

## Youth Advisory Committee

**Meeting Date:** Wednesday, 17 August, 2022  
**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 / Welcome to Country
3. Apologies
4. Confirmation of Minutes
  - Youth Advisory Committee - 18 May 2022 ..... 1
5. Declarations of Interest
6. Presentations

**YA22.17 Open Round Table Discussion - Employment and Transport Challenges and Opportunities for Young People in the Shoalhaven**

*Given the theme of today's presentations we would like to take the time to open the floor to YAC members to discuss employment and transport challenges and opportunities for young people in the Shoalhaven.*

*Prompt questions:*

1. *Introduce yourself and let us know how you arrived where you are today? I.e. Bus, car with parents, cycle, walk etc.*
2. *Are you currently working, studying and/or volunteering? Please briefly detail*
3. *Have you encountered any challenges in getting to and from your work, school, recreational activities etc?*
4. *What have you found easy/ helpful about getting to and from your work, school, recreational activities etc?*
5. *Have you encountered any challenges in engaging in employment, training or volunteering opportunities?*

6. *What have you found easy/ helpful about engaging in employment, training or volunteering opportunities?*
7. *Is what you hear from your friends/ peers similar to what you have said already?*
8. *Is there anything else you would like to share with the group today?*

**YA22.18 Transport for New South Wales Presentation**

*Transport for New South Wales Communities and Place Project Team will provide a presentation to the YAC regarding the 16 Regional Cities Services Improvement program. This presentation has been arranged to respond to the issues raised by the YAC in regards to barriers faced by young people in adequately accessing public transport in the Shoalhaven.*

**YA22.19 Shoalhaven Community Investment Committee Presentation**

*Representatives from the Shoalhaven Community Investment Committee will provide a presentation to the YAC to explore collaborative and sustainable solutions to youth unemployment. The presentation will include a description of the committee's purpose, an outline of the Youth Employment Action Plan and an opportunity for engagement with the YAC on identifying youth focused responses to meeting needs and gaps in the service area.*

**7. Reports**

YA22.20 Action Table Update - August 2022.....5

**8. General Business**

YA22.21 YAC Leadership Workshop

*The Community Capacity Building Team will provide an update on planning for the YAC leadership workshop based on the survey results from the previous informal meeting. The Community Capacity Building Team will work with the YAC to identify and propose a date and time for the YAC to agree to attend the workshop.*

YA22.22 Election of Chairperson for Next Meeting

**Membership**

Chairperson – Appointed by Committee at each meeting

All Councillors

Member for Gilmore – Fiona Phillips MP or nominee Sophie Phillips

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

Veronica Burt-Leonard

2 voting representatives from each local High School

**Quorum – 6 members****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.

## MINUTES OF THE YOUTH ADVISORY COMMITTEE

**Meeting Date:** Wednesday, 18 May 2022  
**Location:** Jervis Bay Meeting Room, Level 3, City Administrative Centre, Bridge Road, Nowra  
**Time:** 10:09am

The following members were present:

Ms Veronica Burt-Leonard – Chairperson (Community Representative)  
Clr Patricia White  
Clr Tonia Gray – (Remotely)  
Ms Lily Wright – UOW Shoalhaven Campus  
Lachlan Congram – Country Universities Centre (Southern Shoalhaven)  
Ms Hazel Marr – Nowra Youth Centre  
St Johns Evangelist Catholic High School – Serena McDonald, Georgia Coleman, Cameron Nelson, Craig Sutton  
Vincentia High School – Saphira Webber, Bridget Raftery, Jaymee-Lee Joines, Jenna Langenegger (Remotely)  
Bomaderry Public School – Ellie Hida (Observer)  
Bomaderry High School - Madilyne Pride (Remotely)  
Ulladulla High School – Ebony Wellman, Chloe Jeffers (Remotely)

Others present:

