

City of Whittlesea

Youth Council agenda

Monday 2 February 2026 at 6pm



Council Chamber,
25 Ferres Boulevard, South Morang



**City of
Whittlesea**

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Youth Councillors

Youth Cr Ahmed Abumeis

Youth Cr Osama Akkad

Youth Cr Dhyani Bhavsar

Youth Cr Gabby Charman

Youth Cr Emma Fasciani

Youth Cr Suad Issa

Youth Cr Clare Joseph

Youth Cr Ethan Kosumo

Youth Cr Alana Luscombe

Youth Cr Charlize Pommier

Youth Cr Hemal Sharma

Youth Cr Mannat Sooch

Youth Cr Theresa Yan

Officers

Jacinta Stevens

Executive Manager Office of Council & CEO

Justine Smith

Unit Manager Council Governance

Order of Business

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1 Opening

1.1 Meeting Opening and Introductions

The Executive Manager Office of Council & CEO will open the meeting and welcome everyone in attendance.

1.2 Apologies/Absent

Apology:

Youth Cr Theresa Yan

1.3 Acknowledgement of Traditional Owners Statement

The Chair 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 Chair will read the following statement on behalf of the Youth Council:

“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 Youth Council note the Minutes of the Youth Council Meeting held on 1 December 2025, as circulated.

4 Officers' Reports

4.1 Youth Hub Consultation

Director/Executive Manager: Director Community Wellbeing

Report Author: Unit Manager Youth Development

In Attendance: Manager Community Strengthening
Unit Manager Youth Development

Executive Summary

Council has completed a comprehensive Youth Needs Analysis - A Model for Youth Services in City of Whittlesea, Youth Hub Feasibility Study and Final Needs Report. These studies confirm a significant shortfall in dedicated youth infrastructure across the municipality and highlight the urgent need to secure a new purpose-built youth space before Council's lease at 'The EDGE' premises in Westfield Plenty Valley, South Morang, expires. 'The EDGE' is currently the City of Whittlesea's only dedicated youth facility, with the lease due to conclude in February 2028.

The analysis identifies strong demand for an accessible, youth-friendly, prevention-focused facility, supported by a Hub and Spoke service model to extend reach across the municipality.

Based on transport accessibility, visibility, proximity to services, and alignment with youth-driven design principles, four potential sites emerged as the proposed location for the new Youth Hub, being:

1. Shop 111, Epping Plaza.
2. 72 Cooper St, Epping.
3. Civic Centre, South Morang (near Civic North).
4. Civic Centre, South Morang (near Ferres Blvd).

Council endorsed the preparation of a Business Case at the December 2025 Council meeting. The Business Case will inform the selection of the preferred site and will include further targeted youth consultation. This consultation will involve a focus group comprising former Youth Council members, young people engaged in the initial Youth Hub Feasibility Study, and other young people connected to City of Whittlesea Youth Development programs and services.

Officers' Recommendation

THAT the Youth Council:

1. **Note the Proposed four sites for the Youth Hub.**
2. **Note the additional Youth Consultation Process for the Business Case.**

Background / Key Information

The City of Whittlesea has one dedicated youth space, the EDGE at Westfield Plenty Valley, which operates under a commercial lease arrangement. The lease will cease in February 2028, at which point Council will vacate the facility, limiting Council's capacity to deliver prevention-based youth programs unless an alternative option can be put in place.

In 2023, Council received State Government funding to undertake a Youth Needs Analysis and a Youth Hub Feasibility Study. The purpose of this project was to identify future demand, explore suitable locations for a Youth Hub, and recommend a service delivery model that meets the diverse needs of young people aged 12–25.

A thorough, youth-focused engagement process was undertaken, providing young people with meaningful opportunities to participate in decision-making and ensuring their voices, lived experiences, and solutions were heard. This engagement was a core requirement of the State Government grant.

