

Youth Advisory Committee

Meeting Date: Wednesday, 23 October, 2019

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 - 31 July 2019
5. **Declarations of Interest**

6. Reports

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YA19.14	Notification - Council Resolution - Re-establishment of Youth Advisory Committee	48

7. General Business

Membership

Chairperson – Appointed by Committee at each meeting

All Councillors

Member for Gilmore – Fiona Phillips MP or nominee Matthew Norris

Member for Kiama – Gareth Ward MP or nominee Sebastien Riou

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

Representative - Shoalhaven Local Area Command NSW Police

Representative - Sanctuary Point Youth & Community Centre

Representative - Bay and Basin Community Resources

Representative - Nowra Youth Centre

Representative - Police Citizens Youth Club

Representative - Regional Development Australia

Representative - Shoalhaven Business Chamber

Representative - 330 Squadron Australian Air Force Cadets

Pallas Retimana

Hannah Schofield

2 voting representatives from each local High School

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

Delegated Authority

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.

YA19.9 Youth Advisory Committee Actions: Status Report - October 2019

HPERM Ref: D19/199002

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

Attachments: 1. Action Update - October 2018 to October 2019 [↓](#)

Purpose / Summary

To provide members with a progress report regarding actions and resolutions that have been made at previous meetings of the Youth Advisory Committee.

Recommendation (Item to be determined under delegated authority)

That the Shoalhaven Youth Advisory Committee receive the Status Report for information.

Options

1. Adopt the recommendation as above.

Implications: The Youth Advisory Committee is updated about progress of actions and recommendations made at previous meetings of the Committee.

2. Request more information.

Implications: Members of the Youth Advisory Committee will be provided additional detail as requested.

Background

Often, during meetings of the YAC, members make recommendations. These can come via reports, as written above by example, or by requests brought up in general business. Council keeps a record of all these actions and tracks their progress and completion.

It is considered important that the members of the Youth Advisory Committee are kept informed about progress towards the completion of actions and projects.

This report provides a structured approach to facilitate this information exchange.

- Attachment 1 shows an update on completed actions over the past 12 months.
- There are no uncompleted actions for this committee.

Going forward, it is proposed that this report will include all uncompleted actions (if any) and all actions completed since the previous meeting. The list of uncompleted actions will provide an opportunity for actions arising to be addressed and discussed and for members to track progress.

Date From: October 2018	Action Sheets Report
Date To: October 2019	

Meeting Name	Minute No:	Item No.	Group:	Target date:
Youth Advisory Committee 31/10/2018		YA18.15	Finance Corporate & Community Services Group	30/11/2018
Title: Provision of Lifeguard Services at Burrill Lake - presentation - Ulladulla High School - item deferred				Completed: 12/12/2018
Resolution: <i>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. This item was deferred.</i>			Notes: 12/12/2018 Action completed Item deferred to future meeting, Ulladulla have been invited to present and can be added to the agenda if they wish to proceed.	

Meeting Name	Minute No:	Item No.	Group:	Target date:
Youth Advisory Committee 31/10/2018		YA18.26	Finance Corporate & Community Services Group	30/11/2018
Title: Student Safety - Shoalhaven High School - Bush Track - investigate land ownership				Completed: 16/01/2019
Resolution: Joshua Fisher clarified that this issue was raised by St Johns students and noted that the issue is that the track is being used as a shortcut by students and some Committee members had concerns about safety of students because of potentially dangerous people and wildlife. Clr White advised members that it is necessary to clarify whether the land is Department of Education land or Council owned land. Clr White suggested that the Student Representative Council speak to the Deputy Principal or Principal to find out and ask the Department of Education to address the safety issues. Action: Donna investigates with Property Unit of Council who owns the parcel of land at the back of Shoalhaven High School.			Notes: 16/01/2019 1:23:58 PM - Donna Corbyn Action completed by: Corbyn, Donna Staff did a GIS search and the parcel of land is owned by St. Johns the Evangelist School. YAC Minute in matters arising YAC May Meeting 2019	

Date From: October 2018	Action Sheets Report
Date To: October 2019	

Meeting Name	Minute No:	Item No.	Group:	Target date:
Youth Advisory Committee 31/10/2018		YA18.29	Finance Corporate & Community Services Group	30/11/2018
Title: Additional Item - Basketball Facilities in Nowra - investigate standard - facility - budget - report back				Completed: 10/12/2018
Resolution: Action: Donna Corbyn to investigate the standard basketball hoop height and whether the replacement of backboard and hoop at Parramatta Park is on a Works plan or included in a budget and report back to next meeting to consider using funds from the Youth Advisory Committee budget.			Notes: <i>10/12/2018 4:21:26 PM - Donna Corbyn</i> Action completed by: Corbyn, Donna New backboard and hoop are scheduled to be installed in December sometime, the cost of replacement will be covered by the Facilities budget. Noted in YAC Minutes in Matters arising YAC May Meeting 2019	

Meeting Name	Minute No:	Item No.	Group:	Target date:
Strategy & Assets Committee 11/12/2018	MIN18.961	YA18.25	Finance Corporate & Community Services Group	10/01/2019
Title: Shoalhaven School Waste Reduction Initiative - Waste Tour - Letter to NSW Minister for Environment - Youth Advisory Committee Working Group on Waste				Completed: 16/01/2019
Resolution: RESOLVED (Clr White / Clr Gash) That: 1. The Youth Advisory Committee participate in a Council waste tour in 2019, and authorise expenditure from the Youth Advisory Committee budget of an amount up to \$1,000, if necessary.			Notes: <i>16/01/2019 3:27:49 PM - Donna Corbyn</i> Action completed by: Corbyn, Donna 1. Tour did not happen as schools that YAC members attend and wanted to participate in the tour had a large regional sports carnival on the day that Waste Department could deliver, and Waste Department could not schedule for another day 2, 3. & 4 YAC Minutes in Matters arising YAC May Meeting 2019	

Date From: October 2018 Date To: October 2019	Action Sheets Report
<p>2. The Youth Advisory Committee dedicate the second meeting of 2019, to be held in term two, to discuss environmental initiatives across Shoalhaven schools.</p> <p>3. Council writes a letter to the NSW Minister for the Environment to enquire why Shoalhaven City Council is charged metropolitan rates for tipping instead of regional rates.</p> <p>4. The Youth Advisory Committee nominated members Ruby Frank of Ulladulla High School, James Dosey of St Johns High School, Bridee Lewis of Bomaderry High School, Sebastien Riou of Nowra Anglican College and Lachlan Willis of Shoalhaven High School investigate what is already happening with waste within their schools, consider the option of forming a Working Group and send information to the Community Development Officer.</p> <p>CARRIED</p>	

Meeting Name Youth Advisory Committee 08/05/2019	Minute No:	Item No. YA19.3	Group: Finance Corporate & Community Services Group	Target date: 07/06/2019
Title: Youth Advisory Committee Planning Day 2019- 2020 - 13 June 2019 - Confirmed				Completed: 01/10/2019
Resolution: RESOLVED (By Consent) That the Shoalhaven Youth Advisory Committee Planning Day be held on Thursday 13 June 2019 in the Nowra Library Meeting Room. CARRIED			Notes: 01/10/2019 4:24:00 PM - Janice Cormie Action completed by: Cormie, Janice Planning Day held 20 June 2019.	

Meeting Name Youth Advisory Committee 08/05/2019	Minute No:	Item No. YA19.2	Group: Finance Corporate & Community Services Group	Target date: 07/06/2019
Title: Youth Week 2019 - Report Received - Awards Attendance Budget Allocation				Completed: 01/10/2019

Date From: October 2018	Action Sheets Report
Date To: October 2019	

Resolution: RESOLVED (By Consent) That Youth Advisory Committee: 1. Accept the report on Youth Week 2019 for information. 2. If Shoalhaven City Council is successful in being named a finalist in the Local Government 2019 Youth Week Awards: a. Nominate a member of the committee to attend the awards evening and; b. Allocate \$500 from the 2019/2020 Youth Advisory Committee Operational Budget to facilitate attendance and accommodation for the above-mentioned representative. CARRIED	Notes: 01/10/2019 4:21:09 PM - Janice Cormie Action completed by: Cormie, Janice Report received. No nomination to Awards so no action required.
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Meeting Name	Minute No:	Item No.	Group:	Target date:
Ordinary Meeting 28/05/2019	MIN19.341	YA19.4	Finance Corporate & Community Services Group	27/06/2019

Title:	Completed:
Youth Advisory Committee Action Plan - Adoption	14/06/2019

Resolution: RESOLVED* (Clr Gartner / Clr Digiglio) MIN19.341 That: 1. The Youth Advisory Committee endorse the Youth Advisory Committee Action Plan 2019/20, and 2. Council formally adopt the plan. CARRIED	Notes: 14/06/2019 11:15:02 AM - Donna Corbyn Action completed by: Corbyn, Donna Please see report to October 2019 for more information.
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Meeting Name	Minute No:	Item No.	Group:	Target date:
Ordinary Meeting 28/05/2019	MIN19.342	YA19.5	Finance Corporate & Community Services Group	27/06/2019

Date From: October 2018	Action Sheets Report
Date To: October 2019	

Title: Youth Advisory Committee - Budget reallocation - Nowra CBD for Young People - Community engagement plan - Agenda item	Completed: 30/07/2019
Resolution: RESOLVED* (Clr Gartner / Clr Digiglio) MIN19.342 That: 1. The Youth Advisory Committee receive the report for information. 2. Council approve carrying forward any remaining balance from the \$4,000 in the 2018/19 Youth Advisory Committee budget (job number 13845) to the 2019/2020 FY to facilitate the community engagement and consultation with young people in the Shoalhaven, and, if successful; 3. The Youth Advisory Committee agree to design and implement a community engagement plan that seeks to clarify issues raised by young people regarding the Nowra CBD and identify what the social and physical needs of young people are within precinct. 4. The Youth Advisory Committee report back to Council the key findings and possible actions at the conclusion of the community engagement and consultation with young people. 5. This item be included on the agenda for each Youth Advisory Committee meeting until completed. CARRIED	Notes: See report to October 2019 YAC for next steps to progress this project.

