


Youth Advisory Council Committee

Minutes

Wednesday 1st June 2016



5th June 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

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Minutes

1st June 2016

Minutes of an ordinary meeting of the Youth Advisory Council meeting held at the City of Bunbury Administration Centre, 4 Stephen Street on Wednesday 1st June 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 4:09pm.

2. Disclaimer

Not applicable to this Committee.

3. Announcements from the Presiding Member

4. Attendances

Committee Members:

Member Name	Representing
Sean Smith (Youth Mayor)	Youth representative
Karl Sullivan (Deputy Mayor)	Youth representative
Cr Sam Morris	City of Bunbury
Cr Joel McGuinness	City of Bunbury
Cr Betty McLeary	City of Bunbury
Matilda Wilson	Youth representative
Stephen May	Youth representative
Alex Tombleson	Youth representative
Jake Elson	Youth representative
Eliza Lyon	Youth representative
Ebony Hribar	Youth representative
Megan Fowler	Youth representative

Support staff:

Name	Title
Silvana Garwood	Community Development Officer
Deanne Sullivan	Team Leader Community Development
John Kowal	A/ Director Corporate and Community Service

4.1 Apologies

Member Name	Representing
Kaila Hartmann	Youth representative

4.2 Approved Leave of Absence

Nil

5. Declaration of Interest

Nil

6. Public Question Time

Nil

7. Confirmation of Minutes

The minutes of the Youth Advisory Council meeting held on Wednesday 6th April 2016 did not reach quorum, Therefore, there were no formal minutes to be confirmed.

8. Presentations

8.1 Petitions

Nil

8.2 Presentations

Nil

8.3 Deputations

Nil

9. Method of Dealing with Agenda Business

Items were dealt with in the order that appeared on the agenda.

10. Reports

10.1 Formalising General Meeting Procedures

Applicant/Proponent:	Internal
Responsible Officer:	Deanna Sullivan, Team Leader Community Development
Executive:	John Kowal, Acting Director Corporate & Community Services
Attachments:	Nil

Summary

The purpose of this report is for the Youth Advisory Council to consider formalising general meeting procedures for the operation of the committee.

Executive Recommendation

That the Youth Advisory Council recommends that Council adopt the following general procedures for the Youth Advisory Council:

1. Formation, meetings and general procedures
 - 1.1. The formation and conduct of the Bunbury Youth Advisory Council is to be as determined by the Bunbury City Council in accordance with the requirements of the Local Government Act 1995 and any other statutory requirements e.g. Section 20 of the City of Bunbury Standing Orders Local Law, except the requirement of the Standing Orders in relation to a 'quorum' for the meeting.
 - 1.2. The quorum for a meeting of the committee is set at seven members with the condition that at least two elected members of the committee is in attendance.
 - 1.3. The term of membership on the committee shall be a two year period with membership reviewed and elections held for new members to coincide with biennial Local Government Elections
 - 1.4. Members shall act in the best interests of the committee and their represented organisation at all times.
 - 1.5. The committee will meet bi monthly.
 - 1.6. Committee members will be relieved of the requirement to attend the bimonthly meetings by requesting a leave of absence.
 - 1.7. Should a committee member fail to attend two consecutive meetings without a leave of absence, unless the failure was due to a reason approved by the committee, the membership will be ceased.

Background

This report proposes the development of meeting guidelines for the Youth Advisory Council, as detailed within the Officers Comment.

Council Policy Compliance

Not applicable.

Legislative Compliance

Subdivision 2 of Division 2 of Part 5 of the Local Government Act 1995 deals with Committees and their meetings.

Budget Implications

There are no financial or budgetary implications impacting from the recommendations of this report.

Officer Comments

The current Terms of Reference for the Youth Advisory Council is as follows:

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.

