



# 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

Esha Serai

Dean Connelly-Carpenter

Tanya Sharma

Bavleen Kaur

Sandy Tran

Mustafa Khraim

Emily Tricarico

Zachary Melvaine

Kaynat Virk

Angela Rolevska

Sophie Winter

Masina Salesa

# Officers

Agata Chmielewski

Director Community Wellbeing

Bobbie-Lea Bright

Acting Executive Manager Office of Council & CEO

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## **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

**Director/Executive Manager:** Bobbie-Lea Bright, Acting Executive 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]

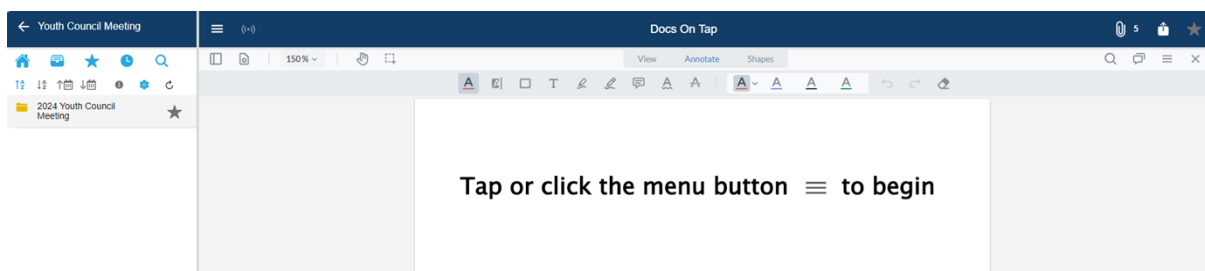
## Opening up documents in Docs on Tap

Link to Docs on Tap: [Docs On Tap V2](#)

Home: 

### Viewing Documents

Once a document is selected from the side bar, the document will be displayed within the document viewer. A sub menu containing a number of features that will be discussed below is available by single tapping anywhere in the document viewer. When a single tap is performed the sub menu will appear as shown below:

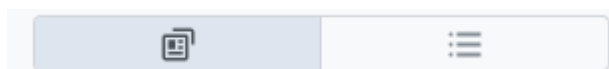


Document Panel: 

This icon will present a side bar that provides a number of navigation options, including:

- Page thumbnail
- Bookmarks
- Annotations

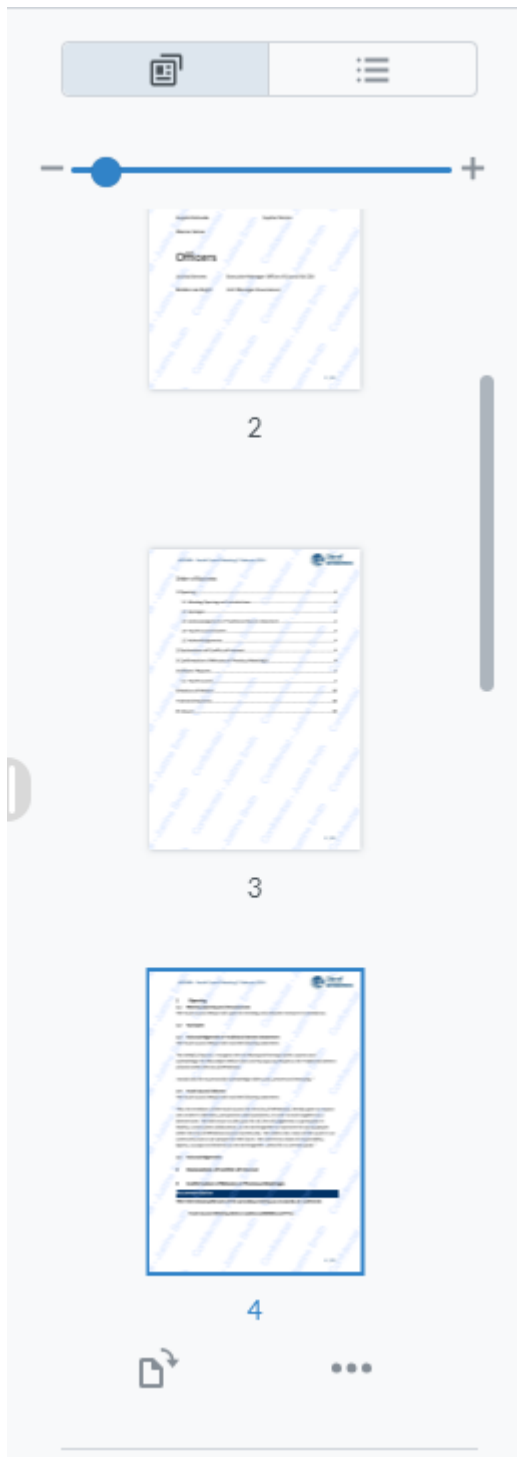
The icons displayed in the Document Panel are as follows:



