



# **AGENDA**

## **Youth Advisory Committee Meeting Thursday, 10 February 2022**

**I hereby give notice that a Youth Advisory Committee Meeting will be held on:**

**Date: Thursday, 10 February 2022**

**Time: 5.30 pm - 7.30 pm**

**Location: Via Teams**

**Scott Waters  
Chief Executive Officer**

**YOUTH ADVISORY COMMITTEE MEMBERS**

Alderman Want De Rowe	Elected Member
Alderman Sylvia Klonaris	Elected Member (Alternate)
Henry Longden	YAC Member
Emily Ford	YAC Member
Anais Henry-Martin	YAC Member
Jemima Fernandes	YAC Member
David Ninan	YAC Member
Ruizhe Zhao	YAC Member
Manoj Rajkumar	YAC Member

**OFFICERS**

Teresa Helm	Youth Engagement Officer
Angela O'Donnell	Executive Manager Community & Cultural Services
Ashleigh Pinton	STEAM Programs Assistant/Minute Taker

**OBSERVERS**

Kelvin Sidhu  
Sanjo Saviour

## Order Of Business

<b>1</b>	<b>Meeting Declared Open .....</b>	<b>5</b>
<b>2</b>	<b>Acknowledgement of Country .....</b>	<b>5</b>
<b>3</b>	<b>Apologies and Leave of Absence .....</b>	<b>5</b>
<b>4</b>	<b>Electronic Attendance .....</b>	<b>5</b>
<b>5</b>	<b>Declaration of Interest .....</b>	<b>5</b>
<b>6</b>	<b>Confirmation of Previous Minutes .....</b>	<b>5</b>
<b>7</b>	<b>Actions Arising From Previous Minutes .....</b>	<b>5</b>
<b>8</b>	<b>Presentations .....</b>	<b>5</b>
<b>9</b>	<b>Officer Reports.....</b>	<b>6</b>
9.1	Resignation of Member .....	6
9.2	Planning Session .....	7
9.3	Frequency of Meetings, Time and Location .....	11
9.4	Youth Advisory Committee Social Media.....	18
<b>10</b>	<b>Member Updates .....</b>	<b>19</b>
<b>11</b>	<b>General Business.....</b>	<b>19</b>
<b>12</b>	<b>Next Meeting .....</b>	<b>19</b>
<b>13</b>	<b>Closure of Meeting.....</b>	<b>19</b>



**1 Meeting Declared Open****2 Acknowledgement of Country****3 Apologies and Leave of Absence****3.1 Apologies****3.2 Leave of Absence****3.3 Leave of Absence Notified****4 Electronic Attendance****4.1 Electronic Attendance****4.2 Electronic Attendance Notified****5 Declaration of Interest****6 Confirmation of Previous Minutes**

Youth Advisory Committee Meeting - 12 November 2020

**7 Actions Arising From Previous Minutes****8 Presentations****8.1 Coordinator Recreation Services, Clare Beacham - Bagot Oval Consultation  
(5:45pm – 5:55pm)**

## **9 OFFICER REPORTS**

### **9.1 RESIGNATION OF MEMBER 5:55PM – 6:00PM**

**Author:** Youth Engagement Officer  
**Authoriser:** Executive Manager Community and Cultural Services  
**Attachments:** Nil

#### **RECOMMENDATIONS**

That the resignation of member Netra Gajmer be received and noted.

Netra Gajmer has notified of his resignation from the Youth Advisory Committee.

**9.2 PLANNING SESSION 6:00PM – 6:45PM**

**Author:** Youth Engagement Officer  
**Authoriser:** Executive Manager Community and Cultural Services  
**Attachments:** 1. Frequency of Meetings, Time and Location

**RECOMMENDATIONS**

That the Planning Session Information be received and noted.

Youth Engagement Officer to present items for discussion over a 1-hour planning session.

Items for discussion:

- 2022 meeting calendar
- events and commitments
- collaborative opportunities
- processes for new members
- how to ensure we have fair representations
- exit interviews

**FREQUENCY OF MEETINGS, TIME AND LOCATION**

**Author:** Youth Engagement Officer  
**Authoriser:** Executive Manager Community and Cultural Services  
**Attachments:** 1. Terms of Reference Youth Advisory Committee

**RECOMMENDATIONS**

Council Officers plan to recommend the following at a subsequent Council meeting:

1. THAT the report entitled Frequency of Meetings, Time and Location be received and noted.
2. THAT THAT the Youth Advisory Committee adopts the following schedule for meetings in 2022:
  - a) Meetings to be held on Thursday nights
  - b) Meetings to be held from 5:30 PM to 7:00 PM
  - c) Meetings to be held at the Civic Centre Bidjpidjii RoomAnd
  - d) Five meetings to be held:
    - i. 10 March 2022
    - ii. 14 May 2022
    - iii. 11 August 2022
    - iv. 8 October 2022
    - v. 12 November 2022

**PURPOSE**

The purpose of this report is to set the schedule for frequency of meetings of the Youth Advisory Committee and provide the updated Terms of Reference.

