



## Youth Advisory Council Committee

### Minutes

3 June 2020

#### 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  
*Correspondence to:*  
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## **Acknowledgement of Country**

We acknowledge the Traditional owners of this land, the Wardandi Noongar people, and pay our respects to Elders past, present and emerging.

## **Vision**

Celebrating and advocating young people and their communities.

## **Mission**

We challenge expectations and assumptions, activate places and spaces, and empower young people to have a voice.

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## Youth Advisory Council Committee

### Minutes

3 June 2020

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 at 4:30pm.

Please note Youth Advisory Council Committee decision from the Meeting held 25 November 2019 which endorsed a rotational Presiding Member as part of a 12-month trial.

The Youth Mayor called for nominations for the position of Presiding Member for the period 3 June to 2 September 2020 period (inclusive). Ella Quick self-nominated. No other nominations were received and Ella was elected to the position unanimously.

##### 1.1 Request by Sean Smith to Participate by Telephone

Sean Smith requested to participate in today's Youth Advisory Council Committee Meeting via Zoom. In order for Sean Smith to participate, three conditions must be met in accordance with regulation 14A(1) of the *Local Government (Administration) Regulations 1996*:

- a) the person is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting; and
- b) the person is in a suitable place; and
- c) the council has approved of the arrangement.

Sean Smith has advised he will be situated at Gwentyfred Road, Kensington, 6151 for the duration of the meeting. Regulation 14A(4) defines a suitable place as a place that the council has approved as a suitable place for the purpose of this regulation and that is located:

- a) in a townsite or other residential area; and
- b) 150 km or further from the place at which the meeting is to be held under regulation 12, measured along the shortest road route ordinarily used for travelling.

This location complies with the geographical requirements of regulation 14A(4)(b), being more than 150km from the place at which the meeting is being held.

To fulfil this request, Youth Advisory Council Committee consideration is required as follows:

That the Committee:

1. Approves Gwentyfred Road, Kensington, 6151 as a suitable place for the purpose of Regulations 14A(1)(b) and 14A(4).
2. Approves the participation of Sean Smith at the Youth Advisory Council Committee Meeting held 3 June 2020 via telephone pursuant to Regulation 14A(1)(c).

### **Executive Recommendation**

That the Youth Advisory Council Committee:

1. Approves Gwentyfred Road, Kensington, 6151 as a suitable place for the purpose of Regulations 14A(1)(b) and 14A(4).
2. Approves the participation of Sean Smith at the Youth Advisory Council Committee Meeting held 3 June via telephone pursuant to Regulation 14A(1)(c).

*Note: Absolute Majority Vote Required*

### **Outcome – Committee Meeting 3 June 2020**

The recommendation was moved by Sean van der Weilen, seconded Bella Burgemeister.

The Presiding Member put the motion to the vote and it was carried to become the Committee's decision on this matter.

#### **Committee Decision**

That the Youth Advisory Council Committee:

1. Approves Gwentyfred Road, Kensington, 6151 as a suitable place for the purpose of Regulations 14A(1)(b) and 14A(4).
2. Approves the participation of Sean Smith at the Youth Advisory Council Committee Meeting held 3 June 2020 via telephone pursuant to Regulation 14A(1)(c).

CARRIED

7 votes "for" / Nil votes "against"

By Absolute Majority Vote

Sean Smith joined the meeting at 4:31pm.

## **2. Disclaimer**

Not applicable to this committee.

## **3. Announcements from the Presiding Member**

The Presiding Member advised that she hoped everyone had stayed safe over the June long weekend.

#### 4. Attendances

*Committee Members:*

<b>Member Name</b>	<b>Representing</b>
Bella Burgemeister	Youth Community
Dylan Fryer	Youth Community
Rylee Hewitt	Youth Community
Olivia Little	Youth Community
Ella Quick	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 Chris Plumb	Councillor Representative
Cr Karen Turner	Councillor Representative

*Support Staff:*

<b>Name</b>	<b>Title</b>
Ms Danika Wellington	Community Partnerships Officer – Youth & Activation
Ms Liz Allan	Executive Research and Project Officer
Liam Murphy	Administration Assistant

#### 4.1 Apologies

Will Tuck, Kerry Shaw and Gary Barbour were apologies for the meeting.

