



TITLE: headspace Shepparton Youth Advisory Committee

Document Type:	Terms of Reference	Approved by:	Div. Clinical Director, Mental Health
Directorate:	Community Care + Mental Health	Section:	Mental Health - Headspace
Author/Prepared by:	Robyn Hucker	Position:	Manager headspace

1. PURPOSE:

The purpose of the Youth Advisory Council (YAC) is to ensure headspace Shepparton service provision is youth-friendly and relevant to young people. The YAC provides direction and input into the development of the service. This ensures young people have a voice about current health issues, youth participation activities, and community awareness events.

2. OBJECTIVES:

- provides direction and input into the development of headspace Shepparton as a youth-friendly service.
- Evaluation of service and service activities when required.

3. ORGANISATION RELATIONSHIP:

Provides input to the headspace Shepparton Consortium Advisory Committee (hSCAC). Reports via the Divisional Clinical and Operations Directors to the Executive Management Team.

4. REPORTING:

The manager of headspace Shepparton will provide a verbal report at the headspace Shepparton Consortium Advisory Committee meetings. This report will be a standing item on the Agenda of the Consortium Advisory Committee.

5. MEMBERSHIP:

- Young people aged 16-25 years will self-nominate into the YAC.
- Diversity with respect to gender, sexuality, Aboriginal and Torres Strait Islander peoples, and ethnicity is highly valued.
- The term of membership will be 12 months initially and subject to review at the end of each year.
- A person may self-nominate for each subsequent 12 months.
- Membership will cease if:
 - the individual resigns of their own accord;
 - if a young person's conduct and behaviour is deemed inappropriate by the other YAC members and/or Community Awareness Coordinator and/or headspace manager;
 - fails to attend three consecutive meetings without communication.

6. COMMITTEE PROTOCOLS

6.1. Documentation

Agenda and minutes will be distributed prior to and after each meeting.

6.2. Chairperson

The meeting will be facilitated by a YAC member and Supported by the Community Awareness Coordinator and/or Peer Worker.



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6.3. Secretary

Minute recording will be provided by headspace Shepparton. Minutes shall be circulated no later than seven working days post-meeting.

Agenda items shall be communicated to the secretary no later than seven days prior to the meeting.

6.4. Co-opting Powers

The Committee may co-opt other personnel as required from time to time.

6.5. Quorum

A quorum consists of more than half the number of members of the Youth Advisory committee (>4). When no quorum is available the meeting will be rescheduled.

6.6. Frequency of Meetings

Meetings will be held fortnightly for approximately 1 to 1.5 hours at headspace Shepparton at a mutually convenient time.

6.7. Decision Making

A recommendation will be formulated by consensus.

6.8. Apologies

If a member is unable to attend the meeting, they are required to inform the Community Awareness Coordinator at least one day before the scheduled meeting.

6.9. Review of Terms of Reference

Terms of reference will be reviewed every twelve months.

7. PERFORMANCE INDICATORS:

The headspace Youth Advisory Committee will undertake an annual performance evaluation of its own activities collectively.

Contributors to the document

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	headspace Shepparton Consortium Advisory Committee – August 2022		
	Mental Health Divisional Quality, Safety, Performance & Operational Committee – 13 September 2022		
	Dr Ravi Bhat, Divisional Clinical Director, Mental Health		