It is proposed to add a new section to the terms of reference as follows:

1. Formation, meetings and general procedures
 - 1.1. *The formation and conduct of the Bunbury Youth Advisory Council is to be as determined by the Bunbury City Council in accordance with the requirements of the Local Government Act 1995 and any other statutory requirements e.g. Section 20 of the City of Bunbury Standing Orders Local Law, except the requirement of the Standing Orders in relation to a 'quorum' for the meeting.*
 - 1.2. *The quorum for a meeting of the committee is set at seven members with the condition that at least two elected members of the committee is in attendance.*
 - 1.3. *The term of membership on the committee shall be a two year period with membership reviewed and elections held for new members to coincide with biennial Local Government Elections*
 - 1.4. *Members shall act in the best interests of the committee and their represented organisation at all times.*
 - 1.5. *The committee to meet bi monthly following the 17 October 2015 elections.*
 - 1.6. *Committee members will be relieved of the requirement to attend the bimonthly meetings by requesting a leave of absence.*
 - 1.7. *Should a committee member fail to attend two consecutive meetings without a leave of absence, unless the failure was due to a reason approved by the committee, the membership will be ceased.*

The procedures outlined above complement the statutory requirements for the operation of Council Committees, and provide clarification as to quorum for the committee, term of membership, as well as attendance requirements.

Councillor/Officer Consultation

This report is presented to Youth Advisory Council for consideration.

Outcome of the Youth Advisory Council – 1st June 2016

General discussion took place regarding the general procedures for the Youth Advisory Council.

Wording to point 1.7 be changed to include the words ‘apology’ and ‘subject to ratification of the committee’. Therefore 1.7 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.

CARRIED

That the Youth Advisory Council recommends that Council adopt the following general procedures for the Youth Advisory Council:

- 1. Formation, meeting and general procedures**
 - 1.1. The formation and conduct of the Bunbury Youth Advisory Council is to be as determined by the Bunbury City Council in accordance with the requirements of the Local Government Act 1995 and any other statutory requirements e.g. Section 20 of the City of Bunbury Standing Orders Local Law, except the requirement of the Standing Orders in relation to a ‘quorum’ for the meeting.**
 - 1.2. The quorum for a meeting of the committee is set at seven members with the condition that at least two elected members of the committee is in attendance.**
 - 1.3. The term of membership on the committee shall be a two year period with membership reviewed and elections held for new members to coincide with biennial Local Government Elections**
 - 1.4. Members shall act in the best interests of the committee and their represented organisation at all times.**
 - 1.5. The committee will meet bi monthly.**
 - 1.6. Committee members will be relieved of the requirement to attend the bimonthly meetings by requesting a leave of absence.**
 - 1.7. 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.**

CARRIED

10.2 National Youth Week 2017

Applicant/Proponent:	Internal
Responsible Officer:	Deanna Sullivan, Team Leader Community Development
Executive:	John Kowal, Acting Director Corporate & Community Services
Attachments:	Nil

Summary

The Youth Advisory Council is responsible for delivering National Youth Week Activities in collaboration with the Community Development Team. As the Community Development Team are in planning phase for this coming year, it requested for YAC to consider, should the name 'SHIFT' be used for National Youth Week 2017, and to consider what the content of the event should be.

Executive Recommendation

That the Youth Advisory Council continues with the title of 'SHIFT' for the 2017 National Youth Week Event and to consider what the content of the event should be.

Background

The 'SHIFT' was first held in 2015 during National Youth Week as the youth arts festival, then again in 2016 as the youth festival. Each year has included a variety of activities such as a launch event, exhibition, public art project, community art project, workshops, street festival and markets and music.

Council Policy Compliance

Not Applicable

Legislative Compliance

Not applicable

Budget Implications

There are no financial or budgetary implications impacting from the recommendations of this report.

Officer Comments

The name 'SHIFT' is becoming recognised as our National Youth Week event and is gaining momentum. To keep this momentum and to allow for continual growth and flexibility within the event's content it is recommended YAC agree to keep the name 'SHIFT' for 2017.

This would help to keep connection but enable time for planning and deciding on what the content of the event would be such as:

- a) run workshops throughout the coming year, if so, what workshops would our YAC and local youth like to be engaged in and participate in and how will this assist our YAC to learn skills such as leadership, also
- b) to consider if YAC would consider showcasing workshop outcomes as part of the SHIFT 2017.

Outcome of the Youth Advisory Council – 1st June 2016

General discussion took place regarding the National Youth Week 2017, particularly regarding the content, planning and delivery of the event. Discussion also covered the commitment and participation of YACC members, and the need for a post event report and debrief process.

