



## Youth Advisory Council Committee

### Minutes

24 January 2019

#### 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 third month.*

**City of Bunbury**  
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Bunbury WA 6230  
Western Australia  
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## Youth Advisory Council Committee

### Minutes

5 December 2018

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 Youth Mayor declared the meeting open at 4:45pm.

#### 2. Disclaimer

Not applicable to this committee.

#### 3. Announcements from the Presiding Member

The Youth Mayor wished everyone a Happy New Year and welcomed everyone back from the break over the Christmas/New Year period.

#### 4. Attendances

*Committee Members:*

Member Name	Representing
Bella Burgemeister	Youth Community
Rhiannan Edwards	Youth Community
Natareen Njeri Nganga	Youth Community
Stephen May	Youth Community
Cassidy McGuire	Youth Community
Sean Smith	Youth Community
Sean van der Wielen	Youth Community

*Ex-officio Members (non-voting):*

<b>Member Name</b>	<b>Representing</b>
Cr Todd Brown	Councillor Representative
Cr Sam Morris	Councillor Representative

*Support Staff:*

<b>Name</b>	<b>Title</b>
Ms Kerry Shaw	Senior Community Partnerships Officer
Ms Danika Wellington	Community Partnerships Officer – Youth & Activation

**4.1 Apologies**

Dylan Fryer, Georgina Dowd, Isabell Evans, Manager People and Place and Stephanie Addison-Brown, Director Corporate and Community Services were apologies.

Aleczonder Barber, Maddison Brunning, Meg Read and Matilda Wilson were absent.

**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 meeting of the Youth Advisory Council Committee Meeting held 5 December 2018 have been circulated.

### **Recommendation**

That the Minutes of the Youth Advisory Council Committee Meeting held 5 December 2018 be confirmed as a true and correct record.

### **Outcome of the Meeting held 24 January 2019**

The recommendation (as printed) was moved Sean van der Wielen, seconded Stephen May.

### **Committee Decision**

That the Minutes of the Youth Advisory Council Committee Meeting held 5 December 2018 be confirmed as a true and correct record.

CARRIED

7 votes “for” / Nil votes “against”

## **8. Petitions, Presentations and Deputations**

### **8.1 Petitions**

Nil

### **8.2 Presentations**

Nil

### **8.3 Deputations**

Nil

## **9. Method of Dealing with Agenda Business**

Items are dealt with in the order in which they appear.

## 10. Reports

### 10.1 Youth Precinct Site Selection

<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Danika Wellington, Community Partnerships Officer – Youth & Activation
<b>Responsible Manager:</b>	Isabell Evans, Manager People and Place
<b>Executive:</b>	Stephanie Addison-Brown, Director Corporate and Community Services
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
<b>Attachments:</b>	Appendix 1: Social Pinpoint summary map

#### Summary

A site selection process for a Youth Precinct has been completed through online community consultation and a site selection working group. A recommended site for the Youth Precinct is now presented to the Youth Advisory Council Committee (YAC) for their consideration.

#### Executive Recommendation

That the Youth Advisory Council Committee:

1. Endorse Luciana Park as the most suitable and preferred location for a new Youth Precinct;
2. Recommend that Council endorse Luciana Park as the most suitable and preferred location for a new Youth Precinct subject to a period of public comment of no less than fourteen (14) days;
3. Request that Council select the Youth Advisory Council Committee as the steering group for additional community engagement relating to the Youth Precinct;
4. Endorse \_\_\_\_\_ as the representative who will present the deputation on the matter when it is referred to Council.

*Voting Requirement: Simple Majority*

#### Strategic Relevance

Theme 1 Our community and culture

Goal A safe, healthy and cohesive community, with a rich cultural life, and support social environment.

Objective 1.2 An active community, able to access a wide range of sporting, recreation and leisure options.

Objective 1.6 A community that provides for the particular needs of the young and the old.

