



**City of
Kalgoorlie
Boulder**

AGENDA

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

commencing at 5:00 PM

on

16 MAY 2023

at the

Kalgoorlie Town Hall

12 May 2023



NOTICE OF MEETING

A meeting of the Kalgoorlie-Boulder Youth Council will be held in the **Kalgoorlie Town Hall** on **Tuesday, 16 May 2023** commencing at **5:00 PM**.

Regards

A handwritten signature in black ink, appearing to read "Andrew Brien". The signature is stylized with a long, sweeping underline that extends to the right.

ANDREW BRIEN

Chief Executive Officer

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2 RECORD OF ATTENDANCE

2.1 Attendance

In Attendance:

Members of Staff:

Visitors:

Mentors:

Council Representatives:

2.2 Apologies

Apologies - Elected Members:

Apologies - Mentors:

Apologies - Council Representatives:

Apologies - Members of Staff:

Leave of Absence:

3 DECLARATIONS OF MEMBERS' AND OFFICERS' INTEREST

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

3.2 Financial Interest Local Government Act Section 5.60A

3.3 Proximity Interest Local Government Act Section 5.60B

4 APPLICATIONS FOR LEAVE OF ABSENCE

5 CONFIRMATION OF MINUTES

That the minutes of the Youth Council Meeting held on 4 April 2023 be confirmed as a true record of that meeting.

6 REPORTS OF OFFICERS

6.1 Chief Executive Officer

6.1.1 Kalgoorlie- Boulder Youth Council Terms of Reference

Responsible Officer:	Mia Hicks Director of Community Development
Responsible Business Unit:	Community Development
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachments:	1. KBYC Terms of Reference 2023 [6.1.1.1 - 10 pages]

Officer Recommendation

That the Committee recommend that Council;

1. Endorse the Kalgoorlie-Boulder Youth Council's Terms of Reference 2023; and
2. Endorse the appointed Deputy Youth Mayor as Acting Youth Mayor until the 2023 October Local Government Elections.

Executive Summary

In September 2023, Council endorsed the Council Committee and Working Group Handbook which included the Kalgoorlie-Boulder Youth Council's (KBYC) Terms of Reference.

The KBYC has requested that their Terms of Reference are reviewed which is presented for Council's endorsement.

Amendments include the following:

- changes to the membership term;
- changes to total number of KBYC members;
- termination of memberships;
- process for nominating for KBYC membership; and
- the election process for the Youth Mayor and Deputy Youth Mayor.

The proposed changes are summarised in this report and detailed in the attached Kalgoorlie-Boulder Youth Council Terms of Reference.

Community Engagement Consultation

Consultation with the Kalgoorlie-Boulder Youth Council on their Terms of Reference was conducted through three (3) workshops to provide them with several opportunities to provide input and amendments to the Terms of Reference.

Community Strategic Plan Links

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

SAFE: We support families and youth.

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

CAPABLE: We will have the resources to contribute to our community and economy.

Budget Implications

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

Report

The City of Kalgoorlie-Boulder, in consultation with the Kalgoorlie-Boulder Youth Council (KBYC), have reviewed the KBYC Terms of Reference. The last review of the Terms of Reference took place in 2019 and the KBYC requested a review to better reflect their operations and ensure clearer guidelines on membership terms, terminations and elections.

Since 2021, the KBYC has seen a significant growth in membership and committee functions. As an example, in 2021, there were two (2) members of the KBYC which has now grown to eleven (11) active members. Detailed in this report are requested changes in the KBYC's Terms of Reference.

Terms of Reference

Changes to the Membership Term

It is recommended that the Terms of Reference are changed to align the KBYC appointments with the local government election cycle whereby KBYC memberships would be dissolved, and all positions can be reapplied for.

This amendment will provide more opportunities for new members to join the KBYC and facilitate a term to be set for two years providing continuity to the KBYC. It will also reduce the number of times the KBYC needs to endorse new members which are brought to Council for their endorsement throughout the year. Targeted recruitment and advertising will also be more effective under this amendment.

Membership Total

The current Terms of Reference defines the KBYC membership total as twenty (20) members which is recommended to be reduced to a maximum of fifteen (15) members.

Termination of Membership

The KBYC has recommended changes to the requirements in termination of membership.

