

Youth Services Policy and Guide



Document No.:	<i>WT-HRM54.00</i>	Approved By:	<i>Council</i>	
Issue No.:	<i>1</i>	Approved On:	<i>19 July 2022</i>	
Responsibility:	<i>Youth Development Officer</i>	Review Date:	<i>July 2026</i>	
Document Control		<i>For External Release</i>		<i>N2022186817</i>
Rev. No.	Date	Revision Details	Reviewer	Approver

Contents

1	PURPOSE	2
2	SCOPE	2
3	DEFINITIONS	2
4	POLICY STATEMENT	3
5	RESPONSIBILITIES	3
6	POLICY AND PROCEDURES	4
6.1	Principles and ethics:	4
6.2	Mandatory Reporting and Record Keeping:	6
6.3	Grievances and Disciplinary:.....	7
6.4	Consent and Privacy:.....	7
6.5	Travelling with young people:.....	8
6.6	Access and equal opportunity:	8
6.7	Work Health and Safety	9
6.8	Incidents and Accidents:	9
6.9	Ages of young people in Council Programs:.....	10
6.10	Supervision of Young People	10
6.11	Detached Youthwork:.....	11
6.12	Working With Young People at Camps, eg. Lead, Inspire, Grow:.....	11
6.13	Amenities:	12
6.14	Guest Speakers and Service Providers:.....	12
6.15	Consultation with YAC:	12
6.16	Supporting YAC Members:	13
6.17	Refund Policy for activities:	13
6.18	Staff Support and Development:	13
6.19	Financially Supporting Young People:.....	14
6.20	Social Media:	15
6.21	Youth Engagement, Evaluation and Strategic Direction	15
7	LEGISLATION AND REFERENCES.....	16
8	APPROVAL	17

1 PURPOSE

This document includes expected conduct, policies and procedures which outline what is expected of workers and volunteers in the Youth Services Team of Council. The document guides best practice in Council related activities, events and all communications the Youth Services Team has with young people. The aims of this document is to:

- ensure the Youth Services Team complies with child safety standards including:
 - Youth Ethics Framework for Tasmania;
 - Duty of care;
 - Mandatory reporting;
 - Code of conduct;
 - Risk management guidelines;
- ensure the Youth Services Team follow Council's grievances and disciplinary procedures;
- upholds laws and principles of consent and privacy including:
 - health and medical;
 - imagery consent;
 - healthy relationships;
- ensure equal access and opportunity is available for all young people;
- best practice is followed for difficult behaviours and critical incidents;
- young people are adequately supported through effective procedures of referral;
- effective processes are followed for YAC to influence Council's decision making;
- provide review processes to ensure best practice;
- enable adequate training of staff and volunteers in the Youth Services Team.

2 SCOPE

This policy applies to all workers carrying out work in any capacity for Council when engaged in an activity, event or communications with young people in the following circumstances:

- while performing work for Council, regardless of where it is performed;
- when attending any of Council's youth centres, camps, school holiday activities or other regular programs;
- when attending any Council lead meeting with young people present;
- when attending any of Council's youth events;
- when attending a school for the purpose of a Council run program or event (e.g. Partysafe);
- when communicating with young people through Council's social media platforms, websites or personal use.

3 DEFINITIONS

Worker - A person, other than a Councillor, who carries out work in any capacity for Council, including work as: an employee; a contractor or subcontractor; an employee of a contractor or subcontractor; an employee of a labour hire company who has been assigned to work at Council; an apprentice or trainee; a student gaining work experience; a volunteer such as a Youth Advisory Council member.

Youth Services Team – Council’s appointed staff members that work directly with young people. This includes the Youth Development Officer, Beaconsfield Youth Development Officer, Youth Assistant, Beaconsfield Youth Assistant (Beaconsfield House appointed) and any other Council staff that are assigned to assist with youth programs, events and engagement with young people.

Youth/Young People - A youth or young person is aged between 12-25.

Child - A child is anyone under the age of 18.

YAC – Youth Advisory Council. All members are aged between 12-25 and come under the definition of a Council volunteer.

LIG – Lead, Inspire, Grow Leadership Camp.

Social media – a collection of internet and mobile based tools which allow for interactive sharing and discussion of information.

Service Providers – Organisations and/or individuals that provide an activity, presentation or any contribution to young people in a Council arranged event or program.

