Agenda

Youth Advisory Committee

Notice is hereby given pursuant to the Local Government Act, 1999 that the next Meeting of Campbelltown City Council’s Youth Advisory Committee will be held in Council Chamber, 172 Montacute Road, Rostrevor on

**Monday 4 March 2019 at 6.00 pm**

for the purpose of considering the items included on the Agenda.

Tracy Johnstone
Manager Community Services & Social Development
## Terms of Reference

<table>
<thead>
<tr>
<th>Purpose</th>
<th>To advise Council on matters relating to young people and on the provision and development of youth services.</th>
</tr>
</thead>
</table>
| **Membership** | Mayor (Ex Officio)  
2 Members of Council  
3 representatives from Service Clubs:  
1 representative of each of the following schools (terms of office are for one year; schools to advise representatives each November for the following year)  
- Norwood Morialta High School  
- Charles Campbell College  
- St Ignatius College  
- Rostrevor College  
12 youth Community Members who must live, work or study in Campbelltown (terms of office are for two years with an annual contestability of half the positions) and who are aged between 12 and 25 years at the commencement of their term  
A Committee Member’s position automatically becomes vacant if they are employed by Council. |
| **Appointment of Chair** | The Chair of this Committee will rotate at each meeting amongst youth Community members of the Committee. The Committee will recommend the Chair appointment roster for each calendar year to Council for adoption. |
| **Conflict of Interest** | Applies to all Committee Members as per Local Government Act 1999 Part 4 Division 3. |
| **Meeting Times** | The Committee shall meet at least 6 times each calendar year between February and November. |
| **Public Notice of Meeting** | Displayed on Council Office Noticeboard and Council’s Website at least three business days prior to each meeting. |
| **Notice to Members** | In appropriate form as determined by the Committee as per Local Government (Procedures at Meetings) Regulations 2000 regulation 23. |
| **Procedures at Meeting** | As per Local Government (Procedures at Meetings) Regulations 2000 Parts 3 and 4.  
All business put to the Committee will be brought forward to a meeting by motion, recommendation, staff report or other business.  
Every Member must vote on every matter that is before the Committee for decision.  
The Chair of the meeting will have a deliberative vote only. |
<table>
<thead>
<tr>
<th>Quorum</th>
<th>As per Local Government (Procedures at Meetings) Regulations 2000 regulation 26(a).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance</td>
<td>Committee Members must comply with all Council policies, codes and resolutions as applicable.</td>
</tr>
<tr>
<td>Absenteeism</td>
<td>A Committee Member’s position on the Committee will be declared vacant if the Member misses 3 consecutive meetings or more than 50% of meetings in a financial year without the leave of Council.</td>
</tr>
<tr>
<td>Committee Term</td>
<td>Elected Member positions will expire in November of even years. Other appointments will be for the term discussed in the Membership clause of these Terms of Reference. At the expiration of the relevant period, positions will be declared vacant and nominations will be sought for the appropriate term of office. At the expiry of their term, Independent Youth Committee Members may be reappointed by Council to a maximum of 3 consecutive terms (6 years).</td>
</tr>
</tbody>
</table>
We acknowledge that the land we meet on today is the traditional land of the Kaurna people. We respect their spiritual relationship with this land. We also acknowledge the Kaurna people as traditional custodians of the Kaurna land. We will endeavour, as Council, to act in a way that respects Kaurna Heritage and the cultural beliefs of the Kaurna people.

To: Mayor Whittaker - City of Campbelltown
    Cr Luci Blackborough - City of Campbelltown
    Cr Johanna McCluskey - City of Campbelltown
    Mr Ryan Colsey - Youth Community Member
    Mr Aaron Drayton - Youth Community Member
    Mr Rishi Adhikari - Youth Community Member
    Ms Abigail Guez - Youth Community Member
    Ms Ashlee Leach - Youth Community Member
    Ms Giulia-Giorgina Condoluci - Youth Community Member
    Ms Kirrily Snape - Youth Community Member
    Mr Thomas Schell - Youth Community Member
    Mr Tyler Hughes - Youth Community Member
    Ms Jing-Yang Li - Youth Community Member
    Ms Josephine Virgara - Youth Community Member
    Ms Khushboo Gera - Youth Community Member
    Ms Stephany Martin - Rotary Club of Campbelltown
    Ms Siony Gardiner - Rotary Club of Magill Sunrise
    Mr Chris Ward - Kiwanis Club of Rostrevor/Campbelltown
    Mr Jackson Pawelski - St Ignatius College
    Ms Divsha Sharma - Norwood Morialta High School
    Ms Gul Zehra - Charles Campbell College
    Mr Lewis Pipe - Rostrevor College

