

Meeting Agenda & Minutes

Federation Youth Council Ordinary Meeting 1

Date: 30 April 2018

Start Time: 4:30 pm

End Time: 6:30 pm

Location: Council Chambers, Corowa Civic Centre

Record Ref: 18/16612

Invited Participants: Adrian Butler, Amber Harvey, Caitlin Moir, Dylan Forge, Liam Summons, Noah Little, Olivia Hughes, Tyler Martin and Valerio Jansezlan

Attendees: Amber Harvey, Adrian Butler, Caitlin Moir, Dylan Forge, Liam Summons, Noah Little, Olivia Hughes and Tyler Martin

Apologies: Valerio Jansezlan

Purpose: Appointment of the Federation Youth Councillors for 2018/2019.

Agenda

One: Opening of Meeting Amber Harvey 5 mins

Acknowledgement of Country

I would like to acknowledge the Traditional Custodians of the land on which we are meeting today, the Bpangerang people, and acknowledge the Aboriginal and Torres Strait Islander people who now reside in this area. I extend that respect to Elders – past and present of the Bpangerang nations.

Call quorum – enough members to start.

Welcome and Acknowledge of Federation Youth Council

Basic overview of meeting behaviour

Minutes: Amber opened the meeting and did an Acknowledgement of Country.

Quorum was accepted and the meeting began.

Noted that Valerio Jansazlen has chosen not to proceed with the Youth Council.

Amber addressed basic meeting behaviour of the youth council and the process of meetings.

Amber noted that additional members may be introduced to the Youth Council as some nominees had been unable to proceed in joining, resulting in fewer members than anticipated.

Youth councillors were provided with folders for each member to keep and bring to each meeting.

Action:	Enter resulting action	Responsibility	Due Date
Two: Welcome by General Manager	Adrian Butler, Council's interim General Manager to welcome and acknowledge the Federation Youth Councillors	Adrian Butler	5 mins
Minutes:	Adrian Butler welcomed the Youth Council and expressed the importance of Council supporting the Youth Councillors. Introduced Peter Gall Director of Infrastructure and Engineering and Kristy Kay, Director of Corporate and Community Services.		
Action:	Enter resulting action	Responsibility	Due Date
Three: Introduction of Youth Councillors	Youth Councillors to introduce themselves to the GM, Administrator and fellow Councillors.	Youth Councilors	20 mins
Minutes:	Youth Councillors introduced themselves to the GM, Administrator and fellow Councillors. Youth Councillors provided their reasons and enthusiasm for wanting to be member of the Council.		
Action:	Enter resulting action	Responsibility	Due Date
Four: Swearing in of Youth Councillors	Youth Councillors to take oath – please refer to Appendix A - Oath	Amber Harvey	20 mins
Minutes:	At 4:47pm Youth Councillors each took the oath of office/affirmation of office. It was duly recognised by Adrian Butler, Council's interim General Manager that: Youth Councillor Noah Little Youth Councillor Dylan Forge Youth Councillor Tyler Martin Youth Councillor Liam Summons Youth Councillor Olivia Hughes Youth Councillor Caitlin Moir have been sworn in as Youth Councillors for the first Federation Youth Council.		
Action:	Enter resulting action	Responsibility	Due Date
Five: Position Description, Volunteer Policy, and Volunteer Position Acceptance Form	Overview of the role and volunteering for Council. Youth Councillors to submit their signed position acceptance form. Please refer to attachment to email- Federation Youth Council Volunteer Position Documents	Amber Harvey	10 mins
Minutes:	Forms were collected from Youth Councillors by Amber. Amber clarified that Youth Councillors are not paid and are not authorised to make purchases in their capacity as Youth Councillors. Amber		

explained the reason for insurance coverage, as the Youth Council are recognised as a Formal Committee. Amber advised that other policies and procedures are to be covered at a future meeting.

Action:	Enter resulting action	Responsibility	Due Date
Six: Federation Youth Council Charter	Overview of Youth Charter. Please refer to attachment to email. A hard copy will be available at the meeting.	Amber Harvey	15 mins
Minutes:	<p>Amber addressed the rules which govern the Youth Council as stated in the Youth Council Charter. This included:</p> <p>Youth Councillors do not have the ability to make decisions but are encouraged to make recommendations to Council</p> <p>All Youth Councillors must represent themselves in accordance with Council’s Code of Conduct when in public</p> <p>That from time to time Youth Councillors may be asked to meet outside of the schedule for special meetings, events or activities.</p> <p>Youth Councillors may be invited to represent the Youth Council at Civic Events and Celebrations such as ANZAC day ceremonies or Australia Day Awards ceremonies.</p> <p>A failure to attend three (3) meetings without notice will result in the Youth Councillor losing membership as a Youth Councillor</p> <p>Youth Council meetings are not currently being live-streamed, however the Youth Councillors may consider changing this in the future</p> <p>Guests may attend Youth Council meetings in the public gallery if an application has been approved by Amber with at least 12 hours notice</p> <p>The Youth Charter will be reviewed after 12 months. Youth Councillors are encouraged to provide feedback to Amber regarding the charter.</p> <p>Support and guidance for the Youth Councillors will be provided by Amber who will actively pursue work on the Youth Council’s initiatives to assist in gaining and maintaining momentum.</p>		

