



## **AGENDA**

**FOR POLICY AND PLANNING COMMITTEE MEETING TO BE HELD ON**

**19 FEBRUARY 2018 AT 6:30 PM**

**IN THE COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY**

### **MEMBERS**

Cr D Pilkington (Chairman)  
Mayor G Aldridge  
Cr D Balaza  
Cr S Bedford  
Cr B Brug  
Cr D Bryant  
Cr C Buchanan  
Cr G Caruso  
Cr L Caruso  
Cr E Gill  
Cr R Cook  
Cr S Reardon  
Cr D Proleta  
Cr G Reynolds  
Cr S White  
Cr J Woodman (Deputy Chairman)  
Cr R Zahra

### **REQUIRED STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
General Manager City Development, Mr T Sutcliffe  
General Manager City Infrastructure, Mr M van der Pennen  
General Manager Community Development, Ms P Webb  
Manager Governance, Mr M Petrovski  
Manager Communications and Customer Relations, Mr M Bennington  
Governance Support Officer, Ms K Boyd

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## **APOLOGIES**

## **LEAVE OF ABSENCE**

## **PRESENTATION OF MINUTES**

Presentation of the Minutes of the Policy and Planning Committee Meeting held on 22 January 2018.

## **REPORTS**

### *Administration*

- |       |   |    |
|-------|---|----|
| 1.0.1 | Future Reports for the Policy and Planning Committee.....   | 11 |
| 1.0.2 | Minutes of the Tourism and Visitor Sub Committee meeting held on<br>Monday 12 February 2018 ..... | 15 |

### *Community Development*

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| 1.1.1 | Evaluation of the Twelve25 Advisory Committee & Youth Council .....                         | 19 |
| 1.1.2 | Minutes of the Youth Council Sub Committee meeting held on Tuesday 13<br>February 2018..... | 61 |

## **OTHER BUSINESS**

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## CONFIDENTIAL ITEMS

### 1.10.1 Compensation for Council property acquired to facilitate construction of the Northern Connector

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on that grounds that:

1. Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:
  - it relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
  - information the disclosure of which would, on balance, be contrary to the public interest.
2. In weighing up the factors related to disclosure,
  - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations
  - Non disclosure of this item at this time would protect sensitive commercial information in relation to acquisition of and associated compensation for Council Land with the Commissioner of Highways

On that basis the public's interest is best served by not disclosing the **Compensation for Council property acquired to facilitate construction of the Northern Connector** item and discussion at this point in time.
3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.

CLOSE





**MINUTES OF POLICY AND PLANNING COMMITTEE MEETING HELD IN THE  
COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY ON**

**22 JANUARY 2018**

**MEMBERS PRESENT**

Cr D Balaza  
Cr S Bedford  
Cr B Brug  
Cr D Bryant  
Cr G Caruso  
Cr L Caruso  
Cr E Gill  
Cr S Reardon  
Cr D Proleta  
Cr G Reynolds  
Cr S White  
Cr J Woodman (Deputy Chairman)  
Cr R Zahra

**STAFF**

Acting Chief Executive Officer, Mr C Mansueto  
General Manager City Development, Mr T Sutcliffe  
General Manager City Infrastructure, Mr M van der Pennen  
General Manager Community Development, Ms P Webb  
Manager Communications and Customer Relations, Mr M Bennington  
Governance Support Officer, Ms K Boyd  
Manager Governance, Mr M Petrovski

The meeting commenced at 6:30 pm.

The Chairman welcomed the members, staff and the gallery to the meeting.

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## **APOLOGIES**

Apologies were received from Mayor G Aldridge, Cr D Pilkington, Cr C Buchanan and Cr R Cook.

## **LEAVE OF ABSENCE**

Nil

## **PRESENTATION OF MINUTES**

Moved Cr S Bedford

Seconded Cr E Gill

The Minutes of the Policy and Planning Committee Meeting held on 11 December 2017, be taken and read as confirmed.

**CARRIED**

Moved Cr L Caruso

Seconded Cr R Zahra

The Minutes of the Confidential Policy and Planning Committee Meeting held on 11 December 2017, be taken and read as confirmed.

**CARRIED**

## **REPORTS**

### *Administration*

#### **1.0.1 Future Reports for the Policy and Planning Committee**

Moved Cr D Balaza

Seconded Cr R Zahra

1. The information be received.

**CARRIED**

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*Community Development*

**1.1.1 Fund My Neighbourhood**

*Cr G Caruso sought leave of the meeting to speak for a second time and leave was granted.*

Moved Cr S Bedford

Seconded Cr S White

1. That the information be received.
2. That landowner consent be granted to Ingle Farm Sporting Club in order for the project to construct an additional playspace to proceed on Council owned land, noting that provision of a new playspace as proposed by Ingle Farm Sporting Club has an ongoing maintenance cost of approximately \$3,500.00 per annum.
3. That a further report be brought back for consideration once the project has been scoped in collaboration with the Ingle Farm Sporting Club.

**CARRIED**  
**UNANIMOUSLY**

### 1.1.2 Youth Council Membership

Moved Cr R Zahra

Seconded Cr B Brug

1. That the information be received and noted.
2. That the resignation of the youth members Braden Thompson and Teagan Turner be received and noted.
3. That the re-appointment of Youth Council members Joel Winder, Taylor Sawtell, Mark Verdini and Rebecca Etienne be endorsed for a further two year maximum term.
4. That the appointment of new Youth Council members; Luke Hall, Jarred Van Der Zee, Nicollette Nedelcev, Debbie Cao, Peta Hyde, Stacey Williams and Akon Dhel be endorsed for a two year maximum term.
5. That Bianca Bilsborow be appointed as a Youth Council mentor for a maximum of a two year term.
6. That Youth Council Sub-Committee meetings be scheduled to formally commence at 5.30pm.

**CARRIED**  
**UNANIMOUSLY**



**1.3.1 Update on Rural (Aircraft Noise) Direk Industry and Residential Interface Development Plan Amendment**

*Cr G Caruso declared an actual conflict on the basis of family members owning land in the Development Plan Area. Cr G Caruso left the meeting at 06:44 pm.*

*Cr G Reynolds declared a perceived conflict of interest on the basis of his employment with the Department of Defence who are a key stakeholder in the DPA. Cr G Reynolds left the meeting at 06:44 pm.*

*Cr J Woodman declared a perceived conflict of interest on the basis of having had some knowledge of the issue in the course of her employment. Cr Woodman managed the conflict by remaining in the meeting and voting in the best interest of constituents.*

*Cr L Caruso declared a perceived conflict of interest on the basis of residing in the Diment Road Industrial Area. Cr L Caruso left the meeting at 06:44 pm.*

Moved Cr D Proleta

Seconded Cr S White

1. That the letter forming Attachment 2 to the Policy and Planning Committee Agenda report 11 December 2017 Item no. 1.3.1 from the Minister for Planning on the Rural (Aircraft Noise) Direk Industry and Residential Interface Development Plan Amendment be noted.
2. That the Rural (Aircraft Noise) Direk Residential Interface DPA forming Attachment 2 to the Policy and Planning Committee Agenda of 22 January 2018 (Item 1.3.1) proceed to public consultation:
  - In accordance with the Minister for Planning direction to amend the proposed Residential Zone boundary to ensure that no land located in areas that exceed the 20 Australian Noise Exposure Forecast Contour is rezoned to Residential Zone or any other zone that would result in further intensification of noise sensitive land uses; and
  - Subject to the General Manager City Development being authorised to make any minor editorial changes required that do not change the policy intent of the Development Plan Amendment.
3. That the updated investigations and mapping as required by the Minister be undertaken, and the DPA then proceed to public consultation under the current DPA process.
4. The Minister for Planning be advised of Council's resolution in relation to the DPA.

**CARRIED**

*Cr G Caruso returned to the meeting at 06:47 pm.*

*Cr L Caruso returned to the meeting at 06:47 pm.*

*Cr G Reynolds returned to the meeting at 06:47 pm.*

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## OTHER BUSINESS

Nil

The meeting closed at 6:48 pm.

CHAIRMAN.....

DATE.....

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<b>ITEM</b>	1.0.1
	<b>POLICY AND PLANNING COMMITTEE</b>
<b>DATE</b>	19 February 2018
<b>HEADING</b>	Future Reports for the Policy and Planning Committee
<b>AUTHOR</b>	Michelle Woods, Projects Officer Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	This item details reports to be presented to the Policy and Planning Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

### **RECOMMENDATION**

1. The information be received.

### **ATTACHMENTS**

There are no attachments to this report.

## **1. BACKGROUND**

- 1.1 Historically, a list of resolutions requiring a future report to Council has been presented to each committee for noting.

## **2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 Report authors and General Managers.
- 2.2 External
  - 2.2.1 Nil.

