



Youth Advisory Council Committee

Notice of Meeting and Agenda
Wednesday 5th October 2016

Committee Terms of Reference

The Youth Advisory Council Committee is to make recommendations to Council based on the following Terms of Reference;

- 1. To identify and advise on youth trends, gaps and opportunities in the Bunbury area.*
- 2. To advise Council on the development of policies that is responsive to the needs of youth.*
- 3. To engage with the young people of the Bunbury area to draw consultation and feedback on youth trends, opportunities and gaps to present to Council.*
- 4. To assist and be actively involved in the ongoing development and delivery of youth targeted projects, programs and events. (Annually: Australia Day and National Youth Week)*
- 5. To engage with the wider youth community to create/look for partnerships and opportunities to support young people in the areas of upskilling, youth leadership and the active involvement for youth driven initiatives.*

This Committee meets on the first Wednesday of every second month.

City of Bunbury
4 Stephen Street
Bunbury WA 6230
Western Australia
Correspondence to:
Post Office Box 21
Bunbury WA 6231

**Youth Advisory Council Committee
Notice of Meeting**

Dear Committee Members,

The next Ordinary Meeting of the Youth Advisory Council Committee will be held in the Bunbury City Council Chambers, 4 Stephen Street, Bunbury on **Wednesday 5th October 2016** at 4:00pm.

Signed:

John Kowal
A/Director Corporate and Community Services

Date Issued: _____

**Agenda
Wednesday 3rd August 2016**

Members of the public to note that recommendations made by this committee are not final and will be subject to adoption (or otherwise) at a future meeting of the Bunbury City Council.

Committee Members:

Member Name	Representing
Cr Sam Morris	City of Bunbury
Cr Joel McGuinness	City of Bunbury
Cr Betty McLeary	City of Bunbury
Sean Smith	Youth Community
Karl Sullivan	Youth Community
Shani Szabo	Youth Community
Stephen May	Youth Community
Alex Tombleson	Youth Community
Kaila Hartmann	Youth Community
Matilda Wilson	Youth Community
Megan Fowler	Youth Community
Alexander Berndt	Youth Community
Jake Elson	Youth Community
Jeremy Fuller	Youth Community
Madison Clark	Youth Community
Eliza Lyon	Youth Community

Ashliegh Hodges	Youth Community
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Support Staff:

Name	Title
Sharon Chapman	Manager Community and Library Services

Guests:

Name	Title
Dean Lomax	Creative Director

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1. Declaration of Opening

The Presiding member declared the meeting open at _____pm.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

4. Attendances

4.1. Apologies

Nil

4.2. Approved Leave of Absence

Nil

5. Declaration of Interest

IMPORTANT: Committee members to complete a “Disclosure of Interest” form for each item on the agenda in which they wish to disclose a financial/proximity/impartiality interest. They should give the form to the Presiding Member <u>before</u> the meeting commences. After the meeting, the form is to be forwarded to the Administration Services Section for inclusion in the Corporate Financial Disclosures Register.
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6. Confirmation of Minutes

Committee Decision: Moved _____ Seconded _____

The minutes of the Community Access Committee Meeting held on Friday **3 August 2016**, are confirmed as a true and accurate record.

CARRIED/LOST

7. Petitions, Presentations and Deputations

7.1. Petitions

Nil

7.2. Presentations

Dean Lomax from Lomax Media - YAC Promotional Video Workshop

8. Method of Dealing with Agenda Business

Actions arising from previous meetings are discussed at Item 9 – Reports.

9. Reports

9.1. Youth Advisory Council Free Workshops

Applicant/Proponent:	Internal
Responsible Officer:	Sharon Chapman, Manager Community and Library Services
Executive:	John Kowal, Acting Director Corporate & Community Services
Attachments:	Nil

Summary

A number of workshops continue to be developed in the coming months by the City's Community Development Officer, Silvana Garwood. The workshops have been organised based on ideas proposed by Youth Advisory Committee (YAC) Members at the Youth Reference Group (YRG) meeting on 4 May 2016. These workshops will provide relevant skills to all participating YAC members and help them to decide what role they would like to take as a YAC member in the future.

On 1 September 2016 a newsletter workshop was delivered by Jamie Tatham, from the City of Bunbury. Sean Smith, Jake Elson, Stephen May and Matilda Wilson attended the workshop. They learnt skills that have enabled YAC members to develop the content and finalise the newsletter format. It was agreed at the previous YRG meeting on 7 September that the approval of each newsletter would be finalised at each YAC meeting by the YAC members. The newsletter would then be distributed on a bimonthly basis via Facebook, flyers, etc. A newsletter will be a great way to promote YAC and inform the community about YAC engagement.

