

Appendix A: Knox Youth Council – Evaluation Summary Paper

The evaluation process for KYC involved the following four components:

1. Develop a Program Logic model for the KYC, as it is currently being delivered.
2. An external focus group with past KYC members (including survey).
3. An internal focus group with Council staff from various departments.
4. A snap shot mapping of local and national youth advisory models.

The findings from each of these components are outlined below.

1. Program Logic modelling

The Program Logic (PL) is a pre-evaluation tool that ensures the evaluation will focus on the reality of the current program, not the historical intentions or desired activities. This process also supports staff to identify 'program creep', where activities have extended beyond the original intent and is particularly useful for programs that have been running for a significant time, in the case of KYC for 14 years. The use of this PL process is an outcome of the Service Plan which highlighted the need for Youth Services to develop tools and processes to assist with evaluation and planning.

The Knox Youth Council Program Logic (PL) (Appendix C) is based on the delivery of the current KYC it allowed staff to align the objectives stated in the original Council report, the six objectives listed in the ToR (Appendix D) and the reality of the current program and for the purposes of the evaluation condense them into the following key objectives, namely:

1. *Council to hear from young people; and*
2. *Young people to have opportunities to influence decisions that impact their lives.*

The development of the PL also identified a previously unstated, but significant objective of the KYC model which closely aligns to Council's Youth Strategic Plan and Council Plan, and this was:

3. *Provide opportunities for young people to develop skills.*

The PL also detailed the level of resourcing and activities required to deliver the current model of KYC. This was an important consideration when examining the amount of staff time and additional resources contributing to the program. These details assisted with identifying efficiencies for proposed future activities.

2. Focus group with KYC participants:

The focus group was held at Council on 20 April 2016. Twenty-two previous KYC participants representing all seven groups since 2002 provided feedback about their experiences during the program and since completion.

The session asked previous participants to consider the following key elements of the current KYC:

- A minimum of 12 and a maximum of 20 young people aged 12-25 years who live, work, study or recreate within the City of Knox in each group;
- Participants commit to a two year term;
- Monthly formal meetings, with additional meetings held in the lead up to events (often weekly);
- Formal meeting procedures are followed with a chairperson, note takers and voting processes, including the requirement for a quorum;
- An Advisory Committee of Council with limited capacity for 'action';
- No Councillor representation. Contact with Councillors is through two KYC members attending the bi-monthly Youth Issues Advisory Committee meetings to report on activities and presentation nights to Council.

The previous participants clearly articulated the following positive aspects of the program:

- Opportunities to meet new people in their community;
- Learning more about how Council and government works;
- Opportunities to contribute to plans and policies for the community;
- Learning more about community resources/ gaining support from Youth Services staff;
- Gaining experience in leadership, team work, public speaking, project/ event management;
- Opportunities to consult with other young people in the municipality and represent their opinions to Council;
- Exposure to new experiences such as delivering presentations, volunteering at community events, attending conferences, visiting sister City of Yarriambiack; and
- Working with diverse people who may have different opinions from yours.

The focus group highlighted some of the challenges of the current model:

- A monthly commitment for two years is significant during times of transition for many young people (in relation to school, employment, family situations);
- Participant's desire to see tangible 'outcomes'. There is a strong indication that young people want to create something and see the impact or changes of their contribution, which is not the role of an Advisory Committee;
- The formal structure does not appeal to many young people and also requires a high level of literacy and commitment which can limit participation;
- The 12-25 age group can be too broad for some sensitive discussions, such as sexual health or alcohol and substance use;
- Lack of feedback mechanisms to update KYC on the outcomes of consultations by Council staff; and
- No regular contact with Councillors.

The previous participants also considered the key objectives of KYC. In response to **Objective 1: Council to hear from young people**, participants identified that there was *'Lots of consultation from Council departments ie: public transport, domestic violence, community safety issues'*. However there was criticism that *'no feedback was given or notification that something was done with our recommendations to Councillors'*. Due to timing of consultations and reports the young people did not always experience the 'closing of the loop' regarding their input. This is an important consideration for future engagement activities with young people.

In response to **Objective 2: Young people to have opportunities to influence decisions that impact their lives**, many participants felt they did have a voice and that the *"group was diverse which meant many voices in the community were represented"*. The opportunities for KYC to consult their peers about things important to them, at festivals and other events were also highlighted, *'our forum was a lot of hard work and the effort truly paid off. It made me feel like we were truly representing our youth'*.

It was apparent that participants felt considerable pride on the occasions when they were able to plan and deliver opportunities for other young people to have a voice in the community. This finding reflects worker observations that whilst KYC has been structured as an advisory committee, the reality for many young people is that they learn, gain skills and see value in their own contributions when they have scope to be action based.

Overall the feedback indicated that whilst these two objectives were being met by KYC to some degree there is scope for improvement in a number of delivery areas.

In relation to **Objective 3: Provide opportunities for young people to develop skills**, feedback indicated that this was a significant factor in all participants' experiences of KYC. The types of skills gained can be broadly categorised into life skills; such as understanding community resources, appreciation of diversity, taking responsibility for own actions and working with others and employability skills; including public speaking, event management, presentation and report writing skills.

Some of the quotes from the previous participants in relation to their most significant memories of KYC which reflect the above findings are as follows;

- *Meeting a bunch of awesome people including Knox Youth Services staff and broadening my support network;*
- *Hosting such a large and well organised event (youth forum);*
- *As a 14 – 15 year old, KYC was just a big part of my youth and I have learnt skills (interpersonal, professional etc) that I'm now using today!; and*
- *Being able to improve my leadership and communication skills; forced me to mature & learn to accept & coordinate decisions from different perspectives.*

Finally the group also brainstormed and explored future opportunities for the following:

- how Council can engage with young people;
- how young people can be active citizens in the community; and
- how they can develop valuable life and employability skills.

The outcomes of the group brainstorm contributed to the development of the preferred options, including:

- opportunities for young people to find out more about resources in their communities,
- ways that young people can create 'change' or action in their communities as a method for having a voice;
- opportunities for mentoring around employment and careers, in particular with Council staff; and
- how the existing formal consultation structures of Council could be adapted to be more 'youth-friendly'.

Internal focus group feedback and previous facilitator reflections:

The internal focus group was held on 21 April 2016, with seven participants. The findings from this activity together with observations from the previous facilitators reinforced the value and importance of all the key objectives as stated above. However staff were more inclined to reflect on their experiences with KYC in terms of the limitations posed by the current model. These can be summarised in the following:

- The need for Council staff to more consistently utilise community engagement principles when consulting with young people to maximise input.
- Acknowledging that KYC is only one group of young people, and other consultation methods need to be considered to capture the diversity of young people in Knox.
- Given KYC participation rates have been declining over the last six years, in relation to facilitator/participant ratios it is considered a resource intensive program. Further details of the resourcing can be found in Figures 1 and 2.

