



Youth Advisory Council Committee

Minutes

4 March 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
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.	Declaration of Opening	3
2.	Disclaimer	3
3.	Announcements from the Presiding Member	3
4.	Attendances	4
4.1	Apologies.....	4
4.2	Approved Leave of Absence.....	4
5.	Declaration of Interest	4
6.	Public Question Time	5
7.	Confirmation of Minutes	5
8.	Petitions, Presentations and Deputations	5
8.1	Petitions	5
8.2	Presentations	5
8.3	Deputations.....	5
9.	Method of Dealing with Minutes Business	6
10.	Reports	7
10.1	Aqwest Customer Advisory Panel	7
10.2	Shift Youth Festival.....	10
10.3	Resignation of Youth Advisory Council Committee Member	14
10.4	Amendment to Terms of Reference – Youth Advisory Council Committee	16
11.	Applications for Leave of Absence	20
12.	Questions from Members	20
12.1	Response to Previous Questions from Members taken on Notice.....	20
12.2	Questions from Members	20
13.	Urgent Business	20
14.	Date of Next Meeting	20
15.	Close of Meeting	20

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.

Youth Advisory Council Committee

Minutes

4 March 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 4.34pm.

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 4 March to 3 June 2020 period (inclusive). Dylan Fryer self-nominated. No other nominations were received and Dylan was elected to the position unanimously.

The Presiding Member for the next period (3 June to 2 September 2020) will be elected at the commencement of the Committee Meeting held 3 June 2020.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

The Presiding Member noted this was his first time chairing a formal meeting and thanked previous Presiding Member, Sean Van Der Wielen, for this hard work over the last three months. He acknowledged the great work in Sean's deputation to Council regarding the Youth Precinct last year.

The Presiding Member thanked Danika and Kerry for organising and delivering the YAC team development day in February, which he described as insightful and very enjoyable; he looks forward to more of these in the future.

The Presiding Member noted that the next few months are going to be very busy for the Committee with the Shift Youth Festival in April. He hopes all members are ready and excited.

4. Attendances

Committee Members:

Member Name	Representing
Bella Burgemeister	Youth Community
Dylan Fryer	Youth Community
Rylee Hewitt	Youth Community
Ella Quick	Youth Community
Sean Smith	Youth Community
Will Tuck	Youth Community

Ex-officio Members (non-voting):

Member Name	Representing
Cr Karen Turner	Councillor Representative

Support Staff:

Name	Title
Mrs Elizabeth Larkin	Acting Senior Community Partnerships Officer
Ms Danika Wellington	Community Partnerships Officer – Youth & Activation

4.1 Apologies

The following apologies had been received:

- Gary Hallsworth (CEO Aqwest)
- Gary Barbour (Director Sustainable Communities)
- Kerry Shaw (Acting Manager People & Place)
- Olivia Little (YAC Member)
- Sean Van Der Wielen (YAC Member)

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 Minutes 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

Nil

7. Confirmation of Minutes

The Minutes of the Youth Advisory Council Committee Meeting held 25 November 2019 had been circulated.

Recommendation

That the Minutes of the Youth Advisory Council Committee Meeting held 25 November 2019 be confirmed as a true and correct record.

Outcome of the Meeting held 4 March 2020

The recommendation (as printed) was moved Sean Smith, seconded Bella Burgemeister.

Committee Decision

That the Minutes of the Youth Advisory Council Committee Meeting held 25 November 2019 be confirmed as a true and correct record.

CARRIED

6 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 Minutes Business

Items on the Agenda were dealt with in the order in which they appeared.

10. Reports

10.1 Aqwest Customer Advisory Panel

Applicant/Proponent:	Aqwest
Responsible Officer:	Danika Wellington, Community Partnerships Officer – Youth & Activation
Responsible Manager:	Kerry Shaw, Acting Manager People and Place
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion:	<input checked="" type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 1: Aqwest Customer Advisory Panel Outline

Summary

The purpose of this report is for the Youth Advisory Council Committee (YAC) to consider having formal representation on the Aqwest Customer Advisory Panel.

