

Manningham Youth Advisory Committee (MYAC) Terms of Reference 2025

<p>What is the Manningham Youth Advisory Committee?</p>	<p>The Manningham Youth Advisory Committee (MYAC) provides the opportunity for young people aged 15 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 15 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 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.

<p>4. Membership</p>	<ul style="list-style-type: none"> • At least one Councillor appointed annually by Council including the co-Chairperson. • Up to 20 young people aged between 15 to 25 years who can represent diversity and intersectionality comprising: <ul style="list-style-type: none"> ○ Seven young people up to the age of 25 years from the broader Manningham community to self-nominate, who may be working, in tertiary study, or a secondary student at a school outside Manningham; ○ Up to nine school students (who are not presently undertaking a formal school leadership role ie. school captain), comprising one representative from each Manningham secondary school : <ul style="list-style-type: none"> ▪ Bulleen Heights School ▪ Doncaster Secondary College ▪ Donvale Christian College ▪ East Doncaster Secondary College ▪ Heatherwood School ▪ Marcellin College ▪ Templestowe College ▪ Warrandyte High School ▪ Whitefriars College ○ Four representative clients of 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.
<p>5. Co-opted Membership</p>	<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.
<p>6. Quorum</p>	<p>50% plus one comprising:</p> <ul style="list-style-type: none"> • One Councillor or delegated representative. • One officer.
<p>7. Membership Criteria</p>	<p>Council will endorse the membership which will be based on the following criteria:</p> <ul style="list-style-type: none"> • A mix of ages and genders of young people, ranging between 15 and 25 years. • Represent diversity include age, gender, sexuality, ability, cultural background, intersectionality and geographic location. • 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.

	<ul style="list-style-type: none"> • 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.
<p>8. Membership Appointment</p>	<ul style="list-style-type: none"> • All nominations will be sought via expressions of interest. • Expressions of interest for the full Advisory Committee 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. • Manningham secondary schools and Manningham Youth Services will be invited to submit nominations, on the expectation that each nominee is agreeable to that nomination. • Nominations will be assessed by Officers and the Committee’s 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. • Recommended nominations will be presented to Council for formal endorsement of the Advisory Committee 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 the Advisory Committee 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 relevant Officer as soon as they are aware that they cannot attend a meeting ○ Commit to active contribution to the work of the Committee ○ 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. • A breach of the Code of Conduct may result in Committee membership terminating.
<p>10. Appointment Terms</p>	<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 (1) year period across a two-year period, with the option to extend for a further one (1) year period. • A member of the Committee may resign at any time. Notice of resignation or change of service provider/organisation/school representation can be made at any time in writing to the Councillor Chairperson and the Secretariat.

	<ul style="list-style-type: none"> • Vacancies will be filled by drawing on the rolling pool of endorsed nominees. • Service providers, community organisations, and schools 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 Committee 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 Committee meeting will be circulated to Committee members within two weeks of the meeting. • Confirmed Committee meeting minutes will be tabled at the next Ordinary Meeting of Council and published on Council’s website. • An annual report summarising the Committee’s activities and achievements for the preceding twelve (12) months and ensuring continued alignment with Council’s strategic objectives.
12. Meeting Procedures	<ul style="list-style-type: none"> • A minimum of five meetings per annum will be pre-scheduled, at a time and place determined by the Councillor Chairperson in consultation with the Advisory Committee. • 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 meetings to observe. • Committee members are encouraged and supported by Council to attend in-person meetings. • 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 the Committee'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 three (3) years from the date of adoption.

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 City 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.
	Manningham Youth Services	Manningham Council-owned youth service to support the specific needs of Manningham's young people.
	Officer or Council Officer	An employee of Manningham City 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 Officer appointed to administer the Advisory Committee, such as the service area Coordinator.
	Secondary school	A school within Manningham with enrolment of students from year seven to twelve.
	Self-nominate	The independent committee membership nomination of a young person aged up to the age of 25, not associated with another organisation, such as a local school.
	Strategic	Relating to the goals and objectives contained within documents such as the Council Plan, and how to achieve them.