The internal focus group also identified opportunities for future engagement including:

- Find out how young people want to engage and consider different approaches to engagement, such as utilising social media more as a starting point for bringing people together.
- A change in model for engaging young people could have the potential for larger numbers of young people to be able to find out about local issues that impact them.

Mapping of youth advisory models

During the evaluation process a snap shot mapping activity was conducted that considered the different youth advisory models of a number of local governments and some national groups (refer to Appendix D). The findings of this exercise clearly indicated that there is not one clear model that suits each community or

organisation and therefore it is important to create a locally relevant and responsive option that will best suit the needs of Council and community.

3.2 Preferred options for future activities

Overall the evaluation determined that the key objectives for KYC are still relevant and being achieved to some degree in the current program. However a number of significant limitations were also identified, including the formal advisory structure, challenges in retention for the two year term and the level of staffing required to deliver the current program.

These findings then prompted consideration of potential future activities that would continue to address the key objectives, strengthen the positive outcomes and mitigate the challenges presented in the current KYC model. Future activities would also need to be delivered within existing resources. When exploring options it was necessary to consider the second Advisory Committee currently facilitated by Council's Youth Services, the Youth Issues Advisory Committee (YIAC). Including YIAC in the proposed changes will support the best use of existing resources and serve to clarify the purpose of the YIAC as an Advisory Committee. The proposed changes as outlined in Figures 1 and 2 below, have been put before the current YIAC and have in principle support for further development.

Figure 1: Current youth focused advisory committees: composition and resourcing

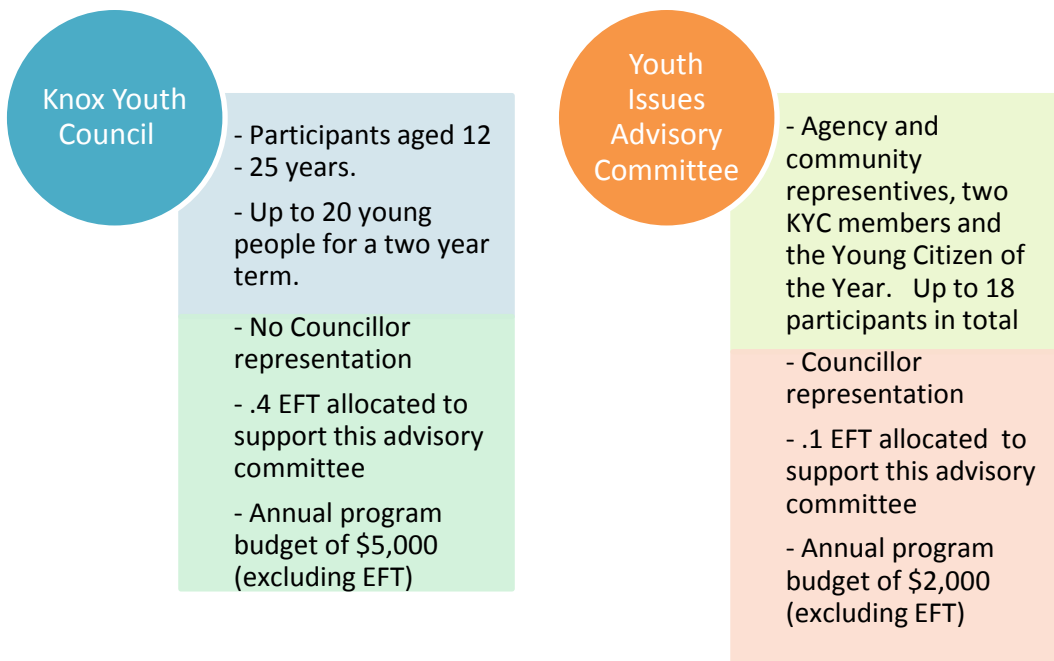
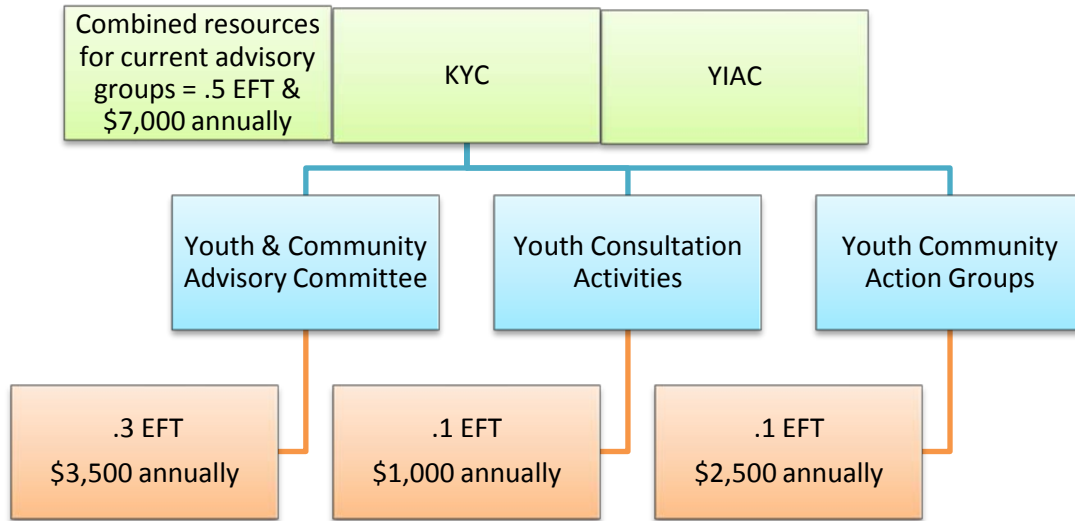


Figure 2: Proposed activities with resources



Outline of proposed activity 1: ‘Youth & Community Advisory Committee’

- Meets the key objective of ‘Council to hear from young people’.
- Aligns with Council plan, Youth Strategic Plan and Service Plan.
- Consolidates Council’s existing two youth focused advisory committees (KYC and YIAC) into one, for the purpose of this report it will be called the ‘Youth and Community Advisory Committee’.
- In consultation with the current YIAC amend the ToR to reflect the following:
 - An increased number of allocated positions for young people on the YIAC;
 - An increased level of support for young people to engage and remain involved in the advisory committee;
 - Clearly articulated purpose and role of the advisory committee;
 - A different name for the advisory committee to better reflect the contemporary intent of the group;
 - A meeting structure that will support engagement of young people, such as bi-monthly formal meetings and alternate mentoring or skills development sessions for youth participants.

Outline of proposed activity 2: Youth Consultation Activities

- Meets the key objective of ‘young people to have opportunities to influence decisions that impact their lives’;
- The focus of the consultations will be aligned with Council priorities;
- The frequency, topic and target group will be flexible;
- Format may be large scale youth forums or smaller cohort specific e.g. disengaged young people at a homelessness service;
- Consultation activities will consider targeting more specific age ranges of participants, such as 10-14, 15-18 and 19-25;

- A minimum of one activity per calendar year, with the potential for up to five; and
- Excellent opportunity to partner with internal Council departments or external agencies or other local governments to deliver the activity.

