



AGENDA

Youth Advisory Committee Meeting Thursday, 9 May 2024

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

Date: Thursday, 9 May 2024

Time: 5:30 PM

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

**Simone Saunders
Chief Executive Officer**

YOUTH ADVISORY COMMITTEE MEMBERS

Councillor Jimmy Bouhoris

Member Jules Gabor

Member Anais Henry-Martin

Member Lucy Tinapple

Member Vivek Wilson

Alternate Councillor Rebecca Want de Rowe

OFFICERS

Youth Engagement Officer, Danielle Cameron

Order Of Business

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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 - 14 March 2024

7 Actions Arising From Previous Minutes

8 Presentations

Northern Territory Youth Parliament and Press Gallery Presentation - Tahlia Biggs

9 OFFICER REPORTS

9.1 ENDORSEMENT OF NEW MEMBER

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

RECOMMENDATIONS

1. THAT the report entitled Endorsement of New Member be received and noted.
2. THAT the Youth Advisory Committee endorse the appointment of Shubham Dhakal to the Committee for a two-year term.

PURPOSE

The purpose of this report is to recommend to Council the endorsement of one new member to the Youth Advisory Committee for a two-year term from 28 May 2024 to 27 May 2026.

KEY ISSUES

- The Youth Advisory Committee (YAC) has received application for membership from Shubham Dhakal.
- Shubham Dhakal attended the Youth Advisory Committee meeting as an observer on 9 November 2023.
- The end of 2023 the Youth Advisory Committee saw five members retire due to travel and study obligations, aging out of committee parameters, changes to employment and conflict of interest.

DISCUSSION

The Youth Advisory Committee provides education and professional development opportunities for young people (12-25) in the Darwin municipality.

Membership provides young people with the opportunity to:

- Develop their understanding of local youth issues and provide advice to Council on said issues
- Gain an understanding of City of Darwin’s responsibilities, as well as work with Council to identify ways to increase the accessibility of City of Darwin and its facilities for young people
- Assist Council to action priorities of the Youth Strategy and provide a platform for communication between young people and Council
- Gain experience in leadership, communication, advocacy, teamwork and civic affairs

Following the retirement of five members at the end of 2023 there is capacity for YAC to accept additional members.

PREVIOUS COUNCIL RESOLUTION

At the 26 April 2023 meeting Council resolved:

26.5 YOUTH ADVISORY COMMITTEE RECOMMENDATION - APPOINTMENT OF NEW MEMBERS

RESOLUTION ORD216/23

Moved: Councillor Jimmy Bouhoris

Seconded: Councillor Sylvia Klonaris

1. THAT the report entitled Youth Advisory Committee Recommendation - Appointment of New Members be received and noted.
2. THAT Council appoint Xavier Steele, Vivek Wilson, and Lucy Tinapple to the Youth Advisory Committee from 27 April 2023 to 30 April 2025.
3. THAT this report and any attachments be deemed confidential documents and be treated as such in accordance with Section 293(1) of the Local Government Act 2019.
4. THAT the documents remain confidential and that this decision be moved into Open at the end of the meeting.

CARRIED 7/0

STRATEGIC PLAN ALIGNMENT	5 A Vibrant and Creative City 5.2 By 2030, Darwin will be a more connected community and have pride in our cultural identity
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	Nil
LEGISLATION / POLICY CONTROLS OR IMPACTS	Nil
CONSULTATION, ENGAGEMENT &	Engagement Level: Inform

COMMUNICATION	
DECLARATION OF INTEREST	<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>

9.2 TERMS OF REFERENCE

Author: Youth Engagement Officer
Authoriser: Coordinator Youth Programs
Attachments: 1. Terms of Reference Proposed Changes to Functions

RECOMMENDATIONS

1. THAT the report entitled Terms of Reference be received and noted.
2. THAT the Youth Advisory Committee endorse the changes to the function section at **Attachment 1** and refer these to Council for approval.

PURPOSE

The purpose of this report is to seek endorsement on the review of the Youth Advisory Committee's functions section of the Terms of Reference.

KEY ISSUES

- In accordance with the current Terms of Reference an annual review is to take place.
- At the Youth Advisory Committee meeting on 7 March 2024, the committee discussed and recommended changes to the functions section of the Terms of Reference.
- The proposed changes are presented to members for endorsement.

