



Agenda

Youth Council Meeting
Monday 3 February 2025 at 6pm

You are advised that a Youth Council Meeting will be held on Monday 3 February 2025 at 6pm.

This meeting will be held in the Council Chambers 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 Compliance & Governance

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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

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 2 December 2024

4 Officers' Reports

4.1 Municipal Public Health and Wellbeing Plan & Disability Action Plan - Health Priorities

Director/Executive Manager: Director Community Wellbeing

Report Author: Unit Manager Healthy & Inclusive Communities

In Attendance: Manager Community Strengthening
Unit Manager Healthy & Inclusive Communities

Executive Summary

This report presents an overview of the Municipal Public Health and Wellbeing Plan (MPHWP) and the Disability Action Plan (DAP) – including how we are ensuring there is a Youth lens in our plan development. Our health profile, that will provide localised data, is near completion and will inform the writing of these documents.

Community consultation has commenced, and our focus groups are being designed. At the time of writing, we did not have data for early indicators of our community's health priorities. We will have compiled data ready for the presentation to Youth Council.

Officers' Recommendation

THAT the Youth Council:

- 1. In collaboration with all Youth Councillors provide feedback to the Councillor Support Officer.**
- 2. Note the feedback will be tabled at the next Youth Council meeting for noting.**

Background / Key Information

Under the *Local Government Act 2020*, Council must prepare and adopt a Council Plan (CP) by 31 October 2025.

The Council Plan must include:

- **Strategic Direction:** A clear outline of where the Council is headed;
- **Strategic Objectives:** Goals that guide us towards our vision and align with the 2025-29 Council Plan;
- **Strategies:** Detailed approaches for achieving these objectives over the next four financial years, along with annual action plans;
- **Strategic Indicators:** Tools for measuring progress towards these objectives;
- **Council Initiatives and Priorities:** A summary of key projects and priorities related to services, infrastructure, and community amenities.

The Council Plan serves as a roadmap to ensure Council meets the needs of our community and work towards a shared vision for the future. Before the plan is adopted, Council must invite community feedback. Members of the public can submit their written comments within 28 days of the notice and can request to speak in support of their submissions, if they wish.

Council has the flexibility to review and update the Council Plan at any time, following the same public consultation process used for the original plan. At least once a year, Council evaluates whether the CP needs any adjustments for the remaining years. Any proposed changes will need to go through a public consultation process.

Council currently includes the Municipal Public Health and Wellbeing Plan (**MPHWP**) and the Disability Action Plan (**DAP**) within the Council Plan.

The *Public Health and Wellbeing Act 2008* emphasises the important role of Council in enhancing the health and wellbeing of their communities. According to s 26 of the Act, Council is required to prepare a Municipal Public Health and Wellbeing Plan (**MPHWP**) every four years, which must be completed within 12 months after the general election. MPHWP priority areas are drawn from local data and community insights.

Section 27 of the Act allows for the MPHWP to be included within the Council Plan, provided an exemption is granted by the Secretary of the Department of Health. Currently, the City of Whittlesea's Community Plan 2021-25 incorporates the MPHWP along with the Disability Action Plan (discussed below).

Council has chosen to continue to include these plans within the Council Plan, officers are preparing an exemption, and will submit it on behalf of Council, to the Secretary, Department of Health by June 2025.

The *Disability Act 2006 (DAP)* requires public authorities, state government departments and local governments to prepare DAP's.

Council is required to prepare a DAP every four years. The DAP is informed by legislated requirements outlined in the Act, as well as community consultation coordinated by council to inform our actions. Our current DAP is included in the Council Plan.

These plans need to describe how Council will address access and inclusion barriers for people with disabilities, as both service users and employees. DAP's should align to the outcomes framework of the State Disability Plan so it is clear how they contribute to achieving state-wide outcomes.

