

## Youth Advisory Committee

**Meeting Date:** Tuesday, 18 March, 2025  
**Location:** Jervis Bay Room, 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. **Meeting Conduct Statement**
3. **Acknowledgement / Welcome to Country**
4. **Apologies**
5. **Confirmation of Minutes**
  - Youth Advisory Committee - 7 August 2024.....1
6. **Declaration of Interests**
7. **Presentations**

YA25.5 Update - Shoalhaven Affordable Housing Strategy - Strategy Planning Team

*At the Youth Advisory Committee meeting held on 15 May 2024, the Strategy Planning Team advised an update would be provided to the Committee on the updated Shoalhaven Affordable Housing Strategy.*

YA25.6 Presentation - Community Strategic Plan - Feedback

The Community Strategic Plan (CSP) is the community's plan for the Shoalhaven. It has a minimum 10-year timeframe and should reflect the community's main priorities and aspirations (needs and wants) for the Shoalhaven.

We are engaging multiple stakeholder groups across the Shoalhaven to understand what they love about the Shoalhaven, what they would like to see less of challenges facing the Shoalhaven and their vision for the Shoalhaven.

Feedback and contributions from the Youth Advisory Committee will help ensure we are capturing key community priorities in the new plan.

YA25.7 Workshop - Disability Inclusion Action Plan

*Under the NSW Disability Inclusion Act 2014, Councils are required to review their Disability Inclusion Action Plan (DIAP) every four years. As part of this requirement, Councils must consult with specific groups in the community including Aboriginal and Torres Strait Islander, people with a disability and young people. Council's advisory committees provide a great opportunity for such consultation in addition to other engagement that is being conducted in the broader community.*

**8. Reports**

YA25.8	Membership Resignation - Nathaniel Woodcock .....	4
YA25.9	Youth Advisory Committee Terms of Reference Review - 2025 .....	6
YA25.10	Update on Actions Report - August 2024 .....	24
YA25.11	Update on Actions Report - March 2025 .....	28

**9. General Business**

## **Membership**

### **Voting**

Chairperson – Appointed by Committee at each meeting

Nelani Botha - Community Youth Representative

Bradley Martin - Community Youth Representative

Brianna Moroney - Community Youth Representative

Kasey Henshaw - Community Youth Representative

A maximum of eighteen (18) Secondary School Student Representatives

A maximum of five (5) Tertiary Education Student Representatives

### **Non-Voting**

All Councillors

Chief Executive Officer or nominee or Nominee (Manager - Community Connections)

Member for Gilmore – Fiona Phillips MP or nominee Sophie Phillips

Member for Kiama – Gareth Ward MP or nominee Sebastien Riou

Member for South Coast – Liza Butler MP or nominee

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

Representative - Headspace

Representative - University of Wollongong – Shoalhaven

Representative - Country Universities Centre – Shoalhaven

Representative - CareSouth

Representative - Youth Insearch

## **Quorum – 6 members**

## **Purpose**

The purpose of the committee is to represent the interests and views of young people to Council and the Community.

The Committee will also seek to influence Council's support and intent in achieving their objectives for the current Shoalhaven City Council Community Strategic Plan 2032 (SCC CSP).

## **Role:**

- To represent the interests and views of young people to Council and the Community.
- 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 give young people experience in Local Government and community affairs
- 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.

**Delegations**

Advisory Committees may make recommendations to Council on all matters within the role outlined above.

This does not include substantial issues and recommendations (possibly including expenditure) that will be reported to Council by a separate report Manager – Community Connections.

The Committee does not have the power to incur expenditure (directly or indirectly), or the power to bind Council.

## MINUTES OF THE YOUTH ADVISORY COMMITTEE

**Meeting Date:** Wednesday, 7 August 2024  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 10.30am

The following members were present:

Clr Patricia White  
Clr Matthew Norris  
Clr Gillian Boyd – Remotely  
Clr John Kotlash – Remotely  
Eden Sakora – Ulladulla High School  
Chloe Jeffers – Ulladulla High School  
Lachlan Barry – Ulladulla High School  
Georgia Szymoniczek – St Johns High School  
Tyne Weller – St Johns High School  
Lachlyn Bisat – St Johns High School  
Michael Paine - Manager - Community Connections

Others present:

Natalie Johnson – Senior Community Capacity Builder  
Monica Kinkade – Senior Community Capacity Builder  
Sophie Ray - Shoalhaven Education Fund

At 10.17am Mr Michael Paine – Manager – Community Connections advised the Committee that quorum has not been reached yet however, the members present receive presentations from the schedule as follows until quorum has been confirmed.

### Apologies

Apologies were received from Clr Findley, Kasey Henshaw, Janet Atkins and the Shoalhaven River College.

### Confirmation of the Minutes

This item was deferred to the next Youth Advisory Committee meeting.

## PRESENTATIONS

### **YA24.7 Open Discussion - Employment, Education and Homelessness Support**

**HPERM Ref:  
D24/269020**

At 10.30am those present at the meeting were advised that the Committee had not reached quorum. The members present continued to receive presentations from the schedule as follows.

*In the first meeting of 2024 the Youth Advisory Committee identified both:*

- *Employment and Education Support*
- *Homelessness and Social Services Support*

*as priority areas for change that young people want to see action on in the Shoalhaven.*

*In today's meeting, YAC members will be receiving presentations from Council and community organisations on these topics.*

*To begin today's meeting let's delve deeper into what these priority areas mean to you.*

*Please introduce yourself and respond to the following discussion questions:*

1. *Your name*
2. *Organisation, School or area of community that you are representing*
3. *What challenges do you, or young people you know, face in accessing educational opportunities or finding employment in the Shoalhaven, and what changes would you like to see to improve support for young people?*
4. *How do you think our community could better support young people facing homelessness, and do you have ideas for practical steps we can all take to make a positive impact?*

### **YA24.6 Shoalhaven Education Fund**

**HPERM Ref:  
D24/171370**

Note: Quorum had not been reached, the Committee heard the following presentation.

