



Agenda

Youth Council Meeting

Monday 1 July 2024 at 6pm

You are advised that a Youth Council Meeting will be held on Monday 1 July 2024 at 6pm for the transaction of the following business.

This meeting will be held in the Conference Room 2 at Civic Centre, 25 Ferres Boulevard, South Morang.

Youth Councillors

Zachary Melvaine Youth Mayor

Kaynat Virk Deputy Youth Mayor

Angelica Banquil

Dean Connelly-Carpenter

Bavleen Kaur

Mustafa Khraim

Angela Rolevska

Esha Serai

Tanya Sharma

Sandy Tran

Emily Tricarico

Elly Watson

Sophie Winter

Officers

Jacinta Stevens Executive Manager Office of Council & CEO

Bobbie-Lea Bright Unit Manager Governance

Order of Business

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**1 Opening**

**1.1 Meeting Opening and Introductions**

The Youth Mayor will open the meeting and welcome everyone in attendance.

**1.2 Apologies**

Youth Councillor Esha Serai

**1.3 Acknowledgement of Traditional Owners Statement**

The Youth Mayor 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 Youth Mayor will read the following statement:

*“We the members of the City of Whittlesea Youth Council, commit to advocating for and being the voice of the youth within our municipality. We ensure a safe space for all, to engage in constructive collaboration on matters affecting young people. We aim to empower and foster community connectedness in our youth so they feel valued and supported to achieve their aspirations.”*

**1.5 Acknowledgements**

**2 Declarations of Conflict of Interest**

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

# Recommendation

**THAT the following Minutes of the preceding Youth Council Meeting as circulated, be confirmed:**

**Scheduled Meeting of Youth Council held on 3 June 2024.**

**4 Officers' Reports**

4.1 Grants Process

**4.1 Grants Process**

**Director/Executive Manager:** Director Customer & Corporate Services

**Report Author:** Grants Coordinator

**In Attendance:** ActingUnit Manager - Change

Grants Coordinator

# Executive Summary

In June 2022, all Council grants offered to the Community were centralised to the ePMO following recommendations of two audits, one completed by internal auditors and the other completed through Spark Strategy, an external auditor.

A new team was formed in the ePMO to oversee the Community Grants and develop and implement a new Community Grant Program. In July 2023, the new Community Grants program was adopted by Council. In addition, Council increased its commitment to community through grants by 33% with an allocation of $2.6 million for the 2023-2024 financial period.

# Officers’ Recommendation

**THAT the Youth Council:**

**1.** **Note the Quarter 3 Report that was presented to Council on Tuesday 18 June 2024 at Attachment 1.**

**2.** **Note the Grants approval process and current number of grant applications received specifically for Youth at Attachment 2.**

# Background / Key Information

The following details the roles and responsibilities in the administration of the Centralised Grants:

* **Council** – set the annual centralised grants budget for the financial year.
* **Executive Leadership Team** – established a sub-committee, the Grant Management Steering Group to oversee the administration of the centralised grants.
* **Grant Management Steering Group** -
  + Membership consists of Executive Members and Managers with the appropriate delegation to approve grants and who’s grants were centralised to the ePMO.
  + Powers to:
    - allocate funds from the Centralised Grants budget according to the existing grants framework; and
    - allocate funds from the Centralised Grants budget according to identified need by the program areas in line with Council’s 2040 Goals or Community Plan Action Plan.
* **EPMO** are tasked with the operational delivery of the centralised grants framework.

# Implementation Strategy

Communication

This report includes a PowerPoint presentation including a video charting the journey of the centralisation of the grants to going live in August 2023.

Critical Dates

There was a review of the Community Grant Guidelines with proposed changes. It opened on 12 June 2024 for community consultation and closed on 25 June 2024.

# 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. Attachment 1 Council Q3 Community Grants Report 1 [**4.1.1** - 9 pages]
2. 20240620 Youth Council Presentation [**4.1.2** - 10 pages]

4.2 Youth Council Vaping Awareness Project

**4.2 Youth Council Vaping Awareness Project**

**Director/Executive Manager:** Director Community Wellbeing  
Executive Manager Office of Council & CEO

**Report Author:** Youth Development Coordinator

**In Attendance:** Unit Manager Youth Development  
Youth Development Coordinator

# Executive Summary

Following the meeting of the Vaping Project Working Group (VPWG) on Tuesday 25 July 2024, VPWG members will share recommended edits to all Youth Councillors.

Discussion will take place at the 1 July 2024 Youth Council Meeting to finalise edits prior to the commencement of filming in the month of July 2024.

# Officers’ Recommendation

**THAT the Youth Council:**

**1.** **Agree on three finalised scripts and storyboards for three Vaping Awareness Videos developed by the VPWG.**

**2.** **Confirm which Youth Councillors will be involved in the filming of the three videos.**

**3.** **Provide suggested dates and times for the filming of the three videos.**

# Background / Key Information

At the 5 February 2024 Youth Council Meeting discussion took place to brainstorm Areas of Focus for the Youth Councillors 2024-2025 term. It was determined that Health & Wellbeing would one of three Focus Areas of the Youth Council, with vaping being an issue of importance under this Focus Area.

A Vaping Project Working Group (VPWG) was established, the group working to develop a series of informative vaping awareness videos to be launched on International Youth Day, 12 August 2024.

The VPWG have met regularly over the past four months, working alongside the Communications team to develop three videos with a focus on raising awareness of the contents of vapes and e-cigarettes.

Two videos will be shared on social media including Instagram and Facebook and are set to be filmed in a ‘TikTok’ challenge style including a take on the viral ‘Candy Salad’ trend. A third video will be catered to a Secondary School setting and will feature the same information, however presented in a more direct, informative style more suited to a school setting. An accompanying letter will be sent to local Secondary Schools along with the video, this letter is to be developed by the VPWG and presented at the 5 August 2024 Youth Council Meeting.

In collaboration with the Communications team, the VPWG have developed a Comms Brief which is to be shared at the 1 July 2024 Youth Council Meeting following the 25 June 2024 VPWG Meeting.

# Implementation Strategy

Critical Dates

25 June 2024 – VPWG Meeting

July 2024 – Filming to occur

13 August 2024 - International Youth Day

# 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

No Attachments. **5 Notices of Motion**

No Notices of Motion

**6 General / Urgent Business**

No Urgent Business

**7 Closure**