

Manningham Youth Advisory Committee

Terms of Reference

<p>1. Purpose</p>	<p>The Manningham Youth Advisory Committee (MYAC) will provide the opportunity for young people aged 16 to 25 Years to give their ideas and opinions relating to the development of Council's plans and policies. This will strengthen the voice of young people and to allow their thoughts and advice to be reflected in key strategic documents and directions.</p> <p>The MYAC will also be a forum where the Committee members can engage in discussion regarding issues that affect young people. These matters may then be considered as advice to Council and may form part of a response in terms of advocacy, awareness, programs, services or other action.</p> <p>The Committee will also provide an opportunity for young people to build their skills and leadership capacity in the Advisory Committee setting, so that they can make meaningful contributions and have a greater understanding of the role of Council in creating improved community wellbeing.</p>
<p>2. Roles and Tasks</p>	<p>The role of the MYAC is to provide Council with direct access to a diverse group of young people to provide input into Council plans, strategies and programs, and to raise matters of interest to young people in Manningham.</p> <p>In particular the MYAC will:</p> <ul style="list-style-type: none"> • Honour Council's commitment to key Council policies and strategies including the Council Plan and Health and Wellbeing Strategy. • Build the capacity of Council to understand and respond to the needs of young people of all backgrounds. • Develop the capabilities of Committee members, through an understanding of the environment and processes of local government, so that they can contribute constructively as well as support their employment, education and civic engagement aspirations. • Advise on the development and review of key Council strategies, policies and plans. • Provide a discussion forum for matters of interest to all young people.
<p>3. Chairperson</p>	<p>Meetings will be chaired jointly by a young person, nominated by the Committee, assisted by one of the Manningham Councillors.</p> <p>It is intended that the majority of the agenda will be directly led by the Youth Co-Chairperson. The Councillor will assist with advice and guidance on meeting process and content, as a support for the Youth Co-Chairperson.</p> <p>In the event that the Youth Co-Chairperson is absent, the meeting will be co-chaired by another young person, to be nominated by the Committee. The Councillor representatives can share the co-chairing role by agreement.</p>

<p>4. Delegated Authority and Decision Making</p>	<p>Advisory Committees act in an advisory capacity only and have no delegated authority to make decisions on behalf of Council.</p> <p>Advisory committees provide advice to Council and staff to assist them in their decision making.</p> <p>In accordance with the <i>Local Government Act 2020</i>, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in any performance of any duty or function.</p>
<p>5. Meeting Procedures</p>	<p>Meetings will be held five times each year, ideally during school terms, at a time that is suitable for most young people to attend.</p> <p>Additional meetings may be required on an as-needs basis, such as during the development or review of a major strategy. Additional meetings will be subject to approval by the Co-Chairpersons and the relevant Council delegate.</p> <p>Meetings are closed to the community outside endorsed members. Guests or subject matter experts may be invited to attend meetings as required.</p> <p>Meetings will:</p> <ul style="list-style-type: none"> • Commence on time and conclude by the stated completion time. • Be scheduled and confirmed in advance with all relevant papers distributed to each member. • Encourage fair and respectful discussion. • Focus on the relevant issues at hand. • Support the members to learn about meeting protocols and Council processes with guidance from Council staff, Youth Services staff and others. • Provide advice to Council, as far as practicable, on a consensus basis. • Be held either in person or remotely.
<p>6. Committee Management</p>	<p>As per Council's Advisory Committee Policy, Council will provide the necessary support to assist the Committee to function effectively including:</p> <ul style="list-style-type: none"> • Maintaining contact details of members. • Preparing agendas and meeting papers which reflect the priorities of Council and the youth representatives. These will be distributed to Committee members prior to the meeting. • Draft minutes of the MYAC meeting will be circulated to members within two weeks of the meeting and be listed on the agenda for the next meeting for endorsement. • The supporting officer will ensure timely completion of any actions arising from the meeting and provide an update on the status of any outstanding actions at the next meeting. • Comments provided by the MYAC on Council matters will be considered by the appropriate units of Council and outcomes will be reported back to the MYAC in a timely manner. • The MYAC will have access to Council staff with expertise relevant to the item being advised on by the Committee. • At the beginning of each Committee term or where there is a change in Committee membership, the supporting officer will provide an induction program which outlines the various roles and responsibilities of the MYAC.