#### 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 before 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.

Nil

## 6. Public Question Time

Not applicable to this Committee.

## 7. Confirmation of Minutes

The Minutes of the Youth Advisory Council Committee Meeting held 4 March 2020 had been circulated.

### Recommendation

That the Minutes of the Youth Advisory Council Committee Meeting held 4 March 2020 be confirmed as a true and correct record.

### Outcome of the Meeting held 3 June 2020

The recommendation (as printed) was moved Sean van der Wielen, seconded Rylee Hewitt.

### Committee Decision

That the Minutes of the Youth Advisory Council Committee Meeting held 4 March 2020 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**



## 10. Reports

### 10.1 Youth Advisory Council Committee Nominations

<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Danika Wellington, Community Partnerships Officer – Youth & Activation
<b>Responsible Manager:</b>	Kerry Shaw, Acting Manager People and Place
<b>Executive:</b>	Gary Barbour, Director Sustainable Communities
<b>Authority/Discretion:</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
<b>Attachments:</b>	Nil

#### Summary

The purpose of this report is to inform the Youth Advisory Council Committee (YAC) that the nomination period is currently open for the six vacant positions on YAC, closing 18 June 2020. Successful applicants will hold their positions for the remainder of the term (October 2021).

#### Executive Recommendation

That the Youth Advisory Council Committee note that the nomination period for application for the six vacant Youth Advisory Council Committee positions commenced 25 May 2020 and will close 18 June 2020 June.

*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

#### Regional Impact Statement

The Youth Advisory Council Committee is comprised of members from the Greater Bunbury Region to represent surrounding Shires of Capel, Dardanup and Harvey.

#### Background

Following the resignation of two Youth Advisory Council Committee (YAC) members earlier this year, advertising for the vacant positions is now being undertaken. Four positions were left vacant at the time of the appointment of the new Committee following the Council Election in October 2019. As a result, six positions are being advertised during this nomination period.

Applications are open to young people aged 12 to 25 years residing in the Greater Bunbury region.

### **Council Policy Compliance**

Not applicable

### **Legislative Compliance**

*Local Government Act 1995*

### **Officer Comments**

The nomination period for the vacant positions commenced on 25 May 2020 and will cease at 4:00pm on 18 June 2020.

Applicants are being asked to submit an online application form through one of the City's online platforms *SmartyGrants*.

The online application form can be found here: <https://bunbury.smartygrants.com.au/yac>

Recognising that young people communicate through multiple mediums, we have provided the opportunity to showcase creativity in the application process. Nominees may upload a file such a video or piece of art to present the information requested. Applications are still required to be submitted in full and questions must be answered in some format through the SmartyGrants portal before the closing date.

Advertising and promotion of the nomination period includes newspapers, radio, City social media, YAC social media and direct email to schools and other networks.

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

The advertisement of vacant positions will be handled through the operational budget allocated to the Youth Advisory Council Committee.

### **Community Consultation**

Not applicable

### **Councillor/Officer Consultation**

Not applicable

### **Applicant Consultation**

Not applicable

### **Timeline: Council Decision Implementation**

<b>Action</b>	<b>Estimated Timeline</b>
Advertise for positions on Committee	25 May-18 June 2020
Nominations presented to Council for endorsement	4 August 2020

**Outcome of the Meeting held 3 June 2020**

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

**Committee Decision**

That the Youth Advisory Council Committee note that the nomination period for application for the six vacant Youth Advisory Council Committee positions commenced 25 May 2020 and will close 18 June 2020 June.

CARRIED

7 votes “for” / Nil votes “against”

## 10.2 Shift Youth Festival

<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Danika Wellington, Community Partnerships Officer – Youth & Activation
<b>Responsible Manager:</b>	Kerry Shaw, Acting Manager People and Place
<b>Executive:</b>	Gary Barbour, Director Sustainable Communities
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
<b>Attachments:</b>	Nil

### Summary

The purpose of this report is for the Youth Advisory Council Committee to note the postponement of the Shift Youth Festival 2020, scheduled for 18 April 2020, due to government restrictions surrounding COVID-19.

