

YSC MINUTES – Meeting of 23/11/22

Attendees:

Office of the Minister for Youth	The Hon Anne Aly MP, Minister for Youth s 22
Youth Steering Committee	Kiara s 47F Oshay s 47F Anargya s 47F Anhaar s 47F Billie s 47F Brodie s 47F Cindy s 47F Dawyte s 47F Emily s 47F Eve s 47F Isabel s 47F Isabella s 47F Nayonika s 47F Sebastian s 47F Taihan s 47F
Department of Education Senior Executive	s 22
Department of Education Office for Youth	s 22
Australian Youth Affairs Coalition	s 47F s 47F s 47F

Meeting commences 10.30am

s 47F

- Opens meeting with acknowledgment of country
- Provides overview of agenda and summary of past two days

s 47F hands over to Minister

Minister Aly

- Acknowledgment of country and endorsement of Uluru Statement from the Heart
- Congratulations to committee members and welcome to Parliament House
- Requests update from Chair

s 47F

- Thanks Minister, Office for Youth and AYAC
- **What is the Minister's role and vision for the Youth Engagement Strategy?**

Minister Aly

- What I am envisioning is for the YSC to give guidance:
 - What are the issues? Think about what are the key issues that impact on young people that you want to engage with or that you think young people should be engaging across government with.
 - Yesterday, you met some of the Ministers. My ultimate vision is that young people have a say in what each Minister is doing, so that the youth portfolio does not exist as a silo; youth issues need to be front and centre for every Minister, not just for me. My role, and the Youth portfolio role, is a coordination role – and that is the point of the YSC.
 - Your role is to identify for me and this government, what are the key issues that are top of mind for young people at the moment? Then, based on those key issues, develop an **engagement model**: How do we get young people involved in telling us about what they want from government to address those issues, and how do we bring government into it?
 - The Strategy will outline what young people think is important, what young people want from government, and what the government is currently doing and **will do**: commitments, plans, what we are doing and what it is that we could be doing better.
 - Step one is to come up with the key issues
 - Step two: how do we engage with young people on these issues and how do we engage government on these issues?
 - Step three: Develop the Youth Engagement Strategy. This outlines the key issues that young people around Australia are interested in, what they want, what we are doing, and what we are going to do.

s 47F

- Thank you, Minister. A lot of people are interested to understand your **involvement in the consultation phase.**

Minister Aly

- You already know how to talk to young people. There is a lot we would work on together – I can tell you what is and is not possible, pragmatic or not pragmatic – I can give you feedback on that or help facilitate things.
- If you say we need to consult more broadly on a specific issue, or that you want to hold dialogue more broadly with young people in particular states, we can help facilitate that.
- We can draw upon some research for you also – I see my role as being active and working collaboratively with you. We will work together.

s 47F

- How will we contact you?

Minister Aly

- We will work out a point of contact. Your work plan can identify some key milestones and identify when you will need feedback; note which meetings will involve me and my office.
- The Strategy itself is the goal of the workplan – what you will get to at the end of this process.

s 47F calls for any questions

s 47F

- You identify that we need to work collaboratively, so seeking your wisdom on this: **how do we involve other portfolios?**

Minister Aly

- When you have identified an issue, and the actions required to work on this issue, you will work with the Department and AYAC and my office to arrange and facilitate those.

s 47F

- In terms of consultation, we were saying that the groups we want to consult with are often **the groups that are the most disengaged** – do you have any tips on how we can reach these people?

Minister Aly

- In the past I have used friendship groups – reaching out to people who then in turn contacted their friends who were harder to get to, like a snowball method.

- There are places where young people are – go where they are! There are youth groups, there are places where young people go, and so much comes out of informal interactions that you shouldn't discount.
- My advice is to use your networks and go to where you know young people are.

s 47F

- **How do we act as representatives for all of Australia?** Do we represent our states? There are issues across Australia that are big but not quite as broad as the whole country.

Minister Aly

- Everything you bring to the table here is a culmination of you. Your geography; your identity; your cultural/language background; your gender; your sexuality; everything you are – that's why you've been selected.
- You are bringing yourselves to this table – every intersectional aspect of your identity and your being is important to this work. In this room that is valued. Bring in the perspective of your state, your geography, but also everything else – that's you. Be creative, be inventive, and be you.
- Be mindful of the capacity of the person you are talking to – what you are bringing to a conversation is different from what the other person is bringing to that. There is a power relationship there. The way they are talking about their experiences – the people you are talking to comes to the conversation with everything that they are; just as you bring yourself to these conversations.

s 47F

- We are ordinary people – **how will we be supported to get in the door of big organisations?**

Minister Aly

- You are not ordinary people – you're all extraordinary. Part of this learning process is recognising your own power and building your confidence in having your own power.
- I want everyone here to recognise that everyone here has something valuable to say and you are important; do not take no for an answer! But we will support you in that, of course.

s 22

- Thank you for joining us and it's great to meet you all.
- Lean on us, if there's doors we can open and people we can get you in touch with, don't hesitate to ask – we will do our best to lean in and do whatever we can do to help you.
- The sky's the limit – it's over to you and your imaginations.

Minister Aly

- We are all beside you and behind you.

s 47F

- We would like to thank s 22 and s 22 for their time and as this meeting is coming to a close shortly, we would like to say thank you to the Minister and her office, the Office for Youth and the Department of Education, and AYAC for making this happen and helping to make this something really important.

Meeting adjourned 11.05am



Youth Steering Committee – Meeting of 8 December 2022

Attendees

Committee members	Kiara s 47F
	Oshay s 47F
	Anargya s 47F
	Anhaar s 47F
	Billie s 47F
	Brodie s 47F
	Cindy s 47F
	Dawyte s 47F
	Emily s 47F
	Eve s 47F
	Isabel s 47F
	Isabella s 47F
	Nayonika s 47F
	Sebastians 47F
	Taihan s 47F
Australian Youth Affairs Coalition	s 47F
Department of Education, Office for Youth	s 22

Minutes

Meeting commenced 6.12pm AEDT

s 47F (Co-Chair) provides Acknowledgement of Country, overview of agenda and meeting objectives

- Notes that in future meetings members are encouraged to acknowledge country from which they are dialling in
- Housekeeping – please use 'raise hand function' and mute when not speaking

s 47F (Co-Chair) calls for any questions or comments on Terms of Reference

- *s 47F* notes that the Terms of Reference and the Meeting Guidelines stipulate different timeframes for submitting agenda items ahead of meetings (10 days vs. 5 days respectively)
 - *s 47F* suggests 10 business days is appropriate to give the Office for Youth sufficient time to action and provide updated meeting papers 5 days ahead of meeting – **consensus is reached**
- *s 47F* notes that early Terms of Reference drafts included a point that each person had the right to put an item on the agenda
 - Each member can nominate to the co-chairs to add an agenda item; secretariat can then manage load
- *s 47F* requests that the Terms of Reference diversity attributes includes people with disabilities
- *s 47F* enquires around recording of decisions and best practice approaches
 - Approaches and decisions will be documented in meeting minutes
- *s 47F* seeks clarity around Terms of Reference protocols, which state that a member who requests an agenda item must attend the meeting
 - It is standard practice that a member requesting an agenda item attends to speak to that item.

s 47F calls for any questions or comments on Meeting Guidelines, Group Agreement or Code of Conduct

- *s 47F* queries whether the committee will be provided opportunity to weigh in where the co-chair/secretariat have made a recommendation for termination per the Code of Conduct
 - *s 47F* clarifies that this is a standard clause and that termination will be the last step as part of mediation, intervention or management processes, after reaching out to any affected parties. AYAC, the Chair and the Office for Youth will be involved in discussions where a member has violated the Code of Conduct – given the sensitivity of these discussions it is best to keep this small.
- *s 47F* requests Meeting Guidelines be updated to state that all meeting materials are to be provided in accessible formats for those who require it
- *s 47F* refers to the matter raised by *s 47F* and requests that dispute resolution processes involve providing the person an opportunity to participate in discussion with the Chair, Office for Youth and AYAC to ensure processes are equitable
 - *s 22* clarifies that unacceptable behaviour will be managed by the Office for Youth with AYAC and that if a committee member has been absent from several meetings, it is a pastoral care matter.

- **s 47F** seeks clarity around behavioural expectations given that the committee is working within a federal government context
 - **s 22** explains that any language or behaviour that is harmful to others is not acceptable. Political activism is likely to be acceptable, but it is prudent to discuss any case where a member is vehemently opposed to current government policies.
- **s 47F** seeks clarity regarding social media posts that refer to or may endorse work or views of other political groups
 - The Media Policy will be developed and the expectations will be made clear at the next meeting. On social media, members should make it clear that their views are their own.
- **s 47F**, following on from the point raised by **s 47F**, notes that Meeting Guidelines refer to accessibility in terms of venue and requests that they be updated to include that the structure of meetings be made accessible including provision of breaks
- **s 47F** requests that Meeting Guidelines also stipulate that meetings will be in an accessible format including provision for remote access needs

s 47F calls for any questions or comments on any administrative document including Declaration of Interest form

- **s 47F** seeks clarity around what must be included on the Declaration of Interest form
 - Committee members should declare any memberships of political parties or youth organisations. It is useful to include any financial interests in organisations. In future you may be required to update the form, for example if the department is to hold a tender process.
 - Committee members are to submit this form, including nil to declare, prior to the next meeting.

s 47F notes consensus has been reached on required updates to Meeting Guidelines and Terms of Reference and offers floor to Office for Youth to speak to agenda item 4 – youth programs and initiatives

- **s 22** points to documents provided including slide deck as resources to support activities of the committee
- **s 22** notes that **s 47F** requested, via email, information about young people in the **s 47F**
 - The Office for Youth will send an information pack to all committee members in January 2023 detailing demographic information about young people across Australia including broken down by jurisdiction.
- **s 47F** seeks clarity about the inclusion of the discussion paper in the workplan – this will be addressed as part of agenda item 6 (workplan)

Meeting breaks for 5 minutes from 6.45pm AEDT

- s 47F seeks clarity about the Media Policy discussion – this will be addressed as part of agenda item 10 (other business)

s 47F offers floor to Office for Youth to speak to agenda item 6 – 2023 workplan discussion

- s 22 provides overview of 2023 workplan:
 - The focus for 2023 is planning, consultation and development of the Youth Engagement Strategy, given that 2024 is implementation. Consultation and development stages are underdeveloped in the current workplan as actions will emerge through the planning stage.
 - The Office for Youth will add activities into the workplan as they arise and will share with the committee as it is updated.
- s 22 explains that the workplan refers to a discussion paper:
 - The Office for Youth will draft a discussion paper to support consultations and outline objectives of the Youth Engagement Strategy in order to enable the work of the committee. The paper will be provided to the committee for comment in late January to be approved by the Minister for Youth in February and become a public document.
 - The discussion paper will identify the Government's commitment to develop the Strategy, including the timeframes, goals and objectives of the Strategy at a high level.
 - The discussion paper will ask questions to shape consultations and guide the design and development of the Strategy, ensuring consistency across discussions and meetings including meetings between the Office for Youth and government agencies.
- s 22 advises that the Office for Youth will develop a list of sector stakeholders and group these under broad policy areas
 - Committee members will provide input regarding the young people they would like to engage with (e.g., regional and remote, States and Territories, young people with a disability, young people with lived experience of homelessness, those from lower or higher socioeconomic areas, etc.), why they want to engage those different cohorts, and possible methods for engagement (including face-to-face, virtual meetings, polls, surveys, etc.).
- s 47F seeks clarity around when this input is required and whether this will form part of the committee's feedback on the discussion paper
 - Consultation recommendations are to be provided by the end of January and collated by the Office for Youth.
- s 47F notes that the workplan refers to the provision of training and seeks further information
 - AYAC will email committee members requesting they identify areas for upskilling. Training will be provided in early 2023.

- s 47F notes that the workplan refers to working across government including State and Territory governments
 - s 22 notes that the Office for Youth is to provide an overview of stakeholders, including State governments, following committee input regarding the young people they are hoping to engage with. s 22 suggests this work could be conducted through GovTeams.

s 47F notes that there are no further questions and offers floor to Office for Youth to speak to agenda item 7 – overview of the Office for Youth

- s 22 provides an overview of the Office for Youth including the Senior Executive Service and the expansion of the Office for Youth in 2023
- s 22 reminds committee members that the Office for Youth is the main point of contact, including to facilitate contact between the committee and external stakeholders, or to request information including research or existing strategies
- The Office for Youth will update this document following recruitment and expansion in 2023.

Meeting breaks for 10 minutes from 7.10pm AEDT

s 47F notes consensus on the required amendments to documentation and introduces agenda item 9 – forward planning

- s 47F invites committee members to share their preferences and availability for future meetings
- s 47F suggests late January
 - s 47F concur
 - s 22 facilitates discussion of dates and the committee reaches consensus for the same time of day on Tuesday, 24 January 2022.
- s 47F invites committee members to request agenda items for the next meeting
- s 47F requests clarification on the Media Policy, noting that some committee members have already spoken to media
 - s 22 agrees that the Media Policy will be provided ahead of the next meeting. The policy will state that the Office for Youth must be made aware of any public statements, panels, discussions, meetings, etc., including any media presence in which the Youth Steering Committee may be mentioned.
 - The Office for Youth is required to liaise with the Minister's Office ahead of any media representation of the Youth Steering Committee.
- s 47F seeks clarification regarding social media including Instagram and notes that the discussion paper is to be placed on the next agenda
 - Social media presence where committee membership is apparent should include a statement that your views are your own.