Sophie Ray from the Shoalhaven Education Fund presented to the Youth Advisory Committee (YAC) on the Fund's support for Shoalhaven young people in the Shoalhaven. Discussions included their progress since 2012 and from the YAC members on lessons learned about the challenges facing young people in the Shoalhaven in accessing educational opportunities.

### **YA24.5 Update - Shoalhaven Affordable Housing Strategy - Strategy Planning Team**

**HPERM Ref:  
D24/245958**

This item has been deferred to the next Youth Advisory Committee meeting.

## REPORTS

**YA24.8 Membership Resignation - Nathaniel Woodcock**

**HPERM Ref:  
D24/206132**

Note: This item was deferred to the next Youth Advisory Committee meeting.

**YA24.9 Update on Actions Report - August 2024**

**HPERM Ref:  
D24/269359**

Note: This item was deferred to the next Youth Advisory Committee meeting.

Eden Sakora and Chloe Jeffers  
CHAIRPERSON

## **YA25.8      Membership Resignation - Nathaniel Woodcock**

**HPERM Ref:**      D24/206132

**Department:**      Business Assurance & Risk  
**Approver:**      Jane Lewis, Director - City Lifestyles

### **Reason for Report**

The purpose of this report is to advise the Youth Advisory Committee of the Resignation received from Mr Nathaniel Woodcock and recommend filling the vacancy through the current Expression of Interest advertised.

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

That the Youth Advisory Committee:

1. Accept the resignation of Mr Nathaniel Woodcock (Youth Representative) and thank him for his contribution to the Committee.
2. Fill the Youth Representative vacancy through the current Expression of Interest.

### **Options**

1. Adopt the Recommendation  
Implications: Vacant position will be filled.
2. Adopt an alternate recommendation  
Implications: Unknown

### **Background**

Council received notification on Thursday, 16 May 2024 from Mr Nathaniel Woodcock that he wished to resign from the Committee. Mr Nathaniel Woodcock was appointed as a Youth Representative in June 2022.

The Youth Representative position to be filled through Council's current Expression of Interest that is advertised on the Council webpage.

<https://www.shoalhaven.nsw.gov.au/Council/Meetings/Council-Committees/Youth-Advisory-Committee>



### **Community Consultations**

Council is taking applications for a Youth Representative via an Expression of Interest process. You can find more information on this on the Council webpage:

<https://www.shoalhaven.nsw.gov.au/Council/Meetings/Council-Committees/Youth-Advisory-Committee>

## YA25.9 Youth Advisory Committee Terms of Reference Review - 2025

**HPERM Ref:** D25/51663

**Department:** Cultural & Community Services

**Approver:** Lindsay Usher, Acting Director - City Development

**Attachments:**

1. Terms of Reference Draft - January 2025 - Youth Advisory Committee - Track changes [↓](#)
2. Terms of Reference Draft - January 2025 - Youth Advisory Committee - Changes Accepted [↓](#)

### Purpose:

The purpose of this report is to provide the Youth Advisory Committee with proposed amendments to the Terms of Reference POL24/122 for information and feedback.

### Summary and Key Points for Consideration:

Public Council policies including Terms of Reference are to be reviewed every four years within the term of the current Council or when required.

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

That the Youth Advisory Committee receive the draft Terms of Reference for information and provide staff with feedback.

### Options

1. The recommendation is adopted as written:

Implications: The Terms of Reference (TOR) will be updated in line with the Council's preferred template for TORs for Section 355 Committees inclusive of any amendments identified as part of the review process.

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

Implications: The proposed TOR will not be updated, and the YAC will be required to provide an alternative proposal.

### Background and Supplementary information

Shoalhaven City Council Section 355 Advisory Committees have been established to provide community with a platform to provide advice on a range of subjects. The Youth Advisory Committee (YAC) is one such committee and is overseen by the City Development directorate. As part of the requirement that Council policies be reviewed every four years within the term of the current Council, this TOR is being reviewed and updated.

Council staff have reviewed and updated the YAC's TOR; the proposed changes align with updates previously endorsed by Executive Leadership Team (ELT) with additional amendments.

Key changes to the TOR

Summary of the key changes are below:

- **6. Membership**

**Voting Members:**

- *A maximum of five Secondary School Student Representatives*
- *A maximum of five Tertiary Education Student Representatives*
- *A maximum of five community youth representatives*

**Chair and Deputy Chair** adjusted to:

*'The Chair will comprise of one Councillor (voting member) who will be nominated at the beginning of the meeting of the first sitting of the Youth Advisory Committee for the term of the current Council and in the absence of the nominated Chair a member with voting rights may be elected as interim Chair for that meeting.'*

- **7. Committee Meetings - Meeting Schedule:** adjusted to:

*'There will be a minimum of one meeting per year. The Chair may call an additional meeting in consultation with the Manager Culture and Community Services or the Director of City Development.'*

- **9. Code of Conduct** clause to include Councils Code of Meeting Practice statement and states:

*'As per Councils Code of Meeting Practice, speakers addressing the meeting do not have absolute privilege with respect to comments they make, opinions they express or material presented, and need to be aware that they may be held personally liable for defamatory statements or statements contrary to any legal obligations'.*

- **11. Sunset Clause** has been introduced and states:

*'The committee may be disbanded within one year of the election of a new Council, or earlier at the direction of Council'.*

These proposed amendments bring the TOR in line with other Council policies and best practice. The following documents are attached to this report for members to review:

1. Terms of Reference Draft - January 2025 – Youth Advisory Committee - Track Changes
2. Terms of Reference Draft - January 2025 - Youth Advisory Committee - Changes Accepted.

