



**City of
Kalgoorlie
Boulder**

MINUTES

**of the
Kalgoorlie-Boulder Youth Council Meeting**

held at 5:00 PM

on

6 DECEMBER 2022

**at the
Administration Building**

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 5:23 pm welcoming those present.

Deputy Youth Mayor Braydon Donnell gave an acknowledgment of country.

2 RECORD OF ATTENDANCE

2.1 Attendance

In Attendance:

Deputy Youth Mayor Braydon Donnell
Youth Councillor Dakota Manley via Telephone Conference
Youth Councillor Erin Winchester
Youth Councillor Kyle Callaghan
Youth Councillor Elisyah Jackson
Youth Councillor Gabriella Mullin

Mentors:

Youth Mentor Cameron Mallory
Youth Mentor Esther Roadnight OAM

Council Representatives:

Nil

Members of Staff:

Sean Smith Senior Youth Officer
Shani Szabo Youth Officer

Visitors:

Nil

Press:

Nil

2.2 Apologies

Apologies - Elected Members:

Nil

Apologies - Mentors:

Nil

Apologies - Council Representatives:

Councillor Amy Astill

Apologies - Members of Staff:

Nil

Leave of Absence:

Youth Mayor Nandini Gera

3 DECLARATIONS OF MEMBERS' AND OFFICERS' INTEREST

3.1 Interest Affecting Impartiality City of Kalgoorlie-Boulder Code of Conduct

Nil

3.2 Financial Interest Local Government Act Section 5.60A

Nil

3.3 Proximity Interest Local Government Act Section 5.60B

Nil

4 CONFIRMATION OF MINUTES

Committee Recommendation

Moved By: Youth Councillor Erin Winchester

Seconded By: Youth Councillor Kyle Callaghan

That the minutes of the Youth Council Meeting held on 02 August 2022 be confirmed as a true record of that meeting.

**CARRIED
(6 / 0)**

5 REPORTS OF OFFICERS

5.1 Chief Executive Officer

5.1.1 Conclusion of Youth Councillors Terms

Responsible Officer:	Mia Hicks Director of Community Development
Responsible Business Unit:	Community Development
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachments:	1. KBYC Guidelines 2019 [5.1.1.1 - 4 pages]

OFFICER/ COMMITTEE RECOMMENDATION

Moved By: Youth Councillor Kyle Callaghan
Seconded By: Youth Councillor Elisyah Jackson

That the Youth Council recommend that Council -

1. Formally conclude the Youth Council membership status of - Youth Councillor Shicaloe Grayson; Youth Councillor Jason Heartley, and; Youth Councillor Marissa Mallard.
2. Authorise the CEO to actively advertise these positions to seek the appointment of new Youth Council members.

CARRIED
(6 / 0)

Executive Summary

As per the Kalgoorlie-Boulder Youth Council (KBYC) Guidelines 2019 (Terms of Reference), the Kalgoorlie-Boulder Youth Council are recommending concluding the membership status of three (3) current sitting members - Youth Councillor Shicaloe Grayson, Jason Heartley and Marissa Mallard due to an excess of 75% absences recorded over a 12-month period.

Community Engagement Consultation

No community consultation was considered necessary in relation to the recommendations of the report.

Community Strategic Plan Links

This report links to the Strategic Community Plan through the following Guiding Theme/s:

CONNECTED: Culture, heritage, and place are valued, shared, and celebrated.

Budget Implications

There are no financial implications resulting from the recommendations of this report.

Report

Kalgoorlie-Boulder Youth Council (KBYC) has requested City Officers undertake a review of the membership status all sitting KBYC members. Under the KBYC Guidelines 2019 memberships are concluded under the following conditions -

Conditions of Membership

- 7.2. Members who do not attend 2 consecutive meetings without an apology or do not attend 75% of meetings each 12 months of their appointment will have their membership reviewed.*
- 7.3. KBYC members must participate in a minimum of three City or Community events within a year.*
- 7.4. Members who do not adhere to the KBYC Behaviour Guidelines will have their membership reviewed.”*

City Officers have attempted to contact Youth Councillors Shicaloe Grayson, Jason Heartley and Marissa Mallard via the following mediums to discuss their consistent absences -

- Email to their personal email address listed in the contact database
- Text messages and phone calls
- Emails, texts and phone calls through their listed emergency contact on their original KBYC application

Despite these attempts, contact has not been successful, and City Officers consider these positions abandoned. City Officers are therefore recommending that the membership status of Shicaloe Grayson, Jason Heartley and Marissa Mallard be concluded and readvertised to attract new applicants to join the KBYC.