Outline of proposed activity 3: Youth Community Action Groups

- Meets the key objective of ‘providing opportunities for young people to develop skills’;
- Aligns with the Youth Strategic Plan 2012-2017 and the Service Plan priorities;
- The focus of the projects will be drawn from the youth consultation activities and aligned with Council priorities;
- Strong potential for teamwork with other Council departments;
- Potential for partnerships with external agencies depending on the focus, such as disability, community safety, mental health;
- The themes will be established to complement effective collaboration however the content and delivery of the project will be led by the young people;
- A minimum of one group of young people per calendar year, with up to three depending on staffing and partnership opportunities;
- A nine month program, consisting of three months of training and six months to deliver a community project with concrete outcomes such as a community resource, event or advocacy campaign;
- The groups will target more specific age ranges of participants, such as 10-14, 15-18 and 19-25; and
- If additional resources are required for the projects as identified by the young people, the group will be supported to source additional external funding.

The proposed activities will ensure that Council will have more opportunities to consult with a diverse range of young people and in turn will support the Service Plan outcome measures, ‘Reaching young people in the municipality to increase knowledge and skills so they become more actively involved and empowered in the community’. All of the proposed strategic activities will be delivered within existing resources, reallocated across the three proposed activities (see Figures 1 and 2). Finally, the proposed activities would support the Service Plan assertion that Council is in the unique position to be able to deliver these types of capacity building programs for the young people in Knox.

promote council so young people know and understand more about what we do

Being upfront and clear about who we are and what we can and can't do for the community.

promote positive images of young people in the community

Working with local media and our own publications to reflect a more balanced representation of young people as valued members of the community.



actively encourage and respect young people's contributions to the community

Recognising and acknowledging that contributions to the community happen in many different ways and supporting young people to contribute in ways they feel comfortable and happy about.

acknowledge & celebrate the diversity of young people in knox

Recognising both the differences and similarities in the passions, dreams and realities of all young people.

hear young people's opinions and respond

Considering and acknowledging young people's feedback and ideas.

create opportunities for young people to have a say about what we do and how we do it



Providing different ways for young people to have a 'voice' – tell us what young people like and don't like about our services and programs.

knoxcitycouncil

youth
charter

continue to respond to the needs of young people and provide adequate and appropriate support and services

Our support and services for young people will be relevant and within our capacity, reflect what young people, their families and local agencies want and need.



foster links within the community, and develop resources and opportunities for young people to explore their interests and passions

Connecting interested young people into the appropriate agencies or services to assist them to reach their full potential and goals. Working with the community to develop resources and opportunities to meet these needs.



continue to explore more effective ways of letting young people know what is happening

Using different mediums, technology and formats to provide information to young people and receive their feedback.

work with young people to come up with new and interesting ways to do things

Young people's fresh ideas and different perspectives will assist us to be innovative and broaden our horizons in our work.

Service Planning

PLAN

DECEMBER 2014

Service: Youth Services
Director: Director Community Services
Manager: Manager Youth, Leisure and Cultural Services

SERVICE DESCRIPTION

This service provides universal generalist youth services to young people, their families and their community.

Council Plan Outcome

Council's Youth Services seeks to achieve a Healthy, Connected Community through nurturing children and young people. This service supports active, vibrant and resilient young people who are motivated to help shape our future.

Purpose of Service

The purpose of Council's Youth Services is to support young people and their families to build wellbeing through positive connections in their lives and to promote young people as active and respected members of the community.

High Level Service Outcomes

Council's Youth Services activity provides the following outcomes:

- Build the capacity of young people to become actively involved and empowered within the community.
- Build the capacity of organisations, schools and families to effectively support young people.

Future Service Direction

The direction of Council's Youth Services is to maintain a universal, generalist youth service model at current service levels with the understanding that this service will continue to target young people 10-25 years of age (who live, work, study or have a strong connection to the City of Knox), their families and relevant community organisations in Knox. The service will be targeted in addressing the diverse needs of young people and it will provide an important opportunity for young people and their families to gain access to information, support, referral, personal development, and positive community connections. Approximately 60% of Council's Youth Service activity will be focused on young people and their families, where relevant, who are most in need of additional support. Approximately 40% of Youth Services activity will focus on building the capacity of and assisting parents, families and workers who support young people. The Service will continue to undertake municipal strategic planning and advocacy activities relevant to achieving positive outcomes and engagement with Knox's young people.

This universal, generalist youth service approach will include:

- the provision of unique municipal roles and activities relevant to young people not provided by other services including local coordination, municipal program and service planning, and youth leadership development;
- promoting successful engagement with young people in all relevant Council programs and processes (e.g. consultation on various Council plans);
- a particular focus on the early prevention of negative health and wellbeing outcomes for young people; and
- maintaining the flexibility to adapt to emerging and changing priority issues in the community, maximising partnerships and collaboration with more specialist youth services and avoiding the duplication of services/programs.