Both studies confirmed that Whittlesea's growing and increasingly diverse youth population requires a modern, centrally located, youth-friendly space, supported by outreach into growth areas.

KEY OUTCOMES OF FEASIBILITY STUDY

Key outcomes identified in the Feasibility Study included:

Identified Need for Dedicated Youth Infrastructure

The Needs Analysis (Attachment 1) highlighted:

- Higher rates of social isolation, mental health pressures, and school disengagement among young people.
- Strong demand in current population hotspots:
 - Epping/Epping North – projected 75% population growth by 2041.
 - Doreen/Mernda – projected 19% decline in youth population by 2041.
- Significant future growth areas:
 - Wollert – substantial growth expected.
 - Donnybrook – projected 494% increase in youth population by 2041.
- Limited access to free, inclusive, non-clinical youth spaces aligned with prevention and early engagement.

The absence of dedicated youth infrastructure beyond the EDGE, combined with the impending lease expiry, presents a risk to service access.

Hub and Spoke Model

To adequately service the entire municipality, a Hub and Spoke service model was proposed, featuring a central, purpose-built Youth Hub (Hub) supported by several smaller “spoke” sites throughout the municipality.

The Hub provides specialist programs, services, and partnerships in one accessible location, as well as coordination of entire Hub and Spoke model. Spokes offer flexible, localised engagement spaces that bring youth services closer to where young people live, learn, and connect. Together, the model ensures consistent, place-based support across the municipality and responds directly to the needs of fast-growing communities.

A Hub and Spoke service model is recommended to:

- Improve accessibility for young people across the municipality.
- Extend services into growth corridors.
- Provide consistent programming and youth engagement opportunities.
- Deliver prevention-focused activities that promote connection, wellbeing, and civic participation.

Preferred location of Youth Hub

The Feasibility Study recommends Epping/Epping North and surrounds as the preferred area for the new Youth Hub, given its large youth population and status as a metropolitan activity centre with strong transport connectivity, including direct access to the Mernda train line and the major bus interchange at Pacific Epping.

Locating the Youth Hub in this area of Council ensures it is accessible to the largest proportion of young people, particularly those in the southern half of the municipality where current demand is highest. The study also found that young people are already travelling outside the municipality, to the city, Collingwood, and Seymour, to access youth hubs that are easy to reach by train, reinforcing the need for a facility in the Whittlesea municipality, in a well-connected transit corridor.

The Epping Central Structure Plan further identifies Epping as a priority location for future youth infrastructure, supporting a Hub that is close to schools, community services, and high-activity precincts, enabling the greatest participation and visibility for young people.

PROPOSED SCOPE OF NEW YOUTH HUB

To achieve best practice and meet the needs identified in the Feasibility Study, the new Youth Hub is to include the following core spaces:

| Space Type | Design Considerations |
|--|---|
| Secure and welcoming foyer and administration area | Incorporate best-practice security, such as an enclosed administration/reception desk, clear sightlines, controlled access. |
| Large activity/program room | Flexible layout to support structured programs and casual “drop-in” use (e.g. pool table, lounges, creative zones). |
| Multi-purpose room | Configurable for meetings (12 people), workshops, and community sessions with AV / screen fit-out. |
| Kitchen | Equipped for program delivery (e.g. “Cooking Classes for Kids”, life-skills and wellbeing programs). |
| 2 consultation rooms | Confidential spaces for small meetings and service partner agencies. |
| Open-plan office & enclosed meeting room | To support the planning, and activation of the service/s. |
| Prayer room | Quiet, respectful space for faith practice and mindfulness. |
| Sensory room | Calming, low-stimulus environment to support neurodivergent young people. |
| Other | Storage, cleaner’s cupboard, all-gender toilets & accessible toilet (with separate staff and community facilities). |

Implementation Strategy

Communication

Extensive consultation has been undertaken to inform the development of the Youth Hub, drawing on both the Youth Needs Analysis and the Youth Hub Feasibility Study. These studies utilised a robust evidence base, including survey responses from young people, demographic analysis, stakeholder insights, and localised youth participation data. The findings identified priorities across education, employment, mental health, safety, social connection, and engagement, ensuring that the proposed Youth Hub will reflect the lived experiences and needs of young people across the City of Whittlesea.