Document Thumbnail icon 

This option will present to the user a thumbnail view of the document which can be used to navigate between pages:

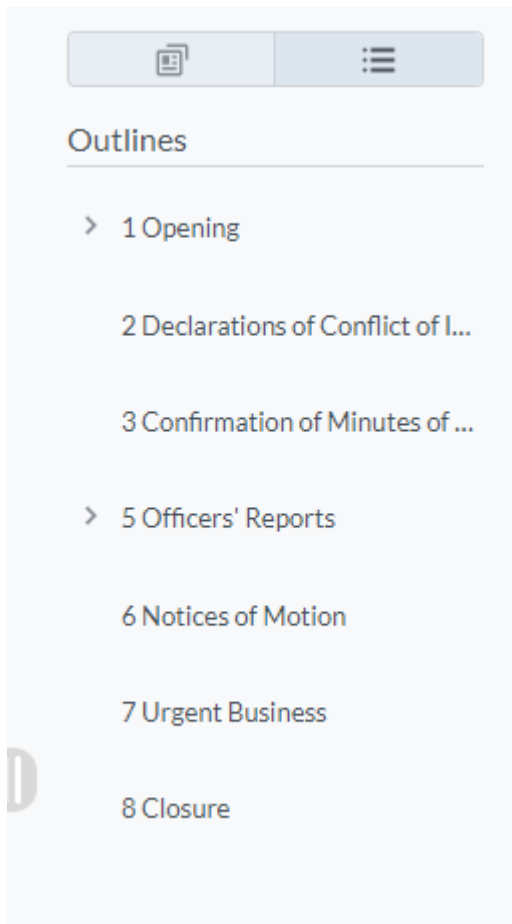




**Document Bookmark Icon**



This option will display to the user any bookmarks embedded into the document which can then be used to navigate around the document:

