

## Youth Advisory Committee

**Meeting Date:** Wednesday, 01 August, 2018  
**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 - 9 May 2018 ..... 1
5. **Declarations of Interest**
6. **Presentations**
  - YA18.14 Pedestrian Safety at North Mollmook  
*The Youth Advisory Committee resolved on 9 May 2018 that Ulladulla High School give a presentation at the next Youth Advisory Committee meeting about pedestrian safety at North Mollmook.*
  - YA18.15 Provision of Lifeguard Services at Burrill Lake  
*At the meeting of the Youth Advisory Committee on 9 May 2018 Ulladulla High School agreed to research and present to the next Youth Advisory Committee meeting on provision of lifeguard services at Burrill Lake.*
  - YA18.16 Berry District Park - Detailed Design Update  
*Liliana Hutchison will provide the Committee with an update regarding Berry District Park.*
7. **Reports**
  - YA18.17 Youth Advisory Committee Planning Day 2018 - 2019 - Proposed Budget Allocations..... 6
  - YA18.18 Youth Advisory Committee Strategic Plan Ideas..... 9
  - YA18.19 Terms of Reference Review and Update ..... 15

**8. General Business**

YA18.20 Enforcement of Plastic Bag Ban in Huskisson and Vincentia

*The Youth Advisory Committee resolved on 9 May 2018 to add this item to the next agenda. This request was from St Johns High School. Cllr Gartner, Chair of the Sustainable Futures Committee, has accepted an invitation to speak to the Youth Advisory Committee about this issue.*

### **Membership**

Chairperson – Appointed by Committee at each meeting

All Councillors

Member for Gilmore – Ann Sudmalis MP or nominee (Federal Member of Parliament)

Member for Kiama – Gareth Ward MP or nominee

Member for South Coast – Shelley Hancock MP or nominee Jacob Williams

Representatives from Shoalhaven Local Area Command NSW Police

Sanctuary Point Youth & Community Centre

Bay and Basin Community Resources

Regional Development Australia

Shoalhaven Business Chamber

330 Squadron Australian Air Force Cadets

Pallas Retimana

Hannah Schofield

2 voting representatives from each local High School

### **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 Date:** Wednesday, 9 May 2018  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 10:00am

The following members were present:

Clr White – Chairperson  
Sophie Dobell – Shoalhaven High School  
Andrea Charalambous – Shoalhaven High School  
Xanthe Pheeney – Ulladulla High School  
Joel Cable – Ulladulla High School  
Billy Forbes – Ulladulla High School  
Michael James – St Johns High School  
Bonnie Butler – St Johns High School  
Pallas Retimaha – representing Shoalcoast Community Legal Centre  
Hannah Schofield – representing TAFE NSW, Shoalhaven

Others present:  
Hayley Lyon – The Project Factory – Way to Blue  
Kim Waters – Teacher, Ulladulla High School  
Jo-anne Coleman – St Johns High School  
Robyn Presdee – St Johns High School  
Donna Corbyn – Youth Community Development Officer  
Ruth Woodbridge – Social and Infrastructure Planner

Robyn Presdee opened the meeting with an acknowledgment of country.

### Apologies / Leave of Absence

A leave of absence was received from Clr Alldrick.  
An apology was received from David Marshall, representing Ann Sudmalis MP

### Confirmation of the Minutes

**RESOLVED** (By consent)

That the Minutes of the Youth Advisory Committee held on Wednesday 7 February 2018 be confirmed.

CARRIED

### Declarations of Interest

Nil

## PRESENTATIONS

**YA18.5 Berry District Park Detailed Concept Presentation -  
Liliana Hutchinson****HPERM Ref:  
D17/426185**

Ruth Woodbridge, Social and Infrastructure Planner, provided an update on the Berry District Park. A children's consultation morning was held in March. Representatives from the local public school, preschool and sporting groups were invited to participate. At the consultation morning facilities that were voted on by participants included a pump track, flying fox, learn to ride facility, pathways and picnic facilities. It is proposed to put the detailed design plan on exhibition in July.