Statutory Implications

There are no statutory implications resulting from the recommendations of this report.

Policy Implications

There are no policy implications resulting from the recommendations of this report.



Kalgoorlie-Boulder Youth Council Committee

Guidelines

Vision – Our vision is for Kalgoorlie-Boulder to be a positive, connected and supportive community.

Mission - Our mission is to be a platform of youth empowerment which advocates for the development, leadership and support of young people by taking action to make positive change in Kalgoorlie-Boulder.

1. Purpose

- 1.1.** The purpose of the Kalgoorlie-Boulder Youth Council (*KBYC*) is to engage with the City of Kalgoorlie-Boulder (*CKB*) Council, the Community and relevant stakeholders to advocate and take action on behalf of young people in Kalgoorlie-Boulder.

2. Objectives

- 2.1.** Advocate on behalf of all young people in Kalgoorlie Boulder on youth related issues.
- 2.2.** Support the development of young people and youth related services, events and activities in Kalgoorlie Boulder.
- 2.3.** Provide leadership on youth related issues and connect young people with each other and the wider community.
- 2.4.** Demonstrate committed and active involvement in pursuing positive change in Kalgoorlie-Boulder.

3. Core Responsibilities of Members

- 3.1.** Receive information and advise City officers, Elected Members and external stakeholders on relevant policies, projects and initiatives.
- 3.2.** Identify priorities and gaps in local youth services, taking action to address identified youth needs.
- 3.3.** Members are to participate in development and skill building opportunities provided by City officers.
- 3.4.** Plan, deliver and support youth events, activities and initiatives.
- 3.5.** Communicate and collaborate with other youth representative bodies, community groups and service providers to meet the objectives of the *KBYC*.
- 3.6.** Actively promote information regarding the *KBYC*, the City, and relevant youth and community projects and initiatives.
- 3.7.** Undertake active involvement at City and community lead events or projects which contribute to the fulfillment of the *KBYC* objectives.

4. Membership Requirements

- 4.1.** Members must be 12 – 25 years.
- 4.2.** Members must reside, undertake education and/or are employed in the locality of Kalgoorlie-Boulder.
- 4.3.** Members over the age of 18 must provide a valid Working With Children Check (WWC Check).
- 4.4.** There will be a minimum of 8 and a maximum of 15 members. If *KBYC* membership drops below 8 members the *KBYC* will actively seek new members.

5. Membership Process

- 5.1.** Applications for prospective members are open all year round. If membership is at capacity, applicants will be placed on a waiting list for consideration once a position is vacant.



Kalgoorlie-Boulder Youth Council Committee

- 5.2. Completed applications will be reviewed by City officers prior to being presented to the *KBYC* at a meeting for recommendations and comments, prior to City of Kalgoorlie-Boulder Council endorsement.
- 5.3. Once the application has *KBYC* endorsement, it will be presented at an Ordinary Council Meeting for final approval.

6. Term of membership

- 6.1. Members will join the *KBYC* for a two year term commencing from the date when their application is accepted.
- 6.2. Member's term ends when either of the following occur:
 - 6.2.2. Member's two year term is completed;
 - 6.2.3. Members submit their written resignation to the *KBYC*;
 - 6.2.4. Membership is revoked after a review conducted by City Officers due to member's failure to comply with *KBYC Guidelines* and/or *Behavior Guidelines*; and/or
 - 6.2.5. Member reaches the age of 26
- 6.3. Members must re-apply after each term.