## Background

Following community Advocacy, Council at its meeting held 3 April 2018 Decided (96/18): “Council supports the planning and community consultation elements of the proposed new skate park and considers an allocation of \$50,000 during 18/19 budget deliberations.” This funding (PR-4603) was adopted as part of the budget at the Special Council Meeting held 26 June 2018.

A Youth Precinct theme emerged from the CBD Planning Forum held at the Bunbury Regional Entertainment Centre on 18 July 2018, where the theme gathered more than 10% of the total feedback received. Responses relating to this theme included ideas such as youth centres, playgrounds, water playgrounds and the most common suggestion of the construction of a skate park. Some comments included potential locations within their feedback, with the Leschenault Inlet being the most common location proposed.

Prior to undertaking a concept design tendering process, a site selection process has been undertaken. This involved a period of community consultation from 1 to 31 October 2018 whereby feedback was accepted via an interactive map on the City’s Social Pinpoint online engagement portal.

At the completion of the consultation period, 177 map pins were recorded with 426 individual engagements. Based on the results, six key areas were identified:

1. Luciana Park (86 pins);
2. Back Beach (20 pins);
3. Existing Skate Park (19 pins);
4. Koombana Bay (14 pins);
5. Hay Park (9 pins); and
6. Bicentennial Square/Bunbury Visitor Centre (7 pins).

A working group was then established to assess the feasibility of the top-rated six sites, comprising of the following:

- One (1) community representative from the Bunbury Needs a New Skatepark Committee;
- Two (2) Youth Advisory Council Committee members; and
- Three City of Bunbury staff.

The working group undertook site assessments of the abovementioned six sites considering key selection criteria to ensure the success of the future location of a Youth Precinct.

The various criteria considered as part of the site assessment matrix explored spatial/physical restrictions, transport/movement, visibility/safety, amenities/comfort, impact on surrounding environment, land use conflict, and context/activation. Each member of the working group rated each site against the criteria, which was weighted according to relevance, and then a final score enabled each location to be ranked against one another based on the average of each respondents score for the potential sites. The results from the working group site assessment of the six sites against key criteria are as follows:

Potential Sites	Percentage (average)	Rank
Site 1 – Luciana Park	75%	1 <sup>st</sup>
Site 2 – Back Beach	71%	3 <sup>rd</sup>
Site 3 – Existing Skate Park	54%	5 <sup>th</sup> (tie)
Site 4 – Koombana Bay	66%	4 <sup>th</sup>
Site 5 – Hay Park	54%	5 <sup>th</sup> (tie)
Site 6 – Bicentennial Square/Bunbury Visitor Centre	72%	2 <sup>nd</sup>

### **Council Policy Compliance**

Not applicable

### **Legislative Compliance**

*Local Government Act 1995*

### **Officer Comments**

Sites 3, 4 and 5 scored lower as a result of several factors including size (i.e. not large to cater for a Youth Precinct), loss of vegetation, trees and open space, poor accessibility and distance from public transport. These factors were similar across all responses. Given the above results for Site 3 – Existing Skate Park, Site 4 – Koombana Bay and Site 5 – Hay Park, and the Social Pinpoint consultation findings, it is recommended that these sites are not selected for a Youth Precinct.

Of the six sites assessed, the top three sites scored similarly (between 71% - 75%), which was due to their close proximity to the CBD, public transport, desirability and amenities. Luciana Park scored higher than Back Beach and Bicentennial Square/Bunbury Visitor Centre due to its size and having minimal impact on its surrounding environment/uses. This is likely due to the site currently being vacant and unused.

The Bunbury Visitor Centre site includes the former Bunbury Railway Station building which is of State Heritage significance and as such may pose as a limitation for the design of the Youth Precinct given compatibility of a skate park and the need to conserve the heritage significance of the site.

Luciana Park ranked first as the most suitable location for the Youth Precinct with a rating of 75%. Luciana Park was also identified by a large number of community respondents in the Social Pinpoint consultation with 86 pins on the site.