Ruth tabled a flyer at the meeting for "Name Your Park". Council is currently asking interested people to make suggestions for the naming of the park. Submissions have been extended for two weeks and close on 30 May 2018. Submissions and voting on suggested names can be made at Council's "Get Involved" webpage: <https://getinvolved.shoalhaven.nsw.gov.au>.

**YA18.6 Youth Employment Innovation Challenge****HPERM Ref:  
D18/143988**

*Hayley Lyon – Digital Business Development and Strategy Director (The Project Factory – Way to Blue) gave a presentation about the Youth Employment Innovation Challenge – a tool designed to bring vocational opportunities and jobs to those aged 15-24 in rural NSW.*

Hayley advised that The Project Factory produce apps, games and websites for corporate and government clients. The NSW Government want to create a solution to assist young people to create jobs in regional areas.

Hayley sought and received permission to voice record the conversation.

The Committee discussed generally:

- Levels of access to smart phones and reception/coverage;
- What skills are needed and are taught at school to obtain employment;
- Contact with potential employers/approachability of/access to employers;
- Ideal employer/s, brands, sectors;
- Local careers days;
- Working remotely/flexible working arrangements;
- Current employment;
- Challenges/skills needed to work with people; and
- How people want to feel at the end of a day's work.

## BUSINESS ARISING FROM PREVIOUS MINUTES

**YA18.10 Youth Week 2018**

Donna Corbyn advised that International Youth Day this year is Sunday 12 August.

The Committee proposed to hold an event Thursday 9 August 2018.

Ulladulla High School agreed to take the lead with assisting Donna to arrange and host the event.

Kim Waters advised that the Youth Advisory Committee is a priority for Ulladulla High School and the school budgets for a staff member to attend.

**RESOLVED** (By consent)

That:

1. The Youth Awards are conducted in the exact same format as previous years with \$300 prize money for each Award allocated from the Youth Advisory Committee budget;
2. The Youth Awards categories are the same as for 2017; and
3. The event style is to be a stand up cocktail and finger food.

CARRIED

## **GENERAL BUSINESS**

### **YA18.11 Additional Item - Youth Advisory Committee Planning Day**

Donna Corbyn proposed to hold a planning day at the end of June/early July to allocate 2018/2019 budget on items in Council's Community Strategic Plan.

**RESOLVED** (By consent)

That the Committee holds a planning day on Wednesday 4 July 2018.

CARRIED

### **YA18.12 Additional Item - 2017/2018 Budget**

Donna Corbyn requested ideas for spending the remaining 2017/2018 budget.

Donna suggested a proposal for an alternative learning environment for students at risk of disengaging in formal education, possibly to be held in the Youth Centre.

Ulladulla High School proposed a donation to the Dunn Lewis Centre. Donna advised that funds cannot be used for program delivery (i.e. teaching staff) and that they can only provide for venue hire and resources.

**RESOLVED** (By consent)

That the Youth Advisory Committee allocate the remaining unspent funds in the 2017/2018 Youth Advisory Committee budget to cover the costs of community-based alternative learning programs at youth specific venues to keep students engaged at school, shared between Bomaderry, Nowra, Shoalhaven, Vincentia and Ulladulla High Schools.

CARRIED

## REPORTS

**YA18.7 Applications for Membership****HPERM Ref:  
D18/141567****Recommendation**

That Council:

1. Appoint Ms Hannah Schofield and Ms Pallas Retimaha as community members to the Youth Advisory Committee.
2. Write to Ms Schofield and Ms Retimaha to notify them of their appointment and invite them to all future meetings.

**RECOMMENDATION (By consent)**

That Council:

1. Appoint Ms Hannah Schofield and Ms Pallas Retimaha as community members to the Youth Advisory Committee.
2. Write to Ms Schofield and Ms Retimaha to notify them of their appointment and invite them to all future meetings.