**KEY ISSUES**

- At the Council Meeting held on 28 September 2021, Council made decisions in relation to the establishment of the statutory committee structure for the 23<sup>rd</sup> Term of Council, and appointed Elected Members to its Advisory committees
- At the Council Meeting held on 7 December 2021, the updated Terms of Reference were adopted
- The adopted Terms of Reference for the Youth Advisory Committee is at **Attachment 1**.
- In accordance with the Terms of Reference, item 6.1 *Frequency of Meeting and Location*, this report is proposing that the Committee meets five times in 2022.



**DISCUSSION**

At the Ordinary Council Meeting held on 28 September 2021 Alderman Want De Rowe was appointed to the Youth Advisory Committee for the period 28 September 2021 to 30 June 2022. Alderman Sylvia Klonaris was appointed as the alternative.

At the 7 December Ordinary, the updated Terms of Reference were adopted for the Youth Advisory Committee. Terms of Reference advise that the Committee meet at least four times per year and no more than eight times annually between February and November. Time and location of meetings is to be determined by the Committee.

This report proposes the Youth Advisory Committee considers adopting the following meeting schedule for 2022:

- e) Meetings to be held on Thursday nights
- f) Meetings to be held from 5:30 PM to 7:00 PM
- g) Meetings to be held at the Civic Centre Bidjpidjii Room  
and
- h) Five meetings to be held:
  - vi. 10 March 2022
  - vii. 14 May 2022
  - viii. 11 August 2022
  - ix. 8 October 2022
  - x. 12 November 2022

The Committee will also commit to the follow in 2022:

1. April - Attending Youth Week events on behalf of Council
2. August - Host the annual Quiz for Dili event
3. September - Lead the annual co-design workshop to review and update the Youth Strategy focus
4. Nominate opportunities to collaborate with other youth-focussed groups in Darwin during months where no meetings are scheduled

**PREVIOUS COUNCIL RESOLUTION**

At the 7 December 2021 meeting Council resolved:

**14.5 23rd Council - Establishment of Executive and Advisory Committees****RESOLUTION: ORD001/21**

*THAT Council, pursuant to Section 82 of the Local Government Act 2019, establishes the following Executive and Advisory Committees and that the respective terms of reference be ADOPTED:*

*Advisory Committees*

- (i) Youth Advisory Committee, Terms of Reference, **Attachment 1**

**14.6 23rd Council - Appointments to Council Committees and External Representative Bodies****RESOLUTION: ORD411/21**

*THAT Council appoint the following Council members to the Youth Advisory Committee for the period 28 September 2021 to 30 June 2022:*

*Alderman Rebecca Want De Rowe and*

## Youth Advisory Committee Meeting Agenda

10 February 2022

<i>Alderman Sylvia Klonaris as Alternate</i>	
<b>STRATEGIC PLAN ALIGNMENT</b>	<p>5 A Vibrant and Creative City</p> <p>5.2 By 2030, Darwin will be a more connected community and have pride in our cultural identity</p>
<b>BUDGET / FINANCIAL / RESOURCE IMPLICATIONS</b>	<p><b>Budget/Funding:</b> Nil</p> <p><b>Is Funding identified:</b> Nil</p> <p>Nil</p> <p><b>Existing Position No:</b> Nil</p> <p><b>Contractor:</b> Nil</p>
<b>LEGISLATION / POLICY CONTROLS OR IMPACTS</b>	<p><b>Legislation:</b></p> <p>The Committee has been established pursuant to the <i>Local Government Act 2019</i></p> <p><b>Policy:</b></p> <p>Meetings – No.043</p> <p>Advisory and Other Committees – No.093</p> <p>Community Inclusion – No. 008</p>
<b>CONSULTATION, ENGAGEMENT &amp; COMMUNICATION</b>	<p><b>Engagement Level:</b> Discuss</p> <p><b>Tactics:</b></p> <p><a href="#">[Text]</a></p> <p><b>Internal:</b></p> <p>City of Darwin Youth Team</p> <p><b>External:</b></p> <p>Youth Advisory Committee</p>
<b>DECLARATION OF INTEREST</b>	<p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser <a href="#">Choose an item.</a> have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>