### **Internal Consultations**

The Governance Team have provided guidance on proposed changes to this TOR to ensure consistency with other 355 Committee TORs.

### **External Consultations**

Members of the Youth Advisory Committee will be consulted regarding the proposed amendments to the TOR at the first sitting of the committee.

### **Community Consultations**

Members of the Youth Advisory Committee are community members and as mentioned above, will be consulted at the first meeting of the committee.

### **Policy and Statutory Implications**

The only Council policy relevant for this report is the TOR in question. The YAC will be required to provide alternative amendments should members not agree to the proposed changes.

### **Financial Implications**

There are no funds or resources outside of staff time required to propose TOR amendments for the YAC.

### **Risk Implications**

Council recognises the importance of maintaining good relationships and upholding core organisational values in all interactions with members of our Section 355 Committees. Council will tolerate appropriate and effective interventions to improve the functioning of these Committees.



## Youth Advisory Committee – Terms of Reference

Adoption Date:	22/11/2016
Amendment Date:	22/08/2017, 7/02/2018, 21/08/2018, 29/06/2021, 11/04/2022, 5/12/2022, 27/03/2023
Minute Number:	MIN16.919, MIN17.748, MIN18.620, MIN21.413, MIN22.247, MIN22.937, MIN23.153
Review Date:	01/12/2024
Directorate:	City <a href="#">Development</a> <del>Lifestyles</del>
Record Number:	POL24/122

Committee – Terms of Reference

**1. Purpose**

The purpose of the committee is to represent the interests and views of young people to Council and the Community.

The Committee will also seek to influence Council's support and intent in achieving their objectives for the current Shoalhaven City Council Community Strategic Plan 2032 (SCC CSP).

The purpose of this Committee is linked to the achievement of the following objectives and actions within the Council's Strategies, Plans and other documentation.

Commented [NJ1]: Moved to sit under Purpose as per email from Claire 15/1/25

<u>Document</u>	<u>Objective / Action</u>
<u>Shoalhaven 2032 Community Strategic Plan   Shoalhaven City Council</u>	<u>1.1 Support inclusive, safe and connected communities</u>
<u>Delivery Program Operational Plan   Shoalhaven City Council</u>	<u>1.1.02 Support communities to become safer and stronger through positive and effective planning, partnerships and programs</u>

**2. Interpretation**

For the purpose of this document:

*Member* means a member of the Committee

*Council* means Shoalhaven City Council

*Chairperson / Chair* means the chairpersons of the Committee

*Elected members* mean the elected Councillors of Shoalhaven City Council

*Youth/ Young People* refers to people aged 12 to 25 years at time of appointment (if a Committee member turns 26 years during their term they are permitted to remain on the Committee until the end of their term).

CSP means the Shoalhaven City Council Community Strategic Plan

DPOP means the Shoalhaven City Council Delivery Program Operational Plan

Youth Advisory Committee – Terms of Reference

**3. Status of the Committee**

The Committee provides non-binding advice to Council for consideration.

**4. Role**

- To represent the interests and views of young people to Council and the Community
- 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 give young people experience in Local Government and community affairs
- 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



**Key strategy, plan and other linkages**

The purpose of this Committee is linked to the achievement of the following objectives and actions within the Council's Strategies, Plans and other documentation.

<u>Document</u>	<u>Objective / Action</u>	<u>Anticipated date of achievement</u>

**5. Delegations**

Advisory Committees may make recommendations to Council on all matters within the role outlined above.

This does not include substantial issues and recommendations (possibly including expenditure) that will be reported to Council by a separate report Manager – Community Connections.

The Committee does not have the power to incur expenditure (directly or indirectly), or the power to bind Council.

**6. Membership**

The Committee is expected to act in accordance with the Role of the Committee as defined above in Section 4. The Committee will comprise the following:

Voting Members:

- A maximum of ~~five~~ ~~eighteen~~ ~~(18)~~ Secondary School Student Representatives
- A maximum of five ~~(5)~~ Tertiary Education Student Representatives

Youth Advisory Committee – Terms of Reference

- A maximum of ~~five~~<sup>six</sup> (6) community youth representatives

**Non-Voting Members**

- Representatives from other relevant Government Agencies, Community Organisations and Service Providers, with preference for youth representatives
- One representative for each of the Federal Member for Gilmore and the State Members for South Coast and Kiama, with preference for youth representatives
- All available Councillors
- Council's Chief Executive Officer (CEO) or nominee

**Secondary School Student Representatives**

- A maximum of ~~eighteen~~<sup>(18)</sup>~~five~~ Secondary School Student Representatives: two ~~(2)~~ students selected as voting members, and up to three ~~(3)~~ other students from each local secondary school are invited to join. Schools include: Nowra Christian School, Shoalhaven High School, Vincentia High School, St John the Evangelist High School, Nowra Anglican College, Bomaderry High School, Ulladulla High School, Nowra High School and Shoalhaven River College.

**Tertiary Education Student Representatives**

- A maximum of five ~~(5)~~ Tertiary Education Student Representatives: one (1) student representative invited to join from each of the local tertiary education institutions, including: University of Wollongong – Shoalhaven Campus, TAFE NSW Nowra and Ulladulla Campus's, Country Universities Centre Southern Shoalhaven and Kiama Shoalhaven Community College.

**Community Youth Representatives**

Following an expression of interest process, a maximum of ~~five~~<sup>six</sup>~~(6)~~ local community youth representatives, being young people aged 12 – 25 years with representation from the North, Central and South of the LGA, will be appointed that meet the following criteria:

- A broad interest and understanding of youth issues in the Shoalhaven.
- A commitment to raising awareness and appreciation within the general community of the needs and talents of young people
- Local resident living or working within the Shoalhaven.
- Aboriginal and Torres Strait Islander people are encouraged to apply

Community representatives with Committee membership have voting rights.

