



Wyndham City Youth Services

Wyndham Youth Council Committee

Wyndham City Council is committed to taking a strategic approach to young people ensuring that they are supported in their learning and earning journeys, celebrate their strengths, and assist them to become leaders in the community.

As part of that commitment Wyndham City Council is facilitating a collaborative process for young people to participate in co-designing priorities for action.

A Wyndham Youth Council Committee is being established in collaboration with Councillor Josh Gilligan, who has responsibility for the Council's Learning City Portfolio. The Wyndham Youth Council Committee will include young people aged 16 to 25 years, Councillor Gilligan and staff, and will provide a platform for targeted advisory work across levels of Government and Business.

Wyndham Youth Council Committee Application Process

If you would like to be part of the Wyndham Youth Council Committee, please read the Terms of Reference and complete the attached Expression of Interest form.

Applications close on the 21st of April 2017.

Applicants will then progress to the next stage of interviews. Successful applicants will be notified by phone soon after.

All applications are to be emailed to Vanessa.riolo@wyndham.vic.gov.au or handed in person to the Wyndham Youth Resource Centre – 86 Derrimut Rd, Hoppers Crossing, 3029.

The first meeting of the Wyndham Youth Council Committee will be held on the 4th May 2017 from 6pm to 8pm with catering provided.

If you have any questions regarding the Wyndham Youth Council Committee please contact Vanessa Riolo on 8734 1355 or Vanessa.riolo@wyndham.vic.gov.au



Wyndham City Youth Services

Youth Council Committee

Terms of Reference

ROLE OF THE YOUTH COUNCIL COMMITTEE

Wyndham Youth Council Committee is an advocacy and advisory committee whose role is to represent the voice of young people aged 12 – 25 who live, work, and study or have significant links to Wyndham. The Youth Council Committee brings together young people and provides a platform for inter organisational cooperation and discussion. The Youth Council Committee may also run a number of programs and events aimed at inspiring the next generation of young leaders.

Along with providing a platform for inter organisational cooperation the Youth Council Committee also operates as an advisory arm. The advisory arm provides all levels of government and business with the opportunity to connect with young people and seek their advice and recommendations on a range of issues.

PRIMARY FUNCTION OF YOUTH COUNCIL COMMITTEE

To advocate for the young people of Wyndham and provide expert advice to Council in their decision making, this includes:

1. To work within the Wyndham Youth Plan in advising on key deliverables and assist in the delivery of key actions
2. Act as an advisory source and respond to enquiries from Council regarding specific youth issues across Wyndham
3. To provide expert advice to Council's strategic departments on matters relating to the young people of Wyndham
4. To provide expert advice and act as a point of reference to Wyndham City Council's Portfolios such as City Learning and Family Friendly Cities
5. Identify issues of importance to young people in Wyndham and initiate advocacy to help address these issues
6. Encourage and support young people to be involved in creating new opportunities and projects for youth
7. Assist Council to better inform and engage with Wyndham's young people
8. Assist young people to better inform and engage with Council
9. Liaise with levels of State and Local Government to promote and advocate for young people
10. Advocate and lobby for better outcomes for young people and their families in Wyndham
11. Provide regular feedback to Wyndham City on the outcomes of the Youth Council Committee's tasks
12. Increase members civic participation through Council



EXTENT OF POWERS

The Wyndham Youth Council Committee is a voluntary group of young people that gather with a common interest in advocating for local change for young people. The Wyndham Youth Council Committee acts in an advisory capacity only. They report to a Senior Youth Support Officer, who retains the power to make the final decision in consultation with young people and Council.

In the event that members are not operating efficiently or effectively, the Senior Youth Support Officer in consultation with the Coordinator Youth Services retains the right to retract membership.

Councillors will liaise with members through the Coordinator Youth Services and Senior Youth Support Officer.

COMPOSITION

The Wyndham Youth Council Committee is comprised of 6 – 10 young people aged 16 – 25 years who have been selected by Council to represent their peers. Up to 2 subject matter experts may be appointed by Council officers.

MEMBERSHIP

All members of the Wyndham Youth Council Committee must live, work, study or have significant links to Wyndham, with the preference being that all members reside in Wyndham.

Membership is selected and decided by the Coordinator Youth Services in conjunction with Councillor Josh Gilligan. The Senior Youth Support Officer, Coordinator Youth Services and Councillor Josh Gilligan may nominate young people from other Youth Services Committees, local schools, programs or the general public.

Members of the Wyndham Youth Council Committee volunteer their time and services during their tenure. All effort will be made to support members in areas such as:

- Transport to and from the meetings
- Catering at the meetings or on events
- Any other assistance that may be needed to support them through their term on the Council

Members will be required to:

- Attend an induction
- Attend and participate in meetings
- Contribute ideas
- Carry out tasks allocated
- Work as part of a team
- Attend official events as requested

TENURE

The Wyndham Youth Council Committee will be an ongoing initiative. Members will have the opportunity to be part of the Wyndham Youth Council Committee for a two year term, and assist in the hand over and training of new members for a further 6 months (if needed).



Members will have the possibility to extend for a further two year term, subject to determination of the Chair.

EXPECTED BEHAVIOUR

All Wyndham Youth Council Committee members will uphold Wyndham City's Values and Behaviours.