In addition to the formal studies undertaken, Council engaged young people through the Youth Co-Design Group, the Youth Plan (2026–2029) consultation which received over 1,900 responses, and discussions with schools, community agencies, and local organisations. This engagement highlighted eight key design principles for the Youth Hub: equitable, youth-led, attractive, engaging, safe, integrated, activated, and accessible.

Council will be undertaking further targeted consultation for the Business Case, with young people, facilitating focus group conversations with:

1. Former Youth Council members;
2. Original Youth Hub Feasibility Study participants; and
3. Other young people involved in City of Whittlesea Youth Development programs.

As the project progresses, Council is committed to re-engaging young people and the broader community through a comprehensive communications and engagement campaign. Young people will be invited to provide feedback at key stages, such as on a draft concept plan, ensuring the Youth Hub continues to reflect their ideas, preferences, and aspirations. This approach will ensure meaningful, ongoing participation by young people.

To reach the community, Council will use its owned communication channels, including media releases, City of Whittlesea social media pages, the Engage platform, Local Scoop, local radio, and the TV screen network across the municipality. These channels will keep the audience informed and encourage participation in consultation activities at key milestones.

Targeted youth engagement will also be prioritised through youth-specific channels. This includes dedicated City of Whittlesea Youth social media accounts, Youth Council, posters and flyers distributed at EDGE Youth Services and other youth spaces, and engagement with local youth influencers. These approaches are designed to reach young people where they are and ensure their voices continue to shape the design and delivery of the Youth Hub.

Critical Dates

The Youth Hub Business Case will be presented to Council at the March 2026 Council Meeting. Targeted Youth Consultation by way of the Youth Hub Focus Group will be conducted prior (January 2026).

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. Proposed Youth Hub Sites 2026 [4.1.1 - 3 pages]