Cr McGuinness moved and Jake Elson seconded the following motion which was subsequently passed unanimously:

That the Youth Advisory Council:

- 1 Be provided with 2016 National Youth Week post event debrief and report;**
- 2 Continue with the title of 'SHIFT' for the 2017 National Youth Week Event; and**
- 3 Note that the Youth Advisory Council members agree to actively participate in the development and delivery of the 2017 National Youth Week Event.**

CARRIED**10.3 YAC Member Ebony Hribar Resignation**

Applicant/Proponent:	Internal
Responsible Officer:	Deanna Sullivan, Team Leader Community Development
Executive:	John Kowal, Acting Director Corporate & Community Services
Attachments:	Nil

Summary

This report is to advise of the resignation letter received from Ebony Hribar, formal YAC member, on Friday 19th May 2016.

Executive Recommendation

That the Youth Advisory Council accepts the resignation of Ebony Hribar and requests the Chief Executive Officer to advertise on behalf of the Committee for a new Youth Community Representative.

Background

Ebony Hribar was re-elected at the October 2015 Elections. Since this time Ebony has played an important role in the YAC, providing guidance to the Bunbury City Council on issues affecting the youth of the Bunbury.

Council Policy Compliance

Not applicable

Legislative Compliance

Not applicable

Budget Implications

There are no financial or budgetary implications impacting from the recommendations of this report.

Officer Comments

Unfortunately, due to other commitments Ebony will be unable to continue as an active member for this committee. It is therefore recommended that the Youth Advisory Council accept Ebony's resignation letter, enabling the Chief Executive Officer to advertise on behalf of the Committee for a new Youth Community Representative through the City Focus, Youth Advisory Council Facebook Page, Media Release, City of Bunbury website and the community.

Outcome of the Youth Advisory Council

That the Youth Advisory Council accepts the resignation of Ebony Hribar and requests the Chief Executive Officer to advertise on behalf of the Committee for a new Youth Community Representative.

CARRIED

11. Applications for Leave of Absence

12. Motions of Which Previous Notice has been given

13. Questions from Members

13.1 Response to Previous Questions from Members taken on Notice

13.2 Questions from Members

The Deputy Youth Mayor enquired on the availability and provision of training being provided to YAC committee members regarding meeting procedures.

The Community Development Officer to further research this training availability and provision provide the outcome to the next YAC meeting.

14. Urgent Business

14.1 The Youth Mayor raised the following subjects which were discussed by the YAC.

- **Terms of Reference**
Acknowledged that this matter had already been addressed in item 10.1
- **How Youth Advisory Council (YAC) operates/City of Bunbury Relationship with YAC**
YAC's role is defined by the Terms of Reference. Any change in the way that YAC operates would require a change to the Terms of Reference which would require Council approval.
- **The Shift 2016**
Debrief of the Shift 2016 event to be provided by staff including review of the project and the project delivery.
- **Functional issues of Community Development affecting fundamental functions and growth of YAC;**
It was considered inappropriate to discuss these matters at the YACC as they pertained to operational business of the City.

- **YAC Agenda content**
Staff to investigate and obtain information relating to YAC members ability to have input into the YAC agendas prior to YAC meetings.
Ascertain whether or not recommendations from the YRG meetings could be included on the YAC meeting agenda.
- **YAC influence on Social Media**
Staff to investigate the City's Policies and Guidelines in relation to access and use of social media i.e. Facebook, Instagram and Website. Media staff to be invited to provide information and advice to the YAC.
- **Youth Strategy**
Staff currently investigating the requirement to develop the Greater Bunbury Youth Strategy to determine whether a 'Greater Bunbury' Youth Strategy is required or just a Bunbury Youth Strategy. Commitment provided the YAC will play an intergral role in the development of such a strategy.
- **2016/2017 Youth Calendar Meeting**
Opportunity will be provided for all YAC members to have input into the development the 2016/2016 calendar of events.

15. Date of Next Meeting

The next meeting will be held on Wednesday, 3 August 2016, 4:00pm – 5:00pm at the Bunbury City Council Chambers, 4 Stephen Street, and Bunbury.

16. Close Meeting

There being no further business, the Youth Mayor declared the meeting closed at 6:00pm.