To effectively support the implementation of the State Disability Plan, Council is committed to reducing, removing, and preventing barriers for people with disabilities by:

- Ensuring access to goods, services, and facilities for individuals with disabilities;
- Supporting people with disabilities in obtaining and maintaining employment;
- Promoting community inclusion and participation for individuals with disabilities;
- Fostering meaningful changes in attitudes and practices that discriminate against people with disabilities;
- Coordinating universal services and supports with those provided under the National Disability Insurance Scheme (NDIS);
- Including strategies and measures to promote disability inclusion and specific actions to advance disability inclusion.

After preparing or updating the DAP, Council must submit a copy to the Commissioner for Disability and Inclusion as soon as reasonably possible. Council are also required to include a Disability Action Plan Progress Report in Council's Annual Report.

Implementation Strategy

Communication

Community consultation has commenced, with engagement occurring at the Community Carols, TRAC, Mill Park Library and Whittlesea Public Skate Park Official Opening to ensure a youth lens is captured.

Council is keen to ensure the MPHWP and DAP aligns with the priorities of our external partner organisations. From a youth lens Youth Projects and Hume Whittlesea Local Learning and Employment (LLEN) have been invited to our focus groups to contribute in the development of the plans.

Critical Dates

- Health Profile due for completion on 8 February 2025
- External stakeholder focus groups on 3 and 7 March 2025
- Exemption submitted by 15 May 2025
- Draft Council Plan to Council on 25 May 2025

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. ELT presentation MPHWP and DAP 2024 [4.1.1 - 8 pages]

MPHWP & DAP update for ELT



Purpose of today's presentation:

- Overview MPWHP and DAP
- Key requirements
- Progress and emerging priorities
- Next steps
- Q&A



Overview DAP



Purpose

- Reduce, remove and prevent barriers for people with disability accessing goods, services and facilities

Objectives

- Promote inclusion and participation in the community
- Realise meaningful change in discriminatory attitudes and practices

Opportunity

- A DAP must promote and advance disability inclusion and participation in the community

** DAP will be integrated into council plan, no exceptions is required.*



**Whittlesea
Disability
Network**

Disability Action Plan: planning for legislative changes



Current Legislation: Disability act governed by the Victorian Disability Act 2006: Focus only removing barriers

Future planning

- Disability inclusion bill was due 2024
- The purpose is to support the implementation of the State Disability Plan through initiatives that **reduce, remove and prevent barriers**;
 - Accessing goods, services and facilities
 - Obtaining and maintaining employment
 - Promoting inclusion and participation in the community of persons with disability
 - Realising meaningful change in attitudes and practices that discriminate against persons with disability
 - Coordinating and integrating universal services and supports that are funded or provided under the NDIS

Opportunities

- CoW going beyond compliance
- Building on the great work already underway (and strengthen)



Overview MPHWP



Purpose

- Recognise the significant role of local government in improving health
- Include social, environmental and economic influences on wellbeing

Objectives

- Plan and implement local relevant preventative health strategies

Opportunity

- To improve and promote the health and wellbeing of all people living and working in the city of Whittlesea

Note: CoW will be seeking an exception from the DoH to integrate the health plan into the council plan 2025-2029



MPHWP Requirements



We must	What we are doing
<p>Examine data about local health status and health determinants</p>	<p>Health profile development due Jan 2025</p> <ul style="list-style-type: none"> • Local data • Foundation of our health plan
<p>Identify goals and strategies based on evidence for creating a local community in which people can achieve maximum health</p>	<p>Collect data, community insights and collaborate with internal and external stakeholders to inform identified goals and strategy</p>
<p>Have regard to the Victorian Health and Wellbeing Plan 2023- 2027– 10 priority areas</p>	<p>Continue to develop CoW priorities based on legislative requirements, as well as address required priorities</p> <ul style="list-style-type: none"> • Preventing family violence and responding to the needs of victims of family violence • Climate change and it’s impacts on health
<p>Involve local community and partners in the development, implementation and evaluation of the plan</p>	<p>Engagement plan</p> <ul style="list-style-type: none"> • Community Dec – Feb • Councillors – Feb • Internal stakeholders Feb – March • External stakeholder – March • Community draft review June 2025 (with council)

