



NOTICE OF TUMUT YOUTH COUNCIL COMMITTEE MEETING

Notice is hereby given that a Tumut Youth Council Committee Meeting of Snowy Valleys Council will be held in the Tumut Room located on the 1st Floor of the Riverina Highlands Building, 76 Capper Street, Tumut on, **Wednesday, 06 February, 2019**, commencing at **4:30 PM**.

Distribution: 22	Present:	Apology:	Absent:
Cr Cate Cross (Delegate)			
Council Representative-Youth Development Officer (Delegate)			
Executive:			
Chairperson – Lori Webb			
Vice Chairperson - Oscar Thornton			
Treasurer – Lulu Saunders			
Secretary – Natalie Erbacher			
Publicity Officer – Jeremy Hannah			
Members:			
Charlie Dodds			
Jorja Muir			
Lachlan McDonald			
Joe Post			
Hannah Veitch			
Daisy James			
Hunter Boyd			
Jeane Van Der Merwe			
Adult Facilitators:			
Teagan Fava – Adult Facilitator			
Information Only			
Mental Health Worker			
Samantha Hughes			
Batlow Technology School SRC			
Tumut TAFE Students			
Batlow Interact Club			
Public			

Business

1. Apologies
2. Confirmation of Minutes
3. Business arising from Minutes
4. Committee Reports
5. Correspondence
6. General Business

Matthew Hyde
General Manager

SNOWY VALLEYS COUNCIL

TUMUT YOUTH COUNCIL COMMITTEE MEETING – AGENDA

Wednesday, 06 February, 2019, commencing at 4:30 PM.

APOLOGIES

CONFIRMATION OF MINUTES OF PREVIOUS MEETING/S-

. Tumut Youth Council Committee Meeting – 10/10/2018 4

BUSINESS ARISING FROM MINUTES

DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS

COMMITTEE REPORTS

. Youth Matters - February/March 2019 7

GENERAL BUSINESS

NEXT MEETING

The next meeting date is scheduled to be held Wednesday, 3 April 2019.

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MEETING COMMENCEMENT: 4.30pm

PRESENT:

Participants:	Present:	Apology:	Absent:
Cr Cate Cross		X	
Council Representative – Mark Mazzini	X		
Chairperson –Lori Webb	X		
Vice Chairperson - Oscar Thornton	X		
Treasurer – Lulu Saunders			X
Secretary - Natalie Erbacher			X
Publicity Officer – Jeremy Hannah	X		
Charlie Dodds			X
Daisy James		X	
Jorja Muir		X	
Lachlan McDonald			X
Hunter Boyd	X		
Jeane Van Der Merwe	X		
Hannah Veitch		X	
Joe Post	X		

Council staff in attendance were Mark Mazzini.

APOLOGIES:

YC13. RESOLVED that the apologies from Cr Cate Cross, Daisy James, Jorja Muir, Hannah Veitch and Cr Andrianna Benjamin be received.

Jeremy Hannah / Oscar Thornton

CONFIRMATION OF MINUTES:

YC14. RESOLVED that the minutes of the **Youth Council Committee** held on **08-August-2018** be accepted as read.

Jeremy Hannah / Oscar Thornton

BUSINESS ARISING FROM MINUTES:

1. Sculpture Grant
 - Mark engaged with artist Aiden Hartshorn. Aiden advised a sporting theme was not something he was passionate about, nor comfortable in delivering.
 - No Youth Council members attended YDO's office as pre-arranged to view, amend and/or approve the grant application prior to submission deadline.
 - Decision was made not to progress with the grant application.
 - Further projects will be planned and the suitable grants funding sought.

COMMITTEE REPORTS:

Youth Matters October and November 2018 (YC1)

1. Input into Summer Events:

- Inflatable raft day at Tumut Pool
- Hunter will make contact with SVC Events Officer Evan Saunders to determine if the raft day can run in conjunction with Australia Day Pool Party celebrations
- Mark informed that Cr Andrianna Benjamin, had been asked by the Tumut Chamber of Commerce if Youth Council members would be able to assist at the Christmas street party on 13 December by providing face painting
- Unanimously agreed that Tumut YC would provide face painting at the Christmas street party
- No Halloween party this year
- Idea to hold a combined Youth Council Christmas party was discussed
- Youth Council members made the decision to hold the Tumut YC Christmas party separate to Tumbarumba
- Christmas dinner will be held following the next formal meeting 05/12/2018. Location TBC
- Youth Council to fund and run a "Movie under the stars" night in January
- Preferred location Tumut hockey fields – Availability to be determined
- Date, cost, equipment hire availability need to be determined
- Jeane and Jeremy to organise