Youth Advisory Committee Agenda

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2. Apologies
3. Minutes
   Recommendation
      That the minutes of the meeting of the Youth Advisory Committee held on Monday 4 February 2019 as printed and circulated be taken as read and confirmed.
4. Manager Community Services & Social Development’s Report
   4.1 Draft Youth Advisory Committee 2019/2020 Budget
   4.2 Youth Advisory Committee Representative Reports
5. General Business
   Chair for the meeting – Mr Tyler Hughes
Minutes

Youth Advisory Committee

Minutes of the meeting of the Youth Advisory Committee held in Meeting Rooms 1 and 2, 172 Montacute Road, Rostrevor, on

Monday 4 February 2019
1. **Welcome and Acknowledgement Statement**

Welcome and Kaurna Acknowledgment read by Ms Condoluci.

The time being 6:07 pm Mayor Whittaker entered the meeting.

2. **Apologies**

Ms Blackborough moved and Ms Leach seconded that apologies be received for the absence of Ms Sharma, Ms Gera, Ms Li, Ms Martin and Mr Lanzoni.

Carried
3. Minutes

Mr Hughes moved and Mr Adhikari seconded that the minutes of the meeting of the Youth Advisory Committee held on Monday 5 November 2018 as printed and circulated be taken as read and confirmed.

Carried

4. Manager Community Services & Social Development’s Report

4.1 YAC 2018/2019 Work Plan Update

The time being 7:28 pm Mayor Whittaker, Cr Blackborough and Cr McLuskey left the meeting.

Ms Zehra moved and Mr Drayton seconded that the update to the 2018/2019 Youth Advisory Committee Work Plan be received and the following key actions be implemented:

- YAC run competitions at Movies in the Park, as discussed with Staff, to develop a roster for YAC volunteers on the day
- Staff to speak to The ARC to determine available dates for music/disco event
- YAC develop SA Youth Week ‘How To Adult’ series as part of the Advocacy initiative.

Carried

4.2 2019/2020 YAC Budget Workshop

Mr Adhikari moved and Ms Virgara seconded that prior to the March meeting, Youth Advisory Committee Members consult with peers and Staff to investigate and cost the items recommended from the Budget Workshop discussion including the following:

- Movies in the Park
- Study Relief Packs
- YAC Shac
- Activate Campbelltown
- Sustainability
- UN Youth
- Entrepreneurial Project.

Carried
The time being 8:03 pm Ms Zehra and Mr Pawelski left the meeting.

4.3 Youth Advisory Committee Representative Reports

- Cr McLuskey left information with Staff regarding an upcoming ‘Octopizzo’ event at the Hawke Centre with Staff to be shared as part of the Representative Reports. Due to time restraints this was not shared, however a copy of the document will be distributed to Members electronically following the meeting.

Mr Hughes moved and Ms Leach seconded that the Representative Reports be received.

Carried

5. General Business

Next YAC meeting: Monday 4 March 2019 at 6.00 pm in Council Chamber

Chairperson: Mr Tyler Hughes

Certified a true record .............................................................CHAIRPERSON

Taken as read and confirmed this

day of .................................................................CHAIRPERSON
4. Manager Community Services & Social Development’s Report

4.1 Draft Youth Advisory Committee 2019/2020 Budget

Youth Development Officer, Jessica Lintvelt’s Report

Purpose of Report

To finalise items to be considered by Council for inclusion in the draft 2019/2020 Annual Business Plan & Budget to fund the annual YAC (Youth Advisory Committee) Work Plan.

Strategic Plan Link

Strategy 1.1.5 Information and support for people across the lifespan through advocacy, programs, services and projects

Strategy 1.4.4 Develop, support and encourage Community participation and involvement

Background

Traditionally the YAC undertake a budgeting process during February/March for the upcoming financial year, 1 July 2019 – 30 June 2020, which outlines the activities (programs, projects or events) that will be included in the YAC Plan.

Council utilises a ‘zero based budgeting’ approach to develop annual budgets. This means that each team starts with $0 and develops their budget by justifying the amount required, rather than being allocated a set amount of money. This provides fairness and equity across the Council budgeting process and ensures that budget bids are well considered with a strong supporting argument as to why the activities should be funded.