4 POLICY STATEMENT

West Tamar Council values its young people.

Because of this, Council is determined to ensure that young people are supported and connected to the community, whilst having a sense of drive and ambition for their future. Through the West Tamar Youth Advisory Council (YAC) and Council’s Youth Services Team, Council is committed to the ongoing provision of youth services that seek to improve youth health and well-being outcomes.

This policy has been prepared to act as a guide to Council’s youth services team, including any staff, external providers and councillors who work with young people in a Council framework. The document outlines the fundamental approach to working with young people whilst in a West Tamar Council responsibility.

Through implementing this policy, the West Tamar Council seeks to enhance its reputation as an organisation which takes its responsibilities to the wider community, especially vulnerable young people, seriously.

5 RESPONSIBILITIES

Management and supervisors are responsible for:

- ensuring the working with vulnerable people policy is implemented;
- providing adequate training and induction for Youth Services Team;
- providing safe working environments for Youth Services Team whilst supervising young people;
- complying with mandatory reporting laws; and
- ensuring best practice is adhered to.

All employees, volunteers and service providers for Council’s Youth Services have a responsibility to:

- align all activities with the Tasmanian Child and Youth Wellbeing Strategy.([visit website](#));
- work within the Youth Ethics Framework for Tasmania ([visit website](#));
- adhere to Working with Vulnerable People requirements prior to commencement; and
- comply with Mandatory Reporting laws.

6 POLICY AND PROCEDURES

6.1 Principles and ethics:

Recognition of Indigenous Peoples

Council recognises that we live on the traditional lands and waters of the Indigenous peoples of Australia. The Youth Services Team will be respectful of Indigenous culture recognising that culture and connection to land is a right of Indigenous young people. Council will recognise the importance of culture to young Indigenous people's self-esteem and sense of identity.

The United Nations Convention on the Rights of the Child

The United Nations Convention on the Rights of the Child, ratified by Australia, has particular relevance to youth work practice. Its four core principles are 'non-discrimination', 'the best interests of the child', 'the right to life, survival and development', and 'respect for the views of the child'. Article 3.1 of the Convention prescribes that 'in all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, the best interests of the child shall be a primary consideration.'

Duty of Care

All Council staff and service providers participating in Council's Youth Services have the responsibility to exercise duty of care.

That is, they must take reasonable care to avoid an act (or failure to act) which might reasonably be foreseen to result in injury to others.

Legal liability arises where, in the eyes of the court, an organisation or individual has been negligent. In short, Council is liable for the actions of both staff and service providers.

The Youth Services Team are expected to take steps to avoid reasonably foreseeable risks of injury. The aim should always be to minimise the risk of injury and the avoidance of legal action.

Council is committed to good risk management practices, appropriate insurance, parental consent and common sense. Service Providers and the Youth Services Team must adhere to Council Policy, the Tasmanian Child and Youth Wellbeing Strategy and the principles of the Youth Ethics Framework for Tasmania.

Tasmanian Child and Youth Wellbeing Strategy ([See Document](#))

West Tamar Council acknowledges the Tasmanian Child and Youth Wellbeing Strategy including the 6 domains of wellbeing in the Tasmanian Child and Youth Wellbeing Framework as a guide for strategic development.

- Being loved, safe and valued
- Having material basics
- Being Healthy
- Learning
- Participating
- Having a positive sense of culture and identity

Youth Ethics Framework for Tasmania ([See Document](#))

West Tamar Council recognises the Youth Ethics Framework for Tasmania and requires the Youth Services Team to work within the stated principles as a standard of operation.