Action:	Enter resulting action	Responsibility	Due Date
Seven: Election of Mayor and Deputy Mayor	Overviews of the roles – Please refer to page 5 of the Federation Youth Council Charter	Presenter	15 mins
	Youth Councillors to nominate or self-nominate for the position of Youth Council Mayor or Deputy Mayor. Positions to determine by silent ballot.		
Minutes:	<p>Amber explained the process for election of Mayor and Deputy Mayor. The roles and desired characteristics of Mayor and Deputy Mayor were also detailed.</p> <p>Youth Councillors discussed their interest in the positions.</p> <p>Youth Councillor Dylan Forge was the only nominee for the position of Mayor.</p> <p>Youth Councillors Olivia Hughes and Tyler Martin both nominated for the position of Deputy Mayor and provided reasons for their interest in the position.</p> <p>A silent ballot was entered into to determine the position of Deputy Mayor and at 5:20pm a 5 minutes recess was called by Amber</p>		

Action:	Enter resulting action	Responsibility	Due Date
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<p>Eight: Announcement of the Federation Youth Council Mayor and Deputy Mayor To be adopted by Federation Youth Council Mayor to take position and coordinate the next section of the meeting</p>	<p>Amber Harvey</p>	<p>5 mins</p>
<p>Minutes: Following Amber’s review of the silent ballot papers it was announced that Olivia Hughes had been elected as Youth Council Deputy Mayor. At 5:24pm the Federation Youth Council gave a unanimous show of hands in adoption Dylan Forge as the Youth Council Mayor and Olivia Hughes as Youth Council Deputy Mayor.</p>		
<p>Action: Enter resulting action</p>	<p>Responsibility</p>	<p>Due Date</p>
<p>Ten: Next Meeting Date, Time and Location Mayor to open discussion on the next meeting including date, time and location Next meeting will be a workshop format. Please refer to Appendix B- Federation Youth Council Ordinary Meetings and Workshops Timeline 2018/2019 To be adopted by Youth Council</p>	<p>Mayor</p>	<p>10 mins</p>
<p>Minutes: Youth Councillors discussed meeting frequency, locations, dates & times: RESOLVED on the motion of Youth Councillors Caitlin Moir and Liam Summons that meetings be held on the 2nd Tuesday of each month. RESOLVED on the motion of Youth Councillors Tyler Martin and Caitlin Moir furthermore that meetings be held according to the following guide:</p> <p>Two meetings to be held at Oaklands – those falling during August & November. These meetings to be conducted at the Oaklands CWA, depending on availability.</p> <p>Oaklands based meetings – times: 5:00pm – 7:00pm Corowa based meetings – times: 4:45pm – 6:45pm</p> <p>With consideration to be given to alternate locations depending on additional Youth Councillors joining, and their home location.</p>		
<p>Action: Enter resulting action</p>	<p>Responsibility</p>	<p>Due Date</p>
<p>Nine: Allocate of Youth Secretary Youth Councillors to determine individual dates for recording the minutes of each meeting. Please refer to Appendix B- Federation Youth Council Ordinary Meetings and Workshops Timeline 2018/2019 To be adopted by Youth Council</p>	<p>Mayor</p>	<p>10 mins</p>
<p>Minutes: Refer to Appendix for allocation of Youth Secretary details. Youth Councillors discussed that email was not often checked and that meeting agendas and minutes may be missed by Councillors. RESOLVED on the motion of Youth Councillors Caitlin Moir and Noah Little that Facebook be used as a mode of communication for the Youth Councillors. That: The Mayor and Youth Secretary will use both email and Facebook to communicate with Youth Councillors. Youth Councillors will share their email addresses and mobile phone numbers with each other and</p>		

Amber.

Action: Youth Council Deputy Mayor Olivia Hughes to set up the Federation Council Facebook Page Responsibility Due Date

Ten: Youth Council – What should it look like? Mayor 10 mins
Meeting to change to open discussion about what the Youth Council should be.
What are the needs

Minutes: Brain storm what initiatives we might do
Look at what we (Council) currently do and how this can be improved.
Youth to get a voice. How do we get out that we are the new youth council and how can we discuss this with the young people in the area.
Show who the councillors are – photos and greet and meet.
What we are allowed to do and what budget we have.
Other Youth Councils. What have they done?
Find some youth council that live stream and what they do. Maybe ask youth councillor to join us.

Action: Amber to introduce Youth Council to Councillors – photos/meet and greet. Resp
Brainstorming session to be included on Agenda for next Workshop meeting.
Amber to explore possible connections to other Youth Councils
Send Noah Agenda Template to prepare for the May meeting.