CARRIED

## GENERAL BUSINESS

**YA18.8 Safe and Healthy Night Time Activities for Teenagers -  
Ulladulla High School****HPERM Ref:  
D18/81579**

*The Youth Advisory Committee resolved on Wednesday 7 February 2018 that this item be added to the next agenda. This request was from Ulladulla High School.*

Xanthe Pheeny thanked the Committee for the West Ulladulla park, work done at the Ulladulla Lighthouse and the provision of bike racks at Ulladulla High School.

Xanthe suggested a working group comprising representatives from Council, schools and the Youth Centre to come up with ideas for night time activities for teenagers.

Donna will raise with Ulladulla Youth Centre to include and invite Ulladulla High School students to the Ulladulla Youth Interagency meetings to discuss issues and concerns to arrange safe and healthy night time activities.

Clr White suggested councillor representation at the Interagency meeting.

**YA18.9 Beach Safety and Infrastructure in North Mollymook and  
Burrill Lake - Ulladulla High School****HPERM Ref:  
D18/81588**

*The Youth Advisory Committee resolved on Wednesday 7 February 2018 to add this item to the next agenda. This request was from Ulladulla High School.*

Ulladulla High School students raised the issue of beach safety at Burrill Lake and asked Council to examine the safety of swimmers. Students noted a number of near drownings over time and a drowning death in 2014. Ulladulla High School representatives requested a lifeguard to patrol

Burrill Lake.

Clr White informed the Committee of the events at Burrill Lake and the signage installed following the drowning, the method of providing lifeguard services across the Shoalhaven according to beach ratings and through the budget process. Clr White advised that lifeguards are contracted annually, usually in September, and that weekend lifeguards are usually volunteers.

Ulladulla High School to research and prepare a report to the next Youth Advisory Committee meeting on provision of lifeguard services at Burrill Lake.

Ulladulla High School students also raised concerns about the safety of pedestrians at North Mollymook. Ulladulla High School to present to the next meeting. Clr White suggested students contact Scott Wells at Council to research Council's footpath plan and invite Scott to the next meeting in relation to Beach Road, North Mollymook.

**RESOLVED** (By consent)

That:

1. The Committee makes a submission to Council requesting consideration of the provision of Lifeguard services at Burrill Lake from 15 December 2018 through to Easter long weekend 2019;
2. Ulladulla High School give a presentation at the next Youth Advisory Committee meeting about pedestrian safety at North Mollymook; and
3. A member of Council staff responsible for Council's footpath plan is invited to attend the next Youth Advisory Committee meeting.

CARRIED

**YA18.13 Additional Item - Enforcement of Plastic Bag Ban in Huskisson and Vincentia**

Bonnie Butler raised concerns that the plastic bag ban in Huskisson and Vincentia is not being enforced. The Committee agreed to add this issue as an item on the agenda for the next meeting. Clr White suggested to invite Clr Gartner from the Sustainable Futures Committee to speak to the issue.

There being no further business, the meeting concluded, the time being 12.02pm.

Clr White  
CHAIRPERSON



## YA18.17 Youth Advisory Committee Planning Day 2018 - 2019 - Proposed Budget Allocations

HPERM Ref: D18/226673

**Group:** Finance Corporate & Community Services Group  
**Section:** Recreation Community & Culture

### Purpose / Summary

To report details of proposed budget allocations from the existing 2018/19 Youth Advisory Committee budget and outcomes from the 2018-2019 Youth Advisory Committee Planning Day for resolution under delegated authority.

### Recommendation (Item to be determined under delegated authority)

That the Youth Advisory Committee approve the disbursement of funds to support the following initiatives from the existing 2018/19 Youth Advisory Committee budget:

1. International Youth Day Awards - \$3,000
2. South Coast Youth Leaderships Forum Activity - \$1,000
3. Ulladulla Youth Centre School Holiday Activities - \$1,000

### Options

1. The Youth Advisory Committee accept the recommendation.

Implications: This will allow the Youth Advisory Committee to support Youth Programs in the LGA in line with the current strategic plan.

2. The Youth Advisory Committee does not approve allocation of \$5,000 to the projects and events and provides an alternative recommendation.

Implications: The projects and events will not be conducted / delivered by Council and or partners.

