



AGENDA

Youth Advisory Committee Meeting Thursday, 9 November 2023

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

Date: Thursday, 9 November 2023

Time: 5:30 PM

**Location: Meeting Room
Guyugwa Room
Casuarina Library
Bradshaw Terrace, Casuarina**

Webcasting:

Simone Saunders

Chief Executive Officer

YOUTH ADVISORY COMMITTEE MEMBERS

Councillor Jimmy Bouhoris
Member Jemima Fernandes
Member Jules Gabor
Member Anais Henry-Martin
Member Kane Shah
Member Xavier Steele
Member Lucy Tinapple
Member Adam Van Wessel
Member Vivek Wilson
Alternate Councillor Rebecca Want de Rowe

OFFICERS

Youth Engagement Officer, Teresa Helm

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- 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 October 2023
- 7 Actions Arising From Previous Minutes**
- 8 Presentations**

9 OFFICER REPORTS

9.1 CO-DESIGN WORKSHOP REVIEW

Author: Youth Engagement Officer
Authoriser: Coordinator Youth Programs
Attachments: Nil

RECOMMENDATIONS

THAT the report entitled Co-Design Review be received and noted.

Members to debrief and discuss outcomes from October Co-Design workshop.

Discussion to include:

- Review Co-Design Workshop outcomes
- What worked and what didn't?
- Things to consider for 2024 Co-design Workshop
- YAC involvement in delivery of 2024 actions and priorities
- How do we share the outcomes?

9.2 2024 FREQUENCY OF MEETINGS AND 2023 COMMITTEE REVIEW

Author: Youth Engagement Officer
Authoriser: Coordinator Youth Programs
Attachments: 1. YAC Annual Review
2. Date options for 2024 YAC meetings

RECOMMENDATIONS

1. THAT the report entitled 2024 Frequency of Meetings and 2023 Committee Review be received and noted.
2. THAT the Youth Advisory Committee sets its meeting schedule for 2024 as follows:
 - a) Meetings to be held on Thursdays
 - b) Meetings to be held 5.30pm-7.00pm
 - c) Meetings to be held at Casuarina Library Guyugwa Room
 - d) Minimum of four and maximum of eight meetings to be selected from the following options:
 - i. 8 February 2024
 - ii. 14 March 2024
 - iii. 9 May 2024
 - iv. 13 June 2024
 - v. 11 July 2024
 - vi. 8 August 2024
 - vii. 12 September 2024
 - viii. 10 October 2024
 - ix. 14 November 2024
 - e) When deciding which of the above dates to omit the Committee will endeavour to achieve an even spread of dates across the year.
3. That the Youth Advisory Committee notes the 2023 Annual Review at **Attachment 1**.
4. That the Youth Advisory Committee notes that the Terms of Reference will be reviewed at the first scheduled meeting in 2024.

PURPOSE

The purpose of this report is to propose the meeting schedule for 2024 and action the committee review in accordance with the Terms of Reference.

KEY ISSUES

- In accordance with the Terms of Reference the following are to be actioned annually:
 - set a schedule of meetings for the following year
 - review the terms of reference
 - review the committee performance

- City of Darwin's Governance team is currently undertaking administrative updates to the terms of reference for all committees to align with legislative requirements and City of Darwin branding guidelines.
- It is planned that the review of the Youth Advisory Committee's Terms of Reference be undertaken at the first scheduled meeting in 2024.
- A summary of the Committee's 2023 performance is provided at **Attachment 1**.

DISCUSSION

Frequency of Meetings 2024

Dates, time and location of meetings are to be determined by the Committee. The dates presented are for discussion and are proposed in order to meet Council's statutory requirements.

It is noted that meeting attendance can only be offered in person.

Proposed 2024 dates, times and location are:

- a) Meetings to be held on the second Thursday of the month
- b) Meetings to be held 5.30pm-7.00pm
- c) Meetings to be held at the Casuarina Library Guyugwa Room
- d) Minimum of four and maximum of eight meetings to be selected from the following options:
 - i. 8 February 2024
 - ii. 14 March 2024
 - iii. 9 May 2024
 - iv. 13 June 2024
 - v. 11 July 2024
 - vi. 8 August 2024
 - vii. 12 September 2024
 - viii. 10 October 2024
 - ix. 14 November 2024
- e) When deciding which of the above dates to omit the Committee will endeavour to achieve an even spread of dates across the year. Ideally there will be a meeting in February and a meeting in November. If the Committee recommends eight meetings the omitted date from the above list should be during June, July or August.