Locating the Youth Precinct in this location will complement existing development (Grand Cinemas, Time Zone, retail outlets and Koombana Bay), existing activity (major exercise/activity route) and future development (Bunbury Water Splash Park), and activate a mostly unused large space. The large site can easily cater for a Youth Precinct, whilst being set back from major roads and retaining areas of green open space. The site also provides abundant space for large events and crowds. Luciana Park is located on the corner of Koombana Drive and Blair Street with footpaths traversing the site, which significantly increases passive surveillance from passing traffic, pedestrians and promotes the site to visitors as an arrival statement into the Bunbury CBD. The existing path network enables good accessibility for active transportation (walking, cycling and skateboarding/scootering), in addition to the site being within walking distance of the Bunbury Bus Station, Centrepoint Shopping Centre and Victoria Street.

Luciana Park is Crown land vested in the City of Bunbury for the purposes of Recreation and Foreshore Management (Lot 681 Koombana Drive). The site is reserved as 'Regional Open Space' under the Greater Bunbury Region Scheme which is reserved under the Scheme for the following purpose:

*To protect the natural environment, provide recreational opportunities and safeguard important landscapes and provide for public access.*



At a Special Electors Meeting held 19 June 2008 Council was presented with a motion on notice from the Save our Shores group regarding community opposition to Landcorp's proposed Eastside Precinct Structure Plan as an amendment to the Greater Bunbury Region Scheme. The group were particularly concerned with the proposed rezoning of Luciana Park from Regional Open Space to Regional Centre and the associated development implications. Following the establishment of a Bunbury Waterfront Project Taskforce and additional community consultation in June 2011, the Taskforce resolved not to proceed with the amendment and Luciana Park remained as Regional Open Space.

Luciana Park is within the Leschenault Inlet Master Plan (LIMP) that has been endorsed by the Western Australian Planning Commission as a Management Plan under Clause 25(f)(v) of the Greater Bunbury Region Scheme in May 2014. The LIMP identifies portion of Luciana Park as water playground and café. However, the City of Bunbury has identified Lot 3002 Lyons Cove for the future development of a Water Splash Park, which enables the use of Luciana Park for a Youth Precinct. Given the above, it is considered that a Youth Precinct at Luciana Park is consistent with the relevant planning instruments and purpose of the reserve.

Limitations identified for Luciana Park through the site assessment included the lack of existing amenities (i.e. toilet block, shelter, shade, seating and drink fountains). Trees and the installation of shade structures will need to be considered, in addition to other amenities. It was also noted that an improved pedestrian crossing across Blair Street would need to be explored to improve pedestrian safety and access to the site. Luciana Park is intermittently used for large events including The Great Moscow Circus and Bunbury 4WD, Boating and Camping Expo, and therefore alternative locations would need to be identified for these events. Should Luciana Park be endorsed as the preferred site, the Youth Precinct would be required to be closed for the City's Australia Day Skyfest Celebrations event as the City's fireworks contractors launch from this site. It is also important to note that the area is well used for sporting events and general exercise purposes as part of the Leschenault Inlet circuit and as such it is recommended that any concept design retain this accessibility.

Based on the outcomes of the Social Pinpoint consultation, working group site assessment and internal discussions, the location for a new Youth Precinct at Luciana Park represents the most suitable option. Luciana Park will provide a regional destination for all ages and abilities, attract locals and visitors into the Bunbury CBD and provide a place of social and recreation interaction. It is therefore recommended that Luciana Park is the most appropriate, preferred and community accepted location for a new Youth Precinct.

Subject to endorsement of the recommended site, a tendering process will need to be undertaken for the next steps of the project to include further community consultation and concept designs. It must be noted that Council is yet to allocate funds for the construction and implementation of a Youth Precinct.

Whilst PR-4603 includes the term 'skate park' in its title, in consultation with the Youth Advisory Council the project is publicly being termed as a Youth Precinct to reflect terms used at other similar developments such as Margaret River, Busselton and Geraldton's youth precincts.

