



*City of*  
**Joondalup**

## Youth Advisory Council

### TERMS OF REFERENCE

#### 1. Definitions

- |              |   |   |
|--------------|---|---|
| “YAC”        | - | The Youth Advisory Council/s<br>Joondalup South / Joondalup North   |
| “YA Council” | - | As above  |
| “Council”    | - | Elected Members of the City of Joondalup.   |
| “Access”     | - | utilising appropriate strategies to ensure that individual are able to access services, facilities and programs regardless of race, language, culture, religion, age, sex or disability.            |
| “Apolitical” | - | utilising appropriate strategies to ensure that YA Council reflects the views of its member and the youth population in a manner that is not influenced by the biases of external political forces. |

#### 2. Membership

The council will:

- 2(a) Comprise of 16 members who will nominate individually and be elected to YA Council by peer election.

Members will:

- be aged between 15 - 21 years of age.
- live at a residential address within the boundaries of the City of Joondalup and within their YAC zone.

### **3. Objectives**

The YA council will:

- 3(a) address and advise council on any issues of importance to the youth population of the City of Joondalup.
- 3(b) Be apolitical and accessible to all youth.
- 3(c) Encourage members both individually and collectively to be an active voice on local and state issues that concern them.
- 3(d) Promote a positive image of young people within the local community through a variety of media options.
- 3(e) Develop a variety of skills and personal attributes which are age / developmentally appropriate and allow young people to express views and concerns clearly through appropriate channels at a local and state level.
- 3(f) Be an integral link in a network of Youth within the City of Joondalup with links to other Youth networks on a state and national level.
- 3(g) Encourage members to become active citizens and to understand the need and value of community participation.
- 3(h) Give the youth population within the City of Joondalup an appropriate communication channel to express their needs and concerns at a local and State level.
- 3(i) Provide youth service providers within the region with a forum through which to gauge current youth opinion and advise on proposed activities, directions and policy of their services.
- 3(j) Provide a channel to funding bodies on a state level such as Office of Youth Affairs.

### **4. Management**

YA councillors will:

- 4(a) Serve a term of two years except in the inaugural year when half of the foundation members will be selected to serve a 1 year term. This is to ensure a continuity of experience within the YA Council.
- 4(b) Be required to demonstrate how their involvement in their YAC will have a flow-on benefit within their community. This will form a part of their selection process.

- 4(c) Be required to comply with a code of ethics for their YAC. The “code of ethics” will be defined, administered and evaluated by the YAC on an ongoing basis. It will include guidelines on issues such as meeting attendance and behaviour.
- 4(d) Be required to declare any conflict of interest that may occur in regard to items of discussion and refrain from discussion and voting on that issue.
- 4(e) Be responsible for setting their own meeting agenda. Any other interested people may also place items for discussion on the agenda by mail, fax and email. These items would be subject to approval by the Youth Advisory Council before inclusion.
- 4(f) Share duties such as Chairperson and Minutes Secretary on a rotating basis to ensure shared experience and exposure to different styles. This will also ensure that workload on the YA Council is equally shared.
- 4(g) Meet once a month.  
YA councillors will determine meeting venues, days and times. This information will be advertised on a monthly basis two weeks prior to the meeting.
- 4(h) Have a quorum of at least 50% of the number of officers of members of the committee.
- 4(i) Keep a written record of all meetings in the form of minutes. These will be forwarded to YA Councillors, Council and other appropriate government bodies two weeks before next meeting.
- 4(j) Conduct open meetings.  
Any interested member of the public will be welcome to attend. The council may invite any persons or organisations to attend meetings to discuss issues of interest.
- 4(k) endeavour to fill any vacancies on the YA Council as they arise.  
A standby list of nominees will be kept for this purpose.
- 4(l) function as Advisory body to Council with the power to pass resolutions on issues of concern to the Youth population of the City.  
Nothing herein contained shall restrict the powers of the Council.
- 4(m) for each resolution to be carried and to be recommended to the Council of the City of Joondalup must be passed by a simple majority.

- 4(n) each member is entitled to one vote, if there is an equality of votes, the Chairperson may exercise a second vote.