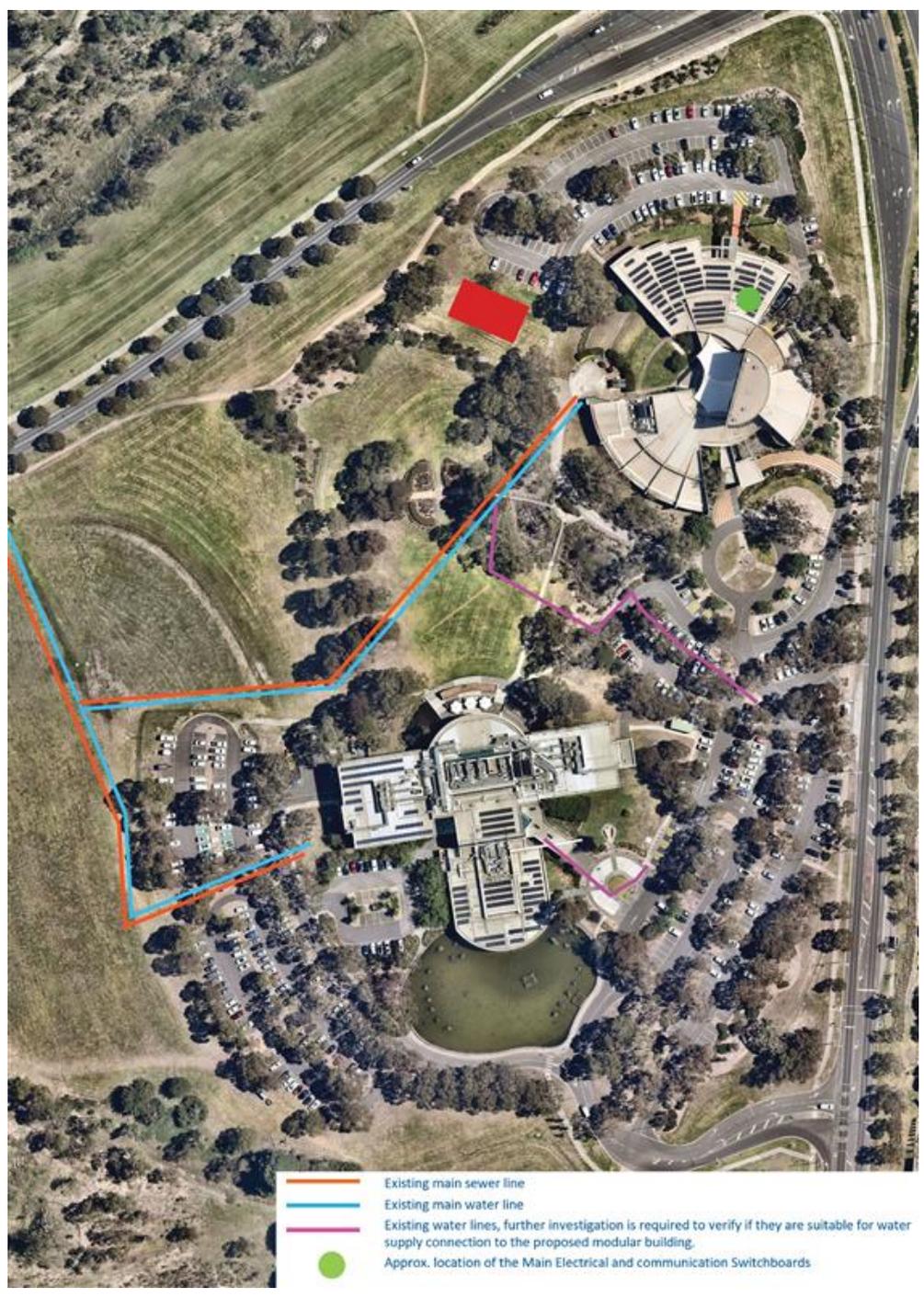
Option 1: Shop 111, Epping Plaza.



