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YOUTH STRATEGIC STEERING COMMITTEE TERMS OF REFERENCE

Capability, Performance and Youth Command

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Summary

The Corporate Sponsor for Youth has the primary objective of directing and leading the NSW Police Force strategic approach to issues that affect young people within NSW. The Corporate Sponsor is supported by the Head of Discipline and region-based portfolio advocates, who provide advice on issues, regional initiatives, and risks through the Youth Strategic Steering Committee (YSSC).

Important steps:

The Youth Strategic Steering Committee provides strategic advice and direction regarding youth policing issues and guides the implementation of a professional, coordinated, and collaborative approach to youth policing by the NSW Police Force. This document defines:

- Purpose of the Youth Strategic Steering Committee
- Membership
- Frequency of meetings
- Membership
- Reporting & timeframes
- Secretariat support
- Record management

Document Control Sheet

Document Properties

Title	NSWPF Youth Strategic Steering Committee Terms of Reference
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Modification History

Version #	Version creation date	Author / Position	Summary of changes
1	2004	Youth Command	Originally Established as the 'Youth Issues Advisory Group'.
2	2012	NSW Police	Document updated and reformatted, including the renaming of the committee to the 'Youth Advisory Group'.
3	2018	Nevo Rom, Senior Policy and Project officer	Updated and reformatted
4	2019	Charlotte Frew, Senior Policy, and Program officer	Updated and reformatted
5	2021	Youth Command	Updated
6	2023	Youth Command	Reformatted and amendments to purpose, scope. Redefining of membership (including subject matter experts) and governance. ToR also inclusive of the introduction of the Youth Steering Committee.
7	2024	Youth Command	Re-naming to the Youth Strategic Steering Committee and formatted into corporate template. Document amended to reflect the change of name, roles and responsibilities, including the removal of the Youth Steering Committee.

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Purpose

The Youth Strategic Steering Committee aligns with the NSWPF Corporate Sponsor Program (CSP) to support the Commissioner's Executive Team (CET) to achieve corporate priorities by encompassing strategically significant issues that present risks to both the organisation and the community.

The Youth Strategic Steering Committee administers an essential role in setting the strategic direction of youth policing by informing policy, improving communication, encouraging cooperation, encompassing governance, and building awareness of youth policing across the organisation at an operational level. The membership includes the Corporate Sponsor (Chair), the Head of Discipline and Region Sponsors.

The Commander, Capability Performance and Youth Command, as the Corporate Sponsor for Youth has the primary objective of directing and leading the NSW Police Force strategic approach to issues that affect young people within NSW. This is achieved through driving the 'Strategic Action Plan', policy, strategy and practice improvements which align with the 'Commissioner's Intent' and includes provisions that necessitate a comprehensive, high-level, government-wide approach for management and resolution. In addition, the Corporate Sponsor is responsible in coordinating and leading Region Sponsors and policy support to deliver outcomes.

The Head of Discipline for Youth is the Commander, Youth Command, who holds the expert knowledge and subject specific responsibilities relating to youth.

Region Sponsors provide an essential role in setting the strategic direction of youth policing by informing policy, improving communication, encouraging cooperation, and building awareness of youth policing across the organisation at an operational level. Region Sponsors are responsible for advising of any issues, initiatives, or risk to the Corporate Sponsor, as well as drive and promote youth related initiatives and operations, within their region/area of responsibility.

Scope

The purpose of the Youth Strategic Steering Committee is to:

- Guide the NSW Police Force in achieving the objectives of the *NSW Police Force Our Focus Our Future* and the NSW Premier's Priorities.
- Operate under the NSW Police Force Corporate Sponsor Program Policy, including the requirements of reporting and recording, which encompasses key deliverables of the NSW Police Force Youth Strategy.
- Develop, implement, review, and communicate youth-related strategy, policy and programs, in line with the Commissioner's four pillars of prevention, disruption, response and capability.
- Build productive, strong, and effective partnerships with stakeholders involved in youth-related issues both internal and external to the NSW Police Force.
- Identify and respond to opportunities to improve professional education, training, and development programs for all police in youth related issues.
- Develop, implement, and review strategies for preventing and reducing youth offending and victimisation.
- Support and provide timely and considered advice to the Corporate Sponsor for Youth.

Function

Membership – Youth Strategic Steering Committee

Membership is intended to reflect the diversity of interests and needs amongst youth policing decision makers. And includes the:

- Corporate Sponsor for Youth (Chair): Commander, Capability Performance and Youth Command
- Head of Discipline: Commander, Youth Command
- Youth Region Sponsors (Superintendent):
 - Central Metropolitan Region
 - North West Metropolitan Region
 - South West Metropolitan Region
 - Northern Region
 - Southern Region
 - Western region
 - Police Transport & Public Safety Command
 - State Crime Command
 - Counter Terrorism & Special Tactics Command
- Public Affairs Branch Representative

Chair & Deputy Chairperson Responsibilities

The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner.