**Community Youth Representative Appointments:**

- Nominations should be advertised throughout the community via an Expression of Interest (EOI) process.
- Appointments to the Committee will be for a two ~~(2)~~-year term with a set commencement and finish date.
- Vacancies will be advertised locally via media and Council communication networks.
- To promote and encourage a diverse, inclusive and accessible Committee of young people Expressions of Interest for new members will be widely promoted across multiple platforms to include targeted promotions to reach young people with a



**Youth Advisory Committee – Terms of Reference**

disability, CALD communities, Aboriginal and Torres Strait Islander young people and young people identifying as LGBTQIA+

- Council will manage the application process.
- An assessment panel consisting of a Council staff member (Manager – Community Connections), one ~~(1)~~ Committee member representative and one ~~(1)~~ suitably qualified independent representative will assess the applications and make recommendations for appointments to Council based on set criteria. Each member of the assessment panel will vote on recommendations with a majority ruling.

**Government Agencies, Community Organisations and Service Providers**

The Chief Executive Officer (or nominee) invites a range of Government Agencies, Community Organisations and Service Providers to nominate representatives each. Government Agencies, Community Organisations and Service Providers representatives will be invited to join, with a request to nominate a youth representatives (aged 12-25 years), this may include:

- Representatives, preference for youth representatives, from the community and social service sector, including but not limited to Headspace Youth Reference Group and Pride Space, Aboriginal Land Council's Youth Advisory Groups, Disability Service Providers, Care South, Nowra Youth Centre, Mission Australia Ulladulla Youth Centre, Firefly Bay and Basin, Defence Force Cadets, Young Parents Groups.

The nominated agency representatives provide advice in relation to their functions and areas of expertise. Government Agencies, Community Organisations and Service Providers representatives with Committee membership do not have voting rights.

**Member of Parliament Representatives**

- One representative for each of the Federal Member for Gilmore and the State Members for South Coast and Kiama

The nominated representatives provide advice in relation to their functions and areas of expertise. The Member of Parliament representatives with Committee membership do not have voting rights.

**Councillor Representatives**

Councillors are welcome to attend meetings of the Committee as observers and contribute to discussions but do not have voting rights.

Council appoints (1) Councillor to be the voting Chair of the Committee. All other Councillors are welcome to attend meetings of the Committee as observers and contribute to discussions but are not entitled to vote.

If no Councillors are appointed as members, the Chief Executive Officer or nominee represents the elected member to chair the meeting.

**Council Officers**

Youth Advisory Committee – Terms of Reference

Council officers may attend meetings to provide specialist professional advice in relevant areas identified by the committee that relate to youth issues. Council officers do not have voting rights.

**Chairperson and Deputy Chair**

~~a) — A Chairperson will be voted in by the group at the end of each meeting to be in place for the next meeting.~~

~~b) — A member of Council staff (Community Connections) will meet with the nominated young person one week prior to each meeting to train them for the role of Chairperson; talk them through how the meetings are run, explain the Agenda, and answer any questions they may have.~~

~~**The Chair will comprise of one Councillor (voting member) who will be nominated at the beginning of the meeting of the first sitting of the Youth Advisory Committee for the term of the current Council and in the absence of the nominated Chair a member with voting rights may be elected as interim Chair for that meeting**~~

**Terms of Office**

The advisory committee will run on a minimum two ~~(2)~~ year term with a biennial review. The purpose of the biennial review is to ensure the Committee are still addressing the goals set by the group, as well as identifying opportunities for improvement and setting future direction.

To maintain momentum, at the end of each membership term, the membership will be reviewed to allow members to assess their membership and the committee to appoint new members in vacant positions.

Committee members who are absent for three ~~(3)~~ consecutive meetings of the YAC without submitting an apology will be requested in formal correspondence from Council to confirm their intention regarding their membership of the committee. Failure to respond may result in removal from this committee.

**7. Committee Meetings**

**Agenda**

Agenda will be distributed 7 days prior to the date of the meeting. Councillors and members can contribute to the agenda by requesting a report on a particular issue four ~~(4)~~ weeks prior to the meeting, subject to the approval of the Chair and the relevant Director.

**Quorum**

Six ~~(6)~~ provided that the Chair with voting rights and five ~~(5)~~ committee representatives with voting rights (being Secondary School, Tertiary Education and Community Youth representatives) are present. No proxy votes are permitted. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.

**Voting**

It is expected that the Committee, and any working group, develop recommendations by consensus. If voting is required, a majority shall prevail with the Chair having a casting vote in the case of a tie.

Any votes against will be recorded in the minutes.

Youth Advisory Committee – Terms of Reference

**Meeting Schedule**

~~In general, meetings should be held quarterly or otherwise as determined by the Chair and conducted either in person or electronically. Meetings to be held Monday – Thursday during school terms and between 10am – 12pm or 2pm – 4pm.~~

~~Please note as required the Committee can request, via Council Staff (Community Connections), to meet informally via teams or in person without formal agenda or minutes for the purpose of receiving information only i.e., not making recommendation / resolution.~~

~~There will be a minimum of one meeting per year. The Chair may call an additional meeting in consultation with the Manager Culture and Community Services or the Director of City Development.'~~

**Minutes**

The Committee shall provide advice to the Council for consideration. The Committee's advice shall be posted on the Council website. Following consideration of the advice from the Committee, any resolution determined by Council, will be posted on the Council website.

**Confidentiality And Privacy**

Members who may have access to confidential or personal information retained by Council are required to maintain the security of such confidential or personal information and therefore shall not use or remove any information unless the member is authorised to do so.

**Communication**

In relation to the communication functions of Committee, the following apply:

- Members of the Committee are not permitted to speak to the media as Council representatives of the Committee unless approved by Council Staff.
- Where approval has been given by Council Staff, views and opinions expressed are those of the Individual and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.

