



Agenda

Youth Council Meeting

Monday 5 February 2024 at 6:00 pm

You are advised that a Meeting of the Youth Council will be held on Monday 5 February 2024 at 6:00 pm for the transaction of the following business.

Youth Councillors

Angelica Banquil

Dean Connelly-Carpenter

Bavleen Kaur

Mustafa Khraim

Zachary Melvaine

Angela Rolevska

Masina Salesa

Esha Serai

Tanya Sharma

Sandy Tran

Emily Tricarico

Kaynat Virk

Sophie Winter

Officers

Agata Chmielewski Director Community Wellbeing

Bobbie-Lea Bright Acting Executive Manager Office of Council & CEO

Order of Business

[1 Opening 4](#_Toc256000312)

[1.1 Meeting Opening and Introductions 4](#_Toc256000313)

[1.2 Apologies 4](#_Toc256000314)

[1.3 Acknowledgement of Traditional Owners Statement 4](#_Toc256000315)

[1.4 Youth Council Charter 4](#_Toc256000316)

[1.5 Acknowledgements 4](#_Toc256000317)

[2 Declarations of Conflict of Interest 5](#_Toc256000318)

[3 Confirmation of Minutes of Previous Meeting/s 5](#_Toc256000319)

[4 Officers' Reports 6](#_Toc256000320)

[4.1 Meeting Agenda Pack 6](#_Toc256000321)

[4.2 Youth Council Areas of Focus for 2024 8](#_Toc256000322)

[4.3 Administrators & Youth Councillors Meet and Greet 10](#_Toc256000323)

[5 Notices of Motion 12](#_Toc256000324)

[6 General / Urgent Business 12](#_Toc256000325)

[7 Closure 12](#_Toc256000326)

**1 Opening**

**1.1 Meeting Opening and Introductions**

The Director Community Wellbeing will open the meeting and introduce the Acting Executive Manager Office of Council & CEO.

**1.2 Apologies**

**1.3 Acknowledgement of Traditional Owners Statement**

The Director Community Wellbeing will read the following statement:

*“On behalf of Council, I recognise the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan and Taungurung People as the Traditional Owners of lands within the City of Whittlesea.*

*I would also like to personally acknowledge Elders past, present and emerging.”*

**1.4 Youth Council Charter**

The Director Community Wellbeing will read the following statement:

*“We, the members of the Youth Council for the City of Whittlesea, hereby agree to respect one another’s identities, perspectives and boundaries, in order to work together as a diverse team. We will ensure a safe space for all, free of judgement, to participate in healthy, constructive collaboration, as we work together to represent the young people within the City of Whittlesea Council Community. We seek to be a voice of the youth in our community now as we prepare for the future. We commit to values of responsibility, dignity, courage and kindness as we work together, united for a common good.*”

**1.5 Acknowledgements**

**2 Declarations of Conflict of Interest**

**3 Confirmation of Minutes of Previous Meeting/s**

# Recommendation

There are no previous Minutes to be presented to the Youth Council.

**4 Officers' Reports**

4.1 Meeting Agenda Pack

**4.1 Meeting Agenda Pack**

**Director/Executive Manager:** Bobbie-Lea Bright,ActingExecutive Manager Office of Council & CEO

**Report Author:** Justine Smith, Coordinator Governance Administration

# Executive Summary

The Youth Council meetings will be held monthly on the first Monday of the month in the Council Chamber at the Civic Centre. The Thursday prior to the meeting an agenda will be produced and a link to the agenda will be sent via email to all Youth Councillors for review prior to meeting.

# Officers’ Recommendation

**THAT the Youth Council agree to the agenda being circulated via a link to Docs on Tap the Thursday before each Youth Council Meeting and that it allows sufficient time to read the entire agenda prior to the meeting.**

# Background / Key Information

The City of Whittlesea’s Youth Council is recently established and replaces the previously known Youth Advisory Committee. In the past the Youth Advisory Committee meeting agendas have been informal, however we are aiming to align the Youth Council Meeting agenda with existing agendas used for Council.

The minutes will be provided to Youth Councillors at least three (3) days prior to the next Scheduled Youth Council Meeting. The minutes will be confirmed at the next Youth Council Meeting, i.e. February minutes will be confirmed at the March meeting. Once confirmed minutes will be published on Council’s website for public viewing.

All meetings will be recorded for the purpose of minute taking.

# Implementation Strategy

Communication

An email containing the link to Docs on Tap will be sent to all Youth Councillors the Thursday prior to the scheduled meeting.

Critical Dates

First Monday of each month – Youth Council Meeting commencing at 6:00pm.