### 3. REPORT

3.1 The following table outlines the reports to be presented to the Policy and Planning Committee as a result of a Council resolution:

Meeting Item	Heading and Resolution	Officer
19/12/2016 1.3.1  <b>Due:</b>	<b>Rural (Aircraft Noise) Direk Industry and Residential Interface Development Plan Amendment update</b> 4. That a further report be provided to Council on the outcomes of the Rural (Aircraft Noise) Direk Industry and Residential Interface Development Plan Amendment public consultation process upon conclusion of the consultation period. April 2018	Peter Jansen
19/12/2016 P&P-OB1  <b>Due:</b>	<b>RAAF AP-3C Tailfin for Purposes of Display</b> That staff prepare a report working with Salisbury RSL to obtain an AP-3C Tailfin from RAAF for purposes of display within the Salisbury Council area, potentially as part of the Salisbury Oval Precinct upgrade. June 2018	Adam Trottmann
27/03/2017 NOM2  <b>Due:</b>	<b>Community Street Art Program</b> As part of the City Pride Agenda, staff bring back a report exploring options for the commencement of a Community Street Art Program, with a view to installing locally created artwork by youth members of the community at various locations throughout the City including, but not limited to, smaller suburban shopping centres and Council facilities such as Community Centres and Recreation Centres. June 2018	Ann-Marie Arthur
24/04/2017 1.3.2  <b>Due:</b>	<b>Privately Funded Development Plan Amendments Policy Review</b> 2. That a review of the Privately Funded Development Plan Amendment Policy be conducted when relevant details of the Planning Reforms under the Planning, Development and Infrastructure Act are known. March 2018	Peter Jansen
24/04/2017 1.3.1  <b>Due:</b>	<b>Salisbury, Mawson Lakes and Ingle Farm Car Parking Review</b> Mawson Lakes Study Area: (ii) Subject to a further Council report a trial of electronic parking controls in Euston Walk and Metro Parade to assist in utilisation and turnover of parking spaces adjacent the Mawson Lakes interchange. March 2018	Peter Jansen

24/04/2017	<b>Salisbury, Mawson Lakes and Ingle Farm Car Parking Review</b>	Peter Jansen
1.3.1	Salisbury City Centre Study Area: (d) Retain the current exemption from car park contribution for small business with a further review in two years.	
<b>Due:</b>	June 2019	
25/09/2017	<b>Change in Opening Hours at Salisbury Recreation Precinct</b>	Adam Trottman
1.1.2	2. That a further report be presented to Council to cover concerns raised in relation to the financial impact on possible changes to opening hours, hot weather policy and minimum attendance numbers.	
<b>Due:</b>	February 2018	
<b>Deferred to:</b>	March 2018	
<b>Reason:</b>	This has been listed for the March Informal Strategy.	
25/09/2017	<b>Strategic and International Partnerships Assessment of Strategic International Relationships Workshop</b>	Greg Ratsch
1.1.4-SIPSC3	6. That staff prepare a business case assessment for the committee's consideration of the following projects discussed at the workshop held on 22nd August 2017: i. Develop the economic elements of the Linyi relationship around technical and knowledge transfer, and explore opportunities to develop a cultural component;	
<b>Due:</b>	February 2018	
<b>Deferred to:</b>	May 2018	
<b>Reason:</b>	Discussions continuing with Linyi regarding opportunities of mutual interest.	
27/11/2017	<b>Regional Athletics Facility at Bridgestone Reserve</b>	William McInerney
1.1.2	3. A further report be brought back to Council for consideration regarding the detailed scope of works and operating costs, revenue streams and end user commitments associated with Council's preferred option before June 2018.	
<b>Due:</b>	June 2018	
29/01/2018 NOM1	<b>Consideration of Cities Power Partnership program</b> 1. That staff report back on requirements and costs for the City of Salisbury to join the independent Climate Council's Cities Power Partnership program.	Nina Parletta
<b>Due:</b>	April 2018	
29/01/2018 NOM2	<b>Smartphone Charging Stations</b> 1. That staff report on Council installing charging stations in the Salisbury CBD and charging facilities in Council-owned community buildings. Smartphones and technology are an essential aspect of Australians lives and as such smartphone charging facilities are a necessary investment in the basic infrastructure that would help people stay connected and safer.	Terry Sutcliffe
<b>Due:</b>	March 2018	

29/01/2018	<b>Statutes Amendment (Decriminalisation of Sex Work) Bill 2015</b>	Peter Jansen
NOM3	1. That a report be brought forward advising Council on the likely implications for the City of Salisbury if the Statutes Amendment (Decriminalisation of Sex Work) Bill 2015, currently before the South Australian Parliament, is enacted.	
<b>Due:</b>	March 2018	
29/01/2018	<b>Status of SACNET</b>	Julie Douglas
OB1-Cnl	1. A report be provided informing Council on the status of SACNET and on similar community networks in the City of Salisbury.	
<b>Due:</b>	March 2018	

#### **4. CONCLUSION / PROPOSAL**

- 4.1 Future reports for the Policy and Planning Committee have been reviewed and are presented to Council for noting.

#### **CO-ORDINATION**

Officer: EXEC GROUP

Date: 12.02.18

**ITEM** 1.0.2

**POLICY AND PLANNING COMMITTEE**

**HEADING** Minutes of the Tourism and Visitor Sub Committee meeting held on Monday 12 February 2018

**AUTHOR** Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence

**CITY PLAN LINKS** 4.3 Have robust processes that support consistent service delivery and informed decision making.

**SUMMARY** The minutes and recommendations of the Tourism and Visitor Sub Committee meeting held on Monday 12 February 2018 are presented for Policy and Planning Committee's consideration.

**RECOMMENDATION**

1. The information contained in the Tourism and Visitor Sub Committee Minutes of the meeting held on 12 February 2018 be received and noted and that the following recommendations contained therein be adopted by Council:

**TVSC2 Update on Discover Salisbury (Verbal)**

That the report be received.

**ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. Minutes Tourism and Visitor Sub Committee - 12 February 2018

**CO-ORDINATION**

Officer:	CEO	GMBE
Date:	15.02.18	14.02.18







**MINUTES OF TOURISM AND VISITOR SUB COMMITTEE MEETING HELD IN  
COMMITTEE ROOMS, 12 JAMES STREET, SALISBURY ON**

**12 FEBRUARY 2018**

**MEMBERS PRESENT**

Cr S Reardon (Chairman)  
Mayor G Aldridge (ex officio)  
Cr J Woodman  
Cr R Zahra  
Mr Kevin Collins  
Mr David Stockbridge (Deputy Chairman)

**OBSERVERS**

Nil

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
Acting General Manager City Development, Mr G Ratsch  
Manager Communications and Customer Relations, Mr M Bennington  
Coordinator Urban Policy, Mr C Watchman  
Administrative Coordinator - Business Excellence, Mrs M Potter

The meeting commenced at 4:41pm

The Chairman welcomed the members, staff and the gallery to the meeting.

**APOLOGIES**

An apology has been received from Ms M Collins.

**LEAVE OF ABSENCE**

Nil

## PRESENTATION OF MINUTES

Moved Mayor G Aldridge  
Seconded Cr J Woodman

The Minutes of the Tourism and Visitor Sub Committee Meeting held on  
04 December 2017, be taken and read as confirmed.

**CARRIED**

*The Chair sought leave to bring forward Item TVSC2 – leave granted.*

## REPORTS

### TVSC2 Update on Discover Salisbury (Verbal)

Moved Cr J Woodman  
Seconded Member D Stockbridge

That the report be received.

**CARRIED**

*Cr G Aldridge left the meeting at 05:03 pm.*

*As quorum was lost, no discussion was undertaken until quorum was achieved.*

*Cr G Aldridge returned to the meeting at 05:06 pm.*

*The Chair, with the consent of the meeting, brought the Other Business Item on the Agenda forward*

## OTHER BUSINESS

Nil

Discussion occurred on items for future meetings.

### TVSC1 Recreational Vehicle (RV) Park Assessment for Pioneer Park

*Member K Collins declared a material conflict of interest due to his  
involvement with the Campervan and Motorhome Club.*

*As a consequence of Mr Collins' conflict of interest declaration the  
Chair indicated that there was a resulting lack of quorum and  
subsequently Item TVSC1 was not considered and would be deferred to a  
subsequent meeting of the committee with a date to be determined.*

## CLOSE

The meeting was adjourned for want of a quorum at 5:31pm.

CHAIRMAN.....

DATE.....

<b>ITEM</b>	1.1.1
	<b>POLICY AND PLANNING COMMITTEE</b>
<b>DATE</b>	19 February 2018
<b>HEADING</b>	Evaluation of the Twelve25 Advisory Committee & Youth Council
<b>AUTHOR</b>	Rick Henke, Manager Twelve25 Salisbury Youth Enterprise Centre, Community Development
<b>CITY PLAN LINKS</b>	4.2 Develop strong capability and commitment to continually improve Council's performance. 4.3 Have robust processes that support consistent service delivery and informed decision making. 4.1 Strengthen partnerships that enable us to better address our community's priorities.
<b>SUMMARY</b>	This report provides the Program Review Sub Committee with a summary of the findings and the recommendations from the internal review of the Twelve25 (Informal) Youth Advisory Committee and Youth Council.

## RECOMMENDATION

1. That the information be received.
2. That Council note that Council administration via the Community Capacity and Learning Division will develop a strategic approach to the training and mentor support offered to Youth Council members in governance matters to improve civic participation and effectiveness of the Youth Council.
3. That Council endorse the following recommendations of the internal review of the Twelve25 (Informal) Youth Advisory Committee:

### *Youth Council*

- a. Youth Council remain a Section 41 Committee in accordance with the *Local Government Act 1999*.
- b. Terms of Reference for the Youth Council are amended to include the provision of analysis and reporting of performance, regular activities, programs and events of Youth Programming across the Community Capacity and Learning Division.

### *Twelve25 Salisbury Youth Enterprise Centre Advisory Group*

- c. The Twelve25 Salisbury Youth Enterprise Centre Advisory Group provide input into the strategic development of Youth Services across the Community Capacity and Learning Division, in line with Youth Council Strategy.
- d. The terms of reference for the Twelve25 Salisbury Youth Enterprise Centre Advisory Group be amended to reflect their work across all Youth Programs.

**ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. Terms of Reference for the evaluation of Twelve25 Salisbury Youth Enterprise Centre Advisory Committee and Youth Council
2. Terms of Reference Twelve25 (Informal) Youth Advisory Group
3. Terms of Reference Youth Council
4. Summary Feedback Twelve25 Advisory Committee Elected Members
5. Summary Feedback Youth Council Members
6. Summary Feedback Youth Council Mentors
7. Summary Feedback Youth Council Elected Members
8. Local Government Comparision summaries Phone Survey
9. Local Government Sect 41 Councils comparision
10. Mapping State Government, Local Government, Youth Action Plan strategic directions and programs

**1. BACKGROUND**

- 1.1 Youth (Youth Council and engagement) has moved to the Community Capacity and Learning Division as a result of the recommendations outlined in the Community Planning and Vitality review adopted in May 2017 (*Item PRSC4, Program Review Sub Committee, 8 May 2017*).
- 1.2 Twelve25 Salisbury Youth Enterprise Centre Advisory Group was established in 2010 after an initial Youth Centre Advisory Group was formed at the establishment of the Centre in 2007. Terms of Reference for the Advisory Group were revised in 2012 following an external consultant's review of Twelve25.
- 1.3 The 2012 review prompted the purpose of the Advisory Group which was established via a Terms of Reference to provide strategic direction to Twelve25. The rationale was that key stakeholders could contribute to the direction of Twelve25 programming and in the planning and delivery of youth services.
- 1.4 In 2015, the Twelve25 Advisory Group supported a greater pivot of the strategy towards social enterprise as a pathway to employment for youth. The Advisory Group provided guidance and advice on the social enterprise program.
- 1.5 During 2016 and 2017 the committee met sporadically and at times has not been able to fulfill a quorum. Those meetings that have occurred have provided updates on Twelve25 activities, programs and events rather than strategic development. This points to a maturity of the design and delivery of programs.
- 1.6 Council resolution 1004/2016 in April 2016 stated that "*The Twelve25 Youth Advisory Group continues with a further review to be conducted in February 2017*". The Community Planning and Vitality review was also in train and its adopted recommendations consolidated the Youth (Youth Council and engagement) key objectives within the Community Capacity and Learning Division.