Priorities areas



Victoria department of health

- Improving sexual and reproductive health
- Reducing harm from tobacco and e-cigarette use
- Improving wellbeing and social connection
- Increasing healthy eating
- Increasing active living
- Reducing harm from alcohol and drugs
- Tackling climate change and its impacts on health
- Reducing all forms of violence- respond to victim of FV
- Decreasing antimicrobial resistance across human and animal health
- Reducing injury
- Other: Community need

Improving wellbeing focus area

- Mental health
- Discrimination
- Gambling harm prevention

Emerging issues

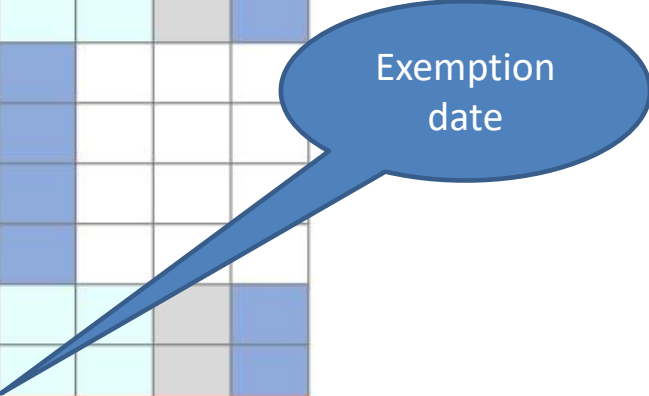
- Homelessness
- Financial vulnerability

Next steps



Consultation	
Development	
Endorsement	

Strategic Documents	2024				2025									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Vision														
Budget														
Revenue and Rating Plan														
Financial Plan														
Asset Plan														
Road Management Plan														
Council Plan														
Health Plan														
Disability Action Plan														



Questions



4.2 Youth Council's Involvement at CoW's 2025 Community Festival - Youth Precinct

Director/Executive Manager: Director Community Wellbeing

Report Author: Youth Development Officer

In Attendance: Youth Development Officer

Executive Summary

The 2025 City of Whittlesea Community Festival is an upcoming large-scale event designed to bring together local community through music, activities, and partnerships.

A highlight of the festival is the Youth Precinct which showcases tailored activities, young performers, and stakeholders to engage young people, as well as provide an opportunity for City of Whittlesea Youth Services to connect with a wider audience.

Officers' Recommendation

THAT the Youth Council:

- 1. Attend City of Whittlesea's 2025 Community Festival Youth Precinct on 16 March 2025 from 11am to 5pm.**
- 2. In the lead up to the Community Festival 2025, act as Community Festival – Youth Precinct ambassadors to encourage local youth participation and raise awareness of the festival through schools, social media, and peer networks.**
- 3. On the day of the Community Festival 2025, engage with young people and the wider community by conducting surveys, collecting feedback, and promoting Youth Council initiatives. This will also include working alongside the core FReeZA committee who will be conducting similar engagements for events.**
- 4. Following the Community Festival 2025, provide feedback on festival programming to ensure that future events are inclusive and youth-focused, as well as planning for further Youth Council involvement at other major City of Whittlesea and FReeZA events.**

Background / Key Information

Following the success of the Youth Precinct at Community Festival in 2023 and 2024, City of Whittlesea Youth Services are delivering the next Youth Precinct at the 2025 Community Festival which promises to be an exciting opportunity to display the vibrant talents of young people and foster stronger community connections with our residents.

In addition to the 7 performers taking to our FReeZA stage, we also have our headline act, Mitch Tambo. The Youth Precinct will offer a variety of engaging activities, including bungee trampolines, free haircuts, and barber for our community, as well as other fun and engaging activities.