<p>DISCUSSION</p> <p>A review of the functions section of the Terms of Reference has been undertaken and proposed changes are contained in the document at Attachment 1.</p> <p>Following endorsement of these suggested changes at the meeting, City of Darwin's Governance team will incorporate these into the standard template for Council's approval.</p>	
<p>PREVIOUS COUNCIL RESOLUTION</p> <p>At the 14 March 2024 meeting Council resolved:</p> <p>COMMITTEE RESOLUTION YAC003/24</p> <p>1. THAT the report entitled Terms of Reference Review be received and noted.</p> <p>2. THAT the amended Terms of Reference – Function and Membership sections be endorsed at the next meeting.</p> <p style="text-align: right;">CARRIED 3/0</p>	
<p>STRATEGIC PLAN ALIGNMENT</p>	<p>6 Governance Framework 6.2 Roles and Relationships</p>
<p>BUDGET / FINANCIAL / RESOURCE IMPLICATIONS</p>	<p>Nil</p>
<p>LEGISLATION / POLICY CONTROLS OR IMPACTS</p>	<p>Legislation: <i>Local Government Act 2019</i></p>
<p>CONSULTATION, ENGAGEMENT & COMMUNICATION</p>	<p>Nil</p>
<p>DECLARATION OF INTEREST</p>	<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>

Original Functions Presented to Youth Advisory Committee for Review**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.

- 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.

Proposed Changes to Functions in Response to Feedback Given at Meeting 14 March 2024

4 FUNCTIONS

The functions of the Youth Advisory Committee are to:

- a) Build the group's knowledge of issues that affect young people in Darwin to advise Council, as well as educating the community about youth issues and the role of the Youth Advisory Committee.
- b) Gain an understanding of the responsibilities of City of Darwin, as well as work with Council to identify ways to increase the accessibility of City of Darwin and its facilities for young people.
- c) Assist Council to action the priorities of the Youth Strategy and provide an avenue for genuine communication between young people and Council.
- d) Provide an opportunity for young people to build on and expand their skills in leadership, communication, public speaking, advocacy, teamwork and civic affairs.
- e) Report the minutes and recommendations of each meeting to council.

9.3 MEMBER PROFESSIONAL DEVELOPMENT OPPORTUNITIES

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

RECOMMENDATIONS

1. THAT the report entitled Member Professional Development Opportunities be received and noted.

PURPOSE

The purpose of this report is to seek endorsement from Youth Advisory Committee members for the proposed professional development program for 2024. Feedback from members is also being sought regarding potential for non-member participation and recommended times.

KEY ISSUES

- Professional development is offered to Youth Advisory Committee (YAC) members as part of their annual program of activities.
- The proposed professional development program for 2024 is based on feedback from members at the 7 March 2024 YAC meeting.
- Proposed opportunities include NT Youth Parliament, National Leadership Forum, Teen Mental Health First Aid and Positive Social Media.
- Feedback is being sought on preferred timing so YEO can commence scheduling.
- Feedback is also sought on non-member participation in professional development opportunities.

DISCUSSION

The following professional development opportunities are proposed in response to feedback received at the Youth Advisory Committee meeting on 7 March 2024.

Northern Territory Youth Parliament

- Members to confirm interest and apply individually.
- Members to confirm how many additional spaces for non-members (young people from the broader community) YAC would like to support.
- Members to discuss selection process (if any) for both members and non-members.

National Leadership Forum

- Members to decide whether this will be offered as a members-only opportunity or whether it will be opened to the wider community.
- Members to discuss selection process (if any) for both members and non-members.

Teen Mental Health First Aid Training and Positive Social Media

- It is recommended that spaces in these trainings be opened up to young people in the wider community as it provides an opportunity for YAC members to network, increase community connection, and identify potential new committee members from attendees. It will also provide an opportunity for YAC members to put their leadership skills into practice, acting as support peers and hosts in the trainings.
- Members to discuss whether spaces in the trainings are to be made available to both members and non-members
- Members to provide advice on timings for the workshops so scheduling can commence.

