

### **Guidelines\***

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

**\*Guidelines consistent with Derwent Valley Council Special Committee Policy, Local Government Act 1993 (Tasmania), Local Government Meeting Procedure Regulations 2005 (Tasmania)**

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

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

D'FAT was formed in 2002 and re-structured as a Special Committee of the Derwent Valley Council during 2004.

## **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:

D'FAT shall have a minimum of five (5) members. Membership is free and is open to young people (12 -25 years) throughout the Derwent Valley Municipality (Granton - Maydena). Membership also includes at least one Council representative (Councillor) nominated by Derwent Valley Council. The appointment of this Council representative shall be reviewed every two (2) years by Council. D'FAT is also supported by the Derwent Valley Council Youth Officer. Membership of D'FAT ceases when;

- A resignation letter is received, tabled and accepted at a D'FAT meeting
- Non-renewal of membership form before or at the Annual General Meeting (AGM)
- Relocation to outside of the Municipality (Granton - Maydena)
- Termination of membership (*a decision ratified by Council*)
- A person reaches the age of 26

Young people will need to fill in a membership form. It is encouraged that young people attend at least three (3) meetings (or at least 1 meeting and 2 activities/projects) before completing a membership form. 'Renewed' and new membership shall be tabled at the AGM. Names of new and 'renewed' members shall be provided to Council (before and after an AGM). Members agree to the following conditions of membership;

- Membership needs to be renewed on an annual basis during September (*the month that an AGM is to be held*)
- Members agree to abide by the D'FAT Guidelines (*all of this document*)
- Members agree to participate in D'FAT activities and projects when possible

*If a D'FAT member cannot continue to satisfactory 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 (a decision ratified by Council)*

### 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 Carinya Education Park). When possible, D'FAT members and non-members transporting D'FAT equipment and/or D'FAT members to/from activities/projects shall be reimbursed.

### 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 by D'FAT.

### 2.6 Promotion & Publicity (Print Media and Radio):

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

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

**2.7 Meetings:**

*Meetings (including AGM) shall not be held before 5.00 PM.* Unless advised otherwise, D'FAT meetings are held monthly on Wednesday nights from 7.00 PM to 8.30 PM at Carinya Education Park, New Norfolk. Meetings shall be 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.

The AGM shall be held annually during September and will be open to the public. The AGM shall be publically advertised twenty-one (21) days before it is held. An annual report of D'FAT activities/projects shall be tabled at the AGM. The annual report will be distributed to Council, which will be then included in Council's Annual Report.

*Non-members, the Youth Officer and other Council staff do not have voting rights at meetings and the AGM.*

An information session (briefing) shall be held between Council and D'FAT quarterly at a Council workshop. D'FAT members (and Council representative when possible) shall present information on current activities/projects.

**2.8 Working Groups (Sub-Committees):**

At least one (1) D'FAT member involved in a working group (Sub-Committee) 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 members at a D'FAT meeting. Formation and meetings of working groups shall be conducted when only necessary to plan and develop specific activities/projects. Working groups can involve (co-opt) non-members of D'FAT to assist with specified activities/projects. *These non-members do not have voting rights and 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 24 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 of D'FAT.

**2.11 Mail (Correspondence):**

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

**2.12 Chair Person(s):**

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

It is the role of the Chair Person to follow the meeting agenda, remind people to listen to each other and allow everybody to have 'their say', and encourage a decision to be made.

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

**2.13 Minute Taker(s) (Secretary):**

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

It is the role of the Minute Taker to take minutes (a record of discussion and decisions) 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 and tabling at a future D'FAT and Council meeting.

**2.14 Treasurer:**

The Treasurer is elected every three (3) months. *The Treasurer cannot be non-members, the Youth Officer and other Council staff.*

It is the role of the Treasurer to give (when required) a financial report of available 'D'FAT money'. A financial report can be requested and given at a D'FAT meeting. An annual financial report of available D'FAT money shall be tabled at the AGM. D'FAT's money is managed by the Youth Officer on a daily basis. The decision for expenditure is made by D'FAT.

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

**This includes 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 and other Council staff do not have voting rights.*
- When a discussion or decision gets heated and cannot be immediately resolved, issues will be placed on a future meeting agenda for further discussions. *Or resolved quietly outside a D’FAT meeting and if necessary with assistance from the Youth Officer.*

4 Derwent Valley Youth Future Action Team (D'FAT)  
Special Committee of the Derwent Valley Council  
Powers and Functions  
(Terms of Reference)\*

- To manage, develop and provide services for the benefit of the whole community for which the Special Committee was instituted
- To co-opt additional Committee members with observer status only (i.e. no voting powers) to assist on an “as required basis” with special projects that have Council support
- To elect a Chairperson from its own membership
- To elect a Secretary/Treasurer from its own membership
- To elect a Treasurer from its own membership
- To determine its own meeting schedule (must meet at least 4 times per annum)
- 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 a copy of their confirmed minutes which are to be tabled at a Council meeting
- To provide a briefing to Council at a Council workshop on a quarterly basis, by either a member of the Committee, or by the Council representative on the Committee
- To provide Council with an annual report which is to be included in Council’s Annual Report
- To submit to Council no later than March each year a list of projects requiring capital expenditure for the consideration of Council for inclusion within the annual Capital Works Program
- The Chairperson or any representative of any committee is not authorised to undertake a press release from the committee without prior approval being given by the Mayor or in the absence of the Mayor the Deputy Mayor. Approval shall be either in writing or verbal
- That Special Committees expend monies in accordance with those amounts allocated within Councils budget for this committees purposes

\*All Special Committees have the same Terms of Reference.



## 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 and understand the following conditions of membership;

- Membership needs to be renewed on an annual basis by September (the month an Annual General Meeting is to be held)
  - Members agree to abide by the D'FAT Guidelines
- Members agree to participate in D'FAT activities and projects when possible

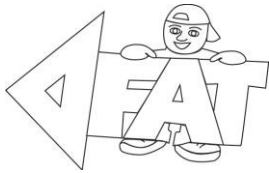
Signed:.....(participant)

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

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D'FAT, Derwent Valley Council . PO BOX 595 . New Norfolk 7140 . TAS  
03 6261 8546 (FAX) .  
[www.dfat.com.au](http://www.dfat.com.au) . [info@dfat.com.au](mailto:info@dfat.com.au)