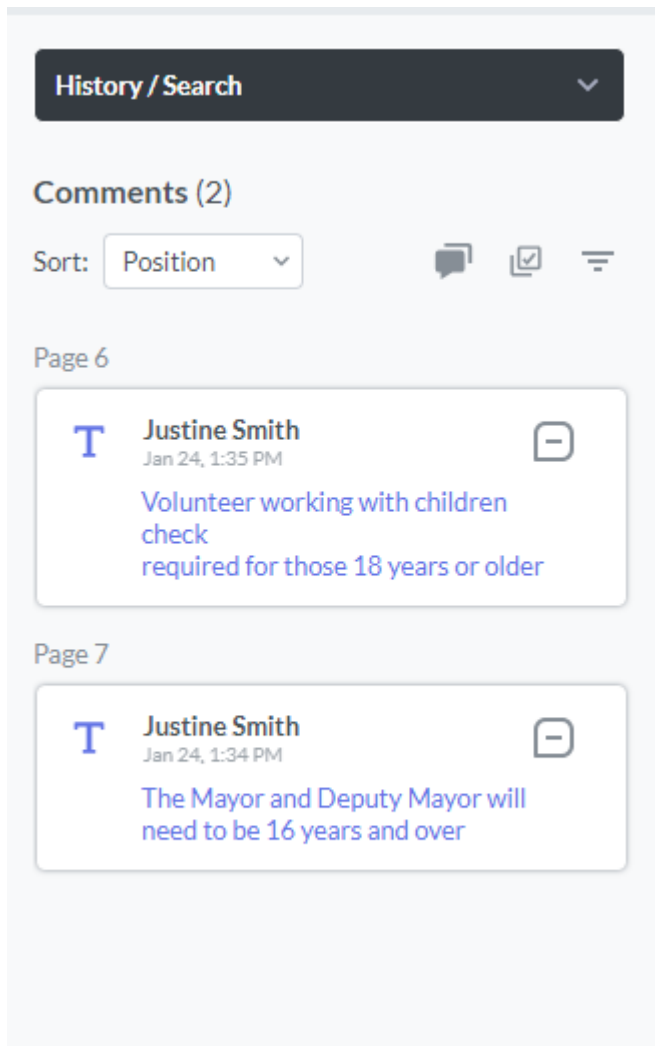


By clicking on any of the items listed in the Bookmark view, the user is able to navigate directly to the item that has been selected.

#### **Annotations Icon**



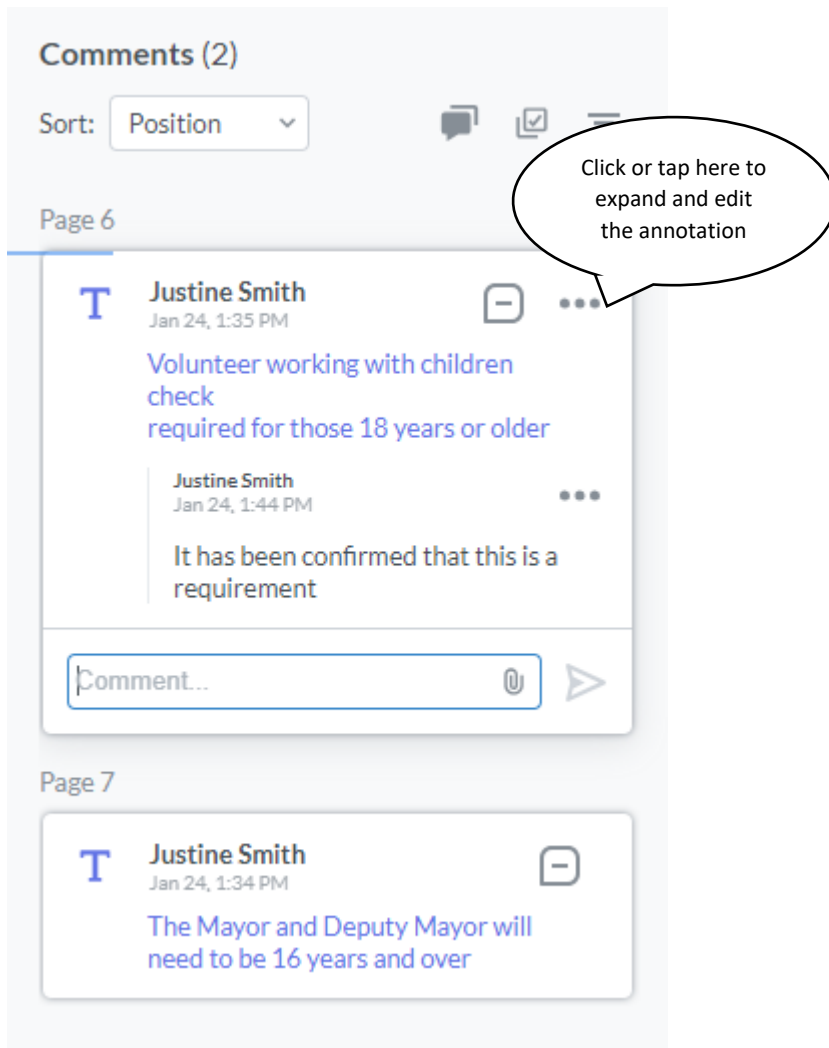
This option will display to the user any annotations that they have made in the document (either in offline or online mode):




As is the case for each of the options within the Document Panel by clicking on the annotation the application will automatically navigate to the page on which the selected annotation appears.

