

Southern Fleurieu Youth Advisory Committee



GUIDE

1. Mission Statement & Member's Vision

YAC Mission Statement:

The Southern Fleurieu Youth Advisory Committee (YAC) aims to provide a youth voice in the community and advice on youth issues to Council(s) and other agencies. The YAC is an advisory and consultative committee and is pro-active in identifying and working on youth led projects.

YAC Member's Vision:

'To be trained and supported in a leadership role in the community, providing advocacy and support to increase youth involvement in improving our communities and helping to reduce youth issues'

2. The Aim of YAC is:

- To advise Councils on youth views
- To advocate for and support local youth committees & groups
- To provide a platform for young people from the Alexandrina Council and the City of Victor Harbor to interact and work together as a team.
- To assist Councils in developing Youth Policy and a Regional Youth Action Plan
- To increase the positive image of young people in the wider community
- To carry out consultations and identify young peoples points of view and ideas.
- To get involved in local communities
- To increase networks and linkages between young people.

3. YAC Expectations:

- To respect each other and differences within the group.
- To listen to each other
- To value other people's opinions
- To be presentable and act responsibly when representing YAC in public & youth consultations
- To use YAC money only for YAC business
- To do what you nominate to do
- To try and attend each meeting
- To contact the Chair or YAC Coordinator if you are running late or can't attend a meeting
- To be open to others and non-judgmental
- To do your best to represent your committee or school and bring their views and ideas to YAC meetings

4. Membership

Membership for youth representatives shall be for a period of 12 months if possible. At the 9 months, the representative will be proactive in promoting YAC membership within their community, organisation or school. New members can join at any time.

Re-election

An existing YAC member can be re-elected after their 12 month period, depending on a group vote.

Voting

For decisions that require majority vote, there will be one vote per member. A quorum is needed to cast a vote and make recommendations. The YAC's quorum shall include half the members plus one. If the vote is even, the Chair can make final decision.

Removing Members

The YAC Coordinator, on approval by the YAC through a group vote and formal acceptance by Council(s) may at any time remove a member of the YAC if misconduct or repeat offences occur.

5. Youth Voice Opportunities

The YAC shall facilitate 'youth voice opportunities' including but not limited to: School and Public vents and youth Forums

- Feedback Surveys
- Print and Radio Media
- Specified Consultation
- Youth Website

6. Advocating & Sub Committees

The YAC shall advocate on behalf of youth committees and groups from the City of Victor Harbor and Alexandrina Council regions.

The YAC may be involved in joint projects with other youth committees and groups. The YAC may establish sub-committees to assist in a matter or to run projects, in which case all recommendations by the subcommittee need to be approved by the YAC.

7. Meetings

Formal Meetings of the YAC shall generally be held every 6 weeks and involve the participation of the YAC Coordinator, nominated Elected Members, a health service representative and young people.

Informal meetings and workshops shall generally be held every alternate 3 weeks and involve the participation of young people and YAC Coordinator only.

Minutes shall be kept of all formal meetings.

Minutes shall be provided to YAC members via email or post and on attendance at the meeting.

Minutes will also be submitted to Councils.

8. Reports

As a minimum, a quarterly report will be presented by the YAC Coordinator and nominated YAC members to Alexandrina Council and City of Victor Harbor, the Southern Fleurieu Health Service, the Fleurieu Region Community Services Advisory Committee and the Southern Fleurieu Youth Network.

A written version will be supplied to the Community Development Officers, Directors, and CEO's of both Councils.

A report including any recommendations will be submitted by the YAC Coordinator as appropriate.

9. Finance

A report of the financial transactions of the YAC shall be maintained by Alexandrina Council's finance department and reported to the YAC via the YAC Coordinator on request.

The YAC will work within approved budgets which include financial support through the Office for Youth, Councils', and other grants or contributions.

The spending of YAC Grant funds needs to be agreed on by the YAC and YAC Coordinator.

10. Liability of Members

YAC members from Alexandrina Council region shall read, sign and abide by Alexandrina Council's Volunteer Policy.

YAC members from the City of Victor Harbor shall read, sign and abide by the City of Victor Harbor's Volunteer Policy.

All members will undergo appropriate induction.

Extra Info

Tasks, roles and responsibilities of young people who are members of the YAC

Student Membership to consist of students from each of the following schools:

- ~Eastern Fleurieu School 7 – 12 Campus
- ~Mt. Compass Area School
- ~Victor Harbor High School
- ~Investigator College
- ~Murraylands Christian College

(1-5) Community members to consist of community members aged 12-25 years

- To attend every meeting, if unable to attend ensure any relevant information is passed on through another member, via email or a phone call to the YAC Coordinator.
- Be a safe, diplomatic individual and sensitive to each other's safety
- Contribute ideas
- Make further enquires outside of the group to research for group discussions
- Design and implement surveys and other consultation methods to collect youth views
- Share in minute taking role
- Bring input and ideas from students and the youth community to the group

- Listen to friends and peers
- Listen to older people in the community
- Promote YAC within School Committees
- Develop youth projects & programs
- Actively engage in training and skill development opportunities
- Prepare timely reports for the Councils on YAC activities and recommendations.
- Report to YAC about outside committees
- Report to outside committees about YAC
- Give out community news and events and information

(1) Elected Member from each of the Councils, including:

- ~ *Alexandrina Council*
- ~ *City of Victor Harbor*

- To attend every formal meeting (every 6 weeks), if unable to attend, ensure any relevant information is passed on through a proxy member, via email or phone call to the YAC Coordinator.
- Be a safe, diplomatic individual, sensitive to other's safety
- Advocate on behalf of the YAC and young people in the community
- Support the YAC Coordinator and YAC in presenting or detailing YAC reports and relevant recommendations to Council meetings
- Bring information and proposals to the YAC for feedback and youth views
- Consult regularly with YAC on Council Agenda items
- Consult with YAC to develop Council Youth Policy, and Youth Action Plan
- Respect young people and value what the YAC and individual young people contribute
- Be approachable, friendly and accessible to young people

(1)– YAC Coordinator

(role undertaken by Youth Development Officer of City of Victor Harbor and Alexandrina Council)

- Be a safe, diplomatic individual, sensitive to other's safety and well being
- Ensure ongoing Council support of YAC
- Provide YAC Reports (written and presented) to Alexandrina and Victor Harbor Council, to the Community Development Officers, Directors, & CEO's of the Councils, to the Fleurieu Regional Community Services Advisory Committee and the Southern Fleurieu Youth Network.
- Develop networks between the YAC and other youth workers, services and agencies and with youth committees

(1) Southern Fleurieu Health Service adult representative

- Attend every formal meeting, and if unable to attend, ensure relevant information they have for the YAC is passed on either through a proxy member, email or a phone call to the YAC Coordinator.
- Be a safe, diplomatic individual, sensitive to other's safety and well being
- Support the YAC Coordinator and YAC in presenting YAC reports to Southern Fleurieu Health Service
- Listen and encourage YAC youth views on youth health and well being issues
- Bring health information and other opportunities to the YAC
- Update YAC on South Coast Inspiration (SCI) activities and projects.
- Advocate on behalf of the YAC and young people in the community.

YOUTH ADVISORY COMMITTEE