The role of the Deputy Chairperson is to shadow the Chairperson in providing leadership and responsibility for the organisation and the Committee and to step into the Chairperson's roles where needed.

The Deputy Chairperson will be a member of the Youth Strategic Steering Committee at the rank of Superintendent. This position will be rotated every 6 months at the discretion of the Chair.

Subject Matter Experts & Special Guests

Subject matter experts / special guests may be invited to the Youth Strategic Steering Committee meeting at the discretion of the Chair as required. This may include inviting experts or guests from the NSW Police Force or external agencies.

Meeting Frequency and Quorum

Regular meetings (via Teams) will be scheduled, it is the expectation of the Corporate Sponsor that members attend in-person, if possible, otherwise via online (Teams).

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In person Youth Strategic Steering Committee forums will be scheduled at the discretion of the Chair, usually 2 to 4 times per year.

In the circumstance where a Region Sponsor is unavailable to attend meetings, a suitable representative from the Region must be in attendance. The Commander, Youth Command is to be advised prior to the meeting.

Meetings will be set after the reporting period deadline to afford Sponsors adequate time to complete their reports prior to the meeting. All Youth Strategic Steering Committee members will be advised of the dates of meetings in advance.

The Corporate Sponsor reserves the right to reschedule or call an extraordinary meeting, if required.

As the Youth Strategic Steering Committee provides advice to the Chair, a quorum for validity of meetings will simply be a majority of members. In the absence of a quorum, the Chair may conduct a meeting for discussion purposes.

Compliance Requirements and Internal Controls

Governance & Reporting

To measure the success of the strategic initiatives, the Youth Strategic Steering Committee membership will provide the Corporate Sponsor with monthly reports on operational and engagement activities. This information will align with the provisions of the NSW Police Force Corporate Sponsor Program Policy, including the 'Youth Strategic Action Plan' and the requirements of the Annual Report.

- ENGAGE: Region Sponsors must ensure that NSWPF members record details for all youth related community and stakeholder engagement activities in the ENGAGE system.
- Monthly Reporting: Region Sponsors will be required to submit the 'Youth Region Sponsors Monthly Report', outlining high-level achievements, identified systemic issues and good news stories, as well as evidence-based recording provisions. Monthly Reports are required to be submitted to Youth Command by the 7th of the month.
- Annual Report: Youth Command will be required to prepare the 'Annual Report' which will reflect outcomes against the Commissioner's Intent and the Strategic Action Plan and will include data from the Engage and CRAMS systems. The Corporate Sponsor is responsible for providing the 'Annual Report' to Commissioners Executive Team (CET) by the end of the calendar year.
- Youth Strategic Action Plan: Upon the completion of the 'Annual report' Youth Command will review the Strategic Action Plan for currency and report the outcome to the Corporate Sponsor. The Corporate Sponsor may amend the Strategic Action Plan as required. Any amendments will be recorded on RMS.
- Corporate Risk and Management System (CRAMS): Youth Command will administer CRAMS requirements. The Corporate Sponsor is responsible for ensuring all risks and mitigation strategies for the Youth portfolio are recorded and managed in CRAMS. This includes any identified risks and treatments are appropriately recorded.

Secretariat Support

Secretariat support for the Youth Strategic Steering Committee will be provided by Youth Command. This includes the coordination and scheduling of meetings under the instruction of the Chair.

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Agendas, minutes, and any additional documentation for consideration by Youth Strategic Steering Committee members will be prepared and distributed in a timely manner both before and after meetings, with minutes circulated promptly for monthly meetings and within 14 days of each in person meeting.

It is the expectation that actions arising from the Youth Strategic Steering Committee meetings will be completed by the person allocated the responsibility by the due date and the outcome or progress of the actions reported back to Youth Command.

Items out of session, including regular newsletters, and sector analytics, will be circulated as required by the Corporate Sponsor for Youth, for consultation/review/advice through the YSSC distribution email (-M-MDL-YSSC).

The Terms of Reference and membership will be reviewed annually for currency, membership, purpose, and performance by Youth Command and the outcome provided to the Corporate Sponsor for Youth.

Record Management

Governance of the Youth Strategic Steering Committee, including meeting coordination, papers/documents circulated, and member support will be undertaken by the Youth Command. Information and data may also be disseminated by the Youth Command including that provided by the Youth Strategic Steering Committee members in consultation and support of the Corporate Sponsor.

As required by the NSW Police Force Corporate Sponsor Program Policy, the Corporate Sponsor will ensure that all records relating to the management of the portfolio are stored in RMS.