2. Common Connections Grant

- Grant was applied for and received under Tumut Youth Council
- YDO and Events officer have been discussing with Gotcha 4 Life continuing the work they have been doing in the community and schools
- Possibility of utilising grant funding to get Gus Worland to return to Tumut for another mental health awareness night
- Original grant application included the training of community mentors. Any change to the grant application will need to be approved by the funding body

3. Kiosk proposal project

- Unanimous decision made that the planned project to seek funding and approval to have a street kiosk modelled off Tumbarumba's street kiosk was not the direction the Youth Council would take at this point in time
- Discussion around suitable major project that may be able to be conducted in conjunction with Tumbarumba Youth Council was held
- Idea was raised off creating a media platform similar to Snowy Valleys up close, for youth
- Project goal would to highlight the array of natural attractions across SVC, thus promoting youth across the region to be active and explore the greater region
- Unanimously agreed that project would focus on 'hidden Gems' or less known/promoted areas across the region for example blue waterholes and Mannus Lake
- Place would be sourced by engaging with community across the SVC region to provide their favourite place to show people when they visit
- Mark to forward invite to Tumbarumba YC members to join the project at next Tumbarumba Youth Council
- Potential for planning group/steering committee amongst both YC's

4. Youth Week main event

- Unanimously agreed that Party In The Park would be put on hold next year due to dwindling attendance rates
- New main events options discussed
- Unanimously agreed that the major event for Youth Week 209 will be a Colour Run
- Colour run will be a whole community event, not youth exclusive
- Potential to be ran at the river walk track

GENERAL BUSINESS:

- Tumut Youth Council BBQ replacement
- Previously been unable to find a large portable BBQ that meets YC requirements
- Windshield required for current BBQ until replacement is sourced

NEXT MEETING

The next meeting will be held in early 2019.

CLOSED:

The meeting closed at 16:43pm.

REPORT NUMBER: YC 1
SUBJECT: Youth Matters - February/March 2019 (.)
REPORT AUTHOR: Mark Mazzini
RESPONSIBLE MANAGER: Phill Stone

PURPOSE OF REPORT: To discuss matters relating to youth in February and March 2019

KEY ISSUES

- 1. Terms of Reference**
- 2. 2019 Youth Week**
- 3. Composition of Youth Council**
- 4. Disability inclusion**

COMMENTS

- 1. Terms of Reference**
 - Update on changes to TOR
 - Accept/decline changes
- 2. 2019 Youth Week**
 - Colour run sponsorship
 - Colour Run update
 - Youth Week program design
- 3. Composition of Youth Council**
 - Purpose of Youth Council
 - Recruitment of new members
 - Strategic Plan
- 4. Disability inclusion**
 - Clr Cross to discuss project
 - Youth Council community/youth engagement

RECOMMENDATION

That the Youth Council discuss matters in this report and take action accordingly.

ATTACHMENTS

1. Youth Council Committee Terms of Reference
2. Tumut Youth Council Strategic Plan (under separate cover)



Youth Council Committee Terms of Reference

SVC ToFR.08.01

1. NAME

The name of the Committee is the Youth Council Committee. The Youth Council Committee is an advisory committee to Snowy Valleys Council.

2. STATUS

There are two Youth Council Committees representing the Shire area, the Tumut Youth Council and the Tumbarumba Youth Council.

Being an advisory committee, the Youth Council Committee does not have executive power or authority to direct staff nor does it enjoy the delegation of any powers, functions or duties of Council.

3. DELEGATION

All decisions of the Committee will, therefore, constitute recommendations to Council and other major stakeholders where relevant.

2. PURPOSE

The purpose of the committee is to:

- Provide appropriate advice and recommendations on matters relevant to youth in the Shire in;
- Provide a forum for discussion of youth issues;

3. OBJECTIVES OF THE COMMITTEE

The Youth Council Committee is a committee of Council responsive to community needs in the Shire. The effectiveness of the committee depends on community support.