Executive Recommendation

That the Youth Advisory Council Committee agree to nominate one (1) Committee member _____ to be the representative member on the Aqwest Customer Advisory Panel and attend the biannual meetings.

Voting Requirement: Simple Majority

Strategic Relevance

- Theme 4 Our City
Goal Civic leadership, partnerships and sound governance in delivering with and for the community
Objective 4.1 A passionate advocate for the community, with strong partnerships to amplify the outcomes that can be achieved
Objective 4.2 A highly-engaged and involved community, working together on strategy development and implementation

Regional Impact Statement

Aqwest provides drinking water to 17,000 properties in the City of Bunbury and surrounding areas. Aqwest has an operating licence area that allows it to provide services to the Greater Bunbury region which extends from Myalup and Harvey in the north and south to Capel.

Background

The Youth Advisory Council Committee (YAC) was approached by Aqwest to have a representative on their new Customer Advisory Panel. The Aqwest Customer Advisory Panel is a newly formed panel to assist with its engagement of a diverse range of groups among its customers, stakeholders and in the local community.

The panel will play an important role in ensuring that its views are incorporated into the operation of Aqwest's services, planning and decision making and helping Aqwest to achieve the best possible outcomes for customers and the community.

Council Policy Compliance

Not applicable

Legislative Compliance

Local Government Act 1995

Officer Comments

YAC would provide a youth voice on the panel and ensure it has a good cross section of the broader community.

The panel will consist of 12 community members and three Aqwest Board Directors. The panel will meet twice a year for up to a full day, or as required and on occasion include tours of Aqwest assets. It will be chaired by the Aqwest CEO.

This position is voluntary however meeting expenses can be reimbursed from Aqwest.

The Aqwest Customer Advisory Panel Outline provides more details about the position (**attached** at Appendix 1).

Analysis of Financial and Budget Implications

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

Community Consultation

Not applicable

Councillor/Officer Consultation

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Not applicable

Outcome of the Meeting held 4 March 2020

An amendment to the recommendation was moved by Sean Smith, seconded Bella Burgemeister to defer the report to the next Committee meeting on 3 June 2020.

Committee Decision

The report would be deferred to the next Committee meeting on 3 June 2020.

CARRIED

6 votes "for" / Nil votes "against"

Note: The Committee amended the Executive Recommendation as they felt they were not in a position to make a decision based on the information they had.

10.2 Shift Youth Festival

Applicant/Proponent:	Internal
Responsible Officer:	Danika Wellington, Community Partnerships Officer – Youth & Activation
Responsible Manager:	Kerry Shaw, Acting Manager People and Place
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<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
Attachments:	Nil

Summary

The purpose of this report is for the Youth Advisory Council Committee to review the details for the Shift Youth Festival 2020, including the responsibilities and roles to be undertaken by Committee Members as part of the event.

Executive Recommendation

That Youth Advisory Council Committee:

1. Agrees that the Shift Youth Festival will be held on Saturday 18 April 2020 at Bicentennial Square/Graham Bricknell Music Shell from 11am to 5pm;
2. Endorses the following roles and responsibilities in preparation for the Shift Youth Festival, with support from the Community Partnerships team:

Role	Responsible Committee Member
Food & waste management	Dylan Fryer
Marketing, promotion & advertising	Ella Quick
Design	Sean Van Der Wielen & Ella Quick
Music & entertainment bookings	Will Tuck
Site logistics	Rylee Hewitt & Olivia Little
Partnerships and sponsorship	Sean Van Der Wielen
Activities/bookings	Bella Burgemeister
Stage management and design	Sean Smith, Rylee Hewitt & Olivia Little
Merchandise	Rylee Hewitt

3. Agrees to provide support at the event on a roster rotation between 10am and 6pm;
4. Commits to delivering a waste-friendly event that is free from alcohol, drugs and smoking.

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 Geographe region to come together and celebrate young people in a fun environment that is free from alcohol, drugs and smoking.

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.

Council Policy Compliance

Not applicable

Legislative Compliance

Local Government Act 1995

Officer Comments

In 2020, the event aims to build in previous years' successes and continue building a positive brand reputation.