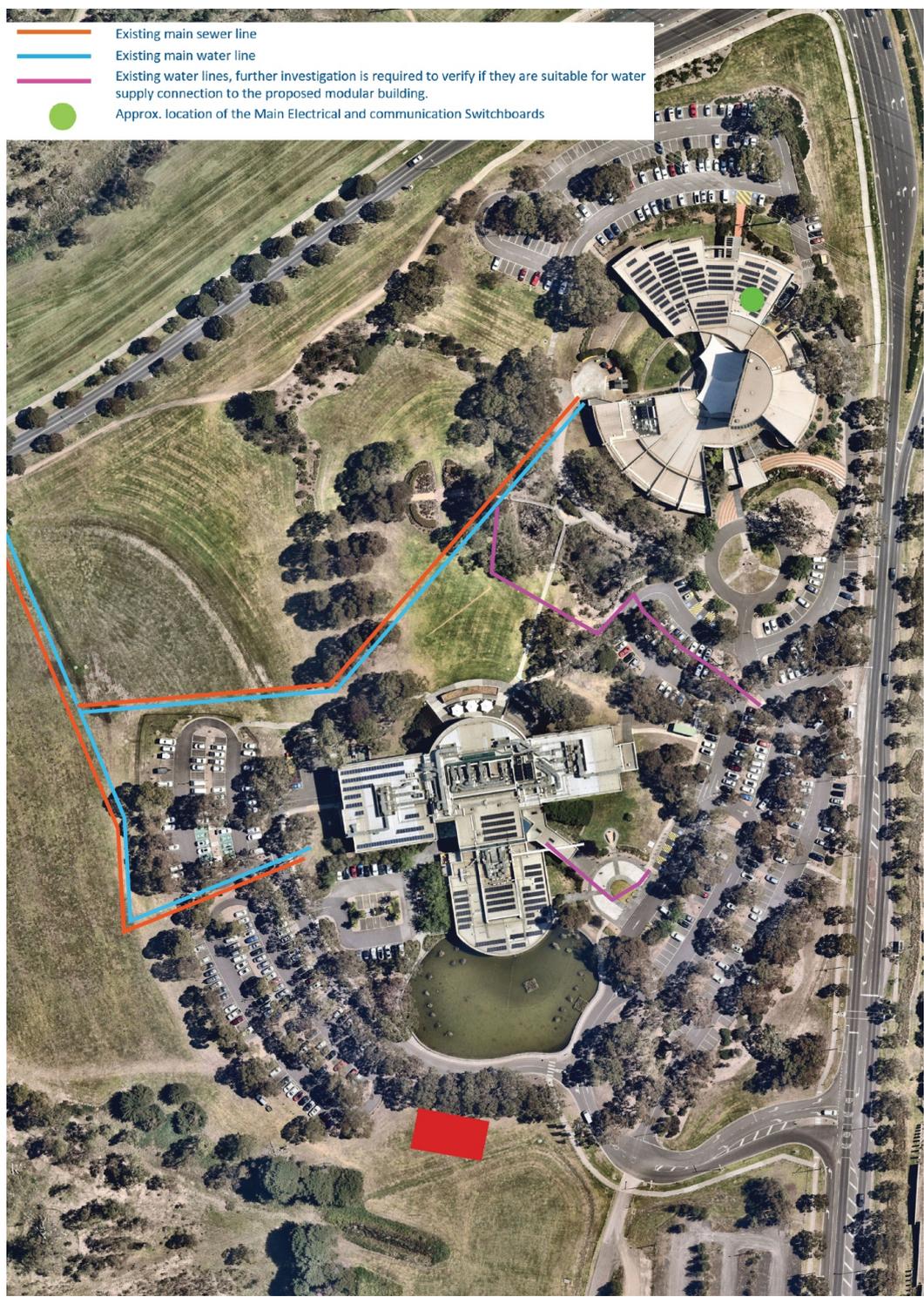
Option 2: 72 Cooper St, Epping.



Option 3: Civic Centre, South Morang (near PRACC North)



Option 4: Civic Centre, South Morang (near Ferres Blvd)



4.2 Youth Council Participation at City of Whittlesea's Community Festival 2026

Director/Executive Manager: Director Community Wellbeing

Report Author: Youth Development Officer

In Attendance: Youth Development Officer

Executive Summary

The 2026 City of Whittlesea Community Festival is a large-scale community event that brings together local residents through live music, interactive activities and strong community partnerships.

A key feature of the festival is the Youth Precinct, which showcases youth-focused activities, young performers, and local stakeholders to engage young people and create opportunities for connection. The precinct also provides City of Whittlesea Youth Services with a valuable platform to increase visibility and connect with a broader community audience.

Officers' Recommendation

THAT the Youth Council:

- 1. Attend the City of Whittlesea Community Festival Youth Precinct on Sunday 15 March 2025, from 11am to 5pm.**
- 2. In the lead up to the Community Festival 2026, act as Community Festival Youth Precinct ambassadors to encourage local young people's participation and raise awareness of the festival through schools, social media and peer networks.**
- 3. On the day of the Community Festival 2026, engage with young people and the wider community, and promote Youth Council initiatives. This will include working alongside the core Amplify committee, who will be undertaking similar activities.**
- 4. Provide feedback, following the Community Festival, on festival programming to inform future planning, support inclusive and youth-focused events, and contribute to planning for further Youth Council involvement in other major City of Whittlesea and Amplify events.**

Background / Key Information

Following the success of the Youth Precinct at the City of Whittlesea Community Festival in 2023, 2024, and 2025, City of Whittlesea Youth Services will once again deliver a dedicated Youth Precinct at the 2026 Community Festival. The Youth Precinct provides an opportunity to showcase the talents of young people, support youth-led participation, and strengthen connections between young people and the broader community.