### Background

The Youth Advisory Committee Planning Day was held on the 4<sup>th</sup> July 2018 and was attended by 20 students from various High Schools throughout the Shoalhaven LGA. Participants learnt about Council's Integrated Planning and Reporting process, workshopped ideas that could be included in a Youth Advisory Committee Strategic Plan and reviewed the Terms of Reference for the Youth Advisory Committee (separate report). Representatives from Council's Library service attended and encouraged participants to join the library and provided information about the range of services that are available for young people.

Participants also identified a number youth focused projects that could be funded within the existing 2018/19 Youth Advisory Committee Operational budget.

The opportunity for funding support is limited to organisations or groups that are located in the Shoalhaven LGA and that have projects that focus on young people aged 12 – 24 years. This support is capped at \$1000 per organisation. This year the Youth Advisory Committee received two applications which they determined eligible and are proposing to approve at this

meeting. It was also determined at the planning day to allocate \$3,000 to the Advisory Committee to host the International Youth Day Awards.

This still allows any remaining funds in this budget to help support other programs/projects that the Youth Advisory Committee identify during the year as a part of their strategic direction.

Projects that have previously been funded include:

- Youth Centre drop in programs & activities
- South Coast Youth Leadership Forum
- Youth Resources and adventure activities

Historically support has been provided in the range of \$300 for small activities - \$1000 for bigger projects.

The following eligibility criteria apply.

- Projects must meet objectives and strategies of the Shoalhaven City Council Community Strategic Plan – Integrated Strategic Plan
- Applicants must have consulted with young people to develop the project
- Must be a not for profit organisation
- The organisation must have the appropriate insurance to cover the project/activities
- Organisations must provide all workers and resources to deliver the project (wages cannot be supported, but project facilitation & project resources can)
- Projects must be delivered in the Shoalhaven LGA
- Projects must be delivered & completed within the 2018–2019 financial year (completed and reported by the 30<sup>th</sup> June 2019)
- Funds/support cannot be released for projects until they have been delivered
- Successful applications are notified by email
- After completion of successful projects an invoice and brief report (project acquittal) must be sent to Council to receive funds.

Applications that meet the above criteria are assessed by members of the Youth Advisory Committee and are prioritised to ensure that funds are distributed as equally as possible to organisations across the Shoalhaven LGA.

Members at the planning day suggested that the following projects be funded and forwarded to the next Youth Advisory Committee for consideration.

International Youth Day Awards - \$3,000

South Coast Youth Leaderships Forum Activity - \$1,000

Ulladulla Youth Centre School Holiday Activities - \$1,000

### **Community Engagement**

The planning day and discussion regarding the allocation of funding to youth focused projects was participatory in nature and was conducted in accordance with Council's Community Engagement Policy.

### **Policy Implications**

The Planning Day and all associated outcomes present no adverse or negative policy implications & align with the following Community Strategic Plan priority areas:

1. Resilient safe & inclusive communities
  - 1.1 Diverse, united and connected communities
  - 1.2 Creative, engaged and learning communities

The activities also meet the following strategies as identified in Council's Delivery/Operational Plan (DPOP)

1.1.02.2 - Work collaboratively with community, government, NGOs, business and other stakeholders to build and nurture capacity in the community

1.1.02.3 - Work collaboratively with community, government, NGOs, business and other stakeholders to deliver programs and activities that activate communities and places

1.2.02.2 - Provide appropriate cultural facilities and resources that encourage lifelong learning and opportunities for leisure interests

### **Financial Implications**

\$5,000 exists within Council's 2018/2019 Operational Budget to facilitate grant requests and the Committee's project.

## **YA18.18 Youth Advisory Committee Strategic Plan Ideas**

**HPERM Ref:** D18/229517

**Group:** Finance Corporate & Community Services Group  
**Section:** Recreation Community & Culture

**Attachments:** 1. YAC Draft Strategy [↓](#)

### **Purpose / Summary**

To seek advice regarding the inclusion and prioritisation of actions for the Youth Advisory Committee Strategic Plan.