Meeting Name Ordinary Meeting 28/05/2019	Minute No: MIN19.343	Item No. YA19.8	Group: Finance Corporate & Community Services Group	Target date: 27/06/2019
Title: Bus Overcrowding and Safety - Write to State Member - Refer back to Youth Advisory Committee	Completed: 14/06/2019			
Resolution: RESOLVED (Clr Pakes / Clr White) MIN19.343	Notes: 14/06/2019 12:58:35 PM - Donna Corbyn			

Date From: October 2018	Action Sheets Report
Date To: October 2019	
<p>That this matter be referred back to the Youth Advisory Committee for further discussion and information.</p> <p>CARRIED</p>	<p>Action completed by: Corbyn, Donna This has been included in the actions for follow up at next YAC meeting.</p> <p>Report written for October 2019 YAC Meeting</p>

YA19.10 Youth Advisory Committee Action Plan 2019-2022

HPERM Ref: D19/342406

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

Attachments: 1. Previously Reported Draft - Youth Advisory Committee Action Plan [↓](#)
2. Final Draft - Youth Advisory Committee Action Plan 2019-2022 [↓](#)
3. Youth Advisory Committee - Adopted Terms of Reference [↓](#)

Purpose / Summary

To update the Committee on the status of the Youth Advisory Committee Action Plan 2019-2022 and recommend a way forward.

Recommendation

That the Youth Advisory Committee:

1. Accept the Youth Advisory Committee Action Plan 2019-2022 as the final document
2. Request Council formally adopt the Youth Advisory Committee Action Plan 2019-2022 as the strategic plan for the Committee from 2019 to 2022, to sit alongside the Terms of Reference.

Options

1. Adopt the recommendation as above.

Implications:

- The YAC have a strategic document to refer to from 2019 to 2022 to measure success against.
- YAC will request Council formally acknowledge the document and recognise the strategic direction of the Committee in addition to the Terms of Reference.
- YAC will receive reports and updates in line with key items in the document.

2. Request or provide more information

Implications:

- Members of the Committee will be provided additional detail as requested.

Background

Members of the Shoalhaven Youth Advisory Committee met twice over 2018 to develop an Action Plan for the Shoalhaven Youth Advisory Committee.

The objective of the 'Action Plan' is to provide a strategic framework to help guide the work of the Committee from 2019 to 2022. It is intended to sit alongside the Terms of Reference ([Attachment 3](#)) as a key document for the Committee to refer to from 2019 to 2022.

If accepted by YAC and adopted by Council, Action Plan updates will be reported to the Committee regularly via formal reports.

The wrong final document was reported to YAC and Council

Unfortunately, at the last meeting of the YAC, the YAC Action Plan was accepted with the incorrect final document attached; see [Attachment 1](#) for a copy of the incorrect document. This document was a working draft and contained several formatting and spelling errors as well as incorrect dates and unfinished outcomes.

The correct document – next steps

It is recommended that the final draft of the Youth Advisory Committee Action Plan 2019-22 ([Attachment 2](#)) be endorsed by the Youth Advisory Committee, with an apology from Council staff for the administration error.

If approved, a copy of this report will then be forwarded to elected representatives of Shoalhaven City Council for formal adoption at the next Ordinary Meeting of Council.

- Actions that are contained in the plan are aligned with key themes and associated priority actions that are contained in Shoalhaven City Council's Integrated Strategic Plan.
- Some of the actions that were identified by members are not the responsibility of Local Government (i.e. transport). These actions have been forwarded to relevant Council staff for consideration.

Community Engagement

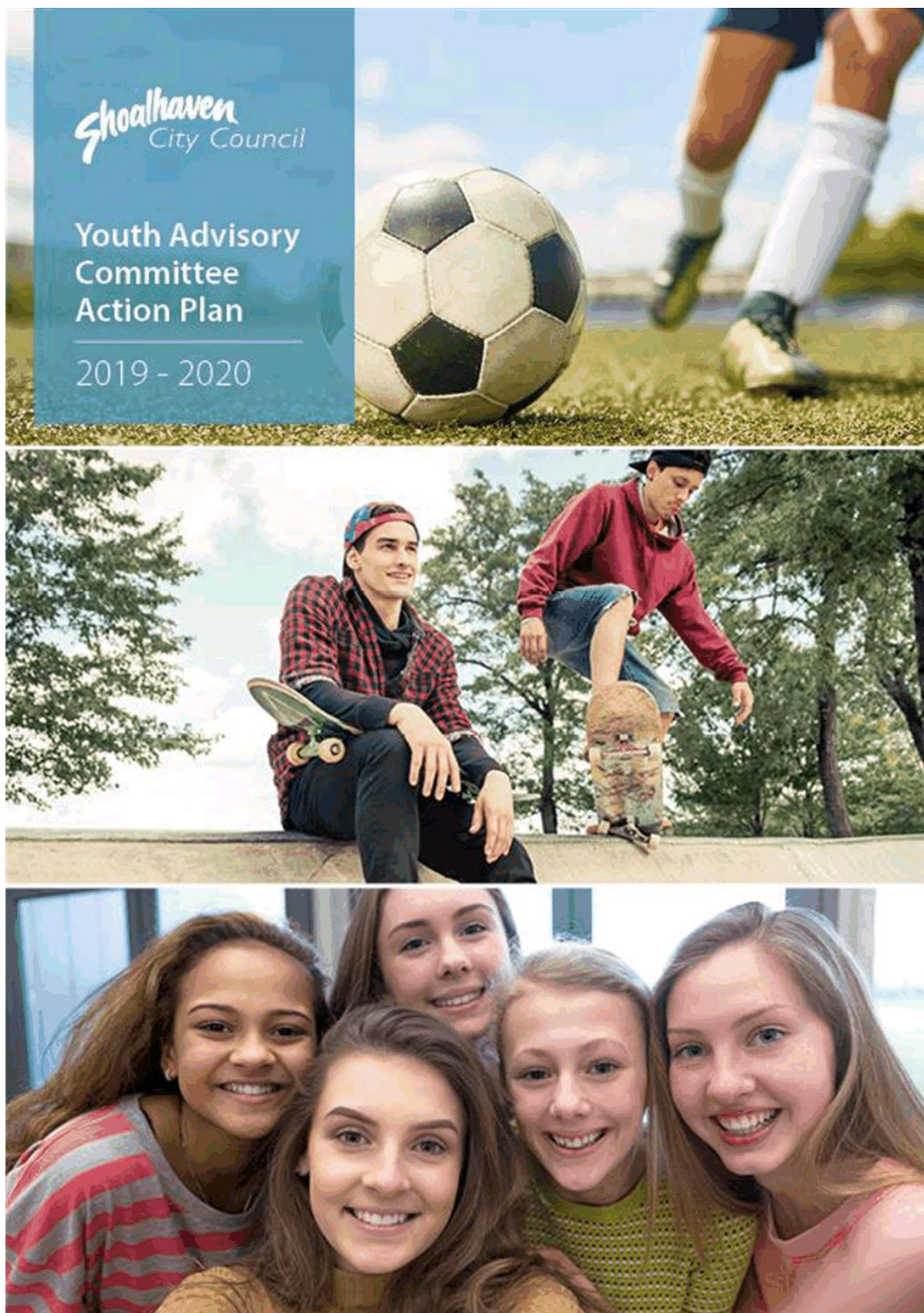
This strategic 'Action Plan' was created in partnership with members through a series of workshops held during 2018.

The Shoalhaven City Council Youth Advisory Committee aims to represent the interests and views of young people to Council and the Community. Membership from local young people with diverse and varied backgrounds is actively encouraged, aged from year 9 students up to 21 years old.

Its purpose is to:

- Give young people experience in Local Government and community affairs
- Provide an opportunity to discuss issues of concern to young people
- Provide a mechanism for young people to address youth issues themselves, or to make representations to organisations and various spheres of Government requesting appropriate action to improve facilities and services available to young people

See [Attachment 3](#) for a copy of the Terms of Reference. The Committee aims to meet 4 times a year.




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.

