

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

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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

Director/Executive Manager: Director Customer & Corporate Services

Report Author: Grants Coordinator

In Attendance: Acting Unit 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]



**Quarter 3
2023-2024
Community Grants Report
1 January 2024 to 31 March 2024**

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Executive Summary

Background

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.

The new Community Grants Program was updated and amended to offer the following;

- **Ongoing commitment through the Centralised Grants;**
 - Community Wellbeing
 - Active & Creative Participation,
 - Ageing Well,
 - Community & Place,
 - Economic Development
 - Emergency Management & Regulatory Programs

and

- **Adopting the following new grant categories;**
 - Individual
 - Emergency
 - Unincorporated Groups
 - Small
 - Medium
 - Large.

To celebrate and launch the new community grants, Council offered the Community Food Relief Grant from 1 July 2024 for organisations and groups offering food relief services to City of Whittlesea families and individuals.

The new community grants were officially open for applications from 1 August 2023. The program is still in its infancy and has been delivered over the last 10 months with 2 quarterly reports already submitted to Council.

To date the approval rate for the Community Grants is at 48%. A rudimentary review of the reasons for the high number of applications not approved or declined are summarised at *Figure 1* below.

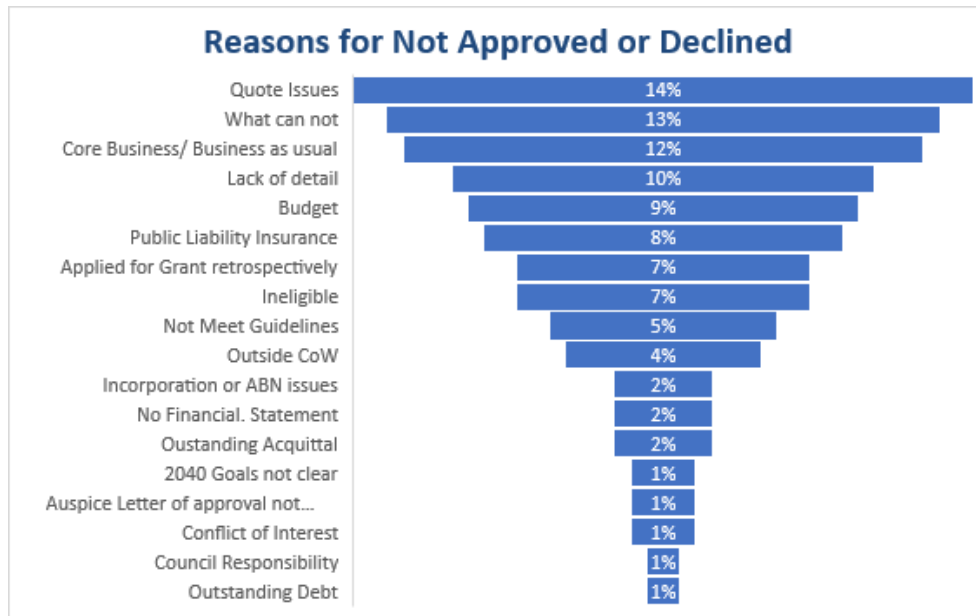


Figure 1 Year To Date – Reasons for Not Approved or Declined.

Applications Summary

This report is to provide both a brief overview of the grants applied and allocated for the current year to date since 1 July 2023 and then more specific reporting for Quarter 3 of the 2023-2024 Financial Year (January to March 2024).

In summary, for this **year to date**, a total of 206 applications were received as follows;

Program Type	No. of Applications	Total Amount Requested	Total Amount Allocated
Shopfront Improvement Program (Round 2)	23	\$ 83,292.70	\$ 26,353.10
Business Relocation and Growth Program	4	\$ 243,452.36	
Emergency Grants	3	\$ 2,500.00	\$ -
Female Participation in Sport	12	\$ 31,647.52	\$ 25,647.52
Funding Agreements	5	\$ 127,900.00	\$ 127,900.00
Individual Grants	14	\$ 15,051.00	\$ 4,700.00
Small Grants	33	\$ 92,449.48	\$ 18,069.86
Medium Grant	28	\$ 377,839.81	\$ 102,516.31
Large Grant	11	\$ 482,819.49	\$ 48,970.00
Seniors Group	73	\$ 271,116.45	\$ 271,116.45
Totals	206	\$ 1,728,068.81	\$ 625,273.24



The remainder of this report will highlight grants submitted for the period 1 January 2024 to 31 March 2024 under the new community grants framework with specific metrics provided for the Small, Medium and Large Grants.

