

Council

RECREATION ADVISORY COMMITTEE -
ENDORSEMENT OF RECOMMENDATION – YOUTH
ADVISORY GROUP

Recreation Advisory Committee Minutes – 29 June
2021

Proposal to Establish a Youth Advisory Group

Meeting Date: 27 July 2021

Number of Pages: 16



RECREATION ADVISORY COMMITTEE

MINUTES

SECTION 5.9(2)(a) LGA 1995

Committee Brief

The duties of the committee shall be:

- a) *Oversee and make recommendation to the Council regarding the implementation of special projects that align with the Shire of Plantagenet Strategic Community Plan;*
- b) *Liaise as necessary with community groups Recreation Centre Advisory Group, the Department of Sport and Recreation and other bodies; and*
- c) *To advise the Council on the strategic direction of recreation throughout Plantagenet.*

A meeting of the Recreation Advisory Committee was held in the
Committee Room, Lowood Road, Mount Barker WA 6324
3:30pm on Tuesday 29 June 2021

Cameron Woods
CHIEF EXECUTIVE OFFICER

Committee Members:

Cr C Pavlovich, Cr B Bell, Cr Moir, and Cr K Woltering, (Deputy Cr S Etherington) - (Resolution NO. 207/19)

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Chairperson: Cr C Pavlovich

Membership: Quorum (4)

Cr C Pavlovich	Council Representative
Cr B Bell	Council Representative
Cr C Moir	Council Representative
Cr K Woltering	Council Representative
Cr S Etherington	Deputy Council Representative

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

3.37 pm The Presiding Member declared the meeting open.

2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)Members Present

Cr C Pavlovich – Presiding Member
Cr S Etherington
Cr J Moir
Cr K Woltering

Staff

Mr C Woods, Chief Executive Officer
Mr A Budrikis, Executive Manager Strategic Development
Ms S Parker, Community Development Officer

Apologies

Cr B Bell

Observer

Cr L Handasyde

3 CONFIRMATION OF MINUTES

Moved Cr K Woltering, seconded Cr J Moir

That the Minutes of the meeting of the Recreation Advisory Committee, held 4 March 2021 as circulated, be taken as read and adopted as a correct record.

CARRIED

4 DISCLOSURES OF INTEREST

Nil

5 REPORTS OF COMMITTEE MEMBERS AND OFFICERS**5.1 MOUNT BARKER MEMORIAL SWIMMING POOL**Stage 1A Construction (Wauters Enterprises)

The Executive Manager Strategic Development (EMSD) updated the Committee on progress of construction of Stage 1A of the Mount Barker Pool. A combination

of rain/wet days and COVID supply and labour shortages was delaying progress. Currently the retaining walls and in-ground services were underway.

Mead Street

Engineering design underway (Civil & Structural Engineering)

Stage 1A Construction Grant Funding

A variation to adjust the completion milestone of the Drought Communities Program grant from 30 June 2021 to 31 December 2021 has been lodged.

Stage 1B

The EMSD advised that the original Stage 1B scope cost estimate should be adjusted in line with current tender results throughout the region where quotes 30% over the cost estimates are now the norm. The adjusted cost estimate on this basis is \$4.9m + GST.

The CEO has requested Wetdeck Pools to provide advice on what would be the pros and cons of breaking up Stage 1B into smaller stages. Wetdeck Pools has recently completed a design/construct pool project at Collie.

A further discussion was held on various strategies to complete Stage 1B. Broadly they could be categorised as:

1. Defer the project to wait for the 'COVID' premium to decline.
2. Break Stage 1B into smaller stages (e.g. Toddler Pool/50m Pool Refurbishment).
3. Progress with Stage 1B as a whole.

The EMSD also advised that the next CSRFF Forward Planning Grant round (up to \$2m grant) was open and will close on 30 September 2021. Projects had to be over \$500,000.00 in value.

The Committee supported the expenditure of funds (up to \$5,000.00) for the CEO to seek independent advice from Wetdeck Pools to review the current project and provide an in-person presentation to the Recreation Advisory Committee with the findings.

5.2 MOUNT BARKER HILL

Boardwalk & Walkway Construction

The EMSD advised that fabrication of the boardwalk was complete and waiting on galvanising. The walkway was booked for a bitumen seal in July but the current wet weather would most likely delay the construction of the path.