**8. Council Staff Responsibility**

The Committee's contact within Council is the Senior Community Capacity Builder, within the City Development Lifestyles Directorate. This Directorate is considered to be responsible for ensuring the agenda and presentations remain relevant to the Committees role and presenting the Action Table Report.

Reports requested by or presented to the Committee from other departments/Directorates outside of the responsible contact department will be the responsibility of said Directorate. Updates on these actions in the Action Table will be the sole responsibility of said department and Directors will ensure these updates are finalised in a timely manner.

Governance is responsible for administrative support functions of the committee such as collating and distributing the agenda, minutes and notation of apologies.

**9. Code of Conduct**

Youth Advisory Committee – Terms of Reference

All members of the Committee are required to observe the provisions of Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the Committee.

A breach of the Code of Conduct may lead to the member being expelled from the Committee.

As per Council's Code of Meeting Practice, speakers addressing the meeting do not have absolute privilege with respect to comments they make, opinions they express or material presented, and need to be aware that they may be held personally liable for defamatory statements or statements contrary to any legal obligations.

**10. Document Control**

These Terms of Reference are reviewed at the commencement of each term of Council. Amendments to these Terms of Reference are to be reported to Council for approval.

A version history (footnote on front page) is included if amendments have been approved.

**11. Sunset Clause**

The committee may be disbanded within one year of the election of a new Council, or earlier at the direction of Council.

**12. Other Relevant Documents List**

[Code of Conduct](#)

[Code of Meeting Practice](#)

[CSP](#)

[Terms Of Reference Template](#)

**13. Review**

To be reviewed within one year of the election of a new Council, or earlier at the direction of Council.

# Youth Advisory Committee – Terms of Reference

<b>Adoption Date:</b>	22/11/2016
<b>Amendment Date:</b>	22/08/2017, 7/02/2018, 21/08/2018, 29/06/2021, 11/04/2022, 5/12/2022, 27/03/2023
<b>Minute Number:</b>	MIN16.919, MIN17.748, MIN18.620, MIN21.413, MIN22.247, MIN22.937, MIN23.153
<b>Review Date:</b>	01/12/2024
<b>Directorate:</b>	City Development
<b>Record Number:</b>	POL24/122

**Committee – Terms of Reference**

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**1. Purpose**

The purpose of the committee is to represent the interests and views of young people to Council and the Community.

The Committee will also seek to influence Council's support and intent in achieving their objectives for the current Shoalhaven City Council Community Strategic Plan 2032 (SCC CSP).

The purpose of this Committee is linked to the achievement of the following objectives and actions within the Council's Strategies, Plans and other documentation.

Document	Objective / Action
<p><a href="#">Shoalhaven 2032 Community Strategic Plan   Shoalhaven City Council</a></p> <p><a href="#">Delivery Program Operational Plan   Shoalhaven City Council</a></p>	<p>1.1 Support inclusive, safe and connected communities</p> <p>1.1.02 Support communities to become safer and stronger through positive and effective planning, partnerships and programs</p>

**2. Interpretation**

For the purpose of this document:

*Member* means a member of the Committee

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*Chairperson / Chair* means the chairpersons of the Committee

*Elected members* mean the elected Councillors of Shoalhaven City Council

*Youth/ Young People* refers to people aged 12 to 25 years at time of appointment (if a Committee member turns 26 years during their term they are permitted to remain on the Committee until the end of their term).

*CSP* means the Shoalhaven City Council Community Strategic Plan

*DPOP* means the Shoalhaven City Council Delivery Program Operational Plan

**3. Status of the Committee**

#### Youth Advisory Committee – Terms of Reference

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The Committee provides non-binding advice to Council for consideration.

#### 4. Role

- To represent the interests and views of young people to Council and the Community
- 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 give young people experience in Local Government and community affairs
- 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

#### 5. Delegations

Advisory Committees may make recommendations to Council on all matters within the role outlined above.

This does not include substantial issues and recommendations (possibly including expenditure) that will be reported to Council by a separate report Manager – Community Connections.

The Committee does not have the power to incur expenditure (directly or indirectly), or the power to bind Council.

#### 6. Membership

The Committee is expected to act in accordance with the Role of the Committee as defined above in Section 4. The Committee will comprise the following:

Voting Members:

- A maximum of five Secondary School Student Representatives
- A maximum of five Tertiary Education Student Representatives
- A maximum of five community youth representatives

Non-Voting Members

- Representatives from other relevant Government Agencies, Community Organisations and Service Providers, with preference for youth representatives
- One representative for each of the Federal Member for Gilmore and the State Members for South Coast and Kiama, with preference for youth representatives
- All available Councillors
- Council's Chief Executive Officer (CEO) or nominee

#### **Secondary School Student Representatives**

- A maximum of five Secondary School Student Representatives: two students selected as voting members, and up to three other students from each local secondary school are invited to join. Schools include: Nowra Christian School, Shoalhaven High School, Vincentia High School, St John the Evangelist High School,

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#### Youth Advisory Committee – Terms of Reference

Nowra Anglican College, Bomaderry High School, Ulladulla High School, Nowra High School and Shoalhaven River College.

#### **Tertiary Education Student Representatives**

- A maximum of five Tertiary Education Student Representatives: one student representative invited to join from each of the local tertiary education institutions, including: University of Wollongong – Shoalhaven Campus, TAFE NSW Nowra and Ulladulla Campus's, Country Universities Centre Southern Shoalhaven and Kiama Shoalhaven Community College.