	<p>Advisory Committees are required to contribute to a report on an annual basis which should directly reflect the Terms of Reference and be in line with their stated objectives. The report may include a self-evaluation of the Committee's operations against the objectives and the performance measures of the committee as set out in the Terms of Reference. The report will be prepared by officers or Youth Services staff and presented to Council for noting under the relevant directorate heading. Attendance at Council by Committee members to present the report is encouraged.</p> <p>Please refer to Council's Advisory Committee Policy for an overview of all requirements.</p>
<p>7. Membership</p>	<p>Membership of the MYAC will consist of members approved and appointed by Council.</p> <p>The MYAC will comprise the following membership:</p> <ul style="list-style-type: none"> • Up to three Councillors appointed annually by Council. • Youth representatives aged between 16 to 25 years: <ul style="list-style-type: none"> • At least eight young people (and up to 15 young people) from a variety of backgrounds who live, study or work within Manningham, appointed annually by Council. The actual number of young representatives will be determined at the selection stage to ensure a good mix of interests on the Committee. • Two representatives of young people from Manningham Youth Services Youth Committee, directly nominated by Manningham Youth Services. <p>Supporting the Committee will be two Council officers who are not formally part of the Committee: The Manager responsible for youth and a supporting officer), plus two youth staff from Manningham Youth Services.</p> <p>The representation of young people will encompass a variety of interests, abilities, backgrounds and membership will consider a balance of diversity and intersectionality, including gender, LGBTIQ+, cultural backgrounds, abilities, ages, interests and other factors to ensure a diversity of views.</p> <p>The quorum for the MYAC meeting will be:</p> <ul style="list-style-type: none"> • One Councillor or delegated representative • Five young people • One Council Officer <p>Participation by young people is limited to those who have been nominated to attend, except where the agenda allows for members to bring a friend.</p> <p>Other Council Officers may attend to support the operations of the MYAC. Guest presenters and representatives from other groups may be invited to attend meetings on an as-need basis.</p> <p>It is acknowledged that with a range of ages and experience in committee matters, a range of engagement and consultation methods will be appropriate and some topics for discussion may require additional support from Council Officers. Councillors not formally appointed as Committee members may attend Committee meetings to observe proceedings.</p>

8. Membership Criteria	<p>Appointment will 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 interests, 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.
9. Nomination and selection Process	<p>Nominations for the young representatives will be sought via a public process, including through social media and direct approaches to schools, tertiary institutions, church groups and community organisations. Young people will apply in writing (e.g. via email or using a simple web template) and indicate (for example) why they wish to participate, what skills they believe they can contribute, whether they have any special interests or capacities, and indicate their commitment to regularly attend the meetings.</p> <p>The two representatives of young people from Manningham Youth Services Youth Committee, will be directly nominated by Manningham Youth Services.</p> <p>A selection panel comprising one Council Officer, at least two Councillor representatives nominated to the MYAC and two young people (who are not seeking to join the Committee) will make a recommendation to Council for the appointment of the young people for the year.</p> <p>All members of the MYAC will be appointed for one calendar year. Young people on the MYAC may request one second term of a further twelve months by using the nomination process outlined above.</p>
10. Resignation	<p>A member of the Committee may resign at any time. Notice of resignation is to be provided in writing to the Council officer responsible for supporting the MYAC.</p> <p>If a Committee member fails to attend 3 consecutive meetings without advising they will be absent, membership is deemed to have lapsed.</p> <p>Casual vacancies that occur due to a youth representative resigning or membership lapsing may be filled by co-opting suitable candidates identified from the most recent selection process for the remainder of the previous incumbent's term.</p> <p>Officers, in consultation with the selection committee, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate to the MYAC for the remainder of the previous incumbent's term.</p> <p>Where a vacancy occurs within 6 months of the current membership expiring and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.</p>

<p>11. Conflicts of Interest</p>	<p>In the event of a conflict of interest arising for any member of the MYAC, the member will disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered. Any member who discloses a conflict of interest in a matter, must leave the room while the matter is being discussed.</p> <p>Where a Councillor or officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the MYAC before the matter is considered or discussed at the meeting.</p> <p>Disclosure must include the nature of the interest and be recorded in the minutes of the meeting. The Councillor or officer must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.</p> <p>Where a young Committee member has a Conflict of Interest (as defined in the <i>Local Government Act 2020</i>) in relation to a matter in which the MYAC is concerned, or is likely to be considered or discussed, the young Committee member must disclose the matter to the group before the matter is considered or discussed.</p> <p>Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairpersons if the young person remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting. A young person who has declared a conflict of interest on a matter must abstain from voting on the matter if they remain in the meeting.</p>
<p>12. Code of Conduct</p>	<p>As a minimum, to ensure advisory committees are conducted in a respectful and efficient manner, MYAC members must:</p> <ul style="list-style-type: none"> • Act with integrity. • Impartially exercise their responsibilities in the interests of the local community. • Not improperly seek to confer an advantage or disadvantage on any person, including themselves. • Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of Councillors, Committee members, Council officers and guests. • Commit to providing a safe, inclusive and productive environment free from discrimination, harassment and bullying by not engaging in behaviour that is intimidating or that may constitute discrimination, harassment or bullying. • Take reasonable care of their own health and safety and that of others. • Commit to regular attendance at meetings. <p>Any breach of this Code of Conduct by a young Committee representative may result in termination of membership.</p> <p>Councillors are bound by the Councillor Code of Conduct.</p> <p>Council officers are bound by the Employee Code of Conduct.</p>
<p>13. Media</p>	<p>Committee members should defer any media enquiries to the Council Chairperson in the first instance and should take care not to respond as a representative of the MYAC.</p>

<p>14. Confidential Information</p>	<p>Committee members must not disclose information that they know, or should reasonably have known is confidential information.</p> <p>MYAC members have an obligation to not disclose any materials or information that is not publicly available unless approved by a representative of Council.</p> <p>MYAC members should be mindful of their obligations under the <i>Privacy and Data Protection Act 2014</i> regarding the use and disclosure of information.</p>
<p>15. Review</p>	<p>A review of the Terms of Reference and the role, function, membership, and productivity of the MYAC will be conducted at the conclusion of the first year of operation. Thereafter, it will be reviewed at least once every four years to ensure currency and effectiveness.</p> <p>These Terms of Reference may be revoked at any time by Council.</p>
<p>16. Sunset Clause</p>	<p>The MYAC will sunset four years from the date of adoption.</p>