7. Conditions of Membership

- 7.2. Members who do not attend 2 consecutive meetings without an apology or do not attend 75% of meetings each 12 months of their appointment will have their membership reviewed.
- 7.3. *KBYC* members must participate in a minimum of three City or Community events within a year.
- 7.4. Members who do not adhere to the *KBYC Behavior Guidelines* will have their membership reviewed.

8. Meetings

- 8.1. Hold a minimum of 3 Formal meetings per year.
- 8.2. Hold a minimum of 12 casual meetings per year.
- 8.3. Meeting schedule will be determined by the *KBYC* at the commencement of the calendar year.
- 8.4. A quorum is required for a Formal Meeting to take place. The quorum for a Formal Meeting is 50% of the current *KBYC* membership.
- 8.5. Decision making by the *KBYC* does not have effect unless it has been made by a simple majority, except in the case of appointing a new member which requires an absolute majority.

9. Youth Mayor and Deputy Youth Mayor

- 9.1. Members are to elect a Youth Mayor and Deputy Youth Mayor from amongst themselves for a one year term. Term commences from date of election.
- 9.2. The role of the Youth Mayor is to;
 - 9.2.1. Preside at *KBYC* meetings in accordance with the *Local Government Act 1995*;
 - 9.2.2. Carry out the official duties on behalf of *KBYC*; and
 - 9.2.3. Act as the official spokesperson of the *KBYC*.
- 9.3. The role of Deputy Youth Mayor is to perform the duties of Youth Mayor in their absence.
- 9.4. The election for the office of Youth Mayor/Deputy Youth Mayor is only to occur when;
 - 9.2.1. The current Youth Mayor/Deputy Youth Mayor term ends;
 - 9.2.2. The office is vacated by the current Youth Mayor/Deputy Youth Mayor; or
 - 9.2.3. Any other scenario arises whereby either position is vacant.



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- 9.4.** If the office of Youth Mayor is vacant the following will occur;
- 9.4.1.** In the absence of a Deputy Youth Mayor, the *KBYC* members present at meetings shall choose one of themselves to preside at *KBYC* meetings.
 - 9.4.2.** Any current member of the *KBYC* may nominate to the position of Youth Mayor.
- 9.5.** Youth Mayor/Deputy Youth Mayor's term will end when either of the following occur;
- 9.5.1.** Their one year term is completed;
 - 9.5.2.** They submit their resignation to the *KBYC*; and/or
 - 9.5.3.** Their position is revoked after a review conducted by City officers due to member's failure to comply with *KBYC Guidelines* and/or *Behavior Standards*.

10. Youth Mentor

- 10.1.** The role of Youth Mentor is to:
- 10.1.1.** Assist and support City officers with the operations of the *KBYC*;
 - 10.1.2.** Provide assistance to the *KBYC* in meeting their objectives; and
 - 10.1.3.** Provide guidance, support and insight to the *KBYC* on matters set before them.
- 10.2.** Youth Mentor applications will be considered as per the membership process detailed in item 5.
- 10.3.** There will be a maximum capacity of 3 mentors allowed in the youth group at any one time.
- 10.4.** Youth Mentors will join the *KBYC* for a two year term commencing from the date when their application is accepted.
- 10.5.** Youth Mentor term ends when either of the following occur:
- 10.5.1.** Youth Mentors two year term is completed;
 - 10.5.2.** Youth Mentor submits their written resignation to the *KBYC*; and/or
 - 10.5.3.** Membership is revoked after a review conducted by City officers due to member's failure to comply with *KBYC Guidelines* and/or *Behaviour Standards*.
- 10.6.** Youth Mentors must reapply after their term ends.
- 10.7.** Youth Mentors must have a valid WWC Check.

11. Media Protocol

- 11.1.** *KBYC* members must have obtained approval from the City's Communications Coordinator to speak directly to the media.
- 11.2.** The Youth Mayor will act as the official spokesperson for the *KBYC*.
- 11.3.** The *KBYC* must at all times comply with the City of Kalgoorlie-Boulder *Social Media Procedure*.