The Youth Precinct will see continued partnerships with key organisations and stakeholders including Headspace, Scouts/Girl Guides, plus much more contributing to a rich program of services, activities, and performances.

Additionally, the FReeZA Committee, who oversee our local youth events, will also play a pivotal role in the delivery of the Youth Precinct. Further, a core group of the FReeZA Committee will also liaise with community members of all ages to understand what events residents would like to see.

Implementation Strategy

Communication

It is requested that in addition to Youth Council providing their decision to attend, that:

If Youth Council votes NO to attending in-person, they provide material that can be printed and provided as part of City of Whittlesea Youth Services Youth Marquee on the date of Community Festival 2025.

If Youth Council votes YES to attending in-person, in addition to providing printed collateral, that they also communicate how they would like to engage with Community Members, and material needed on the date of Community Festival 2025.

Critical Dates

- Week of 3 February 2025 - Decision of Youth Council to be given to Youth Officer.
- Week of 24 February 2025 – Youth Council to confirm individual attendance.
- Week of 10 March 2025 – Youth Officer to communicate Community Festival pack.
- 16 March 2025 – Date of City of Whittlesea’s 2025 Community Festival.

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. CONFIDENTIAL REDACTED - [Community Festival Briefing](#) [4.2.1 -]

4.3 Amendments to the Youth Council Terms of Reference

Director/Executive Manager: Executive Manager Office of Council & CEO

Report Author: Councillor Support Officer

In Attendance: Councillor Support Officer

Executive Summary

The Youth Council Terms of Reference define the purpose, objective, structure, resourcing and management of the City of Whittlesea Youth Council. The Youth Council Terms of Reference was published in October 2023 prior to the recruitment of the 2024-25 Youth Council.

The Terms of Reference defines that a member of the Youth Council cannot re-apply for membership following the completion of a term of membership (24 months). This has been identified as a disadvantage for Youth Council members who are aged under 16 years old during their term of membership as they do not have the opportunity to nominate for Youth Mayor or Deputy Youth Mayor.

Officers' Recommendation

THAT the Youth Council:

- 1. Resolve to accept the proposed amendment to the Terms of Reference at Attachment 1.**
- 2. Note the amended Youth Council Terms of Reference will come into effect immediately and will be circulated to relevant officers, Council staff and Youth Council members.**

Background / Key Information

The current Youth Council Terms of Reference defines that a member of the Youth Council cannot re-apply for membership following the completion of a term of membership (24 months). This has been identified as a disadvantage for Youth Councillors who are aged under 16 years old during their term of membership as they do not have the opportunity to nominate for Youth Mayor or Deputy Youth Mayor.

The proposed amendments to the Terms of Reference addresses this disadvantage by removing the requirement that a Youth Council can only complete one term of membership. The proposed amendments allow for a Youth Councillor aged 16 years and under during the duration of their term of membership to re-apply following a break period of a minimum one 24-month term. This amendment provides opportunity for a Youth Councillor to nominate for Youth Mayor or Deputy Youth Mayor in their second term of membership, should they be successful in their application for a second term.

Implementation Strategy

Communication

This report includes an attached proposed amended Youth Council Terms of Reference.

Critical Dates

As outlined in Section 14 of the Youth Council Terms of Reference, the Terms of Reference may be reviewed after 12 months in consultation with Youth Council membership. Council will work with Youth Council through a codesign process to explore opportunities to evolve the Terms of Reference.

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. Youth Council Terms of Reference November 2024 [4.3.1 - 12 pages]



Youth Council Terms of Reference

February 2025

A place for all



Terms of Reference

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1. Purpose of the Youth Council

The City of Whittlesea Youth Council is a peak advisory and advocacy group whose role is to represent the voice of young people aged 12 – 22 who live, work, study or have strong connections to the City of Whittlesea. The Whittlesea Youth Council provides a formal means for representation and information exchange between Council and young people and provides opportunities for young people to raise local youth issues.

