

Youth Advisory Committee

Meeting Date: Wednesday, 16 November, 2016
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 10.00am

Please note: Council's Code of Meeting Practice permits the electronic recording and broadcast of the proceedings of meetings of the Council which are open to the public. Your attendance at this meeting is taken as consent to the possibility that your image and/or voice may be recorded and broadcast to the public.

Agenda

1. **Election of Chairperson (every meeting)**
2. **Acknowledgement and Welcome to Country**
3. **Apologies**
4. **Confirmation of Minutes**
 - Youth Advisory Committee – Wednesday 27 July 2016
5. **Declarations of Interest**
6. **Presentations**
 - YA16.2 Presentation - Code of Conduct & Meeting Procedure
7. **Reports**
 - YA16.3 Youth Advisory Committee Terms of Reference.....7
8. **General Business**

Membership

Purpose and delegated authority

To represent the interests and views of young people to Council and the Community in accordance with the delegation set out below:

- To advise and recommend to Council staff on matters of an operational nature and implement policy relating to the interests and views of young people and/or within adopted budgets;
- To recommend to Council on policy matters and other matters not able to be delegated by Council;
- To provide recommendations to Council on Strategic and Financial directions relating to Youth in the Shoalhaven;
- To commit expenditure up to the limits determined by Council, including grant funding.

MINUTES OF THE YOUTH ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY 27 JULY 2016 IN THE JERVIS BAY ROOM 1 & 3, CITY ADMINISTRATIVE CENTRE, BRIDGE ROAD, NOWRA COMMENCING AT 10.20 AM

The following members were present:

Beatrix Brady - Chairperson
Tane Clarke
Mikayla Barnes
Erin McKay
Suzie Glenday
Lauren Allen
Megan Jeffers
Meirah Patterson

Others present:

Donna Corbyn – Youth Development Officer
Kaye Rhodes – Casual Community Development Project Officer
Kim Waters
Alison Taylor – Vincentia High School Teacher

Apologies:

Apologies were received from Greg Hand, Nowra Christian School, Clr White

1. Election of Chairperson

Note: A Chairperson is to be elected for each meeting.

MOTION:

Moved: Consent

RESOLVED that Beatrix Brady be appointed as the Chairperson for the Youth Advisory Committee meeting held on Wednesday 27 July 2016.

CARRIED

2. Acknowledgement to country

Beatrix Brady gave the Acknowledgment to Country.

3. Minutes of Previous Meeting

MOTION:

Moved: Consent

RESOLVED that the Minutes of the meeting of the Youth Advisory Committee held on Wednesday 4 May 2016 be confirmed.

CARRIED

Business arising from the previous minutes

International Youth Day Awards Ceremony

International Youth Day Awards Ceremony which were to be held on International Youth Day, 12 August 2016 needs to be postponed and a decision made

regarding what date to hold the International Youth Day Awards Ceremony. There was an email for an e-meeting sent Monday 25 July 16 to confirm whether the committee accepted to postpone the Award Ceremony, however, as the e-meeting did not receive a quorum by Tuesday 26 July 2016 5.00pm it can no longer be held on 12 August 2016. The reason that the International Youth Day Awards Ceremony needs to be postponed is there is a need to cover the costs of a list dignitaries including MPs, School Principals, Head of Albatross etc that Council is required to invite to such events and they must be covered by budget of the Committee conducting the Ceremony.

The International Youth Day Awards Ceremony needs to be scheduled on a date that is suitable for those committee members heavily involved, as outfits have already been bought for helpers and ushers in their sizes.

A comment was raised in regards to formals in late November being an issue for school students and as 11th November is Remembrance Day, there may be diary conflicts for dignitaries who wish to attend.

At their recent Planning Day the Youth Advisory Committee allocated \$6,200 of their funds and have \$2,083 remaining. Donna Corbyn advised this may be enough to cover the dignitaries that may RSVP to the awards ceremony. Donna Corbyn further advised that if there was any shortfall, it could be considered to be covered by the Youth Development Officer's Budget.

Donna Corbyn advised that the International Youth Day Awards Ceremony received more sponsorship offers than was necessary and we had to decline some sponsorship offers.

Bomaderry Bowling Club has waived the room hire fee.

