

Manningham Youth Advisory Committee (MYAC) Draft Terms of Reference August 2023

<p>What is the Manningham Youth Advisory Committee?</p>	<p>The Manningham Youth Advisory Committee (MYAC) provides the opportunity for young people aged 16 to 25 years to contribute to the development of Council plans and policies. This will strengthen the voice of young people to be reflected in key strategic documents and directions.</p>
<p>1. Purpose</p>	<p>MYAC provides a formal mechanism for Council to ensure the voice of young people is reflected in Council's decision-making processes, strategy and policy development, and help Council to achieve its goals and objectives under the Council Plan. MYAC will act in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.</p>
<p>2. Role and Objectives</p>	<p>The role of MYAC is to provide a direct link between Council and people who have expertise, knowledge, skills and/or lived experience relevant to young people.</p> <p>Advisory Committee members will:</p> <ul style="list-style-type: none"> • Provide a representative sample of expert, independent and authentic voices of people from young people aged 16 to 25 years with an ability to advise on current and emerging trends in the community or relevant sector. • Contribute constructively to support the delivery of key Council strategies, policies and plans, including Manningham's Council Plan 2021-2025, Health and Wellbeing Strategy 2021-2025 and Health and Wellbeing Strategy 2021-2025. Such actions include working with Manningham Youth Services and other partners to support young people to engage in education, employment and in community life. • Provide strategic advice and direction on the development and review of key Council strategies, policies and plans. • Contribute to the work of other Advisory Committees where relevant as subject matter experts. • Report to Council via the tabling of Advisory Committee minutes at Council meetings, and via an annual reporting template regarding the Advisory Committee's activities, advice and achievements.
<p>3. Delegated Authority and Decision Making</p>	<ul style="list-style-type: none"> • Advisory Committees provide advice to Council and officers to assist their decision making. • In accordance with Section 124 of the <i>Local Government Act 2020</i>, it is an offence for a councillor to direct or seek to direct a member of Council staff in the performance of specific types of tasks and specifies a maximum penalty level.

4. Membership	<ul style="list-style-type: none"> • Up to three Councillors appointed annually by Council, including the co-chair. • Up to 15 young people (and a minimum of eight) aged between 16 to 25 years encompassing diverse interests and intersectionality, including gender, LGBTIQA+, cultural backgrounds, abilities, ages and other factors to ensure a diversity of views. • Two representatives from Manningham Youth Services Youth Committee, directly nominated by Manningham Youth Services. • Council officers comprising: <ul style="list-style-type: none"> ○ A senior Council Officer, either Director or Manager ○ Service area coordinator to act as Secretariat; and ○ Subject matter expert/s as relevant to the agenda. • Manningham Youth Services Coordinator.
5. Co-opted Membership	<ul style="list-style-type: none"> • Representatives from peak bodies, service providers and council may be invited to attend Advisory Committee meetings to provide specific advice as relevant to the agenda, and do not contribute to the Advisory Committee's quorum.
6. Quorum	<p>50% plus one comprising:</p> <ul style="list-style-type: none"> • One Councillor or delegated representative. • Seven MYAC members. <p>Together with one officer as Secretariat.</p>
7. Membership Criteria	<p>Appointment will be based on the following criteria:</p> <ul style="list-style-type: none"> • A mix of ages and genders of young people represented, ranging between 16 and 25 years. • A variety of experiences, abilities, and backgrounds. • Young people who live, work or study within the municipality. • An interest in civic participation, community involvement or advocacy. • Ability to contribute in a meaningful way with a mix of skills and attributes to complement other members of the MYAC. • Commitment to regularly attend and actively participate in meetings. • Willingness to work within the Advisory Committee structure to consider the needs of all young people in Manningham. • Availability to attend 80% of the meetings scheduled throughout the year. Willingness to sign a Code of Conduct for Committee members and abide by the terms of appointment.
8. Membership Appointment	<ul style="list-style-type: none"> • Expressions of interest for the full MYAC membership will be sought in the local media, on Council's website or by invitation to relevant local or peak agencies or community organisations: <ul style="list-style-type: none"> ○ Nominations shall be submitted via the Council form (available on Council's website) within the advertised nomination period. ○ Inclusive techniques will be used to ensure access for the broadest reach possible. ○ Applicants will be supported to access, complete and submit the form in the way that best suits them. ○ Nominations will be assessed by officers and the MYAC Councillor representative, based on appropriate membership mix responsive to the criteria above. Sufficient nominations will be recommended to create a rolling membership pool and allocated either the first or second year of committee membership.

	<ul style="list-style-type: none"> ○ Recommended nominations will be presented to Council for formal endorsement of the MYAC membership. ● Vacancies may be filled by drawing on the rolling pool in the first instance. ● If the pool is exhausted, suitable candidates may be co-opted from the most recent expression of interest for the remainder of the previous incumbent's term: <ul style="list-style-type: none"> ○ Officers, in consultation with the Councillor chair, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate to join MYAC for the remainder of the previous incumbent's term ○ Where there are no suitable candidates identified, a formal expression of interest and formal Council endorsement is required; and ○ Where a vacancy occurs within six (6) months of the current membership term expiring, and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.
<p>9. Membership Responsibilities</p>	<ul style="list-style-type: none"> ● Councillors are bound by the Councillor Code of Conduct. ● Council officers are bound by the Employee Code of Conduct. Committee members are bound by an Advisory Committee Code of Conduct, which includes the following: <ul style="list-style-type: none"> ○ Act with integrity ○ Act with impartiality and exercise responsibility in the interests of the local community ○ Not seek to confer an advantage or disadvantage on any person, including oneself ○ Disclose any actual or perceived conflict of interest ○ Undertake Council values, WE ARE Manningham: <ul style="list-style-type: none"> ▪ Working Together ▪ Excellence ▪ Accountable ▪ Respectful; and ▪ Empowered. ○ Take reasonable care of one's own health and safety and that of others ○ Commit to regular attendance at meetings, a minimum of 80% ○ Members should provide an apology, preferably in writing to the Chair and Secretariat as soon as they are aware that they cannot attend a meeting; ○ Commit to active contribution to the work of MYAC; ○ Committee members must defer any media enquiries to the Councillor Chairperson in the first instance and should not to respond as a representative of the committee; ○ Committee members are also bound by Council's Social Media Policy and must not respond to any media enquiries, but refer same to the Councillor Chairperson or Secretariat; and ○ Online behaviour should be consistent with the behaviours outlined above. Committee members must not engage in any conduct online that would not be acceptable in their workplace or that is unlawful. For example, do not make derogatory remarks, bully, intimidate, harass other users, use insults or post content that is hateful, slanderous, threatening, or discriminating.

