

## **12.1 MINUTES - YOUTH COUNCIL COMMITTEE - 11 APRIL 2024 - ATTACHMENTS**

1. Minutes - Youth Council Committee - 11 April 2024
2. 20211019 - REVIEW Youth Council Committee Terms of Reference - SVC-TofR-008-03

Attachment 1 - 20240411 - Minutes - Youth Council Committee



Notice of Meeting

**YOUTH COUNCIL COMMITTEE**

Thursday, 11 April 2024 at 4:30 PM  
Council Chambers, 76 Capper Street Tumut / Via Video Link

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**1. COMMENCING AT:**

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The meeting commenced at 4.40pm

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**2. PRESENT:**

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**Voting Members:** Cr Sam Hughes (Councillor Delegate), Amy Murphy, Aiyana Ironside and Anna Stuart.

**Voting Members Online:** Atticus Blenkins and Cameron Foley - Unable to stay connected.

**Adult Facilitator/Volunteer:** Brook Penfold.

**In Attendance:** Lisa McAuliffe (Council Staff Delegate - Community Development Officer) and Sophie Gairn (Coordinator Place Activation).

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**3. ACKNOWLEDGEMENT TO COUNTRY**

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An Acknowledgement to Country was delivered by Aiyana Ironside.

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**4. APOLOGIES:**

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**Apologies:** Nil.

**Absent:** Thomas Miranda and Jack Moxey.

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**5. DECLARATION OF PECUNIARY INTEREST:**

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Nil.

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**6. MINUTES OF PREVIOUS MEETING:**

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**6.1. MINUTES - YOUTH COUNCIL COMMITTEE - 8 FEBRUARY 2024****YCC.04/24 RESOLVED:****THAT:**

1. The Minutes of the Youth Council Committee meeting held on 8 February 2024 be received.

Aiyana Ironside / Anna Stuart

**CARRIED**

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**7. BUSINESS ARISING:**

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Aiyana Ironside was unable to attend the Batlow United Community Chamber meeting in person and therefore her Youth Council Report was read by the President of Do It For Batlow.

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**8. AGENDA ITEMS:**

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**8.1. MATTERS - YOUTH COUNCIL COMMITTEE - 11 APRIL 2024****YCC.05/24 RESOLVED:**

THAT THE COMMITTEE:

1. Receive the report Youth Council Committee Matters - 11 April 2024
2. Review and discuss the report - Youth Council Committee Matters - 11 April 2024

Amy Murphy / Anna Stuart

**CARRIED****8.1 Review Youth Council Committee Terms of Reference**

The committee undertook its final review of the Youth Council Terms of Reference and agreed to recommend Council adopt the reviewed Youth Council Terms of Reference.

**YCC.06/24 RESOLVED:**

THAT THE COMMITTEE:

1. Recommend Council adopt the reviewed Terms of Reference

Amy Murphy/Atticus Blenkins

**CARRIED****RECOMMENDATION:****THAT COUNCIL:**

1. **Adopt the Youth Council Committee Terms of Reference.**

Amy Murphy/Atticus Blenkins

**CARRIED****8.2 Confirm 2024 Meeting Dates and Locations**

The committee agreed to leave the dates as stated in Council Calander and decided on the locations for the remaining meetings to be held for the year, as follows:

**YCC.07/24 RESOLVED:**

THAT THE COMMITTEE:

1. Hold meetings at the following towns:

Thursday 13th June - Khancoban

Thursday 8th August - Tumbarumba

Thursday 28th November - Batlow

Amy Murphy/Anna Stuart

**CARRIED****8.3 Discuss Road Safety Concerns**

Unfortunately, the SVC Road Safety Officer was not able to attend. Community Development to invite to the next Youth Council Meeting as a guest to respond to road safety concerns raise by the Committee.

**8.4 Parallel Wilds**

The committee discussed the fee proposal from Parallel Wilds and thought although the projects looked exciting the committee agreed not to engage Parallel Wilds due to concerns that it would not attract strong youth participation.

**YCC.08/24 RESOLVED:**

THAT THE COMMITTEE:

1. Do not engage Parallel Wilds
2. Community Development Officer to notify Parallel Wilds of the outcome.

Aiyana Ironside/Amy Murphy

**CARRIED****8.5 Youth Week and Upcoming School Holidays**

Coordinator of Place Activation presented the upcoming Council led activities that are available in the region during 2024 Youth Week and the Autumn School holiday period. These events included – Comedy Workshops, Basic Car Skills Workshops and Bubble Games Australia activities.