Purpose

- To provide an opportunity for young people to discuss issues of concern to young people
- 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
- To create greater awareness and appreciation within the general community of the needs and talents of young people
- To provide a mechanism for young people to address youth issues themselves

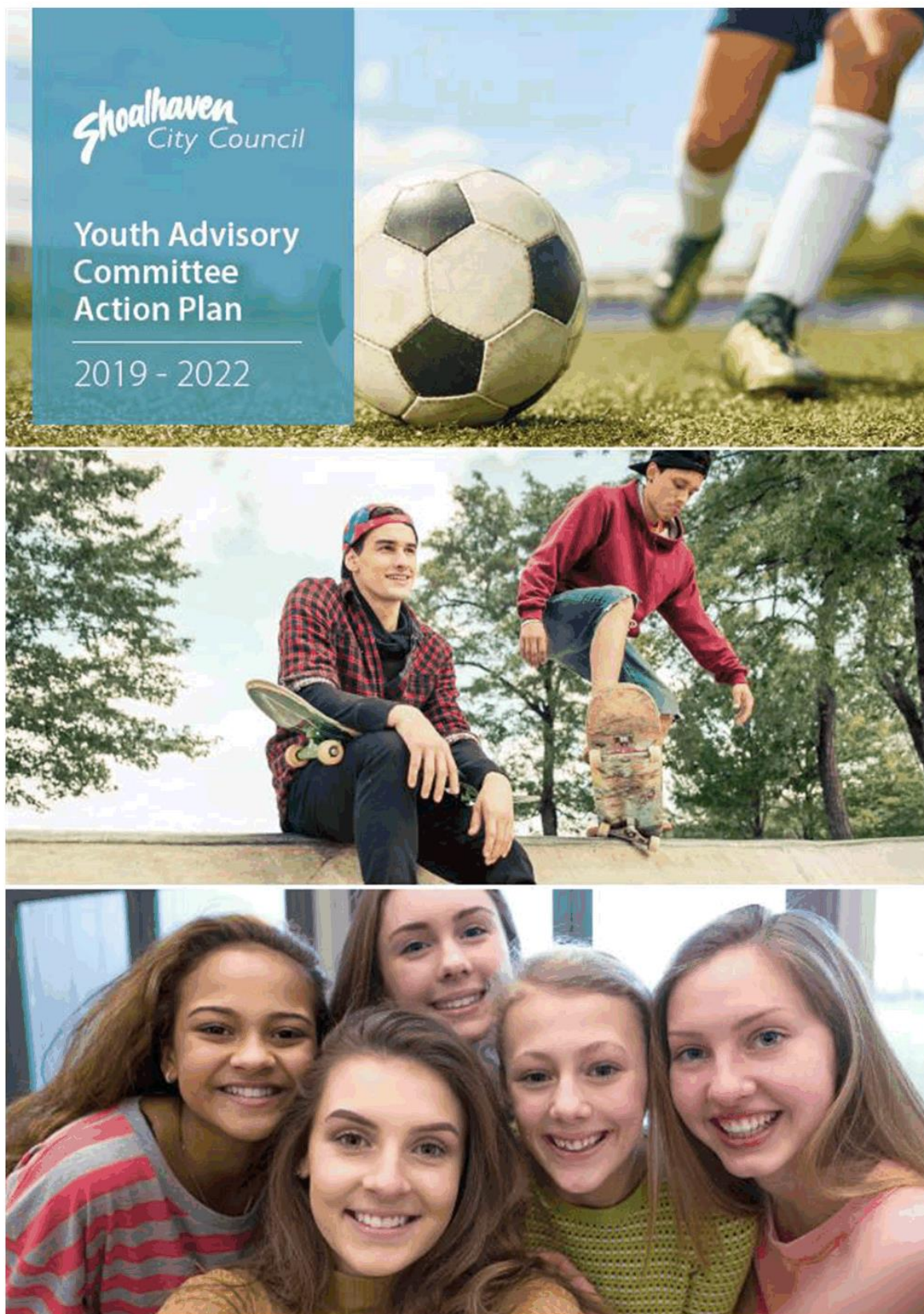
 <p>PEOPLE</p> 	<p>KEY THEME & PRIORITY 1:</p> <p>Resilient, safe and inclusive communities</p> <ul style="list-style-type: none"> 1.1 Build inclusive, safe and connected communities 1.2 Activate communities through arts, culture and events 1.3 Support active, healthy livable communities
 <p>PLACE</p> 	<p>KEY THEME & PRIORITY 2:</p> <p>Sustainable, liveable environments</p> <ul style="list-style-type: none"> 2.1 Improve and maintain road and transport infrastructure 2.2 Plan and manage appropriate and sustainable development 2.3 Protect and showcase the natural environment
 <p>ECONOMY</p> 	<p>KEY THEME & PRIORITY 3:</p> <p>Prosperous Communities</p> <ul style="list-style-type: none"> 3.1 Maintain and grow a robust economy with vibrant towns and villages
 <p>LEADERSHIP</p> 	<p>KEY THEME & PRIORITY 4:</p> <p>Responsible Governance</p> <ul style="list-style-type: none"> 4.1 Deliver reliable services 4.2 Provide advocacy and transparent leadership through effective government and administration 4.3 Inform and engage with the community about the decisions that affect their lives

CSP THEME	CSP PRIORITY	ACTION	OUTCOME & KPI	TIMEFRAME
1. Resilient, safe and inclusive communities 	1.1 Build inclusive, safe and connected communities	<ul style="list-style-type: none"> Promote Youth Advisory Committee through school media platforms Youth Advisory Committee Planning Day Network and Liaise on behalf of Youth Advisory Committee Support DIAP Actions from Youth Advisory Committee Planning Day Consultation 2018 be considered in the proposed Council Health & Wellbeing Action Plan 	OUTCOME The needs of young people in the Shoalhaven LGA are communicated to Council. KPI <ul style="list-style-type: none"> Increasing trend in the number of instances that the YAC is promoted at schools. Diversity of young people attending and participating in Youth Planning Day Increasing trend in the number of initiatives raised by Youth Advisory Committee members Incorporation of actions in Council's Health and Wellbeing Plan. 	Ongoing
	1.2 Activate communities through arts, culture and events	<ul style="list-style-type: none"> Celebrate the diversity of young people and the contributions that they make to community by supporting annual Youth Week celebrations and International Youth Day Awards 	OUTCOME Contributions that young people make to the community are celebrated widely though out the Shoalhaven LGA during Youth Week. KPI <ul style="list-style-type: none"> Increasing trend in the number of community and Council events that are held during Youth Week. 	Ongoing

			<ul style="list-style-type: none"> - Increasing trend in the total number of participants attending Council facilitated Youth Week events. - Number of attendees at the International Youth Day Awards and number of positive media articles promoting the contributions that young people make to the general community. 	
2. Sustainable, liveable environments 	2.2 Plan and manage appropriate and sustainable development	<ul style="list-style-type: none"> • Consult & advise across Council departments, local services and government departments to ensure the needs and issues of youth are incorporated into planning of public space, facilities and service provision 	OUTCOME The needs of young people are taken into account by Council and other relevant agencies when planning public infrastructure KPI <ul style="list-style-type: none"> - Increasing trend in the number of reports provided to YAC by relevant Council departments. - Number of submissions made by Youth Council regarding the needs and issues of young people to relevant government agencies and bodies. 	Ongoing

	2.3 Protect and showcase the natural environment	<ul style="list-style-type: none"> Support School National Tree Planting Day 	<p>OUTCOME Increased focus on the importance of our Natural Environment and in particular the important role that Trees play in protecting and enhancing our environment.</p> <p>KPI Increase in the number of people participating in National Tree Planting Day</p>	Annually
3. Prosperous Communities 	3.1 Maintain and grow a robust economy with vibrant towns and villages	<ul style="list-style-type: none"> Continue Youth Advisory Committee small youth community development grants from YAC budget 	<p>OUTCOME Support provided to facilitate youth led economic development projects that focus on social enterprise.</p> <p>KPI Number of new initiatives that are supported via the Youth Advisory Committee operational budget.</p>	Annually
	4.1 Provide advocacy and transparent leadership through effective government and administration	<ul style="list-style-type: none"> Continue Youth Advisory Committees and support member attendance where possible 	<p>OUTCOME Youth needs are considered & valued by council.</p> <p>KPI Annual review of TOR and consideration of structure to support attendance</p>	Ongoing
	4.3 Inform and engage with the community about the decisions that affect their lives	<ul style="list-style-type: none"> Encourage and invite Councillor's and Council staff to attend YAC meetings to engage and talk with youth 	<p>OUTCOME Council staff and representatives build relationships and rapport with young people and committee</p> <p>KPI</p>	Ongoing

			<p>Number of councilor attendance at meetings.</p> <p>Number of staff presentations or consultation on council matters with committee</p>	
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Statement

The Shoalhaven City Council Youth Advisory Committee aims to represent the interests and views of young people to Council and the Community. Membership from local young people with diverse and varied backgrounds is actively encouraged, aged from year 9 students up to 21 years old.

Purpose

- To give young people experience in Local Government and community affairs
- To provide an opportunity to discuss issues of concern to young people
- To provide a mechanism for young people to address youth issues themselves, or to make representations to organisation's and various spheres of Government requesting appropriate action to improve facilities and services available to young people



KEY THEME & PRIORITY 1:

Resilient, safe and inclusive communities

- 1.1 Build inclusive, safe and connected communities
- 1.2 Activate communities through arts, culture and events
- 1.3 Support active, healthy livable communities



KEY THEME & PRIORITY 2:

Sustainable, livable environments

- 2.1 Improve and maintain road and transport infrastructure
- 2.2 Plan and manage appropriate and sustainable development
- 2.3 Protect and showcase the natural environment



KEY THEME & PRIORITY 3:

Prosperous Communities


- 3.1 Maintain and grow a robust economy with vibrant towns and villages




KEY THEME & PRIORITY 4:



Responsible Governance

- 4.1 Deliver reliable services
- 4.2 Provide advocacy and transparent leadership through effective government and administration
- 4.3 Inform and engage with the community about the decisions that affect their lives

CSP THEME	CSP PRIORITY	ACTION	What does success look like?	How do we do this?
1. Resilient, safe and inclusive communities 	1.1 Build inclusive, safe and connected communities	Promote Youth Advisory Committee through networks	<ul style="list-style-type: none"> Schools will know what the Youth Advisory Committee is and the role it plays in Council There will be a formal application process for the Youth Advisory Committee, and it will involve school networks 	<ul style="list-style-type: none"> A report will be written to a future meeting of the YAC to review different ways this can be achieved over the next 12 months. Committee members are encouraged to advocate for the YAC and bring any ideas to meetings via member written reports or general business discussions.
		Promote membership of the Youth Advisory Committee broadly throughout the community and business networks to encourage attendance from young people up to 21 years old	<ul style="list-style-type: none"> The YAC membership has a cross section of ages from year 9 students and above, up to 21 years of age Membership will reflect local young people with diverse and varied backgrounds. 	<ul style="list-style-type: none"> Formal membership opportunities sent out broadly through all Council's networks to encourage membership outside of the school network.