	<ul style="list-style-type: none"> • A breach of the Code of Conduct may result in MYAC membership terminating.
10. Appointment Terms	<ul style="list-style-type: none"> • Councillor representatives are appointed annually by Council. • Volunteer community representatives are appointed from a rolling pool of endorsed nominees, for a one-year period across a two-year term, with the option to extend for a further one-year. • A member of MYAC may resign at any time. Notice of resignation or change of service provider/organisation representation can be made at any time in writing to the Councillor Chairperson and the Secretariat. • Vacancies will be filled by drawing on the rolling pool of endorsed nominees. • Service providers and community organisations may appoint and/or substitute a representative at their discretion. • If a Committee member fails to attend three (3) consecutive meetings without giving prior notice, membership is deemed to have lapsed.
11. Committee Administration	<ul style="list-style-type: none"> • The Secretariat will be responsible for preparation of meeting agendas, minutes, reports and other administrative functions: <ul style="list-style-type: none"> ○ Each agenda must commence with an Acknowledgement of Country. ○ An agenda, prepared in consultation with the chairperson, will be circulated to MYAC members a minimum of seven (7) days prior to the meeting. • Secretariats will be experienced in minuting advisory committees and the public distribution of minutes; and/or provided with appropriate training. • Committee members should familiarise themselves with the agenda material prior to the meeting and come to meetings prepared and informed. • Draft minutes of the MYAC meeting will be circulated to committee members within two weeks of the meeting. • Confirmed MYAC meeting minutes will be placed on the Councillor Hub. • An annual report summarising MYAC's activities and achievements for the preceding twelve (12) months and ensuring continued alignment with Council's strategic objectives. • The report on the Committees activities and achievements for the preceding 12 months will be published on the Council website
12. Meeting Procedures	<ul style="list-style-type: none"> • Five meetings per annum will be pre-scheduled, at a time and place determined by the Councillor Chairperson in consultation with MYAC members. • Additional meetings will be subject to approval by both the Councillor Chairperson and the relevant senior Council Officer. • With the exception of co-opted members, meetings are closed to the public. • Any Councillor may attend any advisory committee meeting to observe. • Committee members provide advice, as far as practicable, on a consensus basis. • Committee members are supported by Council to participate in meetings remotely if unable to physically attend.

	<ul style="list-style-type: none"> • Committee members must not disclose information that they know or should reasonably have known is confidential information. • Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Councillor Chairperson or a representative of Council. • Any actual or perceived conflicts of interests should be declared by Councillors, Committee members, or officers prior to the agenda item discussion, with the relevant Committee member leaving the room, with the declaration and absence recorded in the meeting minutes.
13. Review	<ul style="list-style-type: none"> • The Committee’s Terms of Reference, membership, and productivity will be reviewed annually to ensure currency and effectiveness. • The Councillor Chair is responsible for reporting to Council on MYAC’s progress and achievements on behalf of the committee. • The terms of reference may be revoked at any time by Council. • The MYAC will sunset four (4) years from the date of adoption.

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Definition of Key Terms		
	Advisory Committee	<p>Manningham Council's Advisory Committee Policy 2019 - 2023 defines the main function of an Advisory Committee as enabling stakeholder engagement that provides input and guidance to support quality decision making and in turn, the achievements of Council's goals and objectives under the Council Plan.</p> <p>Advisory Committees facilitate access to independent advice from external stakeholders and collaboration with the community on a range of matters. Advisory Committees generally have a life span beyond one year and are aligned with a Council plan or strategy.</p>
	Chairperson	The person appointed to facilitate an advisory committee meeting, in this case, a Councillor.
	Co-chair	The people jointly facilitating an advisory committee meeting, in this case a Councillor and MYAC member, with the Councillor co-chair to act as mentor to the MYAC member co-chairs.
	Co-opted membership	Appointment to membership of an advisory committee by invitation of the existing members.
	Council	The Councillor group participating in decision making at a formally constituted Council meeting.
	Councillor	Elected representatives of Manningham Council.
	Intersectionality	The combination of various characteristics such as age, gender, cultural background, sexuality and ability that contribute to a person's lived experience, and in some cases may lead to discrimination or disadvantage.
	Officer or Council Officer	An employee of Manningham Council.
	Peak body	A non-government organisation that consists of individuals or smaller organisations that are united by a shared purpose.
	Quorum	The minimum number of committee members required for a committee meeting to proceed.
	Secretariat	The senior appointed to administer the advisory committee, such as the service area Coordinator.
	Strategic	Relating to the goals and objectives contained within documents such as the Council Plan, and how to achieve them.