### Executive Recommendation

That Youth Advisory Council Committee notes the Shift Youth Festival’s postponement in 2020 due to COVID-19 restrictions.

*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 1.4 Arts, culture, heritage and events that enrich our understanding and enjoyment of life, celebrate our identity and bring the community together
- Objective 1.6 A community that provides for the particular needs of the young and the old

### Regional Impact Statement

The Shift Youth Festival presented by Drug Aware is an opportunity for members of the Bunbury Geopraphe region to come together and celebrate young people in a fun environment that is free from alcohol, drugs and smoking.

The coronavirus pandemic has affected the entire country with restrictions and cancellations of events over the past few months.

### Background

The Shift Youth Festival is an annual youth event delivered by the Youth Advisory Council Committee (YAC) in collaboration with the Community Partnerships team. Held in April during Youth Week, Shift is a platform where the entire community can celebrate young people and their valuable contributions to our community. The event was first delivered in 2015 and

continues to grow each year, not only as a fantastic community event, but also to continue developing youth engagement in the Greater Bunbury region.

The event was due to happen on 18 April 2020 at Graham Bricknell Shell/Bicentennial Square however was postponed due to Australian Government restrictions to prevent the spread of COVID-19. The event was officially postponed on 16 March 2020.

The Department of Communities also cancelled the state-wide Youth Week celebration (17 to 24 April 2020).

### **Council Policy Compliance**

Not applicable

### **Legislative Compliance**

*Local Government Act 1995*

### **Officer Comments**

The YAC Committee has discussed the possibility of a rescheduled event in October 2020 school holidays. This rescheduled event would be of a smaller scale to accommodate the transition back into larger scale events and provide an opportunity for social connection and engagement with other young people. The Committee will continue to monitor government restrictions and health advice as well as City of Bunbury event guidelines to determine if such an event would be appropriate, suitable timing and the most valuable use of resources.

The 2021 Shift Youth Festival is still anticipated to go ahead given the reinstatement of Youth Week in April 2021.

The sponsorship request to Healthway was cancelled given the restrictions around large events however there are still funding options for future years' events.

Sponsorship was secured from Southern Ports Authority for \$3,500 (inclusive of GST) in return for naming rights of the activity zone ("Southern Ports Activity Zone"). Southern Ports would like to continue to support this event and confirmed that the sponsorship funds provided may be held and used for a rescheduled event, provided this occurs prior to 31 December 2020. The sponsorship funding would need to be used on the same basis as originally agreed. However, if the event cannot be rescheduled and held by this date, the sponsorship funds would need to be returned to the Southern Ports Authority.

To still embrace Youth Week and its celebration of young people, a week-long social media campaign during the scheduled Youth Week (17 to 24 April) was delivered through the City's youth Facebook and Instagram pages. This included a daily theme that represented key youth issues and interests, portrayed through daily resources shared on Facebook, quotes on Instagram story and YAC member profiles on Instagram posts. The campaign greatly increased engagement on both social media pages, helping to boost the reputation and awareness of the YAC whilst providing information and resources for our young people.

**Analysis of Financial and Budget Implications**

Income from Sponsorship will be rolled over and available in the 2020/21 budget.

Any costs associated with a rescheduled event would come out of the 2020/21 budget allocation for the Shift Youth Festival.

**Community Consultation**

Not applicable

**Councillor/Officer Consultation**

Not applicable

**Applicant Consultation**

Not applicable

**Timeline: Council Decision Implementation**

Not applicable

**Outcome of the Meeting held 3 June 2020**

The recommendation (as printed) was moved Rylee Hewitt, seconded Bella Burgemeister:

**Committee Decision**

That Youth Advisory Council Committee notes the Shift Youth Festival’s postponement in 2020 due to COVID-19 restrictions.