2023 Annual Review

The Committee is required to review its Terms of Reference and conduct a review pursuant to the Terms of Reference. Administrative updates to the Terms of Reference are being undertaken by City of Darwin's Governance team to align them to City of Darwin branding guidelines. It is planned that the review of the Terms of Reference will be undertaken at the first scheduled meeting in 2024.

The Committee's 2023 Annual Review is provided for discussion at Attachment 1 .	
PREVIOUS COUNCIL RESOLUTION	
At the 12 September 2023 meeting Council resolved:	
14.1 Appointments to Council Committees	
12. THAT Council appoint the following Elected Members to the Youth Advisory Committee to 30 September 2024: Councillor Bouhoris; and Councillor Want de Rowe as Alternate.	
STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.2 Roles and Relationships
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	Nil
LEGISLATION / POLICY CONTROLS OR IMPACTS	Legislation: The Committee has been established pursuant to the <i>Local Government Act 2019</i> Policy: Meetings Policy No.0043.100.E.R Advisory and Other Committees No.0930.100.E.R
CONSULTATION, ENGAGEMENT & COMMUNICATION	External: Youth Advisory Committee Members
DECLARATION OF INTEREST	The report author does not have a conflict of interest in relation to this matter. The report authoriser does not have a conflict of interest in relation to this matter. 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).



Youth Advisory Committee

2023 Annual Review

Committee Functions	Result
<p>Functions of the Committee achieved</p>	<p>Continued support to deliver on the 2022 – 2026 Youth Strategy.</p> <p>3 x in-meeting consultations</p> <ul style="list-style-type: none"> • Casuarina Library Youth Space consultation • Nous Group for the Youth Hub • Melaleuca for the Embrace project. <p>2 x professional development opportunities</p> <ul style="list-style-type: none"> • Communications workshop • Finding your purpose workshop <p>Feedback sought through Engage Darwin on:</p> <ul style="list-style-type: none"> • Creative Strategy • Bundilla Master Plan
<p>Committee scheduled their frequency of meetings, times and locations the calendar year prior</p>	<p>At November 2022 meeting Members scheduled the following dates to be held at Casuarina Library Guyugwa Room. 5.30-7pm</p> <ul style="list-style-type: none"> i. 9 February 2023 ii. 9 March 2023 iii. 11 May 2023 iv. 13 July 2023 v. 10 August 2023 vi. 14 September 2023 vii. 12 October 2023 viii. 9 November 2023 <p>Members to schedule 2024 meeting dates at 9 November 2023 meeting.</p>
<p>Membership Provisions of the Committee achieved</p>	<p>8 consistent memberships maintained throughout the year.</p>
<p>Number of scheduled meetings for the calendar year achieved</p>	<p>8 meetings held through 2023. No meetings rescheduled.</p>



Committee Functions	Result
Achievements / Highlights	Successful development and delivery of annual co-design workshop. Contributions explored for online tools have helped inform decision making for online directory



YOUTH ADVISORY COMMITTEE

Meeting Dates Options 2024

All meetings will be held in Guyugwa (previously Community Meeting Room – Casuarina Library) unless otherwise advised

Thursday 8 February, 5:30 pm - 7:00pm

Thursday 14 March, 5:30 pm - 7:00pm

~~NIL~~ APRIL

Thursday 9 May, 5:30 pm - 7:00pm

Thursday 13 June, 5:30 pm - 7:00pm

Thursday 11 July, 5:30 pm - 7:00pm

Thursday 8 August, 5:30 pm - 7:00pm

Thursday 12 September, 5:30 pm – 7:00pm

Thursday 10 October, 5:30pm – 7:00pm

Thursday 14 November, 5:30pm -7:00pm

Save the date Thursday 12 December – no meeting-EOY celebration

Please remember to let us know in advance if you will be attending or whether you will be an apology.

Contact Youth Engagement Officer Teresa Helm on 8930 0635 | 0400 779 066 | teresa.helm@darwin.nt.gov.au

www.launchdarwin.com.au/youth-advisory-committee

Commented [TH1]: YAC will need to agree on Minir no more than 8 of the below proposed dates

Commented [TH2]: Are we happy to continue using Library?

Commented [TH3]: School holidays/NT Youth Week formal meeting

Commented [TH4]: Consider school holidays 21 Jul July and absences impact on quorum.

Commented [TH5]: Consider exams as discussed a meeting. School holidays will be 20 Sept - 7 October.

Commented [TH6]: Annual Co-design workshop will October again

Commented [TH7]: No formal meeting -but save the our annual eoy celebratoin

9.3 2024 PLANNING

Author: Youth Engagement Officer
Authoriser: Coordinator Youth Programs
Attachments: Nil

RECOMMENDATIONS

THAT the report entitled 2024 Planning be received and noted.