Michael Paine – Manager Community Connections  
Kim White - LEMO  
Andrea Forsyth – Community Recovery Officer  
Carly McWalters – Team Leader – Community Capacity Building  
Peter Swanson – Team Lead Land Management  
Darren O’Connell – Energy Management Coordinator  
Jessica Richardson – Community Capacity Builder  
Kirsty Vezinias – Community Capacity Building – Student  
Nowra Youth Centre - Janet Atkins  
Nathaniel Woodcock – Community Representative (Pending Council Resolution)

**The Chairperson acknowledged the traditional owners and custodians of the land and paid respect to Elders past and present and welcomed everyone present.**

### Apologies / Leave of Absence

Apologies were received from Clr Moo D’Ath and Kirana Van De Belt and Shoalhaven High School

## Confirmation of the Minutes

**RESOLVED** (By consent)

That the Minutes of the Youth Advisory Committee held on Wednesday 16 March 2022 be confirmed.

CARRIED

## Declarations of Interest

Nil

## PRESENTATIONS

### YA22.9 Sustainability Presentation

**HPERM Ref:  
D22/163583**

Shoalhaven City Council's Energy Management Coordinator - Darren O'Connell and Lead Land Management Peter Swanson provided a presentation to the YAC regarding Council's work on Environmental Sustainability, Bushcare and Land Management in the Shoalhaven. This presentation was requested by the YAC in response to the identification that responding to Climate Change and creating sustainable environments are a priority concern for young people in the Shoalhaven.

Copies of the presentations will be provided to members along with the minutes.

### YA22.11 Disaster Management and Recovery Presentation

**HPERM Ref:  
D22/194304**

Shoalhaven City Council's Local Emergency Management Officer - Kim White and Community Recovery Officer - Andrea Forsyth, provided a presentation to the Youth Advisory Committee (YAC) regarding Council's Emergency Management processes and work in Community Recovery following the recent natural disasters and building resilience in the Shoalhaven. This presentation was requested by the YAC in response to the identification that responding to Climate Change and creating sustainable environments are a priority concern for young people in the Shoalhaven.

Copies of the presentations will be provided to members along with the minutes.

### YA22.12 Action Table Update - May 2022

**HPERM Ref:  
D22/178648**

In relation to this report the following notes were made:

- YA21.6 – Presentations have been received today; this item is now considered complete.
- Welcomed Community Service provider representatives to the meeting.
- Following the EOI for community representatives, Council received 1 nomination from Nathaniel Woodcock who is present today. See Additional Item YA22.13
- There are still four (4) vacant community member positions, it was discussed that the EOI remain open until the vacant positions are filled. See YA22.14.
- The Community Connections Team are working with the Nowra Youth Centre to develop the MOU.

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

That the Youth Advisory Committee:

1. Accept and receive the Update on Actions report for information.
2. Acknowledge the following actions as completed and be removed from the action table:
  - a. YA21.6 – Planning Day – Climate Change & Environment – Sustainability Report request – Bushfire Initiatives Presentation request – Working Group Formation
  - b. YA22.8 – Nomination of Chair for Next Meeting
  - c. YA22.6 – Youth Advisory Committee Terms of Reference – Adoption – Organisation representative invitation – Community vacancies – Expression of Interest
  - d. YA22.5 - Nowra Youth Centre Bus - Running Costs - Funds voted - Consider further funding 2023 - Memorandum of Understanding

**RESOLVED** (By consent)

That the Youth Advisory Committee:

1. Accept and receive the Update on Actions report for information.
2. Acknowledge the following actions as completed and be removed from the action table:
  - a. YA21.6 – Planning Day – Climate Change & Environment – Sustainability Report request – Bushfire Initiatives Presentation request – Working Group Formation
  - b. YA22.8 – Nomination of Chair for Next Meeting
  - c. YA22.6 – Youth Advisory Committee Terms of Reference – Adoption – Organisation representative invitation – Community vacancies – Expression of Interest
  - d. YA22.5 - Nowra Youth Centre Bus - Running Costs - Funds voted - Consider further funding 2023 - Memorandum of Understanding

CARRIED

**YA22.13 Additional Item - Community Membership Nomination Nathaniel Woodcock**

Following a round of EOI, Council received 1 community membership nomination from Nathaniel Woodcock. It was recommended by the Youth Advisory Committee that Nathaniel be welcomed as a member.