It is recommended that members who do not attend three (3) consecutive meetings (scheduled Formal and Casual) or do not attend 75% of meetings in a 12-month period without an apology will have their membership reviewed.

Process for Nominating for KBYC membership

Prospective members will follow a process of submitting a nomination to the City of Kalgoorlie-Boulder, once their nomination has been received, City officers will review and invite eligible nominees to attend a meeting with City officers and the Youth Mayor (or suitable KBYC representative) to discuss the position further.

Nominees will then be encouraged to attend a minimum of two (2) casual meetings before their nomination is recommended to KBYC and Council for appointment. This process allows young people nominating to gain a greater understanding of the committee and functions before committing to a two-year term. This also allows KBYC members to meet the nominees and get to know them.

Election of Youth Mayor and Deputy Youth Mayor

It is recommended that, at the first formal meeting of the KBYC in February annually, the KBYC will hold an election for the roles of Youth Mayor and Deputy Youth Mayor for one (1) year term. The KBYC's meeting schedule has their first formal meeting to be held in February each year, this has been determined as the first opportunity and appropriate time to hold elections for the office of Youth Mayor and Deputy Youth Mayor.

Acting Youth Mayor and Deputy Youth Mayor

At the 27 March 2023 OCM, Council appointed the Deputy Youth Mayor, Braydon Donnell as Acting Youth Mayor until an election is called.

It is recommended that the Acting Youth Mayor Braydon Donnell continues in this role until the new Youth Mayor and Deputy Youth Mayor is appointed at the February 2023 KBYC Youth Mayor and Deputy Youth Mayor elections.

Statutory Implications

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

Policy Implications

This report has implications on the City's Council Committee and Working Group Handbook adopted on 27 September 2022. The Kalgoorlie-Boulder Youth Council Terms of Reference would be required to be updated in this policy document.



TERMS OF REFERENCE

KALGOORLIE-BOULDER YOUTH COUNCIL COMMITTEE



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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.
- 1.2. The *KBYC* are to provide recommendations on youth matters, projects and financial expenditure through formal agenda reports to Council for consideration and endorsement.

2. Roles and Functions

The role of the Kalgoorlie-Boulder Youth Council is to:

- 2.1. Advocate on behalf of young people and report to Council on matters that affect young people in Kalgoorlie-Boulder.
- 2.2. Support the development of young people and youth related services, by organising events and activities in Kalgoorlie-Boulder.
- 2.3. Provide leadership on community issues and connect young people with each other and the wider community.
- 2.4. Provide advice to the State Government through the Minister for Youth and Department of Communities via the City of Kalgoorlie-Boulder.
- 2.5. Represent young people at civic events or matters.

3. Delegation Powers

- 3.1. The Kalgoorlie-Boulder Youth Council is a formal committee of Council.
- 3.2. The Kalgoorlie-Boulder Youth Council has no delegated authority and no authority to implement its recommendations without resolution of Council.
- 3.3. The Kalgoorlie-Boulder Youth Council is responsible to the Council. The Kalgoorlie-Boulder Youth Council does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility.



4. Membership Requirements

- 4.1. Members must be 12 – 25 years.
- 4.2. Members must reside, undertake education and/or be employed in the municipality 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.
- 4.5. Members can be employed by the City of Kalgoorlie-Boulder, but cannot be employed within the Community Development Team.

5. Core Responsibilities of Members

- 5.1. Receive information and advise City officers, Elected Members, and external stakeholders on relevant policies, projects, and initiatives.
- 5.2. Make formal recommendations to Council on matters relating to young people in Kalgoorlie-Boulder.
- 5.3. Identify priorities and gaps in local youth services, taking action to address identified youth needs.
- 5.4. Participate in development and skill building opportunities provided by the City.
- 5.5. Plan, deliver and support youth events, activities, and initiatives.
- 5.6. Communicate and collaborate with other youth representative bodies, community groups and service providers to meet the objectives of the *KBYC*.
- 5.7. Actively promote information regarding the *KBYC*, the City, and relevant youth and community projects and initiatives.
- 5.8. Undertake active involvement at City and community lead events or projects which contribute to the fulfillment of the *KBYC* objectives.

6. Membership Process

- 6.1. Applications for prospective members are open all year round and in line with the local government election cycle when the committee is dissolved. If membership is at capacity, applicants will be placed on a waiting list for consideration once a position is vacant.
- 6.2. The *KBYC*, in line with Local Government elections as prescribed by the *Local Government Act 1995*, will be fully dissolved every two years in October when Local Government elections are held. All current sitting *KBYC* members can reapply.