- **Primary Client** -The primary client of a youth sector worker is the young person.
- **Ecological and Structural Influences** - A youth sector worker recognises the impact of ecological and structural forces on young people. The work of youth sector workers needs to take into consideration the environment and context in which young people live.
- **Equity** - Youth sector workers will actively seek to support young people with experience of social disadvantage and/or exclusion. A youth sector worker will be non- discriminatory in their practice and mindful of cultural diversity.
- **Empowerment** - A youth sector worker seeks to empower the young person by beginning with the belief that young people are competent in assessing and acting on their interests.
- **Duty of Care** - A youth sector worker avoids exposing young people to the likelihood of foreseeable harm, injury or exploitation.
- **Anti-Corruption** - A youth sector worker will seek to ensure that those who work with young people will not advance themselves at the expense of young people.
- **Transparency** - The relationship between a youth sector worker and young person will be open and truthful.
- **Confidentiality** - Information provided by young people will be respected, they will be made aware of the limits to youth sector workers' confidentiality; and, where possible, their permission sought for disclosure.
- **Cooperation** - A youth sector worker will actively cooperate with others in order to secure the best possible outcomes for young people.
- **Knowledge** - A youth sector worker has a responsibility to keep up to date with the current information, resources, knowledge and practices needed to meet their obligations to young people.
- **Self-Awareness** - A youth sector worker will be conscious of their own values, interests and limitations, and will also be respectful of the values and interests of others.
- **Boundaries** - The relationship between a youth sector worker and a young person is a professional relationship, with clear boundaries, that is intentionally limited to protect the young person. Youth sector workers will behave in a way that is consistent with these boundaries.

- **Self-Care** - Good youth sector work practice is consistent with preserving the health and wellbeing of youth sector workers.
- **Professional Awareness** - A youth sector worker is committed to the development of a strong youth sector that is able to support young people as they transition to adulthood. They will be aware of the strengths and diversity of young people and those that support them.

6.2 Mandatory Reporting and Record Keeping:

Council's Youth Services Team are to be considered as Mandatory Reporters. ([visit website](#))

As a mandatory reporter, Council staff and volunteers are required to contact the Advice and Referral Line as soon as possible if they know, believe or suspect that an unborn baby, child or young person:

- is being abused or neglected or is an affected child within the meaning of the *Family Violence Act 2004*; or
- may be killed, abused or neglected by a person who they live with; or
- if the baby isn't born yet, that he or she may need medical treatment or other intervention as a result of behaviour by the pregnant woman or another person.

Staff will notify their direct supervisor and HR in the process of making a report which is to be recorded in Council's information management system.

Procedure:

If a young person discloses physical, sexual, emotional abuse or neglect, any member of the Youth Services Team will:

- listen, ask questions for clarity but do not investigate;
- do not promise that the information will be kept confidential and explain to the young person who you will be telling and why;
- immediately report to appropriate supervisor, or to HR;
- Council will make an assessment as to what action needs to be taken, i.e. whether a referral needs to be made to Child Protection at the Department of Human Services and/or the police;
- if unsure, Council staff and volunteers can visit [Strong Families Safe Kids | Advice and Referral Line Tasmania](#) or call 1800 000 123 to determine appropriate next steps.

Mental Health crisis support and reporting

Council recognises the significance of supporting a young person with a mental health concern or crisis. Council will ensure that the Youth Services Team have current training in Mental Health First and are equipped to respond, report and refer appropriately to situations when young people in Council's duty of care are experiencing a mental health crisis.

While council is responsible for the safety and wellbeing of young people in their service, the Council Youth Services Team are not mental health practitioners and are not trained to provide mental health services. In the event of a mental health crisis or disclosure of mental-ill health, council staff are to apply Mental Health First Aid procedures in-line with current

qualifications and refer young people to an appropriate service. Council staff are also required to follow procedures in-line with mandatory reporting procedures (listed above).

Recommended Referral options include:

- Cornerstone Youth Services West Tamar Youth Outreach Program (<https://www.cornerstoneyouthservices.com.au/west-tamar-youth-outreach-service/>)
- Headspace Launceston (03) 6335 3100
- Child and Adolescent Mental Health Service <https://www.health.tas.gov.au/health-topics/mental-health/tasmanias-mental-health-system/child-and-adolescent-mental-health-service>
- Phone services are available for immediate mental health support such as Beyond Blue (1300 224 636), Kids Helpline (1800 551 800), Lifeline (13 11 14)
- Emergency services if the physical safety of the young person is at risk

6.3 Grievances and Disciplinary:

Appropriate processes are in place for young people, families and workers to share their concerns safely.

If a member of the public has a concern about any of Council's youth programs, staff or youth facilities, they are encouraged to contact Council's Youth Development Officer directly. Alternatively, they can contact Council's customer service and be directed to the appropriate personnel.

Youth Services team and volunteers follow the procedures for *Dealing with Bullying, Harassment and Discrimination in the Workplace*.

6.4 Consent and Privacy:

All of Council's youth services are voluntary for young people. This means that young people have a choice to not take part in activities supervised by Council.