**RECOMMENDATION** (By consent)

That Council appoint Mr Nathaniel Woodcock as a Community Member on the Youth Advisory Committee.

CARRIED

**YA22.14 Additional Item - Continuation - EOI for Vacant Community Member Positions**

During discussion on the Action Table, it was noted that there are still four (4) remaining community member positions that are still vacant. It was suggested that the EOI as resolved by Council (MIN22.247) regarding the vacant positions remain open until the Community Membership positions are filled.

**RESOLVED** (By consent)

That the EOI (See MIN22.247) for the four (4) remaining Community Member positions remain open until the positions are filled.

CARRIED

**YA22.10 Open Round Table Discussion - Climate Change and Sustainability Concerns for Young People in the Shoalhaven****HPERM Ref:  
D22/178735**

Note: This item will be addressed informally via the Community Connections Team. A link will be provided, and an informal discussion will be arranged prior to the next meeting.

**YA22.11 DISASTER MANAGEMENT AND RECOVERY PRESENTATION****HPERM REF:  
D22/194304**

Note: This item was dealt with earlier in the meeting.

## REPORTS

**YA22.12 ACTION TABLE UPDATE - MAY 2022****HPERM REF:  
D22/178648**

Note: This item was dealt with earlier in the meeting.

## GENERAL BUSINESS

**YA22.16 NSW Environment's Youth Advisory Committee - Invitation**

NSW Environment's Youth Advisory Committee extended open invitations to the members of the Shoalhaven City Council's Youth Advisory Committee. For any members present who are interested, please contact Jessica Richardson – Community Capacity Builder for further information.

**YA22.15 Additional Item - Nomination of Chairperson for the next meeting**

It was advised that the next meeting's Chairperson be a student representative from St Johns Evangelist Catholic High School.

**RESOLVED** (By consent)

That the Chairperson for the next meeting be Lachlan Congram - Student Representative from St Johns Evangelist Catholic High School.

CARRIED

There being no further business, the meeting concluded, the time being 11.57am.

Ms Veronica Burt-Leonard  
CHAIRPERSON

## **YA22.20 Action Table Update - August 2022**

**HPERM Ref:** D22/331723

**Department:** Community Connections

**Approver:** Michael Paine, Manager - Community Connections

**Attachments:** 1. Updated Action Table Report - Youth Advisory Committee - 17 August 2022 [↓](#)

### **Reason for Report**

To provide the Youth Advisory Committee with a progress report on outstanding actions.

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

That the Youth Advisory Committee:

1. Accept and receive the Update on Actions report for information.

### **Options**

1. Adopt the recommendation as written.

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

2. Request more information.

Implications: Members of the Youth Advisory Committee request further information.

### **Background**

This report is to update the Youth Advisory Committee on outstanding actions from previous meetings.

The August 2022 Action Table Report does not include any items to be noted as complete at this time.

Attachment 1 provides information regarding the status of actions and resolutions made at previous meetings, including items which are still in works. Should YAC members require further information on the status of the actions in the table attached Council staff will provide as requested.

### **Community Engagement**

It is important that the members of the Youth Advisory Committee are kept informed on progress towards the completion of actions and projects. This report provides a structured approach to facilitate this information exchange.



<b>Youth Advisory Committee</b> <b>Uncompleted as at 8 August 2022</b> <b>Completed: 1 May 2022 to 8 August 2022</b>	<b>Action Sheets Report</b>
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<b>Meeting Date:</b> 18/05/2022	<b>Item No:</b> YA22.14	<b>Officer:</b> Richardson, Jessica	<b>Completed:</b>
<b>Title:</b> Additional Item - Continuation - EOI for Vacant Community Member Positions			
<b>RESOLVED</b> (By consent) That the EOI (See MIN22.247) for the four (4) remaining Community Member positions remain open until the positions are filled. CARRIED		<b>Notes:</b> <b>04 Jul 2022 4:05pm Richardson, Jessica</b> YA22.14 Additional Item - Continuation - EOI for Vacant Community Member Positions, During discussion on the Action Table, it was noted that there are still four (4) remaining, community member positions that are still vacant. It was suggested that the EOI as resolved by Council (MIN22.247) regarding the vacant positions remain open until the Community Membership positions are filled., <b>RESOLVED</b> (By consent), That the EOI (See MIN22.247) for the four (4) remaining Community Member positions remain open until the positions are filled., <b>CARRIED</b> , This item may remain active until membership applications received for review by YAC, and positions filled.	