The entertainers, Chloe Dadd, and Zeke Cameron have offered to provide their services free of charge. However, this may change due to their availability on a new date.

There is the need to cover the cost of food and prizes for each nominee and their support person, plus dignitaries and sponsors. The sit down meal is \$35 per head, a cocktail "mocktail" menu is expected to be considerably less.

It was restated that the awards are everyday heroes' awards (community awards) to acknowledge the nominees. They are not academic or sporting awards.

The committee were also advised that the nominations received to date have been low in number and that with support of the committee, a change of date will provide an opportunity to promote the event further and receive more nominations.

It was mentioned that there is a need for some nominations for the Good Neighbour Awards Category as there have not been any received.

It was decided that the Youth Advisory Committee would hold International Youth Day Awards Ceremony on November 4th 2016. It will take the format of a "Mocktail" function where guests would stand and mingle before sitting down for the official awards ceremony. The awards will now be a "Mocktail" drug and

alcohol free event. This would be cheaper on the Youth Advisory Committee's Budget.

Note: Lili Hutchinson arrived, the time being 10.25am.

This event will be evaluated by the Youth Advisory Committee with the view to becoming an annual event if successful. If this occurs, the aim will be for the Awards to be held on International Youth day, 12th August day each year.

MOTION: Moved: Beatrix Brady / Second: Tane Clarke

RESOLVED that

- a) The "Mocktail stand up" International Youth Day Awards Ceremony event be postponed from 12 August 2016 to be held 4 November 2016, doors opening from 5pm for a 6pm start.
- b) The Youth Advisory Committee provide extra promotion of the event to receive more nominations.
- c) Kaye Rhodes to confirm with the Bomaderry Bowling Club, Current Speakers and Entertainers.

CARRIED

Note: Kaye Rhodes confirmed at the meeting with Bomaderry Bowling Club and it has been scheduled for 4 November 2016.

CORPORATE AND COMMUNITY SERVICES

4. Youth Advisory Committee Budget Allocations from Planning Day 2016 File 1506E

Donna Corbyn advised that the projects that have been allocated funds must be delivered and provide an invoice to Council prior to 30 June 2017.

MOTION: Moved: Tane Clarke / Second: Suzie Glenday

RESOLVED that in accordance with the Committee's delegated authority from Council that the Youth Advisory Committee resolve to allocate funds from their budget to projects as described below.

CARRIED

GENERAL BUSINESS

5. Additional Item – Youth Week 2017 – Electronic Think Tank – Speak. Share. Change

An initiative of the Illawarra and south Coast Youth Services Conference Network, Speak, Share, Change will be a key event regionally on the Youth Week 2017 calendar. Forum based events will be held on the same topic, on the same day, at the same time, across the region. Events may host groups of 6 – 66 young people with the common goal of coming together to share their thoughts about the topic.

Donna Corbyn tabled the first draft of the idea and is seeking feedback and ideas.

Ideally in the future this would become state-wide.

6. Additional Item – Forum for Youth with Ann Sudmalis MP

Ann Sudmalis MP has spoken to Donna Corbyn as she is wanting to get young people from the local area together in a forum to discuss the issues she should be advocating for our youth. Donna Corbyn suggested to Ann Sudmalis MP that Shellharbour, Kiama and Wollongong be included. Donna Corbyn advised she would include diversity in the group i.e. youth school students and youth not attending school.

Ann Sudmalis is the best way to pass your message on to Federal Government.

7. Additional Item – Join Shoalhaven Youth Advisory Committee FaceBook Page

Donna Corbyn urged the Youth Advisory Committee to join Shoalhaven Youth Advisory Committee FaceBook Page so that they can find out about projects that council is seeking feedback on and other related youth issues.

Please note: Donna Corbyn monitors the committees FaceBook Page all day as she is the administrator and anything inappropriate will be taken down according to council's social media policy and the members were urged to read the pinned post on the page.

8. Additional Item - Bay and Basin Hub Master Plan

Shoalhaven City Council is currently undertaking the Draft Bay and Basin Hub Master Plan for the crossroads site at Vincentia. Part of which included a regional skate park. Some time ago it was decided there would be a local skate park at Sanctuary Point and a Regional skate park to be at the crossroads site.