1. Members will behave in a professional manner
2. Members will show respect to other Youth Council members, Wyndham City Council Officers, Wyndham City Councillors and members of the public
3. Members will actively listen to and respect other member's opinions and views
4. Members will accept decisions that are final

PORTFOLIOS

Wyndham Youth Council Committee members will be allocated to support specific portfolios. This will be done in conjunction with the Senior Youth Support Officer and Council to ensure that best fit applies. Wyndham Youth Council Committee members will have the opportunity to work closely with the City Learning portfolio and its members.

WYNDHAM YOUTH PLAN

A primary role of the Wyndham Youth Council Committee will be to assist in the development and delivery of the Wyndham Youth Plan, in conjunction with Youth Services staff and in consultation with young people across Wyndham.

SENIOR YOUTH SUPPORT OFFICERS ROLE

The Wyndham Youth Council Committee is facilitated by a Senior Youth Support Officer who will be responsible for:

1. Convening Youth Council meetings in conjunction with Councillors and the Coordinator Youth Services
2. Attending meetings
3. Assisting Youth Council members with and support they may need in the course of their duties
4. Support the Youth Council to complete their tasks
5. Preparing and distributing the agenda and minutes, with support from a rotating member of the Youth Council
6. Support Council departments, Councillors and staff members in their interactions with the Youth Council
7. Provide the Youth Council on with support and advice in the course of their duties

PUBLIC IMAGE

The Wyndham Youth Council Committee will present their public image under the guidance of the Senior Youth Support Officer and Councillors.

For attendance at formal gatherings and meetings, a dress code will be provided to members of the Wyndham Youth Council Committee that will need to be adhered to.



The Wyndham Youth Council Committee will be provided with name badges.

The Wyndham Youth Council Committee's interactions with media outlets and the press will be strictly guided by the Senior Youth Support Officer in conjunction with Councils Public Relations department.

MEETINGS

Meetings take place monthly or as directed by the Senior Youth Support Officer, in conjunction with Councillors as needed.

Meeting dates and times will change in accordance with members study, employment or personal needs/requirements.

Members of the Wyndham Youth Council Committee are required to attend 80% of meetings in a calendar year. If the member is unable to meet this requirement, they need to apply for special consideration to the Senior Youth Support Officer who will decide on a case by case basis.

Meetings will take place at the Wyndham Civic Centre at 45 Princes Hwy, Werribee, 3030.

EXTRAORDINARY OR SPECIAL MEETINGS

Members of the Wyndham Youth Council Committee can call an extraordinary meeting in consultation with the Senior Youth Support Officer if the need is of an urgent matter. This will be decided on a case by case basis.

Up to 2 members of the Wyndham Youth Council Committee can attend an Ordinary Council Meeting as requested by Councillors. This needs to occur through a formal invitation process to the Coordinator Youth Services. Members of the Wyndham Youth Council Committee will be allocated to attend on a rotating basis and cannot be specifically requested by Councillors.

DECISIONS AND VOTING

All Wyndham Youth Council Committee members will have equal decision making and voting rights.

If a vote is needed, the Wyndham Councillors voting regulations will apply.

If a vote or decision is unable to be made, the Senior Youth Support Officer will work with the Coordinator Youth Services to secure a decision.

CONFLICT OF INTEREST

Members of the Wyndham Youth Council Committee must disclose any conflict of interest which may impact on their advisory and advocacy duties for the youth of Wyndham. As long as a Conflict of Interest is known and noted by the Senior Youth Support Officer and the Coordinator Youth Services, the member can continue in their capacity of Wyndham Youth Council Committee. If they fail to disclose the conflict of interest and it becomes known to Youth Services staff, then the member may be requested to step down from their role on Wyndham Youth Council Committee.



MISCONDUCT

If members of the Wyndham Youth Council Committee take part in misconduct within their duties, then they may be asked to rescind their membership. Misconduct includes (but isn't limited to):

- Consuming alcohol and drugs while working on a program, event, meeting or other.
- Consuming alcohol and drugs on social media (if their role on Wyndham Youth Council Committee is stipulated on their social media page)
- Physically or verbally fighting with members of the Wyndham Youth Council Committee or Public while on duty
- Bullying (at any time)
- Disrespecting Youth Services and Wyndham City Staff including Councillors
- Colluding in decision making processes
- Accepting gifts or gratuities without disclosing to the Senior Youth Support Officer
- Excluding and/or disrespecting other members of Wyndham Youth Council Committee

If behaviour is defined as misconduct, and has been reported to the Senior Youth Support Officer, then an investigation will be carried out to determine the extent of the misconduct. The misconduct will result in a first, second or third warning. On the third warning the Wyndham Youth Council Committee member will be informed that any further misconduct will result in them rescinding their membership.

If the misconduct is of a serious nature, then the Senior Youth Support Officer in consultation with the Coordinator Youth Services can request the immediate dismissal of the member of Wyndham Youth Council Committee.

WYNDHAM YOUTH COUNCIL COMMITTEE TERMS OF REFERENCE

The Wyndham Youth Council Committee Terms of Reference will be reviewed annually by the Wyndham Youth Council Committee, Senior Youth Support Officer and the Coordinator Youth Services. Wyndham City Councillors will review the document after any alteration has been made.

Further amendments can be made at any time; however, this must be in consultation with the Senior Youth Officer who will request approval from the Coordinator Youth Services before making any alterations. The amendment will go to Wyndham Councillors for review before implementation.

If you have any further questions, please contact Vanessa Riolo on 8743 1355 or vanessa.riolo@wyndham.vic.gov.au