### **Recommendation (Item to be determined under delegated authority)**

That the Youth Advisory Committee consider and prioritise projects and actions to be included in a Youth Advisory Committee Strategic Plan.

### **Options**

1. Youth Advisory Committee accept the recommendation  
Implications: this will ensure that the Youth Advisory Committee can action their strategic plan
2. Youth Advisory Committee not determine which actions to include and prioritise in their Strategic Action Plan.  
Implications: No strategic direction for Council or the Youth Advisory Committee.

### **Background**

At the recent 2018 – 2019 Youth Advisory Committee Planning Day 20 students from High Schools in the Shoalhaven LGA identified projects and activities that could be included in a strategic plan for the Youth Advisory Committee.

These ideas were aligned with themes and priorities that are contained in Council's Community Strategic Plan and a large number of great actions and ideas were generated by those in attendance.

Completion of such a large number of actions into a one-year Strategic Plan for the Youth Advisory Committee may be unrealistic and it is suggested that members prioritise actions and develop a longer-term plan for the remaining actions.

It is suggested that members use the "SMART" (Specific, Measurable, Achievable, Realistic and Timely) theory/methodology to assist in prioritising projects and ideas.

The attached list will be workshopped at the meeting to determine the priorities and timeframes.

### **Community Engagement**

As a Youth Advisory Committee project, the planning workshop was a participatory engagement process and undertaken in accordance Council's Community Engagement Policy.

## **Policy Implications**

The development of a Youth Advisory Committee Strategic Plan presents no adverse or negative policy implications. The Strategic Plan will be developed so that it aligns with key themes that are contained in Council's Community Strategic Plan;

### 1. Resilient safe & inclusive communities

#### 1.1 Diverse, united and connected communities

#### 1.2 Creative, engaged and learning communities

Development of the Strategic Plan also meets the following Delivery/Operational Plan actions.

1.1.02.2 - Work collaboratively with community, government, NGOs, business and other stakeholders to build and nurture capacity in the community

1.1.02.3 - Work collaboratively with community, government, NGOs, business and other stakeholders to deliver programs and activities that activate communities and places

1.2.02.2 - Provide appropriate cultural facilities and resources that encourage lifelong learning and opportunities for leisure interests

## **Financial Implications**

Development of the Youth Advisory Committee Strategic Plan has no immediate financial implications for Council.

## **Risk Implications**

Nil.

Youth Advisory Committee – Draft Strategy Ideas  
YAC Planning Day Workshop 4<sup>th</sup> July, 2018

CSP Themes	Priorities	Action - What you told us	Comments	Outcome	Further Action
Priority: 1 Resilient, safe and inclusive communities	<b>1.1 Build inclusive, safe &amp; connected communities</b>	<ul style="list-style-type: none"> <li>Promote Youth Advisory Committee initiatives through school media platforms</li> <li>Continue planning day for Youth Advisory Committee</li> <li>More events in parks</li> <li>Promote cultural expression, inclusion and diversity</li> <li>Include and liaise with all schools in the Shoalhaven LGA (provide information, network, attend meetings, share social media)</li> <li>More of &amp; affordable transport x 8</li> <li>Free shuttle buses</li> <li>Continue International Youth Day Awards</li> <li>Access for people with disabilities</li> <li>Support &amp; continue Youth Week</li> </ul>			
	<b>1.2 Activate communities through arts, culture &amp; events</b>	<ul style="list-style-type: none"> <li>Take Youth &amp; Community art initiatives to outer lying areas and villages</li> <li>More sculptures and murals in public spaces</li> <li>Major youth art events needed</li> <li>Youth focused Shoalhaven wide event run by young people</li> <li>Support &amp; continue Youth Week</li> </ul>			