Heritage Survey

The heritage survey of Mount Barker Hill was completed and has been provided to the Mount Barker Aboriginal Progress Association (MBAPA) for comment. The survey was completed by ArchaeAus working with the MBAPA.

Mountain Bike Trails

The EMSD advised that Department of Biodiversity Conservation and Attractions WA COVID Recovery Program team was very supportive of the proposed mountain bike trails for Tower Hill (Mount Barker Hill).

Carpark

The Executive Manager Works and Services has commenced survey work for the proposed carpark on Tower Hill. It was noted that current available funding was \$57,000.00 (LRCIP2).

5.3 FROST PARK

Murals

The committee members supported the fixing of the John Pitts mural on the Sheep Pavilion and advised that this proposal should be confirmed by the Frost Park User Group.

Mount Barker Scouts

The committee members discussed the locating of the scouts at Frost Park. There were some concerns that this might not be compatible with scout activities. Suggestions were made that the Scouts should consider utilising the Speedway grounds. However, the group has noted this is not their preference. Further discussion supported Shire Officers facilitating discussions between the Scouts and Agricultural Society with potential for joint usage of the Agricultural Pavilion on site at Frost Park. The item to be discussed by the Frost Park User Group.

Future Frost Development

The committee noted that the staged refurbishment of the Frost Pavilion was in the last stage. The CEO believed further thought should be given to the rationalisation of buildings at Frost Park and the development of a vision. The committee advised that the Frost Park User Group should be asked to list their development priorities.

5.4 SOUNNESS PARK

Change Room Block Earth Embankment

The committee discussed the issue of users running up and down the earth embankment outside the change rooms. The recent addition of a handrail was not preventing this from happening. Staff to look at possible solutions.

5.5 YOUTH PRECINCT

5.5.1 CONCEPT DESIGN

The committee noted that \$20,000.00 + GST was included in the proposed Shire of Plantagenet FY 2021-22 budget for development of the youth park concept plan.

5.5.2 YOUTH ADVISORY GROUP

The committee discussed the *Proposal to Establish a Youth Advisory Group* included in the agenda papers. As per the Briefing paper, it was agreed that membership should be open to young people aged 12 – 25 years old, with a two-year period for review for the Youth Advisory Group.

COMMITTEE RECOMMENDATION/COMMITTEE DECISION

Moved Cr K Woltering, seconded Cr S Etherington:

That it be a recommendation to the Council:

That:

- 1. A Youth Advisory Group be formed for a period of two years as per the terms of reference included in the Proposal to Establish a Youth Advisory Group briefing paper June 2021 with membership open to young people aged 12 – 25 years old.**
- 2. A report be presented to the Recreation Advisory Committee prior to the conclusion of the two-year period so that ongoing support can be considered.**

CARRIED (3/1)

5.6 PLAYGROUND STRATEGY

The committee agreed that the Playground Strategy Matrix prepared by the Community Development Officer should be discussed in detail at the next Recreation Advisory Committee meeting

5.7 WILSON PARK

Council at the 23 February meeting (resolution No. 050/21) referred the issue of installing a child-proof fence at Wilson Park for investigation and recommendation to the Recreation Advisory Committee.

The Community Development Officer advised that a quote had been received for a Sounness Park style post and rail and chain link fence for Wilson Park for \$12,600.00 + GST.

COMMITTEE RECOMMENDATION/COMMITTEE DECISION

Moved Cr S Etherington, seconded Cr K Woltering:

That it be a recommendation to the Council:

That a post and rail chain link fence, similar to the Sounness Park oval fence, be installed at Wilson Park at a cost of approximately \$13,000.00.

CARRIED (4/0)

5.8 REGIONAL TRAILS UPDATE**5.8.1 DBCA REFERENCE GROUP/GSCORE**

The update included in the agenda was noted.

5.8.2 GREAT SOUTHERN TRAILS REFERENCE GROUP

The update included in the agenda was noted.

6 GENERAL BUSINESS

None

7 NEXT MEETING

TBA

8 CLOSURE OF MEETING

5.20 pm The Presiding Member declared the meeting closed.

