



Whittlesea Youth Commitment Strategic Advisory Group Terms of Reference



Background

The Whittlesea Youth Commitment (WYC) is a long-term community-based initiative that is committed to ensuring that every young person in the City of Whittlesea has access and support to complete either year 12 or its equivalent in accredited training, and is linked in to employment.

The WYC is the major Youth Network for the City of Whittlesea and is the representative agency for the Youth Cluster as part of the Whittlesea Community Futures Partnership. As the local planning group in Whittlesea for the Hume Whittlesea Local Learning & Employment Network (HWLLEN), the WYC aims to broker sustainable relationships supporting young people to achieve better outcomes in education, training and employment.

The WYC Strategic Advisory Group is the first level governing body for the WYC.

Purpose

The purpose of the WYC Strategic Advisory Group is to provide strategic oversight for the activities of the WYC, and also to act as a link back to the HWLLEN Board, which is the higher level governing body for the WYC and from where the WYC derives the protections of incorporation.

Objectives

The aim of the WYC is to:

- provide an integrated response by, and collaborative platform for, organisations, businesses, education providers, community groups, and government departments to ensure a seamless provision of support for young people in the City of Whittlesea.
- advocate for services and facilities that provide improved support for young people in the City of Whittlesea

Thus the objective of the Strategic Advisory Group is to ensure the WYC has a current Action Plan in place which reflects the Vision and Aims of the WYC, and delivers on the key priorities of the Whittlesea Community Futures Partnership in relation to young people.

Role

The role of the WYC Strategic Advisory Group is to consider and action activities on behalf of the WYC, which deliver on the goals of the current WYC Action Plan.

Responsibilities

To oversee and guide the activities of the WYC.

To report to the HWLLEN Board on the functioning of the WYC.

To communicate HWLLEN Board priorities to the WYC.

To report to the Whittlesea Community Futures Partnership on the activities of the Youth Cluster.

Membership

The WYC Strategic Advisory Group shall comprise of members who are representatives of signatories to the WYC Spirit of Co-operation Agreement, located or operating in the City of Whittlesea. WYC Strategic Advisory Group members must also be members of HWLLEN.

Representation on the WYC Strategic Advisory Group is to be reflective of the current WYC Action Plan key priorities and will be revisited in December each year to ensure relevance.

Nominations to join the WYC Strategic Advisory Group can be forwarded to the WYC Strategic Advisory Group in November.

The Chairperson and Deputy Chairperson of the Strategic Advisory Group will be elected by the members annually at its first meeting of each calendar year.

Nominations for these roles must be made using the Strategic Advisory Group Chairperson/Deputy Chairperson Nomination Form.

Meetings

A maximum of six Strategic Advisory Group meetings shall be held per year, with meeting dates being confirmed annually at the last meeting of the preceding year.

The quorum for meetings is six members.

Decisions are made by consensus, wherever possible, and where this is not possible, by vote.

The HWLLEN Executive Officer (Whittlesea) organises meeting venues, prepares agendas (in consultation with the Chairperson), takes minutes, and circulates all relevant meeting papers.

Administrative Executive

The WYC Administrative Executive will comprise of the WYC Chairperson and Deputy Chairperson, the HWLLEN Executive Officer (Whittlesea), and a nominated representative from the City of Whittlesea. The Administrative Executive will be responsible for making decisions regarding budget planning and approval, agenda, membership, action plan priorities, and other related matters.

Meetings for the WYC Administrative Executive will be held as required to ensure the continuing smooth operations of the WYC.

Protocols

Communication

- The first point of contact for WYC Strategic Advisory Group business should be the HWLLEN Executive Officer (Whittlesea).

Meetings

- Minutes will be sent out within a week of meetings.
- Agenda items will be called for two weeks prior to meetings.
- Agendas will be distributed a week prior to meetings.
- An annual process to be implemented to review the effectiveness of meetings.

Working Parties

- The WYC Strategic Advisory Group may establish working parties to focus on specific issues or areas of work.
- Working party members will nominate a 'lead' person who will maintain working party focus, communications and provide secretariat support.
- Working parties will present on their progress at Strategic Advisory Group meetings as required.

External Representation

- Representation of the WYC in external forums will be performed by the Chairperson, Deputy Chairperson, HWLLEN Executive Officer (Whittlesea), or staff of the HWLLEN or others as delegated by the WYC Administrative Executive.



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- Representatives will be appointed as required and reviewed by the WYC Administrative Executive on an annual basis.
- External forums will be informed in writing of delegated WYC representatives.

Term

This Terms of Reference is effective from 1 January 2020, continues until 31 December 2022, and may be amended, varied or modified in between times, with the agreement of the WYC Strategic Advisory Group members.