12. Administration

- 12.1.** City officers will:
- 12.1.1.** Oversee the operations of *KBYC*;
 - 12.1.2.** Provide an agenda to the members before each meeting;
 - 12.1.3.** Keep concise notes/minutes and register them in the City's record keeping system;
 - 12.1.4.** Send the notes/minutes to the group members and relevant staff;
 - 12.1.5.** Facilitate professional and leadership development opportunities;
 - 12.1.6.** Assist with promotion and recruitment of the *KBYC*;
 - 12.1.7.** Administer the *KBYC* operations budget and purchases; and
 - 12.1.8.** Be a channel for communication between Elected Members, other City Staff and the *KBYC*.
- 12.2.** The *KBYC* will be provided with an operational budget allocation by Council at the commencement of each financial year in line with the adoption of the City's annual budget. The budget will cover the cost of projects and sundry items, including administration.



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13. Council Representation

13.1. The role of the Councillor Delegate is:

13.1.1. Assist and support *KBYC* members and City officers in the needs of the *KBYC* and be a direct link back to the City of Kalgoorlie-Boulder Mayor and Council;

13.1.2. Provide assistance to the *KBYC* in meeting their objectives; and

13.1.3. Provide guidance, support and insight to the *KBYC* on matters set before them.

13.2. Councillor delegates are to be nominated every two years after the *CKB* Elections during other committee delegations;

13.3. There will be a maximum capacity of two Councillors allowed in the *KBYC* at any one time; and

13.4. Councillor delegates must have a valid *WWC* Check.

The Kalgoorlie-Boulder Youth Council Committee Guidelines will be visited at the end of each year to determine if the core purpose is still being met, or if any changes or additions should be made.

5.1.2 Kalgoorlie-Boulder Youth Council 2023 Meeting and Events Schedule

Responsible Officer:	Mia Hicks Director of Community Development
Responsible Business Unit:	Community Development
Disclosure of Interest:	Nil
Voting Requirements:	Simple
Attachments:	1. 2023 KBYC Events and Meeting Schedule [5.1.2.1 - 2 pages]

OFFICER/ COMMITTEE RECOMMENDATION

Moved By: Youth Councillor Erin Winchester
Seconded By: Youth Councillor Gabriella Mullin

That the Youth Council recommend that Council adopt the attached 2023 calendar for Youth Council meetings and events.

CARRIED
(6 / 0)

Executive Summary

To enable long-term planning and ensure the availability of Youth Councillors to attend meetings and events, it is recommended that Youth Council adopt the attached 2023 Youth Council calendar. The calendar takes into consideration other factors impacting on KBYC time such as school holidays, tertiary exam periods and other major City of Kalgoorlie-Boulder events throughout the year.

Community Engagement Consultation

No community consultation was considered necessary in relation to the recommendations of the report.

PUBLIC CONSULTATION

Public consultation was undertaken in the following manner:

Community Strategic Plan Links

This report links to the Strategic Community Plan through the following Guiding Theme/s:

SAFE: We support families and youth.

CONNECTED: We provide public spaces that facilitate a diverse range of activities and strengthen social bonds within the community.

EMPOWERED: We provide opportunities for genuine engagement with the community to inform the Council's decision-making.

Budget Implications

There are no financial implications resulting from the recommendations of this report.

Report

The proposed schedule for meetings and events has been put forward to the Kalgoorlie-Boulder Youth Council (KBYC) for the 2023 Calendar year. This proposed schedule is put forward as a dynamic document that can be adjusted and expanded on as needed throughout the year. This schedule consists of the following:

- Informal meetings;
- Formal meetings;
- Key KBYC events and major projects;
- Major City of Kalgoorlie-Boulder events;
- National awareness days;
- Public holidays;
- School holiday periods;
- Tertiary exam dates.

Consideration has been taken for peak activity periods across the year and anticipated times for Youth Councillor unavailability due to either holidays, school exam periods or other commitments that can be pre-emptively planned for.

The calendar caters for the time constraints of young people aged 12-25 who comprise membership of the KBYC while still maintaining operational continuity and project outcomes across the year.