<b>Meeting Date:</b> 18/05/2022	<b>Item No:</b> YA22.15	<b>Officer:</b> Richardson, Jessica	<b>Completed:</b>
<b>Title:</b> Additional Item - Nomination of Chairperson for the next meeting - Lachlan Congram			
<b>RESOLVED</b> (By consent) That the Chairperson for the next meeting be Lachlan Congram – That the Chairperson for the fourth and final meeting be a Student Representative from St Johns Evangelist Catholic High School. CARRIED		<b>Notes:</b> <b>04 Jul 2022 4:06pm Richardson, Jessica</b> Community Connections Team to meet with Chairperson prior to the next meeting to provide training on facilitating the meeting.	

<b>Youth Advisory Committee</b> Uncompleted as at 8 August 2022 Completed: 1 May 2022 to 8 August 2022	<b>Action Sheets Report</b>
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**COMPLETED ACTIONS**

<b>Meeting Date:</b> 18/05/2022	<b>Item No:</b> YA22.9	<b>Officer:</b> Andriske, Claire	<b>Completed:</b> 07/06/2022
<b>Title:</b> Sustainability Presentation - Energy - Land Management - Bushcare			
Shoalhaven City Council's Energy Management Coordinator - Darren O'Connell and Lead Land Management Peter Swanson provided a presentation to the YAC regarding Council's work on Environmental Sustainability, Bushcare and Land Management in the Shoalhaven. This presentation was requested by the YAC in response to the identification that responding to Climate Change and creating sustainable environments are a priority concern for young people in the Shoalhaven.  Copies of the presentations will be provided to members along with the minutes.		<b>Notes:</b> <b>01 Jun 2022 1:29pm Andriske, Claire</b> Send copies of presentations <b>07 Jun 2022 3:02pm Andriske, Claire - Completion</b> Completed by Andriske, Claire (action officer) on 07 June 2022 at 3:02:53 PM - Complete	
<b>Meeting Date:</b> 18/05/2022	<b>Item No:</b> YA22.16	<b>Officer:</b> Richardson, Jessica	<b>Completed:</b> 04/07/2022
<b>Title:</b> NSW Environment's Youth Advisory Committee - Invitation			
NSW Environment's Youth Advisory Committee extended open invitations to the members of the Shoalhaven City Council's Youth Advisory Committee. For any members present who are interested, please contact Jessica Richardson – Community Capacity Builder for further information.		<b>Notes:</b> <b>04 Jul 2022 4:07pm Richardson, Jessica</b> See YA22.16 NSW Environment's Youth Advisory Committee - Invitation. Community Connections staff also forwarded the invitation to all YAC members via email on the 24th May, 2022. The expressions of interest have now closed. This action is considered complete and can be removed from the action table. <b>04 Jul 2022 4:17pm Richardson, Jessica - Completion</b> Completed by Richardson, Jessica (action officer) on 04 July 2022 at 4:17:39 PM - See YA22.16 NSW Environment's Youth Advisory Committee - Invitation. Community Connections staff also forwarded the invitation to all YAC members via email on the 24th May, 2022. The expressions of interest have now closed. This action is considered complete and can be removed from the action table.	

