



Guidelines

Reviewed annually at D'FAT Camps (held during February)

Index

1	What is D'FAT? (Aim & Objectives)	3
1.1	Mission Statement:	3
1.2	Vision Statement:	3
2	D'FAT Structure Guidelines (Protocols & Procedures)	4
2.1	Membership:	4
2.2	Transport:	4
2.3	Promotion & Publicity (Clothing):	4
2.4	Promotion & Publicity (Signage):	4
2.5	Promotion & Publicity (Website):	4
2.6	Promotion & Publicity (Print Media):	4
2.7	Meetings:	5
2.8	Working Groups (Sub-Committees):	5
2.9	Apologies:	5
2.10	Meeting Agenda:	5
2.11	Mail (Correspondence):	5
2.12	Chair Person(s):	5
2.13	Minute Taker(s):	5
2.14	D'FAT Monies (Finance):	5
3	D'FAT General Behaviour Guidelines (Code of Conduct)	6
4	D'FAT Special Committee of the Derwent Valley Council Roles and Responsibilities (Terms of Reference)	7
5	Appendix	8
5.1	Membership Form	9
5.2	Contact Form	10
5.3	D'FAT Letterhead	11

1 What is D'FAT? (Aim & Objectives)

Derwent Valley Youth Future Action Team (D'FAT) is the youth advisory group for the Derwent Valley Council, who meet fortnightly to advise Council on youth issues and concerns and develop activities and projects for young people.

1.1 Mission Statement:

- To increase awareness of and address youth issues and concerns
- To provide opportunities for community involvement
- To facilitate and promote consultation between young people and community groups and all levels of government
- To represent the views of young people
- To develop young leaders
- To promote a positive image of young people
- To support and co-ordinate activities and projects for young people

1.2 Vision Statement:

Our vision is to empower young people to become respected and engaged members of the community

2 D'FAT Structure Guidelines (Protocols & Procedures)

2.1 Membership:

Membership is free and is open to young people (12 -25 years) throughout the Derwent Valley Municipality (Granton - Maydena). Membership also includes at least two Council representatives nominated by Council. Membership ceases when;

- A resignation letter is received and accepted by D'FAT
- Non-renewal of membership form
- Relocation to outside of the Municipality (Granton - Maydena)
- Termination of membership by the Youth Officer (*a decision made jointly with D'FAT*)
- A person reaches the age of 26

Young people will need to fill in a membership form after attending three meetings (or at least 1 meeting and 2 activities/projects) to become a member of D'FAT and agree to the following conditions of membership;

- Membership needs to be renewed on an annual basis on July 1st (*beginning of a new financial year*)
- Members agree to abide by the DFAT Guidelines (*all of this document*)
- Members agree to participate in DFAT activities and projects when possible

If a D'FAT member cannot continue to satisfactorily abide by these conditions of membership;

- *They will be unable (temporarily banned) to attend the D'FAT Camp and/or mid-year/end of year D'FAT Activities*
- *Or their membership will be terminated by the Youth Officer (a decision made jointly with D'FAT)*

2.2 Transport:

When possible, the Youth Officer will provide transport for D'FAT members to/from activities/projects (for activities/projects approximately 20km in-distance from the Council Chambers). When possible, D'FAT members and non-members transporting D'FAT equipment and/or D'FAT members to/from activities/projects shall be reimbursed. Satisfactory reimbursement shall be negotiated between the Youth Officer and the D'FAT members and non-members requiring reimbursement.

2.3 Promotion & Publicity (Clothing):

D'FAT members shall wear D'FAT promotional clothing at activities/projects.

2.4 Promotion & Publicity (Signage):

D'FAT signage shall be displayed at activities/projects.

2.5 Promotion & Publicity (Website):

The D'FAT website (and other D'FAT Social-Networking sites) is maintained by the Youth Officer and the decision of content, design and layout is made jointly with DFAT.

2.6 Promotion & Publicity (Print Media):

Print media (flyers, brochures, information-cards, information-bags and newspaper articles/adverts) is designed, maintained and distributed by D'FAT members.

D'FAT Structure Guidelines continued...
(Protocols & Procedures)

2.7 Meetings:

Unless advised otherwise, D'FAT meetings are held fortnightly on Thursday nights from 7.00 PM to 8.30 PM at the Carinya Education Park, 103 Blair Street New Norfolk. Meetings are cancelled by the current *Chair Person* if approximately over half (half+1) (a quorum) of the current membership cannot attend a meeting or is not present at a meeting after a ½ hour of the meeting start time. *Non-members, the Youth Officer, other Council staff and Councillors do not have voting rights.*

2.8 Working Groups (Sub-Committees):

At least one (1) D'FAT member involved in a working group of D'FAT shall attend and give a working group report at a D'FAT meeting. All final decisions shall be made by D'FAT at a D'FAT meeting. Formation and meetings of working groups shall be conducted when only necessary to plan and develop activities/projects. Working groups can involve (co-opt) non-members of D'FAT to assist with activities/projects. These people are prohibited from attending D'FAT meetings unless by invitation.

