

Date: 9/05/2022

NSW EPA Environment Youth Advisory Council 2022-2024

Terms of Reference

The NSW Environment Protection Authority (EPA) is committed to increasing engagement with children and young people. As part of this an Environment Youth Advisory Council (YAC) is being created.

1. Objectives of the YAC

The objectives of the EPA YAC are to:

- Gain insights into the opinions of NSW young people to ensure the EPA's policies and programs genuinely consider them
- Provide participants a unique opportunity to learn about the role of the EPA and gain skills advising on policy, programs and social media content
- Enable young people's input to a broader EPA youth engagement strategy
- Share EPA education information with participants

2. Responsibilities of YAC members

YAC members have the following responsibilities:

- Attend and actively participate in meetings
- Provide advice and make recommendations to the NSW EPA
- Act in a professional and responsible manner

3. Membership

Membership is through invitation after completion of a YAC Application Form, which will be assessed against an eligibility criterion (see section 4) by the Selection Panel (consisting of two EPA staff members and one person representing the Advocate for Children and Young People and one independent representative).

Applications is open to young people aged between 15 to 22 years, living in NSW.

The Youth Advisory Council will consist of a maximum of 12 youth representatives.

Membership shall aim to include a broad range of young people from a range of ages, genders, cultural backgrounds and locations in NSW.

4. Eligibility Criteria

The following eligibility criteria will apply to the selection of Youth Advisory Council members:

- Applicant has an interest and understanding of environmental and sustainability issues (such as waste issues including single use plastics, food waste and fast fashion, water issues, climate change, sustainable development).
- Applicant has the willingness to work in a team and participate in group discussions.
- Applicant can demonstrate the ability to listen to others, be respectful of others' opinions and be open to other ideas.
- Applicant has a passion for representing young people's voices in Government.
- Applicants have the capacity and motivation to commit to the YAC for the required duration.

5. Tenure and termination of membership

Members will be initially appointed for a year, with possibility of extension for a second year.

Membership will cease if:

- The member turns 24 years of age during their tenure.
- The member fails to attend two meetings in a row.
- The member behaves in a way that is contrary to the responsibilities of YAC Members detailed in Section 2.

6. Sitting fees and expenses

The YAC will be established as a committee of the EPA and sitting fees will be paid to members. Members will receive \$110 for a sitting for both online and in person meetings.

Should a member not attend a meeting, a stipend will not be paid.

EPA will cover travel expenses to attend face to face meetings.

7. Induction

Once elected, the YAC is to receive an induction into the role and its requirements. This will be an online meeting.

8. Vacancies

A vacancy on the YAC shall be filled in the same manner as the original appointment is made.

9. YAC web portal

YAC members will have access to a private online portal where relevant information including meetings dates will be available.

10. EPA Contact

The YAC will be supported by the NSW EPA Stakeholder Engagement Team. The primary contact is Katie Ritchie, engagement@epa.nsw.gov.au

11. Media authority and consent

The YAC or its' members have no delegated authority to make comments to the media on behalf of the EPA.

All members are to provide a written consent for the EPA to publish images. And must also gain consent to post any images or comments on their own social media.

12. Meetings

12.1 Frequency of meetings

Participants will meet for an initial induction meeting online and then three times per year. One meeting will be online via Zoom, with the possibility of two meetings being in-person (depending on public health guidelines at the time).

12.2 Attendance at meetings

YAC members are expected to attend all meetings.

Should a member be unable to attend a meeting they must inform the EPA primary contact and provide a reason. If a member does not attend two meetings in a row, their membership will be automatically revoked.

12.3 Schedule of meetings 2022

The following schedule has been provided for YAC meetings. Dates will be provided to members at the first meeting.

Title	Date	Location
YAC induction	June 2022, 5.30pm-7pm	Online via Zoom
YAC meeting 1	June or July 2022	Online via Zoom
YAC meeting 2	October 2022	Face to face
YAC Meeting 3	Early 2023 TBC	Face to face or online

12.4 Meeting agendas

The NSW EPA team will set the agendas for Youth Advisory Council meetings in consultation with the council and circulate to members one week in advance of meetings.

12.5 Meeting Chair/facilitation

The NSW EPA or their contractors will chair/facilitate the Youth Advisory Council meetings.

12.6 Meeting notes and documents

All relevant meeting notes and documents will be housed on the Youth Advisory Council online portal.

13. Review of the Terms of Reference

The YAC Terms of reference will be reviewed after the initial two years of the YAC