Eleven: The Mayor granted permission for a the addition of a late item Sharon Schneider- 10 mins
to the minutes: Corowa Skate Park Upgrade – Steering Fuller & Peter Gall
Committee Expression of Interest

Minutes: Sharon Schneider-Fuller (Project Management Officer) and Director of Infrastructure and Engineering Peter Gall gave an overview of the Corowa Skate Park Upgrade Project and the formation of the Steering Committee; with an invitation to the Youth Councillors to consider nominating as members for the Steering Committee.
Due to the age of the Youth Councillors it was noted that the signature of a parent/guardian is required in addition on the nomination form.

Action: Youth Council members wishing to nominate for the Corowa Responsibility Due Date
Skate Park Upgrade – Steering Committe are to return the
completed form at the 8th May Workshop Meeting.

Twelve: The meeting was closed at 6:06pm.

We now invite you and your invited guests to join at the Corowa RSL Club for dinner at 6:45 pm. A table has been reserved under Federation Youth Council.

Appendix A-Oath

In 2016, the Local Government Act was amended. Section 233A of the Act now requires councillors to take an oath of office or make an affirmation of office, at or before the first council meeting after the councillor is elected.

The oath or affirmation may be taken or made before the General Manager of the council, an Australian Legal Practitioner or a Justice of the Peace (JP).

Where the taking of oath or affirmation is made outside a council meeting it must be publically recorded by the council and where an oath or affirmation is taken during a council meeting the general manager must ensure that a record is to be kept of the taking of an oath or the making of an affirmation (whether in the minutes of the council meeting or otherwise).

I will now ask the elected officials to please step forward to commence the Taking of Oath or the Affirmation as preferred.

When approaching the stand, please nominate your preferred preference and recite as per the wording provided by the Act before signing.

Oath

I _____ swear that I will undertake the duties as a Federation Youth Councillor in the best interests of the people of Federation Council area and the Federation Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

Affirmation

I _____ solemnly and sincerely declare and affirm that I will undertake the duties as a Federation Youth Councillor in the best interests of the people of Federation Council area and Federation Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

Appendix A-Federation Youth Council Ordinary Meetings and Workshops Timeline 2018/2019

Federation Youth Council Ordinary Meeting 1 (April)

Date: Monday April 30

Time: 4:30 pm – 6:30 pm

Location: Corowa Council Chambers

Federation Youth Council Workshop 1 (May)

Date: Tuesday 8th May

Time: 4:45 pm to 6:45 pm

Location: Corowa Community Meeting Room

Youth Secretary: Noah Little

Federation Youth Council Ordinary Meeting 2 (June)

Date: Tuesday 12th June

Time: 4:45 pm to 6:45 pm

Location: Corowa Council Chambers

Youth Secretary: Tyler Martin

Federation Youth Council Workshop 2 (July)

Date: 10th July 2018

Time: 5:00 pm to 7:00 pm

Location: Oaklands CWA Rooms

Youth Secretary: Dylan Forge

Federation Youth Council Ordinary Meeting 3 (August)

Date: 14 August 2018

Time: 5:00 pm to 7:00 pm

Location: Oaklands CWA Rooms

Youth Secretary: Liam Summons

Federation Youth Council Workshop 3 (September)

Date: 11 September

Time: 4:45 pm to 6:45 pm

Location: Corowa Community Meeting Room

Youth Secretary: Caitlin Moir

Federation Youth Council Ordinary Meeting 4 (October)

Date: 9th October

Time: 4:45 pm to 6:45 pm

Location: Corowa Council Chambers

Youth Secretary: Olivia Hughes

Federation Youth Council Workshop 4 (November)

Date: 13 November

Time: 5:00 pm to 7:00 pm

Location: Oaklands CWA

Youth Secretary: Liam Summons

Federation Youth Council Ordinary Meeting 5 (December)

Date: 11th December

Time: 4:45 pm to 6:45 pm

Location: Corowa Council Chambers

Youth Secretary: Olivia Hughes

Federation Youth Council Workshop 5 (January)

Date: 8th January 2019

Time: 4:45 pm to 6:45 pm

Federation Council – Meeting Agenda & Minutes
Federation Youth Council Ordinary Meeting 1 – 30 April 2018
Reference: 18/16612

Location: Corowa Community Meeting Room

Youth Secretary: Dylan Forge

Federation Youth Council Ordinary Meeting 6 (February)

Date: 12th February

Time: 4:45 pm to 6:45 pm

Location: Corowa Council Chambers

Youth Secretary: Tyler Martin

Federation Youth Council Workshop 6 (March)

Date: 12th March

Time: 4:45 pm to 6:45 pm

Location: Corowa Community Meeting Room

Youth Secretary: Noah Little

Federation Youth Council Ordinary Meeting 7 (April)

Date: 9th April

Time: 4:45 pm to 6:45 pm

Location: Corowa Council Chambers

Youth Secretary: Caitlin Moir