Service Outcomes Measures

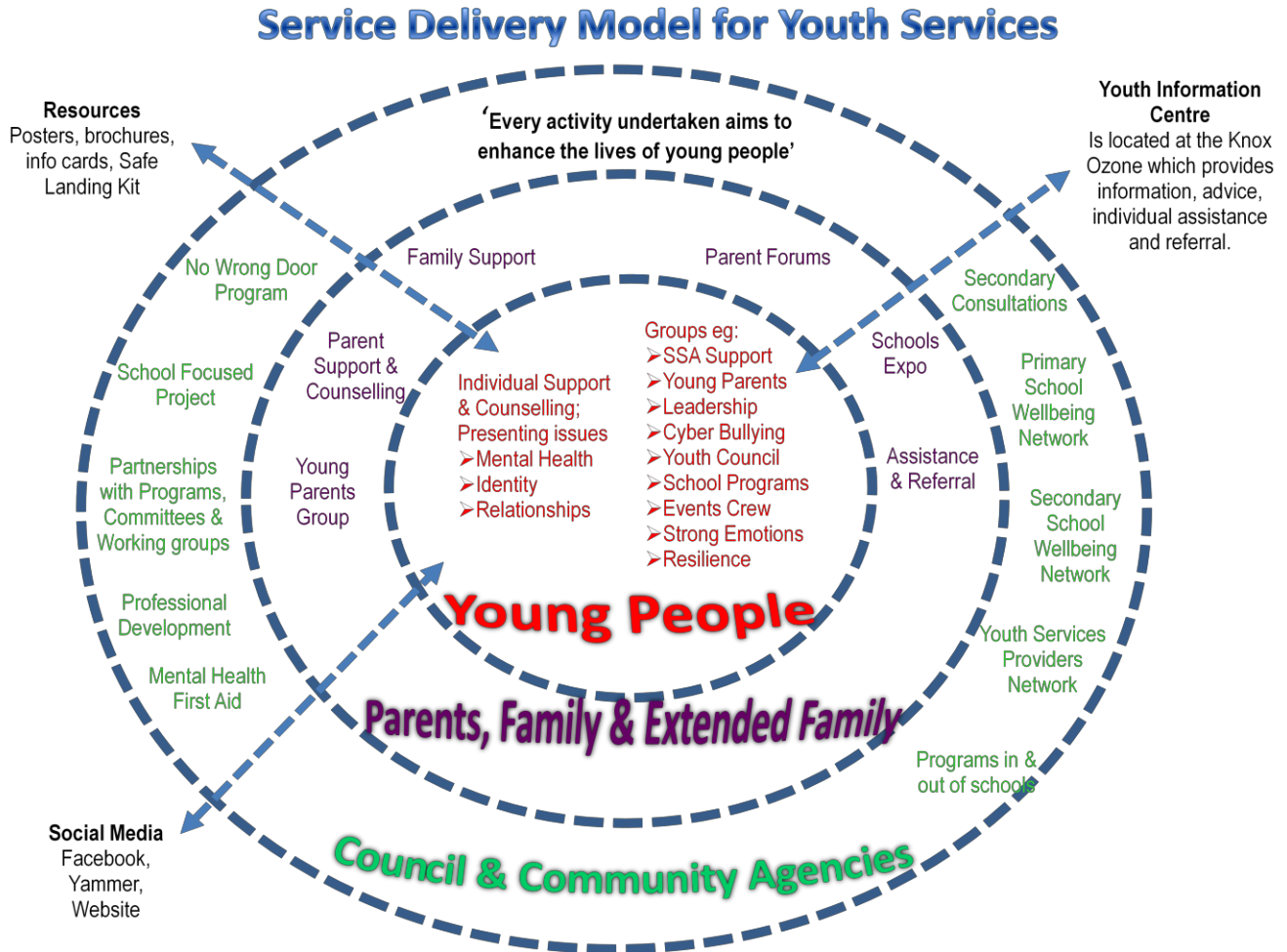
The future service direction of Council's Youth Services is expected to provide the following broad outcomes:

- Reaching young people in the municipality to increase knowledge and skills that so that they become more actively involved and empowered with the community.
- Reaching parents/guardians/grandparents to increase knowledge and skills so that their capacities are increased to effectively support young people.

Note—this number will vary from year to year due to the service's flexibility in responding to different community needs.

Service Model

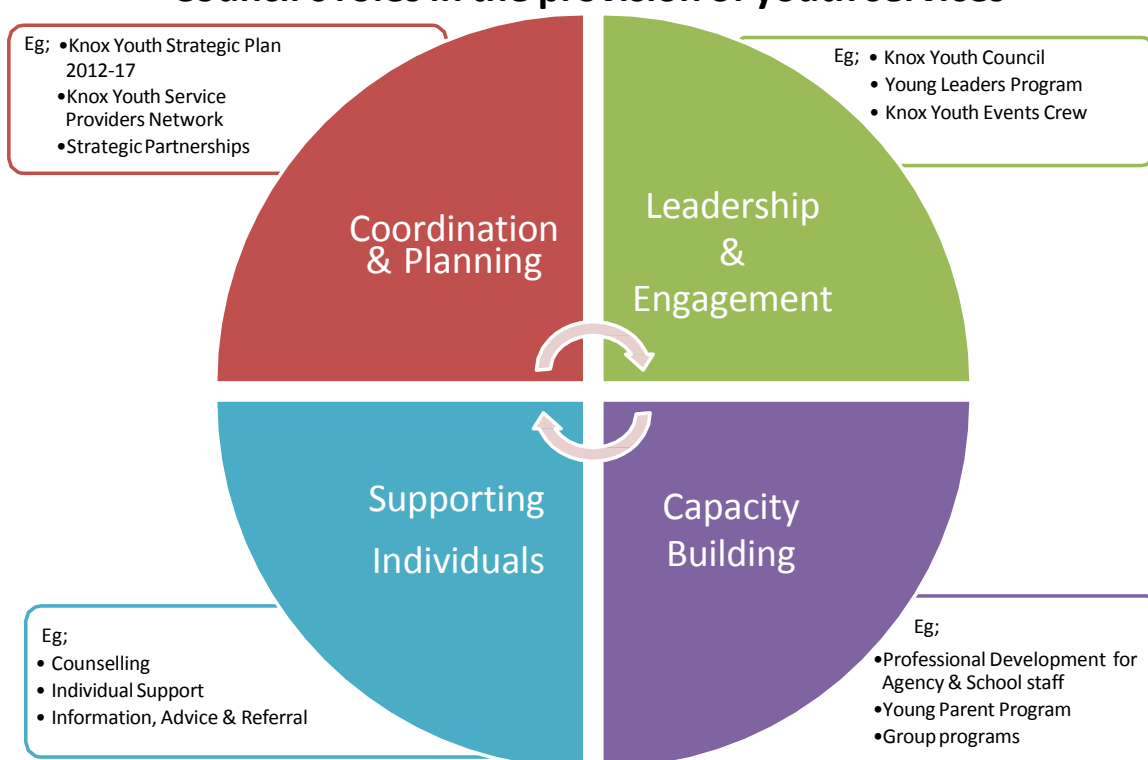
Council's Youth Services deliver flexible, youth support through a service delivery model which focuses on three main groups – young people, parents/families and Council and community agencies. The activities provided include services for individuals, groups, community networks and organisations. This Service Delivery Model is illustrated below.



Council's 'universal' youth service incorporates four key municipal roles: Coordination & Planning; Leadership & Engagement; Supporting Individuals; and Capacity Building as outlined in the diagram below. The relative investment and impact of Council's Youth Services across each of these four roles will be evenly spread.

The Service is delivered by staff resources of 7.99 EFT. The Service receives funding from State Government (see Financial Plan, page 9), but is primarily funded by Knox Council.

Council's roles in the provision of youth services



KEY ACTIVITIES

The following activities support one or more of the roles Council plays in the provision of Youth Services.

1. Youth Participation and Engagement: Working with and engaging young people in a meaningful way to support them to participate in community life and develop their skills, including the provision of programs such as: Youth Council, Youth Events Crew, Young Leaders Program, Youth Engagement and Participation training, and the Knox Youth Charter.

Key Outcomes:

- Increased engagement of young people in community leadership;
- Young people increase their knowledge, skills and confidence in community leadership;
- Young people deliver activities to their own age group;
- Increased participation in community life by young people;
- Increased resilience of young people; and
- Increased positive outcomes for young people.

Key Proposed Outputs:

- Programs delivered (eg Youth Council, Youth Event Crew, Young Leaders Program)
- Events delivered (eg Youth Engagement and Participation training)

2. Skills Development Programs for Young People: Programs to assist in the skills, knowledge and resilience of young people in their day to day life.

Key Outcomes:

- Increased knowledge, attitudes and skills for young people.
- Increased confidence within young people.
- Increased opportunities for young people.
- Increased resilience for young people.
- Increased positive outcomes for young people.