Silvana is presently waiting on contents from each group to finalize the first newsletter. This includes:

- Meme content (Kaila Hartmann and Alex Tombleson);
- YACtivate Conference content 2016 and the potential for the Conference to be held in Bunbury in 2017 (Sean Smith & Karl Sullivan); and
- Mental Health Week content (Steven May, Eliza Lyon and Ashliegh Hodges).

A photography workshop was delivered on 20 September by Taj Kempe. Megan Fowler, Alex Tombleson and Ashliegh Hodges attended the workshop. It proved to be a great opportunity to teach our YAC members the basics fundamentals to take good photos. They were also part of a photo-shoot which can be used as YAC Promotional Material in flyers and social media. Silvana Garwood will be sharing all photos once editing has been completed.

A brainstorming session has been arranged with the City of Bunbury Media and Marketing team on 14 October at 4:00pm. This meeting will help YAC members to think of ideas for the YAC video. A workshop will then be delivered by Dean Lomax of Lomax Media on 20 October from 4:30 to 6:30pm. This workshop will teach YAC members basic skills on how to make creative videos and all YAC members are invited to attend. Participating YAC members will also produce a short YAC video which will be distributed via social media and other outlets.

Other workshops will be held in early 2017 to assist YAC members with their ongoing development and knowledge regarding the way in which the City and Council operate. This includes:

- Council Meeting Protocols and Procedures; and
- Developing a 5 Year Strategic Plan for YAC.

It is recognised that October and November will be very busy months. At this stage, we have nominated dates in January, February and March for various workshops. It is suggested that all YAC members refer to the Youth Calendar for more information on upcoming workshops and events. Silvana will continue to send out regularly emails relating to this calendar to all YAC Members. Please contact Silvana any time if you need the latest copy. Please also ensure you let Silvana know if you are/are not attending.

Executive Recommendation

That the YAC Members:

- Complete the newsletter content and forward to Silvana Garwood as soon as possible (thank you for those that have submitted this information);
- Participate in the promotional video workshop with Lomax Media; and

- Refer to the Youth Calendar for all workshops and events organised for YAC members.

Background

On 4 May 2016 YAC members expressed interest at the YRG meeting to be part of the decision making process for future events and programs. A number of workshops and events have now been organised based on ideas proposed at this meeting. These workshops and events will provide relevant skills to all participating YAC members and help them to decide what role they would like to take as a YAC member in the future.

Council Policy Compliance

Not applicable.

Legislative Compliance

There is no Council Policy applicable to this report.

Budget Implications

In 2017/2018, the Community Development team will request an increase of funding to source more activities for YAC Members. This will be done in collaboration with YAC Members after workshops to develop the next YAC Calendar.

Officer Comments

A lot of time and work has been invested by all to organise these workshops. It is recognised that each YAC Members has other external commitments, such as school, university, personal and work. All YAC members are encouraged to actively participate in these workshops so that their ideas and suggestions can be implemented in the future.

Councillor/Officer Consultation

This report is presented to Youth Advisory Committee for consideration.

9.2. Youth Advisory Council Committee Membership

Applicant/Proponent:	Internal
Responsible Officer:	Sharon Chapman, Manager Community and Library Services
Executive:	John Kowal, Acting Director Corporate & Community Services
Attachments:	Nil

Summary

The purpose of this report is for the Youth Advisory Council to consider sending a YAC membership termination letter to members that have not participated in any YAC activities for the last 6 months.

Executive Recommendation

That the Youth Advisory Council recommends Silvana Garwood to send membership termination to Shani Szabo, Alexander Berndt, Jeremy Fuller and Madison Clark.

Background

YAC members Shani Szabo, Alexander Berndt, Jeremy Fuller and Madison Clark were re-elected at the October 2015 Elections. They have not participated in YAC activities for the last 6 months.

In August 2016, the City sent out letters to all YAC members to confirm updated Youth Advisory Council Committee Meeting Procedures. These procedures were endorsed via Council Decision 202/16. Item 1.7 of the procedures states that *'should a committee member fail to attend two consecutive meetings without a leave of absence or apology, unless the failure was due to a reason approved by the committee, the membership will be ceased subject to ratification of the committee'*.

Council Policy Compliance

There is no policy that is applicable to this report.

