

**MINUTES
YOUTH COUNCIL COMMITTEE**

WEDNESDAY, 06 FEBRUARY, 2019

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		
Teagan Fava – Adult Facilitator			X

Council staff in attendance were Mark Mazzini.

APOLOGIES:

YC1 RESOLVED that the apologies from Jorja Muir and Hunter Boyd be received.

Jeremy Hannah / Jeane Van Der Merwe

CONFIRMATION OF MINUTES:

YC2 RESOLVED that the minutes of the Youth Council Committee held on 10-October-2018 be accepted as read and true.

Daisy James / Jeremy Hannah

BUSINESS ARISING FROM MINUTES:

1. Common Connection grant
 - Attempting to secure a facilitator to conduct workshop during Youth Week
 - Workshop may be focused on diversion techniques for anxious minds, coping tools for stress or empowerment tools for coping with bullying.
2. Major project (creating a media platform similar to Snowy Valleys up close, for youth)
 - Project commencement put on hold due to focus being on the Colour Explosion and Youth Week. TYC will review and plan commencement post Youth Week.
 - Cr Cate Cross raised that Destination NSW “Get Connected” website may be the ideal media platform to showcase the project.

**MINUTES
YOUTH COUNCIL COMMITTEE****WEDNESDAY, 06 FEBRUARY, 2019****COMMITTEE REPORTS:****Youth Matters - February/March 2019 (YC1.)****1. Terms of Reference**

- Mark went through the current Youth Council Terms of Reference and explained the function and purpose of Terms of Reference's for 355 committees and committees of council.
- All attendees informed they had read the business paper and understood the proposed changes to the TOR.

YC3 RESOLVED that Tumut Youth Council accept the changes to the Youth Council Terms of Reference proposed by Tumbarumba Youth Council.

Lulu Saunders / Jeane Van Der Merwe

RECOMMENDATION 1

That Council accepts and adopts the recommended changes to the Youth Council Terms of Reference.

Moved: Lulu Saunders / Hannah Veitch

2. 2019 Youth Week

- Six colour station sponsors have been secured for the Colour Explosion Fun Run.
- Toyworld have informed they are committed to sponsoring, however, may not be available to be present at the event and run their colour station.
- Lulu Saunders, Lori Webb and Jeremy Hannah stated they are able to commit to running Toyworld's station if they are unable to do so.
- Potential youth week activities raised: Outdoor cinema and Wagga paintball bus trip.
- Weekly planning meetings to commence next week
- Lori Webb and Daisy James to be nominated people to attend Youth Week ACYP forum

3. Composition of Youth Council

- Discussion held around purpose and direction of Youth Council
- All parties in agreement that the Youth Council needs to become more formal.
- Youth Council to be forum to discuss youth priority issues and items requested to be consulted on.
- Youth Council members noted they would like to be consulted by Council in matters relating to youth.
- Recruitment to be conducted via Tumut High SRC and radio announcements.
- Jeremy provided final 2 versions of draft TYC logo
- Members voted and elected logo without banner

YC4 RESOLVED that Tumut Youth Council accepts and adopts the Tumut Youth Council Strategic Plan.

Jeane Van Der Merwe / Hannah Veitch

**MINUTES
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RECOMMENDATION 2**That Council accepts the Tumut Youth Council Strategic Plan.****Moved:** Jeane Van Der Merwe / Hannah Veitch**RECOMMENDATION 3****That Council accepts Tumut Youth Council's new logo.****Moved:** Jeane Van Der Merwe / Hannah Veitch**4. Disability inclusion**

- Cr Cate Cross informed Youth Council of plan to obtain funding to build a disability playground in Richmond Park.
- Tumut youth council would support providing community consultation in the planning of the playground
- Tumut Youth Council supports in principal the construction a disability playground in Richmond Park, dependent on grants and funding.

GENERAL BUSINESS:**5. General Business**

- Joe Post requested Tumut Youth Council purchase a new BBQ to the value of \$300.

Moved: Jeremy Hannah / Hannah Veitch**NEXT MEETING**The next meeting will be held on April 3rd 2019**CLOSED:**

The meeting closed at 5:45pm.



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

Tumbarumba Youth Council

Strategic Plan

2018-2022



Tumbarumba Youth Council is proudly supported by Snowy Valleys Council

Tumbarumba Youth Council Strategic Plan 2018-2022

Tumbarumba Youth Council Summary

The Tumbarumba Youth Council 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 Tumbarumba 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 Councillor 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 Tumbarumba region.

The Tumbarumba 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 Tumbarumba 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 Tumbarumba 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.

Tumbarumba Youth Council Strategic Plan 2018-2022

The framework of the Tumbarumba 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.

Tumbarumba 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*

Tumbarumba Youth Council Strategic Plan 2018-2022

Strategic Action Plan

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

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 Tumbarumba 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 Tumbarumba 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 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"> • Promote Tumbarumba YC • 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 Tumbarumba YC's purpose and direction • Ensure Tumbarumba YC is working within council's values, vision and objectives
	Raise awareness of Tumbarumba Youth Council and how to become involved	<ul style="list-style-type: none"> • Promotion of Tumbarumba YC and at local schools especially year 7-9 students • Provide schools/students information on how to join Tumbarumba YC • Engage with local SRC's • Ensure all potential members understand the commitment requirements