The budget process forms the basis of the annual YAC Work Plan. The following criteria have been developed and used to guide the decision making process for the YAC Work Plan.

The YAC Work Plan should:

- Address the needs of young people 12 – 25 years that either live, work or study in the Campbelltown City Council area
- Have measurable outcomes
- Be cost effective, and
- Be balanced equally across the financial year in terms of timing of activities.

The YAC can select items for consideration during the budget process which may include events, short or long-term projects, programs or other youth initiatives.

The Youth Development Officer may undertake other youth activities throughout the year in consultation with young people.
The actions that have occurred to date and remaining actions for the development of the 2019/20 YAC Work Plan and associated budget are outlined below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 4 February 2019</td>
<td>YAC Meeting</td>
<td>YAC discuss options for further costing/consultation.</td>
</tr>
<tr>
<td>Mid February 2019</td>
<td>Youth Consultation</td>
<td>YAC Members to seek feedback on options discussed at February YAC meeting from their peers and local youth through a range of methods including social media, direct contact etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Staff budget costing Staff finalise budget costing.</td>
</tr>
<tr>
<td>Monday 4 March 2019</td>
<td>YAC Meeting</td>
<td>YAC to vote on items to be recommended to Council for inclusion in the draft 2019/2020 Annual Business Plan &amp; Budget.</td>
</tr>
</tbody>
</table>

**Discussion**

The budget for the YAC Work Plan in 2018/2019 was $33,000 and Members should aim to not exceed this amount in their recommendation to Council of items for inclusion in the draft 2019/2020 Annual Business Plan & Budget. In reviewing the budget the Committee may determine that less money is required, or it may be that more is required, however this would need to be justified in the context of the overall budget.

At the February YAC Meeting, YAC Members reviewed the current YAC Work Plan and recommended that YAC Members consult with peers on the following shortlisted items for the 2019/2020 YAC Work Plan prior to the March meeting:

- Movies in the Park
- Study Relief Packs
- YAC Shac
- Activate Campbelltown
- Sustainability
- UN Youth
- Entrepreneurial Project.

Staff have reviewed the items discussed at the February meeting and provide costing estimates for Members to consider as follows:

<table>
<thead>
<tr>
<th>YAC Activity</th>
<th>Cost estimate</th>
</tr>
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<tbody>
<tr>
<td>Ongoing Youth Program</td>
<td>$5,000</td>
</tr>
<tr>
<td>- Support the continued development of a weekly or fortnightly regular youth program</td>
<td>(Already committed)</td>
</tr>
<tr>
<td>- Provide a safe and enjoyable place for young people to meet regularly in the Council area</td>
<td></td>
</tr>
<tr>
<td>Agenda - Youth Advisory Committee</td>
<td>4 March 2019</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| - Costs largely to provide staffing support to facilitate program  
  - YAC can help shape the structure, format and promotion of the program. |            |
| **Movies in the Park** | $10,000 |
|  - Outdoor film night  
  - Contractor costs include screen hire, film/ music copyright, power & lighting, security, first aid  
  - Entertainment, event theming, catering and advertising. |            |
| **Study Relief** | $3,500 |
|  - Produce ‘Study Relief Packs’ to distribute to young people experiencing stress during the exam period  
  - Produce/distribute resources for students to assist in their study (ie Planners)  
  - Support activation of the Library space for study. |            |
| **Sustainability** | $3,000 |
|  - Support/ educate young people in the community to improve sustainability  
  - Possible projects/activities include a thrift shop bus tour, project with East Waste, linking to schools, bin art and education/information sharing. |            |
| **YAC Shac** | $3,000 |
|  - Promote YAC and existing Campbelltown Council programs to young people through pop up stalls (including displays, interactive activities and competitions)  
  - Relationship building/ presentations to Schools, Service Clubs and youth/community groups  
  - Consultation with young people (including in partnership with relevant organisations such as UN Youth or YACSA)  
  - Design/print a new promotional postcard/flyer  
  - Social Media projects. |            |
| **Entrepreneurial Project** | $5,000 |
|  - Launch Pad, Mentorship or Youth Market project  
  - Depending on choice of project, costs incurred may include contractor fees, seed funding, venue hire, market fees etc. |            |
• Activate Campbelltown:

Will include a selection (not all) of the following activities with consideration of budget and time restraints:

Major/Medium activities including:

- Disco/ Music event ($3,000)
- 24/48 Hour Musical ($2,000)
- Pool Party ($2,500)
- Movie Marathon ($1,500)
- Halloween Event ($750)
- Poetry Night ($1,000)
- Murder Mystery ($500).

