



## **Darebin Youth Advisory Group Terms of Reference November 2012**

### **1. Clarification of Title:**

- 1.1. While this collective is referred to as a 'Group', its functions will be those of an advisory committee to Council.

### **2. Mission Statement:**

- 2.1. To inform and assist Council in understanding the issues, policies and drivers that influence services delivered to residents aged 12 to 25 years in Darebin.
- 2.2. To monitor and report on the Darebin Youth Engagement Strategy 2012-2017.
- 2.3. To undertake agreed activities to enable a youth participation framework to be enacted on the committee.

### **3. Statement of Purpose:**

- 3.1. To represent the interests of young people in Darebin, including service providers and families.
- 3.2. To advise Council, through Council management and collaborative working parties, on issues and barriers to access and inclusion that affect young people living, working, recreating or studying in Darebin.
- 3.3. To advocate on behalf of young people, families and service providers regarding issues at a Local, State and National level.
- 3.4. To participate in strategic planning in relation to advocacy efforts and support for external funding opportunities for youth services in Darebin.
- 3.5. To participate in opportunities to provide input into the design and planning of key events and community celebrations such as the major Darebin Festivals and Community events.
- 3.6. To provide contributions to various Council project consultations.

- 3.7. To communicate Council's achievements through Darebin Youth Engagement Strategy 2012-2017 to the broader community.
- 3.8. It is not the scope or purpose of the Darebin Youth Advisory Group to become involved in day to day operational issues related to the service provision of the Council. However, it is acknowledged that there will be times when the 10 young people on the group will be involved in activities designed to enable a youth participation framework to be enacted.

#### **4. Membership and Quorum**

- 4.1. Membership of the Darebin Youth Advisory Group will, as far as possible, be balanced in regard to ability, gender and ethnicity. Total will be a minimum of 16 members. The following categories will apply:
- 4.2. Community Representation:
- 4.2.1. 10 young people aged between 12 to 25 years inclusive of gender, CALD and ability.
  - 4.2.2. External Youth service professionals/researchers.
- 4.3. Council Staff:
- 4.3.1. Manager Libraries Learning and Youth
  - 4.3.2. Coordinator Youth Services
  - 4.3.3. Youth Services Officer (Coordinator of Darebin Youth Summit)
- 4.4. Councillor representation
- 4.5. In recognition that it is not always possible to attend all meetings, there are a greater number of members on the committee than the number expected to attend each meeting. If a decision needs to be made by the committee at a meeting, a minimum of five community representatives needs to be present.

#### **5. Chair**

- 5.1. The Darebin Youth Advisory Group will be co-chaired by a Councillor and a young person nominated by the community representatives.

#### **6. Term and Method of Nomination**

- 6.1. Community Representatives will be appointed for a minimum of 2 years.
- 6.2. If a vacancy occurs on the Darebin Youth Advisory Group, a public notice will be placed on Councils website, Social media in local newspapers and a letter/email/correspondence to local youth service agencies advising of the vacancy and asking for expressions of interest.

- 6.3. Appointments will be made by a panel of representatives from the committee. Panel members will include a Councillor, one community representative and one Council Officer.
- 6.4. A position will be deemed to be vacant if a community representative fails to attend for Three (3) consecutive meetings without reasonable grounds.
- 6.5. Councillor representation will be determined through current Council processes relating to Councillor representation on community advisory bodies and committees.

## **7. Support**

- 7.1. Any support required to enable participation in the Darebin Youth Advisory Group will be provided by Council. This includes reimbursement of costs for travel, attendant care, respite care, language interpreters (including Auslan) and other reasonable costs.

## **8. Meeting Times and Frequency**

- 8.1. Meetings to be held at a time to suit members.
- 8.2. There will be at least 4 meetings per year, held every 3 months commencing in March, with additional sub-group meetings as agreed by members.

## **9. Financial Interests and Conflict of Interest**

- 9.1. Darebin Youth Advisory Group members must disclose any financial interests to ensure there is no conflict interest resulting from their participation on the Group.
- 9.2. Council Officers will also complete the reporting requirements for an 'Assembly of Council'.

## **10. Changes to the Terms of Reference**

- 10.1. Changes to the Terms of Reference can be made on the agreement of the majority of Community representatives and Councillor representative/s.