

Youth Advisory Committee

Meeting Date: Wednesday, 28 February, 2024
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. Meeting Conduct Statement
3. Acknowledgement / Welcome to Country
4. Apologies
5. Confirmation of Minutes
 - Youth Advisory Committee - 15 November 2023 1
6. Declaration of Interests
7. Presentations
 - YA23.14 Open Discussion - Priority Setting 2024
 - The Youth Advisory Committee to discuss priority areas of change for young people in the Shoalhaven in 2024.*
 - Members of the YAC to complete the following activity individually:*
 - What matters to Youth?:*
 - *What makes you happy?*
 - *What makes you sad?*
 - *What makes you angry?*
 - In small groups, members of the YAC to brainstorm the following questions, using their responses to the above:*
 - *What is important to local young people?*
 - *How do we address/advocate for these matters?*
 - As a Committee, the YAC will put forward, by unanimous consent, their five priority areas of change for young people in the Shoalhaven in 2024. These priority areas will be used as a reference by the*

Community Connections team when undertaking work and when forming partnerships that impact on young people in the Shoalhaven.

YA24.1 Youth Advisory Committee Overview 2024

Community Capacity Building staff will present an overview of the Youth Advisory Committee, including:

- *Overview of the Committee*
- *Terms of Reference*
- *Strategic Plan*
- *Relevant Policies and Procedures*

YA24.2 Community Engagement Framework

Council’s Marketing and Community Engagement Team wish to present to the Youth Advisory Committee on the development of the Community Engagement Framework.

8. Reports

YA23.13 Update on Actions Report - February 20243

9. General Business

YA23.17 Meeting Times and Days 2024 Discussion

The Youth Advisory Committee (YAC) members will discuss preferred meeting times and days for the YAC in 2024. A meeting schedule will be developed to reflect the times and days best suited to the majority of Committee members.

YA23.16 South Coast Youth Forum - Discussion

The Office for Regional Youth have proposed to organise a South Coast Youth Forum in 2024, to provide an opportunity for young leaders across the Illawarra/ Shoalhaven to build their leadership skills and network with other young leaders. The Office for Regional Youth is inviting the Youth Advisory Committee (YAC) to provide feedback on the format for the Forum, by:

Membership

Chairperson – Appointed by Committee at each meeting

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

Nathan Woodcock – Community Youth Representative

Nelani Botha - Community Youth Representative

Adam-John Clear - Community Youth Representative

2 voting representatives from each local High School

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 2027 (SCC CSP).

Delegations

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

MINUTES OF THE YOUTH ADVISORY COMMITTEE

Meeting Date: Wednesday, 15 November 2023
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 10.00am

The following members were present:

Ms Carly McWalters - Chairperson
Clr John Kotlash
Clr Evan Christen
Clr Patricia White
Clr Tonia Gray – (Joined Remotely 10.11am)
Clr Paul Ell – (Joined Remotely 10.16am)
Mr Nathaniel Woodcock (Remotely)
Ms Maddison Murton – St John’s High School
Mr Max Turner - St John’s High School
Ms Emile Dupont-Louis – Ulladulla High School (Remotely)
Ms Janet Atkins – Manager - Nowra Youth Centre (Remotely)
Mr Tony Briggs – CareSouth (Joined Remotely at 10.14am)

Others present:

Mr Michael Paine - Manager - Community Connections
Ms Holly Corbett – Trainee Community Capacity Builder
Ms Erin Fleming – Youth Insearch
Ms Brianna Moroney – Youth Insearch

Ms Carly McWalters – Lead – Community Capacity Building assumed the Chair and asked the members present if there were any nominations for the role of Chairperson. There being no nominations, Ms Carly McWalters assumed the role of Chair for this meeting and provided an Acknowledgement of Country.

Apologies / Leave of Absence

An apology was received from Gareth Ward.

At 10.30am the Chairperson advised that as quorum had not been reached, the meeting had lapsed and all items on the agenda would be deferred to the next Youth Advisory Committee meeting.

YA23.15 Youth Insearch Presentation

HPERM Ref:
D23/426344

Although quorum had not been reached, the members present did receive a presentation from Ms Erin Fleming and Ms Brianna Moroney – Youth Insearch presented to the Committee regarding the work of the foundation in the Shoalhaven. A link has been provided below to the organisation’s

website:

<https://youthinsearch.org.au/>

A link to the video presentation is attached below:

<https://www.youtube.com/watch?v=TO9c8Js61-4>

Confirmation of the Minutes

This item be deferred to the next meeting.