- 1.7 A Youth Advisory Committee (YAC) was first established in 1998, followed by a new model of 'Youth Council' (YC) in 2009. In this model Youth Council was established as a Section 41 Sub Committee enabling provision of advice to Council. Subsequent reviews have since been conducted in 2011 and 2014/15.
- 1.8 The purpose of Youth Council is to assist Council in the performance of functions related to youth strategies and planning and to provide advice on matters related to youth of the City of Salisbury.
- 1.9 The current Terms of Reference of Youth Council are outlined in the full scope of purpose and objectives of the Sub Committee which include opportunities for youth to drive actions outlined in the Strategic Plan.
- 1.10 Recruitment for new 2018 Youth Council members is now complete, with membership to be formalized in early 2018.

## **2. CONSULTATION / COMMUNICATION**

### **2.1 Internal**

- 2.1.1 Elected Members who represent on Youth Council
- 2.1.2 Elected Members who represent on Twelve25 (Informal) Youth Advisory Group
- 2.1.3 Youth Council members
- 2.1.4 Mentors who represent on Youth Council
- 2.1.5 Manager Governance
- 2.1.6 Manager Community Capacity and Learning

### **2.2 External**

- 2.2.1 Youth Officer, Various Councils – Attachment 8

## **3. REPORT**

- 3.1 Youth (Youth Council and engagement) has moved to the Community Capacity and Learning Division, as outlined in the Community Planning and Vitality review adopted by the Program Review Sub Committee in May 2017. This consolidates all of the youth strategy and programming and delivery into one division of Council.
- 3.2 As a result of this a focus on outcomes as a single youth services team can be achieved. Following the realignment of staffing there was an opportunity to evaluate the advisory roles of the Youth Council and Twelve25 (Informal) Youth Advisory Group separately, rather than the Twelve25 (Informal) Youth Advisory Group in isolation.
- 3.3 In September 2017, the General Manager Community Development approved the Terms of Reference for an internal review of Youth Council and Twelve25 (Informal) Youth Advisory Group (Attachments 2-3).
- 3.4 The internal review was to ascertain the current relevance of both the Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council. It was to analyse the group/subcommittee effectiveness, efficiency, sustainability or impact on the City Plan 2030.

- 3.5 Review methodology encompassed an online survey, in person interview, meeting with relevant Elected Members, phone interviews with South Australian Councils, review of LGA resources and literature researching best practice in youth models.
- 3.6 Feedback as a result of the internal review highlighted the need to improve the approach to performance reporting for youth services.

#### **4. TWELVE25 (INFORMAL) YOUTH CENTRE ADVISORY INTERNAL REVIEW**

##### Effectiveness

- 4.1 Since the commencement of the committee in 2007 the contribution from Elected Members has shaped the strategic direction and focus of Twelve25 Youth Enterprise Centre, particularly at the establishment phase for services and programs.
- 4.2 In recent years the advisory committee only met with a quorum once in 2016 and twice in 2017 (including November). These meetings provided updates on Twelve25 activities, programs and events. The agendas have become somewhat operationally focused, which is a function of the maturity of program development.
- 4.3 At its most recent meeting on 21<sup>st</sup> November 2017, the Twelve25 Advisory committee was attended by staff and three of the four nominated Elected Members. An update was provided on recent activities at Twelve25.
- 4.4 As the strategic development of Twelve25 Enterprise Centre has matured and reporting of activity has occurred through internal Council operations the role of the Advisory Group has moved from strategic to information sharing and operational.

##### Survey Responses

- 4.5 An online survey about the Advisory Group (as outlined in the Terms of Reference) was sent to all members of both the Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council
- 4.6 Survey responses were received from two of the four Elected Members (Attached).
- 4.7 Responses from fourteen Youth Council members (Question 5 in Attachment 5) indicated some confusion about the input roles of Youth Council and Twelve25, and sought better collaboration with Twelve25 but also noted that the Youth Council members could not represent all young people in the City of Salisbury.
- 4.8 Responses from Elected Members indicated that the Advisory Group, whilst acknowledging a gap in meeting frequency, is effective in informing Elected Members of Twelve25 activities, programs and events and did add value to the youth programs. Responses acknowledged that the meetings only partially met the terms of reference. (See Attachment 7)

##### Impact

- 4.9 Elected members spoke of the pivot away from direct delivery of general youth programs in 2014, to social enterprise in late 2015 and the input from the Advisory Group in supporting Council staff as some of the successes of the Advisory Group.
- 4.10 In 2016 the Advisory Group supported the development of eSports at Twelve25 as part of a replacement of the Midnight Basketball program.
- 4.11 Responses from Elected Members indicate that the more comprehensive six-monthly summary meetings are of more value when compared with the program update reports via Youth Council.
- 4.12 In terms on ongoing strategic impact, this is now firmly established through the Youth Councils Strategic Action Plan. Twelve 25, is one part of Youth operational delivery across the Community Capacity and Learning Division. Other area such as Libraries and the remaining Community Centers also have a delivery focus on Youth which can be supported by the Strategic directions of Youth Council.

#### Cost Effectiveness

- 4.13 Staff resources to provide administrative support, write and compile reports and to attend Twelve25 Advisory Group meetings utilize approximately 60 hours of staff resources per annum.
- 4.14 There is duplication in process and reporting for the Advisory Group and Youth Council, which provides an opportunity to improve effectiveness and use of Council resources.

#### Sustainability

- 4.15 Youth Council and Twelve25 continue to remain separate in brand, however there is an opportunity to align all of Council's Youth programming with Youth Council strategy. Twelve25 function and operation has matured to a point of requiring less direct Elected Member engagement in operations.
- 4.16 The benefits of an informed Elected Member body about youth issues can be achieved via Youth Council. A re-focussed Twelve 25 Advisory Group as the primary way in which Youth Policy for Council is established and implemented. As a result it is suggested that the Twelve 25 Advisory Group remain but broaden it's remit to all youth programs.
- 4.17 A re-focusing of this kind would involve the Advisory group taking a broader scope across Youth Programs of Council, thus strengthening their role and improving outcomes across the Division.
- 4.18 This would also refresh the Advisory Group's focus which has matured as program delivery has been developed and delivered under its guidance. However in consideration of the need for Elected Members to be fully informed on the equity, efficiency and effectiveness of youth services to guide decision making and debate, a new approach to improving performance reporting is also recommended.



- 4.19 It is proposed that regular briefings (prior to scheduled events/ opening and launches) be delivered by Community Capacity and Learning to update Elected Members on the performance, regular activities, programs and events of youth services. This information would provide performance indicators of policy and program for youth services from the Youth Action Plan at a divisional level.
- 4.20 This approach would assist Council staff in promoting analysis of the relationship between the areas and programs to enable staff to better coordinate activities within and across the Community Capacity and Learning Division. This would improve the effectiveness and efficiency of strategic budget and program planning, program evaluation, assessing resource needs and resource performance.
- 4.21 As a result it is recommended that the Twelve25 (Informal) Youth Advisory Group be strengthened to cover the full range of Youth Services and the group be provided with regular reporting on the strategic directions, programs and events of Twelve25 Salisbury Youth Enterprise Centre and other Youth Services across the Community Capacity and Learning Division, and that their Terms of Reference be amended to reflect this broadening of scope.

## **5. YOUTH COUNCIL FUNCTIONAL REVIEW**

### Effectiveness and Impact

- 5.1 Youth Council had six scheduled official subcommittee meetings of which five were held with one unable to gain a quorum due to member availability.
- 5.2 Youth Council members lead the structured youth consultation model (with staff support) to engage with 1500 young people to inform the new Salisbury Youth Strategic Action Plan 2017-2021.
- 5.3 Salisbury Youth Council model was recognised by YACSA (Youth Affairs Council of SA) in 2017 as setting the benchmark in South Australia in youth consultation.
- 5.4 Youth Council project teams in 2017 were 'Safe City' and 'Pathways and Opportunities' both of which were youth informed, planned and implemented.
- 5.5 Youth Council exercised its voice in requesting a report from Council in 2017 and contributing significantly to the Salisbury Community Hub consultation process.
- 5.6 Youth Council led or partnered with Twelve25 on more than twelve events throughout 2017 including major Youth Week activities.

### Survey Responses

- 5.7 An online survey about Youth Council (as outlined in the Terms of Reference) was sent to all members of both the Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council.
- 5.8 Fourteen Youth Council members completed the survey (Attachment 5) which is 100% survey response. Two Youth Council mentor responses and two Elected Members on Youth Council responses were received (noting that one other had already responded to the Twelve25 Advisory Group survey which overlapped content).



- 5.9 Most of the Youth Council members and all of the Elected Members who responded could name and articulate the achievements of the Youth Council including consultation and project outcomes.
- 5.10 Both Elected Members and Youth Council members felt that the Terms of Reference of Youth Council (Attachment 3) were either fully or at least partially achieved.
- 5.11 There was strong support from Elected Members, Youth Council members, and Youth Council mentors for the project team model.
- 5.12 Youth Council members did highlight concern about some Elected Members' lack of attendance at meetings and at project team meetings acknowledging competing time pressures as a reason.
- 5.13 An increase in training and development for Youth Council members was identified as a theme in the survey responses.

## **6. YOUTH COUNCIL SECTION 41 GOVERNANCE STRUCTURE**

- 6.1 Staff conducted an analysis of the Youth Council governance structure and operation as a Section 41 sub-committee. The purpose was to identify alternative options for consideration.
- 6.2 Staff also undertook a comprehensive phone interview process with twelve South Australian Councils. This process sought to understand trends, the role and functions, the resources allocated to and the number of Youth Council members of Council based youth committees. (Attachment 8)
- 6.3 Staff also researched the resources required to maintain a Section 41 Sub Committee and clarification in addressing the balance between a formal and non-formal governance structure.

