

Youth Advisory Committee Terms of Reference 2020

Responsible officer:

Team Leader Youth Services

Authorised by:

FYC Manager

TRIM folder:

94/04/14 YAC 2020 PILOT

Approval date:

Pending

Review date:

December 2020

Expiry date:

Version number:

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Council Plan

One of Council's key strategic directions in its Council Plan is that "we embrace difference and people belong". Council is committed to delivering its Council Plan by valuing and celebrating diversity, and by building community capacity with the knowledge, expertise and spirit within the community. Council acknowledges that good governance for local democracy consists of high quality, well informed, responsive and accountable decision making in the community's best interests.

All decisions made by Council will be informed by an understanding of community views. The establishment of Reference Committees, such as the Youth Advisory Committee, is integral to Council's Good Governance principles. Through Reference Committees Council recognises and encourages community leadership, and seeks to maximise community feedback in its decision making.

Adding Value

To maximise the value of the contribution of Reference Committees, Council invites interest from residents who have:

- Passion and enthusiasm for the issues and challenges related to the purposes of the Reference Committee
- The ability to appreciate a range of interests and factors impacting the matters under discussion; and
- A demonstrated commitment to participative and consultative processes.

In selecting community members Council will seek to:

- Achieve a mix of skills relevant to the purposes of the Reference Committee
- Ensure a broad representation of the Port Phillip community; and
- Create a forum for full discussion of relevant matters.

Purpose

The purpose of the Youth Advisory Committee (YAC) is to be the voice of young people to Council, and to assist Council by providing advice and feedback in relation to the opinions of young people. As a member-driven organisation, the YAC focusses on meaningful youth participation and will work collaboratively to discuss key initiatives as outlined by Council and the Council Plan 2017-27 to ensure young people's views and opinions are well represented.

Aims of the Youth Advisory Committee:

- To act as an advisory committee to Council on issues that are important to young people in the City of Port Phillip
- To provide information to Council about young people's involvement and representation in Council planning and decision-making processes
- To assist with and advise Council on consultation processes with young people
- To raise awareness and advocate in the community for youth issues, needs and interests
- To consider issues of importance and make recommendations to Council
- To promote and encourage the involvement of young people in the planning, development, coordination and provision of Council services
- To ensure the views and concerns of the young people in Port Phillip are put forward, represented and considered.

Committee Structure

The YAC may establish working groups for a specific purpose. Non-members of the YAC may be invited to a working group which shall be chaired by a member of the YAC.

The City of Port Phillip Youth Advisory Committee will comprise:

- Young people aged 15 to 24 years that live, work and / or study in the City of Port Phillip
- A Councillor (or delegate) as representative Advisory attendee, when available.

The YAC shall develop a clear statement of rules, roles, responsibilities and tasks to be achieved by the working group and reporting procedures.

A quorum at any meeting should consist of half the members of total participants plus one.

The Team Leader Youth Services will support the committee with planning of consultation topics, development opportunities for the committee and support with the implementation of approved projects. In addition, liaise with internal and external groups to determine the consultation topics, and appropriate consultation content.

Administration support will be provided by the Team Leader Youth Services, including room or online bookings, catering if applicable, and minute taking.

SELECTION CRITERIA FOR APPOINTMENT OF MEMBERS TO THE CITY OF PORT PHILLIP YOUTH ADVISORY COMMITTEE

The selection process for the Youth Committee shall be the responsibility of the Team Leader Youth Services.

- **Criteria 1:** Young persons aged 15 to 24 years that live, work and / or study in the City of Port Phillip
- **Criteria 2:** The desire to be involved and contribute to their local community on issues affecting young people
- **Criteria 3:** The ability to commit to the meetings schedule and training, and actively participate in activities and discussions
- **Criteria 4:** The ability to work in a team and participate in group discussions as well as working independently
- **Criteria 5:** The provision of existing reference from a professional in the community; i.e. teacher, youth workers etc
- **Criteria 6:** All members must be contactable and communicate with Youth Participation Officer and members as needed

Opportunities for new members

All members will be required to read and acknowledge any relevant documents, attend induction (if applicable), attend all monthly meetings where possible, consult with their wider school and community networks, and participate in specific working groups as required.

The induction process will include an online application. Once accepted into the committee, the young person will receive a formal welcome to the committee via email.

Committee members will be required to complete a Volunteer Application Form, Working with Children's Check (if over 18 years), and have all necessary parental or guardian consent (for young people under 18 years of age). Members over the age of 18 may be required to complete a Police Check.

All paperwork needs to be completed prior to participating in meetings. As the facilitator, it is one of the responsibilities of the Team Leader Youth Services to ensure that all paperwork is in order.

If a member is absent without notice for three consecutive meetings, it is the responsibility of the Team Leader Youth Services to speak with the member with the possibility of member's position to be under review. Where members are unable to attend a meeting, an apology should be forwarded to the Team Leader Youth Services prior to the meeting.

All participants will be provided with informal and, where possible, formal opportunities to develop the confidence and skills that will enable them to perform their role within the Youth Advisory Committee. Training will provide the opportunity to develop further skills as a youth representative, increase understanding of the role within the committee, develop teamwork skills and build friendship within the group. All training will be provided to the YAC members at no cost.

Benefits to young people include:

- Meeting new people in a fun, safe, exciting and supportive environment
- Developing leadership skills for the future
- Being heard by local council
- Making a difference and becoming change makers
- Access to ongoing training and development opportunities
- Developing a range of skills including working in groups, and representing the needs of their peers

Participants are involved in all decision making in regards to the YAC, and provide direct input into the community projects they will implement as a part of their involvement.