Key Proposed Outputs:

- Programs delivered to improve key skills for young people.

3. Parenting Development: Provision of information and educational seminars for parents of young people.

Key Outcomes:

- Increased knowledge, attitudes and skills of parents with young people.
- Improvement in parenting.
- Increased confidence and resilience of parents.
- Increased positive outcomes for young people.

Key Proposed Outputs:

- Sessions delivered to parents to improve knowledge.

4. Counselling for Young People and Parents: The counselling service includes short to medium term individual therapy, parent/family work, and therapeutic group work with young people and families.

Key Outcomes:

- Increased knowledge, attitudes and skills for young people and parents.
- Enhance parenting skills, increased confidence and resilience of parents.
- Increased resilience of young people.
- Increased positive outcomes for young people.

Key Proposed Outputs:

- Counselling sessions delivered.

5. Information, Advice, Referral for Young People and Parents: Provision of information, advice and referral to appropriate services for young people and parents through a range of activities, primarily through the Knox Youth Information Centre located at Knox City Shopping Centre.

Key Outcomes:

- Increased awareness of activities, services and supports relevant to young people, appropriate referral to services in or out of the municipality.

- Increased use of services where needed.
- Increased resilience of parents and young people.
- Increased positive outcomes for young people.

Key Proposed Outputs:

- Number of young people and families receiving information, advice and referrals.

- 6. Strategic Partnerships and Networks:** Developing and maintaining strategic partnerships with other levels of government and agencies for joint service delivery or service integration for young people and families including membership of state-wide, regional and local government networks to strengthen quality and relevance of services for young people and families.

Key Outcomes:

- Joint funding or resourcing of services.
- Increased and more effective services available for young people.
- Better integrated service delivery.
- Less duplication of services.
- Increased awareness of best practice service delivery.
- More effective service delivery for Council's youth services.
- Increased positive outcomes for young people.

Key Proposed Outputs:

- Facilitation and participation in youth specific networks .
- Seminars, programs and/or events co-planned with partners.

- 7. School Focused Funding for At Risk Young People (funded until December 2015):** A State Government program which provides funding for schools and agencies to work together more effectively to support vulnerable young people by developing more effective responses.

Key Outcomes:

- Increased awareness of issues for young people.
- Increased awareness of needs of school staff in supporting young people's wellbeing.
- Better planning and integration of services between schools and agencies.
- Increased positive outcomes for vulnerable young people.
- Targeted support for young people with mental health issues and young people living in challenging families.

Key Proposed Outputs:

- Needs Analysis /Resilience Survey delivered.
- Programs delivered in schools.

- 8. Skills Development for Council Staff, Community Workers and Schools:** Provision of professional development programs and advice on youth issues.

Key Outcomes:

- Increased knowledge of staff working with young people of issues experienced by young people.
- Increased consideration of young people in the design and delivery of services.
- Increased capacity to engage young people.
- Increased capacity to deliver services more effectively to young people.
- Increased positive outcomes for young people.

Key Proposed Outputs:

- Professional development sessions delivered.

9. Youth Planning: Strategically planning for a wide range of activities and services for young people, parents, schools, Council and agencies. This includes supporting the Knox Youth Issues Advisory Committee and the Knox Youth Council.

Furthermore, to support strategic planning the service undertakes research and community consultation to identify the needs of young people within the community to inform strategic plans and policies such as the Youth Strategic Plan and the Knox City Plan.

Key Outcomes:

- Effective and relevant youth services are available to meet the identified needs and priorities of the Knox community.
- Embedding a youth focus into relevant Council planning documents, e.g. Health & Wellbeing Strategy and Community Safety Plan.

Key Proposed Outputs:

- Advisory Committee meetings successfully held.
- 'Actions' delivered from the Knox Youth Strategic Plan.

KEY INPUTS

Staff Profile

Primary Job Family	2014-15		2015-16		2016-17		2017-18	
	EFT Perm	EFT Temp	EFT Perm	EFT Temp	EFT Perm	EFT Temp	EFT Perm	EFT Temp
Manager	0.3		0.3		0.3		0.3	
Coordinators	1.0		1.0		1.0		1.0	
Officers	6.69	*1.0	6.69	*1.0	6.69		6.69	
<i>Extra Officer</i>								
Total EFT & Hours	7.99	*1.0	7.99	*1.0	7.99		7.99	

* Please note the funding for the School Focused Youth Service position concludes on 30 December, 2015

Asset Profile

1. Buildings used for this service

Asset ID	Asset used	Suburb	Age	CRC \$'000	WDV \$'000	Utilisation by this service - Current	Council owned land	Council owned car park	Needs for this service	Timing 1-5 yrs 5-10 yrs 10-15 yrs 15-20 yrs 20+ yrs	Indicative Capital Cost
Leased CB303	Youth Information Centre (YIC)	Wantirna South	N/A	Rented	Rented	100%	No	No	Maintain	N/A	N/A

General Notes:

- The continuation of the YIC is dependent on the outcomes of a comprehensive evaluation to be undertaken by February 2016.

Financial Plan

Four Year Plan (LTFF)*

	2014-15	2015-16	2016-17	2017-18
Income	\$190,000	\$85,000	0	0
Expenditure	\$1,143, 530	\$1,089,477	\$1,042,109	\$1,080,608
Net	\$953,530	\$1,004,477	\$1,042,109	\$1,080,608

*aligned to Long Term Financial Forecast

*Reflects possible cessation of all external funding. Also includes a minor increase of Youth Information Centre (YIC) rent in 2015-16. The final two years YIC rent have not been adjusted, as this is currently subject to market review – see Asset Profile.

Service Planning Financial Impact

	2014-15	2015-16	2016-17	2017-18
Income	\$0	\$0	\$0	\$0
Expenditure	\$0	\$0	\$0	\$0
Net	\$0	\$0	\$0	\$0

*values are zero because no funding required as part of service planning for these periods.