### Cost Effectiveness

- 6.4 Staff resources to provide administrative support, write reports, coordinate and attending meetings of Youth Council (noting multiple staff engagement) would range from 15 hours to 30 hours per formal meeting (6 times per annum). This is approximately 180 hours of staff resources per annum. A less formal advisory model would require less support; however there are continued dedicated staff resources to support the subcommittee as it is a formal committee of Council.
- 6.5 Of the twelve Councils sampled three, being Campbelltown, Gawler and Onkaparinga currently have a Section 41 governance structure. Murray Bridge is moving to a Section 41 governance structure from a YAC in 2018. Victor Harbor and Alexandrina YAC, whilst not a subcommittee, do report to a Council advisory committee.
- 6.6 Elected Member representation on Section 41 subcommittees ranged from one Elected Member at Campbelltown and Onkaparinga, and 2 Elected Members at Gawler. Salisbury Youth Council currently has three Elected Members and Mayor (ex-officio) which forms membership.

- 6.7 Across the twelve Councils youth committee size ranged from 6 to 22 members, with Tea Tree Gully moving away from a committee governance structure to a youth leadership program in 2018. Charles Sturt are also moving youth participation to a volunteer role with a 'Change Maker' strategy to present youth ideas to Council.
- 6.8 Staff was unable to identify an evaluation report relating to the different governance models in South Australia. Of the nine Local Government entities without Section 41 committee's, six have no direct Elected Member engagement.
- 6.9 Of those Councils that have governance structures which include youth participation, over half reported success in developing future leaders as Elected Members or as Council staff.
- 6.10 Survey results from Salisbury Elected Members and Youth Council mentors strongly favored the retention of the Section 41 sub-committee governance structure at Salisbury, although one mentor noted the longer lead time for decisions.
- 6.11 Youth Council members varied in their understanding of the strengths and barriers of the Section 41 governance structure. Many indicated the need for additional training and development. Of these responses, most had a positive to very positive view in the need to retain the Section 41 sub-committee governance structure.
- 6.12 Response from Youth Council members indicated that the need to retain the Section 41 structure to ensure youth voice is and participation is valued, supported and encouraged.
- 6.13 Manager Governance in personal interview on 27<sup>th</sup> November spoke of the 'real world' understanding and experience that a Section 41 sub-committee can provide.

## **7. YOUTH COUNCIL IMPROVEMENT : FUTURE STATE**

- 7.1 There is strong alignment between SA State Government Youth Policy, City of Salisbury City Plan 2030, and Salisbury Youth Strategic Action Plan 2017-2021 and the purpose and projects of the Youth Council as evidenced by the attached mapping.
- 7.2 Furthermore the Youth Strategic Action Plan now establishes the work of Youth Services across Council, and the Youth Council (with its Youth led approach) is now the strategic forum within which decisions regarding delivery are made.
- 7.3 Recruitment for additional members to join Youth Council in 2018 is complete with the report presented for endorsement in January 2018.
- 7.4 Within the survey feedback a number of Youth Council members commented on the need for senior Council staff to hear their voice; for Elected Members who are not members of Youth Council to value, support and encourage their participation; that at times too much input (rather than support) from Council staff occurs; and there is the need for improved communication.
- 7.5 Youth Council members acknowledged that many of them have significant commitments outside of Youth Council which negatively impacts commitment and performance.

- 7.6 A number of practical recommendations for administrative consideration to improve the effectiveness of Youth Council in 2018 include:
- 7.6.1 Change the commencement time of Youth Council meetings from 5.00pm to 5.30pm to make allowance for travel.
  - 7.6.2 Precede the formal Youth Council meeting with a guest speaker chosen by Youth Council on a topic relevant to members. Based on feedback received from the survey, this would allow for discussion on topics of interest, informal networking and development opportunities.
  - 7.6.3 Amend the Terms of Reference for Youth Council to include the provision of analysis and reporting of performance, regular activities, programs and events of Twelve25 Salisbury Youth Enterprise Centre.
  - 7.6.4 Increased support at the beginning of any Youth Council term including direct engagement with Manager Governance in understanding meeting procedure, use of 'mock' Youth Council sessions to practice Section 41 meeting process to build confidence and assistance to plan raising youth issues to Council.
  - 7.6.5 Additional support and coaching for the Youth Council Chairperson who would continue to be mentored by Council staff.
- 7.7 It is recommended that the existing Youth Council Section 41 Sub Committee governance structure and resources of Youth Council be retained. Additional support, training and coaching to be offered to Youth Council members in meeting procedure and governance to improve their civic participation and effectiveness.

## **8. CONCLUSION / PROPOSAL**

- 8.1 The review of Twelve25 (Informal) Youth Advisory Group and Youth Council has examined the effectiveness, impact and sustainability of each to make key recommendations which will provide greater strategic focus.
- 8.2 These recommendations include improved use of Council resources and seek to implement practical outcomes based on the feedback received and research conducted.
- 8.3 Further to this, recommendations on governance structure will provide the best model for the efficient community advice into youth policy and programs to meet the City Plan key objectives.

## **CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 12/02/2018



## Terms of Reference for Evaluation of Twelve25 Advisory Committee & Youth Council

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J Cooper

2/8/2017

### **Evaluation Statement:**

The intended review in February 2017 of the Twelve25 Salisbury Youth Enterprise Centre Advisory Group was delayed and not conducted. In 2016, the committee was unable to form a quorum to discuss any key issues for review.

Following this, the recent review of Community Planning and Vitality adopted recommendations redistributed functions of Youth (Youth Council and engagement) to Community Capacity and Learning division.

This shift in function and resulting structure now requires an evaluation of both Youth Council and Twelve25 Advisory Committees to determine best alignment of purpose, objectives and intended outcomes.

### **Background:**

Twelve25 Salisbury Youth Enterprise Centre Advisory Group was established in 2010 after an initial Youth Centre Advisory Group was formed in line with the establishment of the Centre in 2007. Terms of Reference for the advisory group were revised in 2012 following an external consultant's review of Twelve25.

The purpose of the Advisory Group according to the Terms of Reference is to provide strategic direction to the Centre, driven by Council's overall youth strategic plan. The rationale was that key stakeholders could contribute to the direction of the Centre in regards to planning and delivery of youth services.

A Youth Advisory Committee was first established in 1998, followed by a new model of 'Youth Council' in 2009. In this model Youth Council was established as a Section 41 Sub Committee enabling provision of advice to Council. Subsequent reviews have since occurred in 2011 and 2014/15.

The purpose of the Youth Advisory Sub Committee is to assist Council in the performance of functions related to youth strategies and plan; and to provide advice on matters related to youth in the City of Salisbury. The current Terms of Reference outline the full scope of purpose and objectives of the Sub Committee which include opportunities for youth to drive actions outlined in the strategic plan.

### **Rationale:**

Youth (Youth Council and engagement) has moved to the Community Capacity and Learning division, as outlined in the Community Planning and Vitality Review adopted by Program Review Sub Committee in May 2017. As a result of this redistributed of function the operationalisation of Youth Policy can be fundamentally established with a focus on key outcomes.

This review will establish the following:

- How the objectives and targeted outcomes of both Twelve25 (Informal) Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee have changed over time.
- The context in which both Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee are situated and how organisational and regulatory (or other factors) have been directly relevant.
- The roles and responsibilities of the various key stakeholders, including staff, youth members, mentors and Elected Members, noting any significant changes that have occurred in these roles over time.
- Any previous reviews or evaluations that have been conducted to date of both Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee.

**Objectives:**

The review will focus on the current relevance of both the Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee. It will establish the group/subcommittee effectiveness, efficiency, sustainability or impact on the City Plan 2020.

Key stakeholders of the evaluation will include:

- Elected Members of Youth Council
- Elected Members of Twelve25 (Informal) Youth Advisory Group
- Youth Members of Youth Council
- Mentors of Youth Council
- Chairperson and Deputy Chairperson of both Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee

Review and evaluation will be conducted by Council staff, who is either members of Twelve25 (Informal Youth Advisory Group); or who are responsible for management of function and/ or provide advice and administrative support to Youth Council:

- General Manager Community Development
- Manager Community Capacity and Learning
- Manager Governance
- Manager Twelve25 Salisbury Youth Enterprise Centre
- Community Planner – Youth Participation
- Manager Economic Development & Urban Policy

Specific review and evaluation questions that will be considered for each identified objective are:

- What results have been achieved by Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee? (*effectiveness, impact, cost/effectiveness*)
- Have the right outputs been achieved according the Terms of Reference of Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee? (*relevance, effectiveness*)
- How well have outputs been achieved by Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee? (*efficiency, effectiveness*)



- How do the outputs of Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee compare to an alternative to achieve the same objective? (*relative effectiveness, impact, cost/effectiveness*)
- How could objectives be achieved in the future? (*future state*)
- Are the Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee sustainable? (*sustainability*)

**Scope:**

Review and evaluation will consider the objectives in relation to both the advisory group and the Sub Committee over the past two years.

This will account for the most review of Youth Council in 2014/15 and the last review date of the Terms of Reference for the Twelve25 advisory group February 2015 (review due in February 2016 not conducted).

The scope will also take into consideration the following information:

- Community Planning and Vitality review – recommendations endorsed May 2017
- Youth Strategic Plan 2017-2021
- Youth Action Plan 2017-2021
- Youth Engagement Report (consultation and engagement for Youth Strategic Plan 2017-2021)
- Minutes and reports from Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee for the past two years

The scope will not consider the following information:

- Detailed costings of programs and projects already achieved by the Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee
- Already endorsed or adopted current youth strategies and plans
- Detailed review of services and programs which deliver on youth strategies
- Feedback from past members of Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee or other external persons/partners

**Methodology:**

The evaluation and review will be conducted with a mixed method framework. This will include:

- Initial meeting with Elected Members of Youth Council Twelve25 Youth Advisory Group to seek views on both Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee.
- Meeting with Elected Members of Youth Council Twelve25 Youth Advisory Group to seek views on both Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee to consider the identified objectives of the review.
- Analysis and comparison of the current Terms of Reference, membership and the identified outcomes detailed in reports for of Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee.
- Desk top analysis of other LG Youth Advisory bodies and governance structures
- Verify findings with key stakeholders to ensure consistency between desk top analysis and the feedback received.