Any person under 18 years must have the written consent of a parent or legal guardian in order to participate in Council's program and any related activities. Informed consent from parents and guardians are required for:

- Youth Centres
- School Holiday Programs
- Camps
- YAC
- Any structured activity supervised by Council's Youth Services Team.

If a young person under the age of 18 cannot gain consent from a parent or legal guardian, Council staff must endeavor to make contact at earliest notice. However, staff may assess a young person's capacity to provide informed consent in certain situations (e.g. Gillick competence for young people 14+ years). Situations where this may occur include dietary considerations, basic medical treatment and imagery consent.

Information of an individual engaging in Council's youth activities may require informed consent including:

- health and medical information
- transport
- imagery consent
- healthy relationships between other young people, staff and volunteers.

Information of young people is recorded through Council's information management system and provided to approved staff conducting youth activities. Youth Services Team are to adhere to the following principles:

- collect only information that we need to effectively run the program;
- ensure that all program participants understand why we collect information and how we administer it;
- use and disclose personal information only for our primary function or a directly related purpose, or for any other purpose only with the person's consent;
- store personal information securely, protecting it from unauthorised access;
- give participants access to their own information and the right to correct it.

6.5 Travelling with young people:

When Council provides transport for young people, it is to be in a safe and controlled environment.

Council recognises the barriers of accessible and affordable transport for young people in the municipality, and will work towards bridging the gap to ensure young people can participate and engage in youth activities with transport services that optimise safe and accountable standards:

- Council's youth programs can provide transport via a chartered service (e.g. McDermott's, Manion's).
- Council can hire a 12 seater van and transport young people provided that the worker is not alone with a young person.
- All young people accessing transport via Council are to have correct permissions and consent recorded.
- Staff are not to sit next to a young person in a vehicle.
- Council Staff are not permitted to have young people in their personal vehicles.
- Staff are required to wait with young people until parents or guardians have arrived. As this can potentially cause further delays, pre-arranging pick up times/locations with each individual is required.

6.6 Access and equal opportunity:

No young person misses out on opportunities due to barriers.

Council will work to provide all access facilities for youth programs and to remove barriers for participation by:

- subsidising transport costs and access for rural young people will be considered when the budget allows and when requests are appropriately considered;
- promoting a discrimination-free environment in all Council's youth services and removing any behaviors that directly or indirectly discriminate any individuals;
- consider providing affordable options to ensure all young people have equal access to Council's Youth Services;

- seeking external funding where Council cannot financially provide equal opportunity for young people;
- reviewing current Youth Services and Council facilities that are used by young people for the purpose of improving access and equal opportunity.

6.7 Work Health and Safety and risk management

All youth programs and events are conducted safely according to Council's Work Health and Safety Policy and Risk Management Policy.

Risk Management Plans that identify, evaluate and mitigate safety risks to participants, staff and the public, including all current health and legislative requirements, are required for all youth events, camps and programs.

6.8 Incidents and Accidents:

Council values the care and safety of young people.

Council's Youth Services Team will follow up all incidents and accidents appropriately and in accordance with Council's *Incident Reporting and Investigation Policy*. Procedures may include:

- fulfilling any first aid requirements;
- contacting emergency contacts;
- completing Council's Incident and Accident forms;
- reassessing the Risk Management Plan to minimize further incidents.

Dealing with Difficult Behaviour

Council's Youth Services Team may be required to deal with young people in a dangerous situation including difficult behavior. Unacceptable behaviours include:

- physical violence
- verbal abuse and threats of violence
- disruptive behaviour (e.g. disturbing others, derailing activities)
- inappropriate language (e.g. loud, provocative, sexually suggestive, swearing)
- discriminatory behaviour (e.g. racist, sexist, homophobic).

Any unacceptable behaviour, as specified but not limited to the above, may result in a warning and/or disciplinary action including suspension or termination from participation in the program, or particular program activities.

Council's Youth Services Team will determine the nature of the behaviour and steps required to address the situation. Some unacceptable behaviour may be dealt with through disciplinary action (e.g. being consistently late for agreed mentoring times or inappropriate language), while other behaviours (such as breaking the law or endangering others) will require immediate termination from the Council's programs.

For behaviours that may be resolved through disciplinary action, adopting appropriate disciplinary steps is recommended. Young people and Council staff should continue to meet during this process. Unacceptable behaviour is dealt with through appropriate supervisors/managers and HR.

