

Youth Advisory Committee

Meeting Date: Wednesday, 15 May, 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 - 28 February 2024 1
6. **Declaration of Interests**
7. **Presentations**
 - YA24.3 Shoalhaven Affordable Housing Strategy - Strategy Planning Team
At the Youth Advisory Committee meeting held on 2 August 2023, the Committee requested a presentation from Council on the Shoalhaven Affordable Housing Strategy. Mr Matthew Rose – Coordinator – Strategy Planning Team would like to present to the Committee the draft strategy and request for feedback and suggestions from the Committee.
8. **Reports**
 - YA24.4 Membership Resignation - Adam-John Clear 3
 - YA23.13 Update on Actions Report - May 2024..... 5
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.

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

Bradley Martin - 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, 28 February 2024
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The following members were present:

Clr Matthew Norris
Clr Patricia White
Clr Gillian Boyd (Remotely)
Clr John Kotlash (Remotely)
Ms Nelani Botha (Joined Remotely at 10.30am)
Mr Lachlyn Bisat - St John the Evangelist High
Ms Tyne Weller - St John the Evangelist High
Ms Georgia Szymoniczek - St John the Evangelist High
Ms Eden Sakora - Ulladulla High School
Ms Chloe Jeffers - Ulladulla High School
Ms Elyza Wall - Ulladulla High School
Ms Kasey Henshaw – Firefly Bay & Basin (joined Remotely at 10.21am)
Ms Erin Fleming – Youth Insearch (Joined Remotely at 10.27am)
Mr Michael Paine - Manager - Community Connections

Others present:

Ms Robyn Stevens – Chief Executive Officer
Ms Jessica Richardson – Community Capacity Builder
Ms Caitlin Lewis – Manager – Media & Communications
Ms Alix Gillett - Coordinator - Marketing & Community Engagement
Ms Sandy Sturgiss – Communications & Engagement Support Officer

At 10.12am Mr Michael Paine – Manager – Community Connections advised the Committee that quorum had not been reached however, the members present received presentations from the schedule as follows.

PRESENTATIONS

YA24.2 Community Engagement Framework

**HPERM Ref:
D24/47660**

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

Ms Caitlin Lewis, Ms Alix Gillett and Ms Sandy Sturgiss - Council's Marketing and Community Engagement Team presented to the Youth Advisory Committee on the development of the Community Engagement Framework.

The presentation is attached to the Minutes.

YA23.14 Open Discussion – Priority Setting 2024**HPERM Ref:
D23/426254**

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

The Youth Advisory Committee discussed priority areas of change for young people in the Shoalhaven in 2024.

Discussion questions will be shared with the Committee members who were not in attendance to ensure priority areas are reflective of the feedback received from the whole Committee.

The presentation is attached to the Minutes.

YA24.1 Youth Advisory Committee Overview 2024**HPERM Ref: D24/2710**

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

Community Capacity Building presented an overview of the Youth Advisory Committee.

The presentation is attached to the Agenda Attachments.

Note: At 10.30am, quorum had still not been reached and therefore, the meeting was declared lapsed. All remaining items on the agenda will be deferred to the next Youth Advisory Committee meeting.

Confirmation of the Minutes

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

REPORTS**YA23.13 Update on Actions Report – February 2024****HPERM Ref:
D23/286568**

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

GENERAL BUSINESS**YA23.17 Meeting Times and Days 2024 Discussion****HPERM Ref:
D23/426419**

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

YA23.16 South Coast Youth Forum - Discussion**HPERM Ref:
D23/426411**

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

Ms Jessica Richardson
CHAIRPERSON

YA24.4 Membership Resignation - Adam-John Clear

HPERM Ref: D24/139596

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 Adam-John Clear 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 Adam-John Clear (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 Monday, 9 April 2024 from Mr Adam-John Clear that he wished to resign from the Committee. Mr Adam-John Clear was appointed as a Youth Representative in June 2023.

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>

YA23.13 Update on Actions Report - May 2024

HPERM Ref: D23/286568

Department: Community Connections

Approver: Michael Paine, Acting Director - City Lifestyles

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.

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

Meeting Date: 01/03/2023	Item No: YA23.6	Officer: Fischer, Ben	Completed: 18/07/2023
Title: Youth Advisory Committee Membership Expression of Interest			
RESOLVED (By consent) That the Youth Advisory Committee: <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. CARRIED		Notes: "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. "Friday, 21 April 2023 at 10:45:29 AM (GMT+10:00) Richardson, Jessica:" Update on Actions <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. "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: <ol style="list-style-type: none"> 1. Nelani Botha 2. Adam-John Clear The applications have been sent to the assessment panel and once approved will be sent to Council for endorsement. 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>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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