Last Thursday of each month – Youth Council Meeting Agenda to be circulated.

Minutes document to be provided to each Youth Councillor at least three (3) days prior to the next scheduled Youth Council Meeting.

# Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020*officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

# Attachments

1. Docs on Tap [**4.1.1** - 10 pages]

4.2 Youth Council Areas of Focus for 2024

**4.2 Youth Council Areas of Focus for 2024**

**Director/Executive Manager:** Agata Chmielewski, Director Community Wellbeing

**Report Author:** Alberto Giglia, Youth Development Coordinator

**In Attendance:** Renae Whittaker, Unit Manager Youth Development   
Alberto Giglia, Youth Development Coordinator

# Executive Summary

Discussion will take place at the 5 February 2024 Youth Council Meeting to brainstorm Areas of Focus for the Youth Councillors 2024-2025 term.

In preparation for the meeting, it is requested that all Youth Councillors will prepare a list of priority issues, topics and areas.

# Officers’ Recommendation

**THAT the Youth Council agree to determining a minimum of 3 (three) and maximum of 5 (five) Areas of Focus for 2024 for the Youth Council for 2024.**

# Background / Key Information

The Youth Council is new for the City of Whittlesea in 2024, replacing the previously known Youth Advisory Committee. Previously, the Youth Advisory Committee would determine key focus areas in the Induction Session and create portfolio groups for these focus areas.

To ensure that the issues, topics and areas important to young people across the City of Whittlesea are captured and responded to, it was determined that at the first Youth Council meeting all Youth Councillors will participate in the creation of the key Areas of Focus for the next 2 years.

# Implementation Strategy

Communication

Email containing link to Docs on Tap will be sent to all Youth Councillors Thursday prior to the meeting.

Critical Dates

Thursday 1 February 2024 – Youth Council Meeting Agenda to be circulated.

Monday 5 February 2024 – Youth Council Meeting.

# Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020*officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

# Attachments

Nil

4.3 Administrators & Youth Councillors Meet and Greet

**4.3 Administrators & Youth Councillors Meet and Greet**

**Director/Executive** **Manager:** Bobbie-Lea Bright,ActingExecutive Manager Office of Council & CEO

**Report** **Author:** Kathryne Kasapidis, Councillor Support Officer

**In** **Attendance:** Kathryne Kasapidis, Councillor Support Officer

# Executive Summary

In accordance with the Youth Council Terms of Reference it was determined that the Youth Council will report to and meet with Council bi-annually with the purpose of informing Council of identified issues, priorities, projects, and portfolio work undertaken by the Youth Councillors. Youth Council are required to undertake discussions with Council leaders regarding issues of importance or consequences for young people.

# Officers’ Recommendation

**THAT the Youth Council agree:**

1. **To attend and present to Administrators at the dinner prior to the scheduled Council meeting on Tuesday 19 March 2024 on what the agreed priorities for the Youth Council will be for the 2024-2025 term.**
2. **That the mode of presentation will be chosen by the Youth Council members.**
3. **That the Mayor and Deputy Mayor will present on behalf of the Youth Council.**
4. **That the Administrators have invited the Youth Council to observe the scheduled Council meeting on Tuesday 19 March 2024.**

# Background / Key Information

The Youth Council is required to identify issues or priorities that will form the basis for discussions when meeting with Council. It was suggested by Administrators at the 30 January 2024 Council Briefing that a meet and greet take place at the 19 March 2024 Scheduled Council Meeting. Youth Councillors will be invited to attend dinner prior to the commencement of the Council Meeting. Youth Councillors are also encouraged to attend the Council Meeting for the purpose of observing the structure of the meeting.

A small presentation is required to be given to Council by the elected Mayor and Deputy Mayor based on the priorities agreed upon by the Youth Councillors at the 5 February 2024 meeting. The mode of report will be chosen by all Youth Councillors in preparation for the meet and greet. The report to Council can include video reports, PowerPoint presentation, verbal presentations, or written updates such as memos, letters, or submissions.

# Implementation Strategy

Critical Dates

**5 February –** Mode of Presentation to Council to be established.

**4 March –** Mayor and Deputy Mayor to be elected.

**13 March –** Presentation is provided to Councillor Support Officer to arrange review and approval.

**19 March –** Meet and Greet with Administrators – presentation to be provided by Mayor & Deputy Mayor.

# Declaration of Conflict of Interest

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The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

# Attachments

Nil

**5 Notices of Motion**

No Notices of Motion

**6 General / Urgent Business**

No Urgent Business

**7 Closure**