The Coordinator Place Activation also informed the Committee of the ideas for programs and events for the Winter and Spring School holidays that were applied for in the next round of school holiday funding. These were developed from the suggestions presented by the Youth Committee, this included free White Card, First Aid, Hair and Makeup Short Courses, Colour Run events and Outdoor Movies.

**4.6 Youth Committee T-Shirts**

The Community Development Officer raised the suggestion that the Youth Council Committee get matching t-shirts and redesign a new logo, as there is no existing one for the Snowy Valleys Youth Council Committee.

The Committee members liked this idea and will send any preferred colours, images or graphics to Community Development Officer for consideration to work with a graphic designer to create the new logo and shirt designs.

**9. GENERAL BUSINESS:**

Nil

**10. NEXT MEETING**

Thursday 13 June 2024 4.30pm - 5.30pm. To be held online via teams and in person in Khancoban. Committee members will be notified of venue.

Meeting Closed: 5.54pm

**Attachment 2 - 20211019 - REVIEW Youth Council Committee Terms of Reference - SVC-TofR-008-03**

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## **YOUTH COUNCIL Committee Terms of Reference**

**ToR No: SVC-TofR-008-03**

**In addition to the Terms of Reference, the committee must abide by the Council Committees Policy and Council Committees Operation Manual.**

**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**

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 constitute recommendations to the Council and other major stakeholders where relevant.

**2. PURPOSE**

The purpose of the committee is to:

- Provide appropriate advice and recommendations on matters pertaining to the Youth of the Snowy Valleys Council Local Government Area (LGA);
- Provide a forum for discussion of Youth issues;
- Assist young people in developing skills in various areas including leadership, communication, advocacy, governance and administration;
- Partner with organisations and community members to assist in the delivery of Youth programs and initiatives;

**3. OBJECTIVES OF THE COMMITTEE**

The Youth Council Committee is an advisory Committee of Council responsive to community needs. The effectiveness of the committee depends on community support.

The focus of the Committee shall be on long-term strategic planning, with the outcome being recommendations for inclusion in Council's Delivery Program, Community Engagement and Resourcing Strategies. Discussions should consider funding priorities, service levels and planning for a sustainable future.

Furthermore, the Youth Council Committee shall provide comment on matters regarding Youth, as presented in Youth Council Committee reports.

**4. MANAGEMENT AND OPERATION OF THE COMMITTEE****a) MEETINGS**

Meetings will be held bimonthly at locations within the Local Government Area of Snowy Valleys Council. To ensure ongoing accountability and accessibility meetings can be in person or via video link.

**b) MEMBERSHIP**

Membership should consist of not less than three and not more than twelve voting members, inclusive of a Councillor representative. Membership should be aged between 12 and 25 and representative of all communities within the Local Government Area.

**c) CHAIRPERSON**

The Chairperson shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year. In the absence of the Chairperson, the Committee shall elect a Deputy Chairperson for that meeting.

**d) SECRETARIAT**

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

**e) 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.

**f) QUORUM**

A quorum of the Committee will be half-plus-one (more than 50%) of appointed voting members present. If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned and rescheduled to a later date.

The voting 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.

**g) ATTENDANCE OF NON-MEMBERS**

All residents and rate payers of the Local Government Area can attend meetings of the committee.

**h) MEDIA COMMENT AND CONFIDENTIALITY**

The Committee must not make comments to the media on any other matter without approval, which is obtained through the nominated staff delegate.

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.

**i) GENERAL OPERATIONS**

Appointment, selection, membership and term will be in accordance with the Snowy Valleys Council Committee's Operation Manual and Policy. In addition, all members must abide by Council's Code of Conduct.

**j) WORKING GROUPS**

The committee is able to form Working Groups, as required, for specific purposes relating to the activity associated with the committee.

**5. 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.

Any amendments to the Terms of Reference must be adopted by a resolution at a formal meeting of the Snowy Valleys Council.

**6. ASSOCIATED DOCUMENTS**

Snowy Valleys Council Committees Policy SVC-GOV-PO-110-01

Snowy Valleys Council Committees Operation Manual SVC-GOV-Gdl-028-01

Snowy Valleys Council Code Of Conduct SVC-RP-STY-001-03

Snowy Valleys Council Resourcing Strategy

Snowy Valleys Delivery Program

**7. HISTORY TABLE**

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0	26 April 2018	M103/18	
2.0	21 February 2019	M33/19	