### **Governance**

The review will be conducted internally by Council staff from Community Capacity and Learning.

Report with recommendations will be submitted to the General Manager Community Development for Executive Committee, followed by report with recommendations to Policy and Planning Committee.

### **Guiding Principles**

The review will be guided by the fundamental principles of City of Salisbury policy and process and its outcomes will directly relate to City Plan 2020 links:

- Objective D3.03 - Be a connected city where all people have opportunities to participate
- Objective D4.03 - Have robust processes that support consistent service delivery and informed decision making
- Objective D4.04 - Embed long term thinking, planning and innovation across the organisation
- Strategy D4.04.S2 - Introduce a structured approach to developing and resourcing longer term policies and strategies

### **Deliverables:**

August 2017 -

- Initial meeting with Elected Members of Youth Council Twelve25 Youth Advisory Group to seek views on both Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee.
- Meeting with Elected Members of Youth Council Twelve25 Youth Advisory Group to seek views on both Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee to consider the identified objectives of the review.
- Workshop with Youth Council to seek views on both Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee to consider the identified objectives of the review.

September 2017 –

- Analysis and comparison of the current Terms of Reference, membership and the identified outcomes detailed in reports for of Twelve25 Salisbury Youth Enterprise Centre Advisory Group and Youth Council Sub Committee.
- Desk top analysis of other LG Youth Advisory bodies and governance structures

October 2017 –

- Verify findings with key stakeholders to ensure consistency between desk top analysis and the feedback received.
- Report findings and provide recommendations





## **Twelve25 (Informal) Youth Advisory Group**

### **- Terms of Reference -**

**Endorsed by Advisory Group:** February 2015

**Review Date:** February 2016

#### **1. Purpose**

- 1.1 The (informal) Twelve25 Advisory Group has been established in response to the Twelve25 Review undertaken in 2012 and the Program Review Sub-Committee resolutions in July 2014.

The recommendation was to develop a multi-skilled team with the aim of providing strategic direction to the Centre, driven by Council's overall youth development framework.

The rationale was that key stakeholders could contribute to the direction of the Centre in regards to planning and delivery of youth services

The specific objectives of the Advisory Group being to:

- Review and endorse Twelve25 Business Action Plan and 4 E's Program Directions (Engagement, Education, Employment and Enterprise);
- Identify trends, local youth needs and potential opportunities;
- Monitor and evaluate performance and program delivery at the Centre;
- Collaborate with program planning and evaluation.

#### **2. Status and Term of the Advisory Group**

- 2.1 The Twelve25 Youth Advisory Group is formed as an informal advisory group for the purpose of providing strategic direction to the Twelve25 Salisbury Youth Enterprise Centre.
- 2.2 This Terms of Reference document to be reviewed after 18 months of its implementation to ensure its relevance and compatibility with the purpose of the Advisory Committee.

#### **3. Meeting Details**

- 3.1 The Advisory Group meetings will be held quarterly or as required.
- 3.2 Meetings of the Advisory Group will be held after 5pm at the Twelve25 Salisbury Youth Enterprise Centre, 17-19 Wiltshire Street, Salisbury.

*Twelve25 (Informal) Youth Advisory Group Terms of Reference - Page 1 of 3*



## Twelve25 (Informal) Youth Advisory Group

### - Terms of Reference -

**Endorsed by Advisory Group:** February 2015

**Review Date:** February 2016

- 3.3 The Chairman can invite other participants to attend the meetings as required.

#### **4. Membership**

- 4.1 The membership of the Advisory Group comprises of:
- Manager Twelve25 Salisbury Youth Enterprise Centre;
  - Manager Community Capacity and Learning;
  - Manager Community Planning and Vitality;
  - Two to Four Elected Members – nominated by Council (E Gill, R Zahra, R Cook and S White)
- 4.2 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- 4.3 Members are responsible for active engagement by reading materials, identifying current and future issues and opportunities, developing partnerships and raising the profile of the Centre.

#### **5. Chairman and Deputy Chairman**

- 5.1 The Chairperson is appointed by the Advisory Group for a period of 18 months, after which time the group will make a new 18 month appointment.
- 5.2 The Deputy Chairperson will be appointed by the Advisory Group for a period of 18 months, after which time the group will make a new 18 month appointment.

#### **6. Minutes**

- 6.1 Minutes will be kept of the proceedings at each Advisory Group meeting. Members of Advisory Group will be provided with a copy of all minutes of the proceedings of Advisory Group within five days after a meeting.

#### **7. Reporting Requirements**

- 7.1 This Advisory Group will report programs and achievements of the Centre on a 6 monthly basis to the Works and Services Standing Committee.

*Twelve25 (Informal) Youth Advisory Group Terms of Reference - Page 2 of 3*



## **Twelve25 (Informal) Youth Advisory Group**

**- Terms of Reference -**

**Endorsed by Advisory Group:** February 2015

**Review Date:** February 2016

- 7.2 A review of the effectiveness of the Advisory Group will be taken after 18 months.





## Youth Council Sub Committee

### - Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

#### 1. Purpose

- 1.1 The Youth Council provides an opportunity for the voices of young people to be heard within Council. It offers a range of benefits to both young people in the City of Salisbury and Council. In addition to formal meetings, the Youth Council will address issues of interest through Project Teams.
- 1.2 The Youth Council enables Council to consult with, and benefit from the expertise of, young people on matters relating to policy development, service provision and issues relevant to young people. This enables young people to become involved in the planning, development and delivery of relevant youth services and projects for the City.
- 1.3 The Youth Council is an approach to fulfilling the following objectives:
  - to consult with young people to contribute to more effective Council decision-making and achieve improved outcomes across Council;
  - to develop young people's skills in civic participation in fulfilling the democratic right of young people to participate in decisions that affect their lives; and
  - to enhance young people's roles as active community members in achieving outcomes towards a more inclusive community.
- 1.4 The aims of Youth Council are to:
  - act as an advocate and provide expertise to Council on issues important to young people in the City of Salisbury;
  - make recommendations to Council on issues affecting young people in the City of Salisbury;
  - address issues of concern to young people;
  - monitor and evaluate Council's youth services and Youth Action Plan;
  - monitor and evaluate Council's policy and strategic directions in other areas of interest to young people;
  - raise community awareness of issues important to young people;
  - foster better working relationships between young people and local government;



## Youth Council Sub Committee

### - Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- undertake consultations with other young people to inform Council's policies and program development; and
- provide advice to Council on the implementation of Council strategy by undertaking projects.

- 1.5 The Youth Council will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

## 2. Status and Term of the Committee

- 2.1 The Youth Council is formed under section 41 of the Local Government Act 1999 as an advisory committee to the **Policy and Planning Committee** for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 The Youth Council will exist for the term of Council.

## 3. Meeting Details

- 3.1 The Youth Council shall be structured to ensure maximum participation and inclusion of young people. The Youth Council will meet six times per annum (February, April, June, August, October and December).
- 3.2 Meetings of the Youth Council will be held in the John Harvey Gallery or Council's Committee Rooms in the second week of the month (except for the December meeting which will be held in the first week of the month).
- 3.3 In accordance with Section 87 of the Local Government Act, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Committee.
- 3.4 Public notice of meetings will be given through display of the Notice of Meetings. The Youth Council Agenda will also be published on the City of Salisbury website and available for inspection prior to each meeting at 12 James Street Salisbury.



## Youth Council Sub Committee

### - Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- 3.5 Members of the public are able to attend all meetings of the Youth Council, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the Local Government Act.

#### 4. Membership

- 4.1 The membership of the Youth Council comprises:

- 18 young people (aged 14-25 years);
- 6 mentors;
- up to 3 elected members; and
- the Mayor (ex-officio).

- 4.2 Membership of Youth Council shall aim to include a broad range of young people from a range of ages and backgrounds.

- 4.3 Youth Council representatives must live, work, study or volunteer in the City of Salisbury.

4.4 **Youth Members**

Applicants for youth membership must demonstrate the following attributes:

- an interest in youth issues;
- an interest in community involvement;
- a commitment to being part of a project team; and
- an ability to attend all Youth Council meetings.

4.5 **Youth Members Membership Term**

- Membership for Youth Members of Youth Council shall apply for a two (2) year term.
- A minimum of 1 x 2 year term and maximum of 2 consecutive terms (a maximum of four (4) years) are available to each Youth Member).
- Youth members who wish to sit a second term on Youth Council must reapply using the member's application form.





## Youth Council Sub Committee

### - Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- Applications for membership may be submitted when the applicant is 13 years of age, so long as they will have turned 14 by the time their position on Youth Council is to commence.
- Irrespective of the above, a Youth Members' term will end at the time of their 26<sup>th</sup> birthday.

#### 4.6 **Elected Members**

Council will appoint a maximum of three (3) elected members to Youth Council for the term of Council.

#### 4.7 **Mentors**

Applicants for mentor membership will be available to community members aged 18 years or over.

Mentors may apply for individual or organisational membership of the Youth Council.

All mentors should either represent a youth organisation, school, community group, business or organisation in the City of Salisbury, or as individual members, be active in the support of youth/youth initiatives.

Applications for Mentor positions must provide evidence of skills/experience in working with young people, supporting youth initiatives and encouraging youth participation.

Exiting Youth Members who have completed two terms on Youth Council may apply for Mentor positions. Where an exiting Youth Member does not meet the minimum age requirement for a Mentor position, this requirement will be waived.

#### 4.8 **Mentor Membership Term**

- Membership for Mentor Members of Youth Council shall apply for a two (2) year term.
- Mentors may reapply for membership at the conclusion of each term. There is no limitation on the number of terms a Mentor may be appointed for.
- Organisations that hold Mentor positions will nominate a primary





## Youth Council Sub Committee

### - Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

representative to attend Youth Council activities. Organisations may nominate a proxy to attend activities when the primary representative is not available.