In the case of annotations, by clicking on the top right of the note the app will navigate directly to the selected annotation.

By floating the mouse or tapping on the header of the annotation as shown below the user is able to expand the annotation and either edit or delete it:



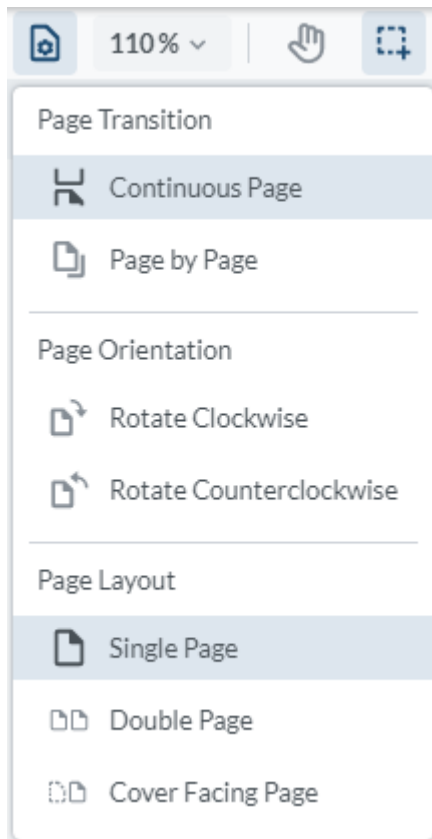
For further details on how to work with Annotations refer to the section below.

To close the Document Panel, simply click on  icon.

**View Controls** 



The user is able to control the manner in which the app displays the document using this control. The options available within this control include:

- Page Transition
- Layout
- Rotate



### Page Transition

The app supports reading the pages in either of the following modes:

- Single page mode 
- Continuous scroll mode 

### Page Orientation

This option enables the user to rotate either clockwise or anticlockwise the current page.

### Page Layout

The user is able to view the document in one of the following layout modes:

- Single Page
- Double Page
- Cover Facing Page

### Page View

This control provides two options for the user to have the app automatically apply to the page layout. The options are:

#### Fit to Page

This option reduces the page to fit completely within the viewer.

### Fit Page

This option makes the page fit full width in the viewer

### Zoom Control

The option is provided to increase or decrease the percentage zoom setting on the document.

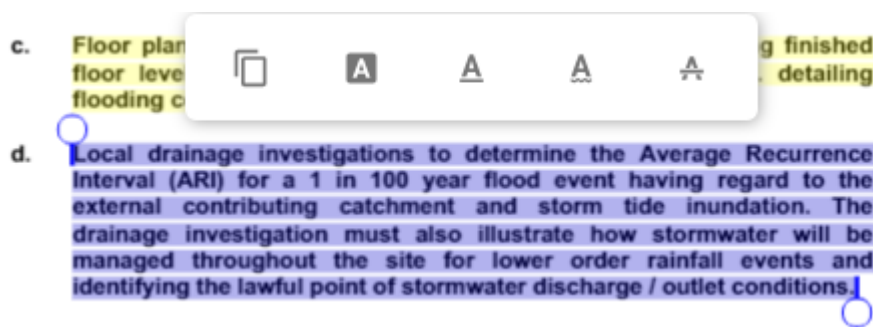
### Pan Control

This control enables the end user to pan around the document using the Pan tool. Not, this tool should be used in conjunction with the annotation tools – to switch from the annotation mode to moving around the document the user will need to click or tap on the pan control to enable them to scroll through the document.

### Select Control

This control enables the end user to select text within the document and utilise the annotation tools.