	<b>1.3 Support active &amp; healthy communities</b>	<ul style="list-style-type: none"> <li>• Free &amp; low-cost sporting facilities</li> <li>• More public exercise</li> <li>• Continue work at Ulladulla lighthouse to beautify and prevent suicide</li> <li>• Rehabilitation/recovery facilities</li> <li>• Outdoor gyms</li> <li>• Forming groups to build footpaths</li> <li>• Consult youth more about where facilities are being planned for and where x 2</li> </ul>			
Priority: 2 Sustainable, liveable environments	<b>2.1 Improve &amp; maintain road &amp; transport Infrastructure</b>	<ul style="list-style-type: none"> <li>• Expand rail system</li> <li>• Easy access of buses(trains/buses) to use libraries, shops &amp; other facilities</li> <li>• New trains</li> <li>• Extend the rail line – put a station at Huskisson and Ulladulla (will promote tourism)</li> <li>• Don't allow street parking on narrow roads – can cause accidents</li> <li>• 24-hour parking somewhere please</li> <li>• Up keep of public parks x 2</li> <li>• Keep pathways and roads well maintained X 2</li> </ul>			
	<b>2.2 Plan &amp; manage appropriate &amp; sustainable development</b>	<ul style="list-style-type: none"> <li>• Consult and advise across council departments, local services and government departments to ensure needs and issues of youth are incorporated into planning of public space, facilities and service provisions.</li> </ul>			

	<p><b>2.3 Protect &amp; showcase the natural environment</b></p>	<ul style="list-style-type: none"> <li>• Regular clean-ups of public areas (youth voluntary based or aimed)</li> <li>• Ditch the plastic</li> <li>• More parks and trees in public space x 2</li> <li>• Develop eco-tourism</li> <li>• More funding for schools to have good outside areas and spaces</li> <li>• Environmental volunteer programs for youth to be involved in upkeeping parks</li> </ul>			
<p>Priority: 3 Prosperous communities</p>	<p><b>3.1 Maintain &amp; grow a robust economy with vibrant town &amp; villages</b></p>	<ul style="list-style-type: none"> <li>• Promote small business – Local take away shops x 2</li> <li>• Promote start ups of business after school – Entrepreneur situations, small roadside stalls like shark tank but on a smaller scale</li> <li>• Fund new business ideas</li> <li>• Advertise YAC small youth community development grants</li> <li>• Youth specific employment platform in all areas of the LGA</li> <li>• Youth specific community run events</li> <li>• Careers expos at schools for young people</li> <li>• Develop a mentoring program – local people</li> <li>• Bring business to outer lying areas</li> <li>• Investigate options for starting youth small business groups</li> <li>• Broader employment opportunities needed for youth employment</li> <li>• Utilise unique skill set of youth within our community – implement those skills for economic growth</li> </ul>			



<p>Priority: 4 Responsible governance</p>	<p><b>4.1 Deliver reliable services that meet daily community need</b></p>	<ul style="list-style-type: none"> <li>• Consult with Local Aboriginal Land Councils</li> <li>• Rotate Youth Advisory Committee through villages in the LGA to make it easier for members to attend</li> <li>• Support Council funding applications, submissions etc to improve outcomes for youth of the city</li> </ul>			
	<p><b>4.2 Provide advocacy &amp; transparent leadership through effective government &amp; administration</b></p>	<ul style="list-style-type: none"> <li>• Continue Youth Advisory Committee and committee members attendance at meetings</li> <li>• Teach young people more about Government policies &amp; what they mean, in an unbiased way</li> </ul>			
	<p><b>4.3 Inform &amp; engage with the community about decisions that affect their lives</b></p>	<ul style="list-style-type: none"> <li>• Make sure to include a diverse range of young people in broader consultation, engagement and polling etc x 4</li> <li>• Youth specific and informed active social media to inform and engage youth</li> <li>• Have consultants who know what they are talking about, are youth qualified and are experts in their field</li> <li>• Engage with schools more and or advocate for curriculum that informs about council and local government roles &amp; responsibilities</li> <li>• Have councillors and staff regularly visit schools and talk</li> <li>• More councillors &amp; departments of council to attend YAC meetings to engage and talk with youth x 3</li> </ul>			

## YA18.19 Terms of Reference Review and Update

**HPERM Ref:** D18/253523

**Group:** Finance Corporate & Community Services Group  
**Section:** Recreation Community & Culture

**Attachments:** 1. Amended Terms of Reference [↓](#)

### Purpose / Summary

To amend the Youth Advisory Committee Terms of Reference.