**9.3 FREQUENCY OF MEETINGS, TIME AND LOCATION 6:45-7:00PM**

**Author:** Youth Engagement Officer  
**Authoriser:** Executive Manager Community and Cultural Services  
**Attachments:** 1. Terms of Reference Youth Advisory Committee

**RECOMMENDATIONS**

Council Officers plan to recommend the following at a subsequent Council meeting:

1. THAT the report entitled Frequency of Meetings, Time and Location be received and noted.
2. THAT THAT the Youth Advisory Committee adopts the following schedule for meetings in 2022:
  - a) to be held on Thursday nights
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  - c) to be held at the Civic Centre Bidjpidjii Room or electronically via Teams as determined by City of DarwinAnd
  - d) Five meetings to be held:
    - i. 10 March 2022
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**PURPOSE**

The purpose of this report is to set the schedule for frequency of meetings of the Youth Advisory Committee and provide the updated Terms of Reference.

**KEY ISSUES**

- At the Council Meeting held on 28 September 2021, Council made decisions in relation to the establishment of the statutory committee structure for the 23<sup>rd</sup> Term of Council, and appointed Elected Members to its Advisory committees
- At the Council Meeting held on 7 December 2021, the updated Terms of Reference were adopted
- The adopted Terms of Reference for the Youth Advisory Committee is at **Attachment 1**.
- In accordance with the Terms of Reference, item *6.1 Frequency of Meeting and Location*, this report is proposing that the Committee meets five times in 2022.

**DISCUSSION**

At the Ordinary Council Meeting held on 28 September 2021 Alderman Want De Rowe was appointed to the Youth Advisory Committee for the period 28 September 2021 to 30 June 2022. Alderman Sylvia Klonaris was appointed as the alternative.

At the 7 December Ordinary, the updated Terms of Reference were adopted for the Youth Advisory Committee. Terms of Reference advise that the Committee meet at least four times per year and no more than eight times annually between February and November. Time and location of meetings is to be determined by the Committee.

This report proposes the Youth Advisory Committee considers adopting the following meeting schedule for 2022:

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- 4. Nominate opportunities to collaborate with other youth-focussed groups in Darwin during months where no meetings are scheduled

**PREVIOUS COUNCIL RESOLUTION**

At the 7 December 2021 meeting Council resolved:

ORD001/21

*THAT Council, pursuant to Section 82 of the Local Government Act 2019, establishes the following Executive and Advisory Committees and that the respective terms of reference be ADOPTED:*

*Advisory Committees*

- (i) *Youth Advisory Committee, Terms of Reference*

<b>STRATEGIC PLAN ALIGNMENT</b>	5 A Vibrant and Creative City 5.2 By 2030, Darwin will be a more connected community and have pride in our cultural identity
<b>BUDGET / FINANCIAL / RESOURCE</b>	Nil

<b>IMPLICATIONS</b>	
<b>LEGISLATION / POLICY CONTROLS OR IMPACTS</b>	<b>Legislation:</b> The Committee has been established pursuant to the <i>Local Government Act 2019</i>  <b>Policy:</b> Advisory and Other Committees – No.093
<b>CONSULTATION, ENGAGEMENT &amp; COMMUNICATION</b>	<b>Nil</b>
<b>DECLARATION OF INTEREST</b>	<p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>



## 1 PURPOSE

The Youth Advisory Committee is an Advisory Committee. Its purpose is to give young people a say in voicing their concerns on matters and issues that are important to them and are related to Council. YAC also assists young people involved to develop leadership, communication, teamwork and public speaking skills.

## 2 SCOPE

The Youth Advisory Committee (YAC) consists of a group of young people, the Council's Youth Services Team and an elected member of Council who meet to discuss and plan around issues affecting young people. YAC is an official advisory committee which keeps Council informed on issues that are significant and important to young people in the city of Darwin. YAC also assists Council in making sure that both the services and the way Council goes about its business are youth friendly so that all young residents of Darwin can be equally included and are able to participate in their community.

## 3 AUTHORITY / DELEGATION

The Youth Committee is an Advisory Committee to Council and does not have any delegation to make decisions. The Committee is able to put recommendations to Council for endorsement, and then may be responsible for completing the action determined by Council resolution.