6.9 Ages of young people in Council Programs:

Suitable ages are established, maintained and reviewed for each activity.

Council recognizes requirements from legislation and funding guidelines that affect the selection of age boundaries for various youth activities to ensure that these are maintained in all activities. Council also understands the importance of adolescent development and strives to match appropriate programs and activities to fit with the age of young people involved.

Review of age parameters will take place at the end of each calendar year by the Youth Services Team.

Youth Centres – ages 10-17

School Holiday Program – ages 10-17

Lead, Inspire, Grow Leadership Camp – ages 12-17

YAC – ages 12-25

Youth Mayor – year level 7-9

Partysafe Program – year 10 students

6.10 Supervision of Young People

Council endeavors to have adequate supervision of young people during Council related activities.

Supervision Boundaries

Council understands the complexities around the supervision of young people and works to not put a staff member or volunteer in a position of liability. Council will ensure that the Youth Services Team supervise young people in safe boundaries that include:

- not being alone with a young person in a room;
- have doors open where possible;
- not engage in physical contact with young people;
- not disclose personal information outside of a professional manner (e.g. past trauma, residential address etc.);
- have separate change rooms for works and young people (e.g. at swimming pool);
- have suitable accountability systems in place for the worker;
- have sufficient space available between workers and young people. (e.g. sitting on couches).

Supervision Ratio:

Council Youth programs are to have at least 2 staff members present at all times.

When working with larger groups, a ratio of 1:10 is to be applied when working directly with young people in a Council Program. This includes youth centres, school holiday programs, camps and other approved activities. YAC volunteers can be included in the supervision of young people, provided they have a current working with vulnerable people registration.

If supervision ratio of young people is exceeded, additional support is to be arranged and/or requested.

Minimum Required Qualifications and Training:

Council's Youth Services team, volunteers and service providers are to hold a valid Working with Vulnerable People (WWVP) card and to have their identification present at all times in the workplace.

All employed staff working with young people are required to have received first aid training prior to commencement of work.

All Council volunteers are required to complete Council's induction process for youth services prior to commencement.

Personal Relationships:

Council recognise that working with young people requires a level of friendship and connection between the worker and the client. However, it is imperative that staff do not engage in any personal relationships with any young people. If there is a prior connection (e.g. family friend, nephew, niece etc.), staff are to declare this for the purpose of transparency.

6.11 Detached Youthwork:

Council's Youth Services Team will follow best practice when connecting with young people outside of regular programs and activities.

Detached youth work is youth work which takes place away from buildings, or other facilities primarily intended for the use of young people, and instead happens in areas which young people might identify as their 'own ground', such as skate parks, bus shelters, parks, cafes, shopping precincts and other places where young people choose to meet.

If members of the Youth Services Team are required to meet young people outside of Council's programs and activities, staff are required to:

- be pre-approved by their respective supervisor;
- inform their actions through Council's Out n About and calendar system;
- ensure their actions are professional and engagement is voluntary by the young person;
- follow up any mandatory reporting required;
- not connect with young people in private dwellings or behind closed doors.

6.12 Working With Young People at Camps, e.g. Lead, Inspire, Grow:

Young people can participate in Council's leadership camp in a safe and equitable way.

Council recognises that camps can be a good opportunity for mentoring and growth in the life of young person. Council also recognises the importance of healthy boundaries and professionalism is still required during camps.

Camp Specific boundaries for Youth Services Team include:

- Youth Services Team members are to wear YAC or LIG clothing as a uniform where possible.

- Youth Services Team members are not to engage in any close contact with a young person in isolation. If confidential/private discussions are required between a young person and a worker, it is to be in full view of others in a communal space.
- Workers are not permitted in dorm rooms/private quarters of a young person unless in an emergency.
- Emergency contacts are to be notified immediately after an accident or incident that requires first aid or assistance of emergency services.
- Mandatory Reporting measures are to be adhered to when disclosure of a reportable nature takes place.

6.13 Amenities:

Young people have the right to have access to amenities that are safe, clean and free from discrimination.

- Youth programs and activities will only take place in locations where suitable amenities are made available for young people.
- Council staff, visiting speakers and services providers providing care to young people are to use alternative toilets where possible.
- If other toilets cannot be provided, all staff, speakers and service providers are encouraged to utilise toilets before and after activity or when not in use by young people.

