

Guidelines
Structure and General Behaviour
Reviewed annually at D'FAT Camps

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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 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 (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 (1) Councillor representative appointed by Derwent Valley Council. D'FAT also receives support and supervision from a *Facilitator*.

Young people will need to fill in a membership form to become a member. 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. 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 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 (a decision ratified by Council)*

Membership of D'FAT also finishes when;

- A resignation letter is received and accepted at a D'FAT meeting
- A new membership form is not received 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

2.2 Transport:

When possible, the *Facilitator* of D'FAT will provide transport for D'FAT members to/from activities or projects. When possible, D'FAT members and non-members transporting D'FAT equipment and/or D'FAT members to/from activities or 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 *Facilitator* of D'FAT shall maintain the website (and other D'FAT Social-Networking sites) and the decision of content, design and layout is made by D'FAT members.

2.6 Promotion & Publicity (Print Media and Radio):

Print media (flyers, brochures, 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 & Camp:

D'FAT Meetings (including AGM) shall not be held before 5.00 PM.

D'FAT meetings are held monthly on Thursday nights from 7.00 PM to 8.30 PM at a venue agreed by D'FAT members. Meetings shall be cancelled by the current *Chair Person* if over half of the current members (a quorum) cannot attend a meeting or is not present at a meeting after thirty (30) minutes 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. Completed Membership forms shall be presented for acceptance at the AGM. Names of new members shall be provided to Council after the AGM. An annual financial report of available D'FAT money shall be presented at the AGM for acceptance. The minutes of the last AGM shall be presented at the AGM for acceptance. An annual report of D'FAT activities/projects shall be presented at the AGM. The annual report and AGM minutes shall be provided to Council after the AGM.

Non-members, the Facilitator, Councillor representative and Council staff do not have voting powers at meetings and the AGM.

An annual information session (briefing) shall be held between Council and D'FAT. D'FAT members shall present information on current activities/projects.

A D'FAT camp shall be held annually for members of D'FAT to evaluate the previous year's activities or projects, plan and review proposed activities and projects for the current year and review the D'FAT Guidelines (*all of this document*). A list of activities/projects for the current year and any changes to the D'FAT Guidelines shall be presented at the D'FAT meeting after camp for acceptance.

2.8 Working Groups (Sub-Committees):

At least one 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. Formation and meetings of working groups shall be conducted when only necessary to plan and develop specific activities/projects. All final decisions shall be made by D'FAT members at a D'FAT meeting. Working groups can involve (co-opt) non-members of D'FAT to assist with specified activities/projects.

These non-members do not have voting powers and cannot attend D'FAT meetings unless by invitation.

2.9 Apologies:

D'FAT members shall contact the *Facilitator* in-advance (24 hours beforehand with a legitimate reason) if they are unable to attend a D'FAT meeting (including AGM and working group meetings), activity and/or project.

2.10 Meeting Agenda:

Any member of D'FAT can provide items for the meeting agenda to the *Facilitator*. The meeting agenda shall be written by the *Facilitator* 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 *Facilitator* and the decision to send mail (sent using the D'FAT letterhead when possible) is made by D'FAT members.

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

2.12 Chair Person(s):

The *Chair Person* is elected every three (3) months. *The Chair Person cannot be non-members, the Facilitator, Councillor representative and Council staff.*

It is the role of the *Chair Person* to follow the meeting agenda at D’FAT meetings (including AGM), remind people to listen to each other and allow everybody to have ‘their say’, and encourage a decision to be made. Decisions are made by a majority vote.

2.13 Minute Taker(s) (Secretary):

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

It is the role of the *Minute Taker* to take minutes (a record of discussion and decisions) in a D’FAT meeting (including AGM) on the minutes form/template. These minutes shall be typed using the minutes template and given to the *Facilitator* for distribution and acceptance 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 Facilitator, Councillor representative and 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 presented at the AGM for acceptance. D’FAT’s money and bank account is managed daily by the *Facilitator*. The decision for expenditure is made by D’FAT members.

3 D’FAT General Behaviour (Code of Conduct)

- Turn mobiles off or on vibrate within a meeting. *If you receive a call, then please go outside.*
- Turn mobiles off during an activity/project. *The Facilitator’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 each other (or any other unlawful behavior); 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 Facilitator.*
- 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 a majority vote and are ‘final’.*
- 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 Facilitator.*

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

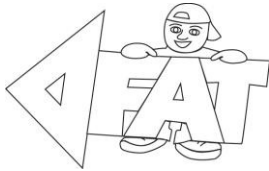
*All Special Committees currently have the same Terms of Reference.

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

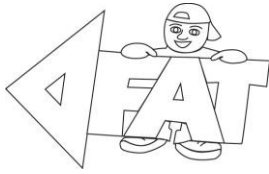
Signed:.....(participant)

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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