<b>Youth Advisory Committee</b> <b>Uncompleted as at 8 August 2022</b> <b>Completed: 1 May 2022 to 8 August 2022</b>	<b>Action Sheets Report</b>
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<b>Meeting Date:</b> 18/05/2022	<b>Item No:</b> YA22.12	<b>Officer:</b> Richardson, Jessica	<b>Completed:</b> 04/07/2022
<b>Title:</b> Action Table Update - May 2022			
<p><b>RESOLVED</b> (By consent)</p> <p>That the Youth Advisory Committee:</p> <ol style="list-style-type: none"> <li>1. Accept and receive the Update on Actions report for information.</li> <li>2. Acknowledge the following actions as completed and be removed from the action table:             <ol style="list-style-type: none"> <li>a. YA21.6 – Planning Day – Climate Change &amp; Environment – Sustainability Report request – Bushfire Initiatives Presentation request – Working Group Formation</li> <li>b. YA22.8 – Nomination of Chair for Next Meeting</li> <li>c. YA22.6 – Youth Advisory Committee Terms of Reference – Adoption – Organisation representative invitation – Community vacancies – Expression of Interest</li> <li>d. YA22.5 - Nowra Youth Centre Bus - Running Costs - Funds voted - Consider further funding 2023 - Memorandum of Understanding</li> </ol> </li> </ol> <p>CARRIED</p>		<p><b>Notes:</b></p> <p><b>04 Jul 2022 4:17pm Richardson, Jessica</b></p> <p>Note this item was dealt with in YA22.12 Action Table Update - May 2022 HPERM Ref:, D22/178648 it can now be completed and removed from the action table., RESOLVED (By consent), That the Youth Advisory Committee:, 1. Accept and receive the Update on Actions report for information., 2. Acknowledge the following actions as completed and be removed from the action table:, a. YA21.6 – Planning Day – Climate Change &amp; Environment – Sustainability Report request, – Bushfire Initiatives Presentation request – Working Group Formation, b. YA22.8 – Nomination of Chair for Next Meeting, c. YA22.6 – Youth Advisory Committee Terms of Reference – Adoption – Organisation, representative invitation – Community vacancies – Expression of Interest, d. YA22.5 - Nowra Youth Centre Bus - Running Costs - Funds voted - Consider further, funding 2023 - Memorandum of Understanding, CARRIED</p> <p><b>04 Jul 2022 4:19pm Richardson, Jessica - Completion</b></p> <p>Completed by Richardson, Jessica (action officer) on 04 July 2022 at 4:19:51 PM - Note this item was dealt with in YA22.12 Action Table Update - May 2022 HPERM Ref:, D22/178648 it can now be completed and removed from the action table., RESOLVED (By consent), That the Youth Advisory Committee:, 1. Accept and receive the Update on Actions report for information., 2. Acknowledge the following actions as completed and be removed from the action table:, a. YA21.6 – Planning Day – Climate Change &amp; Environment – Sustainability Report request, – Bushfire Initiatives Presentation request – Working Group Formation, b. YA22.8 – Nomination of Chair for Next Meeting, c. YA22.6 – Youth Advisory Committee Terms of Reference – Adoption – Organisation, representative invitation – Community vacancies – Expression of Interest, d. YA22.5 - Nowra Youth Centre Bus - Running Costs - Funds voted - Consider further, funding 2023 - Memorandum of Understanding, CARRIED</p>	

<b>Youth Advisory Committee</b> <b>Uncompleted as at 8 August 2022</b> <b>Completed: 1 May 2022 to 8 August 2022</b>	<b>Action Sheets Report</b>
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<b>Meeting Date:</b> 18/05/2022	<b>Item No:</b> YA22.11	<b>Officer:</b> Andriske, Claire	<b>Completed:</b> 07/06/2022
<b>Title:</b> Disaster Management and Recovery Presentation - Emergency -			
<p>Shoalhaven City Council's Local Emergency Management Officer - Kim White and Community Recovery Officer - Andrea Forsyth, provided a presentation to the Youth Advisory Committee (YAC) regarding Council's Emergency Management processes and work in Community Recovery following the recent natural disasters and building resilience in the Shoalhaven. This presentation was requested by the YAC in response to the identification that responding to Climate Change and creating sustainable environments are a priority concern for young people in the Shoalhaven.</p> <p>Copies of the presentations will be provided to members along with the minutes.</p>		<p><b>Notes:</b></p> <p><b>01 Jun 2022 1:30pm Andriske, Claire</b> Send copy of presentations</p> <p><b>07 Jun 2022 3:03pm Andriske, Claire - Completion</b> Completed by Andriske, Claire (action officer) on 07 June 2022 at 3:03:07 PM - Complete</p>	