The Draft Plan is out for Community Consultation at the moment, Donna Corbyn encouraged the Youth Advisory Committee members to look at the Bay and Basin Hub Master Plan and information on [Councils Webpage](#) and send an email to Council of your feedback. Any submissions will be seen by the assessors and the Councillors.

9. Additional Item - Huskisson Foreshore Masterplan and Development Options

The committee was advised that the Huskisson Foreshore Masterplan and Development Options is out for consultation.

Donna Corbyn encouraged the Youth Advisory Committee to put their opinions out there, the [links](#) will be updated on the committees FaceBook Page.

10. Additional Item - Bomaderry/Nowra Regional Sports and Community Precinct Masterplan

Donna Corbyn tabled the Bomaderry/Nowra Regional Sports and Community Precinct Masterplan and information and again asked for young people to comment on the \$60Mil staged Masterplan. Donna will send out [links](#).

11. Additional Item – ParkRun

Kim Waters raised that the ParkRun is a great initiative to keep community active. It is an international run at 8am every Saturday. More information is provided at [ParkRun](#).

There are infrastructure issues at Ulladulla as the paths cannot cross roads without traffic control at 8am. It was advised that Ulladulla have an active Community Consultative Body who could bring this issue to Council on behalf of ParkRun Volunteers in the area.

Lili Hutchinson will gain further information from Kim Waters as there is potential for flow on effects such as tourism opportunities.

There was positive feedback for Bay and Basin infrastructure to hold ParkRun.

A challenge for local volunteers is that environmental engineers approve the costing which you can seek \$20,000 of funding for, however it does not cover everything.

It was raised that Vincentia does not have many places for mountain biking. Donna Corbyn said there is a great muddy track which starts from Basin View behind the properties.

12. Additional Item – Ambassador Program Development

Lili Hutchinson provided information on the Ambassador Program Development information which has been developed through the Crime Prevention Program.

There will be General Information Centres throughout the CBD to decrease *Steal from Retail*. It will be piloted in the Nowra CBD initially and replicated in following years throughout the Shoalhaven. From a pilot you can evaluate what went well and what needs to change for a different suburb etc. The Ambassador Development Program will be implemented by working in conjunction with TAFE, PCYC, Mission Australia, various business and user groups. It will be community developed and driven. Starting in October 2017 through to February 2018. It will be strong through the summer months. People will have a greater sense of safety and welcoming as well as promoting the tourism aspect and a proud community. Lili Hutchinson would love to see the Youth Advisory Committee there. The program will compliment what is good rather than what is bad.

The Program to be designed by the Community in conjunction with Council. Ambassadors will be young people in high school, TAFE or another accredited program. The Program is set to begin in October 2017 and will provide Youth with Tourism, local area knowledge and Customer Service experience.

Representatives between the ages of 16-24 would be appreciated throughout the program development phase. For more information: Lili Hutchinson 4429 3529

The Ambassador Program Development meeting will be held on 12 September 2016, in the Jervis Bay Room, Council Administrative Centre from 1 pm – 3 pm.

MOTION:

Moved: Consent

RESOLVED that Mikayla Barnes, Tane Clarke and Lauren Allen attend the Ambassador Program Development on behalf of the Youth Advisory Committee 12 September 2016 at 1pm until 3pm in Jervis Bay Rooms 1 &3.

CARRIED

There being no further business, the meeting concluded, the time being 11.47 am.

Beatrix Brady
CHAIRPERSON

YA16.3 Youth Advisory Committee Terms of Reference

HPERM Ref: D16/343804

Group: Corporate & Community Services Group

Officer: Donna Corbyn - Community Development Officer - Youth

Attachments: 1. Attachment - Report - Youth Advisory Committee - 16/11/16 - Policy - Terms of Reference - Youth Advisory Committee [↓](#)

Purpose / Summary

For the Youth Advisory Committee to adopt the Policy - Terms of Reference – Youth Advisory Committee for the Committee, to be used as a guide by both Council and the Committee to outline roles and responsibilities.

Recommendation

That the Youth Advisory Committee receive the Policy – Terms of Reference – Youth Advisory Committee for consideration, discuss and endorse a final version of the Terms of Reference and recommend to Council for adoption.