The proposed meeting schedule is structured with five (5) formal meeting dates across the year and typically two (2) casual meetings every month. Each formal meeting will include general business opportunities for the KBYC to raise issues that are important to them.

The nature of this schedule is presented as being dynamic and flexible, able to be adjusted to suit shifting priorities of the KBYC and capitalise on new opportunities as they may present themselves. It will also serve to better organise individual schedules for serving Youth Councillors, Youth Mentors and City of Kalgoorlie-Boulder staff, as well as prospective and new members joining the KBYC.

In addition, the schedule includes the election date for the roles of the Youth Mayor and Deputy Youth Mayor for the 2023 term. The election date for these positions will be 21 February 2023 providing sufficient time for Youth Council to meet with new members and develop as a team and set their priorities before electing a new Youth Mayor and Deputy Youth Mayor.

Statutory Implications

There are no statutory implications resulting from the recommendations of this report.

Policy Implications

There are no policy implications resulting from the recommendations of this report.

Kalgoorlie Boulder Youth Council Calendar 2023 January-June



Legend:

Saturdays	School Holidays	City Council Meetings	Informal KBYC meetings
Sundays	WACE Exams	City Events	Formal KBYC meetings
Public Holidays		Awareness days/weeks	KBYC Events/Project dates

January	February	March	April	May	June
1 Su New Years Day	1 We	1 We Youth Project Launch	1 Sa	1 Mo YA Invitations out	1 Th
2 Mo New Years Day	2 Th	2 Th	2 Su	2 Tu	2 Fr Youth Awards Event
3 Tu	3 Fr	3 Fr	3 Mo	3 We	3 Sa
4 We	4 Sa Sunset Concert	4 Sa	4 Tu Formal Meeting	4 Th	4 Su
5 Th	5 Su	5 Su	5 We	5 Fr Youth Awards close	5 Mo WA Day
6 Fr	6 Mo	6 Mo Labour Day	6 Th	6 Sa	6 Tu GYF Marketing Launch
7 Sa	7 Tu Casual Meeting	7 Tu Casual Meeting	7 Fr Good Friday	7 Su	7 We
8 Su	8 We	8 We	8 Sa Easter Saturday	8 Mo	8 Th
9 Mo	9 Th	9 Th	9 Su	9 Tu Casual Meeting	9 Fr
10 Tu	10 Fr	10 Fr	10 Mo Easter Monday	10 We	10 Sa Multicultural Festival
11 We	11 Sa	11 Sa	11 Tu	11 Th	11 Su
12 Th	12 Su	12 Su	12 We	12 Fr	12 Mo
13 Fr	13 Mo	13 Mo	13 Th	13 Sa	13 Tu Casual Meeting
14 Sa	14 Tu Casual Meeting	14 Tu	14 Fr Youth Project Youth Week	14 Su	14 We
15 Su	15 We	15 We	15 Sa Pop Up	15 Mo	15 Th
16 Mo	16 Th	16 Th	16 Su Pop Up	16 Tu Formal Meeting	16 Fr
17 Tu Casual Meeting	17 Fr	17 Fr Youth Awards Open	17 Mo Pop Up	17 We YA Judging	17 Sa
18 We	18 Sa	18 Sa	18 Tu Pop Up	18 Th	18 Su
19 Th	19 Su	19 Su	19 We Pop Up	19 Fr	19 Mo
20 Fr	20 Mo	20 Mo	20 Th Pop Up	20 Sa	20 Tu
21 Sa	21 Tu Youth Mayor Election	21 Tu Casual Meeting	21 Fr Pop Up	21 Su	21 We
22 Su	22 We	22 We	22 Sa Pop Up Project	22 Mo	22 Th
23 Mo	23 Th	23 Th	23 Su Pop Up Project	23 Tu	23 Fr
24 Tu	24 Fr	24 Fr	24 Mo	24 We	24 Sa
25 We	25 Sa Sunset Concert	25 Sa	25 Tu Anzac Day	25 Th	25 Su
26 Th Aus Day/Sunset Concert	26 Su	26 Su	26 We Casual Meeting	26 Fr YA RSVP Date	26 Mo
27 Fr	27 Mo	27 Mo	27 Th	27 Sa	27 Tu Casual Meeting
28 Sa KBYC Team Building Day	28 Tu	28 Tu	28 Fr	28 Su	28 We
29 Su		29 We	29 Sa	29 Mo	29 Th
30 Mo		30 Th	30 Su	30 Tu Casual Meeting	30 Fr
31 Tu		31 Fr		31 We	

