

# Youth Advisory Committee Terms of Reference

Responsible area	Family Youth and Children, Youth Services
Version	1.1
Date approved	6 October 2023 by Executive Manager Family Youth and Children and Divisional Performance
Planned review date	October 2025

## 1. Purpose

The purpose of the Youth Advisory Committee (YAC) is to be the voice of young people to the City of Port Phillip (Council), providing advice and feedback in relation to the opinions of young people within the local area.

The YAC focuses on meaningful youth participation and will work collaboratively to discuss key initiatives as outlined by Council and the Council Plan 2021–31 to ensure young people’s views and opinions are well represented.

### Aims of the Youth Advisory Committee:

- To provide feedback to Council on projects and local issues from a youth perspective
- To raise awareness and advocate in the community for young people

### Benefits to young people include:

- Meeting new people in a fun, safe, and supportive environment
- Developing leadership skills
- Access to ongoing training and development opportunities
- Being heard by Council on issues affecting local young people
- Involvement in the planning and delivery of youth-led activities

## 2. Council Plan

In line with the City of Port Phillip’s current [10 year plan \(2021-31\)](#), the Youth Advisory Committee exists to fulfill the Council’s key strategic directions of an “Inclusive and Well-Governed Port Phillip”. Through this Committee, Council recognises and encourages community leadership, and seeks to maximise youth feedback in its decision making.

## 3. Committee Structure

The City of Port Phillip Youth Advisory Committee will comprise of:

- Between 8 to 12 young people aged 15 to 25 years that live, work and/or study in the City of Port Phillip
- A Councillor (or delegate) as a representative advisory attendee appointed by Council

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

#### 4. Criteria for Membership

The Committee is open to young people aged 15 to 25 who live, work, study or play within the City of Port Phillip. The following criteria also applies:

##### Members under 18 must:

- Fill out an expression of interest application
- Provide all necessary parental or guardian consent and contact details
- Read and acknowledge any relevant documents

##### Members over 18 must:

- Hold a current Working With Children Check
- Agree to completing a police check
- Fill out an expression of interest application
- Complete child safe training
- Read and acknowledge any relevant documents

Committee members must commit to a minimum term of 12 months with an option to extend for a second term if they wish pending review.

#### 5. Committee Commitments and Conduct

Committee members are expected to:

- Provide advice to Council about young people's involvement and representation in Council planning and decision-making processes
- Dedicate time for pre-reading ahead of meetings to make more informed opinions/decisions
- Actively respond to all communication via email and the WhatsApp group
- Attend a minimum of 80% of meetings, unless discussed with a Youth Services staff member beforehand
- Treat all persons with respect including the opinions, rights, and responsibilities of others

If a member is consistently absent without notice, it is the responsibility of Youth Services team to speak with the member and review their membership. Where members are unable to attend a meeting, an apology should be forwarded to the appointed Youth Services staff member 24 hours prior to the meeting.

#### 6. Council Commitments

Council departments and nominated councillor representative are responsible for:

- Providing regular progress or outcome reports based on any feedback provided by the Committee
- Communicating any upcoming opportunities for consultation that are aligned with the Committee's purpose
- Following the Committee's Terms of Engagement when looking to consult with the Committee including minimum timeframes, communication expectations and feedback requirements
- Providing opportunities for the Committee to attend Council meetings and present issues affecting local young people
- Provide opportunities for young people to participate in local decision-making



The Youth Services team will be responsible for:

- Providing administrative and logistical support relating to recruitment, Council consultations, meeting agendas and minutes, training and Committee-led activities
- Driving the continual improvement of Council's youth engagement and consultation processes
- Providing opportunities for the Committee to attend Council meetings
- Support and promote at least one Committee-led activity per year

## **7. Meetings**

The YAC will hold in-person meetings scheduled monthly, with the option of an online meeting in between if necessary. The regularity of the meetings will be assessed every school term and changed if needed.

Agenda items and supporting material will be shared by the nominated Council officer three clear working days prior to meetings to ensure a reasonable opportunity to read the meeting papers.

The role of Chair and Minute Taker will be rotated, and a roster will be sent out at the start of each school term. The Minute Taker must send meeting minutes to the nominated Youth Services staff member within 24 hours of the meeting.

All members must communicate their inability to attend any meeting via email or WhatsApp to the nominated Youth Services staff member.

## **8. Remuneration**

Members will not expect reimbursement for expenses made without prior approval of the appointed Youth Services staff member, or delegate. No member of the committee shall receive payment for their services unless otherwise specified and determined by Council.

## **9. Declaration of Interests**

If a member believes they have a conflict of interest in a matter before the Committee, 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.