- 6.3. Applicants are required to meet with City Officers and the current sitting Youth Mayor or suitable representative (where practical) as part of the application process.
- 6.4. Applicants must attend a minimum of two (2) *KBYC* Casual Meetings before the application is presented at a *KBYC* Formal Meeting for consideration.
 - 6.4.1. Applications for *KBYC* membership when received for a dissolved committee, as part of the Local Government Election cycle, are exempt from attending two (2) meetings prior to their application being considered directly by City Officers and recommended to the City of Kalgoorlie-Boulder Council for endorsement.
- 6.5. Completed applications will be reviewed by City Officers prior to being presented to the *KBYC* at a meeting for recommendations and comments, before being presented for Council endorsement.
- 6.6. Once the application has *KBYC* received Council endorsement, it will be presented at an Ordinary Council Meeting for final approval.
- 6.7. Applications for a dissolved *KBYC* committee will be subject to the same above process, and will proceed directly to the City of Kalgoorlie-Boulder Council for endorsement.

7. Terms of Membership

- 7.1. Members will join the *KBYC* for a two-year term commencing from;
 - 7.1.1. The date when their application is accepted by the City of Kalgoorlie-Boulder Council, endorsing committees of Council following Local Government Elections.
 - 7.1.2. The date when their application is accepted during an existing two-year term.
 - 7.1.3. Applicants accepted within an existing two-year term will serve the remaining time and re-elect at the October Council elections.
- 7.2. Member's term ends when either of the following occur:
 - 7.2.1. Member's two-year term is completed;
 - 7.2.2. Members submit their written resignation to the *KBYC*;
 - 7.2.3. Membership is revoked after a review conducted by City Officers due to member's failure to comply with *KBYC Terms of Reference* and/or *Behaviour Guidelines*; and/or
 - 7.2.4. Membership has been reviewed under the Conditions of Membership and is recommended to the *KBYC* to be terminated.
 - 7.2.5. Members who do not attend three (3) consecutive meetings (scheduled Formal and Casual), without an apology or do not attend 75% of meetings in 12 months of their appointment will have their membership reviewed.



- 7.2.6. Member reaches the age of 26, existing members that turn 26 while serving may serve the remainder of their term until the next October meeting date, creating a vacancy thereafter. They may not reapply thereafter.
 - 7.2.7. All terms of office are dissolved on Local Government elections every second year in October.
 - 7.2.8. If the committee cannot reach a quorum due to a member(s) failing to meet conditions of membership, the committee member's membership status will be reviewed and recommended directly to an Ordinary Council Meeting for termination.
- 7.3. Members may re-apply after each term.

8. Conditions of Membership

- 8.1. Members are required to attend a minimum of 75% of meetings in a 12 month period. A member that does not attend three (3) consecutive meetings (scheduled Formal and Casual), without an apology or does not attend 75% of meetings in 12 months of their appointment will have their membership reviewed.
- 8.2. *KBYC* members must represent the *KBYC* by participating in a minimum of three City or Community events within a year.
- 8.3. Members who do not adhere to the *KBYC Behaviour Guidelines* will have their membership reviewed.

9. Meetings

- 9.1. Hold a minimum of three (3) Formal meetings per year.
- 9.2. Hold a minimum of (12) Casual meetings per year.
- 9.3. Meeting schedule will be determined by the *KBYC* at the commencement of the financial year.
- 9.4. A quorum is required for a Formal Meeting to take place. The quorum for a Formal Meeting is 50% plus one of the current *KBYC* membership.
- 9.5. Decision making by the *KBYC* does not have effect unless it has been made by a simple majority, except in the case an item which requires an absolute majority.



