

Performance of the Newcastle Youth Council Advisory Committee

(Review carried out in 2021 on Advisory Committee's performance July 2019 to June 2021)

The Newcastle Youth Council Advisory Committee (**Committee**) has achieved significant outcomes throughout the period 2020/21 that fulfill the committee responsibilities outlined in section 4.1 of the Committee charter. Since coming under Libraries and Learning, the Committee has also delivered a range of programs that contribute to the goals outlined in The Library Strategy that achieve to significant lifelong learning and community strengthening outcomes for young people. Key business items are outlined in Appendix 2 and significant achievements are outlined in Appendix 3.

1. Did the Newcastle Youth Council Advisory Committee report to the Council as required? (the report should detail the dates of each report/s to the Council)
 - At the Ordinary Council Meeting held on 11 December 2018, Council resolved to establish the Newcastle Youth Council Advisory Committee.
 - Newcastle Youth Council Advisory Committee Annual Performance Review will be reported to the Ordinary Council Meeting to be held on 24 August 2021.
2. Detail the number of meetings required to be held per calendar year as provided for in the Guidelines for meeting practice – Advisory Committees.
 - Item 17.1 of the Newcastle Youth Council Committee Charter states 'The Committee will meet at least six times per year or as otherwise resolved by the Committee'
 - The Committee has resolved to meet nine times per year, monthly between February – October.
3. Detail the number of meetings held in 2020/21, that were quorate.

Quorum was met at every meeting except for the following dates mostly due to COVID-19 impacts;

- 9 July 2020
- 7 September 2020
- 6 April 2021

4. The Guidelines for meeting practice – Advisory Committees requires Members of the Committee to conduct themselves in accordance with the Code of Conduct. Does the agenda include a standing item for Members to declare a conflict of interest? (yes/no)

All members have conducted themselves in accordance with the Code of Conduct.

In instances where a conflict of interest is relevant (i.e. youth week grant funding) members have declared such and excused themselves for the discussion of that item.

5. Do business papers of meetings:

- a) Include relevant background information necessary to enable Members to make informed decisions

Yes

- b) Are distributed to Members in accordance with the required timeframe

Yes

6. Do minutes of meetings:

- a) Contain a summary of the decisions

Yes

- b) Are adopted by the Committee at a subsequent meeting

Yes

- c) Are distributed to Members in the required timeframe

Yes

7. Attach annual attendance details.

See appendix 1

8. Have all Community Representatives attended induction?

N/A

Approval

Committee Facilitator

Name: Nick Grinpukel

Signature: 

Date: 10/06/2021

Legal Service Unit

Name: Jessica Groth

Signature: 

Date: 19/07/2021

Appendix 1 – Attendance Records

Councillor Members		Jul-20	Aug-20	Sep-20	Oct-20	Feb-21	Mar-21	Apr-21	(special meeting) Apr-21	May-21	Jun-21	Jul-21
		Cr Peta	Winney-Baartz	*		*			*			
Cr Declan	Clausen										TBC	TBC
Cr Carol	Duncan								*		TBC	TBC
Youth Members		Jul-20	Aug-20	Sep-20	Oct-20	Feb-21	Mar-21	Apr-21	(special meeting) Apr-21	May-21	Jun-21	Jul-21
Kelsey	Grey	*	*	*	*		*	*	*	*	TBC	TBC
Alex	Saxby-Milles	*	*	*	*	*	*	*	*	*	TBC	TBC
Amelia	Samson		*			*	*		*	*	TBC	TBC
Asha	McNeill		*	*	*	*			*		TBC	TBC
Lauren	Proctor				*	*	*	*	*		TBC	TBC
Isabella	Moretti					*	*	*	*		TBC	TBC
Lavendel	Seguin					*				*	TBC	TBC
Kevin	Hill		*				*		*	*	TBC	TBC
Kepei	Tan								*	*	TBC	TBC
Marylyn	Sendah	*				*					TBC	TBC
Ashley	Harrison	*			*	*	*	*	*		TBC	TBC

* Quorum is determined as half of the active members at the time of the meeting. Membership of the Youth Council has fluctuated over the period indicated so quorum requirements have changed accordingly. As such 5 members attending in Aug-20 achieved quorum, while 5 members attending in Apr-21 did not achieve quorum.

Appendix 2 – Summary of Key Business Items discussed at each meeting

Meeting Date	Business Item
1 July 2020	<ul style="list-style-type: none"> • Harbour Foreshore Committee – consultation • Plastic Free July social media campaign – planning • The Virtual Academy mentoring – report • City Taskforce – report • Ripple Launchpad – report • SDG Webinar – planning
11 Aug 2020	<ul style="list-style-type: none"> • Youth Frontiers collaboration – planning • Hunter SDG Taskforce – report • Youth Employment Strategy – report • SDG Webinar – planning
02 Sep 2020	<ul style="list-style-type: none"> • Local Housing Strategy – consultation • SDG Webinar – planning • Youth Employment Programming – planning
06 Oct 2020	<ul style="list-style-type: none"> • SDG Webinar – report • Youth Employment Programming – planning • Hunter SDG Taskforce – report • End of Year Celebration – planning
02 Feb 2021	<ul style="list-style-type: none"> • Coastal Management Plan – consultation • Youth Week Grants – approvals • 2021 Planning
03 Mar 2021	<ul style="list-style-type: none"> • Committee for the Hunter – report • Newcastle Podcast Awards – report • Youth Mock Council – planning • Youth Week – planning
06 Apr 2021	<ul style="list-style-type: none"> • Youth Mock Council – planning • Youth Week – planning
13 Apr 2021	<ul style="list-style-type: none"> • Election of Committee officer roles
12 May 2021	<ul style="list-style-type: none"> • Hosting Lake Macquarie Youth Council • Youth Week – report • Youth Mock Council – report • Youth Parliament – consultation

Appendix 3 – Key Project Achievements 2020/21

Date	Project	Outputs	Stakeholders
1 – 31 July	Plastic Free July Social Media Campaign	Collaboration with CIFAL Newcastle students to produce a series of social media content to highlight Plastic Free July	Newcastle Youth Council (NYC), Newcastle Libraries, CIFAL Newcastle
7 Sep – 5 Oct	Podcast Series – Tomorrow's Future Today: Youth Action for the Sustainable Development Goals (SDG)	Produced and launched a 6-part podcast series interviewing young people working on actions that contribute to the SDGs	NYC, Newcastle Libraries, Newcastle Podcast Station, Youth Frontiers, Headspace Newcastle, CoreEthics, Hunter Community Environment Centre, School Strike 4 Climate, CIFAL Newcastle, Newcastle Poverty Action Alliance.
14 Oct	Webinar - Youth Action for the SDGs	Developed and delivered a webinar panel with 5 young people discussing youth action for the Sustainable Development Goals	NYC, Newcastle Libraries, Hunter SDG Taskforce (multi-stakeholder)
2 Feb	Youth Week Grants	NYC reviewed and approved three grant applications for Youth Week 2021	NYC, Newcastle Libraries, Youth Week grant applicants (Hunter Futurepreneurs, Jesmond Neighbourhood Centre, UP&UP Inspirations)
16 – 24 Apr	Youth Week Events	NYC participated in several events during Youth Week 2021	NYC, Newcastle Libraries, The Illume Girls, Civic Venues, Multicultural Youth Group, Headspace Newcastle, Youth Week grant applicants
29 – 30 Apr	Youth Mock Council	NYC developed & delivered a 2-day workshop for high school students engaging them in local government processes and workshops run by CN Councillors	NYC, Newcastle Libraries, CN Councillors, local high schools