#### 4.9 **Membership Selection**

- Appointments will be held annually for vacant committee positions, or as required to fill a casual vacancy that arises during a term of appointment, for the balance of the remaining term.
- Membership will be determined via a selection process, which requires the completion and submission of the Youth Council membership application form.
- A selection committee will be convened and made up of two Youth Council members and an appropriate City of Salisbury staff member.
- Selection will be based upon assessment of the applications against the relevant criteria. Alternative opportunities for young people not selected will be available through the project teams and other youth programs.

#### 4.10 **Meeting Attendance**

- All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- Members who miss one (1) Youth Council meeting without lodging a formal apology will be contacted by the appropriate Council staff member to clarify their obligations to the Youth Council.
- Members who miss two (2) consecutive meetings without an apology will be contacted by the Council staff member at which time they will be advised that their membership status on Youth Council is under review.
- Members who provide two (2) formal apologies in a row will also have their position reviewed.
- A report will then be submitted to Youth Council to discuss the member's ongoing membership of the Youth Council. If the Youth Council determines the membership should be revoked, then a casual vacancy is created and a suitable candidate will be recruited to fill this casual vacancy. A letter will be forwarded to the Youth Council member, whose membership has been revoked, outlining the decision.



## Youth Council Sub Committee

### - Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- 4.11 Members of the Youth Council must comply with the conduct and conflict of interest provisions of the Local Government Act. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

## 5. Chairperson and Deputy Chairperson

- 5.1 The Youth Council will elect a Chairperson for a one year term at the February meeting in each year. The Chairperson must be a youth member and have at least one year experience on Youth Council.
- 5.2 The Chairperson's role is to chair the Youth Council meetings and carry out their duties as outlined in the job description for that position. Training and support is provided to the Chairperson.
- 5.3 The Youth Council will elect a Deputy Chairperson for a one year term at the February meeting in each year. The Deputy Chairperson must be a youth member. The Deputy Chairperson role is to carry out their duties as outlined in the job description for that position. Training and support is provided to the Deputy Chairperson.

## 6. Voting Rights

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairperson has a deliberative vote, but does not, in the event of an equality of votes, have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to the parent committee, in this instance the Policy and Planning Committee, for decision.

## 7. Meeting Procedures, Minutes and Documents

- 7.1 All meetings of the Youth Council will be held in accordance with the Local Government Act 1999 (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.



## Youth Council Sub Committee

### - Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: November 2018

- 7.2 Minutes will be kept of the proceedings at each Youth Council meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Sub Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Youth Council unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the Local Government Act.

## 8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of youth members of the committee by two (2) and adding one. For a committee comprising 18 youth members, the quorum is 10.

## 9. Reporting Requirements

- 9.1 The Youth Council reports to **Policy and Planning Committee**.
- 9.2 The Youth Council shall make whatever recommendations to the parent committee it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Youth Council will be referred to the next meeting of the parent committee, through presentation of minutes, for final resolution.

## 10. Project Teams

- 10.1 Youth Council may establish at least one and up to three project teams each year to focus on a particular issue of importance to young people. Project teams will be established at the first Youth Council sitting for the year.
- 10.2 Project teams will report directly to the Youth Council.
- 10.3 Project teams will be comprised of at least six (6) youth members (14-25 years) and a minimum of one (1) mentor. Project teams are youth-led and comprise members of the Youth Council and other relevant young people. Mentors will offer support to the project teams and attend meetings.
- 10.4 Youth members must participate in at least one project team. There is no limit to the number of Project Teams a Youth Council member may join.



## Youth Council Sub Committee

### - Terms of Reference -

**Endorsed by Council: 15 December 2014**

**Review Date: November 2018**

- 10.5 Commitment to a Project Team requires regular attendance at project team meetings. In the event that a Project Team member does not attend project team meetings on a regular basis (with or without submitting an apology) the member may be removed from the project team.
- 10.6 The purpose of the Project Teams is to:
- develop and implement a project each year focused on a current youth issue or topic;
  - provide relevant update reports to Youth Council during the year;
  - submit a final report at the completion of the project;
  - invite other young people, community members, guest speakers and support people to attend meetings;
  - keep a record of the meetings; and
  - manage a project budget.
- 10.7 A project team leader will be appointed by the project team. They will:
- be a youth member;
  - have at least one year experience on Youth Council;
  - engage in regular communication with the project team;
  - ensure relevant reports are provided to Youth Council;
  - liaise with staff in relation to team progress; and
  - facilitate team meetings.
- 10.8 Elected members have the opportunity to attend and participate in project teams if they choose.
- 10.9 Support of project teams will be provided by relevant members of staff. Project team meetings will occur at times and locations convenient to the young people involved.

## Elected Members of Twelve25 Youth Advisory Group Survey responses as at 18/12/2017

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1. **In your opinion, what results have been achieved from the Twelve25 Youth Advisory Group (over the time you have been a representative)?**
  - Established several enterprises with varying success
  - Enables member to be informed of youth activities, which supports with
    - Making Council decisions
    - Advocacy for Twelve25
  - Provide comment and encouragement to Twelve25 staff
2. **Thinking about the advisory committee Terms of Reference <<available here>> do you think the outcomes of Twelve25 Youth Advisory Committee have been achieved in an efficient and effective way?**
  - Yes (with varying success)
  - 2015-16 achieved the purpose, however the gap in meetings in 2017 reduced the effectiveness
3. **Again thinking about your time with the advisory committee, how could the objectives of the advisory committee be achieved in the future? (Reflect on what works, what doesn't, what could be changed)**
  - Hearing from participants
  - Quarterly meetings
  - Closer relationship with programs and advisory committee
4. **Currently Twelve25 Youth Advisory Committee is informal advisory committee to the Manager of Twelve25. What do you understand as the advantages or disadvantages of this model and do you have a view about the structure?**
  - Advantages:
    - Location is close to participants
    - Allows EM and staff to discussed planning and performance
  - Disadvantages:
    - Dropouts during training
5. **Currently the Twelve25 Salisbury Youth Centre Advisory Committee is a committee of staff and elected members which guides the management of Twelve25. Youth views are sought either through Youth Council or specific focus groups or consultations. How could Youth Council improve its input into Twelve25 and manage to represent all the different cohorts of young people?**
  - Increased involvement with participants
  - Respecting the comments and ideas of participants
  - Invite the YC Chair and Deputy to attend meetings

6. **How important are 6 monthly updates about Twelve25 or the opportunity to discuss youth issues in our community to the program planning?**
  - Important for updates and program development and maintenance
7. **What are the biggest challenges / barriers or restrictions to being on the Twelve25 Youth Advisory Committee? How could these issues be improved or solved?**
  - Pilot option for programs prior to committing to programs that may/may not be supported by Youth
8. **Is there any other comments you would like to add into the review?**
  - Youth and committee workshop



## Youth Council Members Survey Results

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### 1. In your opinion, what results have been achieved from the youth council sub-committee (over your time with youth council)?

Participant responses were overwhelmingly positive, with many referring to the opportunity to be a voice, effect change and support the development of programs for youth people in the City of Salisbury.

- Employment Expo provided;
  - Youth in Salisbury with experience of the hospitality industry
  - Businesses and schools in the City of Salisbury a chance to showcase opportunities
- Volunteer opportunities, involvement in local community
- Ensuring youth voice is present in the decision making process and event/program planning;
  - YACSA events
  - Generation Next events
  - The 'Youth Action Plan' (largely informed by the data collected by YC regarding the opinions, wants, and needs of the young people in Salisbury) will be used to implement programs, events, and resources
- Effectively collaborated with many service providers, creating strong partnerships with youth sector organisations
- Planning and execution of projects designed to support, engage and develop youth in Salisbury
- Training and skills provided to and by YC;
  - Critical thinking
  - Communication
  - Moving out of home transition
- Social supports
- 'Safe city' Facebook engagement posts
- Networking opportunities with council staff

### 2. Thinking about the Youth Council Terms of Reference (avail here) do you think the outcomes of Youth Council have been achieved in a efficient and effective way?

The majority of participants (70%) agreed YC TOR have been achieved. Some participants raised potential barriers to achievement including:

- Communication problems
  - From Council; role requirements, changes to protocol
  - YC; regarding attendance of meetings
- Participant attendance
  - Due to external commitments
  - Number of participants overall

### 3. Again thinking about your time with youth council, how could the objectives of Youth Council be achieved in the future? (Reflect on what works, what doesn't, what could be changed)

Approximately one third of participants indicated that attendance is a key factor in the future success of YC. Other answers included:

- Increased commitment to projects, consultations and meetings
- Clearer objectives that are addressed more often
- Clearer communication and engagement from staff with YC around decision making
- Training around council protocols
- Consultation with youth in the City of Salisbury prior to project development to ensure relevance, and thinking outside the 'ordinary' scope
- Youth lead YC

**4. Currently Youth Council is a formal S41 Subcommittee of Council. What do you understand as the advantages or disadvantages of this model and do you have a view about the structure? (Youth Council vs Youth Advisory Committees)**

The majority of participants were strongly in favour of remaining a Section 41 (some respondents did not understand the terminology of the question). The advantages of remaining a Section 41 included:

- Opportunity to officially make recommendations to Council
- Funding opportunities that support event and resource development
- Training and skills in leadership, as well as Council protocols and procedures

Disadvantages included:

- Formal conversations, statements and reports instead of conversations; can lead to misunderstanding and disconnection between YC and staff
- Anxiety around formality of proceedings

**5. Currently the Twelve25 Salisbury Youth Centre Advisory Committee is a committee of staff and elected members which guides the management of Twelve25. Youth views are sought either through Youth Council or specific focus groups or consultations. How could Youth Council improve its input into Twelve25 and manage to represent all the different cohorts of young people?**

Participants responded in a variety of different ways related to both directly and indirectly to YC involvement. YC most overwhelmingly reported that there needs to be more collaboration between Twelve25 and YC in terms of meetings and communication. Participants also suggested:

- Youth consultation
  - YC collecting data from young people at events and reporting back to Twelve25
  - Surveys
  - Working parties
  - Flexible meeting times
- New programs and activities that target Youth over 16 years, with minimal to no cost

**6. How important are the youth project teams to the structure and role of youth council?**

The majority participants rated youth project teams as a very important aspect of YC that allows YC to focus on more than one goal; achieving twice the amount of work. Participants also identified that commitment to the project is crucial.