## 4 FUNCTIONS

The functions of the Youth Advisory Committee are to:

- a) To build the group's knowledge of issues that affect young people in Darwin so that advice can be given to Council on how to manage these issues.
- b) To work with Council to help find ways of making City of Darwin and its facilities youth friendly so that young people are comfortable in accessing them.
- c) To assist Council to action the objectives of the Youth Strategy.
- d) To provide an avenue for genuine communication between young people and Council.
- e) To gain an understanding of the responsibilities of City of Darwin and its many roles and to be actively involved in Council's decision-making processes when appropriate.
- f) To report the minutes and recommendations of each meeting to Council.

Youth Advisory Committee - Number

Page 1 of 4

Version: 1

Decision Number: ORDxxx/21

Adoption Date: 28/09/2021

Responsible Officer: Chief Executive Officer

Next Review Date: 28/09/2025





- g) To help the local community better understand and be informed about youth issues, the work of the Youth Advisory Committee and its progress, through education and feedback.
- h) To provide an opportunity for young people to build on and expand their skills in leadership, communication, public speaking, solving problems, teamwork and civic affairs.

## 5 MEMBERSHIP

Membership will consist of:

- Up to 15 young people between 12 to 25 years of age (age as at 1 July each year)
- 1 Council Member (and one alternate Council Member)

An appointment term is for 2 years.

Members must either live, study or work within the Darwin municipality.

Membership will be organised so that there is equal and fair representation of young people from across the age range and various cultural groups. Every attempt will be made to have representation across the four electoral wards within Darwin.

Young people whose life experience and knowledge will make the group rich in understanding youth issues from different perspectives will be actively encouraged to apply to become a member.

Members who are absent without notice for more than three meetings will be retired from the committee. Members may take three months leave from YAC each year provided they provide 10 days' notice.

At the end of their term, retiring members can reapply for membership to YAC, but may not serve more than three terms in a row.

A member who reaches the age of 25 during their term, may remain on YAC until the end of the calendar year in which they turn 25.

New members can apply at any time.

### 5.1 CHAIR

The Youth Advisory Committee has a rotating Chair.

The Committee Chair is responsible for:

- Ensuring the good conduct of meetings in accordance with the role and functions of the Committee; and
- Ensuring that the Committee's recommendations and actions are in line with the Terms of Reference.

A Committee Chair may be called upon to represent the Committee to Council.

### 5.2 MEMBERS

Members are appointed to represent the interests and needs of the community relevant to the committee purpose.

The responsibility of the members are to:

- Regularly attend meetings and to actively contribute ideas and commentary.
- Actively participate in working groups, sub-committees or specialist panels as required.



## 6 MEETINGS

### 6.1 FREQUENCY AND LOCATION

Subject to direction by Council, the Committee will set its meeting schedule the calendar year prior.

The Committee will meet at least four (4) times per year and no more than eight (8) times annually, between February and November.

Time and location of meetings is to be determined by the Committee.

Special meetings can be convened by the Chief Executive Officer on the request of the Chair, or a majority of committee members. The Chief Executive Officer will then issue a Notice of Meeting with the time, date and location of the meeting, and the items to be discussed at the special meeting.

### 6.2 VOTING

A resolution of the committee will be passed by a majority vote. A majority vote is half plus 1 of the members present at the meeting

The chair must exercise, in the event of an equality of votes, a second or casting vote.

## 7 CODE OF CONDUCT

All members are accountable to the *Local Government Act 2019* Code of Conduct, Schedule 1. This includes the requirement to declare gifts and/or benefits.

## 8 CONFLICT OF INTEREST

On appointment to a Committee, all members must identify if there are any conflicts of interest in performing their role on the committee.

Conflicts of Interest must also be identified at any meeting in which a member has a conflict of interest on a matter.

## 9 REVIEW AND PERFORMANCE EVALUATION

### 9.1 TERMS OF REFERENCE

The Terms of Reference will be reviewed annually by the Committee and any changes will be put to Council for endorsement.

### 9.2 PERFORMANCE EVALUATION

Commencing November 2022, at the end of each calendar year, the Committee will conduct an annual review of the Committee to assess outcomes against these terms of reference.

The review and any amendments to the Terms of Reference will be provided to Council at the commencement of each calendar year.





## 10 RESPONSIBILITY / APPLICATION

All members of the committee will be asked to sign the Terms of Reference as part of their induction to the committee, to ensure they are aware of their responsibilities under the *Local Government Act 2019* as member of a Council appointed committee.