The objectives of the committees are to implement the Youth Council Strategic Plan directed by the Snowy Valleys Council Community Strategic Plan.

4. DECISION MAKING

It is intended that the Committee will make decisions based on consensus. If it is not possible to arrive at a consensus on a particular item the recommendation to Council should note the dissenting views.

5. MANAGEMENT AND OPERATION OF THE COMMITTEE

a) STRUCTURE / MEMBERSHIP

Each Youth Council Committee shall be comprised of at least 8 of citizen/community representatives, the Youth Development Officer or nominated delegate and one Councillor for each committee. It is desirable that there is a representation from the entire Shire, a reasonable gender balance and age distribution on the Committee.

b) APPOINTMENT AND SELECTION OF MEMBERS

The Snowy Valleys Council will call for applications from community members within the Council area for all community member positions.

The applications will be assessed on their merit and suitable persons will be appointed to the Youth Council Committee by Snowy Valleys Council. Persons can be self-nominated, or can represent a group or organisation.

c) TERM

The term should initially be for four years in line with the term of Council. Any vacancies which occur will be advertised and appointed from nominations received or in the case of an organisation that group can nominate a replacement representative.

Members of the Youth Council Committee may cease to hold office:

- By death, mental incapacitation or by serving of a criminal sentence;
- If the member provides a written resignation;
- If a member is absent from three consecutive meetings (with or without apology), without having obtained a formal leave of absence.

d) CHAIRPERSON

The Chairperson shall be elected by the committee by a simple majority vote taken from members present at a determined meeting annually and shall serve a term of one year.

In the absence of the Chairperson, the Deputy Chairperson will perform their duties for that meeting.

e) SECRETARIAT

A staff member from Snowy Valleys Council shall perform the Secretariat duties for the Committee.

f) COUNCIL STAFF MEMBERS ON COMMITTEES

Snowy Valleys Council staff members who attend Committee meetings shall:

- Not be considered as part of the quorum;
- Have no voting rights
- Not be able to enact the role of Chairperson or Vice Chairperson at any meeting;
- Be considered as an ex-officio member of the committee at all times.

g) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

The Committee member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue. The interest will be recorded in the minutes.

h) QUORUM

A quorum of the Committee will be four young person members.

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting shall:

- a) be adjourned to a time determined by the Chairperson in consultation with the staff member performing Secretariat duties to ensure that the adjourned time does not clash with other scheduled meetings or;
- b) continue as an Inquorate discussion (refer 5i).

i) INQUORATE MEETINGS

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion.

In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

Minutes of an inquorate discussion must take the form of Inquorate Discussion Notes. The members present at an inquorate discussion cannot put or carry any motion or resolution.

j) DECISIONS AND VOTING

The Committee's business is conducted on a simple majority vote by those appointed members present.

Each appointed member of the Committee present at any meeting shall have one vote on any matter.

Major decisions and recommendations will be referred to Council for adoption prior to implementation by the Committee.

The Committee shall make recommendations to Council on matters that relate to the objectives of the Youth Council Committee for the Snowy Valleys Shire.

k) ATTENDANCE OF NON MEMBERS

The Committee may, at its discretion, allow non-members, observers and advisers to attend meetings of the committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.

l) WORKING GROUPS

The Committee is able to form a Working Group as required to address specific issues or undertake specific activities. The Working Group must report to each Committee meeting.

Non-members may be co-opted to a working group. A member of the Committee shall act in the capacity of Chairperson of the working group.

The Committee shall determine a statement of the purpose/objectives, responsibilities and tasks to be achieved by the Working Group at the time that it is formed.

6. COMMITTEE OPERATION AND MEETINGS

a) MEETINGS

~~M~~Tumut formal meetings will be held bi-monthly and occur on the first week of the month.
Tumbarumba formal meetings will be held bi-monthly and occur on the fourth week of the month.
at 4:30pm at the Riverina Highlands Building in Tumut, and monthly at 4:30pm at the youth room in the Memorial Hall in Tumbarumba.

b) SPECIAL MEETINGS

Special meetings may be called by the Chairperson, or at least two voting members of the Committee in consultation with the Secretariat to avoid potential clashes.

c) NOTICE OF MEETINGS

The Notice of Meeting will be provided to each Committee member in writing, setting out the date, time and place of the meeting; and be accompanied by a business paper which includes an agenda for the meeting, minutes of the previous meeting and any reports to the Committee.