Members to discuss committee plans for 2024

Items for discussion include:

- Members availability for 2024
- Recruitment strategies
- Implementation of 2024 actions and priorities
- Professional development workshops and opportunities
- Merit badges

10 MEMBER REPORTS

Nil

11 GENERAL BUSINESS

Nil

12 Next Meeting

13 Closure of Meeting



MINUTES

**Youth Advisory Committee Meeting
Thursday, 12 October 2023**

**MINUTES OF CITY OF DARWIN
YOUTH ADVISORY COMMITTEE MEETING
HELD AT THE MEETING ROOM , GUYUGWA ROOM, CASUARINA LIBRARY, BRADSHAW
TERRACE, CASUARINA
ON THURSDAY, 12 OCTOBER 2023 AT 5:30 PM**

PRESENT:

Councillor Jimmy Bouhoris
Member Jemima Fernandes
Member Anais Henry-Martin
Member Kane Shah
Member Xavier Steele
Member Lucy Tinapple
Member Vivek Wilson

OFFICERS:

Teresa Helm (Youth Engagement Officer)

APOLOGY:

Member Jules Gabor
Member Adam Van Wessel

GUESTS:

Angela O'Donnell (Executive Manager Community and Cultural Services)

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1 MEETING DECLARED OPEN

The Chair declared the meeting open at 5.38pm.

2 ACKNOWLEDGEMENT OF COUNTRY

City of Darwin acknowledges that we are living and working on Larrakia Country. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region. We pay our respects to the Larrakia elders past and present and support emerging Larrakia leaders now and into the future. City of Darwin is committed to working together with all Larrakia to care for this land and sea for our shared future.

Councillor Bouhoris introduced himself and provided background on his family, career and motivation to be on Council and commitment to Darwin and its multicultural community.

Members introduced themselves for the benefit of Councillor Bouhoris.

3 APOLOGIES & LEAVE OF ABSENCE

3.1 Apologies

Member Jules Gabor, Member Adam Van Wessel, Alternate Councillor Rebecca Want de Rowe

3.2 Leave of Absence

3.3 Leave of Absence Notified

Nil

4 ELECTRONIC ATTENDANCE

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

5.1 Declaration of Interest by Members

5.2 Declaration of Interest by Staff

6 CONFIRMATION OF PREVIOUS MINUTES

COMMITTEE RESOLUTION YAC028/23

Moved: Member Xavier Steele

Seconded: Member Anais Henry-Martin

That the minutes of the Youth Advisory Committee Meeting held on 14 September 2023 be confirmed.

CARRIED 7/0

7 ACTIONS ARISING FROM PREVIOUS MINUTES

Nil

8 PRESENTATIONS

Nil

9 OFFICER REPORTS

9.1 CO-DESIGN WORKSHOP PREPARATION

COMMITTEE RESOLUTION YAC029/23

Moved: Member Jemima Fernandes

Seconded: Member Vivek Wilson

THAT the report entitled Co-Design Workshop Preparation be received and noted.

CARRIED 7/0

Member Kane Shah departed the meeting at 6.47pm.

9.2 2023 END OF YEAR CELEBRATIONS

COMMITTEE RESOLUTION YAC030/23

Moved: Member Lucy Tinapple

Seconded: Member Vivek Wilson

THAT the report entitled 2023 End of Year Celebrations be received and noted.

CARRIED 6/0

Members have nominated for Kingpin as their preferred venue for end of year celebrations.

9.3 TABLING ITEMS FOR NOVEMBER MEETING - TERMS OF REFERENCE AND 2024 CALENDAR

COMMITTEE RESOLUTION YAC031/23

Moved: Member Anais Henry-Martin

Seconded: Member Jemima Fernandes

THAT the report entitled Tabling Items for November Meeting – Terms of Reference and 2024 Calendar be received and noted.

CARRIED 6/0

10 MEMBER REPORTS

Nil

11 GENERAL BUSINESS

Councillor Bouhoris invited members to attend Richardson Ward Christmas Party on 25 November at Birch Carroll and Coyle Cinema. Flyer to be circulated when available.

Member recommended historical sword fighting club for performances at events if possible. The group has provided demonstrations at previous Geektacular event so there may be scope again.

Member queried whether there was a way YAC can support or promote small local businesses.

Reminder of Co-Design Workshop this Saturday 14 October.

12 NEXT MEETING

Thursday 9 November 2023

5.30 – 7.00 pm

Casuarina Library Guyugwa Room

12.1 CLOSURE OF MEETING

COMMITTEE RESOLUTION YAC032/23

Moved: Member Vivek Wilson

Seconded: Member Anais Henry-Martin

The Chair declared the meeting closed at 7.02 pm

CARRIED 6/0

UNCONFIRMED