CONFIRMED: PRESIDING MEMBER _____ DATE: ____/____/____

RECREATION ADVISORY COMMITTEE
<i>Briefing Paper: Proposal to establish a Youth Advisory Group</i>
June 2021
<i>Prepared by: Sonja Parker, Community Development Officer</i>

Executive Summary

At the 4 March 2021 Recreation Advisory Committee Meeting the committee requested further information on the establishment of a Youth Advisory Group (YAG) is presented to the Committee.

This report provides further information including:

- About a YAG (what it is, how it operates)
- The benefits of establishing a YAG - for participants and the Shire
- What a YAG can deliver
- Resourcing required
- Draft Youth Advisory Group Terms of Reference.

This paper recommends the Recreation Advisory Committee:

1. Endorse the establishment of a Youth Advisory Group and draft Terms of Reference.

How this initiative supports the Shire's Strategic Plan

The establishment of a Youth Advisory Group directly supports the Strategic Plan Outcome:

1.4 Opportunities for development and participation of our youth

1.4.1 Promote programs that assist in youth development and leadership

1.4.2 Provide and promote appropriate and accessible facilities and activities for youth

1.4.3 Support youth training and employment programs

What is a Youth Advisory Group?

A Youth Advisory Group (YAG) also known as a Youth Advisory Council (YAC) is a group of young people that can advise Council on matters relating to young people and provide a youth voice and perspective into decision making. This may include youth events, activities and consultations on youth services, facilities and strategic planning for the future. A local government, Council or a group of young people can decide to establish a YAG.

How a YAG Operates

The key features of a functioning YAG are:

- Members that come together to discuss and implement projects that benefit youth and the community
- Meetings are held regularly (typically meeting monthly during establishment, with the frequency to be determined by the group as they continue to meet and work on projects)
- Members are young people aged 12 to 25 years, noting parental approval may be required for under 18s
- YAGs can operate formally or informally

- The records of each meeting are shared with the local government, via an existing committee of Council or via a report to Council or other means (eg. Councillor memorandum)
- The local government youth development officer or a similar role (community development officer at the Shire) generally mentors and/or facilitates the group
- The YAG will have the standard positions of any advisory group including Chair, minute taker and members
- A terms of reference are endorsed to guide the performance and parameters of the YAG (see attached draft terms of reference).

What is the Benefit of Having a YAG?

Benefit for Young People

Young people who participate in a YAG engage in practical learning and develop skills that will help them in their own lives. The experience helps them understand the world around them and gives them realistic expectations as to what they can do in their community.

Participation in a YAG:

- Provides developmental opportunities through hands on learning and gaining vital life skills in leadership, resilience and teaches strategic decision making, problem solving and negotiation skills;
- Gives young people a meaningful way to engage and contribute to issues in a way that is accessible;
- Gives young people a sense of social inclusion and connects young people and the community;
- Provides experience and grounds them in the real world; and
- Empowers young people and increases their confidence.

Benefit for Council

Establishing a Youth Advisory Group (YAG) is one key way local governments can engage with young people on local matters. A number of YAG's are managed and supported by local governments across WA and many of these are in regional and rural areas (including Albany, Esperance). Supporting a YAG is common practice in local government and demonstrates community engagement and a willingness to work with the community on local issues. YAG's offer Council:

- The opportunity to be better informed on the opinions of young people when making decisions for the community;
- Offering a volunteer base to tap into with committed and informed participants;
- A group of young people that will become great community advocates for Shire projects and initiatives;
- Access to direct feedback on Council projects which will result in improved community satisfaction;
- Enhanced community reputation and perception of the Shire's willingness to genuinely engage with the community and give them a voice;

- Greater success in grant funding and leveraging external support for projects through demonstration of a commitment to community engagement;
- Many flow on effects including increased participation in other community groups and clubs though the building of young people's confidence to participate in social organisations; and
- A group of future leaders that may stand up for future roles including Councillors, staff and local employment to contribute to the community.