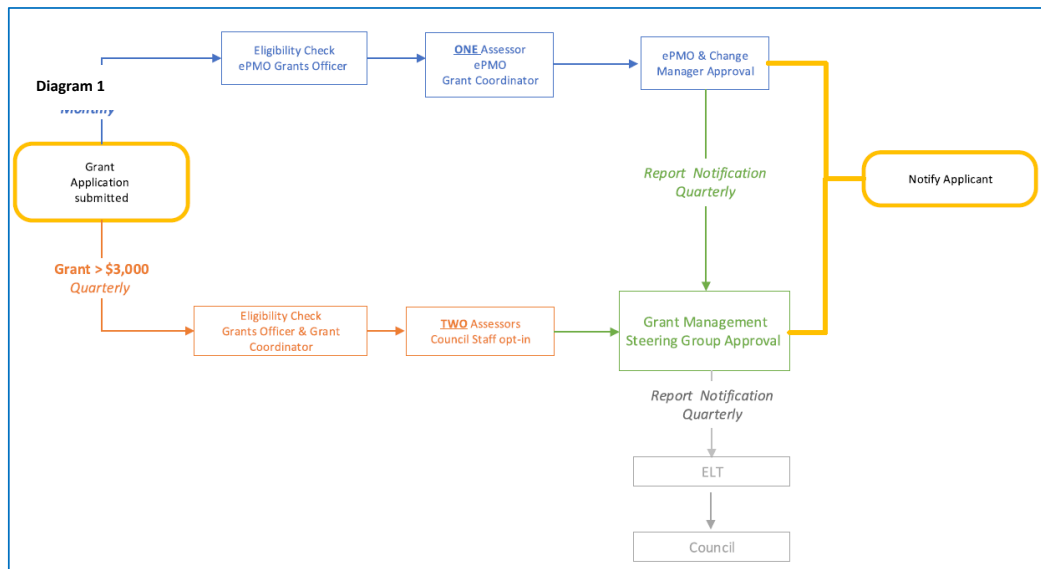
For Quarter 3, the Centralised Grants team have processed the following.

Grant Programs	No. Applications	Amount Requested	Amount Allocated
Emergency Grants	2	\$ 2,000.00	
Shopfront Improvement (Round 2)	23	\$ 83,292.70	\$ 26,353.10
Business Relocation and Growth Program	4	\$ 243,452.36	TBC
Female Inclusion in Sport 2023-2024	11	\$ 28,647.52	\$ 22,647.52
Individual Grants	3	\$ 2,700.00	\$ 2,650.00
Small Grants	17	\$ 38,641.48	\$ 16,335.36
Medium Grants	6	\$ 71,018.00	
Large Grants	1	\$ 39,015.00	
Grand Total	60	\$ 496,309.26	\$ 67,985.98

The last section of this report is a list of all the Grant Applications approved and will be uploaded to the Community Grants webpage section of Approved Grants.

Approval and Notification Process

Diagram 1 below provides an overview of the grant approval and notification process according to the amount allocated. Community have been advised that the assessment and approval process will





take approximately 6 weeks from the time a round of grants is closed.