- s 47F requests an agenda item for planning consultations, including discussion of the scope, demographics, and desired outcomes
- s 47F requests an update on Youth Advisory Groups
 - Office for Youth to provide an update including interested agencies
- s 47F seeks clarity regarding media opportunities and whether the committee is to achieve consensus on media matters
 - s 47F explains that media will likely liaise with the Minister's Office directly, and AYAC would talk to relevant committee members in the first instance. Committee members may wish to email s 47F (outside of the Christmas break) to discuss.
- s 47F seeks clarity regarding consultation processes and how the committee is to communicate moving forward
 - s 22 explains that the strong preference is that discussions, including informal contact, be held through GovTeams.
 - s 22 explains that the discussion paper will be useful for committee members to understand consultations, and encourages that at the next meeting, the discussion paper agenda item allows for conversations regarding how to conduct consultations, when to hold them, what information to gather, and how to develop the Strategy.
 - An objective of the next meeting is to develop deeper understanding of forward work. A consultation plan will be developed and agreed to via GovTeams.
- s 47F seeks clarity regarding offline/asynchronous communication including whether peer-to-peer informal discussion is covered under the Code of Conduct
 - Reece advises that all conversations on the GovTeams platform, and out of the platform, between committee members is covered by the Code of Conduct.
- s 47F enquires whether consultations are to be held in small groups or whether this is a matter for discussion at the next meeting
 - s 22 advises that this will be discussed at the next meeting and an action item from that meeting will be for the Office for Youth to develop a consultation plan.
- s 47F seeks clarity regarding required actions ahead of the next meeting
 - Committee members will email the Office for Youth describing the cohorts of young people, including types of young people and locations of young people, they wish to be engaging with. Committee members may wish to liaise with each other via GovTeams to offer insights and discuss ideas.
 - Ahead of the next meeting, committee members will have read the discussion paper and asked the Office for Youth any questions regarding the discussion paper, so that time at the next meeting can be used to decide implementation of the discussion paper.

- s 47F seeks clarity regarding Steering Committee input into the Youth Advisory Groups
 - s 22 notes a proposal to bring the Steering Committee and Advisory Group members together in Canberra, face-to-face, over 29–31 March 2023.
 - s 22 provides a confidential overview of interested agencies and potential projects, noting that the Office for Youth will send committee members a confidential email on 9 December 2022, which must not be shared.
- s 47F seeks clarity regarding whether the Office for Youth would like to see committee members provide input on their preferred groups
 - Committee members are requested to email youth@education.gov.au advising their top 3 preferences by Tuesday, 13 December 2022. The Office for Youth will then provide recommendations to the Minister for Youth.
- s 47F follows this point, asking whether members should justify their choices
 - s 22 advises that a short explanation would be helpful.

s 47F invites any other business ahead of meeting close

- s 47F notes that an email has been sent to committee members and requests that all members complete the form for the honorarium
- s 47F seeks clarity regarding the access and use of GovTeams
 - The Office for Youth will invite all committee members to GovTeams and email instructions for access. If any member has any questions or issues accessing GovTeams they are to email youth@education.gov.au.
 - Committee members are asked to list their employer as *Australian Youth Affairs Coalition* and role as *volunteer* during registration.
 - The Office for Youth notes that some users have found certain browsers, including Safari, have limited compatibility with GovTeams.

s 47F expresses thanks to all attendees and notes the next meeting as 24 January 2023

Meeting adjourned 8.04pm AEDT



Youth Steering Committee – Meeting of 24 January 2023

Attendees

Committee members	Kiara s 47F
	Oshay s 47F
	Anargya s 47F
	Anhaar s 47F
	Billie s 47F
	Brodie s 47F
	Cindy s 47F
	Dawyte s 47F
	Emily s 47F
	Eve s 47F
	Isabel s 47F
	Isabella s 47F
	Nayonika s 47F
	Sebastian s 47F
	Taihan s 47F
Australian Youth Affairs Coalition	s 47F
	s 47F
Department of Education, Office for Youth	s 22

Minutes

Meeting commenced 6.09pm AEDT

s 47F (Co-Chair) provides Acknowledgement of Country, overview of agenda and meeting objectives

- Invites members to note in the chat which Indigenous Country they are joining from

s 47F *hands to AYAC and OfY to discuss the Media Policy*

- AYAC presents the draft media policy to the committee. The media policy outlines the responsibility of members to engage with the Office for Youth ahead of undertaking any media or public events relating to their role as a committee member.
- Committee members are required to let the Office for Youth know if they have been asked to participate in any public events on the basis of being a committee member, to ensure the Office for Youth can support committee members' attendance at events.
 - For all other events where committee members are attending not in the capacity as a YSC member, they do not need to inform the Office for Youth of this attendance. However, if the YSC comes up in discussion, they are to notify the Office for Youth after the fact.
- The Office for Youth speak to the committee that there may be opportunities for media engagement as they undertake consultations for the Youth Engagement Strategy, in order to promote attendance at consultations.

s 47F *invites the Office for Youth to provide an update, including on Youth Advisory Groups*

- Applications are now open for the five Youth Advisory Groups. The Employment group was not selected as the proposal was very broad. We have decided to look at this issue through the consultation strategy.
- **s 22** notes that Youth Steering Committee members have expressed interest in playing a mentor role for advisory groups. The Office for Youth requests committee members email youth@education.gov.au listing their **top three advisory group preferences** to mentor.
- Applications will be assessed through a blind selection process. AYAC and the Office for Youth encourage committee members to share with their own networks and invite young people to apply.
- AYAC will add an accessibility statement on the application page.
- **s 47F** advises the committee that an information session about the advisory groups and application process will be held on January 30th and that a Youth Steering Committee member could volunteer to co-host.
- **s 22** reminds committee members to please provide **Declaration of Interest forms** as soon as possible, noting that members are required to resubmit forms if their circumstances change.
- Committee members are also requested to **advise of updates to their ages** as listed on the Department of Education website.
- The Office for Youth notes that some committee members were invited to participate in a consultation led by the Office for Women regarding the National Strategy to Achieve Gender Equality on 14 December 2022.

Meeting breaks for 5 minutes from 6.57pm AEDT

s 47F *introduces the discussion paper as agenda item 4*

- The committee discusses the purpose and use of the discussion paper:
 - The discussion paper will be approved by the Minister for Youth and then launched on the Department of Education website where young people and stakeholders will be invited to provide submissions in response.
 - The paper will enable the Office for Youth and the Youth Steering Committee to analyse and synthesise the issues and feedback provided to guide the development of the Youth Engagement Strategy.
 - Further, the themes of the paper will be used to tailor questions for face-to-face and virtual consultations undertaken by the committee with young people and stakeholders.
- The committee supports the paper as it is currently written and are to be provided one week to **add any further notes or feedback on the paper via GovTeams**.

s 47F *confirms that there are no concerns with the discussion paper and moves to a 5-minute break from 7.26pm*

s 47F *leads discussion on consultation planning*

- The Office for Youth discusses the consultation plan with the committee, requesting feedback on the who, how, when and why of consultations. The consultation plan will be uploaded to GovTeams for committee input.
- **s 47F** advises AYAC can provide facilitation training, noting that availability and timing will need to be discussed with the group.
- The Office for Youth asks the committee to consider that there is a resourcing limit, and that not all consultations will be able to be conducted face-to-face. The committee is asked to note in their feedback where consultations can be reasonably undertaken in a virtual format.
- The committee will be given two weeks to collaborate on this feedback in GovTeams, noting that the GovTeams platform allows committee members to liaise between and amongst themselves to coordinate input.
 - The Office for Youth will use this information to draft a consultation plan for committee consideration and feedback prior to it being shared with the Minister's Office for agreement.
- The committee raises questions around the engagement of community leaders to promote consultations, accessibility requirements for consultations, and attendance at consultations. The Office for Youth notes that after the development of the consultation plan there will be an opportunity to agree to who in the Youth Steering

Committee is leading each consultation and how the committee would like to prepare and support consultations.

s 47F *invites the committee to discuss other business*

- **s 47F** introduces the article written by **s 47F** which mentioned the Youth Steering Committee.
 - The committee questions whether the committee ought to respond in this or similar instances. The Office for Youth advises that the best course of action is to demonstrate the effectiveness of the group through its work on the Youth Engagement Strategy.
- **s 47F** notes **s 47F** request to send a thank you letter to the MPs, senators and ministers who met the committee at the November meeting. The Office for Youth notes that we can support this and will liaise with the co-chairs to arrange this.
- **s 47F** requests that the Office for Youth makes clear the status of meeting papers (draft or finalised) and what actions are required.
- The committee is advised that the next meeting is to be held in the final week of March and that members can utilise GovTeams to check in and hold discussions in the interim.

Meeting adjourned 8.20pm AEDT



Youth Steering Committee

Minutes: meeting with Minister Aly – 29/03/2023

Attendees

Office of the Minister for Youth	The Hon Dr Anne Aly MP, Minister for Youth and Minister for Early Childhood Education
	s 22
Committee members	Kiara s 47F
	Oshay s 47F
	Anargya s 47F
	Anhaar s 47F
	Billie s 47F
	Brodie s 47F
	Cindy s 47F
	Dawyte s 47F
	Emily s 47F
	Eve s 47F
	Isabel s 47F
	Isabella s 47F
	Nayonika s 47F
	Sebastian s 47F
	Taihan s 47F
Australian Youth Affairs Coalition	s 47F
Department of Education	s 22

Minutes

Meeting commenced 4.05pm

s 47F (Co-Chair) provides Acknowledgement of Country

s 47F provides an update on the activities of the committee

- The Youth Steering Committee has been working towards a Consultation Plan and provided the Office for Youth input and feedback on its Discussion Paper.
- Members have been engaged in activities outside of the committee, including attendance at the Brisbane Legacy Forum, Young Australian of the Year Award launch, the SA Youth Week launch and the Intergovernmental Coordination Committee for Youth inaugural meeting.

s 47F invites the Minister for Youth to ask any questions about the committee's activities

- Minister Aly extends her commendations to the committee, having heard positive feedback on all committee members, the work of the committee and the events attended.

s 47F requests an update from the Minister for Youth

- Minister Aly reflects the Acknowledgement of Country and reaffirms the commitment to the Uluru Statement from the Heart.
- Minister Aly thanks the committee for its work towards the development of the Youth Engagement Strategy and is looking forward to discussing forward planning and the vision for the strategy:
 - *You have consultations coming up over the next couple of months and that will have some really successful outcomes – I want to hear from you what kind of support you want when you're undertaking those consultations.*
- Minister Aly reflects her statement of significance about young people given this morning to the House of Representatives.
 - *I'm excited about going out to some consultations with you all and seeing you in action and really listening to what young people have to say.*
- Minister Aly poses questions to the group for consideration:
 - *What do we mean by inclusion? If I can offer you some history about inclusion over the decades and where we've come from – there was a real focus on inclusion and access in the '80s that was very surface level; disability was about grants, accessible bathrooms, and these material, physical, infrastructure-type things. That was a great start but as always there is a*

danger of getting stuck in the status quo. If we want to progress we need to keep one eye on how far we've come and how far we've yet to go – there is a question here about what is real inclusion? What does actual participation look like – what does actual inclusion look like? Being in the room and being at the table doesn't necessarily equate to being included – I encourage you to explore that a little bit.