Estimated Costs

- **Northern Territory Youth Parliament**

Approximately \$600 per person

- **National Leadership Forum**

\$2,080 plus cost of return flights to Canberra (approximately \$800.00 per person)

- **Teen Mental Health First Aid**

Costs will vary depending on provider – currently awaiting pricing from local providers, estimated cost \$2,000

- **Positive Social Media Workshop**

\$500 for one workshop

PREVIOUS COUNCIL RESOLUTION

At the 30 November 2021 meeting Council resolved:

14.1 YOUTH STRATEGY 2022-2026**RESOLUTION ORD455/21**

Moved: Alderman Peter Pangquee

Seconded: Alderman Rebecca Want de Rowe

1. THAT the report entitled Youth Strategy 2022-26 be received and noted.
2. THAT Council adopt the Youth Strategy 2022-2026.

CARRIED 13/0	
STRATEGIC PLAN ALIGNMENT	<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>
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	<p>Budget/Funding: TBC</p> <p>Is Funding identified: Yes</p> <p>Existing Position No: 3063</p> <p>Contractor: TBC</p>
LEGISLATION / POLICY CONTROLS OR IMPACTS	<p>Nil</p>
CONSULTATION, ENGAGEMENT & COMMUNICATION	<p>Engagement Level: Consult</p>
DECLARATION OF INTEREST	<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>

9.4 YOUTH ADVISORY COMMITTEE MERIT BADGE SYSTEM

Author: Coordinator Youth Programs
Authoriser: Executive Manager Community and Cultural Services
Attachments: Nil

RECOMMENDATIONS

1. THAT the report entitled Youth Advisory Committee Merit Badge System be received and noted.

PURPOSE

The purpose of this report is to gain Youth Advisory Committee (YAC) members' feedback on a proposed concept design for the YAC Merit Badge System.

KEY ISSUES

- At 10 November 2022 and 9 November 2023 meetings YAC members discussed development of a merit badge system to acknowledge and make tangible their contributions to the community
- Based on their ideas a concept is offered for feedback
- The concept will be implemented as a minimum viable product (MVP) to test the idea over the course of 2024
- Costs for the MVP are estimated to be approximately \$1000

DISCUSSION

At previous meetings (10 November 2022 and 9 November 2023) YAC has discussed the development of an incentive system where they are awarded badges/pins for relevant accomplishments.

Members believe this could increase recruitment interest and boost participation as there would be a tangible and visible outcome that members could publicly share.

The following is proposed as a minimum viable product (MVP) to test viability of the idea in 2024:

Members to nominate 10 achievement areas for acknowledgement. These may include:

- Chairing a meeting
- Volunteering in the community
- Attending and Ordinary Council meeting
- Recruiting a new member
- 100% attendance over the calendar year
- Completion of two-year term
- Participating in community consultation
- Attending a YAC professional development activity
- Sharing an item during the "Members Reports" segment of a YAC meeting
- Attending the 2024 Youth Strategy Co-Design workshop
- Representing YAC at a Council event eg. Casuarina Aquatic and Leisure Centre opening

For each of the 10 achievement areas members will receive a sticker and a badge. These will be produced in-house to keep costs low.

The artwork associated with each achievement will also be added to a certificate where "digital badges" will be recorded over time. Printed and digital copies of the certificates will be presented to members upon retirement or completion of their 2-year term/s.

Any members successfully completing all 10 achievements will receive an enamel badge.

A shortlist of potential illustrators has been created for members to nominate their preferred artist.

The estimated costs for the project are:

- \$500 artist fee
- \$500 materials (badge components, stickers, high quality card, printing and short production run of enamel badges)

PREVIOUS COUNCIL RESOLUTION

At the 30 November 2021 meeting Council resolved:

14.1 YOUTH STRATEGY 2022-2026**RESOLUTION ORD455/21**

Moved: Alderman Peter Pangquee

Seconded: Alderman Rebecca Want de Rowe

1. THAT the report entitled Youth Strategy 2022-26 be received and noted.
2. THAT Council adopt the Youth Strategy 2022-2026.