#### **Community Youth Representatives**

Following an expression of interest process, a maximum of five local community youth representatives, being young people aged 12 – 25 years with representation from the North, Central and South of the LGA, will be appointed that meet the following criteria:

- A broad interest and understanding of youth issues in the Shoalhaven.
- A commitment to raising awareness and appreciation within the general community of the needs and talents of young people
- Local resident living or working within the Shoalhaven.
- Aboriginal and Torres Strait Islander people are encouraged to apply

Community representatives with Committee membership have voting rights.

#### **Community Youth Representative Appointments:**

- Nominations should be advertised throughout the community via an Expression of Interest (EOI) process.
- Appointments to the Committee will be for a two-year term with a set commencement and finish date.
- Vacancies will be advertised locally via media and Council communication networks.
- To promote and encourage a diverse, inclusive and accessible Committee of young people Expressions of Interest for new members will be widely promoted across multiple platforms to include targeted promotions to reach young people with a disability, CALD communities, Aboriginal and Torres Strait Islander young people and young people identifying as LGBTQIA+
- Council will manage the application process.
- An assessment panel consisting of a Council staff member (Manager – Community Connections), one Committee member representative and one suitably qualified independent representative will assess the applications and make recommendations for appointments to Council based on set criteria. Each member of the assessment panel will vote on recommendations with a majority ruling.

#### **Government Agencies, Community Organisations and Service Providers**

The Chief Executive Officer (or nominee) invites a range of Government Agencies, Community Organisations and Service Providers to nominate representatives each. Government Agencies, Community Organisations and Service Providers representatives will be invited to join, with a request to nominate a youth representatives (aged 12-25 years), this may include:



#### Youth Advisory Committee – Terms of Reference

- Representatives, preference for youth representatives, from the community and social service sector, including but not limited to Headspace Youth Reference Group and Pride Space, Aboriginal Land Council's Youth Advisory Groups, Disability Service Providers, Care South, Nowra Youth Centre, Mission Australia Ulladulla Youth Centre, Firefly Bay and Basin, Defence Force Cadets, Young Parents Groups.

The nominated agency representatives provide advice in relation to their functions and areas of expertise. Government Agencies, Community Organisations and Service Providers representatives with Committee membership do not have voting rights.

#### **Member of Parliament Representatives**

- One representative for each of the Federal Member for Gilmore and the State Members for South Coast and Kiama

The nominated representatives provide advice in relation to their functions and areas of expertise. The Member of Parliament representatives with Committee membership do not have voting rights.

#### **Councillor Representatives**

Councillors are welcome to attend meetings of the Committee as observers and contribute to discussions but do not have voting rights.

Council appoints (1) Councillor to be the voting Chair of the Committee. All other Councillors are welcome to attend meetings of the Committee as observers and contribute to discussions but are not entitled to vote.

If no Councillors are appointed as members, the Chief Executive Officer or nominee represents the elected member to chair the meeting.

#### **Council Officers**

Council officers may attend meetings to provide specialist professional advice in relevant areas identified by the committee that relate to youth issues. Council officers do not have voting rights.

#### **Chair and Deputy Chair**

The Chair will comprise of one Councillor (voting member) who will be nominated at the beginning of the meeting of the first sitting of the Youth Advisory Committee for the term of the current Council and in the absence of the nominated Chair a member with voting rights may be elected as interim Chair for that meeting.

#### **Terms of Office**

The advisory committee will run on a minimum two-year term with a biennial review. The purpose of the biennial review is to ensure the Committee are still addressing the goals set by the group, as well as identifying opportunities for improvement and setting future direction.

To maintain momentum, at the end of each membership term, the membership will be reviewed to allow members to assess their membership and the committee to appoint new members in vacant positions.

Committee members who are absent for three consecutive meetings of the YAC without submitting an apology will be requested in formal correspondence from Council to confirm

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**Youth Advisory Committee – Terms of Reference**

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their intention regarding their membership of the committee. Failure to respond may result in removal from this committee.

## **7. Committee Meetings**

### **Agenda**

Agenda will be distributed 7 days prior to the date of the meeting. Councillors and members can contribute to the agenda by requesting a report on a particular issue four weeks prior to the meeting, subject to the approval of the Chair and the relevant Director.

### **Quorum**

Six provided that the Chair with voting rights and five committee representatives with voting rights (being Secondary School, Tertiary Education and Community Youth representatives) are present. No proxy votes are permitted. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.

### **Voting**

It is expected that the Committee, and any working group, develop recommendations by consensus. If voting is required, a majority shall prevail with the Chair having a casting vote in the case of a tie.

Any votes against will be recorded in the minutes.

### **Meeting Schedule**

There will be a minimum of one meeting per year. The Chair may call an additional meeting in consultation with the Manager Culture and Community Services or the Director of City Development.'

### **Minutes**

The Committee shall provide advice to the Council for consideration. The Committee's advice shall be posted on the Council website. Following consideration of the advice from the Committee, any resolution determined by Council, will be posted on the Council website.

### **Confidentiality And Privacy**

Members who may have access to confidential or personal information retained by Council are required to maintain the security of such confidential or personal information and therefore shall not use or remove any information unless the member is authorised to do so.

### **Communication**

In relation to the communication functions of Committee, the following apply:

- Members of the Committee are not permitted to speak to the media as Council representatives of the Committee unless approved by Council Staff.
- Where approval has been given by Council Staff, views and opinions expressed are those of the Individual and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.

## **8. Council Staff Responsibility**

#### Youth Advisory Committee – Terms of Reference

The Committee's contact within Council is the Senior Community Capacity Builder, within the City Development Directorate. This Directorate is considered to be responsible for ensuring the agenda and presentations remain relevant to the Committees role and presenting the Action Table Report.

Reports requested by or presented to the Committee from other departments/Directorates outside of the responsible contact department will be the responsibility of said Directorate. Updates on these actions in the Action Table will be the sole responsibility of said department and Directors will ensure these updates are finalised in a timely manner.

