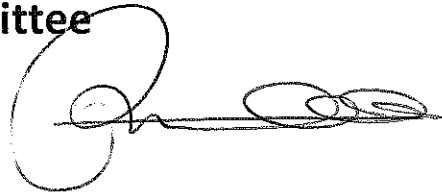


Youth Advisory Council Committee

Minutes
Wednesday 5th October 2016



18/10/16

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

Table of Contents

<u>Item No</u>	<u>Subject</u>	<u>Page No</u>
1.	<u>Declaration of Opening</u>	2
2.	<u>Disclaimer</u>	2
3.	<u>Announcements from the Presiding Member</u>	2
4.	<u>Attendances</u>	2
	4.1. Apologies	3
	4.2. Approved Leave of Absence	3
5.	<u>Declaration of Interest</u>	3
6.	<u>Confirmation of Minutes</u>	3
7.	<u>Petitions, Presentations and Deputations</u>	3
	7.1. Petitions.....	4
	7.2. Presentations.....	4
8.	<u>Method of Dealing with Agenda Business</u>	4
9.	<u>Reports</u>	4
	9.1. Youth Advisory Council Free Workshops	4
	9.2. Youth Advisory Council Committee Membership	7
	9.3. Leadership South West Regional YAC Camp	9
	9.4. Shift Report Update.....	11
	9.5. YAC Input of Council Agenda Items.....	11
	9.6. Update Art Break Day.....	11
	9.7. Update of Future Possibilities	12
	9.8. Update of Mental Health Week	12
	9.9. Update of National Youth Week 2017	12
	9.10. Update of Skyfest & Christmas in the City	12
10.	<u>Applications for Leave of Absence</u>	13
11.	<u>Questions from Members</u>	13
	11.1. Response to Previous Questions from Members Taken On Notice.....	13
	11.2. Questions from Members	14
12.	<u>Date of Next Meeting</u>	14
13.	<u>Close of Meeting</u>	14

Minutes
Wednesday, 5th October 2016

Minutes of an ordinary meeting of the Youth Advisory Council meeting held at the City of Bunbury Administration Centre, 4 Stephen Street on 5th October 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.

1. Declaration of Opening

The meeting was declared open by Youth Mayor Sean Smith at 4:11pm.

2. Disclaimer

Not applicable to this Committee.

3. Announcements from the Presiding Member

Sean Smith announced that Stephen May had recently completed a speech at the Future Possibilities Conference. Sean advised that this speech was well received by participants at the Conference and he congratulated Stephen on this achievement. Stephen advised that he would be undertaking another speech next Wednesday to some Leederville TAFE students regarding 'Social Awkwardness of People with Autism'.

Sean Smith also congratulated Eliza Lyon (who was not present at the meeting) on her award from Zonta regarding 'Young Women in Business'.

4. Attendances

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
Ebony Hribar	Youth Community
Stephen May	Youth Community
Alex Tombleson	Youth Community
Matilda Wilson	Youth Community
Megan Fowler	Youth Community

Jake Elson	Youth Community
Madison Clark	Youth Community

Guests:

Name	Title
Dean Lomax	Lomax Media (Guest)

Support Staff:

Name	Title
Sharon Chapman	Manager Community and Library Services

4.1. Apologies

Name	Representing
Kaila Hartmann	Youth Community
Eliza Lyon	Youth Community
Silvana Garwood	Community Development Officer
Deanna Sullivan	Team Leader Community Development

4.2. Approved Leave of Absence

Name	Representing
Nil	

5. Declaration of Interest

Nil

6. Confirmation of Minutes

The Minutes of the Youth Advisory Council meeting held on Wednesday 3 August 2016 be confirmed as a true and accurate record.

The recommendation was moved by Jake Elson, seconded by Stephen May.

CARRIED

12 votes "for" / Nil votes "against"

7. Petitions, Presentations and Deputations

7.1. Petitions

Nil

7.2. Presentations

Dean Lomax from Lomax Media - YAC Promotional Video Workshop

Dean discussed workshop format and roles YAC members could play in the production of the youth video. He asked YAC members to formulate ideas, concepts and suggested they go online to see what others are doing.

It was suggested that the Induction Video be played at the next YAC workshop.

Dean was invited to attend the workshops on 14 & 20 October 2016.

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 (Stephen 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 Member 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.

YAC Recommendation to Council:

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.

The recommendation was moved by Karl Sullivan, seconded by Ashliegh Hodges.

CARRIED

12 votes “for” / Nil votes “against”

Megan Fowler left the meeting at 4:45pm.

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.

YAC Recommendation to Council:

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

The Youth Mayor, Sean Smith, advised that he had received the resignation of Shani Szabo.

Jake Elson recommended that the positions be advertised as soon as possible for new Youth Advisory Council members.

Jake Elson suggested an amended recommendation as follows:

That:

1. Council accepts the resignation letter of Shani Szabo and sends her a letter thanking her for her service;
2. Silvana Garwood sends membership cancellation letters to Alexander Berndt, Jeremy Fuller and Madison Clark, thanking them for their service; and
3. The Chief Executive Officer advertises for four new Youth Advisory Council members.