CARRIED 13/0

STRATEGIC PLAN ALIGNMENT	5 A Vibrant and Creative City 5.2 By 2030, Darwin will be a more connected community and have pride in our cultural identity
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	Budget/Funding: \$1000 Is Funding identified: Yes Existing Position No: 3063 Contractor: TBC
LEGISLATION / POLICY CONTROLS OR IMPACTS	Nil
CONSULTATION, ENGAGEMENT & COMMUNICATION	Engagement Level: Consult External: Youth Advisory Committee members
DECLARATION OF INTEREST	<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>

10 Member reports

11 General Business

12 Next Meeting

13 Closure of Meeting



MINUTES

**Youth Advisory Committee Meeting
Thursday, 14 March 2024**

**MINUTES OF CITY OF DARWIN
YOUTH ADVISORY COMMITTEE MEETING
HELD AT THE MEETING ROOM , GUYUGWA ROOM, CASUARINA LIBRARY, BRADSHAW
TERRACE, CASUARINA
ON THURSDAY, 14 MARCH 2024 AT 5:30 PM**

PRESENT:

Councillor Jimmy Bouhoris
Member Anais Henry-Martin
Member Lucy Tinapple

OFFICERS:

Danielle Cameron (Youth Engagement Officer)
Lisa Burnett (Youth Programs Coordinator)

APOLOGY:

Member Jules Gabor
Member Vivek Wilson

GUESTS:

Observer – Luke Mead
Observer – Terence Talbot

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1 Meeting Declared Open

The Chair declared the meeting open at 5:50 pm, noting Lucy Tinapple was chair.

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.

3 APOLOGIES & LEAVE OF ABSENCE

3.1 Apologies

Member Jules Gabor

Member Vivek Wilson

3.2 Leave of Absence

Nil

3.3 Leave of Absence Notified

Nil

4 ELECTRONIC ATTENDANCE

Nil

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

5.1 Declaration of Interest by Members

Nil

5.2 Declaration of Interest by Staff

Nil

6 CONFIRMATION OF PREVIOUS MINUTES

COMMITTEE RESOLUTION YAC001/24

Moved: Member Anais Henry-Martin

Seconded: Councillor Jimmy Bouhoris

That the minutes of the Youth Advisory Committee Meeting held on 9 November 2023 be confirmed.

CARRIED 3/0

7 ACTIONS ARISING FROM PREVIOUS MINUTES

Nil

8 PRESENTATIONS

Nil

9 OFFICER REPORTS**9.1 CASUARINA YOUTH AND COMMUNITY HUB CONSULTATION****RECOMMENDATIONS**

THAT the report entitled Casuarina Youth and Community Hub Consultation be received and noted.

Item 9.1 – Casuarina Youth and Community Hub Consultation was not considered and will be tabled at the next Youth Advisory Committee meeting to be held on 9 May 2024.

9.2 ENDORSEMENT OF NEW MEMBERS**RECOMMENDATIONS**

1. THAT the report entitled Endorsement of New Members be received and noted.
2. THAT the Youth Advisory recommend to Council two new members be appointed to the Youth Advisory Committee for a two-year term.

Item 9.2 – Endorsement of New Members was not considered and will be tabled at the next Youth Advisory Committee meeting to be held on 9 May 2024.

9.3 YOUTH ADVISORY COMMITTEE ORIENTATION**COMMITTEE RESOLUTION YAC002/24**

Moved: Councillor Jimmy Bouhoris
Seconded: Member Lucy Tinapple

THAT the report entitled Youth Advisory Committee Orientation be received and noted.

CARRIED 3/0

9.4 TERMS OF REFERENCE REVIEW

COMMITTEE RESOLUTION YAC003/24

Moved: Member Anais Henry-Martin

Seconded: Member Lucy Tinapple

1. THAT the report entitled Terms of Reference Review be received and noted.
2. THAT the amended Terms of Reference – Function and Membership sections be endorsed at the next meeting.

CARRIED 3/0

9.5 2024 PROFESSIONAL DEVELOPMENT OPPORTUNITIES

COMMITTEE RESOLUTION YAC004/24

Moved: Member Lucy Tinapple

Seconded: Councillor Jimmy Bouhoris

THAT the report entitled 2024 Professional Development Opportunities be received and noted.

CARRIED 3/0

9.6 YOUTH ENGAGEMENT OFFICER UPDATE

COMMITTEE RESOLUTION YAC005/24

Moved: Member Anais Henry-Martin

Seconded: Member Lucy Tinapple

THAT the report entitled Youth Engagement Officer Update be received and noted.

CARRIED 3/0

10 MEMBER REPORTS

Councillor Jimmy Bouhoris informed the committee that an invitation would be extended to the opening of the Casuarina Aquatics and Leisure Centre.

11 GENERAL BUSINESS

Nil

12 NEXT MEETING

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

Meeting closed at 7:09pm.