

## **YOU CAN CHOOSE WHAT INFORMATION TO KEEP PRIVATE.**

There might be times when you want to share information but don't want other people to know that the information came from you. In consultations your privacy is important so it is a good idea to ask the people you are talking to if your ideas and comments will be shared with other people. More importantly, ask if your name will be used or if people will know who you are. If you don't want to have your name used you can ask the people doing the consultations to not use your name or any other information that identifies you. Your information will be kept private if you ask not to be named.

## **THERE ARE PEOPLE YOU CAN SPEAK TO AFTER CONSULTATIONS IF YOU HAVE QUESTIONS.**

Sometimes in consultations you will be asked to answer questions and share things that you think are private. Remember, you don't have to answer questions if you don't want to. Sometimes you might share information and afterwards feel that you want to talk to someone more about the information you provided. It is okay to ask the person running the session if there is a counsellor or a youth worker you can talk to after the session. If you have any questions after the consultation or want to follow up on something that you said you can contact the person doing the consultation and they will be able to answer your questions. If they can't answer your questions they will direct you to someone who can answer them.

[WWW.YNOT.ORG.AU/NETWORK/SYC](http://WWW.YNOT.ORG.AU/NETWORK/SYC)

## **CONSULTATION IS NOT THE END; ASK WHAT HAPPENS WITH YOUR IDEAS.**

After you are involved in a consultation you may be feeling really excited and looking forward to seeing what happens with your information or what changes are made. It is ok to ask the person in charge to let you know what has happened with your ideas. You could ask if they could provide you with copies of any documents that are made or to let you know about any meetings coming up that are about the information. Sometimes in the months after a consultation nothing is done with your information and you can also ask to be told if this is what happened. After a consultation you might be feeling like you want to get more involved in your local community or help with an issue that means a lot to you. Consultations can be a good place to ask how you can be involved in other sessions that are happening later or to ask about other organisations that you could get involved in.

## **ASK QUESTIONS AND DON'T BE AFRAID TO PARTICIPATE.**

Your ideas and thoughts are important and you can help make a difference in your community. If you have questions make sure you ask them during your session and don't be afraid to participate and to get involved in other things that are happening in your community. The ideas of young people are important so get involved and have fun.

**YNOT**

youth network of Tasmania



Tasmanian  
Government

## **STATEWIDE YOUTH COLLABORATIVE GROUP**

## **CONSULTATION: A GUIDE FOR YOUNG PEOPLE**

# **TOP TEN TIPS**

## **CONSULTATIONS ARE ABOUT SHARING YOUR IDEAS AND OPINIONS.**

Sometimes young people are asked to give their advice, opinions or ideas to help organisations or the government improve their service. To find out this information they hold what is called a consultation. A consultation can be done in many different ways including: meetings or forums where there is a group of people openly talking about the topic, email or online surveys, phone surveys or one on one talks. Consultations are useful for organisations because it gives them information they might not have had access to. For example, consultations give organisations and businesses the point of view of young people on issues that matter to them.

## **YOUR INFORMATION MIGHT BE USED IN MANY DIFFERENT WAYS.**

Information collected during a consultation might be used in a report, an application for funding, a paper for the government or for giving advice to politicians. The people running the consultations should tell you why they are asking you the questions, especially if the questions are about personal or private things. If you are unsure of how your information will be used it is a good idea to ask the people running the sessions. For example, you might need to ask if your comments will be used in a report, or to improve a service for young people. Another reason why it is important to know how your comments will be used is so you can find out whether any changes will occur because of the information you share. If you want to know exactly what will happen with your information you can ask to be given a copy of anything made as a result of your participation. This might include seeing the draft report so you can check that your comments haven't been misunderstood.

## **YOU CAN MAKE SUGGESTIONS ABOUT HOW THE CONSULTATION WILL RUN.**

Before you take part in a consultation you can ask the person doing the consultation to explain to you how the session will run. For example, will you be part of a group or will you be on your own? If you don't understand what is expected of you always ask the people running the consultation to give you more information so that you do understand how the session will be run and to make sure you are happy. You can also make suggestions, such as when you would like to have a break or let them know if the meeting place is difficult for you to get into.

## **KNOW HOW MUCH IS EXPECTED OF YOU AND HOW MUCH YOU HAVE TO GIVE.**

It is important to know, even before you agree to take part in a consultation session, how much time and effort you will be expected to give. Sometimes you can sign up for something without knowing how long it will take and you can end up giving more time than you would like to when balancing school, a job and other commitments. Asking how much time and effort you will need to put in is important so you can work out whether it is something you can really agree to do.

Some consultations involving young people only happen once and there is no need to be involved again. This means the time and effort required may be only short which can be a good thing for you. However, there are also times where you may be asked to meet several times so it is important to know how much time will be needed.

## **YOUR PARTICIPATION IS IMPORTANT AND HAS BENEFITS FOR YOU.**

Your input in consultations is important to make sure the ideas and opinions of young people are listened to. There are some things that can make it hard for young people to participate and people doing consultations sometimes don't think about those things. For example, you may be asked to travel a long distance to get to where the session is or you might be asked to bring your own food. Being involved can cost you money so you should not be scared to ask people organising the session if they help people with the cost of transport, food or other needs. Remember that they want your opinion and ideas so they may be able to make things easier for you to be involved. Some consultations also offer to pay participants or you could go into the draw to win something, organisations offer different things so asking what is in it for you is a good idea.

## **YOU HAVE RIGHTS, ASK ABOUT THEM.**

Before you participate in any kind of consultation you should be told what your rights are. Knowing your rights is important as you might be asked questions that make you feel uncomfortable or questions that you don't want to answer. For example, if you feel uncomfortable at any time or don't want to answer a question you have the right not to answer. This should be explained to you at the beginning of the session. If the person doesn't tell you at the beginning then you should ask. You don't have to answer any question you don't want to and you don't have to give a reason why if you don't want to. If you are unhappy at any time you have the right to leave the consultation. You don't have to share information that you don't want to, and the people asking you the questions should respect your privacy.