6.14 Guest Speakers and Service Providers:

External providers are to be of high standard, in line with the Tasmanian Youth Sector Code of Ethics and have all necessary checks.

- All visiting guests are to complete an induction process which includes screening the working with vulnerable people check.
- All service providers are to provide clear working with vulnerable people checks, COVID-19 safety plans where appropriate, and agree to the terms of service.
- Referrals and references may be required for visiting speakers.
- Council's Risk Management Policy and procedures are to be adhered to.

Council's Youth Services Team work closely with the Youth Network of Tasmania (YNOT) and the Northern Youth Coordinators Committee (NYCC) for quality assurance of service providers.

6.15 Consultation with YAC:

Effective processes are to be in place for YAC to have a voice for Council.

Steps include:

- Receiving/acceptance of advice
 - YAC meetings are recorded in Council's monthly information reports
- Council seeking advice from YAC
 - 3 representatives from Council are to participate in YAC meetings
- Planning and YAC's involvement

- Council to actively pursue YAC's input to any development and planning projects that directly affect young people. e.g. parks, bus stops, township etc.
- Community services team relationship with YAC
 - Council's Community Services Team to actively partner with YAC to provide successful community events.
- External organisations seeking advice from YAC
 - YAC to receive requests from external organisations and to provide advice.

6.16 Supporting YAC Members:

YAC members receive support when volunteering.

YAC are a group of local young people with authentic voices, aged 12-25 working with the West Tamar Council influencing future thinking and strategies, in exciting and creative ways for the community.

YAC members are to be provided with adequate support and supervision at youth programs and events. Each YAC member that volunteers their time to a Council program or event will have the opportunity to receive:

- training and/or induction including a safety briefing
- allocation of role(s)
- opportunity to have travel and meal expenses subsidised.
- allocation of Council staff to provide appropriate supervision and support where required.

6.17 Refund Policy for activities:

Fair and equitable refund processes will be applied for all youth programs.

Refunds for youth activities that incur a cost will be provided where:

- Council has cancelled the activity;
- sufficient notice (at least 24 hours) has been given to Council if unexpected changes to the activity caused by Council have been made.

Refunds may be refused on the basis of:

- non-attendance without notification;
- insufficient notice to Council (i.e. less than 24hrs).

6.18 Staff Support and Development:

Council endeavors to provide a high standard of staff for the Youth Services Team.

The Youth Services Team will be supported and adhere to Council's *Training and Development Policy*.

Relevant training such as first aid, mandatory reporting and youth based training are provided to Council's Youth Services Team.

6.19 Financially Supporting Young People:

The West Tamar Council is committed to support young people representing their region.

Vocation Awards

Council supports a secondary school leaver (year 10 or 12 at Launceston Christian School) who has excelled in a vocationally oriented subject (computing, cooking, woodwork etc.). This is accompanied by a cheque for \$200 (donations budget) and a certificate signed by the Mayor.

Youth Representative Grants Program

Council supports young people residing in our municipality that have been selected to participate or compete in an event of local, National or International significance.

Before confirmation of our support, Council require a letter of request from the individual/group and with confirmation from the sporting/representative association of the young person's placement in the team/competition.

The minimum criteria that will apply to any consideration of a donation is as follows:

- must be an amateur event;
- the applicant must reside within the West Tamar municipal area;
- the applicant must be required by their organisation to meet a substantial amount of the expense;
- sponsorship received from outside organisations will be taken into account; and
- that council sponsorship funds are available.

The amount of the maximum donation to apply is as follows:

- to participate locally or Nationally - \$50-\$100/individual;
- to participate outside Australia - \$200/individual;
- representative groups/schools - \$500 per group.

Successful recipients will also be automatically nominated for the Young Citizen/Young Sportsman of the Year award, held during the annual Australia Day Presentations.

If individuals are selected on more than one occasion to represent their region, Council will consider financially supporting individuals on multiple occasions during each financial year, with approval from the Community Development Unit.

Supporting musicians

Young musicians are to be financially remunerated for services provided at Youth and Community based events conducted by Council.

Supporting Student Leadership Bodies

YAC is committed to partner with schools in the West Tamar through the "Pitch Your Project" program where student leadership bodies can share their ideas that benefit the lives of local young people. Funds of up to \$500 are available per school in the West Tamar.