- *In terms of the consultations themselves, I'd encourage you to think about how we ensure that voices that aren't often heard are being heard? Think of innovative ways – maybe it is that you go to a basketball game – go to where people are.*
- *One of the things that I learnt as a researcher is that you're always cognisant of the relationship between the researcher and the person being researched. There's a power relationship here as well when you're doing consultations, so give consideration to that and be responsive to how people want to be engaged and want to have that conversation.*
- *What are you consulting about? What is it you want to know? What is it you want to take back? Maybe you already have ideas and thoughts on that.*

s 47F hands to **s 47F** for questions

- **s 47F** affirms the Minister's experience consulting with different groups and requests her advice for approaching consultations.
- Minister Aly responds:
 - *If you are doing a group consultation, I find that any more than 10 participants can be quite cumbersome.*
 - *You might want to consider the homogeneity or diversity of the group; if you go to a group that has something in common, the way that you might approach them would be quite different from a group of quite diverse people that you've brought together.*
 - *You always want to consider the sensitivities of any specific cohort, such as people with disabilities.*
 - *Another thing you want to consider is that there are interlocutors in any communication exchange and there are constraints on that communication and those constraints could be the place – so think about the space that you're holding consultations in as well and that can impact the discussion and the kinds of discussion.*

- *Ultimately: space, questions that you ask, the way in which you ask the questions – these are all reliant on who you're asking the questions of and also your own awareness of where you sit in relation to that exchange.*

s 47F asks the Minister if she would like to be involved in our consultations and in what way

- Minister Aly expresses a desire to participate as an observer, to listen and learn from young people.

s 47F invites the Minister to outline her thoughts on the purpose of the strategy

- Minister Aly explains her vision for the strategy:
 - *We have a range of issues that are specific to young people or issues that affect the entire population but impact on young people in different ways.*
 - *Then we have all these programs that are spread throughout government: young parenting programs, youth mental health programs, programs around First Nations young people, or STEM... matters of youth and the issues of young people don't really sit in one place but are everywhere.*
 - *I want the strategy to articulate four things:*
 - *What do we want for young people in Australia?* *That's the first and primary question – it's a hard thing to put concisely onto paper but it's not hard for you to answer.*
 - *What are we doing?*
 - *What are we not doing?*
 - *How do we bridge that gap?*

s 47F hands to **s 47F** for questions

- **s 47F** asks the Minister about future actions and how the committee's work is to continue after the strategy is implemented.
- Minister Aly responds:
 - *That's really when the real work begins – you work with the Office to ensure that the strategy is being met and implemented.*
 - *The biggest risk with any strategy is that it does end up as just words on paper – glossy pages and big announcements and then nothing happens with it.*
- **s 47F** asks for advice to mitigate this risk. Minister Aly responds:
 - *We have to make sure the strategy is viable, doable and achievable. The other part of it is ensuring that you build in ways in which it is accountable – how will we know that we're making progress?*

- s 47F asks for more information about what the Minister means by this. Minister Aly clarifies:
 - *Some of them require reporting, such as annual reporting. Some strategies might include measures – like “we’ll know that we’ve got there because of this measure, or these are the data points that we’ll collect to make sure we’ve made a difference in these ways”.*

s 47F invites the committee to ask any final questions

- s 47F asks the Minister if there are any key mistakes to avoid. Minister Aly responds:
 - *I’m of the worldview that there is value in everything and that if you do make a mistake or an error then there is still a learning value in that – I don’t know that there are mistakes that you can make. There are things you can do and you might think that we could make better.*

s 47F thanks the Minister for her time and the group breaks for photo opportunities

Meeting adjourned 4.30pm



Youth Steering Committee – Meeting of 25 May 2023

Attendees

Committee members	Oshay s 47F	
	Kiaras 47F	
	Billie s 47F	
	Brodie s 47F	
	Cindy s 47F	
	Dawyte s 47F	
	Emily s 47F	
	Eve s 47F	
	Isabel s 47F	
	Isabella s 47F	
	Nayonika s 47F	
	Sebastian s 47F	
	Taihan s 47F	
Australian Youth Affairs Coalition	s 47F	
Department of Education	s 22	

Apologies

Committee members	Anargya s 47F	
	Anhaar s 47F	

Minutes

Welcome, acknowledgement of country and overview of agenda | s 47F

Updates from the committee | s 47F

- s 47F –s 47F meeting with the Youth Division of Singapore's Ministry of Culture, Community and Youth: discussed the possible establishment of Singapore's own YSC equivalent; how to attract the right candidates, manage age ranges, establish respectful space for discussion, support young people to express perspectives, and facilitate interactions between young people and government

- **s 47F – s 47F meeting with the Youth Division of Singapore’s Ministry of Culture, Community and Youth:** discussed work being done in the youth space in Australia and Singapore; shared what ideas can be implemented at each end; connected and shared about respective cultures
- **s 47F – Meeting with the Department of Employment and Workplace Relations, Youth Employment Policy Team:** discussed work of the Youth Employment Policy team, lessons learned and possible effects of a youth engagement strategy on government; the team welcomes a strategy to guide their interactions with young people and priorities for policymaking, and expressed a need to increase public awareness of government services, noting that when the team does undertake consultations the public generally suggest approaches that already exist
- **s 47F – Wiyi Yani U Thangani Summit:** the Summit brought together 900+ First Nations **s 47F** on Ngannawal and Ngambri Country to amplify Aboriginal and Torres Strait Islander voices, highlight their important role in their communities and drive change for future; an emotional, grounding and powerful experience, affirming the need for continued advocacy
- **s 47F – Interdepartmental Committee on Youth:** provided an overview to government agencies on the work of the Youth Steering Committee and Office for Youth towards consultation planning and development of the strategy; agencies asked about engagement methods for consultations and strategies to ensure safety of younger participants and managing privacy and sensitivity of certain diversity cohorts

Updates from the Office for Youth | s 22

- Consultations will be launched on June 7 with young people, facilitators, and the Minister’s Office attending in Perth; consultations will be rolled out from that point, beginning on the East coast – OFY will advise YSC members of planned locations and dates as they develop
- OFY is working with the Minister’s Office to finalise an Activity Plan incorporating YSC members’ feedback
- OFY will launch a specific website, social media kit and registry of planned consultations
- YSC members are encouraged to notify OFY of any upcoming events over the next ~6 weeks in your state/territory or local area which may present a potential opportunity to run consultations at or alongside

Survey workshopping | s 47F

- YSC members provided feedback to the development of a survey for consultations, including:

- Ensure survey is written in Easy English
- Provide definitions, context, and example responses
- Provide options for multiple forms of response, including open-ended questions, checkboxes and yes/no questions
- Consider framing of questions and avoid leading questions
- Define clear purpose of survey
- Provide an overview of the survey at the beginning and ensure participants can view their progress (how much completed/remaining)
- Consider making questions optional and allowing participants to answer questions in any order of their preference
- Acknowledge completion of the survey with a thank-you message

Other business

- OFY to look into creating a letter to organisations as a standard group approach to promote consultations across wider networks, which can be customised by YSC members to reach out to their specific networks.



Youth Steering Committee Minutes

Thursday 27 July 2023 6-8PM AEST

Attendees

Youth Steering Committee Members	Kiara s 47F
	Oshay s 47F
	Anargya s 47F
	Anhaar s 47F
	Billie s 47F)
	Brodie s 47F
	Cindy s 47F
	Dawyte s 47F
	Emily s 47F
	Eve s 47F
	Isabel s 47F
	Isabella s 47F
	Nayonika s 47F
	Taihan s 47F
Office of the Hon Dr Anne Aly MP	The Hon Dr Anne Aly MP, Minister for Youth s 22
Department of Education Office for Youth	s 22 , Early Childhood and Youth
	s 22 , Office for Youth
	s 22
	s 22
Apologies	Sebastian s 47F

Minutes

Meeting commenced 6.00pm AEST

Item 1 and 2: s 47F (Co-Chair) provides Acknowledgement of Country, overview of agenda and meeting objectives

- Youth Steering Committee members (Committee members) were invited to acknowledge in the chat which First Nations' Country they were joining from.
- It was acknowledged that s 47F will be stepping down from the Committee and s 47F
- The Committee thanked s 47F for s 47F contribution to the Committee and look forward s 47F

Item 3: Co-Chair invites Committee members who have participated in recent consultations or other activities to provide a short overview of their experiences.

Launch of the national youth consultations update

- The Committee was updated on the launch of the national youth consultations in Perth. Committee members s 47F and s 47F attended along with the Hon Anne Aly MP, Minister for Youth, and staff from the Office for youth.
- Over 100 young people attended, and it was noted that there was a good level of engagement which involved constructive discussions about how Government should be engaging with young people.

Canberra youth and sector consultations update

- The Committee was updated on the consultations in Canberra, which included a consultation with young people and a consultation with the youth sector.
- Minister Aly attended the youth consultation, and it was noted that young people expressed a preference for co-design to work in partnership with Government, as well as engaging through existing institutions such as schools and universities.
- At the youth consultation, Minister Aly promoted the concepts of inclusivity and wellbeing for Government working with young people and for the youth engagement strategy.
- Feedback was provided to the Office for Youth around considering the timing of consultations, such as considering weather/seasons and holiday periods which impacted attendance at the Canberra youth consultation.
- It was noted that at the youth sector consultation, some representatives did not discuss issues beyond their immediate services but provided great insights into the issues facing young people which will be drawn upon through data analysis.

YDA Youth Homelessness Conference update

- Attendees from the Committee provided reflections on the YDA Youth Homelessness Conference. The conference was a congregation of young people with lived

experience, youth sector representatives and ministers, sharing and listening to experiences and advice about youth homelessness, including the intersections with mental health and the youth justice system.

- The Committee thanked the Office for Youth for organising attendance of young people at the event.

Advisory Group Mentors update

- Committee members were invited to comment on any recent meetings and the work of their advisory groups.
- The Committee reflected that the Climate Change and COP28 Youth Advisory Group are working on their ideal 'youth day' at the Pavilion for COP28 and that the group had a successful informal catch up in the week commencing 24 July 2023.
- Committee members sought more guidance from the Office for Youth on their role in mentoring Youth Advisory Group members.

Item 4: Update from the Minister for Youth

- Minister Aly was invited to provide an update on the Youth portfolio and her vision for the Committee in contributing to the development of the strategy. As such, the Minister:
 - acknowledged Country and recognised 65,000 years of First Nations caring for our land, seas, and skies. Minister Aly also expressed her commitment to Voice, Treaty and Truth.
 - thanked members for their ongoing work in the Youth Steering Committee and for their updates on the work with the Youth Advisory Groups and consultations.
 - expressed deep gratitude and congratulations to s 47F and s 47F for their term as Co-Chairs, and thanked s 47F for s 47F work on the Committee and for s 47F advice and guidance and noted that she looks forward to s 47F s 47F
 - reflected on the launch in the Perth, noted it was a successful event, and thanked Committee members and the Office for Youth for their work on the launch.
 - reflected on the Canberra consultations, thanked Committee members for their feedback and expressed that she was glad that inclusivity and wellbeing as principles for Government working with young people has resonated with the Committee.
 - outlined that access is not enough for Government in working with young people, and that services also need to be inclusive.
 - looks forward to seeing Committee members at more of the consultations.
 - noted the importance of meeting young people where they are at, and hearing directly from them about how Government should be engaging.
 - reflected that we have undertaken 14 consultations and reached over 1000 young people.
 - presented a call to action for Committee members to promote the survey among their network and set a challenge for Committee members to get 3,000

responses by the end of September. Minister Aly outlined that if Committee members promote the survey to 100 people throughout their networks, they will be halfway to 3,000 responses.

- expressed that she was pleased to see that s 22 has joined the Office for Youth and that the Office for Youth is gaining momentum.
- outlined her vision for the strategy is that it is accessible and inclusive for young people in Australia. The strategy should recognise the diversity of young people, and should be innovative, practical, and easy to read.
- posed questions for the Committee to think about, including:
 - what more can we be doing to engage with young people?
 - are there opportunities out there that we aren't seeing?
 - thinking about the role of this Committee after the strategy has been developed, where would you like the Committee to be in terms of their advocacy and engagement with Government?
 - a one size approach will not work, so how can we ensure that the maximum number of young people are supported through this strategy?
- In response to questions from the Committee, reflected that the Office for Youth will be looking for more opportunities for the Committee to engage in consultations and the development of the strategy.
- thanked the Committee for their ongoing work.
- The Committee thanked the Minister for her attendance and reflections.

Item 5: Update from the Office for Youth

- s 22 invited s 22, Office for Youth; s 22 s 22, Early Learning, Programs and Youth Division; and s 22, Youth Strategy to introduce themselves.
- The Committee were provided with an overview of the new Office for Youth structure, which includes two teams, the Youth Strategy Team, and the Youth Initiatives and Engagement Team.
- The Committee were also informed that several new starters will be commencing in the Youth Strategy Team in the coming weeks.

Item 6: Election of Co-Chairs

- Members were invited to vote on the new Co-Chairs through Mentimeter during the break and were informed that results would be shared at the end of the meeting.
- The Committee were asked to consider gender diversity and jurisdictional representation when selecting their preferred Co-Chairs.

Item 7: The Committee took a ten minute break.

Item 8: Consultation Discussion

- The Office for Youth provided an update on the completed and upcoming consultations.
- The Office for Youth outlined that the consultations have been focussing on three key areas:
 - What are the current policy issues for young people?
 - How do young people want to be engaged with Government to make decisions?
 - How do young people want Government to engage with them?
- The first phase of consultations will be broad consultations including, workshops, stalls, and different types of events.
- The Office for Youth provided an overview of the data from the survey and consultations and reflected that so far it is a good sample size of a diverse range of young people across the country.
- The top five issues for young people so far are:
 - cost of living,
 - housing affordability,
 - climate change,
 - mental health, and
 - education and training.
- The top five ways young people would like to engage with Government so far are:
 - Advisory groups or committees,
 - face to face events,
 - filling out a survey,
 - meeting with politicians, and
 - social media.
- Once the first phase of consultation is complete, in October and November, the Office for Youth will draw on the data to capture the high-level ideas from consultations and test them with focus groups, with a view to engage various priority cohorts.
- The Office for Youth provided an overview of the upcoming Regional Queensland consultations, which will be held in Weipa, Cairns, and Mount Isa in the week commencing 7 August 2023.
- The Office for Youth committed to involving the Committee in consultations where it was practical to do so.
- In addition to face-to-face consultations, the Office for Youth will run smaller workshops, including online consultations later in the year. The Committee shared their ideas for other consultations including, schools, universities, TAFEs, and reaching young people in rural areas.