Kalgoorlie Boulder Youth Council Calendar 2023 July- Decemeber



Legend:

Saturdays	School Holidays	City Council Meetings	Informal KBYC meetings
Sundays	WACE Exams	City Events	Formal KBYC meetings
Public Holidays	PCYC/CKB programs	Awareness days/weeks	KBYC Events/Project dates

July	August	September	October	November	December
1 Sa	1 Tu	1 Fr	1 Su	1 We	1 Fr
2 Su	2 We	2 Sa	2 Mo	2 Th	2 Sa
3 Mo GYF invite list out	3 Th	3 Su	3 Tu Casual Meeting	3 Fr	3 Su
4 Tu	4 Fr	4 Mo	4 We	4 Sa	4 Mo
5 We	5 Sa	5 Tu Casual Meeting	5 Th	5 Su	5 Tu Xmas Wrap up
6 Th	6 Su	6 We	6 Fr	6 Mo	6 We Seniors Xmas Lunch
7 Fr	7 Mo	7 Th	7 Sa Youthfest	7 Tu Casual Meeting	7 Th
8 Sa	8 Tu Casual Meeting	8 Fr	8 Su	8 We	8 Fr
9 Su	9 We	9 Sa	9 Mo	9 Th	9 Sa
10 Mo	10 Th	10 Su	10 Tu	10 Fr	10 Su
11 Tu	11 Fr Goldfields Youth Forum	11 Mo	11 We	11 Sa	11 Mo
12 We	12 Sa International Youth Day	12 Tu	12 Th	12 Su	12 Tu
13 Th	13 Su	13 We	13 Fr	13 Mo	13 We
14 Fr	14 Mo Youthfest Launch	14 Th	14 Sa	14 Tu	14 Th
15 Sa	15 Tu	15 Fr Art Prize Awards Evening	15 Su	15 We	15 Fr
16 Su	16 We	16 Sa	16 Mo	16 Th	16 Sa
17 Mo	17 Th	17 Su	17 Tu Casual Meeting	17 Fr	17 Su
18 Tu Casual Meeting	18 Fr	18 Mo	18 We	18 Sa	18 Mo
19 We	19 Sa	19 Tu Casual Meeting	19 Th	19 Su	19 Tu
20 Th	20 Su	20 We	20 Fr	20 Mo	20 We
21 Fr	21 Mo	21 Th	21 Sa	21 Tu Casual Meeting	21 Th
22 Sa	22 Tu Casual Meeting	22 Fr	22 Su	22 We	22 Fr
23 Su	23 We	23 Sa	23 Mo	23 Th	23 Sa
24 Mo	24 Th	24 Su	24 Tu Formal Meeting/Relection	24 Fr	24 Su
25 Tu Casual Meeting	25 Fr	25 Mo Queen's Birthday	25 We	25 Sa	25 Mo Christmas Day
26 We	26 Sa	26 Tu	26 Th	26 Su Christmas Street Party	26 Tu Boxing Day
27 Th	27 Su	27 We	27 Fr	27 Mo	27 We
28 Fr	28 Mo	28 Th	28 Sa	28 Tu	28 Th
29 Sa	29 Tu Formal Meeting	29 Fr	29 Su	29 We	29 Fr
30 Su	30 We	30 Sa	30 Mo	30 Th	30 Sa

6 DATE OF NEXT MEETING

The next Youth Council Meeting will be held on 21 February 2023.

7 CLOSURE

There being no further business, the Chairperson thanked those present for their attendance and declared the meeting closed at 5:28 pm.