commitments outside of the YRG leading to different individual time and availability, as long as this is discussed with the Reference Group Coordinator, arrangements can be made to take time out from activities.

If a YRG member wishes to resign or take a break from the group; notification in writing (either email or hard copy) to the Reference Group Coordinator is required.

If a YRG member does not participate in meetings, email and other events a review of that person's commitment may take place if no apologies have been made.

## **Problem Solving & Dispute Resolution**

Any complaint, unresolved problem or serious dispute that involves YRG members is to be brought to the Reference Group Coordinator for resolution. If appropriate, and with the agreement of all parties, the matter may involve a mediation process. A range of mediation options will be made available.

headspace Geraldton reserves the right to exclude any young person if headspace believes the young person has acted inappropriately. If such steps are taken, the member's participation with headspace will be reassessed and may mean a predetermined timeframe of exclusion from the group or immediate expulsion.



# Wellness Plan

At headspace we view health as more than an absence of illness. Wellness is a holistic approach to health – it’s about emotional, social and physical health. headspace promotes early intervention and help-seeking for mental health, drug and alcohol and other wellness issues. It is therefore expected, that as a representative of headspace, you acknowledge this and you yourself seek appropriate supports when required.

It is important to realise that people have different perceptions of wellness. A person’s state of wellness can impact on their ability to participate in the headspace Youth Reference Group. Sometimes this may mean that we have to ask you to take a break. This is likely to be a rare event but it is important that everyone understands this.

You, as a team member, have a responsibility to the Youth Reference Group to take breaks from the team when you feel it would be in the best interests of all involved to do so.

## Your plan for looking after yourself

What are some things that you do that help you stay well?

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How can we support you when things are difficult?

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We will contact your nominated emergency contact if we are worried about you, or you need additional support.

If we are very worried about you, we might need to contact your case manager, counsellor or doctor if you have one. We will always try to ask you about doing this before we contact them.



### Case Manager/Counsellor/Doctors Details

Name: \_\_\_\_\_

Service: \_\_\_\_\_

Phone: \_\_\_\_\_

## headspace Geraldton YRG Member Participation Agreement Form

I, \_\_\_\_\_ accept this position as a member of the headspace Geraldton Youth Reference Group and have read and understood the requirements outlined in the Terms of Reference. I agree to adhere to the headspace Geraldton YRG Code of Conduct and my personal Wellness Plan.

YRG Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Parental/Legal Guardian Consent (Only required if the young person is under the age of 18 years)

As parental/legal guardian, I have read and understood the details laid out in the Terms of Reference, Code of Conduct and Wellness Plan for headspace Geraldton Youth Reference Group members. I agree for my young person to participate in the headspace Geraldton Youth Reference Group.

Parental/Guardian Name: \_\_\_\_\_

Parental/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