Item 9: Approaching external stakeholders

- The Committee discussed how to approach external stakeholders to invite them to participate in the national youth consultations.
- s 47F created a letter for a standardised engagement, and the Committee discussed how to approach various organisations. The Committee discussed creating a master list on GovTeams to avoid duplication with the Office for Youth and the Committee contacting organisations.
- The Committee discussed a preference for the letter coming from the Office for Youth as it may give it more weight with organisations. The Committee and the Office for Youth will continue to discuss the most appropriate approach.
- There was a discussion about approaching influencers to promote the survey, the Office for Youth flagged some risks with this approach and will consider it further.

Item 10: The committee took a ten minute break.

Item 11: Strategy Planning

- The Committee and the Office for Youth discussed the process for developing the strategy.
- The Committee asked questions of the Office for Youth in the Microsoft Teams chat related to this the youth engagement strategy, and the Office for Youth committed to coming back them and answering them on GovTeams given meeting time constraints.
- Some Committee members expressed an interest in drafting elements of the strategy.
- The Office for Youth will begin sharing data and a skeleton of the strategy with the Committee in September and early October.
- The Office for Youth provided an overview of how similar strategies are structured, including a message from the Minister, an overview of the consultations, and an outline of the initiatives and ideas that will be part of the strategy.
- The Office for Youth noted the strategy will then be shared across Government and will eventually become a Cabinet-in-confidence document. The Office for Youth committed to being open and transparent about what is possible in the strategy throughout its development.

Item 12: Other Business

- The Committee discussed approaching state and territory youth advisory councils, such as the Ministerial Youth Advisory Council in Western Australia. The Committee will continue the discussion on this through GovTeams.
- The Office for Youth announced s 47F and s 47F as the s 47F, s 47F and s 47F thanked the Committee and the Office for Youth for the opportunity as the inaugural Co-Chairs.

July 2023

- The Committee expressed their congratulations to s 47F and their thanks to s 47F .
- The Office for Youth offered the Committee the opportunity to stay on at the end of the meeting for a debrief about any of the agenda items and associated discussions.

Item 13: Meeting closed at 8.00pm AEST



Youth Steering Committee

Agenda

Date and time: Thursday, 5 October 2023, 6:00pm – 8:00pm (AEDT)
 Location: Online via MS Teams

Attendees

Committee members (committee)	Brodie s 47F
	Cindy s 47F
	Anargya s 47F
	Anhaar s 47F
	Billie s 47F
	Emily s 47F
	Eve s 47F
	Isabel s 47F
	Isabella s 47F
	Nayonika s 47F
	Sebastian s 47F
	Taihan s 47F
Department of Education, the Office for Youth	s 22
	s 22
	s 22
Apologies	Kiara s 47F

Minutes

Meeting commenced 6.00pm AEDT

Item 1 and 2: Co-Chairs provides an Acknowledgement of Country, overview of the agenda and meeting objectives.

- Youth Steering Committee members (Committee members) were invited to acknowledge in the chat which First Nations' Country they were joining from.
- The purpose of this meeting was to achieve the following outcomes:
 - Reflect on the first phase of consultations.
 - Discuss and understand the upcoming milestones for strategy development.
 - Discuss the design and promotion of the second phase of consultations.

Item 3: Co-Chair invites Committee members who have participated in recent consultations or other activities to provide a short overview of their experiences.

Consultation Updates

- s 47F d Committee members provided an overview of the s 47F and s 47F consultations, including the consultation with the s 47F Youth Parliament, the youth sector in s 47F, the youth consultation in s 47F, and two youth consultations with young people in s 47F including with residents at s 47F
- A s 47F -based Committee member reflected on the s 47F youth consultation at the s 47F, reflecting that the young people who attended had constructive ideas for how Government can work better with young people.
- A s 47F -based Committee member reflected on the recent s 47F consultations, outlining that the young people and the youth sector shared similar ideas about how Government should be working with, and communicating with young people, as well as reflecting on the difficulties in engaging young people that are vulnerable or are not already engaged with government.
- A s 47F -based Committee member reflected on the positive engagement at the s 47F youth consultations.
- Committee members also reflected on the online consultations with young people and with Batyr, noting that the online youth consultation had a small turnout but were positive discussions.

Conflicts of Interest

- Committee members reflected on the importance of declaring conflicts of interest and being transparent in their employment and other activities outside of the Committee.
- Co-Chairs and the Office for Youth (OFY) advised Committee members to contact them if they had concerns about any perceived or real conflicts of interest, and they will work with Committee members to identify and mitigate them.

Item 4: OFY provided an overview of the first phase of consultations, the timeline for the second phase of consultations, and milestones for the drafting of the youth engagement strategy.

- OFY acknowledged the delays in processing the honorariums and informed Committee members they are working with the Australian Youth Affairs Coalition (AYAC) to ensure they receive their honorarium, and to avoid delays in the future.
- OFY provided an overview of the staffing changes at AYAC and Committee members shared their interest in establishing a relationship with the new AYAC staff.
- OFY outlined that they have undertaken 52 consultations with approximately 2080 attendees, received 1809 survey responses and over 30 discussion paper responses.
- OFY acknowledged the significant contribution of Committee members in undertaking and participating in consultations.
- Committee members asked if Minister Aly would update the Parliament on the consultations undertaken, and OFY advised they would check this with Minister Aly's office (MO).
- OFY provided an overview of the next phase of consultations and development of the youth engagement strategy, including:
 - October 2023: a draft strategy will be sent to the MO for feedback.
 - November 2023: an updated draft will be developed outlining key initiatives.
 - January – March 2024: the strategy and initiatives will be considered as part of the ordinary Budget process.
- OFY committed to keeping Committee members involved through weekly drop-in sessions.

Item 5: Committee had a 10-minute break.

Item 6: OFY facilitated a reflection discussion on the phase one consultation process.

- OFY reflected on the consultations, and identified what went well and where things could have been improved, such as longer lead times, ensuring we capture different demographics, and following up with registered attendees. OFY also acknowledged the timing and resourcing constraints early in the consultation process.
- OFY invited Committee members to reflect on what could have been improved through the consultation process, the Committee reflected that:
 - reasonable lead in times to consultations are critical, as well as making sure it is well communicated by encouraging the sector to promote the consultations and publishing dates well in advance.
 - Government needs to be conscious of young peoples' commitments where possible such as school and university holidays.
 - it is important to give young people a sense of what the consultation questions are and what Government is hoping to get out of the consultations so that they can prepare before the meeting.
 - there should be consideration given to making it culturally safe and accessible for young people and ensuring that there are diverse staff/Committee members involved to break down barriers to discussing lived experience.

- Government needs to work to overcome perceptions and distrust of Government by young people through building trust, this is particularly relevant for First Nations and multicultural young people.
- it is a challenge to get young people along who are not already engaged through existing services or organisations.

Item 7: OFY facilitated a discussion on phase two of the consultations, including on the role of Committee members in consultations, community engagement and promotion, and how consultations will be conducted.

- OFY provided an overview of the purpose of the second phase of consultations which is to test the ideas and issues that were heard through the first phase of consultations with certain cohorts of young people.
- OFY outlined that they will look to identify gaps in terms of geography as well as cohorts that were not reached through face-to-face consultations in phase one.
- OFY invited Committee members to share their views on this phase of consultations, as well as any considerations including ways to promote the consultations and to make them accessible.
- Committee members reflected that:
 - this phase should focus on young people we did not reach in phase one through face-to-face consultations.
 - they would like to play a more active role in the consultations and expressed a preference for accessing organisations that already have relationships with the young people we are trying to reach through these consultations.
 - they can also play a role in making sure the consultations are culturally safe for young people and can reflect the views of young people in their communities.
 - where data exists, we shouldn't be going out to seek the same data from young people, young people are suffering consultation fatigue and are impacted by existing processes such as the Voice referendum.
 - they would support a survey and are interested in working with OFY to design the survey questions.
- OFY committed to creating a thread in GovTeams to continue the discussion about phase 2 consultations.

Item 8: Committee had a 10-minute break.

Item 9: OFY led a discussion with the group to consider potential activities and questions in the next phase of consultations.

- OFY provided an overview of the initiatives that could be progressed through the youth engagement strategy and outlined that these will be the focus of our next phase of consultations.
- OFY acknowledged that we have a lot of data from young people and OFY does not want to undertake further consultations for the sake of consultation.
- Committee members again reflected that young people are tired of consultations and referenced the Disability Royal Commission as an example of a significant Government consultation process.

- Committee members would like to see demographic data analysed to identify what we have for cohorts, including young carers, refugees, migrants, and First Nation for example. Where data exists, the consultations questions should be targeted to build on what we already know.
- Committee members reflected that ideas should be tested to see if it is what young people want, or whether it just becomes more work for young people without any gain, such as a National Youth Week.
- Committee members would like to see young people paid for their time, and to make sure that young people are kept informed about the solutions to the issues they have raised once the strategy is developed, where possible.
- OFY advised the Committee that they are working to 'close the loop' on consultations and will work this into all future consultations.
- OFY committed to creating a thread in GovTeams to share more share ideas and seek feedback.

Item 10: Other Business

Meeting closed at 8pm AEDT

Actions

No.	Action	Responsibility
1.	Test updating Parliament with the National Youth Consultations with Minister Aly's office.	Office for Youth
2.	Establish weekly drop-in sessions for the development of the youth engagement strategy, and other initiatives.	Office for Youth.
3.	Create a GovTeams thread about phase 2 consultation ideas and feedback.	Office for Youth



Youth Steering Committee

Minutes

Date and time: Thursday, 14 December 2023, 6:00pm – 8:00pm (AEDT)
 Location: Online via MS Teams

Attendees

Committee members (Committee)	Brodie s 47F
	Cindy s 47F
	Anargya s 47F
	Billie s 47F
	Emily s 47F
	Eve s 47F
	Isabel s 47F
	Isabella s 47F
	Nayonika s 47F
	Sebastian s 47F
	Taihan s 47F
Department of Education, the Office for Youth	s 22
Apologies	Kiara s 47F
	Anhaar s 47F

Minutes

Agenda Item
<p>Meeting opened at 6:13 PM AEDT</p> <p>1. Acknowledgement of Country</p> <p>The chairs acknowledged Country and invited Youth Steering Committee members (Committee members) to acknowledge where they were calling in from.</p>
<p>2. Meeting overview</p> <p>The chairs provided an overview of the meeting and noted that there was a communication order for the meeting.</p>
<p>3. Updates from the Committee</p> <p>The chairs invited Youth Steering Committee (YSC) members to provide updates on what they have been up to.</p> <ul style="list-style-type: none"> • A Committee member provided an update about their positive experience attending the s 47F Australian of the Year Awards. • A Committee member provided an update about attending a youth policy roundtable, stating it was interesting but not particularly relevant or useful to the Youth Steering Committee. • A Committee member provided an update on the work creating the Youth Steering Committee message for the strategy and attending phase two consultation drop-ins. • A Committee member provided an update about their work on s 47F • A Committee member provided an update about their involvement in the s 47F s 47F and s 47F Focus Groups. • A Committee provided an update about their positive experience attending the s 47F Australian of the Year Awards. They also attended the s 47F Student Guild Focus Group which they thought was really successful. • Some committee members also provided updates about their work and study situations.
<p>4. Update from Office for Youth</p> <p>The Office for Youth (OFY) provided an update on their work.</p> <ul style="list-style-type: none"> • A brief on the 2024 Youth Advisory Groups has been provided and signed by the Minister. • The Youth Forum will happen on Wednesday 20 March, which the YSC will be asked to attend (supported by AYAC). More information to come. <p style="text-align: center;">s 47F joined at 6:29 PM AEDT.</p> <p style="text-align: center;">s 47F joined at 6:31 PM AEDT.</p> <ul style="list-style-type: none"> • The Youth Engagement Strategy is currently being drafted with the final draft expect to be completed by early January. It was noted that there has been a positive reception by the Minister's Office. • The release of the strategy will be a decision of the Minister's Office.

- OFY also provided a brief update on the Phase 2 Consultations.

s 22 left at 6:41 PM AEDT.

5. Break

6. Phase two consultation reflections

OFY provided a brief reflection on how the YSC's feedback was helpful in organising the Focus Groups. They asked YSC members to share their thoughts on this.

- A Committee member spoke positively of the design of the focus group activities and the diversity of participants that were consulted.
- A Committee member spoke positively of the diversity of participants and their perspectives. They emphasised the importance of ensuring intersectionality as a core focus of the strategy.
- A Committee member asked if both regional/rural focus groups went ahead. OFY noted that only the Burnie Focus Group went ahead.

s 47F joined at 7:01 PM AEDT.

- A Committee member commented on how the focus groups were very effective and fostered great discussions because everyone knew each other.

7. Youth strategy publication design

OFY provided an overview of the design process for the youth strategy, briefly explained what a creative brief is and reiterated the audience and scope of the strategy. The YSC shared their ideas for the design of the strategy through a creative mood board activity.

- A Committee member asked if the YSC could outline some 'dos and don'ts' to pass on to the design team working on the strategy. OFY noted that they will create a document for this that YSC members can contribute to.
- A Committee asked who will design the strategy. OFY noted that it will be outsourced through a procurement process however government will have the final sign off on the look and feel of the strategy.