Major changes to the event for 2020 include:

- New logo developed for better brand recognition;
- Time changed to daylight hours to reflect peak times in 2019 which also results in greater cost saving;
- New stallholders and vendors to add variety (e.g. SWAMS, Horizon House, Maker & Co, Monadelphous, PCYC/WA Police etc.);
- New activities (e.g. virtual reality, Champions League Basketball competition, ball pit); and
- Stronger focus on being waste friendly (introducing three bin system)

Healthway has been a continuous supporter of this event and we have requested \$24,000 to the 2020 and 2021 Shift Youth Festival in return for exclusive naming rights. This application has

been approved by the Healthway Board and is currently sitting with the Minister for final approval.

In addition to Healthway, sponsorship has also been secured from Southern Ports Authority for \$3,500 (inclusive of GST) in return for naming rights of the activity zone (“Southern Ports Activity Zone”).

Analysis of Financial and Budget Implications

Income from Sponsorship will be included in the total budget as part of the operating budget line 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 4 March 2020

The recommendation (as printed) was moved Rylee Hewitt, seconded Will Tuck.

Committee Decision

That Youth Advisory Council Committee:

1. Agrees that the Shift Youth Festival will be held on Saturday 18 April 2020 at Bicentennial Square/Graham Bricknell Music Shell from 11am to 5pm;
2. Endorses the following roles and responsibilities in preparation for the Shift Youth Festival, with support from the Community Partnerships team:

Role	Responsible Committee Member
Food & waste management	Dylan Fryer
Marketing, promotion & advertising	Ella Quick
Design	Sean Van Der Wielen & Ella Quick
Music & entertainment bookings	Will Tuck
Site logistics	Rylee Hewitt & Olivia Little
Partnerships and sponsorship	Sean Van Der Wielen
Activities/bookings	Bella Burgemeister
Stage management and design	Sean Smith, Rylee Hewitt & Olivia Little
Merchandise	Rylee Hewitt

3. Agrees to provide support at the event on a roster rotation between 10am and 6pm;
4. Commits to delivering a waste-friendly event that is free from alcohol, drugs and smoking.

CARRIED

6 votes "for" / Nil votes "against"

10.3 Resignation of Youth Advisory Council Committee Member

Applicant/Proponent:	Internal
Responsible Officer:	Danika Wellington, Community Partnerships Officer – Youth & Activation
Responsible Manager:	Kerry Shaw, Acting Manager People and Place
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<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
Attachments:	Appendix 2: Resignation Letter – Conor Prout Appendix 3: Resignation Email – Jade Allen

Summary

This report is presented to the Youth Advisory Council Committee (YAC) to advise of the resignation of Committee members Conor Prout and Jade Allen.

Executive Recommendation

That the Youth Advisory Council Committee request that Council:

1. Accept the resignations tendered by:
 - Conor Prout from the Youth Advisory Council effective 18 February 2020; and
 - Jade Allen from the Youth Advisory Council effective 3 February 2020.
2. Request the CEO to formally thank the above members for their contribution the Youth Advisory Council Committee.
3. Endorse the advertisement of the two vacant positions in May 2020.

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 comprises of members from the Greater Bunbury region to represent surrounding shires of Capel, Dardanup and Harvey. Conor Prout and Jade Allen were both representatives from the Shire of Harvey.

Background

The Youth Advisory Council Committee members were appointed following October 2019 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.

Both Conor Prout and Jade Allen have served as members of the Youth Advisory Council Committee since October 2019.

Council Policy Compliance

Not applicable

Legislative Compliance

Local Government Act 1995

Officer Comments

Conor Prout submitted a Letter of Resignation on 18 February which acknowledges his high workload with other volunteer work and onset of further studies (**attached** at Appendix 2).

Jade Allen provided her resignation via email on 3 February due to work and school commitments (**attached** at Appendix3).

The Committee has agreed to postpone advertisement to May due to upcoming events (Shift Youth Festival) and the Committee's capacity already not being full from the election period in 2019. The six (6) vacant positions will be advertised from 25 May to 18 June 2020 with nominations presented to Council for endorsement at the Ordinary Council Meeting on 4 August 2020.