#### **Analysis of Financial and Budget Implications**

\$50,000 is allocated in Council's 2018/19 budget for PR-4603 Implement planning and community consultation for a proposed new skate park.

\$100,000 is allocated in Council's 2018/19 budget for PR-4631 Develop business cases for future capital works. At their meeting held 13 November 2018 Council endorsed a Youth Precinct/Skate Park as one of five key major projects to utilise the abovementioned funding to develop a business case for.

Currently no funds have been allocated for the construction of a Youth Precinct.

### **Community Consultation**

Community consultation was undertaken via the City's Social Pinpoint online engagement portal from 1 – 31 October 2018. Whilst young people and users of the existing skate park were targeted, the consultation process was open to the whole community.

Further community engagement will be carried out during the concept design stage of this project.

### **Councillor/Officer Consultation**

Councillors Brown and Morris sit on the Youth Advisory Council Committee and are aware of this report.

### **Applicant Consultation**

Not applicable.

### **Outcome of the Meeting held 24 January 2019**

Part 1, 2 and 3 of the recommendation (as printed) was moved Cassidy McGuire, seconded Bella Burgemeister.

1. *Endorse Luciana Park as the most suitable and preferred location for a new Youth Precinct;*
2. *Recommend that Council endorse Luciana Park as the most suitable and preferred location for a new Youth Precinct subject to a period of public comment of no less than fourteen (14) days;*
3. *Request that Council select the Youth Advisory Council Committee as the steering group for additional community engagement relating to the Youth Precinct;*

The Youth Mayor moved the recommendation and it was CARRIED 7 votes "for", Nil votes "against".

Youth Mayor Sean Smith nominated himself as the representative in Part 4, seconded by Rhiannan Edwards:

4. *Endorse \_\_\_\_\_ as the representative who will present the deputation on the matter when it is referred to Council.*

The Youth Mayor moved the amendment and it was CARRIED 7 votes "for", Nil votes "against".

**Committee Decision**

That the Youth Advisory Council Committee:

1. Endorse Luciana Park as the most suitable and preferred location for a new Youth Precinct;
2. Recommend that Council endorse Luciana Park as the most suitable and preferred location for a new Youth Precinct subject to a period of public comment of no less than fourteen (14) days;
3. Request that Council select the Youth Advisory Council Committee as the steering group for additional community engagement relating to the Youth Precinct;
4. Endorse Sean Smith as the representative who will present the deputation on the matter when it is referred to Council.

## 10.2 Appointment of New Youth Advisory Council Committee Member

<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Danika Wellington, Community Partnerships Officer – Youth & Activation
<b>Responsible Manager:</b>	Isabell Evans, Manager People & Place
<b>Executive:</b>	Stephanie Addison-Brown, Director Corporate and Community Services
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
<b>Attachments:</b>	CRUSC-1 Appointment of New Youth Advisory Council Committee Member

### Summary

This report is presented to the Youth Advisory Council Committee (YAC) to endorse the appointment of Jack Manoni, filling the vacant position following Alex Tombleson’s resignation.

### Executive Recommendation

That the Youth Advisory Council Committee endorse the appointment of Jack Manoni to the Committee serve out the remainder of the term, ending in October 2019.

*Voting Requirement: Simple Majority*

### Strategic Relevance

Theme 1 Our community and culture  
Goal A safe, healthy and cohesive community, with a rich cultural life, and supportive social environment.  
Objective 1.6 A community that provides for the particular needs of the young and the old.

### Background

The Youth Advisory Council Committee members were appointed following October 2017 Council Elections. Since this time the Committee has continued to perform its important role providing guidance to the Bunbury City Council on issues affecting the youth of the Bunbury Region.

In late 2018, Alex Tombleson resigned from the YAC Committee. At the 5 December 2018 meeting, the Committee accepted Mr Tombleson’s resignation and authorised advertising of the vacant position. The position was to serve the remaining term (ending in October 2018) and was advertised from 18 December 2018 to 7 January 2019.

