

## ATTACHMENT 1

**STRATEGIC ADVISORY COMMITTEE – YOUTH AFFAIRS****YAC Tenancy Report**

Further to the report provided to the SAC-YA meeting on 13 March 2002 and, in order to finalise this issue, the following has occurred-

- The tenancy issues were redirected to Youth Advisory Committee meetings held on Monday 18 and Wednesday 20 March 2002.
- Lengthy discussion occurred at both meetings and final votes were taken on the tenancy period and the age ranges for YAC members.
- Final majority votes supported –

A two year tenancy period with an option to apply for a second two-year period.

The lower age limit for YAC members to be 12 years and attendance at secondary school.

The upper age limit age to be 21 years.

The optimum time for recruitment is October/ November.

YAC vacancies can be filled as they arise.

The recruitment and selection process should be reviewed.

If ratified by the Strategic Advisory Committee – Youth Affairs, these recommendations can be put to the 11 June Council Meeting.



City of  
Joondalup

## Youth Advisory Council

# DRAFT TERMS OF REFERENCE

(Amended September 2002)

### 1. Definitions

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

### 2. Membership

The Council will:

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

Members will:

- be aged between ~~12-15~~ - 21 years of age. |
- live at a residential address within the boundaries of the City of Joondalup and  
within their YAC zone (either North or South). |

### 3. Objectives

The YAC 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.

#### **4. Management**

Youth Advisory Councillors will:

- 4(a) serve a two-year term with an option to apply to serve a second two-year term. ~~of two-years except in the inaugural year when half of the foundation members will be selected to serve a further one-year term. This is to ensure continuity of experience within the Youth Advisory 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 YAC before inclusion.

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- 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 YAC is equally shared.
- 4(g) meet once a month. YAC 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 members of the committee.
- 4(i) keep a written record of all meetings in the form of minutes. These will be forwarded to the YAC, 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 YAC 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.