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

Nil

Timeline: Council Decision Implementation

Action	Estimated Timeline
Council asked to endorse re-advertisement period in May 2020	24 March 2020
Advertise for positions on Committee	25 May-18 June 2020
Nominations presented to Council for endorsement	4 August 2020

Outcome of the Meeting held 4 March 2020

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

Committee Decision

That the Youth Advisory Council Committee request that Council:

1. Accept the resignations tendered by:
 - Conor Prout from the Youth Advisory Council effective 18 February 2020; and
 - Jade Allen from the Youth Advisory Council effective 3 February 2020.
2. Request the CEO to formally thank the above members for their contribution the Youth Advisory Council Committee.
3. Endorse the advertisement of the vacant positions in May 2020.

CARRIED

6 votes “for” / Nil votes “against”

10.4 Amendment to Terms of Reference – Youth Advisory Council Committee

Applicant/Proponent:	Internal
Responsible Officer:	Danika Wellington, Community Partnerships Officer – Youth & Activation
Responsible Manager:	Kerry Shaw, Acting Manager People and Place
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 4: Terms of Reference

Summary

The purpose of this report is for the Committee to endorse the amended Terms of Reference of the Youth Advisory Council Committee for referral to Council.

Executive Recommendation

That the Youth Advisory Council Committee request that Council endorse the amended Terms of Reference as follows (**attached** at Appendix 4):

1. To identify and advise on youth trends, strengths, gaps and opportunities in the Bunbury area to ensure the development of policies are responsive to the needs of young people.
2. To engage with the young people of the Bunbury area to draw consultation and feedback on youth trends, strengths, opportunities and gaps to present to Council.
3. To be actively involved in the ongoing development and delivery of youth targeted projects, programs and events.
4. To engage with young people and their communities to establish partnerships and opportunities to support and empower young people.

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 comprises of members from the Greater Bunbury region to represent surrounding shires of Capel, Dardanup and Harvey.

Background

The purpose of the Youth Advisory Council Committee will remain as;

To provide guidance to the Council on issues affecting the youth of the Bunbury Region, and to assist and be actively involved in youth driven initiatives.

The formation, meeting and general procedures will remain the same:

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.*
2. *The quorum for the meeting of the committee is set at 5 voting members of the Youth Advisory Council Committee.*
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.*
4. *Members shall act in the best interests of the committee and their represented organisation at all times.*
5. *The committee will meet quarterly.*
6. *Committee members will be relieved of the requirement to attend the quarterly meetings by requesting a leave of absence.*
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.*

The Committee have agreed to nominate a rotational Youth Mayor every three (3) months on a trial basis which be reviewed for the September 2020 meeting.

Council Policy Compliance

Not applicable

Legislative Compliance

Local Government Act 1995

Officer Comments

The Terms of Reference were reviewed as part of a team building and development day held on Monday 10 February.

Analysis of Financial and Budget Implications

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

Community Consultation

Not applicable

Councillor/Officer Consultation

Not applicable

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Council will be asked to endorse the amended Terms of Reference as part of the next Council meeting on 24 March 2020.

Outcome of the Meeting held 4 March 2020

The recommendation (as printed) was moved Sean Smith, seconded Ella Quick.

Committee Decision

That the Youth Advisory Council Committee request that Council endorse the amended Terms of Reference as follows (**attached** at Appendix 4):

1. To identify and advise on youth trends, strengths, gaps and opportunities in the Bunbury area to ensure the development of policies are responsive to the needs of young people.
2. To engage with the young people of the Bunbury area to draw consultation and feedback on youth trends, strengths, opportunities and gaps to present to Council.
3. To be actively involved in the ongoing development and delivery of youth targeted projects, programs and events.
4. To engage with young people and their communities to establish partnerships and opportunities to support and empower young people.

CARRIED

6 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

Nil

13. Urgent Business

Nil

14. Date of Next Meeting

The next meeting of the Youth Advisory Council Committee will be held on 3 June 2020.

15. Close of Meeting

The meeting was declared closed at 4.45pm.

Confirmed this day 3 June 2020 to be a true and correct record of proceedings of the Youth Advisory Council Committee Meeting held 4 March 2020.



Ms Ella Quick
Presiding Member