The alternative recommendation was moved by Steven May, seconded by Jake Elson.

CARRIED

11 votes “for” / Nil votes “against”

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.

Councillors were concerned that the Executive Recommendation was not put forward as an 'In Principle' recommendation. Councillor Joel McGuinness suggested an amended recommendation to YAC Members as follows:

That in principle the Youth Advisory Council members participate in the Leadership Camp YAC Leadership Camp on the 19-22 December 2016 at Rottnest Island and support the development of the concept further.

The alternative recommendation was moved by Karl Sullivan, seconded by Jake Elson.

CARRIED

11 votes “for” / Nil votes “against”

Jake Elson left the meeting at 4:45pm.

9.4. Shift Report Update

Responsible member – Sharon Chapman

The previous years’ Shift Report has been provided to the Community Development team. The report is currently under review and will be provided to YAC members for the next Shift Workshop. Preparations for the next Youth Week Event for 2017 are underway. Silvana will contact all YAC members to attend a workshop so pre-planning can begin. Silvana advises that we are also hoping to access some grant funding to ensure this event can be built upon from previous successful years’ activities.

9.5. YAC Input of Council Agenda Items

Responsible member – Sean Smith

The Youth Mayor wanted it noted that he proposes that City Council seeks YAC input on any agenda items concerning young people in the community. He suggests a number of proposals may require feedback from a youth perspective. The Youth Mayor suggests that YAC can provide knowledge to Council and be more active at representing the youth in the region. The objective is that at every YAC meeting there is at least one recommendation from YAC going to a City Council meeting.

Councillors present agreed that they thought this was an important issue to be noted and supported. Councillor McGuinness would be supportive of YAC consultation. Councillor McCleary suggested that Silvana be invited to attend a Roadwise Committee to provide input from a youth perspective.

9.6. Update Art Break Day

Responsible member – Ashliegh Hodges

Ashliegh advised that YAC developed art activities for the community including rock painting, bag making (from t-shirts). The event was not well attended by the community.

9.7. Update of Future Possibilities
Responsible member – Stephen May

Stephen advised that he had provided an update at the commencement of the meeting, so did not need to add anything further.

9.8. Update of Mental Health Week
Responsible members – Sharon Chapman

Mental Health Week was held on 12 October 2016. A YAC stall was located next to the Headspace stall at Paisley Square from 10am to 2pm. Some activities delivered were rock painting and mindful colouring. Some YAC promotional material was made available to share with the public.

9.9. Update of National Youth Week 2017
Responsible member – Sharon Chapman

A meeting will be held on 24 October to develop initial plan and ideas. This is to ensure we finalise base plan/ideas at YRG Meeting on 9 November. Everything will be shared with the City of Busselton and Margaret River at the Leadership Camp. Please refer to report 9.3 at YAC Agenda which will be sent out on Monday 3 October. The idea is to develop National Youth Week in collaboration with other local governments and make it a bigger and better event for everyone.

9.10. Update of Skyfest & Christmas in the City
Responsible member – Sharon Chapman

Skyfest - Email sent to YAC Members by Silvana on 27 July asking for expressions of interest to participate. A meeting was arranged with the Events Officer, Jade Evans for 10 August at 3:00pm. The meeting was cancelled the day before as a lot of YAC members could not attend and did not want to participate. Jake Elson wrote an idea which was forwarded to Jade Evans, Events Officer from City of Bunbury.

Christmas in the City - At the YAC Planning session on 4 May, this was not included by YAC members in the YAC Calendar. The Community Development team do not have a budget for this event, as previously advised at YAC meetings. If it is something YAC wants to be involved in, please contact Jade Evans, Events Officer as we are sure she would welcome the assistance.

9.11. Update of Unleashed Program

Responsible member - Sharon Chapman

Bunbury young people have taken part in the City of Bunbury September Unleashed program. They have enjoyed a skateboarding workshop, bubble soccer and archery. They also had a great time at Gabriel Evans illustration workshop at the Bunbury City and Regional Library.

Ashleigh Hodges has rebranded Unleashed marketing material.

Silvana has asked YAC members to be involved in programming and delivery in the past and will continue to do so in the future as the YAC has time and resources.

9.12. Withers Youth Strategy

Responsible member – Sharon Chapman

Sharon provided background information on the Withers Youth Strategy and its original inception by the Withers Advisory Committee in November 2015. The Withers Advisory Committee recommended that there is approval for an allocation of \$115,000 for the development and implementation of a Withers Youth Strategy which is to be funded from the Withers Reserve.

The Expression of Interest for the Withers Youth Programs and Services was released by the City to the public on 21 September 2016 via the website www.tenderlink.com. This EOI was developed for the Withers Advisory Committee and went to Council for endorsement on 23 August 2016.

The EOI closes on 6 October 2016 and Panel members will be contacted by the City after the closing date. The Assessment Panel, at this stage, will consist of:

- 1 x Withers Advisory Committee (WAC) member
- 1 x Youth Advisory Council (YAC) Member
- 1 x City of Bunbury Community Development team member
- 1 x City of Bunbury Director

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 5:18 pm.