Governance is responsible for administrative support functions of the committee such as collating and distributing the agenda, minutes and notation of apologies.

### **9. Code of Conduct**

All members of the Committee are required to observe the provisions of Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the Committee.

A breach of the Code of Conduct may lead to the member being expelled from the Committee.

As per Council's Code of Meeting Practice, speakers addressing the meeting do not have absolute privilege with respect to comments they make, opinions they express or material presented, and need to be aware that they may be held personally liable for defamatory statements or statements contrary to any legal obligations.

### **10. Document Control**

These Terms of Reference are reviewed at the commencement of each term of Council. Amendments to these Terms of Reference are to be reported to Council for approval.

A version history (footnote on front page) is included if amendments have been approved.

### **11. Sunset Clause**

The committee may be disbanded within one year of the election of a new Council, or earlier at the direction of Council.

### **12. Other Relevant Documents List**

[Code of Conduct](#)

[Code of Meeting Practice](#)

[CSP](#)

### **13. Review**

To be reviewed within one year of the election of a new Council, or earlier at the direction of Council.

## YA25.10 Update on Actions Report - August 2024

**HPERM Ref:** D24/269359

**Department:** Cultural & Community Services

**Approver:** Lindsay Usher, Acting Director - City Development

**Attachments:** 1. Youth Advisory Committee - Action Table - August 2024 [↓](#)

### Reason for Report

The purpose of this report is to provide the Youth Advisory Committee with a progress report on outstanding and completed 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.
2. The following actions are considered complete and can be removed from the Action Table.
  - a. YA24.4 Membership Resignation - Adam-John Clear
  - b. YA23.17 Meeting Times and Days 2024 Discussion
  - c. YA23.13 Report Received - Update on Actions Report - May 2024

### 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 (YAC) on outstanding and completed actions from previous meetings. All actions have been completed. Attachment 1 provides information regarding the status of actions and resolutions made at previous meetings.

Subject to the Group concurring that satisfactory progress has been made to complete the item on the August 2024 Action Sheet Report, the Group is requested to adopt the Recommendation to note completion of:

- a. YA24.4 Membership Resignation - Adam-John Clear
- b. YA23.17 Meeting Times and Days 2024 Discussion
- c. YA23.13 Report Received - Update on Actions Report - May 2024

Should YAC members require further information on the status of the actions in the table attached, Council staff will provide as requested.

### **External Consultations**

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.

Youth Advisory Committee Completed: 21 April 2024 to 5 July 2024			Action Sheets Report
<b>Meeting Date:</b> 15/05/2024	<b>Item No:</b> YA24.4	<b>Officer:</b> Goodman, Rylee	<b>Completed:</b> 27/05/2024
<b>Title:</b> Membership Resignation - Adam-John Clear			
<p><b>RESOLVED</b> (By consent)</p> <p>That the Youth Advisory Committee:</p> <ol style="list-style-type: none"> <li>Accept the resignation of Mr Adam-John Clear (Youth Representative) and thank him for his contribution to the Committee;</li> <li>Fill the Youth Representative vacancy through the current Expression of Interest.</li> </ol> <p>CARRIED</p>		<p><b>Notes:</b></p> <p><b>27 May 2024 1:42pm Goodman, Rylee - Completion</b></p> <p>Completed by Goodman, Rylee (action officer) on 27 May 2024 at 1:42:40 PM - Removed from Folder Notes, EWOK, Infocouncil and resignation confirmation email sent. Updated meeting invites.</p>	
<b>Meeting Date:</b> 15/05/2024	<b>Item No:</b> YA23.17	<b>Officer:</b> Richardson, Jessica	<b>Completed:</b> 13/06/2024
<b>Title:</b> Meeting Times and Days 2024 Discussion			
<p>The Youth Advisory Committee (YAC) members discussed their preferred meeting times and days for the YAC in 2024.</p> <p>Ms Richardson advised that the last 2 meetings of the Committee failed to reach quorum however, discussions have occurred on this item with members present at those meetings and it was noted that Tuesdays are the preferred meeting day for members to meet quarterly although there were 2 timeframes proposed:</p> <ul style="list-style-type: none"> <li>Tuesday 10.00am – 12.00pm,</li> <li>Tuesday 1.00pm – 3.00pm</li> </ul> <p>Students from St Johns the Evangelist High, Vincentia High School and other participating students and youth representatives advised that Tuesday, 10.00am – 12.00pm is their preferred time.</p> <p>Council's Community Connections Team and Governance Team will work together to schedule this preferred option into the calendar for 2024 and the options to move the remainder of Youth Advisory Committee meetings for the rest of the year.</p>		<p><b>Notes:</b></p> <p><b>23 May 2024 3:16pm Goodman, Rylee</b></p> <p>To discuss with Governance/Rylee to coordinate and schedule potential dates.</p> <p><b>13 Jun 2024 12:08pm Richardson, Jessica</b></p> <p>Given staff availability, the next YAC meeting will be held on Wednesday 7 August 10am-12pm to ensure it is able to progress prior to Council entering caretaker mode. The final meeting for 2024 will then provide an opportunity to meet on a Tuesday as requested by the Committee. A placeholder for this final meeting is being held for Tuesday 29 October 10am-12pm, depending on incoming Council approval., This action is considered complete and can be removed from the action table.</p> <p><b>13 Jun 2024 12:15pm Richardson, Jessica - Completion</b></p> <p>Completed by Richardson, Jessica (action officer) on 13 June 2024 at 12:14:59 PM - This action is considered complete and can be removed. Staff have scheduled the final two meetings of 2024 to match staff and Committee availability.</p>	