		Youth Advisory Committee Planning Day	<ul style="list-style-type: none"> Members of the Youth Advisory Committee will be actively engaged in Council and have a role in decision making Members of the Youth Advisory Committee will feel like their opinions are heard and valued 	<ul style="list-style-type: none"> Members get together once a year to review the terms of reference and discuss any key issues or opportunities over the next 12 months. Monitor attendance at meetings (this would be tracked at every meeting as a percentage (%) of members present). Seek feedback from members about the YAC and their role (this would be a through an online and paper-based survey once a year to members of YAC, with outcomes reported formally to the YAC).
		Support the Disability Inclusion Action Plan (DIAP)	<ul style="list-style-type: none"> Members of the Youth Advisory Committee will know and understand what DIAP is Members will understand the role youth play in DIAP Members of the YAC will provide input into outcomes as they see relevant 	<ul style="list-style-type: none"> Staff will provide a report on DIAP for YAC to consider their role in the plan and any next steps.
	1.2 Activate communities through arts, culture and events	Celebrate the diversity of young people and the contributions that they make to community.	<ul style="list-style-type: none"> Supporting annual Youth Week celebrations - as measured by an increasing trend in the number of community and Council events that are held during Youth Week, YAC members participation and support of Youth Week events and feedback from members and 	<ul style="list-style-type: none"> Council plays an active role in encouraging participation in Youth Week. A report will be written to the Youth Advisory Committee to seek advice on future decision making as well as to provide an update on key events and activities. Council work with the YAC on the

			<p>community.</p> <ul style="list-style-type: none"> Ongoing review of opportunities to advocate or support young people through arts, culture and events. 	<p>International Youth Day Awards, the role they play and ongoing plans to support and celebrate young people.</p>
2. Sustainable, livable environments 	2.2 Plan and manage appropriate and sustainable development	<p>Consult & advise across Council departments, local services and government departments to ensure the needs and issues of young people (year 9 students up to 21 years old) are incorporated into planning of public space, facilities and service provision.</p>	<ul style="list-style-type: none"> The needs and opinions of young people are considered by Council in decision making for our region. Success would be an increasing trend in the number of reports provided to YAC by relevant Council departments. 	<ul style="list-style-type: none"> Community Development Staff will continue to advocate internally for matters of importance and relevance to be formally reported through the YAC for comment.
	2.3 Protect and showcase the natural environment	<p>Members to support National Tree Planting Day by advocating through their school networks.</p>	<ul style="list-style-type: none"> Members actively engage with National Tree Planting day through their networks and report back to the group outcome and progress. 	<ul style="list-style-type: none"> A report will be brought to YAC annually on National Tree Planting Day and any opportunities for involvement from YAC members.
		<p>YAC members raise concerns about environmental issues and seek feedback from Council as needed</p>	<ul style="list-style-type: none"> There is an increase in reports on matters of environmental importance. Members are engaged in the importance of our Natural Environment Members feel empowered to write written reports or raise in general business any issues or matters of environmental significance. 	<ul style="list-style-type: none"> Members of YAC are encouraged to be active in providing feedback and raising matters of environmental importance to our region via formal meetings. Council staff will work to increase the number of reports to the YAC on key matters of environmental importance

3. Prosperous Communities 	3.1 Maintain and grow a robust economy with vibrant towns and villages	Youth projects funded through a grant program from the YAC budget	<ul style="list-style-type: none"> • There will be a lot of great applications for young people focused community projects • YAC members would feel engaged in the grant approval process • YAC members would be happy overall with the projects that were funded 	<ul style="list-style-type: none"> • Review of the current grant program • Outline opportunities for improvement • Report to YAC a way forward for discussion and agreement.
4. Leadership 	4.1 Provide advocacy and transparent leadership through effective government and administration.	Continue YAC meetings quarterly and support member attendance where possible.	<ul style="list-style-type: none"> • All members will be actively involved and attending all meetings. 	<ul style="list-style-type: none"> • Ongoing review opportunities for access and accessibility to meetings. • Seek feedback from YAC members about opportunities for assistance and improvement.
	4.3 Inform and engage with the community about the decisions that affect their lives	Encourage and invite Councillors and Council staff to attend YAC meetings to engage and talk with young people.	<ul style="list-style-type: none"> • YAC members have an important role in the organisation's decision making processes on matters of importance and relevance to the group. • YAC members provide thoughtful feedback on key Council strategies, i.e. DPOP. 	<ul style="list-style-type: none"> • YAC are encouraged to stay across any "Get Involved" items that may be of interest or importance • YAC are actively encouraged to submit reports or feedback to Council on any key areas of interest of concern for their perspective for consideration.



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Email: council@shoalhaven.nsw.gov.au

Website: www.shoalhaven.nsw.gov.au

For more information contact the Finance Corporate & Community Services Group

Youth Advisory Committee - Terms of Reference

Policy Number: POL18/49 • **Adopted:** 22/11/2016 • **Amended:** 22/08/2017, 7/02/2018, 21/08/2018 • **Minute Number:** MIN16.919, MIN17.748, MIN18.620 • **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) A maximum of 26 youth members comprising of:
 - i) 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

Shoalhaven City Council – Youth Advisory Committee – Terms of Reference

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

- ii) A maximum of 8 young people aged between 15 and 21 years from the community and/or Youth Services be appointed as members; and
- b) One representative for each of the Federal Member for Gilmore and the State Members for South Coast and Kiama; and
- c) 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.

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.

YA19.11 Youth Advisory Committee Planning Day 2019-2020 - Proposed Youth Partner Projects Grant Applications

HPERM Ref: D19/211378

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

Attachments: 1. Partner Projects Funding Applications 2019 [↓](#)
2. YAC - Planning Day 2019 - Pictorial [↓](#)

Purpose / Summary

To allocate budget for the 2019-2020 Youth Advisory Committee Youth Partner Project Grant, and to seek approval from the Committee to review how this grant program is run into the future.

Recommendation (Item to be determined under delegated authority)

That the Youth Advisory Committee (YAC):

1. Approve the disbursement of funds to support the following Partner Projects:

Nowra Youth Services	Indoor and outdoor activities including a cooking program	\$1,000
Bomaderry Community Inc.	Initiate plan and manage a sustainable youth focused community event in Bomaderry	\$1,000
Regional Development Australia	Drumming workshop as part of the South Coast Leadership Forum (October 2019)	\$1,000
Mission Australia Shoalhaven Youth Services	Deliver school holiday engagement activities at the Youth Centre	\$1,000
The Flagstaff Group	Working with students with autism to deliver a range of projects that focus on woodwork	\$ 850
TOTAL		\$4,850

2. Recommend to review the current Partnership Grant program with a view of combining youth grants within the broader Draft Community Development Grants program. Requesting consideration be given to:

- Specifically quarantining any funds allocated from the YAC budget to youth projects
- Request that a YAC member is invited to review grant applications under this program
- Ensure the YAC receive a report annually to update on funded youth projects

3. Be kept up to date on the new Community Development Grant Program status

4. Allocate \$8000 from the Youth Advisory Committee budget for inclusion in the 19/20 Financial Year grants round

5. Allocate \$5000 annually to the community grants (quarantined for youth projects) in future years.

YA19.11

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 their current Council endorsed Action Plan and Council's Community Strategic Plan
- Youth projects will remain a key priority area for grants
- This would aim for far greater exposure for youth grant applications and a far greater diversity of applicants into the future
- A youth representative on the panel to review all grants would have a greater role in Council decision making across all community sectors
- Greater efficiencies and equality for community grants across the region.

2. The Youth Advisory Committee does not support a review of the grant program.

Implications:

- Young people across the LGA will have fewer opportunities to engage in activities in and at services specific to young people.
- The current grant program will continue with very few applications.

YA19.11

Background

The Youth Advisory Committee Planning Day (Attachment 2) was held on Thursday 20 June 2019. The meeting was attended by ten members of the Youth Advisory Committee from Shoalhaven High School, Ulladulla High School and St John the Evangelist Catholic High School.

At the Planning Day, Youth Advisory Committee members:

- Reviewed the Youth Advisory Committee Terms of Reference
- Assessed Partner Project Funding applications

The Youth Advisory Committee's 2019-2020 operational budget contains \$8,600 that can be used to deliver projects in partnership with community organisations and agencies. Members who attended the Youth Advisory Committee Planning Day agreed that \$3,000 of the above \$8,600 be directed towards facilitating the 2019 International Youth Day Awards. However, this year the event did not go ahead as planned. As a result, the funds will be able to be reallocated to other projects.