8. Break

9. What's on for 2024

Social media:

OFY asked YSC members to share their thoughts for featuring the work of the committee on social media.

- A Committee member said that young people should be involved in the creation of content and text that is posted on social media (the YSC can do this).
- A Committee member said that there should be spotlight on different YSC members to showcase their different experiences and perspectives of their experience working with government. This could be more of a political discourse than just a fun 'about me'.
- A Committee member said that we should start thinking beyond just the instagram posts. For example, different social media teams in universities post news/updates

which are very popular. Perhaps look at collaborating with these kinds of groups/organisations like WORONI (ANUSA student publication).

- A Committee member said that the process put forward is good (YSC members send through their photos/videos and text).
- A Committee member said that creating good content is like a full-time job so it will be hard to achieve. It will be important to try to create content that is good and interesting for young people. The issues in the strategy will probably be more interesting for young people to consume than just 'what is it like being in the YSC'.
- A Committee member said that we should be telling young people what we have been doing through social media. We haven't really been doing this. We have been doing a lot and it doesn't really feel like it is being shared with the community.
- A Committee member said that it is important that we achieve a really good spread of content. Ensuring we are catering to all youth audiences and acknowledging all of the diverse identities/cohorts of young people.
- A Committee said that YACVIC has a great social media account and content. The YSC should be involved in creating the content.

10. Other business

There was no other business.

11. Meeting close

The meeting closed at 8:05 PM AEDT.



Youth Steering Committee

Minutes

Date and time: 8 February 2024, 6.00-8.00pm AEDT
 Location: Online via MS Teams

Attendees

Committee members (Committee)	Brodie s 47F
	Cindy s 47F
	Anargya s 47F
	Kiara s 47F
	Emily s 47F
	Eve s 47F
	Isabel s 47F
	Isabella s 47F
	Nayonika s 47F
	Sebastian s 47F
	Oshay Riley s 47F
	Taihan s 47F
	Anhaar s 47F
Department of Education, the Office for Youth	s 22
Apologies	Billie s 47F

Minutes

Agenda Item
<p>Meeting opened at 6:04 PM AEDT</p> <p>1. Acknowledgement of Country</p> <p>The chairs acknowledged Country and invited Youth Steering Committee members (Committee members) to acknowledge where they were calling in from.</p>
<p>2. Meeting overview</p> <p>The chairs provided an overview of the meeting.</p>
<p>3. Updates from the Committee</p> <p>The chairs invited Youth Steering Committee (YSC) members and Office for Youth staff to provide updates on what they had been up to over the summer break.</p> <p style="text-align: right;"><i>s 47F joined 6.07 AEDT</i></p>
<p>4. Update from Office for Youth</p> <p>The Office for Youth (OFY) provided an update on some of the key areas of their recent work.</p> <p>GENERAL</p> <ul style="list-style-type: none"> • OFY attended Young Australian of the Year Awards events. • OFY attended the ABC Heywire Regional Youth Summit. • The 2024 Youth Advisory Groups (YAGs) have been formed and will have their first meeting in the coming weeks. OFY also ran a youth engagement training session with the partner agencies/departments that will be hosting the 2024 Youth Advisory Groups. <p style="text-align: right;"><i>s 47F joined at 6.18 AEDT</i> <i>s 47F joined at 6.19 AEDT</i></p> <p>YOUTH FORUM</p> <ul style="list-style-type: none"> • The Youth Forum will be held on Wednesday 20 March. The YSC are invited to attend and there will be a range of extra activities for them to participate in during this week in Canberra. The finer details of the week are yet to be finalised; however, the proposed key activities include: <ul style="list-style-type: none"> - Monday 18 March: Meeting with the Minister for Youth - Tuesday 19 March: Meeting with AYAC / National Children's Commissioner - Wednesday 20 March: National Youth Forum • The forum will include a hackathon activity which OFY expressed is a particularly great opportunity for young people to contribute directly to government decision-making on issues that are impact them.

- Attendees of the National Youth Forum will include a range of different delegates that have been invited from across Australia, 2023 and 2024 Youth Advisory Group members and the Youth Steering Committee.
- A draft program of the forum will be shared with the YSC soon.
- A Committee member asked for some more clarity surrounding the role of the YSC at the forum, noting they would like to have a stronger presence. OFY noted that YSC members will be attending the forum as delegates and although there may be some extra opportunities for committee members, they will be participating in much the same way as other attendees.
- A Committee member asked if accessibility aspects have been considered. OFY confirmed that accessibility considerations have been built into the design of the forum.
- A Committee member raised the importance of ensuring there is a clear outcome goal of the forum that can be expressed to young people. OFY agreed with this statement and discussed the purpose of the forum and how the outcomes will be communicated with attendees after the forum.
- A Committee member mentioned that it would be a great idea to have the panel conversation filmed/live streamed on social media for those who cannot attend or would like to watch later.

AYAC

- Management of the YSC will be handed back to AYAC in the coming months. OFY noted that they have been managing the YSC in the interim whilst AYAC went through some structural changes and the focus has been on the Youth Engagement Strategy. Now AYAC is set up and ready to manage the YSC.
- A Committee member asked if the work of the YSC will shift focus. OFY stated that the role of the new YSC will be redefined in the coming months with the help of current committee members however it is likely the work of the new YSC will go beyond just the work of OFY.
- A Committee member asked if all forum related costs will be covered. OFY confirmed that all travel related costs related to the forum will be paid and organised by AYAC.
- A Committee member asked what the involvement the YSC will have with the new YAGs. OFY said that they will probably keep them separate to not over commit the YSC. Another Committee member mentioned that they really enjoyed attending the YAG meetings last year so perhaps YSC involvement with these could be an opt in format for those who would like to attend instead.

s 47F left at 7.17 AEDT

5. Break

6. Terms of Reference

OFY mentioned that due to time constraints they would address this agenda item with the YSC outside of the meeting via GovTeams. They briefly highlighted that the reason

they are reviewing the Terms of Reference is to help ensure everyone is on the same page about what is expected of the YSC and OFY.

7. New term of the Youth Steering Committee

OFY provided an overview of the process for creating and appointing the next term of the YSC.

- Work will be done to determine the new Terms of Reference, role, structure, and appointment of the new YSC. OFY will also help determine the integration with AYAC as well as the roles of both AYAC and OFY regarding the YSC moving forward.
- OFY is keen to develop the new YSC with the input of the current YSC. They will also take into consideration lessons learned and evaluations into the design of the new YSC.
- The term of the current YSC is set to dissolve in May however OFY is keen to discuss this further.
- A Committee member asked how the new term of the YSC would look. OFY stated that they do not have confirmation on this yet and need to seek insights from the Minister for Youth.
- A Committee member stated that after the strategy is announced is probably a natural time for the current YSC to end.
- A Committee member stated that the new YSC should be made up of half new members and half YSC alumni to allow for advice and knowledge to be transferred.
- A Committee member stated that the YSC should be around for the launch and current members should be extended via Expressions of Interest.
- OFY mentioned that they will send an email to gauge how many current YSC members are interested in staying on. They will then discuss further with the Minister for Youth.

s 47F left 7.38 AEDT

8. Break

9. Youth strategy procurement and launch

OFY provided an up update on the design process and launch of the Youth Engagement Strategy.

- The final draft of the strategy is with the Minister.
- A redacted version of the strategy has been shared with the YSC in GovTeams.
- Feedback on the strategy was received from a range of departments and agencies this week that was overall really positive.
- The strategy is yet to be named. The Minister for Youth was provided with a list of options including those suggested by the YSC however none of them were preferred.
- The launch of the strategy is yet to be finalised. OFY will let the YSC know when there are updates regarding this.
- A Committee member asked when the YSC will be able to see the final strategy without any redactions as they are concerned about having their name on something they haven't had full vision of. OFY expressed that they will share this with the YSC as

soon as they are able however they reassured the YSC that the strategy will go largely unchanged in these final stages.

- A Committee member asked if the YSC will have a chance to influence the design of the strategy once the procurement process is finalised. OFY stated that the YSC has already been asked to provide their ideas and insights on the design of the strategy to be incorporated into the creative brief for the design agency. OFY also encouraged the YSC to send through any other ideas relating design as soon as possible.
- OFY will provide updates to the YSC on the design process of the strategy where possible.
- A Committee member asked if there is a contingency plan if something goes wrong regarding the strategy, such as poor media coverage. OFY stated media coverage will not be used as a measure of success for the strategy. The process for monitoring and evaluation is being finalised to help measure the strategy's outcomes, actions and overall success.

s 47F

left 7.51 AEDT

10. Other business

- A Committee member asked if there will be another meeting before the youth forum. OFY stated that they will provide briefing material beforehand and try to organise a drop-in session. OFY also mentioned that AYAC will reach out for travel related things in the coming weeks.

11. Meeting close

The meeting closed at 8:21 PM AEDT.



Youth Steering Committee

Minutes

Date and time: Monday 18 March 2024, 9am
 Location: 1R5, Australian Parliament House

Attendees

Youth Steering Committee	Brodie s 47F
	Cindy s 47F
	Anargya s 47F
	Billie s 47F
	Emily s 47F
	Eves 47F
	Isabel s 47F
	Isabella s 47F
	Nayonika s 47F
	Sebastian s 47F
	Taihan s 47F
Office of the Minister for Youth	Hon Dr Anne Aly MP, Minister for Youth s 22
Department of Education Senior Executive	s 22, Early Learning Programs and Youth
Department of Education, the Office for Youth (OFY)	s 22
Australian Youth Affairs Council (AYAC)	s 47F
	s 47F
	s 47F
Australian Human Rights Commission	Anne Hollonds, National Childrens Commissioner

Apologies

Youth Steering Committee	Oshay s 47F
	Kiara s 47F
	Anhaars 47F

Minutes

Agenda Item	
1. Acknowledgement of Country The co-chairs acknowledged Country.	
2. Meeting overview The co-chairs provided an overview of the meeting's agenda items. The co-chairs noted the apologies for the meeting and announced that s 47F has s 47F from the committee. The committee thanked s 47F for s 47F contributions. The co-chairs also noted that the Minister has extended the term of the committee for an extra month until the end of June 2024.	
3. Youth Engagement Strategy reflection The Office for Youth (OFY) and the co-chairs facilitated a reflective discussion and activity about the development of the youth engagement strategy. Steering committee members were asked to share their reflections with the group and this feedback would be summarised to be shared with the Minister later in the meeting. The reflections were broken down into two categories: what went well and areas for improvement.	
What went well	Areas for improvement
<ul style="list-style-type: none"> - Large scale consultations. - Young people's voices represented. - Drop-in sessions to see data. - Ministerial updates to share data to better understand what was being shared with the Minister. - University stalls meant a broader range of young people engaged with. - Tangible results. 	<ul style="list-style-type: none"> - More organised. - Pre-planning. - More notice. - Greater consistency across the range of consultations. - Better lead time to create a safe environment for feedback and to increase reach. - Better communication regarding feedback from the Minister.
4. Youth Steering Committee reflection OFY and the co-chairs facilitated a reflective discussion and activity about the Youth Steering Committee program. Committee members were asked to share their reflections with the group and this feedback would be summarised to be shared with the Minister later in the meeting. The reflections were broken down into two categories: what went well and areas for improvement.	
What went well	Areas for improvement
<ul style="list-style-type: none"> - Rewarding experience. - Opportunities to travel and be involved in process of government. 	<ul style="list-style-type: none"> - Would have liked an opportunity to have a longer-term engagement with a policy or program. - Clearer direction on the YSC.

<ul style="list-style-type: none"> - High level of engagement between Committee members and Office for Youth. - Involvement with other opportunities. - Clear purpose to be working towards to Strategy. - Training opportunities and capacity building at the start of the program. 	<ul style="list-style-type: none"> - Opportunities to provide information on YSC areas of experience. - Opportunities to work with directly other Ministers (specific to areas being focused upon). - Greater engagement with IGCC and IDC with a clear purpose. - Clearer expectation setting and management. - Increased staffing/resourcing to better and more consistently support Committee members. - Felt less collaborative and direction dictated by Minister's Office and Office for Youth. - GovTeams felt too formal and was not a convenient way to communicate.
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Break

5. Reflections and introductions from the Department

The co-chairs introduced s 22 of the Early Learning Programs and Youth branch. s 22 stated that the work of the Youth Steering Committee is greatly appreciated and Committee's work on the National Youth Consultations and development of the Strategy is to be congratulated. s 22 then introduced Minister Aly.

6. Minister Aly: Youth Engagement Strategy launch and reflections

Minister Aly congratulated the Youth Steering Committee for all their work. She stated that the Committee's input to all the planning, consultations and drafting is greatly valued and will have a lasting impact on how young people and the government will work together into the future. The Minister expressed that Committee members should feel really proud of their work and contributions in developing the youth engagement strategy.