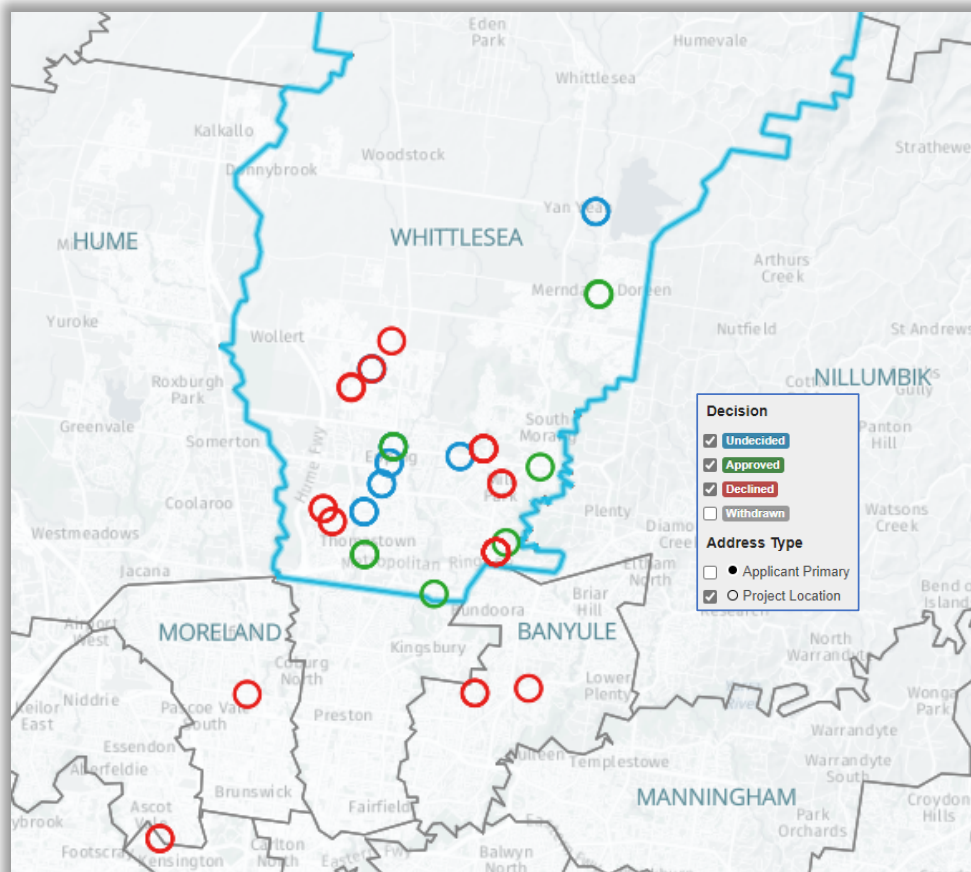
For applications under \$3,000.00, the ePMO have managed to maintain the 6 week turnaround timeframe for the Individual and Small Grants this quarter.

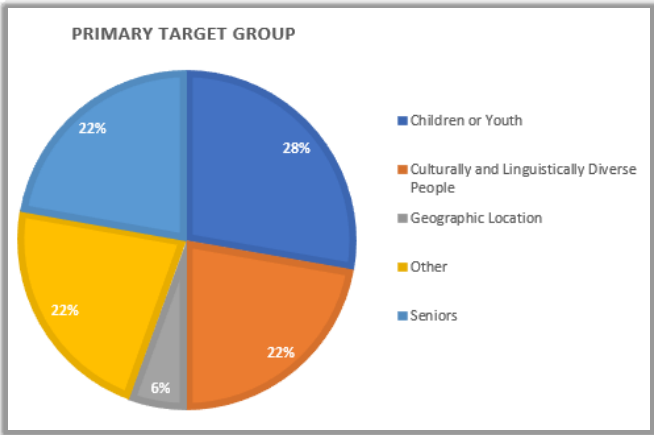
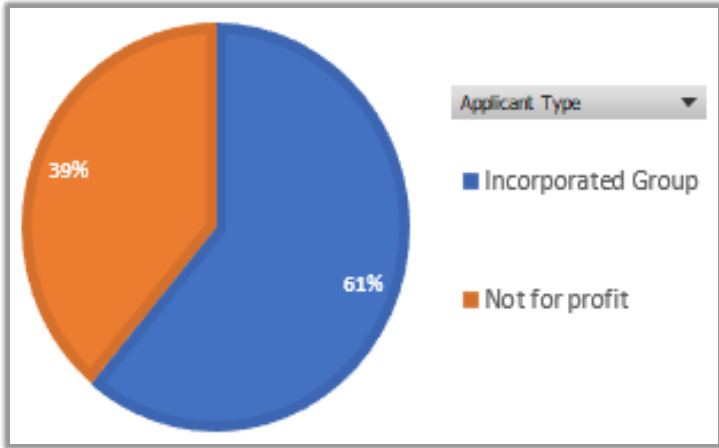
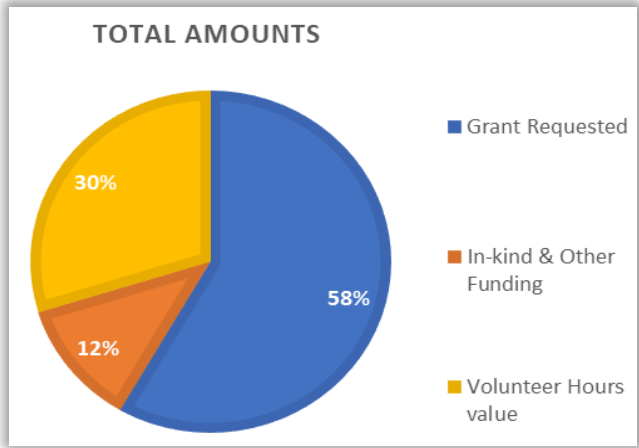
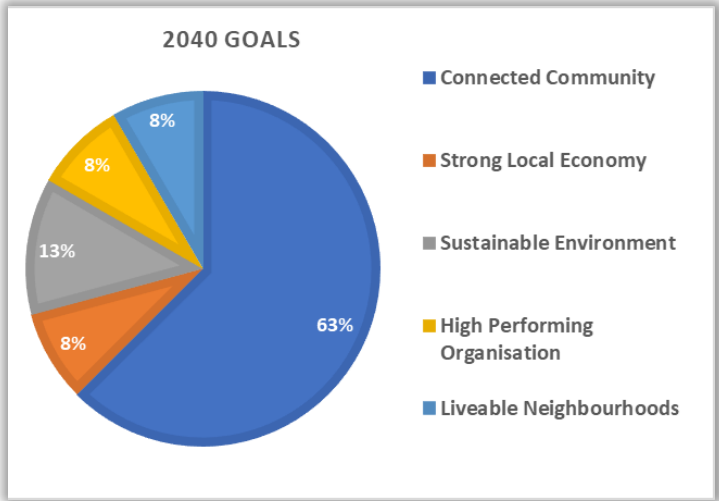
For applications over \$3,000.00, a total of 7 applications were received for Medium and Large Grants. Assessment of the Medium and Large Grants were completed by 9 staff members as noted in the table below.