The Whittlesea Youth Council is one of multiple mechanisms for Council to engage and consult with young people and involve them in decision-making processes. It is a crucial stakeholder in achieving, developing, and reviewing the City's Community vision Whittlesea 2040: A Place for All. The Youth Council is also an important avenue for the youth community to connect with and raise issues with Council, and for Council to refer matters to the Youth Council for their feedback.

2. Objectives

Act as representatives to:

- a) Provide a platform for young people to raise issues and advocate on priorities that are important to young people in the City of Whittlesea.
- b) Provide advice to Council on specific issues impacting young people in the City of Whittlesea as relevant.
- c) Offer advice and advocate to Council on current issues and emerging trends for young people and implications for the service sector in the municipality
- d) Enhance the opportunities for participation in the areas of citizenship, leadership, and civic participation for young people.
- e) Provide advice on Council programs and on the development of spaces used by young people.

3. Youth Council Membership and Recruitment

The Whittlesea Youth Council membership will consist of:

- a) a minimum of 10 and a maximum of 13 young people aged between 12 to 22 who either live, study, work, access services or have a significant connection to the City of Whittlesea.
- b) Where possible Youth Council members will be drawn from across the City of Whittlesea geographic area.



- c) Young people selected to be members of the Youth Council should represent the diverse and varied needs of the youth community in City of Whittlesea including but not limited to living in rural Whittlesea, LGBTIQ+, gender diverse, First Nations, people with a disability, chronic illness and/or mental illness, carers, people experiencing or have experienced financial insecurity and culturally and linguistically diverse young people.
- d) Candidates for Youth Council membership will be sought through a publicly advertised expression of interest outlined in Appendix 1.
- e) Youth Council member applications will be assessed by a panel comprising young people and Council representatives and will follow the process outlined in Appendix 1. The Panel will be a majority membership of young people and preferably chaired by a young person.
- f) Members who are 18 years or over at any point during their term of office are required to apply for and hold a valid Working with Children Check – (Volunteer level minimum)
- g) If a young person turns 23 years before the end of their term, the member will be required to vacate their position.

4. Term of Membership

- a) Term of membership is a 24-month term.
- b) In general, applications for membership will be open to young people aged between 12 – 21 years, this will allow young people to complete a 2-year term before turning 23 years.
- c) Council will be advised of the Youth Council membership.
- d) In general, once a term of membership is completed, Youth Council members aged 16 years and over cannot re-apply for membership.
- e) If a young person is aged 12-16 years during their term of membership, they can re-apply for membership following a break of 24 months. This allows for a young person aged 12-16 years during their initial term of membership the opportunity to pursue a Youth Mayor or Deputy Youth Mayor position.



5. Responsibilities of Members

In order to fulfill the requirements of the Youth Council, members are required to:

- a) Bring their own experiences of being a young person in Whittlesea.
- b) Represent local young people.
- c) Keep informed of current issues and emerging themes in relation to young people.
- d) Be aware of the activities, interests and concerns relating to the youth sector and the lives of young people in the municipality.
- e) Prepare for and participate in regular Youth Council meetings and portfolio group meetings.
- f) Engage with and seek feedback from other young people in the municipality in relation to the topics discussed at Youth Council meetings.

6. Induction, Planning and Training

- a) **Induction and Planning:** Youth Council members will meet for a compulsory induction and planning program prior to the first scheduled Youth Council meeting. The Induction and Planning program will provide members with training on meeting and Council processes. During the induction and planning program, the Youth Council will learn how to hold meetings using Council's Governance Rules.
- b) **Training:** Youth Council members will engage in ongoing training relevant to their role as Youth Council members. Some extraordinary training opportunities may be offered outside of meeting schedule times, these opportunities are voluntary for Youth Council members.