What the YAG Would Deliver

The output from the YAG is to be determined by the group participants themselves. However common deliverables from the many YAG's that are in place in most local governments include:

- Identify, plan and deliver a series of community events with a youth focus – movie nights, music concerts, markets
- Provide input and feedback on Shire planning documents and projects
- Identify challenges and provide local solutions to issues faced by youth in the Shire

Three specific outcomes proposed for a Shire of Plantagenet YAG are:

- ***Guide the development of the Youth Precinct Concept Plan and delivery of a range of youth events and programs to activate the space (2021/22)***
- ***Provide input and drive development of a Youth Plan to give the Shire a long term approach to youth planning and program delivery (for 2022/23)***
- ***Oversee a Community Youth Grants Program whereby small grants between \$500 and \$1000 can be allocated to youth focused projects that are submitted by the community to the YAC for assessment and recommendation to the Recreation Advisory Committee or full Council (for 2022/23).***

These outcomes provide a genuine incentive and deliverable for the group to work towards and demonstrate to the YAG members the Shire's commitment to engaging and listening to the youth by giving them ownership over key programs.

Resources the YAG would require

The majority of expense sits with officer time in establishing a YAG which is highest at first and then reduced input for ongoing management. This could be resourced through the existing Community Service Team.

Budget

The direct costs will vary depending on the engagement approach, and may include:

- Meeting expenses – food, hiring venues and/or equipment
- training for staff and young people, if needed
- funds for gifts, incentives, prizes or celebrations as thankyou for participation.

- Community Youth Grant Program funds.

There are sufficient funds in the draft 2021/22 budget to cover these expenses.

RECOMMENDATION

That the Recreation Advisory Committee:

Endorse the establishment of a Youth Advisory Group and draft Terms of Reference.

(see attached)



ATTACHMENT 1

SHIRE OF PLANTAGNET YOUTH ADVISORY GROUP TERMS OF REFERENCE

1. NAME

The interim name of the group is the Shire of Plantagenet Youth Advisory Group. The Group may elect to change its name once established.

2. DEFINITIONS

"Group" means the Youth Advisory Group.

"Council" means the Council of the Shire of Plantagenet.

"Shire" means the Shire of Plantagenet.

3. PURPOSE

The purpose of the Group is to:

- Represent the opinions and aspirations of young people at a local government level and advocate on their behalf.
- Provide a means of communication and collaboration between young people and their families, community organisations focused on or wanting to engage with young people, the Shire and Council.
- Work with the community to encourage and create youth participation and engagement opportunities.
- Through Shire employees provide advice and recommendations to Council on issues affecting young people in the Shire of Plantagenet.
- Guide and provide input into the development of the Shire of Plantagenet Youth Precinct Project.
- Raise awareness and share information about the Shire of Plantagenet Community Youth Grant and the activities it supports.
- Assess applications to the Shire of Plantagenet Community Youth Grant and through Shire employees, make recommendations to the Chief Executive Officer or Council.
- To develop and implement a Shire of Plantagenet Youth Plan.

4. MEMBERSHIP

- Membership to the Group is open to young people aged 12-18 years old who live in the Shire of Plantagenet, attend an educational institution in the Shire of Plantagenet, work in the Shire of Plantagenet or participate in a Plantagenet based organisation.
- Membership is by the initial attendance of one Group meeting and then the completion of a volunteer agreement form made available by the Shire of Plantagenet.

- Membership is ongoing with an annual review in July. The annual review will occur at the same time for all members regardless of the date of acquiring membership.
- Membership may include 1 Shire of Plantagenet Councillor and one Shire Officer (neither of which shall have voting rights).
- The Group will be restricted to up to 15 members who are required to uphold the purpose of the group and provide impartial advice.
- Members may seek a leave of absence for periods extending beyond two meetings.

5. MANAGEMENT OF BUSINESS

- The Group shall elect its own Chair and determine its own procedures.
- The Group shall meet monthly or at other times as determined by the Group.
- The Group may invite other persons to attend any meeting, including Councillors, but such persons shall not be entitled to vote on any decision arising out of that meeting.
- A formal mechanism for communicating with Council is to be determined by the Group.
- The Shire will provide administrative and executive support to facilitate the effective functioning of the Group.
- A record of proceedings shall be prepared for each meeting and distributed to all group members within ten working days after each meeting. The document shall be filed in the Shire's record management system.
- New members will be appointed by the Shire in line with membership criteria and the purpose of the Group.
- Voting requirement will be by simple majority.

6. AMENDMENTS

The Group may amend these Terms of Reference from time to time.