An advertisement advising that the Youth Partnership Funding Program was open for applications was placed on Council's website during late May 2019. An email regarding the grant program was sent to approximately 200 community service agencies.

Five Partner Project funding applications (Attachment 1 and summarised below) were received. All five applications were deemed to be eligible for funding and the YAC discussed these at the planning day. Applications were assessed under the following criteria:

- Project meets Community Strategic Plan (CSP) objectives and strategies
- Project will be delivered by an Incorporated Organisation
- Project proposal was created in consultation with young people

- Request for funding is within request budget limit (max \$1000)

2019-2020 Partner Project Funding Application Recommendation

Applicant	Project	Funding
Nowra Youth Services	Indoor and outdoor activities including a cooking program	\$1,000
Bomaderry Community Inc.	Initiate plan and manage a sustainable youth focused community event in Bomaderry	\$1,000
Regional Development Australia	Drumming workshop as part of the South Coast Leadership Forum (October 2019)	\$1,000
Mission Australia – Shoalhaven Youth Services	Deliver school holiday engagement activities at the Youth Centre	\$1,000
The Flagstaff Group	Working with students with autism to deliver a range of projects that focus on woodwork	\$ 850
TOTAL		\$4,850

Except for the Bomaderry Community Inc. all applications were from organisations that received funding under the 2018 Youth Partner Project Grants. However, programs and projects were different and targeted to deliver to different young people.

A Review of the Funding Program

The Youth Advisory Committee Action Plan recommends the continuation of youth community grants. However, despite over 200 organisations being sent the grant information, there were few applications to the Youth Partner Projects Grant this year. In addition, most applications were received from the same organisations who apply every year.

The Community Development Team have been working to review community grants and how they run throughout the organisations. A draft for a new program is being developed and will be reported to Council over the coming months. If approved, this program will be promoted throughout the region annually and will aim to enhance existing, or develop new, services and / or activities that:

- Build inclusive, safe and connected communities
- Activate our community through arts, culture and events
- Support active, healthy and liveable communities.

It is recommended that, in order to increase the number of applications for the Youth Partner Projects Grant, the Youth Advisory Committee partner with the Community Development Grants.

Through this grant program, it is proposed that any funds allocated from the YAC be quarantined for youth-specific projects. It is envisioned that this would allow:

- Greater promotion of youth grants
- A larger range of programs and events that are eligible for funding
- The YAC members to play an active role in assessment of community grants throughout the region.

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. This policy recognises that all members of the community have a right and responsibility to participate in their community's future and Council has a responsibility to make any level of engagement easy and meaningful.

Policy Implications

The Planning Day and all associated outcomes present no adverse or negative policy implications for Council.

Financial Implications

\$17,488 is provided in the 2019/20 Youth Advisory Committee budget to facilitate Partner Projects as per table below.

Budget Summary

Youth Advisory Committee

Budget

18/19 FY	\$	8,853	
19/20 FY	\$	8,635	
Total Available Budget			\$ 17,488

Expenses

Planning Day	\$	230
Committed / <i>Proposed</i>		
CBD Revitalisation (MIN19.342)	\$	4,000
<i>Partner Funding Program</i>	\$	4,850
<i>Community Development Grants - YOUTH</i>	\$	8,000
Total Expenses	\$	17,080

Forecast Balance	\$	408
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Risk Implications

All successful grant applicants will be required to provide proof of Public Liability and Indemnity Insurance as part of an agreement between Shoalhaven City Council and the organisation.

Shoalhaven City Council Youth Advisory Committee Partner Projects Funding
APPLICATION 2019 – 2020

Name of Organisation: Nowra Youth Services Inc.

Address: 132 Kinghorne Street

Town: Nowra NSW 2541

Postal Address: PO Box 283

ABN: 541635 67644

Contact Person: Janet Atkins
Phone: 02 4421988 Mobile: Email: janet@nowrayouthcentre.org.au

Description of proposed Project/Event/Activity:

Indoor and Outdoor Recreational Activities \$500.00 & NYC Cooking Program \$500.00

Indoor Activities: Variety of Board Games, Chess, Table Tennis Equipment, Pool Table Cues, Flip Out - excursion

Outdoor Activities: Basket Ball, Hand Ball, Soccer

NYC Cooking Program - Young people will make a Healthy weekly meals to share with all young people at the Youth Centre

How will you acknowledge Council's support of this project? Social Media, Activity Flyers, Program Report & NYC Annual Report

Proposed Date and Venue: Sept 2019 - May 2020 @ Nowra Youth Centre

Requested Budget/Funding amount (must not be more than \$1000): \$1,000.00

List SCC Community Strategic Plan objective & strategies numbers that this activity meets:

<https://shoalhaven.nsw.gov.au/My-Council/Integrated-Strategic-Plan/Community-strategic-plan>

1.1 - Build inclusive, safe and connected communities, 1.2 - Activate communities through arts, culture and events &

1.3 - Support active, healthy liveable communities.

Have you consulted with young people re: request? ☒ Yes ☐ No

Are you an Incorporated Organisation? ☒ Yes ☐ No

Do you have Public Liability Insurance to cover activity? ☒ Yes ☐ No

Has all your staff completed a Working with Children check? ☒ Yes ☐ No

I agree to submit an acquittal report to Council. ☒ Yes ☐ No

NB: To be considered for funding this form must be fully completed and returned by the 18th June 2019 & all projects must be able to be delivered by the end of June 2020.

Not all funding requests may be able to be accommodated due to limited available funds.

Agree to above conditions

Name of authorised person: Janet Atkins Signature: J. L. Atkins

11.6.2019.

Please return this form to

Council Community Development Officer - Email: council@shoalhaven.nsw.gov.au

YA19.11 - Attachment 1

Shoalhaven City Council Youth Advisory Committee Partner Projects Funding
APPLICATION 2019 – 2020

Name of Organisation: **Bomaderry Community Inc.**

Address: **2 Woorin Close**

Town: **Bomaderry**

Postal Address: **As Above**

ABN: **Please Contact**

Contact Person: **Kylie Knight - Public Officer**

Phone: **N/A** Mobile: **0437 310 323** Email: **admin@bomaderrycommunityinc.org.au**

Description of proposed Project/Event/Activity: **To support local youth to initiate, plan, manage and deliver a Sustainable Community event in Bomaderry.**

How will you acknowledge Council's support of this project? **In all event communications, promotional material and reports.**

Proposed Date and Venue: **November 2018, Bomaderry**

Requested Budget/Funding amount (must not be more than \$1000): **\$1000**

List SCC Community Strategic Plan objective & strategies numbers that this activity meets:

- 1. Resilient, safe and inclusive communities** 1.1 Build inclusive, safe and connected communities,
1.2 Activate communities through arts, culture and events, 1.3 Support active, healthy liveable communities
- 2. Sustainable, liveable environments** 2.3 Protect and showcase the natural environment
- 3. Prosperous communities**
- 4. Responsible governance** 4.3 Inform and engage with the community about the decisions that affect their lives

Have you consulted with young people re: request?	Yes	No
Are you an Incorporated Organisation?	Yes	No
Do you have Public Liability Insurance to cover activity?	Yes	No
Has all your staff completed a Working with Children check?	Yes	No
I agree to submit an acquittal report to Council.	Yes	No

NB: To be considered for funding this form must be fully completed and returned by the 18th June 2019 & all projects must be able to be delivered by the end of June 2020.
Not all funding requests may be able to be accommodated due to limited available funds.

Agree to above conditions

Name of authorised person: **Kylie Knight**

Signature:



Please return this form to
Council Community Development Officer - Email: council@shoalhaven.nsw.gov.au

Shoalhaven City Council Youth Advisory Committee Partner Projects Funding
APPLICATION 2019 – 2020

Name of Organisation: RDA FAR SOUTH COAST INC.
Address: 81A NORTH STREET NOWRA NSW 2541
Town: NOWRA
Postal Address: PO BOX 1227 NOWRA NSW 2541
ABN: 19 030 783 279
Contact Person: FIONA HATCHER
Phone: (02) 4422 9011 Mobile: 0401 212 115 Email: fiona@rdafsc.com.au
Description of proposed Project/Event/Activity:
DRUMMING WORKSHOP @ SOUTH COAST YOUTH
LEADERSHIP FORUM 2019

How will you acknowledge Council's support of this project? ADVERTISE VIA FACEBOOK, BANNERS, RADIO, REPORT
Proposed Date and Venue: 25TH - 27TH OCTOBER 2019 @ WATERSLEA CONFERENCE CENTRE NOWRA
Requested Budget/Funding amount (must not be more than \$1000): \$1000⁰⁰

List SCC Community Strategic Plan objective & strategies numbers that this activity meets:
1.1.2; 1.1.3; 1.1.6; 1.2.6 — SEE ATTACHED
<https://shoalhaven.nsw.gov.au/My-Council/Integrated-Strategic-Plan/Community-strategic-plan>

Have you consulted with young people re: request?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Are you an Incorporated Organisation?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Do you have Public Liability Insurance to cover activity?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Has all your staff completed a Working with Children check?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
I agree to submit an acquittal report to Council.	<input checked="" type="radio"/> Yes	<input type="radio"/> No

NB: To be considered for funding this form must be fully completed and returned by the 18th June 2019 & all projects must be able to be delivered by the end of June 2020.

Not all funding requests may be able to be accommodated due to limited available funds.