### Recommendation

That the Youth Advisory Committee Terms of Reference be amended as follows:

#### 3.3 Membership

*A maximum of 26 youth members comprising of:*

- a) 18 students from Year 9 and above from local high schools, be appointed as members. 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;*
- b) A maximum of 8 young people aged between 15 and 21 years from the community and/or Youth Services be appointed as members; and*
- c) One representative for each of the Federal Member for Gilmore and the State Members for South Coast and Kiama; and*
- d) Councillors of Shoalhaven City Council.*

*Council and the Youth Advisory Committee welcomes membership of young people from diverse and varied backgrounds. 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.*

*When a member turns 21 years of age, their position will be declared vacant.*

### Options

1. The committee support the recommendation

Implications: this will ensure that the Terms of Reference are relevant.

2. The committee resolve to make an alternative recommendation

Implications: Depending on the alternative resolution, delays may be experienced in the adoption of a reviewed Terms of Reference for the Youth Advisory Committee.

### Background

The Youth Advisory Committee Planning Day was held on the 4th July 2018 and was attended by 20 students from various Shoalhaven High schools. Participants learnt about Council's Integrated Planning and Reporting, workshopped ideas that could be included in a Youth Advisory Committee Strategic Plan and reviewed the Terms of Reference for the

Youth Advisory Committee. During the review process participants considered the recommended changes as suggested by Council's Governance Department.

It was suggested that the Youth Council Terms of Reference be amended as follows:

### 3.3 Membership

*A maximum of 26 youth members comprising of:*

- a) 18 students from Year 9 and above from local high schools, be appointed as members. 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;*
- b) A maximum of 8 young people aged between 15 and 21 years from the community and/or Youth Services be appointed as members; and*
- c) One representative for each of the Federal Member for Gilmore and the State Members for South Coast and Kiama; and*
- d) Councillors of Shoalhaven City Council.*

*Council and the Youth Advisory Committee welcomes membership of young people from diverse and varied backgrounds. 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.*

*When a member turns 21 years of age, their position will be declared vacant.*

This reflects a change to allow for item c), and a change of the age from 24 to 21 years of age.

### **Community Engagement**

As a Youth Advisory Committee Planning Day the process is in accordance with and meets Council's Community Engagement Policy.



**City Administrative Centre**  
Bridge Road (PO Box 42), Nowra NSW Australia 2541 - DX 5323 Nowra  
Phone: (02) 4429 3111 - Fax: (02) 4422 1816

**Southern District Office**  
Deering Street, Ulladulla - Phone: (02) 4429 8999 – Fax: (02) 4429 8939

Email: [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au)

Website: [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)

For more information contact the Finance Corporate & Community Services Group

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## Youth Advisory Committee - Terms of Reference

*Policy Number: POL18/49 • Adopted: 22/11/2016 • Amended: 22/08/2017, 7/02/2018 • Minute Number: MIN16.919, MIN17.748 • File: 1506E • Produced By: Finance Corporate & Community Services Group • Review Date: 1/12/2020*

### 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 maximum of 26 youth members comprising of:

- a) 18 students from Year 9 and above from local high schools, be appointed as members. A maximum of 5 students may be elected from each local high school,

*Shoalhaven City Council – Youth Advisory Committee – Terms of Reference*

however only a maximum of 2 students from each school may attend and vote at any meeting;

- b) A maximum of 8 young people, aged between year 9 and 24yrs, 15 and 21 years, from the community and/or Youth Services be appointed as members;
- c) One representative for each of the Federal Member for Gilmore and the State Members for South Coast and Kiama; and
- d) Councillors of Shoalhaven City Council ~~are members of Youth Advisory Committee and therefore can vote.~~

Council and the Youth Advisory Committee welcomes membership of young people from diverse and varied backgrounds. 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.

When a member turns 21 years of age, their position will be declared vacant

**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.