10. Youth Mayor and Deputy Youth Mayor'

- 10.1. 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.
- 10.2. Youth Mayor and Deputy Youth Mayor elections are to be held annually in February.
- 10.3. The role of the Youth Mayor is to;
 - 10.3.1. Preside at *KBYC* meetings in accordance with the *Local Government Act 1995*;
 - 10.3.2. Carry out the official duties on behalf of *KBYC*; and
 - 10.3.3. Act as the official spokesperson of the *KBYC*.
- 10.4. The role of Deputy Youth Mayor is to perform the duties of Youth Mayor in their absence.
- 10.5. The election for the office of Youth Mayor/Deputy Youth Mayor is only to occur when;
 - 10.5.1. The current Youth Mayor/Deputy Youth Mayor term ends;
 - 10.5.2. The office is vacated by the current Youth Mayor/Deputy Youth Mayor; or
 - 10.5.3. Any other scenario arises whereby either position is vacant.
- 10.6. If the office of Youth Mayor is vacant the following will occur;
 - 10.6.1. In the absence of a Deputy Youth Mayor, the *KBYC* members present at meetings shall choose one of themselves to preside at *KBYC* meetings.
 - 10.6.2. Any current member of the *KBYC* may nominate to the position of Youth Mayor.
- 10.7. Youth Mayor/Deputy Youth Mayor's term will end when either of the following occur;
 - 10.7.1. Their one-year term is completed;
 - 10.7.2. They submit their resignation to the *KBYC*; and/or
 - 10.7.3. Their position is revoked after a review conducted by City officers due to member's failure to comply with *KBYC Terms of Reference* and/or *Behaviour Standards*.

11. Youth Mentor

- 11.1. The role of Youth Mentor is to;
 - 11.1.1. Assist and support City officers with the operations of the *KBYC*;
 - 11.1.2. Provide assistance to the *KBYC* in meeting their objectives; and
 - 11.1.3. Provide guidance, support, and insight to the *KBYC* on matters set before them.
- 11.2. Youth Mentor applications will be considered as per the membership process detailed in item 5.
- 11.3. Youth Mentors will join the *KBYC* for a two-year term commencing from the date their application is accepted.
- 11.4. Youth Mentors will join the *KBYC* for a two-year term commencing October



alternative years from Local Government Elections.

- 11.5. Youth Mentor term ends when either of the following occur:
 - 11.5.1. Youth Mentors two-year term is completed;
 - 11.5.2. Youth Mentor submits their written resignation to the *KBYC*; and/or
 - 11.5.3. Membership is revoked after a review conducted by City officers due to member's failure to comply with *KBYC Terms of Reference* and/or *Behaviour Standards*.
- 11.6. Youth Mentors must reapply after their term ends.
- 11.7. Youth Mentors must have a valid WWC Check.
- 11.8. There is a maximum of three (3) Youth Mentor positions at any time.
- 11.9. Youth Mentors are non-voting members.

12. Media Protocol

- 12.1. *KBYC* members must have obtained approval from the City's Marketing Department to speak directly to the media.
- 12.2. The Youth Mayor will act as the official spokesperson for the *KBYC*.
- 12.3. The *KBYC* must at all times comply with the City of Kalgoorlie-Boulder *Social Media Procedure*.

13. Administration

- 13.1. City officers will:
 - 13.1.1. Oversee the operations of *KBYC*;
 - 13.1.2. Provide an agenda to the members before each meeting;
 - 13.1.3. Keep concise notes/minutes and register them in the City's record keeping system;
 - 13.1.4. Send the notes/minutes to the group members and relevant staff;
 - 13.1.5. Facilitate professional and leadership development opportunities;
 - 13.1.6. Assist with promotion and recruitment of the *KBYC*;
 - 13.1.7. Administer the *KBYC* operational budget and purchases; and
 - 13.1.8. Be a channel for communication between Elected Members, other City Staff and the *KBYC*.
- 13.2. 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.



14. Council Representation

- 14.1. The role of the Councillor Delegate is:
 - 14.1.1. 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;
 - 14.1.2. Provide assistance to the *KBYC* in meeting their objectives; and
 - 14.1.3. Provide guidance, support, and insight to the *KBYC* on matters set before them.
- 14.2. Councillor delegates are to be nominated every two years after the Local Government Elections during other committee delegations.
- 14.3. There will be a maximum capacity of two Councillors allowed in the *KBYC* at any one time.
- 14.4. Councillor delegates must have a valid WWC Check.
- 14.5. Councillors are a non-voting member.

The Kalgoorlie-Boulder Youth Council Committee Terms of Reference will be reviewed 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.



City



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This information is available in alternative formats upon request, please contact us for assistance.



7 DATE OF NEXT MEETING

The next Youth Council Meeting will be held on 8 August 2023.

8 CLOSURE