

Official

Terms of Reference

Moonee Valley Young People's Committee



Last Updated: 16 June 2023

Background

These Terms of Reference shall apply to the Moonee Valley Young People's Committee.

Purpose

The Young People's Committee will act as a youth-led reference and advisory group that offers youth perspectives to Council, community stakeholders and other place-based project groups.

The Committee will enable members to actively advocate for the priorities and interests of Moonee Valley's young people through involvement in Council activities and youth-led community initiatives.

The Committee will generate opportunities for young people to develop their leadership skills through dedicated training and hands-on involvement in the activities of the Committee.

The Committee will provide a safe platform for young people to connect and exchange ideas with each other, as well as with the greater Moonee Valley community network¹. It will aim to amplify the achievements and ideas of young people in Moonee Valley¹.

Responsibility

The responsibilities of the Committee will be to:

- Act as a reference and advisory group on community matters that pertain to the youth cohort of Moonee Valley – providing insight to Council and other leading stakeholders.
- Support Council and its service sector partners to deliver on MV2040 strategies in a way that is relevant and meaningful to young people.
- Represent the diverse interests and priorities of young people to Council and other community stakeholders.
- Identify, discuss and collaboratively respond to community issues that impact young people in Moonee Valley.
- Promote Committee activities and campaigns among their own community networks.

- To stay informed of issues affecting young people in the Moonee Valley community and be up to date on relevant council policies and activities that affect young people¹.

Membership

Membership will be open exclusively to young people aged 12 to 25 who live, work, study or socialise in Moonee Valley. New members will be selected after expressing their interest and will then undertake an interview with a Valley Youth Staff member and a current Young Person's Committee member¹. New members will undergo a 'trial' period where they are able to attend meetings before deciding if the committee is for them¹.

The membership base will have a fair representation of young people from the three catchments and focus on empowering participation and representation to young people who may be from underrepresented social and cultural backgrounds. Membership will be capped at 18 with a minimum quorum of 6. Additional young people may attend for special topic meetings, as guests or observers with the approval of Committee members¹.

Recruitment for the Committee will be ongoing; New applicants will enter a waitlist and intake for new applicants will occur every 3 months or before the beginning of a major project/campaign¹.

Term

Upon successful application to the Young People's Committee, members shall be appointed for a 12-month term. Members are eligible to be reappointed each year. Council retains the right to review, amend or alter the operations and membership of this Committee as it deems appropriate and necessary. Council may remove members if the code of conduct is not followed. Council staff understand that a Committee member's term may need to be adjusted due to unforeseeable events or a change in circumstances¹.

Meetings

- The committee shall generally meet once every fortnight for approximately two hours¹. Meetings may become more frequent in preparation for events or projects, or less frequent in response to exam periods.
- Meeting location(s) will be decided on with committee members via a democratic vote¹.
- All meetings will provide the option of virtual attendance to members who are unable to attend in person. Members should contact Valley Youth Officers in advance for these arrangements to be made.
- Members will have the opportunity to review the meeting agenda before the Committee convenes.
- Meeting is to be led by a Chairperson/s with the support of a Valley Youth Officer.

- Meeting minutes are to be completed by a scribe with the support of a Valley Youth Officer.

Expectations of Committee Members

- Members will be able to attend and actively participate in Committee meetings in person, or online in the event that they cannot attend in person.
- Members may need to complete small tasks outside of meetings to support committee projects/campaigns – this will be explained and support by a Valley Youth Officer.
- Members should attend training and excursions offered as part of the Young People’s Committee program.
- Members will follow the code of conduct and group agreement, as well as adhering to the Values as decided by the committee¹.

Operations

1. As a young people-led committee, the Moonee Valley Young People’s Committee is exempt from the Operating Guidelines for Council Advisory Committees.
2. The Committee has no budgetary responsibilities, decision making powers or delegated authority but serves to act as a networking and leadership development platform for young people with the ability to provide recommendations and advice to Council and other local committee and stakeholder groups.
3. The committee shall follow the general consensus principle when determining its position on matters under respect discussion.
4. The Committee will be consulted and kept informed of directions through meeting minutes and through email updates.
5. The Committee has the authority to create smaller working groups to provide specialist advice and undertake specific activities.
6. The Committee will operate inclusively, with respect for all members and staff. Any disagreement or anti-social behaviour will be escalated to staff for action.
7. The Committee will be invited to present to Council’s Public Forum with the aim to meet two times a year. Attendance is optional for members.

Footnotes:

1. As informed by the Young People’s Committee Co-Design Process



Young People's Committee