2.9 Apologies:

D'FAT members shall notify the Youth Officer or relevant person in-advance (approximately 1 hour prior with a legitimate reason) if they are unable to attend a D'FAT meeting (including working group and other meetings), activity and/or project.

2.10 Meeting Agenda:

Items for the meeting agenda can be placed on the whiteboard in the Youth Officer's office by any member of D'FAT. The agenda will be written by the Youth Officer and given to the current Chair Person.

2.11 Mail (Correspondence):

Mail-in and mail-out (including electronic mail) is managed by the Youth Officer and the decision to send mail (sent using the D'FAT letterhead) is made jointly with D'FAT.

2.12 Chair Person(s):

The Chair Person is voluntarily appointed every three (3) months. *The Chair Person cannot be non-members, the Youth Officer, other Council staff and Councillors.*

It is the role of Chair Person to follow the agenda, remind people to listen to each other and allow everybody to have a say.

2.13 Minute Taker(s):

The Minute Taker is voluntarily appointed every three (3) months. *The Minute Taker cannot be non-members, the Youth Officer, other Council staff and Councillors.*

It is the role of the Minute Taker to take minutes in a D'FAT meeting on the minutes form/template. These Minutes shall be typed using the minutes template and given to the Youth Officer for distribution.

2.14 D'FAT Monies (Finance):

D'FAT's monies are managed by the Youth Officer and the decision for expenditure is made jointly with D'FAT.

3 D’FAT General Behaviour Guidelines (Code of Conduct)

This includes demonstrated behaviour towards the Youth Officer, other Council staff and Councillors.

- Turn mobiles off or on vibrate within a meeting. *If you receive a call, then go outside.*
- Turn mobiles off during an activity/project. *The Youth Officer’s mobile phone can be used by members at activities/projects in emergency situations.*
- We shall behave in a professional manner in front of the public.
- We shall not gossip, bitch and bully (or any other unlawful behavior) each other; instead we shall respect and support each other. *If this incident occurs, it shall be resolved quietly outside a D’FAT meeting. And if necessary with assistance from the Youth Officer.*
- We shall ensure that D’FAT members abide by the D’FAT Guidelines *(all of this document)*.
- We shall abide by activity/project guidelines and ensure that other participants/attendees abide as well.
- We shall encourage quieter D’FAT members to speak up and participate in activities and projects.
- We shall take every idea, concern and suggestion with complete consideration. *As decisions are made by majority and are final. Non-members, the Youth Officer, other Council staff and Councillors do not have voting rights.*
- When a discussion or decision gets heated and can not be immediately resolved, issues will be placed on a future agenda for further discussions. *Or resolved quietly outside a D’FAT meeting and if necessary with assistance from the Youth Officer.*

4 D'FAT
Special Committee of the Derwent Valley Council
Roles and Responsibilities
(Terms of Reference)

- To receive and consider youth issues raised by young people.
- To receive and consider youth issues raised by Council.
- To advise Council on youth issues.
- To provide opportunities for community involvement for young people.
- To support and co-ordinate activities and projects for young people.
- To develop young leaders.
- To build relationship with High School Junior Councils.
- To determine its own meeting schedule.
- To make decisions necessary to achieve the goals of the committee specific to its delegated functions.
- To confirm its own minutes.
- To provide Council with an Annual Report and Budget Submission.

5 Appendix

Membership Form

Contact Form (distributed at activities/projects)

D'FAT Letterhead



5.1 Membership Form

If you would like to become a member of the Derwent Valley Youth Future Action Team (D'FAT), please fill in your details below. D'FAT will not share personal details with any other organisation or individuals without your permission.

Membership is free and is open to young people (12 – 25 years) throughout the Derwent Valley Municipality (Granton – Maydena).

Name:

Date of Birth:

Address:

.....

Phone:

E-mail:

Declaration

As a D'FAT member I agree to the following conditions of membership;

- Membership needs to be renewed on an annual basis on July 1st
 - Members agree to abide by the D'FAT Guidelines
- Members agree to participate in D'FAT activities and projects when possible

Signed:.....(participant)

Note: If under 18 years old a Parent or Guardian signature will also be required.

I give my son/daughter permission to become a D'FAT member.

Signed:.....(Parent or Guardian)

Date:.....



5.2 Contact Form

If you would like to keep in touch with the Derwent Valley Youth Future Action Team (D'FAT), please fill in your details below. D'FAT will not share personal details with any other organisation or individuals without your permission.

Name:

Address:

.....

Phone:

E-mail:

- I'd like more information
- I'd like to be on the D'FAT mailing list
- I'd like to check out a D'FAT meeting
- I'd like to join D'FAT
- I'd like to make a suggestion

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5.3 D'FAT Letterhead



Derwent Valley Youth Future Action Team

Wednesday, 7 April 2010

D'FAT . Derwent Valley Council . PO BOX 595 . New Norfolk 7140 . TAS
03 6261 8524 . 03 6261 8546 (FAX)
www.dfat.com.au . info@dfat.com.au