Within the document when this tool is used, the user is able to apply text formatting as shown below:




### Searching in a Document

#### Searching

The searching feature provides the ability to search for text within the selected document. When this option is selected the end user is able to enter text within the search field. In the example below the search criteria entered is 'Council':



The app will highlight the matching text and by using the arrows the end user is able to move forwards and backwards between the document.

In addition to the forward and back arrows, by clicking on the  icon to the right of the search field, the app will display all occurrences of the word that is been searched for as shown below:



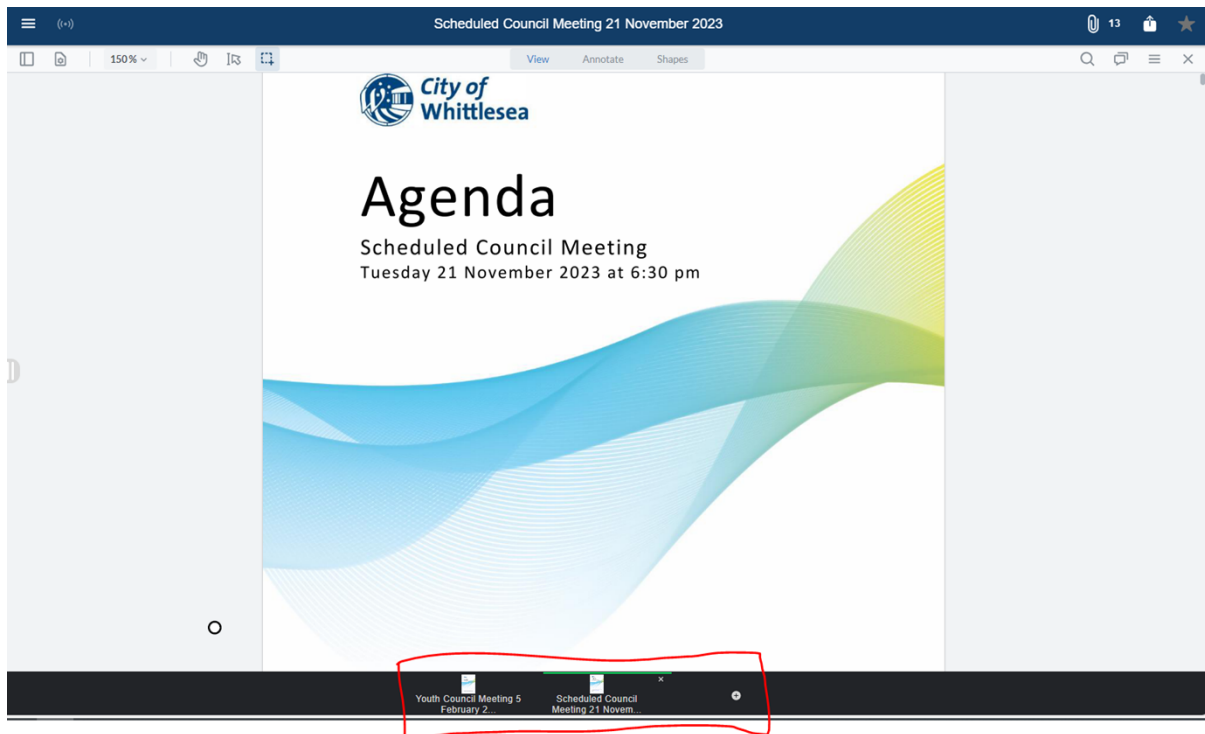
To navigate to the page containing the selected text, click on the text displayed in the search list and the app will automatically navigate to the page select.

To exit out of the search mode, tap on the  icon which will close the search screen.