CARRIED

7 votes “for” / Nil votes “against”

### 10.3 Youth Precinct Detailed Design Tender Awarded

<b>Applicant/Proponent:</b>	Internal
<b>Responsible Officer:</b>	Danika Wellington, Community Partnerships Officer – Youth & Activation
<b>Responsible Manager:</b>	Kerry Shaw, Acting Manager People and Place
<b>Executive:</b>	Gary Barbour, Director Sustainable Communities
<b>Authority/Discretion</b>	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
<b>Attachments:</b>	Appendix 1: Withdrawal of application for Lotterywest grant

#### Summary

The purpose of this report is for the Youth Advisory Council Committee (YAC) to note the appointment of the detailed design contract the Youth Precinct to Playce Pty Ltd.

#### Executive Recommendation

That the Youth Advisory Council Committee note the appointment of the detailed design contract for the Youth Precinct.

*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 1.2 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

#### Regional Impact Statement

The Youth Precinct will become a destination park that will be a drawcard for locals and tourists alike, offering a central location for young people to socialise and interact with other young people in the Bunbury Geographe region.

The community engagement process was open to all potential users including residents outside of the City Bunbury and in particular those of the surrounding Shires of Harvey, Dardanup and Capel.

#### Background

The Youth Advisory Council Committee was appointed as the Steering Committee for the community engagement portion of the Youth Precinct project at the 16 April 2019 Ordinary Council Meeting (Council Decision 034/19). At this meeting; and as part of the same Council Decision; Council endorsed Lot 681 (commonly referred to as Luciana Park) as the preferred site for a new Youth Precinct in Bunbury.

Following a tender process in accordance with the City's procurement policy, Playce Pty Ltd were also appointed as the concept design and community engagement consultants in mid-August 2019. Playce is an award-winning company specialising in creating fun and inclusive spaces for people of all ages, boasting a long list of unique skateparks, play spaces and youth precincts that have been designed and delivered across Australia.

Extensive community engagement was undertaken by Playce with regard to the design process with significant public input obtained. Playce presented the concept design to Council at the 10 December 2019 meeting which was endorsed.

#### **Council Policy Compliance**

Not applicable

#### **Legislative Compliance**

Not applicable

#### **Officer Comments**

Bunbury City Council endorsed the appointment of Playce Pty Ltd as the Youth Precinct Detailed Design contactor at the 26 May 2020 Ordinary Council Meeting. Negotiations with Playce are underway to finalise details including commencement of the contract.

Detailed design is expected to take in the vicinity of 20 weeks from commencement of Playce's contract however this is only an estimate due to COVID-19 related impacts.

As part of the detailed design, YAC will be a key stakeholder in the decision-making process. Multiple consultations with Playce have been scheduled into the program delivery to ensure YAC, as the steering committee, are kept informed and able to provide relevant feedback. City staff will also keep YAC members informed and engaged continually throughout all aspects of the process.

An application to Lotterywest was lodged in February 2020 however grant funding attempts have been setback with Lotterywest focusing their efforts on COVID-19 crisis response and recovery projects (**attached** at Appendix 1). The City continues to prioritise the Youth Precinct project and is actively seeking alternative grant opportunities.

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

\$500,000 is allocated in Council's 2019/20 budget for PR-4786 Detailed design, contract documentation and construction of Youth Precinct.

The Youth Precinct is listed for construction in 2020/2021 PR-4786 Detailed design, contract documentation and construction.

#### **Community Consultation**

Not applicable



**Councillor/Officer Consultation**

The Executive Leadership Team, the People & Place Team and the Strategic Planning and Urban Design Team are aware of this report.

A Youth Precinct Working Group made up of City officers assessed the applicants for the tender and awarded the contract based on the City’s procurement guidelines.

**Applicant Consultation**

Not applicable

**Timeline: Council Decision Implementation**

Not applicable

**Outcome of the Meeting held 3 June 2020**

The recommendation (as printed) was moved Sean van der Wielen, seconded Olivia Little:

<p><b>Committee Decision</b></p> <p>That the Youth Advisory Council Committee note the appointment of the detailed design contract for the Youth Precinct.</p> <p>CARRIED 7 votes “for” / Nil votes “against”</p>
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**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 Council Committee will be held on 2 September 2020.

**15. Close of Meeting**

The Presiding Member declared the meeting closed at 4:39pm.