IMPLEMENTATION PLAN

Four Year Implementation Plan

Action	Steps	Year
1. Fully develop the Program Planning Assessment Criteria (PPAC) to determine the basis for Council's Youth Services activities.	Review the PPAC annually.	2014-15 2015-16 2016-17 2017-18
2. Further develop tools to enhance the application of the Program Planning Assessment Criteria in all activity areas and establish a process for these to be incorporated into program planning documentation and reports to Council.	<ul style="list-style-type: none"> Develop tools Establish processes to incorporate PPAC into new program development. Establish processes to apply PPAC to existing programs in a staged roll out. 	2014-15
3. Strengthen processes, including data collection, evaluation and monitoring to support the application of the Youth Service Program Planning Assessment Criteria and to improve evidence based reporting.	<ul style="list-style-type: none"> Continue development of data collection tools for all Youth Services programs/services. Create and apply an 	2014-15 and build over time

Action	Steps	Year
	evaluation framework. <ul style="list-style-type: none"> • There may be resource implications for this process which will need to be considered as part of future budget processes. 	
4. Strengthen Council's Youth Services partnerships with identified existing partners such as headspace and schools.	<ul style="list-style-type: none"> • Progressively identify and analyse the nature of key partnerships. 	Ongoing
5. Explore potential new partnerships related to identified areas of need such as: <ul style="list-style-type: none"> • Autism Spectrum Disorder; • Social media and communications; • Peer and complex relationships (including online behaviour); and • Transitions. 	<ul style="list-style-type: none"> • Identify possible partnerships that can best respond to areas of identified need. 	2014-15 and build over time
6. Continue to monitor and assess the respective roles of headspace Knox and Council's Youth Services to ensure complementary service provision to young people and their families and avoid any service duplication.	<ul style="list-style-type: none"> • Council's Youth Services is an active participant and collaborator with headspace Knox. 	Ongoing
7. Evaluate the YIC, as a service and a space, in order to make an informed decision regarding the future of this facility by February 2016.	<ul style="list-style-type: none"> • Create brief and scope of evaluation. • Finalise resource allocation (existing or new budget which would require a business case). • Conduct evaluation/review • Council to determine the future of the facility. 	2014-15 2014-15 2015-16 2015-16

Monitoring & Evaluation, Research

- Improve output and outcome monitoring across all programs over the next four years.
- Evaluate the YIC's outcomes, and the programs running within the YIC in the first half of 2015.
- Increase the skills and capacity of the Youth Services' team in monitoring and evaluation.
- Undertake evaluation of key programs using evaluation framework.

FUTURE ISSUES

Changing needs and preferences of stakeholders – Social media and technology

Young people are likely to increase use of social media and technology as a medium for receiving and generating information. It is predicted that this will increase over time and will have an impact on the way Council's Youth Services engage with young people. Investment in appropriate new technology mediums, accessible broadband, Skype, Wi-Fi and training will be required in the near future to meet this changing need of young people.

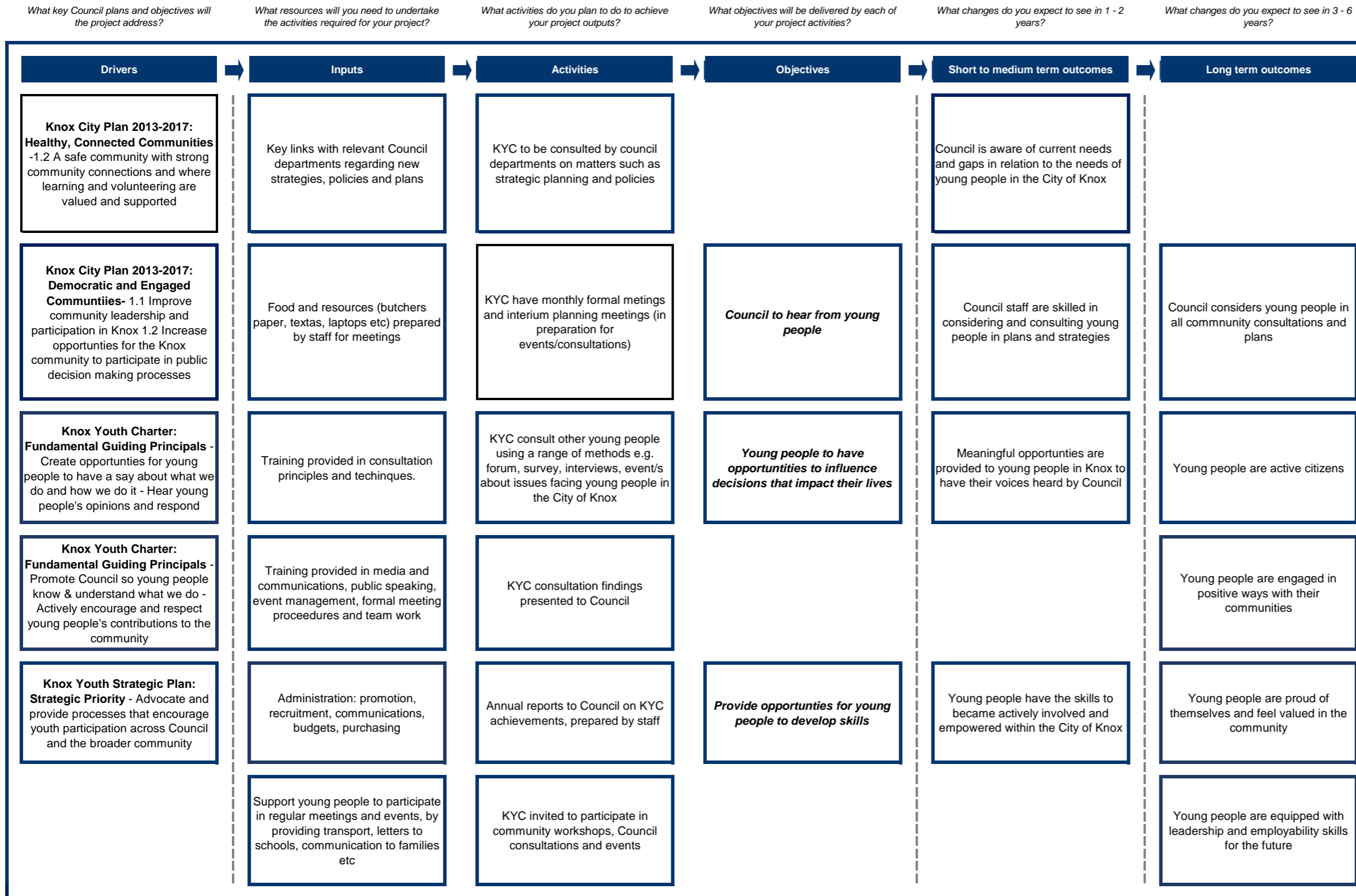
External Funding

Council currently receives \$210,000 of State Government funding. Changes in government and policy in the future may have an impact. The impact of School Focused Youth Services funding finishing in December 2015 is yet to be fully determined.

A considerable amount of funding for other services for young people and families in the sector (e.g. social security, housing, mental health, education) at both the State and Federal level are currently uncertain. The impacts of changes in funding such as eligibility for social security and other supports for young people are yet to be seen. There is likely to be additional pressure on the local service system and on Council's role as a coordinator and planner. All external policy changes relevant to young people will need to be monitored in relation to impact on young people, the community and Council.

Attachment D - Project Logic model: Knox Youth Council

Purpose of the Knox Youth Council: To provide a forum for Knox City Council to consult with and receive advice from a youth advisory committee; similarly for a young people to have opportunities to participate in decision making processes and gain skills



TERMS OF REFERENCE

KNOX YOUTH COUNCIL

Directorate	Community Services
Responsible Officers	Youth Development Worker – Groups & Youth Participation & Policy Worker
Committee Type	Advisory
Approval Date:	22 October 2013
Review Date:	December 2015

1. PURPOSE

The purpose of the Knox Youth Council (KYC) is to assist Council with its community engagement processes and to provide valuable information to support the decision making of Council. The establishment of the KYC supports Council's commitment to engage with its community on issues that affect the lives and wellbeing of its young people.