**7. What are the biggest challenges / barriers or restrictions to being on Youth Council? How could these issues be improved or solved?**

Many participants indicated that the largest barrier to being on YC is the external time constraints on participants. Other responses included:

- Council involvement
  - Lack of support provided from Council Staff
  - Lack of communication between Council and YC
  - Inability for YC to communicate directly to Council
  - Too much input from Council
- Difficulty understanding formalities



**8. Is there any other comments you would like to add into the review?**

Participant comments included:

*"YC engages with young people in an effort to improve the lives of those living in Salisbury in any way, big or small. What is often overlooked is the impact that YC has on the young people who make up YC; the members. YC has had an incredible impact on my life. I have been presented with many opportunities to develop myself professionally, socially, and morally. Through these experiences my world view has adjusted and changed. I am grateful for all that YC has done to expand my horizons."*

*"Nothing is either good nor bad, it is the way one perceives it"*

*"Given that the most recent Salisbury Youth Council Internal Review was done in 2015 and that it is stated in the review conclusion that: 'A key message emerging from this review process is a greater need for clarifying the responsibilities and expectations of members, and the consequences for not meeting expectations.' \*clarifying the responsibilities and expectations of members\* is not something that I feel that staff other than Community Planner Youth participation and Paula Rowe - former Community Planner: Youth, have tried to improve since the 2015 review and is something I have struggled with during my time on Youth Council. Had the conclusions of the 2015 review been acted upon by staff I strongly feel that the current review would not be necessary."*

*"I enjoy Youth Council!!! :) please keep it going. Julie does a fantastic job keeping us together."*

*"Youth council is amazing and does amazing stuff."*

*"I believe that YC needs to desperately revisit how it was in previous years and think about why the decline in effort etc with members. Recent changes have caused a vital disconnect with members and I believe that it will only get worse if this is not addressed."*

*"Youth council has the potential to be amazing, we have wonderful passionate and caring youth at hand willing to give back, we just need to tap into what there are truly passionate about."*



## Mentors on Youth Council Survey Feedback

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1. **In your opinion, what results have been achieved from the youth council sub-committee (over your time with youth council)?**
  - Participants are beginning to understand their role in planning and driving youth strategy and engagement
  - Various projects aimed at the youth of Salisbury
2. **Thinking about the Youth Council Terms of Reference (avail here) do you think the outcomes of Youth Council have been achieved in a efficient and effective way?**
  - Great efficiencies that are driven with a sound foundation of philosophy and process
  - Attendance issues inhibit the ability of project teams to effectively communicate and complete tasks
3. **Again thinking about your time with youth council, how could the objectives of Youth Council be achieved in the future? (Reflect on what works, what doesn't, what could be changed)**
  - The role of staff is to support not drive initiatives; more YC ownership of projects needed
  - YC training in project management and leadership
  - Prioritising meetings; better attendance would lead to better project outcomes
4. **Currently Youth Council is a formal S41 Subcommittee of Council. What do you understand as the advantages or disadvantages of this model and do you have a view about the structure? (Youth Council vs Youth Advisory Committees)**
  - This model is a strong conduit to Council and provides a direct connection
  - Changes to this model could dilute the effectiveness and youth interaction with Council staff/Elected members
  - A negative is the time it takes for decisions to be made/agreed upon in Council
5. **Currently the Twelve25 Salisbury Youth Centre Advisory Committee is a committee of staff and elected members which guides the management of Twelve25. Youth views are sought either through Youth Council or specific focus groups or consultations. How could Youth Council improve its input into Twelve25 and manage to represent all the different cohorts of young people?**
  - This Committee should/could be dissolved as it doesn't have the wide ranging youth participation that the SYC does.
  - It appears to be a Council driven, program vs project focussed group
  - If Twelve25 had a larger role within Committee meetings or Council had a larger influence on Twelve25 meetings, both sides could reach youth the other lacks.

6. **How important are the youth project teams to the structure and role of youth council?**
  - Crucial with correct training and support
  - Experience for project team and SYC leaders
  - Important; particularly for projects that engage and allow youth participation
7. **What are the biggest challenges / barriers or restrictions to being on Youth Council? How could these issues be improved or solved?**
  - Engagement of participants at the committee and project team level through effective delegation, training and mentoring
  - Attendance and youth participation
8. **Is there any other comments you would like to add into the review?**

*'I see unlimited potential once the SYC returns to full membership'*

## Elected Members of Youth Council review feedback as at 18/12/2017

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1. **In your opinion, what results have been achieved from the youth council sub-committee (over your time with youth council)?**
  - Growth of youth members
  - Project results
  - Recognition of City of Salisbury for innovative projects
  - Youth guidance and insights on Council projects
2. **Thinking about the Youth Council Terms of Reference (avail here) do you think the outcomes of Youth Council have been achieved in a efficient and effective way?**
  - Outcomes are met and exceeded
  - May be more efficient ways to do things
  - Confidence of members effects their ability to contribute
3. **Again thinking about your time with youth council, how could the objectives of Youth Council be achieved in the future? (Reflect on what works, what doesn't, what could be changed)**
  - Better overall outcomes when there were 3 teams
  - Age of participants impacts availability of members
  - Poor attendance during school term
4. **Currently Youth Council is a formal S41 Subcommittee of Council. What do you understand as the advantages or disadvantages of this model and do you have a view about the structure? (Youth Council vs Youth Advisory Committees)**
  - Direct, formal voice to council is important
  - Section 41 introduces YC members to formal legal procedures - a useful development experience
5. **Currently the Twelve25 Salisbury Youth Centre Advisory Committee is a committee of staff and elected members which guides the management of Twelve25. Youth views are sought either through Youth Council or specific focus groups or consultations. How could Youth Council improve its input into Twelve25 and manage to represent all the different cohorts of young people?**
  - Focus groups and Twelve25 reporting to YC works well
  - Youth Forums hosted by Twelve25 may support different feedback opportunities and representation of youth
  - YC Chairman & Deputy Chair could be invited to attend meetings

6. **How important are the youth project teams to the structure and role of youth council?**
  - Pivotal,
  - Youth members have the opportunity to see an outcome that they can be proud of
  - Gives them a purpose and focus for each year
7. **What are the biggest challenges / barriers or restrictions to being on Youth Council? How could these issues be improved or solved?**
  - Use of social media for communication; not all members have access to or use facebook
  - Timing of meetings
  - Less participants during school year which can result in the lack of a quorum
8. **Is there any other comments you would like to add into the review?**

*"I would not like to see a lot of change. YC and twelve25 both have strong independent identities and community recognition. this should be protected and encourage to flourish"*

## Youth Council /YAC Evaluation 2017

Council Name	Approximate Population	Percentage of Youth*	Type of Youth Council			Number of Members	Events / Activities	Comments
			Section 41	Reports to Council	Advisory and Other			
Victor Harbour and Alexandrina	Victor Harbour: 15,000 Alexandrina: 29,000	12-24 years VH: 10% A: 13.8%	NO (Previously – 2016)	YES	YES	22 members 4 mentors 2 Elected (1 each from VH/A)	Yes	Reports to Fleurieu Regional Community Service Advisory Committee
Tea Tree Gully	19,000	Unknown	NO	NO	YES	6 No elected	Yes	Moving to a 10 week Youth Leadership Program in 2018
Burnside	44,000	Unknown	NO	NO	YES	10 No elected	Yes	Moving away from YAC towards school consultations model to reach a broader demographic of young people
Charles Sturt	150,000	13.3%	NO	NO	NO	N/A	Yes	Previous YAC, ended 2017. Members transitioned to volunteer roles. Began a program names 'change maker' to support youth ideas / present to council
Murray Bridge	21,000	25%	NO Moving to Sect. 41 in 2018	YES	YES	6 1 Elected	Yes	Youth Council under development. Current YAC has a representative on the Community Advisory Committee (Sect. 41), and YAC minutes tabled / issues raised here
Playford	90,000	22.2%	NO	NO	YES	15 max (currently recruiting) 2 elected	Yes	Meet w/ elected members 3x per year, Mayor 1x Elizabeth Riders Committee support Youth Matters
Holdfast Bay	36,000	10-24 years 15.6%	NO	NO	YES	8 (prefer 12-14) No elected	Yes	Restarted 2015; program-based activities have the best outcomes. Developing Youth Action Plan

\* Youth ages provided vary between councils; specified if known

Council Name	Approximate Population	Percentage of Youth*	Type of Youth Council			Number of Members	Events / Activities	Comments
			Section 41	Reports to Council	Advisory and Other			
West Torrens	57,904	0-24 years 28.2%	NO	NO	NO	8-10 active, 20 in wider Group No elected	Designs / some delivery of programs	Had YAC until 2017 - on hiatus until 2018, re-evaluating structure; based on feedback most likely less formal, more activity in programs  Elected members / members of Executive are occasionally invited to meetings
Port Adelaide Enfield	120,000	19%	NO	NO	YES	4 – recruiting Prefer 10-15 No elected	Attempted, but not enough interest	Collaboration with Power Community Limited; would like to see Elected members involved and greater representation of young people across council area
Campbelltown	51,000	12-17 years 6.9% 18 – 24 years 8.8%	YES	YES	YES	21 members (4 schools, 12 community) 2 Rotary club 1 Kiwani's Mayor 1 elected member	Yes	Section 41 is a good learning experience for young people; more accountability to attend meetings (quorum)  No Youth centres; activate library  Pop-up spaces 'YACSHACK' – for consultations at schools and UniSA
Onkaparinga	150,000	24%	YES	YES	YES	10 (up to 15) 1 elected	Yes	Has a Youth Committee and YAC – Youth Committee is Sect. 41.  Youth Adv. Group is connected to each group for local Community centres.
Gawler	23,000	10-24 years 18.8%	YES	YES	YES	12 (awaiting endorsement) 2 elected	Advises on events and activities	Annual office tours and presentations from YAC to schools, to break down barriers to council
Salisbury	140,906	12-24 years 17.4%	YES	YES	YES	18 (14-25 years) 6 mentors 3 Elected Mayor	Yes	

\* Youth ages provided vary between councils; specified if known



## Section 41 Youth Council Subcommittees

(Additional information)