Minor activities including:

- School holiday programs
- Books on Screen ($400 each)
- Healthy Mind Healthy Body (ie. ‘Zumba’)  
- Contractor-led workshops/activities including items such as team building activities, laser skirmish, henna, life skills
- Art projects (including public art)
- Staff or Youth-led workshops/activities (ie succulent workshop, LAN/ Console Party etc.)

*Staff have identified that support is required for the continuation and further development of a regular club for young people and $5,000 has been allocated to this.

Members now have the opportunity to discuss and vote on which items the YAC should prioritise for the 2019/2020 financial year.

As part of this discussion, Members are encouraged to consider the following:

• Cost – is the item reasonable and good value?

• Time – how long will the item take to deliver (planning, implementation, staff and volunteer time)?

• Timing – is there a balanced spread of activities across the year? Are there any clashes between timing for planning/implementation between items and/or with the school/academic calendar?

• Relevance/ demand – is there a need for this item in the Campbelltown? Does the item replicate existing services/programs?
• Outcomes – how will this item benefit young people/ the Campbelltown Community? What does success look like for YAC with each item on the Work Plan?

Members should also consider and identify which items that fall under the ‘Activate Campbelltown’ item are priorities for the 2019/2020 YAC Work Plan as not all of the proposed activities can be accommodated in the recommended budget allocation for this item. One possible way to work through this is to set a limit on how many activities/events it is fair and reasonable to deliver under this item (for example, 1-2 major activities and 6-10 minor activities or 3 major activities and 2-4 minor activities) and then identify which activities/events will be prioritised to be delivered under Activate Campbelltown.

Social Implications

The Campbelltown YAC is one of the most active, progressive Youth Advisory Committees in South Australia. Part of what makes this possible is the amount of leadership, control and direction youth members have in deciding how to allocate funds to support youth development in the area. This demonstrates the commitment and the genuine relationship that exists between Council and its youth members.

Environmental Implications

There are no environment implications in relation to this report.

Asset Management Implications

There are no asset management implications in relation to this report.

Governance / Risk Management

The YAC and Staff will consider various aspects of risk management including Work Health Safety, public risk and liability when planning activities.

Community Engagement

YAC Members have had the opportunity to consult with their peers and networks including youth Community organisations, schools, sporting clubs and individuals prior to finalising the 2017/2018 Plan.

All Youth Members of the YAC will be provided with an opportunity to vote on the activities included in the shortlisted Work Plan.

Regional Implications

There are no regional implications in relation to this report.

Financial Implications

The total budget associated with the events requested by YAC for 2019/2020 will be finalised and confirmed subject to funding being available through Council’s recurrent budget process. The budget is expected to be formally adopted by Council in July 2019.
Recommendation

That it be a recommendation to Council that the 2019/2020 YAC Work Plan and budget proposal consist of the following items:

- ............................................
- ............................................
- ............................................
- ............................................

and that funding these items be considered at the time of formulating the 2019/2020 Annual Business Plan and Budget.
4.2 Youth Advisory Committee Representative Reports

Purpose of Report
To give Members of the Committee an opportunity to report on any relevant youth related matters.

Strategic Plan Link
Strategy 2.1.1 Enhance the capacity of the Elected Members and Committee Members to perform their legislative functions

Background
At each meeting, Members of the Committee are given the opportunity to convey information from their respective peer groups or associated organisations about youth issues that have Local, State, National and International relevance that adds value to the Committee.

Discussion
YAC (Youth Advisory Committee) Members are invited to share information about past or upcoming youth events, training or grant opportunities, programs, activities or initiatives that are occurring in the Community.

Social Implications
A vital part of creating the link between young people and Council comes from the representative reports. The Members actively engage with their peers, groups, organisations and initiatives in the Community which inform Council about various up to date youth development projects.

Environmental Implications
There are no environmental implications in relation to this report.

Asset Management Implications
There are no asset management implications in relation to this report.

Governance / Risk Management
There are no governance / risk management implications in relation to this report.

Community Engagement
Members of YAC consult their peers, local organisations, groups and service providers to inform their reports to the Committee.
Regional Implications

There are no regional implications in relation to this report.

Financial Implications

There are no financial implications in relation to this report.

Recommendation

That the Representative Reports be received.

5. General Business