



AGENDA

Youth Advisory Committee Meeting Thursday, 12 October 2023

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

Date: Thursday, 12 October 2023

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 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 - 14 September 2023

7 ACTIONS ARISING FROM Previous Minutes

8 PRESENTATIONS

9 OFFICER REPORTS

9.1 CO-DESIGN WORKSHOP PREPARATION

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

RECOMMENDATIONS

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

Members will finalise preparations for upcoming co-design workshop to be held Saturday 14 October at Melaleuca Australia.

9.2 2023 END OF YEAR CELEBRATIONS

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

RECOMMENDATIONS

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

December YAC meeting currently scheduled for Thursday 14 December.

YAC members will discuss ideas for the 2023 end of year celebrations.

2022 and 2023 were both held at Kingpin for bowling and laser tag.

Past ideas have included:

- Ice skating
- Escape Rooms
- Movie night
- Dinner

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

Author: Youth Engagement Officer

Authoriser: Coordinator Youth Programs

Attachments:

1. Youth Advisory Committee Terms of Reference 2021 [↓](#)
2. Options for YAC Meeting Dates 2024 [↓](#)

RECOMMENDATIONS

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

The current Terms of Reference and list of date options for 2024 meetings to be provided to YAC members in preparation for the November meeting.

YEO requests members read and prepare feedback on existing Terms of Reference prior to the November meeting where suggested changes will be discussed.

YEO requests members review their personal calendars for 2024 and note any date clashes at the November meeting. Dates for 2024 will be confirmed at the November meeting.



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.

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Version: 1	Decision Number: ORDxxx/21	Adoption Date: 28/09/2021
Responsible Officer: Chief Executive Officer		Next Review Date: 28/09/2025

Electronic version current. Uncontrolled copy valid only at time of printing.



YOUTH ADVISORY COMMITTEE - XXX

- 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: _____





**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 Minirr 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 Jun July and absences impact on quorum.

Commented [TH5]: Consider exams as discussed at 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

10 MEMBER REPORTS

Nil

11 GENERAL BUSINESS

Nil

12 NEXT MEETING

13 CLOSURE OF MEETING



MINUTES

**Youth Advisory Committee Meeting
Thursday, 14 September 2023**

**MINUTES OF CITY OF DARWIN
YOUTH ADVISORY COMMITTEE MEETING
HELD AT THE MEETING ROOM , GUYUGWA ROOM, CASUARINA LIBRARY, BRADSHAW
TERRACE, CASUARINA
ON THURSDAY, 14 SEPTEMBER 2023 AT 5:30 PM**

PRESENT:

Councillor Rebecca Want de Rowe

Member Jemima Fernandes

Member Lucy Tinapple

Member Adam Van Wessel

Member Vivek Wilson

OFFICERS:

Teresa Helm (Youth Engagement Officer)

APOLOGY:

Member Jules Gabor

Member Anais Henry-Martin

Member Kane Shah

Member Xavier Steele

GUESTS:

Alternate Cr Sylvia Klonaris

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9.1	Mental Health Awareness Month 2023	5
9.2	Co-Design Workshop Planning Session	5
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	Nil	
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	Nil	
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1 MEETING DECLARED OPEN

The Chair declared the meeting open at 5.40 pm.

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 Anais Henry-Martin, Member Kane Shah, Member Xavier Steele

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 YAC025/23

Moved: Member Adam Van Wessel

Seconded: Member Vivek Wilson

That the minutes of the Youth Advisory Committee Meeting held on 10 August 2023 be confirmed.

CARRIED 5/0

7 ACTIONS ARISING FROM PREVIOUS MINUTES

Nil

8 PRESENTATIONS

Nil

9 OFFICER REPORTS**9.1 MENTAL HEALTH AWARENESS MONTH 2023****COMMITTEE RESOLUTION YAC026/23**

Moved: Member Jemima Fernandes

Seconded: Member Adam Van Wessel

THAT the report entitled Mental Health Awareness Month 2023 be received and noted.

CARRIED 5/0**9.2 CO-DESIGN WORKSHOP PLANNING SESSION****COMMITTEE RESOLUTION YAC027/23**

Moved: Member Lucy Tinapple

Seconded: Member Jemima Fernandes

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

CARRIED 5/0**10 MEMBER REPORTS**

Nil

11 GENERAL BUSINESS

Members thanked and acknowledged Cr Klonaris for her time as Alternate with the YAC and thanked Cr Want De Rowe for her time as Primary, and congratulated her renewal as Alternate with YAC for the next 12 months.

Cr Klonaris queried opportunities for scholarships or individual professional development opportunities for young people on YAC. Item to be added to November agenda for discussion in relation to 2024 priorities following Co-Design Workshop along with review of Terms of Reference and frequency of meetings.

12 NEXT MEETING

Thursday 12 October
Guyugwa Room, Casuarina Library

12.1 CLOSURE OF MEETING

COMMITTEE RECOMMENDATIONS

Moved: Member Adam Van Wessel

Seconded: Member Vivek Wilson

The Chair declared the meeting closed at 7.15pm

UNCONFIRMED