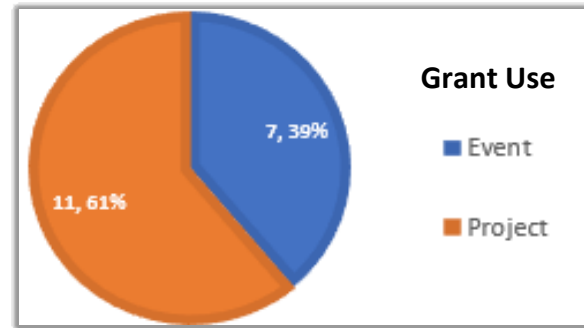
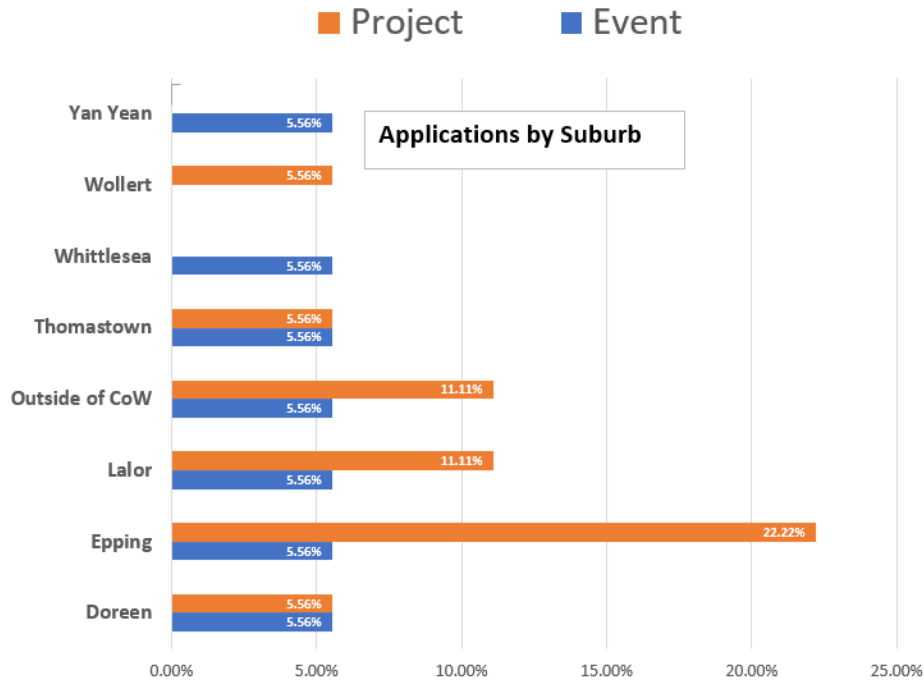
Directorate/ Department	Agreed to Assess	Assessed Q3
Community Wellbeing	7	6
Infrastructure and Environment	1	1
Planning & Development	3	2