<b>Youth Advisory Committee</b> <b>Completed: 21 April 2024 to 5 July 2024</b>	<b>Action Sheets Report</b>
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<b>Meeting Date:</b> 15/05/2024	<b>Item No:</b> YA23.13	<b>Officer:</b> Goodman, Rylee	<b>Completed:</b> 23/05/2024
<b>Title:</b> Report Received - Update on Actions Report - May 2024			
<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. The following actions are considered complete and removed from the Action Table.             <ol style="list-style-type: none"> <li>a. YA23.6 - Youth Advisory Committee Membership Expression of Interest</li> </ol> </li> </ol> <p>CARRIED</p>		<p><b>Notes:</b></p> <p><b>23 May 2024 4:22pm Goodman, Rylee - Completion</b></p> <p>Completed by Goodman, Rylee (action officer) on 23 May 2024 at 4:22:18 PM - Actions completed in Infocouncil. NFA required.</p>	

## YA25.11 Update on Actions Report - March 2025

**HPERM Ref:** D25/84324

**Department:** Cultural & Community Services  
**Approver:** Lindsay Usher, Acting Director - City Development

**Attachments:** 1. Action Table - March 2025 [↓](#)

### Purpose

The purpose of this report is to provide the Youth Advisory Committee with a status update on outstanding actions.

### Summary and Key Points for Consideration:

This report aims to update the Youth Advisory Committee on the current status of pending actions that are recommended for completion.

### 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. The following action is considered complete and can be removed from the Action Table.
  - a. YA24.6 Presentation Received - Shoalhaven Education Fund

### 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 and Supplementary information

This report is to update the Youth Advisory Committee (YAC) on outstanding and completed actions from previous meetings. All actions have been completed. Attachment 1 provides information regarding the status of actions and resolutions made at previous meetings noting there were 3 items deferred from the last meeting to this meeting. The action to defer the report has been completed however, these items will not be removed from the action table until this meeting has been held, the items are resolved by the Committee and staff have taken any necessary action.

Subject to the Committee concurring that satisfactory progress has been made to complete the items on the August 2024 Action Sheet Report, the Group is requested to adopt the Recommendation to note completion of:

- b. YA24.6 Presentation Received - Shoalhaven Education Fund



Staff can provide an update at the meeting, should members have any further questions on the completion of actions.

### **Internal Consultations**

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.

### **External Consultations**

Members of the Youth Advisory Committee will be informed about the progress of any future outstanding actions at the next sitting of the committee.

### **Community Consultations**

This report relates to actions that arose from previous Youth Advisory Committee meetings and that are the responsibility of staff to complete. As such, no community consultation was required.

### **Policy and Statutory Implications**

There are no changes required to any Council policy as a result of the production of this report.

### **Financial Implications**

There is no budget associated with the Youth Advisory Committee so there are no financial implications.

### **Risk Implications**

Council recognises the importance of maintaining good relationships and upholding core organisational values in all interactions with members of our Section 355 Committees. Council will tolerate appropriate and effective interventions to improve the functioning of these Committees.

Youth Advisory Committee Completed: 5 July 2024 to 27 February 2025			Action Sheets Report
<b>Meeting Date:</b> 07/08/2024	<b>Item No:</b> YA24.8	<b>Officer:</b> Goodman, Rylee	<b>Completed:</b> 19/08/2024
<b>Title:</b> Item Deferred - Membership Resignation - Nathaniel Woodcock			
Note: This item was deferred to the next Youth Advisory Committee meeting.		<b>Notes:</b> <b>19 Aug 2024 10:56am Goodman, Rylee - Completion</b> Completed by Goodman, Rylee (action officer) on 19 August 2024 at 10:55:59 AM - Item deferred to Nov meeting. - Item further deferred to March 2025 meeting due to cancellation of November meeting in 2024.	
<b>Meeting Date:</b> 07/08/2024	<b>Item No:</b> YA24.9	<b>Officer:</b> Goodman, Rylee	<b>Completed:</b> 19/08/2024
<b>Title:</b> Item Deferred - Update on Actions Report - August 2024			
Note: This item was deferred to the next Youth Advisory Committee meeting.		<b>Notes:</b> <b>19 Aug 2024 10:56am Goodman, Rylee - Completion</b> Completed by Goodman, Rylee (action officer) on 19 August 2024 at 10:56:10 AM - Item deferred to Nov meeting. - Item further deferred to March 2025 meeting due to cancellation of November meeting in 2024.	
<b>Meeting Date:</b> 07/08/2024	<b>Item No:</b> YA24.6	<b>Officer:</b> Goodman, Rylee	<b>Completed:</b> 19/08/2024
<b>Title:</b> Presentation Received - Shoalhaven Education Fund			
Sophie Ray from the Shoalhaven Education Fund presented to the Youth Advisory Committee (YAC) on the Fund's support for young people in the Shoalhaven. Discussions included their progress since 2012 and lessons learned about the challenges facing young people in the Shoalhaven in accessing educational opportunities.		<b>Notes:</b> <b>19 Aug 2024 10:56am Goodman, Rylee - Completion</b> Completed by Goodman, Rylee (action officer) on 19 August 2024 at 10:56:34 AM - No action required. Completed in infocouncil.	
<b>Meeting Date:</b> 07/08/2024	<b>Item No:</b> YA24.5	<b>Officer:</b> Goodman, Rylee	<b>Completed:</b> 19/08/2024
<b>Title:</b> Item Deferred - Update - Shoalhaven Affordable Housing Strategy - Strategy Planning Team			

<b>Youth Advisory Committee</b> <b>Completed: 5 July 2024 to 27 February 2025</b>	<b>Action Sheets Report</b>
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This item has been deferred to the next Youth Advisory Committee meeting.

**Notes:**

**19 Aug 2024 10:55am Goodman, Rylee - Completion**

- Completed by Goodman, Rylee (action officer) on 19 August 2024 at 10:55:47 AM
- Item deferred to Nov meeting.
- Item further deferred to March 2025 meeting due to cancellation of November meeting in 2024.