Options

1. Adopt the Youth Advisory Committee Terms of Reference (Recommended)

Implications: The Policy - Terms of Reference – Youth Advisory Committee provide a framework in which the committee operates and it is recommended that these are referred to Council for adoption to help guide the committee.

2. Council provide an alternative recommendation.

Implications: Unknown until alternate recommendation

Background

Guidelines have previously existed for the Youth Advisory Committee, however these have not been in the format of a policy document, although they been adopted by Council. A Terms of Reference (TOR) document describes the purpose and structure of a project, committee, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal. TOR show how the object in question will be defined, developed, and verified.

The TOR for the operation of the Youth Advisory Committee reflect the current structure and format of the Committee. They assist in clarifying the purpose, role and operation of the committee.

Community Engagement

This report to the committee is the engagement process. Council has previously resolved to review its Committees and Boards and the development of the draft TOR fulfils this

requirement. The draft TOR will be discussed as part of this meeting with an opportunity provided to participants to develop the TOR further for the committee to consider. Feedback from the committee will determine as to whether the reported TOR is accepted, or amendments included arising from this meeting or if these are to be further developed through a workshop for future reporting to Council.

Financial Implications

The Youth Advisory Committee are allocated a budget each year with delegated authority that enables the committee, as a purpose of the committee; to provide a mechanism for young people to address youth issues themselves. All projects, activities and programs either developed/delivered or supported by the committee must meet outcomes of Council's Community Strategic Plan. Budget allocations and yearly planning are incorporated into the committees annual planning day.

The development of a TOR does not have an operational impact of the committee's budget.



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For more information contact the Corporate & Community Services Group

Policy - Terms of Reference - Youth Advisory Committee

Policy Number: POL16/64 • **Adopted:** *[Click here to enter date]* • **Minute Number:** *[Click here to enter Minute number]* • **File:** 1506E • **Produced By:** Corporate & Community Services Group • **Review Date:**

1. STATEMENT

Shoalhaven City Council has a Youth Advisory Committee whose objective is to represent the interests and views of young people to Council and the Community.

2. PURPOSE

- a) To represent the interests and views of young people to Council and the Community
- b) To provide an opportunity for young people to discuss issues of concern to young people
- c) To provide a mechanism for young people to make representations to organisations and various spheres of Government requesting appropriate action to improve facilities and services available to young people
- d) To give young people experience in Local Government and community affairs
- e) To create greater awareness and appreciation within the general community of the needs and talents of young people
- f) To provide a mechanism for young people to address youth issues themselves.

3. TERMS OF REFERENCE

3.1 Relationship to council

The Youth Advisory Committee is an Advisory Committee with delegated authority.

3.2 Delegated Authorities

Act within adopted budgets aligning with council's strategic plans and documents to deliver youth programs and activities that meet the needs of local young people.

3.3 Membership

- a) A maximum of 26 youth members, comprising 18 students aged 15yrs and over from local high schools, be appointed as members;
- b) A maximum of 5 students may be elected from each local high school, however only a maximum of 2 students from each school may attend and vote at any meeting;

Shoalhaven City Council - Title

- c) A maximum of 8 young people, aged between 15 and 24yrs, from the community and/or Youth Services be appointed as members;
- d) Councillors of Shoalhaven City Council are members of Youth Advisory Committee and therefore can vote; other interested people may attend as support and observers but are not able to vote on motions. The Youth Advisory Committee may also call on other people to attend the meetings as required.

3.4 Quorum

The quorum to be 6 members

3.5 Meetings

- a) The Youth Advisory Committee meet quarterly and convene additional meetings when required;
- b) Meetings to be held on a week day during school terms between 10 am - 12 pm;
- c) A Guest Speaker be invited to attend Committee meetings; and
- d) Set agendas & minutes of the meetings will be undertaken by Executive Support staff, but will not necessarily have a business paper, unless there are Council issues to report to Youth Advisory Committee etc.

3.6 Code of Conduct

Meetings be conducted in an informal manner, but still within Council's "Code of Meeting Practice" Policy.

4 REVIEW

To be conducted annually at the Youth Advisory Committee Planning Day.