2. OBJECTIVES

To provide a forum for Knox City Council to consult with and receive advice from a representative Youth Council; similarly for a Youth Council to consult with and receive information put forward by Council; and to

- 2.1 Promote and encourage the involvement of young people in the planning, development, coordination and provision of Council services;
- 2.2 Ensure that the views of youth are canvassed and conveyed to Council;
- 2.3 Provide advice to Council on issues pertaining to young people;
- 2.4 Advise Council of any concerns regarding the implementation of the Council's Youth Action Plan;
- 2.5 Provide advice to Council on matters of planning and infrastructure which may have a direct impact on young people; and
- 2.6 Be consulted by Council on matters pertaining to strategic development in areas relevant to young people.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

- 3.1 The Knox Youth Council will comprise a minimum of twelve (12) and a maximum of twenty (20) members aged between 12 – 25 years, who live, work, study or recreate within the City of Knox. A majority of the members must reside within the City of Knox. It is expected that the membership will provide broad representation with consideration given to, but not limited to:
 - Gender
 - Disability

- Geographical location
- Education (students enrolled in secondary education /TAFE/ University)
- Individuals employed and unemployed
- Individuals from culturally and linguistically diverse backgrounds
- Individuals partaking in Council's student information officers and young leaders programs

3.2 Of the maximum twenty (20) Youth Council representative there will be one (1) Chairperson and one (1) Minute Taker nominated for each meeting (see clause 6).

This will be done on a rotational basis allowing for skill development and participation of all members. In addition, there will be two (2) positions available to represent young people and the Knox Youth Council on the Youth Issues Advisory Committee. This will also be done on a rotational basis to allow for a range of representative views and also to develop skills of all the Knox Youth Council representatives. Their role on this advisory committee will be to report the activities of the Knox Youth Council and feedback any relevant issues that may come out of the Youth Issues Advisory Committee meetings.

3.3 Membership is open to persons up to 23 years. This will allow for the young people to finish their term up until the age of 25 years. If in an instance the member turns 25 years before the end of their term, the member/s will vacate their position.

3.4 If a youth representative is unable to complete their appointment and resigns from their position on the Knox Youth Council, the position may be filled by a suitable candidate sought from the most recent selection process. The following process will occur:

- The candidate will then be approved by the Chairperson of the Youth Issues Advisory Committee.
- The Chairperson will make a recommendation to the Chief Executive Officer (CEO).
- The CEO will have the authority to appoint the recommended candidate to the Knox Youth Council for the remainder of the previous youth representative's term.
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3.5 Nomination for Membership:

- Knox City Council shall call for expressions of interest from 12 – 23 year olds across the Knox municipality.
- Public nominations will be invited following advertisements in Knox's community and local news publications.
- Candidates for appointment must lodge written and signed nomination forms with Knox City Council in accordance with the requirements of the public nomination process.

If the number of candidates exceeds the number of candidates to be appointed, an evaluation committee comprising of the following will consider all expressions of interest received and provide a recommendation to Council of suggested appointments:

- One (1) Councillor and one (1) community representative of the Youth Issues Advisory Committee (YIAC)

- Two (2) Knox Council Youth Services staff; and
- Two (2) Representatives from the previous or current Knox Youth Council.

A Council resolution is required to formally appoint members to the Knox Youth Council.

4. DELEGATED AUTHORITY AND DECISION MAKING

4.1 Knox Youth Council has no delegated authority

5. MEETING PROCEDURES

5.1 A minimum of six (6) meetings are to be held annually. The Knox Youth Council meetings must be conducted in accordance with Council's Advisory Committee Policy.

5.2 Failure to attend meetings on three (3) consecutive occasions by a Youth Council member (unless otherwise negotiated) will result in the automatic loss of membership to the Youth Council.

5.3 Two (2) Knox Youth Council representatives will be required to attend Youth Issues Advisory Committee meetings.

5.4 Knox City Council Councillors may attend meetings of the Knox Youth Council in an observer capacity.

6. CHAIR

6.1 Of the maximum twenty (20) Youth Council representatives, there will be one (1) Chairperson and one (1) Minute Taker nominated for each meeting. These appointments will be made by the Knox Youth Council.

6.2 The appointments referred to in 6.1 will be done on a rotational basis allowing for skill development and participation of all members.

6.3 Chairperson

The Role of the Chairperson will be to:

- Chair meetings of the Knox Youth Council;
- In the absence of the Youth Council Chairperson, the Youth Council shall appoint another representative to chair that particular meeting.

6.4 Minute Taker

The Role of the Minute Taker will be to:

- Record the minutes of Knox Youth Council meetings;
- In the absence of the Youth Council Minute Taker, the Youth Council shall appoint another representative to take minutes at that particular meeting.

7. AGENDAS AND MINUTES

7.1 The Agenda for each meeting is determined by the Knox Youth Council representatives, in cooperation with Council's Youth Services staff.

7.2 The Minutes and the Agenda of the meeting will be distributed by Council's Youth Services staff on behalf of the Knox Youth Council.

8. VOTING

8.1 All youth representatives appointed to the Knox Youth Council shall have equal voting rights. Councillors and Council staff shall participate in an ex-officio capacity.

8.2 A quorum will be fifty percent of the membership plus one.

9. CONFLICT AND INTEREST PROVISIONS

9.1 In performing the role of Advisory Committee member, a person must:

- act honestly;
- exercise reasonable care and diligence;
- not make improper use of their position; and
- not make improper use of information acquired because of their position.

Where a member of the committee has an interest or conflict of interest in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the member must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

Problem Solving and Dispute Resolution

9.2 In the first instance any complaint, unresolved problem or serious dispute is to be brought to Knox Youth Services staff for resolution. If appropriate and with the agreement of all parties, the matter may involve a mediation process.

9.3 Any complaint, unresolved problem or serious dispute that involves Youth Services staff is to be brought to Knox Youth Services Coordinator for resolution. If appropriate and with the agreement of all parties, the matter may involve a mediation process.

10. REPORTING

- 10.1 A report will be presented to Council in December each year which reviews the operation and achievements of the committee against the Terms of Reference. This report will be prepared by Youth Services staff members.
- 10.2 A presentation by the Knox Youth Council representatives to Council on their experiences and findings will occur a minimum of once during the two year term. The format of the presentation will be prepared by the youth representatives, utilising their skills, abilities and interests.
- 10.3 In partnership between Knox City Council's Youth Services and Knox Youth Council, an evaluation report of Knox Youth Council's activities will be arranged and presented to the Knox City Council at the conclusion of each Knox Youth Council term.