## Viewing Documents using Multiple Tabs

### Multiple Tabs

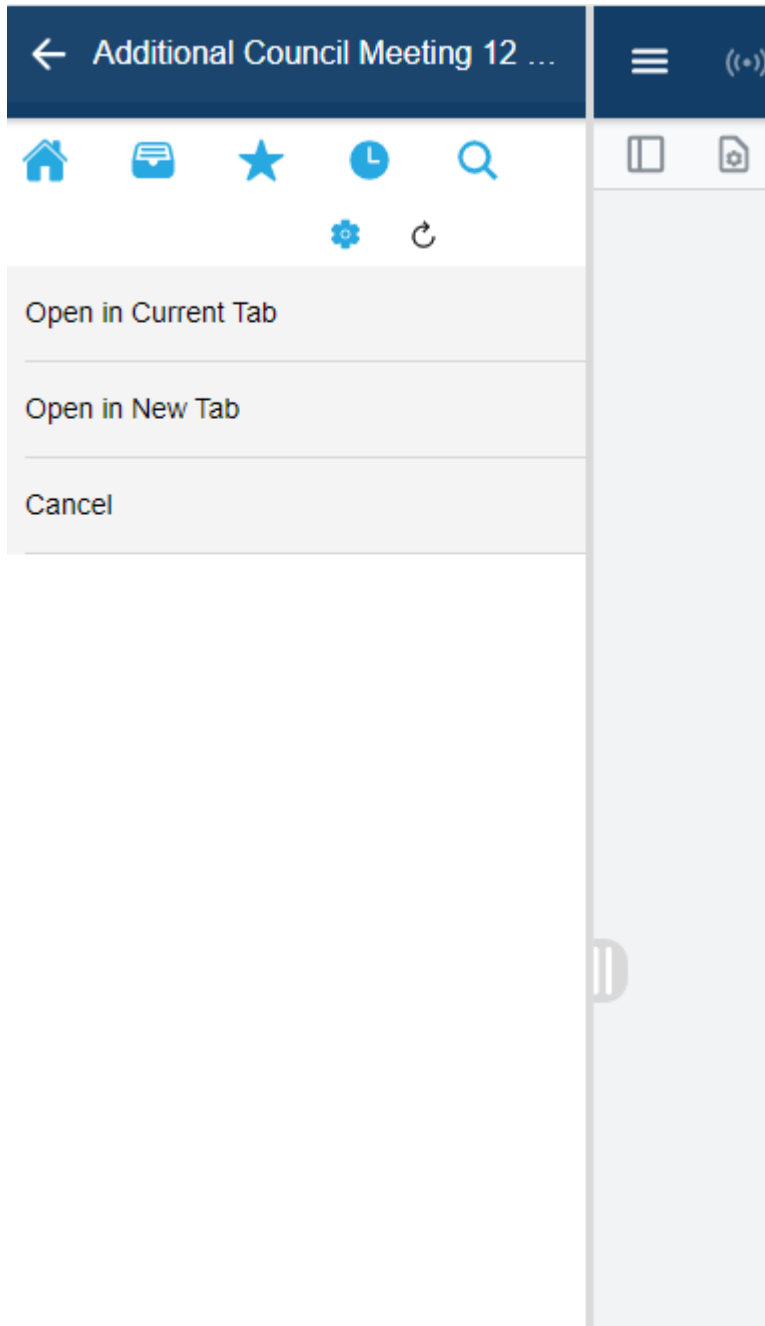
It is now possible to open documents in multiple tabs. The screenshot below shows an agenda and 2 attachments open in separate tabs:



There are 2 ways to open a document in a separate tab:

1. Click or tap the new tab button on the right of the tab bar at the bottom of the screen. Then open up a document or attachment in the new tab from the navigation sidebar.
2. Long press/click on the document or attachment that you wish to open in the navigation sidebar. This will then display the following options in the navigation sidebar:





A tab can be closed by clicking the small "x" on the right hand side of the tab in the tab bar. Note that we have restricted the number of tabs to 5 in order to avoid memory or performance issues. The user will be advised if they reach the tab limit and try to open an additional tab.

## 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

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

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

**In Attendance:** Kathyne 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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## Attachments

Nil

**5 Notices of Motion**

No Notices of Motion

**6 General / Urgent Business**

No Urgent Business

**7 Closure**