7. Management of the Youth Council

- a) **Youth Mayor and Deputy Youth Mayor:** The Youth Council will receive nominations for and vote on a Youth Mayor and Deputy Youth Mayor from the membership at the second meeting of the term. Elections will be held in accordance with Council's Governance Rules with nominations submitted via an Expression of Interest form prior to the first meeting. Youth Council meetings are chaired by the Youth Mayor with the support of the Office of Council & CEO providing meeting procedure advice in line with Council's Governance Rules. In the event that the Youth Mayor is unable to perform their role, the Deputy Youth Mayor will take over chairing responsibilities. The Youth Mayor and Deputy Youth Mayor are required to be 16 years old or above.



- b) **Meetings:** Meetings will be held monthly from 6:00-7:30pm. A meeting must not be continued for more than one (1) additional 30 minutes by way of a Procedural Motion for a continuance and is carried (with a mover and seconder, and no debate).
- c) **Quorum:** At least 50%+1 members of the total number of Youth Council members need to be present at meetings in order for the meeting to proceed. In the event that a quorum is not achieved within thirty (30) minutes after the scheduled commencement time of the meeting, the meeting will be adjourned until the following month.
- d) **Standing Agenda Items:** Each Youth Council meeting will have a standing agenda item of:
- Meeting Opening and Introductions
 - Acknowledgement of Country
 - Diversity and Good Governance Statement
 - Apologies
 - Declaration of Conflict of Interest
 - Confirmation of Previous meeting Minutes
 - Reports and matters for consideration
- e) **Minimum level of attendance:** Members who are absent from three (3) consecutive meetings without notice by 5pm on the day of the meeting will be removed from the Youth Council membership, notice of this will be provided in writing by the Office of the CEO. Prior to removal, Council officers will conduct a check-in with the Youth Council member who has been absent to address any barriers to participation. This will identify next steps including greater support for attendance or leave of absence or removal or resignation.
- f) **Extended leave of absence:** Youth Council members can request to take an extended leave of absence from the Youth Council. Requests for extended absence must be submitted in writing to the Executive Manager Office of Council & CEO. The Office of the CEO will notify the Youth Council of extended leave of absence of members in writing, to be minuted at the next scheduled monthly meeting.
- g) **Resignation from Youth Council:** Youth Council members wishing to resign from their position on the Whittlesea Youth Council must advise the Youth Mayor and Deputy Youth Mayor in writing and the letter tabled at the next scheduled Youth Council meeting. This letter is to be forwarded to the Executive Manager Office Council & CEO.
- h) **Voting:** Will be by show of hand and each eligible member is entitled to one vote. A motion is deemed to have been carried if it receives 50%+1 votes of the Youth Council members present at the meeting. In situations where there is a tied vote the Youth Mayor has the casting vote.



- i) **Youth Council Support and Resourcing:** The Office of Council & CEO will be responsible for secretarial support including, in consultation with the Youth Mayor and Deputy Youth Mayor, preparing and circulating meeting agendas, taking minutes of meetings, assisting in the preparation of reports and other administrative functions i.e. payment of honorarium. Governance, Communications and Community Engagement support will be provided by the Executive Services directorate.

The Youth Development Team will be responsible for resourcing, including Council meeting agenda setting, attending events and functions with Youth Council members, assist Youth Council members write meeting reports, liaising with Youth Council members to establish their annual goals, coordinate the expression of interest recruitment process, including appointments, and facilitating the new Youth Councillor member induction program.

- j) **Honorarium Payment:** The commitment made to the Youth Council is considerable with young people making a significant time commitment to ongoing work throughout the year which may impact their ability to undertake other paid employment. In acknowledgement of the significant time commitment involved in Youth Council membership, members will be paid an annual Honorarium fee to compensate for costs associated with their participation. There will be one rate for non-executive Youth Council members and two higher rates for Youth Mayor and Deputy Youth Mayor in recognition of the greater commitment required by these two roles. The Honorarium fee will be paid monthly.