11. ADMINISTRATION SUPPORT

- 11.1 Knox Council's Youth Services Team will oversee the administration of the Knox Youth Council.
- 11.2 Specific purpose working groups may be appointed and convened by the Knox Youth Council. The Knox Youth Council may call upon the expertise and knowledge of the Youth Issues Advisory Committee, Youth Services department and other youth organisations within the municipality as required, to assist with specific task at their discretion.

12. CONTACT WITH THE MEDIA

- 12.1 As with all Council advisory committees, members cannot in any way purport to represent Council or the views of Council to the media.

13. REVIEW DATE

- 13.1 The Knox Youth Council's role, function and membership shall be reviewed every two years by Council. **The Knox Youth Council will sunset on 31 December 2015.**

14. MEALS

- 14.1 The provision of refreshments during the course of a Committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

APPENDIX F: MAPPING OF YOUTH ADVISORY MODELS

NAME	DESCRIPTION OF MODEL	FREQUENCY OF MEETINGS /AGES OF PARTICIPANTS	ADVISORY COMMITTEE /ACTION GROUP	PURPOSE/ ACTIVITIES
National Youth Council of Australia (NYC)	<p>Young Australians working to support young people across the country. The NYC is a non-profit organisation and is managed by an appointed organisation program director and overseen by a board of young Australians.</p> <p>The NYC was developed as a result of consultation with young Australians and national youth organisations. The NYC holds no political affiliation and is run by young Australians for the benefit of young Australians.</p>	<p>- As required</p> <p>- Young people aged between 18 - 30 from across Australia.</p>	Action based	The key purpose of the NYC is to host the National Youth Conference.
Monash Young Persons Reference Group (MYPRG)	<p>Membership is open to young people aged 14 -25 who live, work, hang out or study in the City of Monash. There are 19 places for young people in the group representing a variety of cultures backgrounds, ages, geographic areas and genders.</p> <p>At MYPRG, young people have the chance to share ideas, opinions, and needs and have the opportunity to:</p> <ul style="list-style-type: none"> • Have their say on council issues • Make new friends • Learn and develop new leadership skills • Represent the views of all young people in the City of Monash 	<p>- Monthly meetings for two hours.</p> <p>- 14-25 years</p>	Action / Advisory Committee	<p>Some of the projects they have been involved with include:</p> <ul style="list-style-type: none"> • The Natural Confidence Positive Body Image Photography Competition • Successfully lobbying Council to become a Fair Trade Community and use fair trade products • Successfully lobbying Council to use energy saving light globes and use water jugs instead of bottled water

Whitehorse Youth Representative Committee (WYRC)	<p>The WYRC involves young people who live, work or study in the City of Whitehorse. Members of the committee are selected via a nomination process advertised through schools, youth services, clubs and local media in the City of Whitehorse. Due consideration is taken in selecting a spread of gender, age, cultural backgrounds and life experience with a particular focus on attracting disadvantaged young people. The committee receive training and attend a team-building camp.</p>	<p>- Weekly meetings for 2 year period</p> <p>- 16-25 years</p>	<p>Action / Advisory Committee</p>	<p>Involved in development and implementation of events such as Whitehorse City Council’s Spring Festival.</p> <ul style="list-style-type: none"> • The WYRC attended a number of reference group meetings regarding the development of the Youth Plan for 2009- 2013. An important part of the Youth Plan 2009 – 2013 was the consultation of young people in the community. • A Vox Pop day was held in Box Hill Centro, the WYRC conducted interviews with young people asking them what their thoughts were regarding services available in Whitehorse. • Body Image Project involved sourcing information to include on a small resource card that was distributed to Box Hill High School students, creation of a resource package on body image for the Social Welfare Coordinator at the school, and organising a performance by Melbourne Theatre Company.
Boroondara Tomorrow Makers	<p>The Tomorrow Makers is a program for young leaders currently in Year 10 who want to make changes in their world, and have fun doing it.</p>	<p>- Weekly meetings</p> <p>- Year 10 Students (15 – 16 year olds)</p>	<p>Action based</p>	<p>Implementation of a film festival and or street art exhibition, the Tomorrow Makers pursue social change in a creative, unique and imaginative way.</p>
Maroondah Young Leaders Program	<p>Members assist with the development, promotion and implementation of a range of youth activities and events.</p>	<p>- 12-25 years</p>	<p>Action based</p>	<p>Maroondah’s Young Leaders presented to Council the results of the Youth Services Peer Engagement Program and Maroondah 2011 Youth Consultation. The purpose of the Young Leaders Program is to:</p> <ul style="list-style-type: none"> • Promote activities at schools, online, and with peers • conduct evaluations on programs and events.

Casey Youth Action Committee (CYAC)	The aim of the CYAC is to empower young people as genuine leaders in their community.	-12 month commitment -15 – 25 year olds	Action based	The purpose of the CYAC is to: <ul style="list-style-type: none"> • Deliver projects on the topics and issues which are important to young people • Develop leadership skills and take part in leadership training • Work with other like-minded and passionate young people • Learn more about your community and local government • Represent the views and ideas of young people and influence decision-making.
Latrobe City Youth Council	The Latrobe City Youth Council aims to: <ul style="list-style-type: none"> • Increase civic participation by our youth community. • Develop young people’s knowledge of the issues that affect them at a Federal, State and Local Government level. Consists of a ‘junior council’ i.e. Elected Mayor and Councillors	- Fortnightly meetings, for a year -15-21 year olds	Advisory Committee	The purpose of the Youth Council is to: <ul style="list-style-type: none"> • Provide a forum for young people to meet regularly and express their views on issues affecting them and their peers. • Provide an avenue for young people to bring forward issues that directly affect them, and inform Council representatives of these issues.
Moonee Valley Young People’s Committee	The role of the Committee will be to support other young people, Council and its service sector partners to implement Thrive (Youth Strategic Plan). Committee has a Chair and Deputy Chair who are elected by the committee. There is a maximum of 15 members	- 12 month commitment - 12-25 years	Advisory Committee	The role of the Committee will be to: <ul style="list-style-type: none"> • Share successes and exchange ideas around local community projects as representatives of their community in line with the place based catchment model; • Provide support, recommendations and advice to Council through the Moonee Valley Young People’s Coalition on community matters (not just matters that are specific to young people); • Share information amongst their own peer networks; and

				<ul style="list-style-type: none"> • Participate in the review of the first Thrive Action Plan and the development of the future Action Plans, including consultation and evaluation tools.
Melton Youth Advisory Network (MYAN)	The MYAN is a group that meets monthly to discuss, advocate for and address local issues relevant to young people.	<ul style="list-style-type: none"> - Monthly meetings - 12 – 25 year olds 	Advisory Committee	<ul style="list-style-type: none"> • MYAN distributes youth-related information to local government and youth-specific services. • The network is also an avenue for young people to feed their concerns to Council and other agencies operating within the local area. The network takes an active part in guiding youth policy in cooperation with the Melton City Council. Where possible, MYAN networks with other peak youth organisations such as YACVIC, DVC and FACSIA to respond to political inquiries and/or consultations.