These Terms of Reference were adopted by Council on 7 December 2021

Name: \_\_\_\_\_

Signature: \_\_\_\_\_



**9.4 YOUTH ADVISORY COMMITTEE SOCIAL MEDIA 7:00 PM – 7:30 PM**

**Author:** Youth Engagement Officer  
**Authoriser:** Executive Manager Community and Cultural Services  
**Attachments:** Nil

**RECOMMENDATIONS**

That the Youth Advisory Committee Social Media planning session be received and noted.

Youth Advisory Committee discuss

- recruitment campaign
- content
- brief overview on using later for posting
- social media roster

**10 MEMBER UPDATES**

**11 GENERAL BUSINESS**

**12 Next Meeting**

10 March 2022

**13 Closure of Meeting**

## **Minutes**

Thursday 11 November 2021  
5.30pm – 7.30pm  
Meeting Room 1  
Civic Centre

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### **1. MEETING OPENED**

The meeting of the Youth Advisory Committee (YAC) was opened at 5:34pm by Chair Megan Rollings

### **2. PRESENT**

Alderman Want De Rowe  
Alderman Sylvia Klonaris  
Megan Rollings  
Henry Longden  
Anais Henry-Martin  
Jemima Fernandes  
David Ninan

Elected Member  
Elected Member (Alternate)  
YAC Member  
YAC Member  
YAC Member  
YAC Member  
YAC Member

#### **Officers**

Teresa Helm  
Ashleigh Pointon

Youth Engagement Officer  
STEAM Programs Assistant/Minute Taker

#### **Guests**

Angela O'Donnell  
Lisa Burnett  
Katy Moir

Executive Manager Community & Cultural Services  
Coordinator Youth Programs  
Strategic Planning Officer

### **APOLOGIES**

Manoj Rajkumar  
Ruizhe Zhao  
Emily Ford  
Netra Gajmer

YAC Member  
YAC Member  
YAC Member  
YAC Member

### **WELCOME OBSERVERS AND GUESTS**

Welcome guests Angela O'Donnell, Lisa Burnett, Katy Moir.

### **3. MINUTES OF PREVIOUS MEETING**

The minutes of the 14 October 2021 meeting were accepted as a true and accurate record by the following members:

Megan Rollings (Moved), Alderman Klonaris (Seconded)

#### **4. BUSINESS ARISING FROM PREVIOUS MINUTES**

Quiz for Dili date at this stage confirmed for Thursday 25 August 2022.

#### **5. GENERAL BUSINESS**

##### **5.1 Katy Moir – Darwin City Centre Master Plan Review**

Katy Moir, from City Planning met with YAC to discuss whether two remaining projects from the Darwin City Centre Master Plan were still relevant to young people of Darwin, and appropriate to remain on the long-term plan. An arts, culture and youth precinct and a skate-able landscape were identified as concepts during stakeholder and community engagement in 2015, and YAC unanimously agreed that the projects would still be relevant but requested that Council include them in discussion through next stages when they arise to ensure they reflect current trends and issues.

<b>ACTION</b>	YAC request that Council consider involving them in future discussions and development of youth focussed projects
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##### **5.2 Terms of Reference and 2022 Calendar**

YAC was advised of the changes to the updated Youth Advisory Committee Terms of Reference (TOR) by Angela O'Donnell, Executive Manager Community & Cultural Services. YAC discussed the potential for a planning day and/or working groups as alternatives to fill calendar gaps arising from reduced meeting frequency in the updated Terms of Reference. All members present moved in support of the updated Terms of Reference.

<b>ACTION</b>	YEO to prepare report for Council endorsement of new TOR
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##### **5.3 Youth Strategy Final Draft**

Coordinator Youth Programs, Lisa Burnett, met with YAC to present the final Youth Strategy draft for review. YAC members provided valuable feedback on the layout and graphics.

##### **5.4 Plan for Presenting to Council 30 November**

YAC discussed the plan for presenting the Youth Strategy to Council as a group. YAC will share about the process of involvement in the Strategy development including vision of the strategy, engagement with community up to presenting the final document.

## **5.5 December End of Year Event**

YAC decided to hold their end of year social gathering at Kingpin on 9 December from 6pm-8pm.

## **6. OTHER BUSINESS**

### **6.1 2022 Darwin Youth Forum**

YAC have been invited to attend a workshop on 25 November 5pm-7pm to help plan a Youth Forum in 2022. Flyers have been circulated to members.

### **6.2 Retirement of Member**

Anitha Selvam has provided notification of retirement, as she is moving interstate and therefore no longer able to commit to YAC meetings.

<b>ACTION</b>	YEO to send letter of thanks to Anitha for her contributions to YAC
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## **6. MEETING CLOSED**

Meeting closed at 7:29pm by Chair Megan Rollings.