The agenda for ordinary meetings of the committee will be provided to members of the Committee at least three working days prior to the meetings.

A minimum of twenty four hours notice shall be given for any Special meetings of the Committee.

A copy of the notice of meeting, agenda and accompanying reports shall be placed on public exhibition at the Council office, Council website and libraries.

d) MINUTES

Minutes shall be kept of all monthly and bi-monthly meetings of the Committee and any working group. Each Committee members will receive copies of the minutes with the notice of meeting for the next meeting.

Other arrangements to receive minutes from the meetings can be made by resolution of the voting members of the Committee.

The minutes shall be confirmed at the next committee meeting with or without amendments.

Copies of the minutes will be supplied to Council before its next meeting following that of the Committee if recommendations are included.

e) MEETING PROCEDURES AND PROTOCOL

The procedures and protocols to be observed at the Committee meetings are those of the Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993.

7. SUPPORT AND RESOURCING THE COMMITTEE

Council will provide administrative services and other resources, including a venue, preparation and distribution of agendas/minutes, to support the function of the Committee and any working groups.

8. MEDIA COMMENT AND CONFIDENTIALITY

The Committee has no delegated authority to make comments to the media on behalf of the Committee without the express permission of the General Manager.

The Committee does not have the authority to make comments on behalf of Snowy Valleys Council.

Members of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

9. FINANCE

For Committees who hold funds with Council:

A record of the financial transactions of the Committee will be maintained by Council's finance team and reported to the committee monthly.

Receipting, purchasing and tendering of goods and services shall be conducted in accordance with Council's internal financial control procedures.

The Youth Council will be allowed to carry out fundraising for youth activities and projects.

The Youth Council members may approve the spending of amounts up to \$500 on Youth Council related expenses if it fits within budget.

10. DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES

Snowy Valleys Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993. The objective of the Code is to provide procedures and standards for the proper, conduct of Council business and decision making.

Snowy Valleys Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

11. AMENDING THE TERMS OF REFERENCE

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the Agenda, a quorum is present at the meeting and the majority of voting members present support the recommendation.

Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

12. DISSOLUTION

Council may at any time dissolve the Committee.

13. LIABILITY OF MEMBERS

In accordance with Division 2 Section 731 of the Local Government Act 1993, A matter or thing done by the Minister, the Director-General, a council, a councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-General, the council or a committee of the council, subject a councillor, a member, an employee or a person so acting personally to any action, liability, claim or demand.

14. SUPERSEDING POLICY NO AND TITLE

Tumut Shire Council Youth Council Committee ToR No: 08 Version: 2.1

15. TERMS OF REFERENCE PREPARED AND AMENDED BY:

Evan Saunders Youth Development Officer

16. HISTORY TABLE

Version No	Approval Date	Resolution Number	Activity Log
1.0	26/04/2018	M103/18	Adopted by Council



Tumut Youth Council

Strategic Plan

2018-2022



Tumut Youth Council is proudly supported by Snowy Valleys Council

Tumut Youth Council Strategic Plan 2018-2022



Tumut Youth Council Summary

The Tumut Youth Council has been in existence since May 1998, actively providing a communication link between Council and youth across the region. Young people make up the membership of this committee with support from Council and adult community members. Young people take an active role in their position in the Youth Council and take ownership of youth initiatives and associated tasks. This document and the work involved in implementing it, is an example of the dedication of the Youth Council members to develop the Tumut region into a better place for our youth.

Membership is open to young people aged 12-25 years. The youth members take on the positions of chairperson, deputy chairperson, secretary, treasurer, publicity officer and committee members. Membership comprises of 10-15 young people (aged 12-25), SVC staff representative, one SVC Councilor and maximum of three adult community members.

The aim of the committee is to provide a forum of consultation between Council, the community and the youth of the Tumut region.