Youth Council Honorarium	
Position	Honorarium (Annually)
Youth Mayor	\$3,000
Deputy Youth Mayor	\$2,000
Non-execute Member	\$1,200

All Youth Councillors are eligible for additional payments to assist in their attendance of Youth Council meetings. These payments can include but are not limited to; travel costs including Taxis or Rideshare (Uber), parking costs when required to attend events, childcare costs if Youth Councillor requires to place their child/children in a care facility in order to attend Youth Council meeting and the associated costs of obtaining a police check.

Additional costs also may be incurred if a Youth Councillor requires access to an interpreter.

- k) Council will publish the Terms of Reference, list of Youth Council members, meeting agendas and the minutes of meetings on Council’s website.

8. Attendance of Non-Members

- a) The Youth Council may invite relevant Council Officers, other guests, experts and/or young people to attend meetings in an advisory capacity, for a specified purpose and for a specified period of time. The Office of Council & CEO, in consultation with the Youth Mayor and Deputy Youth Mayor, set meeting agendas and confirm non-



member attendees. The Youth Council members reserve the right to limit non-Youth Council attendees at meetings. All meeting visitors are required to adhere to the Youth Council Charter. Youth Council meetings are not open for public viewing.

- b) Council Officers and external groups and parties wishing to consult with the Youth Council must submit a request form outlining the purpose of the request a minimum of one month prior to the Youth Council meeting they wish to attend. The Youth Mayor and Deputy Youth Mayor, with the support of Office of Council & CEO, will determine whether the request fits with the priorities and purpose of the Youth Council. The request form is to be publicly available on the Youth Council page of the City of Whittlesea website. The request form will be developed by the Youth Council during the planning and Induction process so that it outlines the Youth Council's priorities for the term.
- c) The Whittlesea Youth Council is accessible and welcomes the active participation of young people with disabilities. To ensure that active Youth Council membership is accessible, the City of Whittlesea Youth Services staff will support members to develop an individual access and support plan with young people who may require additional support to participate. Youth Council members who require additional support are welcome to bring support people to meetings. Youth Council members are to raise this with the Office of Council & CEO staff during the induction and planning process or prior to the next Youth Council meeting so that the Youth Mayor can be notified of non- members in attendance in a support capacity. Support people are to attend Youth Council meetings in strictly an access and support capacity and are not permitted to engage in meeting business.

9. Relationship with Council

- a) The Youth Council will report to and meet with Council twice yearly informing Council of identified issues or priorities of the Youth Council, projects and portfolio work undertaken by Youth Council members and enter into dialogue with Council leaders around issues of importance or consequence for young people.
- b) A suitable forum for these twice-yearly meetings will be determined once the Youth Council is established and may include presentations/discussion at Council Briefings.
- c) The mode of report will be chosen by Youth Council members. Reports to Council could incorporate but not limited to; video or infographic reports; verbal Council presentations; written updates (memos, letters or submissions).

10. Providing Advice to Council



The Youth Council may invite Council Officers to Youth Council meetings for the purpose of gaining information and consulting on relevant Council strategies and policies. The Youth Council may also engage with Council Officers at Youth Council meetings for the purpose of providing expert advice to Council on topics and issues relevant to young people.

11. Code of Conduct

Youth Council members will be required to sign an undertaking to adhere to the City of Whittlesea's Code of Conduct at the commencement of each term. The Code of Conduct sets out the behavioural expectations of all staff, contractors and volunteers representing the City of Whittlesea. During the Induction and Planning phase of program, training will be provided to Youth Council members on understanding and following the Code of Conduct.

12. Youth Council Charter

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.