The Minister asked Committee members to share some of their reflections with her. The Committee members responded with the following points:

- The scale of the National Youth Consultations has been impressive.
- There needs to be more work to improve engagement with hard to connect groups.
- The diverse formats and locations of consultations worked well. The university stalls were great example of this.
- Greater consistency of communications and engagement would build a safer space for disengaged communities.
- Some timeframes were very tight so some Committee members could not make the most out of opportunities. For future consultations, greater notice and preplanning would allow for more time for relationships to be built.
- There needs to be better communication about what the Minister's direction, including what she would like from the Committee.
- There needs to be greater time and resources allocated to communicate with young people if there is to be successful youth engagement.
- Leveraging off exiting relationships that Committee members have with community groups and organisations would help.

7. Minister Aly: Youth Steering Committee work to date and reflections

The Minister once again thanked Committee members for all their work and contributions. She acknowledged that as the first members of the Youth Steering Committee program there are inevitably going to be a lot of feedback. The Minister asked Committee members to share some of their reflections with her. The Committee members responded with the following points:

- The small resourcing of the OFY has meant their ability to engage consistently with the Committee has been limited.
- The updates from OFY (Minister's updates and drop-in sessions) were very helpful and allowed the Committee members to feel heard.
- The Committee members are thankful for the time they had on the Committee and their ability to participate in training and other ad-hoc opportunities.
- The Committee members feel they have a greater understanding of the work of government and the processes.
- The Youth Steering Committee program has had many positive personal impacts on Committee members and enabled professional and personal development.
- The program has also enabled Committee members to come together, connect and build relationships with one another that they are incredibly grateful for.

8. Group photo

Minister Aly and the Youth Steering Committee members took some photos together.

Break**9. Meeting with Anne Hollonds (National Childrens Commissioner) - Online**

The co-chairs introduced Anne Hollonds, the National Childrens Commissioner. The Commissioner introduced herself and provided an overview of her role at the Australian Human Rights Commission (AHRC). She asked if Committee members had any questions for her.

- A Committee member asked a question around how to best protect and support young people under federation. The Commissioner noted that many of the systemic failures around Australia are due to the nation's federation governance. She noted that the biggest problem she faces is a lack of accountability.
- Another Committee member asked how the AHRC gets past a lack of accountability. The Commissioner noted that her role is to highlight that there is no core coordination and so currently she is stretched over many portfolios which is difficult work.
- A Committee member asked how we can bridge the gap and better engage young people who are not currently engaged. The Commissioner noted that she uses a methodology based on Prof Laura Lundy from Ireland. The methodology is all about talking to children and young people and authentically closing the loop. She noted that trust is incredibly important for building relationships with young people and the organisations that support them.
- Another Committee member asked if, based on her experience, young people want to work with government and how we can change the culture across government to prioritise youth engagement. The Commissioner expressed that we need to allocate enough time for all young people to have their say. She also noted that there is a difference between just allowing young people to have a say and listening and actioning what they say. She expressed that this needs to be the focus of government moving forward.

The Commissioner closed by sharing her contact information and inviting the Committee members to reach out to her if they would like to discuss anything further.

10. Other business

The co-chairs thanked Committee members for their contributions in the meeting. They also thanked previous Committee members, s 47F , for their contributions to the development of the youth engagement strategy.

The co-chairs facilitated a quick closing activity which encouraged everyone in the room to share a recent positive experience.

11. Meeting close

Meeting closed at 11.48am.

YOUTH STEERING COMMITTEE MEETING

MINUTES

DATE Thursday 9 May 2024
TIME 6:00pm to 8:00pm AEST
LOCATION Online via Teams

ATTENDEES

Committee members (committee)	Brodie s 47F
	Cindy s 47F
	Anargya s 47F
	Anhaars s 47F
	Billie s 47F
	Emily s 47F
	Isabel s 47F
	Isabella s 47F
	Nayonika s 47F
	Sebastian s 47F
	Taihan s 47F
Department of Education, the Office for Youth	s 22
Australian Youth Affairs Coalition	s 47F
Apologies	Eve s 47F
	Kiara s 47F

MINUTES

Item
<p style="text-align: center;">Meeting opened at 6:02PM AEST.</p> <p>1. Acknowledgement of Country</p> <p>s 47F provided an Acknowledgement of Country and invited attendees to acknowledge where they were calling in from.</p>
<p>2. Meeting overview</p> <p>The chairs provided an overview of the meeting.</p>
<p>3. Updates from the Committee</p> <p>The chairs invited Youth Steering Committee (the committee) members to provide updates on what they had been up to since the March meeting.</p> <ul style="list-style-type: none"> The Committee thanked s 22 for his work on the committee in his capacity at AYAC and the Strategy team. <p style="text-align: right;">s 47F joined at 6:06pm</p> <ul style="list-style-type: none"> s 47F and s 47F provided an update on their recent presentation to the Intergovernmental Coordination Committee for Youth (IGCC) meeting. <ul style="list-style-type: none"> They highlighted that it was a valuable opportunity to provide an update on the work of the Youth Steering Committee and emphasised the importance of youth engagement in Australian Government decision-making.
<p>4. Update from the Office for Youth</p> <p>The Office for Youth (OFY) provided a brief update on some of the key areas of their recent work. This included:</p> <ul style="list-style-type: none"> National Australia Day Council (NADC) First Nations and Regional, Rural and Remote Grants Annual Youth Survey National Youth Forum <p style="text-align: right;">s 47F joined at 6:17pm</p> <p>Congratulating and thanking YSC members.</p> <ul style="list-style-type: none"> s 22, thanked the committee for working with the Office for Youth, congratulated them for their impact and hard work together, and acknowledged how they have grown. <ul style="list-style-type: none"> The Committee will receive a personalised thank you and congratulations letter from the OFY shortly after their term ends. The Committee will receive a letter from the Minister for Youth congratulating them on serving their term. OFY will follow up with members regarding their current mailing address. <p>OFY staff movements</p> <ul style="list-style-type: none"> s 22 has moved on from the Office for Youth. s 22 has moved across to act as s 22 of the Youth Strategy team. Until a permanent s 22 is found.

- **s 22** has moved across to the Initiatives and Engagement Team. She could not attend as she had a hand over meeting with her advisory group and sends her apologies.

YSC application process

- Applications are open until Sunday, 19 May.
- Members interested should follow the questions.

Australian Youth Affairs Coalition (AYAC) Update

- Following the consultation on leadership in Canberra at the March meeting, a report will be finalised, and a copy will be provided to the Youth Steering Committee once complete.
- Planning for alumni association is underway and AYAC will be reaching out when more information is available.

5. Digital youth hub

s 22 provided an update on the digital youth hub project and ran an activity on content development and look, feel and functionality. Committee feedback included:

- Blending some domains and exploring and drawing out an employment and finance page.
- Using the title “Life stuff” as it relates to common language used by young people.
- Having emphasis on Voting and giving young people information on how to participate in democracy.
- Including a quick exit (needed when accessing sections relating to health and wellbeing).
- Functionality is important to make sure that the website is not overwhelming.
- Include a dark mode feature not to have it “Government white”.
- Keeping information concise is important.
- Subheadings and explainers for each area.

The Committee support the suggested domains that are to be on the website.

Break

Government toolkit

- OFY provided an update on the youth engagement toolkit project. **s 22** ran an interactive presentation via Mentimeter to allow YSC members to provide their feedback on some key questions related to these actions.
- Further feedback and consultation will be rolled over to the new Committee.

The questions asked were:

- What types of engagement would you like to be included in the toolkit?
 - The top response was Workshops & focus groups, second advisory groups & Committees, and then third community events and stalls.
- What type of resources do you think we should include?
 - a. How to guides e.g.: How to close the loop.
 - b. Engagement principles

c. Checklist

d. Document Templates

- What's your Number 1 that MUST be in the toolkit:
 - Valuing & highlighting Lived Experience in a safe and respectful manner.
 - A guide of process to consult with young people using Co-Design. (A Comprehensive Guide)
 - How to check your Ageism
 - A guide on meaningful engagement for communities such as young people that identify as a person with a disability, is First Nations etc.
 - A guide to engage young people that are disillusioned with the process and reject engagement with government.

Open discussion to responses above

The Committee highlighted

- the importance of building the government's capacity to engage with young people face to face as this is where they have the least experience compared to things like surveys of discussion papers.
- that these resources need to prioritise how to run accessible and safe engagement opportunities with young people.
- the importance of ensuring the whole of government approach to youth engagement is streamlined to ensure consistency across government.
- that 'how-to-guides' are valuable for APS staff as it is an accessible and easy format for them to use, noting that nobody can be expected to be a subject area in everything.
- the importance of consistency and scalability in regard to building the capacity of government.
- that it was interesting to see that the IGCC members also thought that discussion paper responses were a low priority for the toolkit.

6. Celebrations

- The Co-Chairs invited Youth Steering Committee members to reflect on their terms on the YSC, share highlights and a warm fuzzy for one of their fellow Committee members. The prompting questions that Committee members responded to were:
 - What has been your highlight, being on the YSC?
 - What have you learnt or are you most proud of from being part of the YSC?
 - What are your hopes for the youth space or OFY moving forward?
- Members reflected on their experience on the Youth Steering Committee, emphasising that meeting and learning from one another had been a particular highlight for most members.
- Working on Engage! was also seen as a huge achievement across the Committee, and most members reflected on how much they had valued their time on the Youth Steering Committee and the experience and opportunities it had provided them.

7. Other business

- The Committee asked a question regarding suitability of applicants for the YSC and what some exclusion factors may be. Office for Youth responded that there are no set exclusion factors but selections will be based on having an equitable spread of demographics.

8. Meeting close

The meeting closed at 8:04PM AEST.



Australian Government



YOUTH STEERING COMMITTEE MEETING NOTES

12-15 AUGUST 2024

ATTENDEES

Youth Steering Committee	Caleb s 47F
	Charlotte s 47F
	Jet s 47F
	Rachel s 47F
	Billie s 47F
	Emily s 47F
	Isabel As 47F
	Ruben s 47F
	Nayonika s 47F
	Sebastian s 47F
	Taihan s 47F
Department of Education, the Office for Youth	s 22
Australian Youth Affairs Coalition	s 47F
	s 47F
	s 47F
	s 47F
Apologies	Brodie s 47F
	Armani s 47F
	Donella s 47F
	Isabella s 47F

DAY 1 – MEETING NOTES

DATE Tuesday 13 August 2024
TIME 9.00am to 3.30pm
LOCATION 50 Marcus Clarke Street, Canberra

MEETING NOTES

Item
<p style="text-align: center;">Meeting opened at 9.00am.</p>
<p>1. Welcome to Country</p> <p>The group participated in a Welcome to Country and were encouraged to reflect on the history and culture of First Nations people.</p>
<p>2. Update from the Office for Youth</p> <p>OFY provided an outline what the committee will be contributing towards, such whole of Australian Government activities including the age assurance trial and implementation of <i>Engage!</i> OFY further informed the group of opportunities to branch out and work with other government departments in the coming months and discussed how the committee can share their preferences on that work.</p>
<p>3. Overview of Agenda</p> <p>OFY provided an overview of the planned agenda and existing members provided advice to new members about their experience and how to get the most out of their tenure.</p>
<p>4. Review of Terms of Reference and Code of Conduct</p> <p>The Terms of Reference and Code of Conduct were presented by OFY and discussed by the group. OFY clarified what is meant by a conflict of interest and Chatham House Rules, explained the role of the co-chairs and nomination process, and discussed with members disclosures. AYAC provided additional context around safeguarding policies.</p>

5. Engage! A strategy to include young people in the decisions we make

OFY provided an overview of the *Engage!* and committee members participated in an activity to identify the areas that group members are most interested in. Committee members signalled their desire to engage more young people and extend the reach of the work into more diverse communities. OFY noted that they will publish an annual report on monitoring and evaluation to track impact and how the committee will feed into that report.

s 47F joined at 1:00pm

The 2024-25 Workplan for the committee was presented by OFY and a dotmocracy activity was undertaken to discern committee members interest in priorities.

Some interest	Little interest
Priority 1.1: Collaborating Priority 2.1: Connecting Priority 3.2: Building capacity	Priority 1.2: Recognising Priority 2.2: Empowering Priority 3.1: Listening

Committee members commented that although Priority 3.2 may not be the most popular, they felt that it was important to remember we can't promote youth engagement across government if it's not supported or encouraged by the Senior Executive Service.

6. Preparing for meeting with the Minister for Youth

OFY guided the committee in a discussion on their upcoming meeting with the Minister. The group discussed their aims and agreed it is important to be strategic when formulating questions. The committee discussed it would be good to

- get the Minister's perspective on the toolkit.
- get the Minister's perspective on what they think about the outcomes for young people.
- get the Minister's take on how the Youth Forum might be improved.
- find out more about how reports and the committee's advice informs decision-making.
- find out more about how the Minister thinks they might go about advocating for young people to maximise impact.