Eligibility Criteria:

- projects must address at least one of Council's youth strategy goals;
- projects that are pitched by students must be endorsed by respective schools;
- projects must be from the student leadership body of a school in the West Tamar;

- projects must include involvement with YAC;
- applicants must be applying for a program or activity that is beneficial to young people in the West Tamar community;
- adequate insurance, working with children licenses, work cover and superannuation coverage are required to be held by recipients of funding, where applicable.

6.20 Social Media:

Young people have the opportunity to connect with Council's youth services online.

The use of social media platforms and a youth based website is integral in the ability to provide effective communications to the wider public about Council's youth services. It is used for the purposes of:

- staff communicating with mentors;
- encouraging communication between matched mentors and young people;
- promoting the work of YAC West Tamar to the broader community;
- recruiting further participants into Council's youth program.

Council recognises the importance of being safe online, especially when interacting with young people. Therefore, the Youth Services Team must endeavor to only make contact with young people online through Council's online platforms, meetings and accounts. Council staff must inform any interactions made with young people that occur outside of Council's online platforms.

Personal social media accounts can only be used in group settings when other Council staff are present. For example, YAC West Tamar Facebook group. If a young person directly messages a Council staff member, this needs to be informed to Council with appropriate accountability measures to take place in the future.

YAC social media platforms are to uphold Council's social media House Rules and adhere to Council's Social Media Policy.

Youth Services online platforms include:

- Website (www.westtamaryouth.com.au)
- Facebook (www.facebook.com/yacwesttamar)
- Instagram (www.instagram/yacwesttamar)
- Youtube (<https://www.youtube.com/channel/UCI7qjNrT3MUIQrh0o5Z669g>)

6.21 Youth Engagement, Evaluation and Strategic Direction

Council will strive to include young people in the development of Council's youth services, programs and events.

Council recognises that young people should have the right to participate in decision making that impacts their life; and, that they also have valuable knowledge that can be a key contribution to the strategic direction of Council's activities. Council will therefore implement principles of co-design, consultation and engagement into all development, implementation and review mechanisms of Council's youth services.

Council utilises the Youth Advisory Council to represent young people in the region. YAC members can opt in (on top of regular meetings) to form focus groups that shape specific

Council youth programs, events and documents (e.g. development of the goals of the youth strategy).

Evaluation and strategic direction is a key component in measuring Council's impact in the lives of young people, and for making continuous improvements in the effectiveness and delivery of services. Evaluation measures will occur following key events and activities with the opportunity to follow up necessary actions that may affect the future care and safety of young people.

Engagement and Evaluation Measures

For young people:

- input from YAC members
- development of focus groups
- post program review forms
- surveys and feedback sheets.

For youth services team:

- pre-planning meetings
- incident and accident reports
- post event meetings with YAC
- Council's reporting systems.

Youth Strategy

Council's Youth Development Officer is responsible for the development and execution of an effective Youth Strategy. Council's youth strategy will be reviewed and developed every 3-5 years and will include a process of:

- conducting a quality based survey for young people;
- consultation with youth service providers, schools and other stakeholders;
- inviting input from YAC and the current Youth Mayor;
- developing goals and objectives;
- document launch and presentation to all stakeholders.

7 LEGISLATION AND REFERENCES

Mandatory Reporting - [Communities Tasmania - Reporting Concerns](#)

Strong Kids Safe Families - [Strong Families Safe Kids | Advice and Referral Line Tasmania](#)

Youth Ethics Framework for Tasmania - [121467 YNOT Ethics Booklet_Ir FINAL.pdf](#)

Tasmanian Child and Youth Wellbeing Strategy - [Tasmania's Child and Youth Wellbeing Strategy It takes a Tasmanian Village 2021 \(amazonaws.com\)](#)

UN Convention on the Rights of a Child - <https://www.unicef.org.au/our-work/information-for-children/un-convention-on-the-rights-of-the-child>

Working with Vulnerable People -

<https://www.legislation.tas.gov.au/view/html/inforce/current/act-2013-065#HP1@EN>

West Tamar Youth Strategy - <https://westtamaryouth.com.au/2020-2022-west-tamar-youth-strategy>

8 APPROVAL

Approved by Council on 19 July 2022 (reference 78/22)

Signed:



General Manager