January – March 2024 Applications Overview

Locations – Individual, Small, Medium & Large Grants





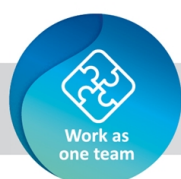


Grant Type	No. Applications	Amount Requested
Individual Grants	3	\$ 2,700.00
Small Grants	17	\$ 38,641.48
Medium Grant	6	\$ 71,018.00
Large Grant	1	\$ 39,015.00
Grand Total	27	\$ 151,374.48



Grants Approved

Grant Type	Grant Recipient	Project Title	Amount Approved
Business Relocation & Growth Program	Tro Pacific	Victoria Branch Launch	\$ 40,000.00
Business Relocation & Growth Program	Edlyn Foods Pty Ltd	Direct product feed from Kettles to Packing - Edlyn Foods	\$ 35,993.00
Female Inclusion in Sport Grant	Yan Yean Tennis Club	Player Development & Skills Program	\$ 3,000.00
Female Inclusion in Sport Grant	South Morang Football Netball Club	Subsidised fee and equipment to boost female participation in AFL	\$ 3,000.00
Female Inclusion in Sport Grant	Mill Park Titans Basketball Club	Coaching Courses and Club Kits Subsidy to Increase Female Participation.	\$ 1,903.90
Female Inclusion in Sport Grant	Mernda Junior Football Club	Subsidised uniforms to reduce cost and increase youth female participation	\$ 2,515.52
Female Inclusion in Sport Grant	Mernda Football Netball Club	Reduced fees for Senior Women's Teams	\$ 3,000.00
Female Inclusion in Sport Grant	Mill Park Football Club	Showcasing female players and volunteers at Mill Park Football Club	\$ 1,499.60
Female Inclusion in Sport Grant	Whittlesea Ranges Football Club	Womens Coaching Development	\$ 2,940.00
Female Inclusion in Sport Grant	Thomastown United Cricket Club	On Side: Supporting Opportunities for Girls in Community Cricket	\$ 3,000.00
Female Inclusion in Sport Grant	Plenty Valley Netball Association	Upskilling representative players	\$ 2,991.00
Female Inclusion in Sport Grant	Phoenix Junior Netball Club	Coaching Initiative	\$ 1,797.50
Shopfront Improvement Grant	Nudelicious	Nudelicious Shopfront Improvement	\$ 1,680.00
Shopfront Improvement Grant	Care Dental Group	Facade Refresh - Repairs, Painting & Signage	\$ 2,000.00
Shopfront Improvement Grant	Kim Oanh Asian Grocery	Kim Oanh Asian Grocery	\$ 2,000.00
Shopfront Improvement Grant	House of Luxe Pty Ltd	House of Luxe Salon Front	\$ 1,945.10
Shopfront Improvement Grant	Blue Essence SPA	shop front door and light box	\$ 2,000.00
Shopfront Improvement Grant	Ray White Mill Park	Shop Frontage Improvement	\$ 2,000.00
Shopfront Improvement Grant	Chu Quy Vietnamese Cuisine	Shopfront improvement program	\$ 1,000.00
Shopfront Improvement Grant	LALOR PLAZA TATTERSALS/ NEWS	LALOR PLAZA NEWSAGENCY	\$ 2,000.00
Shopfront Improvement Grant	Whittlesea Foot & Ankle Clinic	Shopfront Improvement Grant	\$ 610.00
Shopfront Improvement Grant	Spicy N Taste Pty Ltd	Front Door Automation	\$ 2,000.00