Council Name	Rotation Structure	Role of Youth Council / YAC
Campbelltown	Two year term; 6 new people interviewed per year to ensure balance of continuity / fresh ideas School nominates every year (can re-nominate) Yearly for Elected members	Advise Council on issues and matters that are important to Young People.
Onkaparinga	Rolling membership; reviewed every 3 years	To provide skill, knowledge and a voice to young people in our region, and to make them a part of the decision-making process
Gawler	2 year term for Youth Yearly for elected members 15-25 years of age (exemption for 12-14)	Communication link between young people and council in Gawler Ensure council Youth Plan remains useful, relevant and implemented Breaks down barriers between Council and youth
Salisbury	2 year term for Youth Members, with a maximum 2 consecutive terms (pending re-application) Mentors: 2 year term; reapply after 2 years, but no limitation on terms Maximum 3 Elected members appointed by Council	Provides an opportunity for the voices of young people to be heard within Council It offers a range of benefits to both young people in the City of Salisbury and Council In addition to formal meetings, Youth Council will address issues of interest through Project Teams



## Matrix review

State Government Policy 2017 Youth Strategy for SA Focus areas	City of Salisbury City Plan 2030 <b>Critical actions</b>	2017-2021 Salisbury Strategic Youth Action Plan 5 key pillars	Youth Council Actions and Terms of Reference Purpose Youth Council Youth Led projects <b>Twelve25 Strategic directions</b>
<b>Successful transitions – employment</b>	<b>The Prosperous City</b> <ul style="list-style-type: none"> <li>Improve pathways to employment by providing programs for people whether they are unemployed, seeking to enter the workforce or looking to change careers</li> </ul>	<b>Jobs and Education</b> <p>Post school support</p> <p>Expand opportunities for post school support</p> <p>Employer opportunities</p>	<p>2017 Pathways and Opportunities Project Team</p> <ul style="list-style-type: none"> <li>Employment forums x 2</li> </ul> <p><b>Employment initiatives including social enterprise, employment coaching and programs that upskill for employment</b></p>
<b>Youth Safety strategy</b>	<b>The Liveable City</b> <ul style="list-style-type: none"> <li>Develop a community where feel safe</li> </ul>	<b>Health and wellbeing</b> <p>Increase access to positive role modelling and ‘safe spaces’ for at-risk youth</p>	<p>2017 Safe City Project team</p> <ul style="list-style-type: none"> <li>Social media engagement strategy</li> </ul>
<b>Be a job maker – enterprise and entrepreneurship</b>	<b>The Prosperous City</b> <ul style="list-style-type: none"> <li>Develop a creative entrepreneurial community</li> </ul>	<b>Active and Creative Lifestyles</b> <ul style="list-style-type: none"> <li>Expand opportunities for young people to perform, display and market their creative outputs</li> </ul>	<p><b>Youth Social Enterprise Models</b></p> <p><b>Digital programs</b></p>

State Government Policy 2017 Youth Strategy for SA Focus areas	City of Salisbury City Plan 2030 <i>Critical actions</i>	2017-2021 Salisbury Strategic Youth Action Plan 5 key pillars	Youth Council Actions and Terms of Reference Purpose <i>Youth Council Youth Led projects</i> <i>Twelve25 Strategic directions</i>
<b>Media and multiculturalism</b>	<b>The Liveable City</b> - Develop a community where peoples, culture, ideas and their capacity to achieve is supported and valued	<b>Youth Diversity</b> Enhance the positive image of diverse youth populations  Increase community and sector awareness of multiple notions of youth diversity and intersectionality	<i>2017 Safe City Project team</i> <i>Social media engagement strategy</i> <i>Youth media projects incl JJ Radio</i> <i>and TV</i>
<b>Strengthening networks for LGBTIQ young people</b>	<i>Develop a wellbeing strategy for the council</i>	Expand opportunities for diverse youth populations to co-create innovative activities and programs that showcase their strengths and talents	<i>2017 Safe City Project team</i> <i>Social media engagement strategy</i>
		<b>Youth Participation</b> Increase youth voice  Develop leadership opportunities  Develop and model effective youth- adult partnerships	Develop young people skills in civic participations  Enhance young people's roles as active community members  Act as an advocate and provide expertise to council on issues important to young people in City of Salisbury  Make recommendations to council on issues affecting young people

<b>ITEM</b>	1.1.2
	<b>POLICY AND PLANNING COMMITTEE</b>
<b>HEADING</b>	Minutes of the Youth Council Sub Committee meeting held on Tuesday 13 February 2018
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community Development
<b>CITY PLAN LINKS</b>	4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	The minutes and recommendations of the Youth Council Sub Committee meeting held on Tuesday 13 February 2018 are presented for Policy and Planning Committee's consideration.
<b>RECOMMENDATION</b>	<p>1. The information contained in the Youth Council Sub Committee Minutes of the meeting held on 13 February 2018 be received and noted and that the following recommendations contained therein be adopted by Council:</p> <p><b>YC1 Appointment of Youth Council Sub Committee Chairperson and Deputy Chairperson - 2018</b></p> <ol style="list-style-type: none"> <li>1. Rebecca Etienne be appointed to the position of Chairperson of the Youth Council Sub Committee for 2018.</li> <li>2. Reem Daou be appointed to the position of Deputy Chairperson of the Youth Council Sub Committee for 2018.</li> </ol> <p><b>YC2 Youth Council Project Teams 2018</b></p> <ol style="list-style-type: none"> <li>1. The following project teams be endorsed to be undertaken in 2018 by the Youth Council: <ol style="list-style-type: none"> <li>a. Disability Inclusion Project Team; and</li> <li>b. Anti-Bullying Project Team.</li> </ol> </li> <li>2. Tyler Rutka-Hudson be appointed to the position of Team Leader, Disability Inclusion Project Team.</li> <li>3. Thomas Wood be appointed to the position of Team leader, Anti-Bullying Project Team.</li> </ol> <p><b>YC3 Information Updates for Youth Council Members</b></p> <ol style="list-style-type: none"> <li>1. That the information be received and noted.</li> </ol>

**YC4 Twelve25 Salisbury Youth Enterprise Centre - January Update**

1. That the information be received and noted with the amendment to item 3.1.2 in the Twelve25 Salisbury Youth Enterprise Centre – January Update report:

The second sentence “*This was well-attended and received by participants.*” be removed.

**YC-OB2 Judd Street Laneway Status**

1. That a report is provided to the Youth Council Sub Committee regarding the status of the Judd Street Laneway.

**ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. Minutes Youth Council Sub Committee - 13 February 2018

**CO-ORDINATION**

Officer: GMCD  
Date: 15/02/2018



**MINUTES OF YOUTH COUNCIL SUB COMMITTEE MEETING HELD IN THE JOHN HARVEY GALLERY, 12 JAMES STREET, SALISBURY ON**

**13 FEBRUARY 2018**

**MEMBERS PRESENT**

Joel Winder (Chairman)  
Mimona Abdalla  
Cr D Balaza  
Mon-Maya Chamlagai  
Reem Daou  
Akon Dhel  
Rebecca Etienne  
Samuel Field  
Luke Hall  
Nicollette Nedelcev  
Eric Ngirimana  
Tyler Rutka-Hudson  
Peta-Maree Hyde  
Taylor Sawtell (Deputy Chairman)  
Jared van der Zee  
Mark Verdini  
Cr S White  
Stacey Williams  
Thomas Wood  
Cr R Zahra  
David Charlett (Mentor)

**STAFF**

Manager Community Capacity and Learning, Ms J Cooper  
Manager Governance, Mr M Petrovski  
PA to General Manager Community Development, Mrs B Hatswell  
Community Planner Youth Participation, Ms J Brett

The meeting commenced at 5:35 pm

The Chairman welcomed the members, staff and the gallery to the meeting.

**APOLOGIES**

Apologies were received from D Cao and D Waylen.

**LEAVE OF ABSENCE**

Nil

**PRESENTATION OF MINUTES**

Moved Member R Daou

Seconded Member T Wood

The Minutes of the Youth Council Sub Committee Meeting held on 05 December 2017, be taken and read as confirmed.

**CARRIED**

**REPORTS**

**YC1 Appointment of Youth Council Sub Committee Chairperson and Deputy Chairperson - 2018**

Moved T Rutka-Hudson

Seconded P Hyde

1. Rebecca Etienne be appointed to the position of Chairperson of the Youth Council Sub Committee for 2018.

**CARRIED**

*The Chairperson handed the meeting to the appointed Chairperson Rebecca Etienne at 5.45 pm.*

Moved T Rutka-Hudson

Seconded P Hyde

2. Reem Daou be appointed to the position of Deputy Chairperson of the Youth Council Sub Committee for 2018.

**CARRIED**



**YC2 Youth Council Project Teams 2018**

Moved J Winder  
Seconded M Abdalla

1. The following project teams be endorsed to be undertaken in 2018 by the Youth Council:
  - a. Disability Inclusion Project Team; and
  - b. Anti-Bullying Project Team.
2. Tyler Rutka-Hudson be appointed to the position of Team Leader, Disability Inclusion Project Team.
3. Thomas Wood be appointed to the position of Team leader, Anti-Bullying Project Team.

**CARRIED**

**YC3 Information Updates for Youth Council Members**

Moved T Rutka-Hudson  
Seconded N Nedelcev

1. That the information be received and noted.

**CARRIED**

**YC4 Twelve25 Salisbury Youth Enterprise Centre - January Update**

Moved M Chamlagai  
Seconded P Hyde

1. That the information be received and noted with the amendment to item 3.1.2 in the Twelve25 Salisbury Youth Enterprise Centre – January Update report:  
  
The second sentence “*This was well-attended and received by participants.*” be removed.

**CARRIED**

## OTHER BUSINESS

### OB1 Meeting Procedures

Mr Mick Petrovski, Manager Governance provided an overview of meeting procedures.

*Cr D Balaza left the meeting at 06:27 pm and did not return.*

*Cr S White left the meeting at 06:31 pm and did not return.*

### OB2 Judd Street Laneway Status

Moved L Hall

Seconded M Abdalla

1. That a report is provided to the Youth Council Sub Committee regarding the status of the Judd Street Laneway.

**CARRIED**

## CLOSE

The meeting closed at 6:47 pm.

CHAIRMAN.....

DATE.....