Agree to above conditions *[Signature]*
Name of authorised person: Signature: FIONA HATCHER

Please return this form to
Council Community Development Officer - Email: council@shoalhaven.nsw.gov.au

YA19.11 - Attachment 1

Shoalhaven City Council Youth Advisory Committee Partner Projects Funding
APPLICATION 2019 – 2020

Name of Organisation: Mission Australia, Southern Shoalhaven Youth Services

Address: 80 St Vincent St Ulladulla 2539

Town: Ulladulla

Postal Address: Po Box 850 Ulladulla NSW 2539

ABN: 15 000 002 522

Contact Person: Peta Cornwell

Phone: 02 4454 1761 Mobile: 0490 271 389 Email: cornwellp@missionaustralia.com.au

Description of proposed Project/Event/Activity:

Free school holiday program, activities provided to all young people aged 12-17 years at the Ulladulla Youth Service. Activities will be offered during the school holiday periods. Previously activities have included cinema visits, a trip to Shoalhaven Zoo, cooking, arts and craft, local berry farm picking, bowling and lots more. These activities provide young people with an opportunity to engage with the service and participate in activities that they otherwise may not be able to. All activities are supervised by fully qualified youth workers.

How will you acknowledge Council's support of this project? Council will be acknowledged on all advertising flyers

Proposed Date and Venue: During School holiday periods and within the shoalhaven area, if not at the Youth Service.

Requested Budget/Funding amount (must not be more than \$1000): \$1,000.00

List SCC Community Strategic Plan objective & strategies numbers that this activity meets:

<https://shoalhaven.nsw.gov.au/My-Council/Integrated-Strategic-Plan/Community-strategic-plan>

1.1.1, 1.2.1

Have you consulted with young people re: request? Yes ☒ No

Are you an Incorporated Organisation? Yes ☒ No

Do you have Public Liability Insurance to cover activity? Yes ☒ No

Has all your staff completed a Working with Children check? Yes ☒ No

I agree to submit an acquittal report to Council. Yes ☒ No

NB: To be considered for funding this form must be fully completed and returned by the 18th June 2019 & all projects must be able to be delivered by the end of June 2020.

Not all funding requests may be able to be accommodated due to limited available funds.

Agree to above conditions

Name of authorised person: Peta Cornwell Signature: 

Please return this form to

Council Community Development Officer - Email: council@shoalhaven.nsw.gov.au

Shoalhaven City Council Youth Advisory Committee Partner Projects Funding
APPLICATION 2019 – 2020

Name of Organisation: The Flagstaff Group

Address: 102 Pitt Street North Nowra

Town: North Nowra

Postal Address: As above

ABN: 53 000 55 15 75

Contact Person: Alison Turner / Deanne Porch

Phone: 4272 0203 Mobile: 0427813016 Email: alison.turner@flagstaffgroup.com.au

Description of proposed Project/Event/Activity:
Project LEAP supports high school students with Autism who benefit from project based activities to develop confidence and skills for employment. This project aims to build basic woodwork skills for students by building a structure of choice and learning how to use tools. Students work alongside other students from other high schools.

How will you acknowledge Council's support of this project? Marketing material social media website visit/launch media release

Proposed Date and Venue: Run program July - Dec 2019

Requested Budget/Funding amount (must not be more than \$1000): \$850 for tools/materials

List SCC Community Strategic Plan objective & strategies numbers that this activity meets:

<https://shoalhaven.nsw.gov.au/My-Council/Integrated-Strategic-Plan/Community-strategic-plan>
① Resilient, safe and inclusive communities. Activities for youth and young families.
② Prosperous communities - Education & training opportunities for youth.

Have you consulted with young people re: request? ☒ Yes ☐ No

Are you an Incorporated Organisation? ☒ Yes ☐ No

Do you have Public Liability Insurance to cover activity? ☒ Yes ☐ No

Has all your staff completed a Working with Children check? ☒ Yes ☐ No

I agree to submit an acquittal report to Council. ☒ Yes ☐ No

NB: To be considered for funding this form must be fully completed and returned by the 18th June 2019 & all projects must be able to be delivered by the end of June 2020.

Not all funding requests may be able to be accommodated due to limited available funds.

Agree to above conditions
Name of authorised person: Alison Turner Signature: ATZ

Please return this form to
Council Community Development Officer - Email: council@shoalhaven.nsw.gov.au

YA19.11 - Attachment 1

Youth Advisory Committee - Planning Day 2019



YA19.12 Improving Nowra CBD & Community Pride for Young People

HPERM Ref: D19/193675

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

Attachments:

1. Presentation Notes - Nowra High School [↓](#)
2. Presentation Notes - Shoalhaven High School [↓](#)
3. Presentation Notes - Vincentia High School [↓](#)
4. Presentation Notes - Ulladulla High School [↓](#)

Purpose / Summary

To update the Youth Advisory Committee on the Nowra CBD Community Pride project and agree on a way forward.

Recommendation (Item to be determined under delegated authority)

That the Youth Advisory Committee:

1. Nominate 2 members to meet informally with Council staff
 - a. Invite the young people who presented to Council at the Youth Week Councillor Briefing to attend.
 - b. This meeting should aim to create an engagement plan to understand issues young people have with the Nowra CBD in line with MIN 19.342
 - c. An invitation should be extended to members of the Nowra CBD Revitalisation Strategy Committee.
2. Request a place on the agenda for the Nowra CBD Revitalisation Strategy Committee with an aim to:
 - a. Invite the young person who presented on issues with Nowra CBD to speak at the next meeting, and
 - b. Have nominated representatives present the draft engagement plan to the members of the Nowra CBD Revitalisation Strategy Committee for advice and comment.
3. Receive a report back to a future meeting with the final engagement plan, with budget breakdown, and outcomes of any meeting with the CBD Revitalisation Committee.

Options

1. The recommendation is adopted as written.

Implications: This will address MIN19.342 and give the Youth Advisory Committee an agreed way forward.

2. The recommendation is not adopted an alternative recommendation provided.

Implications: MIN19.342 may not be addressed by the Committee.

Background

During April 2019 Council conducted a Councillor Briefing for Youth Week. Shoalhaven students from year 9 and above were invited to attend and speak for 3 minutes on the following topic “The most important thing Shoalhaven City Council needs to address is ...”

Attachment 1-4 shows a copy of each presentation for information.

One issue of particular concern to the Council was the perceived lack of community pride in Nowra CBD, as presented by one young person from Nowra High School, who had surveyed students at his school, see Attachment 1.

At the May 2019 meeting of the Youth Advisory Committee, and followed on by a resolution of the Ordinary Meeting of Council, it was resolved (MIN19.342):

That:

1. *“The Youth Advisory Committee receive the report for information.*
2. *Council approve carrying forward any remaining balance from the \$4,000 in the 2018/19 Youth Advisory Committee budget (job number 13845) to the 2019/2020 FY to facilitate the community engagement and consultation with young people in the Shoalhaven, and, if successful;*
3. *The Youth Advisory Committee agree to help and inform the design of and implement a community engagement plan that seeks to clarify issues raised by young people regarding the Nowra CBD, Community Pride and or identify what the social and physical needs of young people are within precinct.*
4. *The Youth Advisory Committee report back to Council the key findings and possible actions at the conclusion of the community engagement and consultation with young people.*
5. *This item be included on the agenda for each Youth Advisory Committee meeting until completed”.*

Background - The Nowra CBD Revitalisation Strategy Committee

Shoalhaven City Council have a Nowra CBD Revitalisation Strategy Committee, which is dedicated to improving Nowra’s CBD. This committee has an annual budget and the membership is made up of property owners, business operators, community representatives and Councillors. When talking about the Nowra CBD, Council works formally through this committee seeking their advice and guidance.

It is recommended that the Youth Advisory Committee present the engagement plan to the Committee for advice prior to proceeding.

Next Steps

In order to begin the process of addressing item 3 of the resolution, it is suggested that the Youth Advisory Committee nominates 2 members to participate in an informal meeting with representatives of the Nowra CBD Revitalisation Strategy Committee to help to develop a community engagement plan. It is also suggested that the invitation is sent to the young people that participated in the briefing session to Councillors.

The engagement plan will aim to find out what young people think of the Nowra CBD and what improvements could be made to increase community pride of the area in line with MIN19.342.

It is anticipated that the meeting to develop the Engagement plan will be held during the period November to -December 2019. This meeting will be held in person at Shoalhaven City

Council, and will have options for phone or web link into the meeting. It will be supported by a Community Development Officer.

Once the engagement plan is complete, it is recommended the Youth Advisory Committee be on the Nowra CBD Revitalisation Strategy Committee agenda to:

- a) Invite the young person who presented on issues with Nowra CBD to speak at the next meeting, and
- b) Have nominated representatives from the Group to present the draft engagement plan to the members of the Nowra CBD Revitalisation Strategy Committee for advice and comment.

Once the engagement plan is finalised it will be reported back to the Youth Advisory Committee prior to conducting the community engagement and reporting back to Council on the outcomes of this process.

Financial Implications

There are \$4,000 revoted funds approved for this project as per part 2 - MIN19.342.

Good afternoon, Councillors, Ladies and Gentlemen,

My name is Tom Gilbert and I am in Year 9 at Nowra High School. I am a member of the Student Representative Council and the school's Sound and Lighting Team, Debating team, Cricket team. Drama Company and an active Australian Air Force Cadet.

I have lived in the Shoalhaven for 2 years, and the things I love the most are the environment and the people. When asked what the most important thing the Shoalhaven City Council needs to address... I decided the best people to ask were my fellow students.