Making lives better



Shopfront Improvement Grant	Sandy's Pizza	3D Illuminated Fabricated LED illuminated Board	\$ 2,000.00
Shopfront Improvement Grant	Superior Meat & Poultry Supplies	Butcher Shop Shopfront Upgrade	\$ 2,000.00
Shopfront Improvement Grant	MERENDA VILLAGE FERGUSON PLARRE	mernda ferguson plarre bakehouse shopfront	\$ 2,000.00
Shopfront Improvement Grant	Bundoora Medical Centre	Front signage and light box	\$ 1,168.00
Shopfront Improvement Grant	Jahd Salon Pty Ltd	to renovate	\$ 1,950.00
Individual Grant	J Tan	International Dance Championship	\$ 1,000.00
Individual Grant	J Cauchi	Flag Football	\$ 650.00
Individual Grant	N Lohner	ICU Dance World Championships	\$ 1,000.00
Small Grant	NORTHERN TIGERS SOCIAL CLUB	Thai Pongal 2024	\$ 1,297.00
Small Grant	Doreen Baby Boomers Seniors Group	Baby Boomers Biggest Morning Tea for the Cancer Council	\$ 1,500.00
Small Grant	Butterflies Arts and Cultural Association Inc	Vishu Celebration	\$ 2,250.00
Small Grant	Mernda Dragons Rugby League Club	Promote and grow our junior rugby league club with a strong focus on female children and youth	\$ 2,590.86
Small Grant	WHITTLESEA BICYCLE USERS GROUP (BUG) INC.	Bicycle Maintenance Workshops	\$ 2,740.00
Small Grant	Valley Presbyterian Church	Easter Sunday in the Park	\$ 2,957.50
Small Grant	SANSKRITI COMMUNITY GROUP	"Smile Together: A Cultural Celebration of Oral Health"	\$ 3,000.00
Medium Grant	Lalor and District Men's Shed Incorporated	BBQ Trailer	\$ 8,446.00
Medium Grant	Victorian Skateboard Association (VSA)	Promoting Whittlesea Skateable Spaces	\$ 17,200.00

Funding Agreements

The following organisations have been approved for 3 year Funding Agreements due to being funded already for 2023-2024.

The effective period these two organisations will be funded for are from 2024 – 2027

Applicant Name	Event Title	2024-2025 Funding Allocation
Epping RSL	Epping RSL ANZAC Day Dawn Service	\$9,000
Whittlesea Chinese Association Inc	Chinese New Year	\$2,400



Making lives better

Youth Council 1 July 2024



Background



What we will be chatting about today



- Available Grants & Key dates
- Eligibility Criteria
- What won't be funded
- Our 2040 Goals
- Grant applications for Youth

Available Grants & Key Dates



Grant type	Maximum amount	Timing	Open date	Close date
Individual	\$1,000	Monthly	14th each month	14th following month
Small	\$3,000	Monthly	14th each month	14th following month
Medium	\$20,000	Quarterly	Q1 – 1 January	Q1 – 31 March
Large	\$40,000	Quarterly	Q2 – 1 April	Q2 – 30 June
			Q3 – 1 July	Q3 – 30 September
Unincorporated groups	\$1,000	Quarterly	Q4 – 1 October	Q4 – 31 December
Emergency grant			On needs basis	

Eligibility Criteria



- Located in City of Whittlesea or delivering a project or event in the City of Whittlesea
- No outstanding debts to Council
- Have acquitted previous Council grants
- Project or event aligns with Councils 2040 vision



What won't be funded



- Day to day operational expenses
- Regular activities
- Building projects, capital works or facility maintenance
- More than 2 successful applications per applicant per financial year
- Projects already underway
- Council venue or facility hire
- Gifts and prizes



See pages 6 and 15 of the guidelines for more info

Our 2040 Goals



Some examples from Connected Community

- Our children and young people are supported to thrive
- All members of our community feel that they belong, are valued and respected
- Our community shares stories and learns from one another

Explain HOW your project/event will meet the goal

Applications – Youth – Grant Type



	Age Groups			
Grant Summary	0-9	10-17	18-24	Grand Total
Approved				16
Medium Grant	1	3		4
Small Grants		2		2
Not approved				10
Large Grant	1	1		2
Medium Grant	1	2		3
Small Grants	2	2	1	5
Undecided				3
Medium Grant			1	1
Small Grants	2			2
Grand Totals	7	10	2	19

Applications – Youth - By Suburb



	Age Groups			
Suburb Summary	0-9	10-17	18-24	Grand Total
Blank	6	6	2	14
Doreen	1			1
Lalor		1		1
Mill Park		1		1
South Morang		1		1
Thomastown		1		1
Grand Total	7	10	2	19

Any Questions?



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

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

No Attachments.

5 Notices of Motion

No Notices of Motion

6 General / Urgent Business

No Urgent Business

7 Closure