Jack Manoni was the successful candidate based on a nomination assessment matrix, to which Mr Manoni scored the highest and was therefore deemed the most appropriate applicant.

### Council Policy Compliance

Not applicable

## **Legislative Compliance**

*Local Government Act 1995*

## **Officer Comments**

Three nominations were received and all nominees would have been positive additions to the YAC Committee.

The successful applicant, Jack Manoni, presented a strong application and was believed to be a valuable addition to the Committee. Mr Manoni presented solid experience and background, including being a former Deputy Mayor of the YAC Committee. He has recently moved back to the South West and expressed a keen interest in becoming a productive member of the Committee, bringing with him a wealth of experience within YAC and the workforce.

## **Analysis of Financial and Budget Implications**

There are no financial or budgetary implications associated with this report.

## **Community Consultation**

Nil

## **Councillor/Officer Consultation**

Nil

## **Applicant Consultation**

Not applicable

## **Outcome of the Meeting held 24 January 2019**

The recommendation (as printed) was moved Stephen May, seconded Sean van der Wielen:

### **Committee Decision**

That the Youth Advisory Council Committee endorse the appointment of Jack Manoni to the Committee serve out the remainder of the term, ending in October 2019.

CARRIED

7 votes “for” / Nil votes “against”



## Background

This report proposes the amendment of item 1.2 of the formation, meetings and general procedures, part of Terms of Reference for the Youth Advisory Council Committee.

Due to the commitments of members of the YAC, it has been at times difficult to obtain a quorum. Several members have been unable to attend recent meetings and Officers are currently requesting these members advise their future availability with regard to continuing as a member of the Committee.

It is requested that the quorum be lowered to five (5) voting members as this would more accurately reflect numbers currently attending meetings and be a sufficient representation to make decisions.

## Council Policy Compliance

Not applicable

## Legislative Compliance

*Local Government Act 1995*

## Officer Comments

Clause 5.19 of the *Local Government Act 1995* states:

### 5.19. Quorum for meetings

*The quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.*

This can be amended through a Decision of Council.

In December 2017 the Terms of Reference were amended, reducing the quorum from seven (7) to 50% of the voting committee members.

It has recently been more difficult to obtain a quorum. It is recommended that the Terms of Reference be amended, as follows, in order that the quorum be lowered five (5) voting members.

## 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 the meeting of the committee is set at ~~50% of the current offices (whether vacant or not)~~ **five (5) voting members of the Youth Advisory Council Committee.**
- 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 quarterly.
- 1.6 Committee members will be relieved of the requirement to attend the quarterly 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, their membership will be ceased subject to ratification of the committee.

#### **Analysis of Financial and Budget Implications**

There are no financial or budgetary implications associated with this report.

#### **Community Consultation**

Not applicable

#### **Councillor/Officer Consultation**

Nil

#### **Applicant Consultation**

Not applicable

#### **Outcome of the Meeting held 24 January 2019**

The recommendation (as printed) was moved Sean van der Wielen, seconded Bella Burgemeister.



**Committee Decision**

That Committee recommend Council adopt the following general meeting 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 the meeting of the committee is set at five voting members of the Youth Advisory Council Committee.
- 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 quarterly.
- 1.6 Committee members will be relieved of the requirement to attend the quarterly 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, their membership will be ceased subject to ratification of the committee.

CARRIED

7 votes "for" / Nil votes "against"

**11. Applications for Leave of Absence**

Not applicable to this committee.

**12. Questions from Members**

**12.1 Response to Previous Questions from Members taken on Notice**

Nil

**12.2 Questions from Members**

**13. Urgent Business**

Nil

**14. Date of Next Meeting**

The next meeting of the Youth Advisory Committee will be held on 5 June 2019.

**15. Close of Meeting**

The Presiding Member closed the meeting at 4:59pm.