<b>Meeting Date:</b> 18/05/2022	<b>Item No:</b> YA22.10	<b>Officer:</b> Richardson, Jessica	<b>Completed:</b> 05/08/2022
<b>Title:</b> Deferred to informail Discussion - Open Round Table Discussion - Climate Change and Sustainability Concerns for Young People in the Shoalhaven			
<p>Note: This item will be addressed informally via the Community Connections Team. A link will be provided, and an informal discussion will be arranged prior to the next meeting.</p>		<p><b>Notes:</b></p> <p><b>04 Jul 2022 4:20pm Richardson, Jessica</b> This item was deferred to an informal meeting see YA22.10 Open Round Table Discussion - Climate Change and Sustainability Concerns for Young People in the Shoalhaven, HPERM Ref: D22/178735., The meeting was held on the 8th June 2022 virtually. The survey results from the YAC members have been shared with the AYCC and Council's sustainability team., This item is now considered complete and can be removed from the action table.</p> <p><b>05 Aug 2022 12:24pm Richardson, Jessica - Completion</b></p>	

<b>Youth Advisory Committee</b> <b>Uncompleted as at 8 August 2022</b> <b>Completed: 1 May 2022 to 8 August 2022</b>	<b>Action Sheets Report</b>
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	Completed by Richardson, Jessica (action officer) on 05 August 2022 at 12:24:49 PM - This item was deferred to an informal meeting see YA22.10 Open Round Table Discussion - Climate Change and Sustainability Concerns for Young People in the Shoalhaven, HPERM Ref: D22/178735., This item is now considered complete and can be removed from the action table.
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<b>Meeting Date:</b> 06/06/2022	<b>Item No:</b> YA22.13	<b>Officer:</b> Richardson, Jessica	<b>Completed:</b> 04/07/2022
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**Title:** Youth Advisory Committee - Additional Item - Community Membership - Appointment - Nathaniel Woodcock

<p><b>RESOLVED*</b> (Clr White / Clr Wells) <span style="float: right;">MIN22.374</span></p> <p>That Council appoint Mr Nathaniel Woodcock as a Community Member on the Youth Advisory Committee.</p> <p>CARRIED</p>	<p><b>Notes:</b></p> <p><b>08 Jun 2022 3:26pm Andriske, Claire</b> Jess in conjunction with Leah Hollier</p> <p><b>04 Jul 2022 4:02pm Richardson, Jessica</b> YA22.13 Additional Item - Community Membership Nomination Nathaniel Woodcock, Following a round of EOI, Council received 1 community membership nomination from Nathaniel Woodcock. It was recommended by the Youth Advisory Committee that Nathaniel be welcomed as a member., RECOMMENDATION (By consent), That Council appoint Mr Nathaniel Woodcock as a Community Member on the Youth Advisory, Committee., CARRIED, This item is now considered complete and can be removed from the action table.</p> <p><b>04 Jul 2022 4:04pm Richardson, Jessica - Completion</b> Completed by Richardson, Jessica (action officer) on 04 July 2022 at 4:04:35 PM - This item is now considered complete and can be removed from the action table, see YA22.13 Additional Item - Community Membership Nomination Nathaniel Woodcock, The recommendation (By consent) that Council appoint Mr Nathaniel Woodcock as a Community Member on the Youth Advisory Committee was carried.</p> <p><b>08 Aug 2022 11:36am Hollier, Leah</b> Updated information. No further action required by Governance.</p> <p><b>08 Aug 2022 11:36am Hollier, Leah - Completion</b> Completed by Hollier, Leah (action officer) on 08 August 2022 at 11:36:28 AM - Updated information. No further action required by Governance.</p>
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