Declaration of Interests

Nil

PRESENTATIONS

YA23.14 Open Discussion - Priority Setting 2024

**HPERM Ref:
D23/426254**

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

REPORTS

YA23.13 Update on Actions Report - August 2023

**HPERM Ref:
D23/286568**

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

GENERAL BUSINESS

YA23.16 South Coast Youth Forum - Discussion

**HPERM Ref:
D23/426411**

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

YA23.17 Meeting Times and Days 2024 Discussion

**HPERM Ref:
D23/426419**

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

Ms Carly McWalters
CHAIRPERSON

YA23.13 Update on Actions Report - February 2024

HPERM Ref: D23/286568

Department: Community Connections

Approver: Sarah Taylor, Manager - Library Services

Attachments: 1. Action Table - Youth Advisory Committee - 2 August 2023 [↓](#)

Reason for Report

Note: This report has been deferred from 2 August 2023.

The purpose of this report is 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.
2. The following actions are considered complete and removed from the Action Table.
 - a. YA23.6 - Youth Advisory Committee Membership Expression of Interest

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 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 2023 Action Sheet Report, the Group is requested to adopt the Recommendation to note completion of:

- a. YA23.6 - Youth Advisory Committee Membership Expression of Interest

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.

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| Youth Advisory Committee Uncompleted as at "Date" Completed: "Date From" to "Date to" | Action Sheets Report |
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COMPLETED

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| Meeting Date: 01/03/2023 | Item No: YA23.6 | Officer: Fischer, Ben | Completed: 18/07/2023 |
| Title: Youth Advisory Committee Membership Expression of Interest | | | |
| <p>RESOLVED (By consent)</p> <p>That the Youth Advisory Committee:</p> <ol style="list-style-type: none"> 1. Endorse Council Staff to conduct a Membership Expression of Interest for all five (5) vacant community youth representative positions available on the Youth Advisory Committee. 2. Endorse Council Staff to audit the current membership of the Youth Advisory Committee. 3. Nominate Mr Tylar-Jay Stolk to be the Committee representative on the assessment panel for the next round of the EOI. <p>CARRIED</p> | | <p>Notes:</p> <p>"Wednesday, 15 March 2023 at 1:18:00 PM (GMT+11:00) Fischer, Benjamin:" Part 1 of the Recommendation will be actioned by Benjamin Fischer. Part 2 of the Recommendation to be actioned by relevant Community Connections Staff.</p> <p>"Friday, 21 April 2023 at 10:45:29 AM (GMT+10:00) Richardson, Jessica:" Update on Actions</p> <ol style="list-style-type: none"> 1. Governance, supported by Community Capacity Building Team and Communications Team, launched the Expression of Interest and promoted across social media platforms, news item and through community networks. Expression of Interest Closes 2 May 2023. 2. Ongoing. Community Capacity Building Team have reached out to local service providers to nominate representatives to attend meetings. No nominations received at this stage. 3. Upon close of applications on 2 May 2023, the panel will meet to review applications and present nominations to the Committee. <p>"Wednesday, 17 May 2023 at 4:12:44 PM (GMT+10:00) Richardson, Jessica:" Shoalhaven City Council has received 2 applications through the Expression of Interest from community members to join the Youth Advisory Committee from:</p> <ol style="list-style-type: none"> 1. Nelani Botha 2. Adam-John Clear <p>The applications have been sent to the assessment panel and once approved will be sent to Council for endorsement.</p> <p>This will leave 3 community member positions vacant and so Council staff propose to keep the Expression of Interest open until these positions are filled.</p> | |

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| <p>Youth Advisory Committee Uncompleted as at "Date" Completed: "Date From" to "Date to"</p> | <p>Action Sheets Report</p> |
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| | <p>"Monday, 10 July 2023 at 3:37:50 PM (GMT+10:00) Richardson, Jessica:" The Assessment Panel has approved the applications received and recommend to Council to appoint both Nelani Botha and Adam-John Clear as members of the YAC for a 2-year term. It was also recommended to Council that the EOI remain open until the remaining 3 vacant positions are filled. These recommendations will be reviewed by Council at the Ordinary meeting on 17 July 2023.</p> <p>"Tuesday, 18 July 2023 at 4:10:18 PM (GMT+10:00) Richardson, Jessica:" At the Ordinary Meeting on 17 July 2023 Council carried the recommendations to:</p> <ol style="list-style-type: none"> 1. Appoint Nelani Botha as a member of the Youth Advisory Committee for a 2-year term, to expire in June 2025. 2. Appoint Adam-John Clear as a member of the Youth Advisory Committee for a 2-year term, to expire in June 2025. 3. Note that the Expression of Interest will remain open until all three remaining community youth representative positions are filled. <p>The Community Capacity Building team will continue to promote opportunities for young people in the community to join the YAC.</p> <p>This item is now considered complete and can be removed from the action table.</p> <p>Completed by Fischer, Ben (action officer) on 18 July 2023 at 5:48:40 PM - A membership appointment report went to Council on 17 July 2023 to appoint the following members Nelani Botha Adam-John Clear Note that the Expression of Interest will remain open until all three remaining community youth representative positions are filled.</p> |
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