The Tumut Youth Council aim to achieve:

- Active involvement in increasing the level of youth participation in local entertainment and recreational based activities
- Promotion of a positive profile of young people in the community
- Provision of a forum where young people can express their views in a manner that they will be heard and respected
- Improved two-way communication lines between young people and the rest of the community
- Raise awareness of Tumut Youth Council and how to become involved - Maintaining membership numbers at or near 15
- Coordinate recruitment drives annually to target potential new members from the greater Tumut region area
- Respond to requests for advice on youth matters
- Coordinate fundraising for youth initiatives
- Actively engage in promotion of events, workshops and/or fundraisers that bring awareness and/or seek to address youth priority issues such as mental health and social/educational disengagement.
- Identify and target avenues to address youth priority issues.



The framework of the Tumut Youth Council Strategic Plan 2018-2022 has been developed from the Snowy Valleys Council's *Community Strategic Plan 2028* and *2018-2019 Operational Plan*, to ensure it aligns with Council's overall strategic direction.

Tumut Youth Council plan to address the following Community Strategic Plan 2028 Strategic Themes:

S1 Towns and Villages

- 1.1 Create welcoming towns and villages that are vibrant, accessible and foster a sense of community*
- 1.2 Provide accessible services and initiatives which support and contribute to wellbeing across all stages of life*
- 1.3 Protect and preserve local history and heritage*
- 1.4 Expand, support and encourage arts and cultural events, activities and creative opportunities*
- 1.5 Support and promote community and tourism events and festivals*

Strategic themes will directly be addressed via addressing subsections of the Strategic Themes outlined in the 2018-2019 Operational Plan. The outline subsections below will be incorporated and addressed through the a Strategic Action Plan, which will be reviewed and re-developed every 12 months

2018-2019 Operational Plan:

- 1.1.5 Investigate opportunities for activating places for young people across the region*
- 1.1.6 Deliver a program of skill building workshops for local community and event organisers*
- 1.2.5 Review purpose and composition of Youth Councils*
- 1.2.6 Develop and implement youth capacity building program*
- 1.2.22 Investigate funding opportunities to support the expansion of youth related programs*
- 1.3.5 Support Indigenous cultural activities and projects*
- 1.4.3 Facilitate and deliver program of Council led creative and cultural activities and events*
- 1.5.6 Seek funding to expand the program of community events*

Tumut Youth Council Strategic Plan 2018-2022



Strategic Action Plan

2018 – 2019 OPERATIONAL PLAN:	Project	Action
1.1.5 1.2.22 1.3.5 1.4.3 1.5.6 Youth activities and relevant funding opportunities	Develop on existing & past events/ initiatives/ festivals that include youth activities	<ul style="list-style-type: none"> Analyse previous and upcoming youth activities, regarding, effectiveness including participation rates and cost effectiveness. Forward plan EOFY calendar – mapping proposed fundraising activities & related expenditures Ensure potential Indigenous cultural activities and projects are discussed/promoted through Tumut Youth Council
	Seek and apply for relevant funding opportunities	<ul style="list-style-type: none"> As required apply for funding to assist the region's key festivals and/or expand the program of community events Investigate and apply for any suitable funding opportunities to support the expansion of youth related programs
	Youth Week	<ul style="list-style-type: none"> Form Youth Week committee Investigate new events that can be incorporated into Youth Week Deliver Youth Week Program
1.1.6 Identify priority youth needs areas and progress actions in conjunction with broader youth issues	Deliver a program of skill building workshops for local community	<ul style="list-style-type: none"> Explore implementation of Common Connections funding Relay with charity organisations and agencies including Tomorrow Man & Gotcha 4 Life around implementation of workshops targeting suicide prevention and changing the stigma of Mental health Explore the opportunity to implement community driven, sustainable mentoring programs for young people that specifically address youth priority areas.
1.2.5 1.2.6 Youth Council review and development	Review purpose and composition of Youth Councils	<ul style="list-style-type: none"> New branding of Tumut YC Promote Tumut YC with new branding Review current and plan future promotion of YC and youth activities through social media Review of membership number trends, community engagement activities & expenditures Restructuring of Tumut YC's purpose and direction
	Raise awareness of Tumut Youth Council and how to become involved	<ul style="list-style-type: none"> Promotion of Tumut YC and at local schools especially year 7-9 students Provide schools/students information on how to join Tumut YC Engage with local SRC's Ensure all potential members understand the commitment requirements

Tumut Youth Council Strategic Plan 2018-2022



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This plan has been formed by the contributions and conversations of Tumut Youth Council members and representatives.