7. Meeting close

The meeting closed at 3.30pm

DAY 2 – MEETING NOTES

DATE Wednesday 14 August 2024
TIME 9.00am to 5.00pm
LOCATION Australian Parliament House, Canberra

MEETING NOTES

Item
<p style="text-align: center;">Meeting opened at 9.00am</p> <p>1. Acknowledgement of Country</p> <p>OFY led the group in an Acknowledgement of Country.</p>
<p>2. Meet and greet with the Minister for Youth</p> <p>The meeting began with the Minister congratulating the new and returning members. The Minister spoke about her portfolio, her experiences and her aims for the Youth Steering Committee. Committee members then asked the Minister a series of questions.</p> <ul style="list-style-type: none">• A committee member asked how the group can activate the toolkit so that young people can achieve better outcomes. The Minister spoke to the importance of breaking down traditional power structures.• A committee member asked about the process through which OFY takes on advice from the committee. The Minister highlighted the regular briefings they receive on the work of the committee, as well as the various reports they receive.• A committee member asked about how ministers consider advice and reports. The Minister noted how consultation processes feed into policy in a variety of ways, which reflects the different approaches of different departments, noting how all consultation is taken seriously.• A committee member asked the minister how they can most effectively provide advice to departments. The Minister replied that the most effective way to provide advice is to be yourself and share your perspectives confidently.• A committee member asked what outcomes the minister would like to see from the youth forum. The Minister spoke about the importance of avoiding a talkfest and incorporating more creative forms of participation that leave a more lasting impact.• A committee member asks the Minister for their advice on how to be an effective advocate. The Minister spoke about the importance of effective communication to collaborative working and creating spaces for creative approaches and novel ideas.• A member asked the Minister how they engage with rural youth within their portfolio. The Minister noted a variety of initiatives they are working on and signalled how rural issues are addressed through the Youth Advisory Groups. The minister closed by noting the importance of addressing regional inequalities in outcomes across a range of issues. <p style="text-align: right;">s 47F departed at 11:00am</p>
<p>3. Age Assurance Trial Consultation</p> <p>The Department of Infrastructure, Transport, Regional Development, Communications and the Arts will provide a summary of the consultation.</p>

4. Leadership Development

This workshop was led by AYAC and involved teambuilding activities and group work discussion. Group work was split into two activities

Big Body

Members were invited to share their ideas on how they can show effective leadership and teamwork in their roles. They worked together to create a list of actions and characteristics they associate with effective leadership and teamwork. They then reflected on how external support could be provided by AYAC to help guide their personal development in these areas.

- The group spoke to the importance of showing reciprocal respect; encouraging each other; active listening; intellectual curiosity; thinking before you speak; giving concise instructions; empathetic leadership and emotional intelligence; and being considerate of people's differing needs.
- The areas identified by the group for further personal development were:
 - Effective Communication
 - Public Speaking
 - Story Telling
 - Media Training
 - Expressing Lived Experience (Possibly through a trauma informed lens)
 - Personality Type Awareness

Mini Manifesto

The group worked together to create a mini manifesto outlining their vision and the issues they would like to address as a group moving forward. They were given some advice on how to construct a vision statement, as well as how they might present their ideas to AYAC and OFY.

- "We want young people to have a dignified experience working with government, where we have a genuine power, and feel safe and included in decisions that affect our future. The diverse experiences of young people should be heard. This call to action reflects our shared commitment to upholding the human rights of all".
- Priority Issues:
 - Housing
 - Cost of Living
 - Mental Health
 - Racism
 - Climate Change and Environmental Issues
 - First Nations Justice
 - Cyber Security
 - Equitable Access to Employment
 - Equitable Digital Access.
 - Relevant Education
 - Addressing Gaps in Educational Attainment
 - Healthcare

5. Meeting close

The meeting closed at 5.00pm

DAY 3 – MEETING NOTES

DATE Thursday 15 August 2024
TIME 9.00am to 3:00pm
LOCATION 50 Marcus Clarke Street, Canberra

MEETING NOTES

Item
<p style="text-align: center;">Meeting opened at 9.00am</p> <p>1. Acknowledgement of Country</p> <p>OFY led the group in an Acknowledgement of Country.</p>
<p>Reflections</p> <p>During the group reflection members noted:</p> <ul style="list-style-type: none">• that they liked how well the committee has adapted and supported each other over the week and noted they felt most productive when working in a group or small groups.• they would like to introduce activities that will help break the ice with Ministers and to ensure all members have an equal chance to participate in the discussions with high level stakeholders.<ul style="list-style-type: none">• they enjoyed the consultation with Minister Rowland and feel that this represents a great example of youth engagement Members also said the age assurance topic was good as it allowed us to bring different experiences and perspectives forward. <p>During individual reflections, members noted:</p> <ul style="list-style-type: none">• they are looking forward to working on identified priorities from the committee, developing the engagement toolkit, and engaging in future consultations.• they felt they could go up and talk with anyone and they would listen and have a conversation.• they struggled with small talk and suggested more icebreakers to improve team integration• they bonded more on the second day as we got closer discussing stuff and realised more what we wanted to do together as group.• they felt really energised and optimistic about the incredible group of young people on the YSC and the work we are going to be doing.
<p>2. Committee Planning and Next Steps</p> <p>The group discussed their preferred days and times for online committee meetings. Wednesdays and Thursdays were the most preferred days,</p> <p>s 47F were announced as Co-Chairs of the committee. The group congratulated the Co-Chairs.</p> <p>OFY ran a troubleshooting session on GovTeams and made sure that everyone was set up and could access GovTeams. OFY and AYAC will use GovTeams to communicate meeting records, Government Documents and other useful resources to the group.</p>

3. Whole of Australian Government Priorities

The group worked together to identify how they can contribute towards the whole of Australian government priorities. Issues raised were consistent with those raised on (and outlined in) Day 2, Item 4.

The priorities for Group 1 were climate change, health and education. The priorities for Group 2 were infrastructure, rural development and regional educational disparities.

The committee also discussed with OFY topics previously engage with WOAG on and sought advice on how to engage with government and where they would be most effective.

4. Point of Pride

To round off the face-to-face meeting the group reflected on the things that they were most proud of over the three days. Some contributions were:

- Proud of joining the group and meeting new people.
- Nervous at first, but the experience went well.
- Anxious before coming but felt welcomed by everyone.
- Finds the group inspiring and proud of contributing.
- Proud of the group's ability to bring fresh perspectives and ideas to the committee.
- All members being able to work together so seamlessly and mindful others' experiences.
- Everyone has just been so receptive and open.

5. Meeting close

The meeting closed at 3.00pm

YOUTH STEERING COMMITTEE MEETING

OCTOBER - MINUTES

DATE Thursday 17 August 2024
TIME 6.00pm to 8.00pm
LOCATION Online

ATTENDEES

Committee members (committee)	Caleb s 47F
	Charlotte s 47F
	Jet s 47F
	Rachel s 47F
	Billie s 47F
	Emily s 47F
	Isabel s 47F
	Ruben s 47F
	Nayonika s 47F
	Sebastian s 47F
	Brodie s 47F
	Donella s 47F
	Armani s 47F
	Isabella s 47F
	Taihan s 47F
Department of Education, the Office for Youth	s 22
Australian Youth Affairs Coalition	s 47F

MINUTES

Item
<p style="text-align: center;">Meeting opened at 6.00pm.</p> <p>Acknowledgement of Country</p> <p>s 22 led the group in an Acknowledgement of Country and set out the outline of the session.</p>
<p>1. Update on Age Assurance Trial</p> <p>The Age Assurance Taskforce provided an update on how information from the August consultation has informed their work.</p> <ul style="list-style-type: none"> The Taskforce spoke to the wider forms of consultation that it undertook following the Canberra session and the importance of bringing the Committee's perspective into those meetings. The Taskforce explained how its work with the Committee feeds into a cross government working group. The Taskforce explained its emerging role as the government look to legislate for a minimum age for social media use, including exploring exemption criteria. <p style="text-align: center;">s 47F joined at 6.10pm</p> <ul style="list-style-type: none"> A Committee member asks how existing age assurance mechanism are informing the debate. The Taskforce explains how existing measures have informed the discussions they have been having with stakeholders. A Committee member asks for more information on possible exemption. The Taskforce provides the additional information, signalling the likelihood that messaging apps will be exempt and the importance of safeguarding access to mental health supports. A Committee member asked what their involvement with the Taskforce will be going forward. The Taskforce expressed a desire to stay in touch with the Committee.
<p>2. OFY Update</p> <ul style="list-style-type: none"> Noted staffing changes in OFY – s 22 now is moving over to the Government Priorities & Measurement as the new s 22 Provided an update on the digital youth hub Provided an update on the youth forum date, likely early Feb Reminded the group of procedures for media appearances – please reach out to OFY to be provided the media request template. Some time was given to recognise the contribution of a member that will be leaving the Committee.
<p>3. Ministers Youth Advisor Meet & Greet</p> <p>The Committee met the Minister for Youth's new s 22 s 22</p> <ul style="list-style-type: none"> After a round of introductions, s 22 explained how the work the Committee informs s 22 role as an s 22 s 22 outlined how they see the work of the Committee contributing to portfolios across government.

- **s 22** informed the group that they can reach out for a chat about Committee business via email.

Break – 5 Minutes

4. National Youth Survey

OFY updated the group on the National Youth Survey and got their feedback on possible survey design through Mentimeter.

- Half of Committee members did not believe that there were too many demographic questions that would deter young people from finishing the survey.
- A committee member raised a point about ensuring the survey includes consideration of those from second generation migrant backgrounds.
s 47F Joined at 7.10
- Most Committee members believed that a 'select all that applies to you format' would work better.
- A committee member raised the possibility of having option demographic questions at the beginning and end of the survey.
- OFY clarified that demographic questions are not mandatory and there will be a skip function.
- A committee member raised concerns around anonymisation given the scale of demographic questions. OFY noted that they are currently looking into this.
- Committee members raised concerns regarding the amount of open-text questions, suggesting that too many might put young people off finishing the survey.
- The group offered positive feedback on the most important issues question.
- A Committee member raised the importance of making young people aware of the difference between federal and state issues.

5. Lundy Model

- AYAC gave some background on the UN Convention on the Rights of the Child and explained its relevance to the Lundy Model.
- Group 1 believed that policymakers can make welcoming, safe, inclusive spaces by:
 - Having open channels of communication so young people know what the government is doing.
 - Going to where young people are and making use of social media and new technologies.
 - Supporting all communities gain access to new technologies and high-speed internet. If young people don't have the tools to access platforms and become informed, how do we expect them to participate fully in opportunities?
 - Embracing a mix of informal and formal modes of engagement so young people can engage with decision-makers in the way that is most comfortable for them.
 - Having well thought out methods of codesign that maximise young people's active participation in the engagement process.
 - Evaluating the outreach process to make sure it is reaching as many young people as possible.
 - Introducing accountability measures for policymakers that provide misinformation, such as fines.
 - Lowering the voting age so listening to young people is incentivised.

- Group 2 believed that policymakers can provide appropriate information, resources and modes of engagement so that young people can confidently express themselves by:
 - Embedding principles of equal access so all young people feel welcome and able to avail of the opportunity.
 - Checking in to ensure you attain and maintain informed consent for the engagement. This helps give young people autonomy over their contribution, which is really important.
 - Opening a transparent feedback loop that allows young people to communicate concerns.
 - Approaching the work with an empathetic and open mind and avoiding tokenism. It is not just about ticking a box - it's about engaging meaningfully with our opinions.
 - Reaching out in a discreet way to check a young person is okay if they show signs that they might not be feeling comfortable.
 - Ensuring young people are aware that they can step out to take a minute if they are feeling overwhelmed or just need some time to themselves.
 - Making sure there is give and take with the engagement, and young people feel they have a say in shaping the terms of their engagement.
 - Offering methods of engagement that are age appropriate and accessible to all young people.
 - Supporting the capacity to build skills so you feel it's a positive experience of personal development.

6. Meeting close

The meeting closed at 8.00pm

YOUTH STEERING COMMITTEE MEETING

OCTOBER - MINUTES

DATE Thursday 5th December 2024
TIME 6.00pm to 8.00pm
LOCATION Online

ATTENDEES

Committee members (committee)	Caleb s 47F
	Charlotte s 47F
	Rachel s 47F
	Emily s 47F
	Isabel s 47F
	Ruben s 47F
	Sebastian s 47F
	Brodie s 47F
	Donella s 47F
	Isabella s 47F
	Taihan s 47F
Apologies	Billie s 47F
	Jet s 47F
	Armani s 47F
Department of Education, the Office for Youth	s 22
Australian Youth Affairs Coalition	s 47F

MINUTES

Item
Meeting opened at 6.00pm.
1. Acknowledgement of Country s 47F led the group in an Acknowledgement of Country.
2. Apologies AYAC updated the group on apologies from member who were unable to attend.
3. Overview of Agenda s 47F provided an overview of the agenda to the group.
4. OFY Update <ul style="list-style-type: none"> • OFY provided update on the first face-to-face meeting in the new year, noting that if an election is not called in January, we will be meeting in early February. Dates likely 4th-5th of February. • Committee members are information regarding this meeting is to be restricted to close friends, family, employers and educational institutions. • OFY outlined progress on digital hub and toolkit development. • OFY updated the group on the feedback survey relating to the last face-to-face meeting. • OFY updated the group on next steps regarding the National Youth Survey.
5. National Children's Commissioner Consultation <ul style="list-style-type: none"> • The Commissioner outlined the scope of their role to the Committee • What issues does the Committee think the National Children's Commissioner should be prioritising in 2025? <ul style="list-style-type: none"> – A committee member asked the Commissioner whether the most important issue for young people in the Mission Australia survey changing from mental health and climate change to cost of living affects their role. The Committee member explained how important cost of living as an issue was to young people involved in some recent youth engagement work they have helped facilitate. – The Commissioner cited research showing how poverty and cost of living is experienced by young people. This research shows an awareness of family finances can lead to some undertaking a protective role within the home and opting out of opportunities. – A Committee member asked the Commissioner their thoughts on the social media ban, raising their concerns around mental health and enforceability. – The Commissioner outlined the importance of having some guardrails, particularly in relation to the accessibility of pornography. However, the commissioner noted that they were not expecting to see a ban and there will be issues arising from a ban that will need to be addressed. The Commissioner noted that social media can prove a source of connection for some young people that helps them manage their mental health. – The Commissioner explained their report on youth justice reform, stressing the importance of the message 'help way earlier'. The Commissioner then noted the

importance of extending access to meaningful youth services and sport in local communities in offsetting the negatives of the social media ban.