13. Grievance Resolution Process

In the event that a conflict occurs between Youth Council members, the Youth Mayor and Deputy Youth Mayor will work with the Executive Manager, Office of Council & CEO to resolve it. If Youth Council members have a grievance or concern, it should be raised according to the following:

- a) If the grievance is about a fellow Youth Council member, the issue should be raised with the Youth Mayor, Deputy Youth Mayor and Executive Manager Office of Council & CEO.
- b) If the grievance is about the Youth Mayor or Deputy Youth Mayor, the issue should be raised with the Executive Manager Office of Council & CEO
- c) If the grievance is with the Executive Manager Office of Council & CEO it should be raised with the CEO.
- d) All conflicts will be addressed and resolved in accordance with the code of conduct and the principles of natural justice.
- e) Youth Development staff support.



14. Public Statements

Members of the Youth Council cannot make public statements on behalf of Council as an independent group without prior approval of the Chief Executive Officer, Executive Manager Public Affairs or their nominee.

15. Budget

Without consultation with the Executive Manager Office of Council & CEO or Director Community Wellbeing, the Youth Council is unable to plan or hold events or functions that incurs expenditure to Council.

16. Review of Terms of Reference

These Terms of Reference (ToR) may be reviewed after 24 months in consultation with Youth Council membership. Council will work with Youth Council through a codesign process to explore opportunities to evolve the ToR.



17. Appendix 1: Whittlesea Youth Advisory Committee New Membership Recruitment Process Flow Chart

September - October

Public Expression of Interest Process Open

Flyers and information will be distributed to primary and secondary schools, TAFES, universities, community spaces including CAC's and community services that work with or support young people who live, work, study or connected to the City of Whittlesea. A social media campaign will take place, displaying flyers and information on all of Councils social media platforms.

An Information Session will be held, this session will be recorded and uploaded online.

Youth Services staff will provide support to enable young people to apply in a manner that meets their needs.

October - November

Expressions of Interest Received

Applications for membership are open to young people aged between 12 – 21 years, this will allow for young people to complete a 2 year term before turning 23 years.

An Expression of Interest process will be open during October/November. Where necessary, applications will be submitted in a manner that supports young people's needs.

Submissions will be sent to Youth Services Team and will be reviewed and shortlisted by a panel of Council representatives and young people.

November - December

Interviews

Shortlisted applications for membership will be interviewed by a panel comprising of Council representatives and young people. Young people selected to be the members of the committee should, when possible, comprise a diverse mix of young people with respect to age, gender and sexual identity, cultural background, lived experience and location within the municipality.

Successful applicants will undergo a referee check and will be notified of their membership at the end of November/early December.

January

Induction & Planning

Successful applicants will be required to attend the induction and planning program.

Members will meet for a compulsory induction and planning program at the commencement of their term prior to the first scheduled Youth Council meeting. The Induction and planning program will provide members with training on meeting and Council processes and review and orientation to Youth Council Terms of Reference. During the induction and planning program, the Youth Council will determine the focus and scope of three portfolio sub-groups for the term.

February

Firth Youth Council Meeting

The first meeting for each term will take place in February. Election of leadership roles including Youth Mayor, Deputy Youth Mayor and Portfolio leaders will be undertaken at the first meeting along with the confirmation of a Committee Charter.



18. Appendix 2: City of Whittlesea Recruitment for Youth Council Vacant Member Position

The following document outlines the process for filling vacant positions on the Whittlesea Youth Council in the event a member vacates their position. Where this occurs, Council may:

- a) Refer to the original EOI Applicants shortlist if the vacancy is within the first 12 months of the term (ie. membership will be filled through shortlisted applicants who were interviewed but unsuccessful due to capacity limits during the previous Youth Council application period).
- b) If the vacancy occurs within the last six months of the Term, the vacant position will not be filled unless a Youth Council quorum is unable to be maintained.
- c) The Youth Mayor and Deputy Youth Mayor along with Council representatives will make up the panel for recruiting new members.
- d) An induction process will occur for newly appointed members filling vacant positions outside of the annual recruitment process.

- 5 Notices of Motion**
No Notices of Motion

- 6 General / Urgent Business**

- 7 Closure**