The 30 students I surveyed were from years 7-12 and the survey I created was just 3 questions, What do you love about the Shoalhaven?, What is missing from the Shoalhaven?, and What keeps you awake at night?

For the first question the results were very clear, 20 out of the 30 students I interviewed said that the environment was what they love. All of them listing the fantastic beaches, the river and the wildlife.

The second question, What is missing from the Shoalhaven?, 2 respondents said Big W, 2 said decent internet and the majority of respondents were concerned with community pride, they listed graffiti, litter and Nowra's reputation.

What keeps you awake at night? This question gave my peers all the creative licence they needed. The responses varied from mosquitoes keep me awake at night to my phone to unfinished homework.

What I would like the council to take away from this is that the students of Nowra High believe that our environment and our community are the most important issues for the council to address. We want to see the Shoalhaven in the future as a place where the roads and waterways are clean, the reputation is great and it is an amazing place to live.

Finally I shall finish with one of the more humorous answers to the survey. One Year 7 student responded to the 'What is missing in the Shoalhaven?' question with a giant marshmallow. First world problem?

Thank you.

Good afternoon ladies, gentleman, students, and members of the council. My name is Abbey Jackson, and I'll be representing Shoalhaven High School on behalf of our school SRC. First and foremost, I'd like to thank Mayor Findlay for giving us the opportunity to meet and discuss existing issues around the Shoalhaven.

The most important thing we believe that Shoalhaven City Council needs to address is the minimal transport there is for some suburbs within our region for youth.

Students from our school discussed with us that there is little transport from suburbs such as Sussex Inlet, St. Georges Basin surrounds, Milton and Shoalhaven Heads, just to name a few. As a result, youth within these suburbs are having to wait hours for a bus, only to then wait hours to get home again. Also, due to the lack of available transport, youth in our region is having to rely on other forms of transportation such as taxis, uber or family. Some of these forms of transport require hefty amounts of money in order to actually travel where they need to. Family is an option yes, however in most cases parents are then put under extreme amounts of pressure as they have to juggle their work, and often multiple children. By increasing the amount of available transportation, we'd also be increasing youth involvement within the Shoalhaven district. Also, by making buses affordable transport, youth within our district are more likely to use this service to get in and out of town and other places safely, that is granted the fact that there is available buses. For example, someone from Sussex Inlet wanting to access the Shoalhaven library may not be able to as they have no way of getting there. Parents and/or carers may be working or looking after other siblings and are unable to transport them into town. There is minimal transport on weekdays and even less on the weekend when our youth would be likely to use it. By increasing the amount of buses, it would take pressure away from parents and the individual as they aren't having to rely on a possibly busy parent or pay an excessive amount of money for other forms of transport. Parents will also know their child has safe and reliable transport to and from their homes.

We ask that you consider our suggestion as we believe it will benefit not only our youth, but also the greater community. I thank you for your time and for listening to my proposal.

Council Speech

Good afternoon everyone. My name is Lily Wheeler and today, i will be speaking on behalf of Vincentia High School. After long discussions with my peers about the issues which we believe to be impacting on the shoalhaven area, we all came to an agreement that the decrease in physical activity in our generation is a huge issue which must be addressed throughout the country, but more specifically in our local area.

Along with the noticeable decrease in physical activity within our youth community, it has been brought to our attention that this area does not provide enough access to recreational facilities. Of those that are already present in our region, the upkeep and maintenance they are provided is not of high enough quality that allows for safe use and enjoyment. Further, those which are allowed adequate care tend to become too costly for regular use. We feel as though this is an appropriate issue for us to address as it a problem prevalent in our age group, who make up a large portion of our community.

Currently, the main recreational parks in this area are targeted at children of primary school age. One of the only teen-targeted places that are immediately available in the area is the sanctuary Point skatepark. Many families and teenagers travel from all surrounding suburbs to use this space, including Huskisson, Vincentia, Old Erowal Bay, Erowal Bay, Wreck Bay Village, St. George's basin, basin view, Woolamia, Bayswood and Falls Creek, because they are provided with no alternatives. This relatively small spot therefore becomes overcrowded and hazardous as collision becomes unavoidable.

This issue effects locals year round, however becomes extreme during holiday periods as the park becomes overwhelmed with a combination of regular, experienced users and visiting tourists who often lack in ability. In response, local youth turn to alternate areas such as car parks, public spaces and even trespass into our local schools such as Vincentia Public and Vincentia High School in order to avoid danger. These alternate areas are inappropriate for such use, they are therefore are becoming worn down and unsafe for all.

As we all know, during holiday times, the Shoalhaven area, specifically the Jervis bay region becomes densely populated with tourists from around the world, bringing some inexperienced drivers. This poses a threat to both teenagers who have been forced into using public spaces such as car parks for recreational purposes as they become highly vulnerable to accidents.

Another contributing factor toward physical inactivity is the low standards that some recreational facilities are kept to. This poses a potential threat to the Health and safety of anyone using these facilities, as well as rather than becoming a place which encourages physical activity, turning into something that may scare young people off of physical play. The other downside that is created by having run down and unkempt facilities in our neighborhood is the standard it sets for the rest of the community. Studies show that people are far more likely to clean up after themselves in and take care of public places if they are of good quality and well maintained. This is how we will further improve our region and boost its welfare. Isn't this precept something that we as a community, should be promoting within the Shoalhaven area?

The logical solution to addressing the lack of leisure facilities in the Jervis Bay region is providing a skatepark in Vincentia or Huskisson. This will solve the issue of small town boredom that often riddles the minds of teenagers, a boredom that can lead to risk taking behaviors. Implementing a skate park would have multiple positive effects for our Jervis Bay area, including stimulating the brains of many through learning new skills, and fostering relationships between community members.

During our discussion, the learn to ride park in sussex inlet, aimed at primary school aged children, was mentioned as an example of a successful recreational park. Since being implemented it, it has proven to provide an efficient means of physical activity and has been frequently used due its's popularity and zero cost. The high school equivalent for such a park would be a skatepark.

At Vincentia high, we acknowledge the decreased interest and involvement of youth in physical activity and the long term detriments this can cause to our health. However, we feel certain that if provided with the opportunity to get outside and play in an area that is safe, engaging and appropriate to our interests, this generation will switch off their devices, hop off the couch and get outside, and this is where you come in. Can you help us build healthy habits and shape our futures?

Firstly, I would also like to acknowledge the Wodi- Wodi people of the Yuin nation and pay my respect to elders both past, present, and future, and extend that respect to any Aboriginal people present today. This land is, was, and always will be Aboriginal land. Good afternoon, my name is Takesa Frank and I am school captain of Ulladulla High School.

Shoalhaven City Council deserves acknowledgement for their stewardship for the environment. It is exciting to see the Take 3 for the Sea artwork spread on murals and trucks, the fishing line and tackle bins that are getting implemented at popular fishing spots; and there is great anticipation around the recycling centre that will recover 90% of red bin household waste when it's completed in 2021. But there is another environmental threat that must be prioritised. I would like to urge Council to address plastic pollution entering our waterways, including gross pollutants.

Enough plastic is thrown away each year to encircle the earth four times. Gross pollutants are anything larger than sediment and can include shopping trolleys and truck tyres to cigarette butts, food matter and plastic bags. These can cause serious damage to the hydrosphere and biosphere once they reach our waterways, and, as they break down, they become harder and harder to remove. A way the Shoalhaven community can help is by picking up rubbish if you see it and for the council to continue to encourage 'Take 3 for the Sea'. Take 3 For the Sea is a non-for-profit organisation that is committed to reducing plastic pollution and promoting the transition to a circular economy through education and participation. To get on board is easy, take 3 pieces of rubbish with you when you leave the beach, waterway or any special place, and you've made a difference.

On this note, I commend Shoalhaven City Council for its work in promoting the Take 3 message and hope it continues into the future.

Another way we can stop this disturbing our pristine waterways is by installing gross pollutant traps. Gross pollutant traps are traps that catch large pieces of rubbish before it reaches creeks and ends up in the ocean. The trap is easier to install, cheap in cost and easy to maintain. The pollutants that be trapped include plastic bottles, aluminium cans, leaf litter and industrial packaging. Installing one on Millard's Creeks tributaries is a fantastic idea.

George Bernard Shaw once said, 'progress is impossible without change, and those who cannot change their minds cannot change anything'. I believe this quote is relevant to our environment in today's society and it's time for us to work together to keep our environment clean. We live in such a beautiful place on the south coast that we need to work together as a community to look after our local environment so it can stay preserved for many generations to come. I think it is time for our Shoalhaven City Council to work alongside the community and youth. The future depends on what you do today, do us proud!!

Thank you!!

YA19.13 School Bus Transport Safety & Overcrowding Clarification

HPERM Ref: D19/342573

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

Purpose / Summary

To seek clarification from the Youth Advisory Committee on information to be included in a letter to the State Member about safety and overcrowding concerns on school bus transport.

Recommendation

That the Youth Advisory Committee:

1. Provide clarification to Council on issues raised by the Committee regarding safety of students on school bus transport:
 - a. >insert clarification point during meeting <
 - b. >insert clarification point during meeting <
 - c. >insert clarification point during meeting <
2. Request Council write to identified School Principals outlining the concerns of the YAC and requesting further information about what has already been done to try to address the issues and advocating for safety.
 - a. >insert identified school here<
 - b. >insert identified school here<
3. Request Council staff provide a report to the Youth Advisory Committee on the findings and comments received from School Principals

Options

1. The Youth Advisory Committee adopt the recommendation as written above

Implications:

- A report will go to Council requesting that Council staff write to identified school Principals outlining the concerns of the Youth Advisory Committee.
- Subject to adoption by Council, staff will send a letter to the Principal of the identified Schools that will outline concerns raised and request further information about what has already been done to try to address the issues raised at YAC.
- Council staff will report the findings back to Youth Advisory Committee at a future meeting.

