

CITY OF MELVILLE YOUTH ADVISORY COUNCIL

TERMS OF REFERENCE

AIMS

1. To act as a representative body through which the needs, issues and interests of young people in the City of Melville can be raised at the local government level and where relevant, recommend that the Council raise the issue at a state and/or federal level.
2. To open and maintain an effective channel of communication between the youth of the community and the City of Melville.
3. To advocate for and support the development and implementation of community based services and facilities.
4. To raise awareness of the diverse needs and issues presented by young people in the City of Melville and advocate on their behalf.

OBJECTIVES

1. To develop and implement a five year Youth Advisory Council plan with specific goals that can be reviewed on an annual basis.
2. Participate in opportunities to report and respond to the City of Melville on matters relating to youth affairs.
3. Facilitate relationships with youth and community focused organisations and engage their support in addressing youth issues in the City of Melville.
4. Actively consult with young people in the City of Melville and recommend ways in which issues may be addressed.

STRUCTURE AND FUNCTION

Membership

Ordinary Membership

- Membership is open to young people aged 12 – 25 years who live in the City of Melville, attend an educational institution in the City of Melville, work in the City of Melville or participate in a Melville based organisation.
- Membership is by the initial attendance of 1 YAC meeting and then the completion of a volunteer agreement form made available by the City of Melville.
- Membership is ongoing with an annual review in July. The annual review will occur at the same time for all members regardless of the date of acquiring membership.
- No restriction is set on membership numbers, however, should more than 20 members consistently attend, consideration may be given to creating an East and West Neighbourhood YAC.
- Members may seek a leave of absence for periods extending beyond 2 meetings.

- Members missing more than 3 meetings, without prior approval or reason, will have their membership terminated.
- Members may resign from the YAC at any time, by providing notice in writing.

Reference Group Membership

- An Officer will be appointed by the City of Melville to coordinate and support the operations of the Youth Advisory Council. This person will have no voting rights.
- One Councillor or proxy as appointed by the City of Melville will attend by invitation of the YAC. This person will have no voting rights.
- Representatives may be invited from other groups or organisations as identified by YAC from time to time, to attend and participate in meetings. Such representatives have no voting rights.

Membership roles

- Officers of YAC will consist of Chairperson, Deputy Chairperson, Secretary and Vice-Secretary.
- The officers shall be elected by nomination and majority vote at the first meeting of the start of each annual review in July.
- The Chairperson will prepare the agenda.
- The Deputy Chairperson will take the role of Chairperson in the absence of that officer.
- The Secretary will take minutes of the meeting.
- The Co-Secretary will take the role of Secretary in the absence of that officer.
- Portfolio positions will be created for each new project to support a coordinated approach to addressing youth issues (e.g. events, environment, arts and culture) as they arise.

Decision making process

- All YAC members are entitled to one vote each.
- A quorum at any meeting will be one third of members.
- Voting shall be by those present.

Frequency of Meetings

- Meetings will be held on a monthly basis on a date and time determined appropriate to the majority of members in consultation with the appointed City of Melville officer.
- Meetings will run for approximately 90 minutes.
- Meetings will be held at the Vault or other meeting venues within the City of Melville as determined by need.



Remuneration

- Individual members of the YAC shall serve without compensation or remuneration for their time.

Insurance

- The City of Melville will arrange volunteer insurance cover, to cover the ordinary members of the YAC whilst attending recognised meetings of the Council.