Meetings

The Youth Advisory Committee will hold meetings scheduled on pre-determined dates via Microsoft Teams, unless otherwise specified and agreed by Council and committee members. Times and dates will be set to best suit everyone involved. The regularity of the meetings will be assessed by the facilitator and members, and changed if needed.

Time will be set aside at each meeting for training on key issues, starting with how to run a meeting and build consensus in decision making, and effective listening to make sure all voices are heard.

The facilitation of the agenda items will be shared amongst attendees and the role of Chair will be rotated.

The agenda will be sent to members prior to the meeting and comprise the following

- Acknowledgement of the Country
- Apologies / Icebreaker
- Minutes from last meeting
- Training / Guest speaker (45 mins)
- Words from Councillor (if present)
- Focus topic / Consultation
- Feedback / Vote on Key Issue
- Action items / Wrap up

Minutes from the YAC meetings will be submitted to Council annually. Reports, presentations and submissions will be presented to Council as required.

Conduct Principles

Committee members are expected to:

- Participate in Committee discussions and offer their opinions and views
- Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others
- Act with integrity
- Attend each meeting where practical; and
- Avoid conflicts of interest and the releasing of confidential information.

Committee Operation

New committees will be briefed on the expected range of work to be undertaken, including discussion of how the committee relates to the work of Council, the roles of all parties, and any relevant policy or legislative framework impacting on the work.

The YAC is to operate at all times in accordance with its Terms of Reference. The Committee has no delegated powers but may provide advice in line with the Terms of Reference. Neither the Committee, nor its members, may speak on behalf of Council.

Remuneration

The YAC members will have no financial responsibilities and will be reimbursed for all out of pocket expenses. Members will not expect reimbursement for expenses made without prior approval of the Team Leader Youth Services, or delegate.

No member of the committee shall receive payment for his or her services unless otherwise specified and determined by Council.

Declaration of interests

If a member believes they have a conflict of interest in a matter before the YAC, then that member must declare their interest and not partake in any discussion or decision on the matter. The declaration will be recorded in the minutes of the meeting. A person nominated or appointed by Council to a Reference Committee of Council and for which they receive no remuneration, would not normally have a conflict of interest. However a person would have a conflict of interest if they have a personal or private interest that might compromise their ability to act in the public interest.

Resourcing

The Team Leader Youth Services will support the YAC. Other Port Phillip staff will attend the meetings to assist the Committee as required.

The Team Leader Youth Services (or delegate) will prepare agenda papers for meetings. Agendas and supporting material will be circulated three clear working days prior to meetings to ensure a reasonable opportunity to read the meeting papers. At all times, the Team Leader Youth Services remains under the direction of their General Manager.

Feedback to Council

The business conducted at each meeting will be recorded in the minutes and copies of the minutes will be promptly distributed to YAC members, Councilors and the Council's executive team. Council may request a formal report from the Committee.

Communication

Council officers are responsible for ensuring that YAC members are advised of

- Progress or outcomes of any feedback provided by the Reference Committee
- Dates of Council meetings considering matters relevant to the work of the Reference Committee
- Any Council report or Council decision relevant to the Reference Committee's work.

As one of the main aims of the YAC is to provide information to Council about young people's involvement and representation in Council planning and decision-making processes, Councilors and Department Managers will be invited to attend meetings and speak with the YAC about key initiatives as is outlined in the Council Plan initiatives.

Council departments shall liaise with the Team Leader Youth Services to organise access to the committee.

The YAC may choose to appoint a speaker to attend Council open meetings to deliver recommendations and issues of importance as discussed by the committee.

Guest speakers will be engaged to speak at every other committee meeting based on the topics YAC sees as important issues for the young people of City of Port Phillip.

Recruitment

It is ideal to use a few different methods to recruit young people to ensure we are reaching all ages and interests within the target group. Some recruitment tools include:

- Brochures, flyers & other promotional materials
- Interactive informational meetings with focus on youth concerns, i.e. sustainability, infrastructure
- School engagement (mainstream, alternative, tertiary), conducting classroom presentations
- Benchmarking with similar advisory groups such as Foundation for Young Australians (FYA), Headspace
- Building excitement and awareness through short-term projects
- Easy and accessible membership application processes
- Guest speakers

The number of members will not be limited to start with however reviews will determine whether a limit is needed. Recruitment sources include:

- Schools in Port Phillip (student committees, debate groups, assemblies)
- Local youth organisations and programs
- Sports clubs

We will focus on diversity and forming a youth committee that reflects the diverse youth population in the community.

References

City of Port Phillip Council Plan 2017 - 2027

City of Port Phillip Youth Commitments 2020 - 2025

- 1. Support:** Strengthen the links for young people to their friendship networks and build stronger connections to family, school and community.
- 2. Empowerment:** Provide opportunities that enable young people's leadership to shine through programs and services with an emphasis on active participation in the community.
- 4. Constructive Use of Time:** Implement programs and services that young people want to do – activities that are interesting, engaging and are fun.
- 6. Positive Values:** Facilitate opportunities for young people to be proactive in their communities. Support them to care about the world around them and the people in it.

City of Port Phillip Action Plan 2014 - 2019

- 2.1 Youth Leadership:** Link young people in with opportunities to build on their leadership skills, have their voices heard and contribute to their community.
- 4.2 Advocacy:** Advocate on behalf of young people, families and the youth sector.