2. The Youth Advisory Committee:

- a. Provide clarification to Council on issues raised by the committee regarding safety of students on school bus transport routes going south of Nowra:
 - i. >insert clarification point during meeting <
 - ii. >insert clarification point during meeting <

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iii. >insert clarification point during meeting <

- b. Request that Council make representation on behalf of the Youth Advisory Committee to the State Member regarding key issues identified above.
- c. Report back findings to the Youth Advisory Committee.

Implications:

- A report will go to Council requesting a letter be written to the State Member on behalf of the Youth Advisory Committee regarding the key issues raised and to advocate on behalf of youth in the Shoalhaven.
- If Council agree, Council staff will send the letter and report any response back to Youth Advisory Committee at a future meeting.

3. The Youth Advisory Committee:

- a. Accept the report for information
- b. Provide clarification to Council on issues raised by the committee regarding safety of students on school bus transport routes going south of Nowra:
 - i. >insert clarification point during meeting<
 - ii. >insert clarification point during meeting <
 - iii. >insert clarification point during meeting<
- c. Request no further action from Council.

Implications:

- A report will be written to Council to update them on the clarifications as requested
- No further action will be requested from Council and no further action will be taken.

Background

At the May 2019 meeting of the Youth Advisory Committee concerns were raised by Committee members about overcrowding and standing numbers on school bus transport routes going south of Nowra. A report went to Council requesting that they write to the State to advocate for improved safety.

Feedback from Council

A report to the Ordinary Meeting of Council on 28 May 2019 presented the request from the YAC. At that meeting, Council discussed the request of the Committee and MIN19.343 was resolved:

'That this matter be referred back to the Youth Advisory Committee for further discussion and information'.

A webcast of the discussion in the meeting from Council can be accessed using the following link: <https://webcast.shoalhaven.nsw.gov.au/archive/video19-0514.php>

Overall, Council had some questions about the specifics of the issues raised:

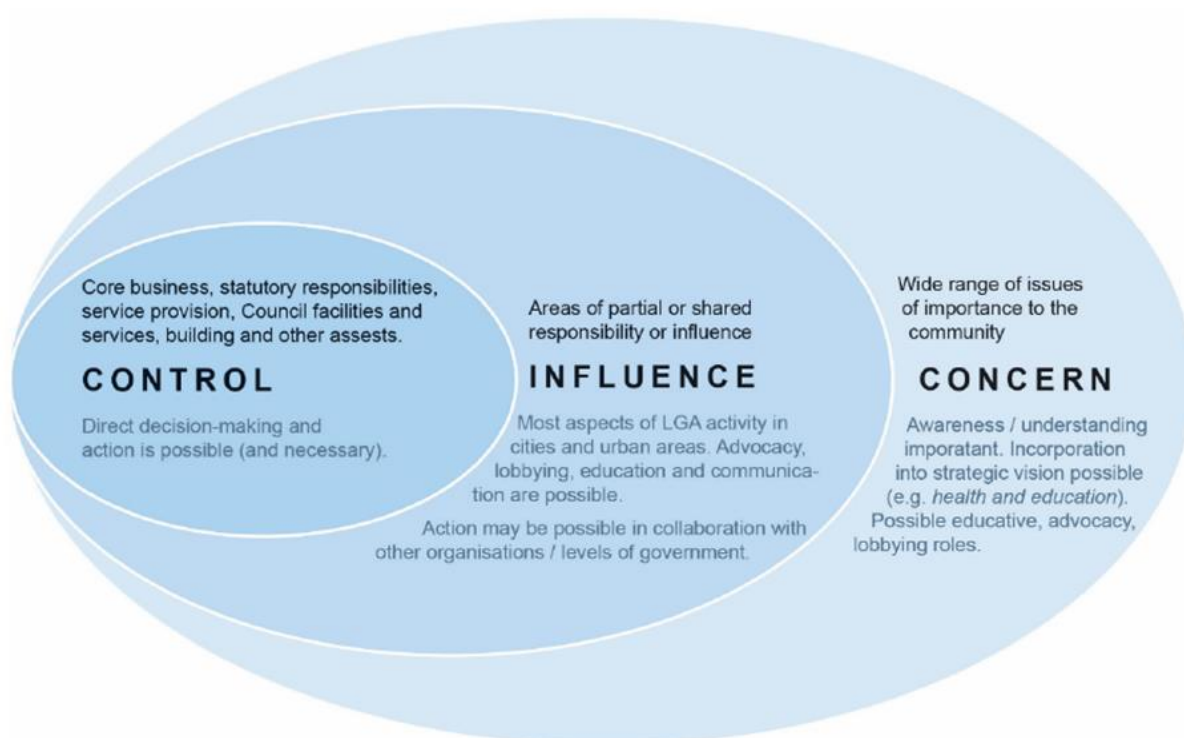
- Councillors that attended the May Youth Advisory Committee meeting could not recall this being raised or the conversation taking place, noting that they are seeking clarification of what the issues are; e.g. 'Did a bus break down on the highway?'
- It was also noted that there are new rules now in place for buses travelling on highways, and that they would like to raise and discuss these with the YAC.

This report seeks further information and details from YAC for Councillors to consider prior to considering a further action, such as a letter to the school principals or a State Member.

Additional Background - State Government and Local Government

Whilst Transport is largely a State Government responsibility, Shoalhaven City Council as a Local Government entity does have the role to influence matters outside the direct control of Council, which includes advocacy. This may extend to transport. This is illustrated in Council's 'Sphere of Control, Influence and Concern' through its Community Strategic Plan (CSP). The CSP is a 10-year plan, and can be viewed from the link below:

<http://doc.shoalhaven.nsw.gov.au/Displaydoc.aspx?Record=D17/199559>



Whilst Councils do not play an active role in managing transport, it is suggested that the YAC ask Council to support staff action to write to the local school principals to advise them of the key issues raised by YAC, and to seek feedback and an update on any action being taken by the schools. This will be then reported back to the YAC for further consideration.

Community Engagement

The Youth Advisory Committee is engaged and supported. Meetings are structured as a participatory, consultation and engagement opportunity.

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YA19.14 Notification - Council Resolution - Re-establishment of Youth Advisory Committee

HPERM Ref: D19/353731

Group: Finance Corporate & Community Services Group
Section: Human Resources, Governance & Risk

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

Purpose / Summary

To advise the Youth Advisory Committee of Council's resolution in relation to the re-establishment of the Committee.

Recommendation (Item to be determined under delegated authority)

That the Committee receive the report on the Council Resolution – Re-establishment of Youth Advisory Committee for information.

Options

1. As recommended.

Implications: The membership structure as specified in the Council Resolution is adopted for the period to 30 September 2020.

2. Propose a different membership arrangement.

Implications: Should the Committee wish to make the recommendation in option 2, this is required to go to Council for approval.

Background

Each year in September Council reaffirms all its committees for the next 12 months. At that meeting Council has the option to: reaffirm its committees; make any change to membership, purpose, delegation, quorum, and the number of meetings required for those committees; or disband committees.

At the Extra Ordinary meeting on 20 September 2019 Council resolved as follows:

CL19.252 Youth Advisory Committee (1506E)

RESOLVED

MIN19.685

That Council continue the operation of Youth Advisory Committee for the period to 30 September 2020 as outlined below:

Meetings per year – Four (4)	Quorum – Six (6)
Commencement time – 10.00am	Terms of Reference: POL18/49
	Amended: 21/8/2018
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	

YA19.14

- 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

Delegation:

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.

Chairperson – Appointed by Committee at each meeting

2019-2020 Councillor/Staff Membership

All Councillors
CEO or Nominee

Community / Organisational Representatives

Eight (8) Community Youth Representatives
18 students from Year 9 & above (Two (2) voting representatives from each local High School)
Member for Gilmore or nominee
Member for Kiama or nominee
Member for South Coast or nominee
Shoalhaven Local Area Command NSW Police
Sanctuary Point Youth & Community Centre
Bay & Basin Community Resources
Nowra Youth Centre
Police Citizens Youth Club
Regional Development Australia
Shoalhaven Business Chamber
330 Squadron Australian Air Force Cadets

This report is provided to inform the Committee members of the resolution of the Council. Should the Committee wish to make any changes to the above, a recommendation to Council will be required to that effect.

Policy Implications

No amendments to the Terms of Reference have been made by this resolution.

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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

Website: www.shoalhaven.nsw.gov.au

For more information contact the Finance Corporate & Community Services Group

Youth Advisory Committee - Terms of Reference

Policy Number: POL18/49 • **Adopted:** 22/11/2016 • **Amended:** 22/08/2017, 7/02/2018, 21/08/2018 • **Minute Number:** MIN16.919, MIN17.748, MIN18.620 • **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) A maximum of 26 youth members comprising of:
 - i) 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

Shoalhaven City Council – Youth Advisory Committee – Terms of Reference

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

- ii) A maximum of 8 young people aged between 15 and 21 years from the community and/or Youth Services be appointed as members; and
- b) One representative for each of the Federal Member for Gilmore and the State Members for South Coast and Kiama; and
- c) 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.

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.