Legislative Compliance

There is no legislation that is applicable to this report.

Budget Implications

There is no budget implication that is applicable to this report.

Officer Comments

There are a number of youth in our community that would like to be part of the Bunbury YAC. They would like the opportunity to participate and take advantage of all workshops, events and programs that we deliver. It is envisioned that new participating members to the YAC would bring new ideas and energy to the group in the future.

Councillor/Officer Consultation

This report is presented to Youth Advisory Council Committee for consideration.

9.3. Leadership South West Regional YAC Camp

Applicant/Proponent:	Internal
Responsible Officer:	Sharon Chapman, Manager Community and Library Services
Executive:	John Kowal, Acting Director Corporate & Community Services
Attachments:	Nil

Summary

The purpose of this report is to advise the Youth Advisory Council Committee that the City of Bunbury, City of Busselton and Shire of Augusta-Margaret River have organised a YAC Leadership Camp on the 19-22 December 2016 at Rottnest Island.

The purpose of this camp is for the Leaders to:

- Unite the three strongest regional South West YAC's;
- Plan National Youth Week Celebrations – the South West Youth Festival;
- Identify and discuss current issues and barriers youth are dealing with living in the South West Region and develop an action plan;
- Investigate the possibility of running YACTivate 2017; and
- Make our young leaders feel empowered and united.

While these are the main identified activities of the camp, there will also be other professional development available to YAC members, such as:

- Environmental tourism and sustainability;
- Identifying personal strengths and weakness;
- Conducting strategic review; and
- Team development.

Each local government authority will deliver a skills based professional development workshop to the YAC members.

Executive Recommendation

That the Youth Advisory Council members participate in the Leadership Camp YAC Leadership Camp on the 19-22 December 2016 at Rottnest Island.

Background

On the 17th of June 2016, YAC members got together to create their first Youth Calendar. They discussed all activities, workshops and programs that they would like to be involved in. YAC members demonstrated interest to participate in a YAC Leadership

Camp. CDO, Silvana Garwood invited other local governments to be part of this camp. The City of Busselton and the Shire of Augusta-Margaret River were receptive to the idea.

Council Policy Compliance

There is no Policy applicable to this report.

Legislative Compliance

There is no legislative compliance applicable to this report.

Budget Implications

This year, City of Bunbury will be investing the YAC budget on a Leadership Camp which will provide opportunities for all YAC members to participate. There will be a cost of \$300 for each YAC member to participate in the four day camp; however City of Bunbury will cover half of the cost and also supply food and transport to Rottnest Island. Each YAC member will then be expected to pay \$150 per person out of their own pocket.

Officer Comments

The Leadership South West Regional YAC Camp will be a great opportunity to all Bunbury YAC members to engage with members from other YAC's and share ideas and plans for National Youth Week. Furthermore, it will allow participants to identify and discuss current issues and barriers youth are dealing with living in the South West Region. They would then develop an Action Plan for the future. It would also enable the members of each group to work together to investigate the hosting of the YACitvate Conference in 2017. Above all, this camp will make our young leaders feel empowered and united. It is a great opportunity for YAC members to be involved and participate.

Councillor/Officer Consultation

This report is presented to Youth Advisory Council Committee for consideration.

- 9.4. Shift Report Update**
Responsible member – Sharon Chapman
- 9.5. YAC Input of Council Agenda Items**
Responsible member – Sean Smith
- 9.6. Update Art Break Day**
Responsible member – Ashliegh Hodges
- 9.7. Update of Future Possibilities**
Responsible member – Stephen May
- 9.8. Update of Mental Health Week**
Responsible members – Sharon Chapman
- 9.9. Update of National Youth Week 2017**
Responsible member – Sharon Chapman
- 9.10. Update of Skyfest & Christmas in the City**
Responsible member – Sharon Chapman
- 9.11. Update of Unleashed Program**
Responsible member - Sharon Chapman
- 9.12. Withers Youth Strategy**
Responsible member – Sharon Chapman
- 10. Applications for Leave of Absence**

Nil
- 11. Questions from Members**
 - 11.1. Response to Previous Questions from Members Taken On Notice**

Nil
 - 11.2. Questions from Members**

Nil
- 12. Date of Next Meeting**

The next meeting will be held on Wednesday, 7 December 2016, 4:00pm – 5:00pm at the Bunbury City Council Chambers, 4 Stephen Street, Bunbury.

13. Close of Meeting

The Presiding Member closed the meeting at _____pm.