



Terms of Reference

Name Youth Advisory Committee 2023-2025

Approved by Council – 26 February 2024

Last reviewed August 2022

Next review: September 2024

1. PURPOSE

The Melton City Council's Youth Advisory Committee will provide advice to Council on issues impacting young people living in the City of Melton. This includes strategic, policy, plans and service delivery matters in relation to access and inclusion of young people living, working, studying or visiting the City of Melton.

2. DEFINITIONS

Word/Term	Definition
Chairperson	Chairperson holds the role of presiding over the meeting
Ex Officio	Ex officio members have a position on the Committee by virtue of their role within Council
Minutes	Minutes are notes taken during the meeting to remind you what was discussed and agreed and are an official record of meeting.
Youth Advisory Committee (YAC)	Members meet bimonthly to provide feedback and consult with Council on service delivery matters, strategic directions and development of new initiatives
Young person	Community members aged 12 – 25 years of age

3. RESPONSIBILITY

The Youth Advisory Committee has been established to perform the following functions:

1. Advise Council on issues that are important and impact young people living, working, recreating, or studying in the City of Melton.
2. Drive the continual improvement of Council's youth engagement and consultation processes.
3. Maximise opportunities for young people to participate in local decision-making.
4. Support and promote young people as valued and responsible citizens.
5. Support and promote age appropriate youth-led projects across the municipality.
6. Identify and raise age appropriate advocacy opportunities related to young people and the community.

4. COMPOSITION

4.1. Membership

Membership of the Youth Advisory Committee will provide a confirmed space for a young person from each City of Melton Ward. The total membership number will be made up to four (4) Councillors, up to ten (10) young people and one (1) external youth service provider operating in the City of Melton.

Membership where possible, will comprise of a diverse mix of young people with respect to age, gender, sexual identity, cultural background and disability.

Name	Type of Appointment	Term of Office
Councillor 1	Ex officio	1 year
Councillor 2	Ex officio	1 year
Councillor 3	Ex officio	1 year
Councillor 4	Ex officio	1 year
Manager Recreation & Youth	Ex officio	Ongoing
Coordinator Young Communities	Ex officio	Ongoing
Team Leader Engagement and Activation	Ex officio	Ongoing
Youth Advisory Committee Member (Cambridge Ward)	Appointed	2 years
Youth Advisory Committee Member (Coburns Ward)	Appointed	2 years
Youth Advisory Committee Member (Watts Ward)	Appointed	2 years
Youth Advisory Committee Member	Appointed	2 years
Youth Advisory Committee Member	Appointed	2 years
Youth Advisory Committee Member	Appointed	2 years
Youth Advisory Committee Member	Appointed	2 years
Youth Advisory Committee Member	Appointed	2 years
Youth Advisory Committee Member	Appointed	2 years
Youth Advisory Committee Member	Appointed	2 years
External Youth Service Provider	Appointed	2 years

4.2. Terms and method of Nomination

The Youth Advisory Committee will directly attract Young people aged 15-25 who live, work, study and/or recreate in the City of Melton. Young people aged between 12-15 may still express interest in being involved in the Committee and will be considered should skills and capacity to contribute toward the committee support the interest.

4.2.1 The Recruitment process for the Youth Advisory Committee may include but is not limited to:

- Expression of Interest – advertised on social media and Council’s website
- Direct school engagement – secondary, specialist, school nomination
- Promotion at leadership programs within the municipality such as the Youth Leadership Project
- Promotion within the Community Sporting club community
- Self-nomination by young people who have an interest in community issues and wish to contribute.

4.2.2 Nominations for applications for an external youth service provider will be advertised and shared across relevant community groups, agencies and members of the Melton Youth Network.

4.2.3 Appointments will be made by Council at a Meeting of Council based on the advice given from the interview panel made up of Council Officers which will include a nominated chairperson, expert and independent.

4.2.4 A position will be deemed to be vacant if a Youth Advisory Committee Member fails to attend four consecutive meetings. Leave may be negotiated in the event that a member needs to arrange a temporary absence.

4.2.5 Members will be appointed for a period of up to two years. At the end of the two-year term expressions of interest will be sought through the process identified in 4.2.1 and

4.2.2. Existing members will be eligible to renominate.

4.2.6 If a vacancy occurs during the two-year term, an expression of interest will be sought through the process identified in 4.2.1 to fill the vacant position for the remainder of the current term.

4.3. Chairperson

The Chairperson is elected on an annual basis as part of the Councillors Representation on Committees election process, with an elected Councillor being appointed the role of Youth Advisory Committee Chairperson. The nominated Chair may delegate responsibilities for specific meetings to young people representatives as a development opportunity at their discretion.

The key responsibilities of the Youth Advisory Committee Chairperson are as follows:

- Conduct the business of the meeting in an orderly and efficient manner including opening and closing meetings and confirming the quorum.

5. COMPOSITION

5.1 Quorum

To reach quorum, a minimum of 50% of the young people representatives, One Councillor and one Council Officer is required, for a meeting to proceed.

5.2 Minutes

The minutes will be taken by an Officer of Council supporting the committee. Minutes will be sent to the Youth Advisory Committee for review and feedback within one week of the meeting. Committee meeting minutes will then be reported to the next available Meeting of Council.

5.3 Meetings

- The Committee will meet bi-monthly at a time that meets the membership availability.
- Meeting location will be rotated between Melton township and the Eastern Corridor.
- There will be up to six meetings per year, with additional sub-group meetings as agreed by the Committee.
- Sub-group meetings will include two Council staff and the option of attendance by one Councillor.

5.4 Expectations/ Requirements of Members

Members are expected to:

- Declare any interest, pecuniary interest or conflict of interest.
- Provide prior notice for apology (one day notice where possible)
- Prepare for and actively participate in meetings.
- Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as decided by the Chairperson.
- Treat information with sensitivity.

5.5 Evaluation and Review

The Terms of Reference document will be formally reviewed every two years however, a member of the Committee can request an amendment in a formal motion. Endorsement of the final terms of reference will be provided by Council.