- The Commissioner outlined the importance of including the voices of young people in the next steps of implementing the social media ban.
 - A Committee member contrasted the low age of criminal responsibility in Australia with the social media ban, asking the Commissioner how this contradiction can be accounted for.
 - The Commissioner noted the tension between the ban and the age of criminal responsibility. The Commissioner mentioned that Australia has been recently criticised by the Chairperson on the United Nations Rights of the Child for its youth justice policies.
 - A Committee member raised the importance of creating a more equitable education system to preventing negative outcomes for young people.
 - The Commissioner noted that education comes up all the time in discussions around how to improve outcomes for young people. The Commissioner further mentioned the importance of responding to the additional needs of young people to ensuring all are provided with a good education.
 - A Committee member asked the Commissioner why they think it is so difficult to get access to youth mental health services.
 - The Commissioner explained the long waiting lists for young people and mentioned that there has been a failure to invest adequately in youth mental health services.
 - A Committee member raised the importance of culturally sensitive youth mental health provision
 - The Commissioner acknowledged that there is a need to do more to provide culturally sensitive youth mental health services.
 - A Committee member suggested that climate change should be on the list for the Commissioner's 2025 priorities. The Committee member further raised concerns regarding regional disparities in education provision.
 - The Commissioner acknowledged the importance of keeping climate change in focus and noted how they are working with others to support action on climate change.
 - A Committee member raised the importance of lifeskills and informal learning programmes in schools.
 - The Commissioner agreed that these types of programmes are part of making sure schools are meeting the needs of young people.
 - A Committee member suggested that the social media ban might incentivise young people to break the ban, suggesting that young people are being punished for inaction on the part of government and big tech companies with regards to ensuring effective regulation
 - The Commissioner reiterated the importance of ensuring ongoing consultation and urged Committee members to articulate their views to government in the months ahead.
- Co-Chair thanked the Commissioner for their time on behalf of the Committee.

s 47F *leaves the meeting 19.06*

Break - 5 Minutes

6. National Youth Forum

- OFY refreshed the Committee on the discussions they had on rural, regional and remote issues at the last face-to-face, pointing out how these have formed the basis of the theme for the National Youth Forum.
- OFY updated the Committee on the planning process for the Youth Forum.
- OFY facilitated a feedback session through Mentimeter to get the Committees thoughts on how the Youth Forum might be best organised.
- Committee members acknowledged their gratitude for being given the chance to actively shape the Youth Forum and requested an opportunity to respond to developments as the process develops.
- OFY said they would like to get further feedback from the group.

s 47F *leaves the meeting 19.39*

7. Committee Members Report Back

- A Committee member shared their experiences of the Commonwealth Youth Forum held in Samoa.
- A Committee member shared their experiences of **s 47F** Youth Summit

8. Any Other Business

- OFY mentioned possible future meetings that will involve youth reps from state and territory bodies.
- OFY noted that AYAC will be in touch with some preliminary onboarding for the next face-to-face trip in the week ahead.

9. Meeting close

The meeting closed at 8.00pm



Australian Government



YOUTH STEERING COMMITTEE MEETING

OCTOBER – MINUTES

DATE Tuesday 4 February 2025
TIME 8.30am to 4.30pm
LOCATION REX Hotel and Australian Parliament House

ATTENDEES

Committee members (committee)	Caleb s 47F
	Charlotte s 47F
	Rachel s 47F
	Emily s 47F
	Isabel s 47F
	Ruben s 47F
	Sebastian s 47F
	Brodie s 47F
	Donella s 47F
	Isabella s 47F
Apologies	Armani s 47F
	Billies 47F
	Jet s 47F
Department of Education, the Office for Youth	Taihan s 47F
	s 22
Australian Youth Affairs Coalition	
	s 47F
	s 47F

MINUTES

Item
Meeting opened at 8:30am
1. Acknowledgement of Country s 47F led the group in an Acknowledgement of Country.
2. Overview of Agenda s 47F provided an overview of the agenda to the group.
3. Making Rights Real AYAC provided the group with information packs and content creation kits and charged them with developing some interactive social media work based on the OFY's youth Engagement toolkit and/or AYAC recent policy report that involved the group. OFY have the content created. The YSC offered the following guidance for future social media content creation concerning the toolkit: <ul style="list-style-type: none"> – "Make sure all content is entertaining and fun." – "Keep it short and sweet - you don't want people to lose interest." – "It shouldn't be corporate. It should be informal and have a sense of humour where possible." – "It should be relatable and down to earth and relatable." – "Use easy English so young people can understand and its accessible." – "Maybe use GovTEAMS to involve the YSC before content is posted?" – "Use the content creation process to help us build our skills and learn." – "Make sure that there is time for feedback from the YSC."
Morning Tea
4. Reflections on the YSC to-date <ul style="list-style-type: none"> • Members of the YSC offered the following reflections <ul style="list-style-type: none"> – "Meeting everyone has been a great highlight. We have become so close" – "It is good that the program has changed to suit are needs as the YSC has developed" – "It has been good that we have avoided a lot of writing in the sessions." – "It is good when sessions are interactive." – "It's cool to see how far we have come and how receptive OFY has been to our suggestions. I'm looking forward to seeing how the Committee develops." – "I appreciate OFY and AYAC's willingness to involve us with opportunities. I got to go to a conference in Melbourne and I really appreciated that." – "The international opportunity was great. It was so valuable to be able to hear all the different perspectives. It has given me a new horizon and I'm very grateful. It has had a

real impact on my personal life – I have new friends and have considered a career change because of the program.”

- “I have enjoyed the experience so far. I’m still quite new, but I feel I’m learning in the group and have got to meet new people. I’m looking forward to all the opportunities and I appreciate that you are trying to support us have a valued voice in government.
- “I have liked the in-person meetings. Everyone has been very inclusive and kind. As the **s 47F** you can sometimes feel a bit embarrassed, but I feel like I am learning and have really enjoyed it.”
- “I come from **s 47F** . I was part of boards from a very young age. However, I have enjoyed coming to meet young people from across Australia. It’s amazing that we have these opportunities. I’m also thankful that you have worked with me to overcome some communication issues from me being quite remote. I also feel very privileged to be on Canberra ground, which is sacred ground where decisions are made. I’m just really looking forward to getting to know everyone better as the program goes on.”
- During the reflections, the Committee shared the following areas for improvement:
 - “Communication can be better. GovTEAMS can be a bit hard to navigate. We can definitely make better use of the WhatsApp group too.”
 - “Some online meetings can be a bit content heavy. I feel we can sometimes to better to balance things out with more interactive content.

Break for Lunch

5. Warm up activity

- AYAC led the group in some energiser activities.

6. Update from OFY

- OFY provided more information on the Youth Forum and clarified questions around logistics with the Committee.
- OFY explained the next steps around the Committee’s work with the Department of Infrastructure on the social media ban.
- OFY explained how Committee business may be affected by the upcoming election.

7. Update and briefing on Social Media Ban

- This agenda item did not go ahead.

8. National Youth Forum

- The Committee went into small groups to brainstorm ways they can support other young people’s participation at the National Youth Forum.
- MCs and panel members went separately to prepare for their specific roles at the Forum.

9. Preparation for meeting with the Minister for Youth

- OFY supported the group formulate a series of questions to ask the Minister for Youth.

10. Meeting with Minister for Youth

- The Committee met with the Minister for Youth in her office at Australian Parliament House.
- The Committee and the Minister discussed their work to-date and asked what priorities the Minister may want them to focus on. The Minister mentioned the Committee could work on
 - Artificial Intelligence and its impact on work and study.
 - Housing, with a potential focus on rental affordability and renters' rights.

11. Meeting close

The meeting closed at 4:30pm



Australian Government



YOUTH STEERING COMMITTEE MEETING

MAY – MEETING NOTES

DATE Thursday 22 May 2025
TIME 6.00pm to 8.00pm AEST
LOCATION Online

ATTENDEES

Committee members	Caleb s 47F
	Charlotte s 47F
	Rachel s 47F
	Emily s 47F
	Isabel s 47F
	Jet s 47F
	Sebastian s 47F
	Brodie s 47F
	Donella s 47F
	Isabella s 47F
Apologies	Taihan s 47F
	Billie s 47F
	Reuben s 47F
Department of Education, the Office for Youth	Armani s 47F
	s 22
Australian Youth Affairs Coalition	s 47F

MINUTES

Item
Meeting opened at 6:05pm.
1. Acknowledgement of Country s 47F led the group in an Acknowledgement of Country.
2. Apologies AYAC updated the group on apologies from member who were unable to attend.
3. Overview of Agenda s 47F provided an overview of the agenda to the group.
4. OFY update OFY updated the group on <ul style="list-style-type: none"> the new Minister for Youth Senator the Hon Dr Jess Walsh. honarium payments will be paid for the last meeting to the members who took the time to attend Reflections process for the Youth Forum raised by OFY. The new National youth consultation process explained this work will be led by the other team Youth Partnerships and Engagement The recruitment of new committee members. an optional drop-in with the Age Assurance Taskforce. A poll was posted in GovTeams to vote on times and dates
5. AYAC update <ul style="list-style-type: none"> AYAC updated the group on its youth engagement and sector support work outside of its role with OFY.
6. Forward planning Onboarding: <ul style="list-style-type: none"> Meeting before the face-to-face was useful. Support with acronyms should be targeted to those relevant for Committee business. Easy English across onboarding process is useful. It would be useful to have a goals-oriented timeline setting out a clear trajectory for the work. It would be useful to have a clear idea of the scope of the Committee and its theory of change. Avoid content overload – sometimes less is more. GovTEAMS is difficult and hard to access platform. Possibility of trialling Miro board and menti for engagement with the new committee from August 2025 was discussed. Establishing clear guide for lines of communication between AYAC, OFY and Committee members is useful so that the relevant people are kept updated on emerging developments. Onboarding should also talk about timelines and processes so that members have an idea of the bigger picture.

Training

- Introduction to government training was okay, but it could be more specific. A greater emphasis on the role of the Committee would be useful.
- The introduction to facilitation training delivered in 2023 was useful.
- The advocacy training from YACVic was okay, but it could have been more succinct and focussed on the role of the Committee.
- A training on the foundations of youth engagement was also useful to see how the Committee's work links to best practice.

Whole of Australian Government work

- It would be good to hear more from young people in other countries about how they are working with government.
- Some WOAG priorities, included housing, AI, education and job pathways, primary and secondary education, and climate change.

Break

7. Youth-friendly child safe statement activity

The Committee were split across two breakout groups, each break out group had the following feedback.

Breakout Group 1

- Bright, colourful posters are most suitable for children and young people.
- Avoid information overload by keeping content concise.
- Supplementary posters with diagrams and short explanations of each principle are beneficial.
- Using 'we' shows commitment to collective responsibilities.
- Personal language helps young people feel connected to those who care.
- A poster that reduces stigma and encourages reaching out should be prioritized.
- Including a QR code linking to more information or disclosure/reporting processes is advantageous.
- Explaining disclosure/reporting processes in easy English is useful.
- Consideration should be given to building and embedding trust with young people.
- Principle 11 of the Victorian Child Safe Standards regarding cultural sensitivity should be considered by OFY.

Breakout Group 2

- Australian Sports Commission: Avoid overwhelming children and young people with just text.
- The Y WA: The red poster is clear and direct, which was well received.
- WA CCYP: The content is overwhelming due to excessive scrolling, making it hard to track important information.
- City of Melbourne: Was praised as a great example.
- Ensure posters are structured clearly, using bullet points and simple language.
- Provide clear information about disclosure processes, anonymity, and next steps if young people report issues.

s 47F joined the meeting 7:06pm

8. Reflections <ul style="list-style-type: none"> The group shared reflections on their participation in the Committee to date.
9. End & mid-program survey <ul style="list-style-type: none"> The group completed the mid- and end-of-program surveys.
10. Any Other Business <ul style="list-style-type: none"> OFY mentioned the Anti-Bullying Rapid Review has opened for submissions from the public. OFY will discuss the process with AYAC for the Committee to submit their views.
11. Meeting close <p style="text-align: right;">The meeting closed at 8:05pm</p>