In 2026, the Youth Precinct will feature a curated program of live performances, with seven young performers scheduled to take to the youth stage, including James Vass, Amber Sindoni, and other emerging local artists. The performance program aims to highlight diverse creative talent while providing paid, supported performance opportunities for young people.

Alongside live performances, the Youth Precinct will offer a range of low-cost, inclusive, and engaging activities designed to appeal to a broad age range. Planned activities include breathwork sessions, sound baths, DJ workstation, zine-making, volleyball, pickleball, and lawn games amongst many other offerings for young people.

The Youth Precinct will continue to be supported by partnerships with key organisations and stakeholders. Headspace will deliver creative and wellbeing-focused activities including skateboard art, a mental health card game, and foam clay miniature food-making. Scouts Victoria will contribute activities such as a sausage sizzle, plastic axe throwing, and paracord bracelet making.

The Youth Precinct will also be supported by the Amplify Committee, who oversee local youth-led events across the municipality. Committee members will assist with delivery of the event on the day and engage with young people and community members to gather feedback and insights to inform future youth programming and events.

Implementation Strategy

Communication

It is requested that in addition to Youth Council providing their decision to attend Community Festival 2026, 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 2026.

If Youth Council votes YES to attending in-person, in addition to providing collateral, that they also communicate how they would like to engage with Community Members, and material needed on the date of Community Festival 2026.

Critical Dates

- **Week of 1 February 2026** – Decision of Youth Council to be given to Youth Development Officer.
- **Week of 15 February 2026** – Youth Council to confirm individual attendance.
- **Week of 8 March 2026** – Youth Officer to communicate Community Festival pack.
- **15 March 2026** – Date of City of Whittlesea’s 2026 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

Nil

4.3 Draft Public Open Space Plan 2026-36 Consultation Feedback

Director/Executive Manager: Director Infrastructure & Environment

Report Author: EA to Director Infrastructure & Environment

In Attendance: Unit Manager Landscape & Open Space Planning

Executive Summary

The Public Open Space Plan 2026-36 (the draft Plan) is Council's roadmap for a high quality, network of open space, featuring an ambitious agenda to transform how we lead, plan, deliver and manage our open space network.

The Plan sets out a high-level ten-year vision for the City's open space network. It will allow Council to strategically plan for future challenges and opportunities and guide the development and expansion of the open space network in the municipality. The Public Open Space Plan is a Level 3 plan in Council's integrated planning framework, sitting under the Liveable Neighbourhood Strategy and contributing to outcomes for all Level 2 strategies.

The Plan has been developed in line with the Victoria State Government strategic direction and includes a vision, principles, directions, focus areas and high-level suburb plans. The draft Plan has been prepared using existing Council data and community information, supported by cross-organisational engagement.

The draft plan is to be exhibited for community and stakeholder engagement, to ensure that the plan aligns with community expectations and to gather feedback to improve the plan accordingly.

Officers' Recommendation

THAT the Youth Council provide feedback on the draft Public Open Space Plan 2026-36.

Attachments

Nil

4.4 Youth Councillor and Staff Interaction Policy Review

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

Report Author: Councillor Support Officer

Executive Summary

The aim of this policy is to promote positive and safe interactions between City of Whittlesea employees and Youth Councillors. This Policy applies to all types of interactions.

This policy relates to all elected members of the Youth Council and to all staff, volunteers and contractors at City of Whittlesea. The policy covers all interactions between Youth Councillors and Council staff through all forms of communication, including at meetings (both planned and unplanned), personal visits, telephone calls, emails and through digital and social platforms.

Officers' Recommendation

THAT the Youth Council note the Youth Councillor and Staff Interaction Policy and commit to adhering to the policy.

Attachments

1. Youth Councillor and Staff Interaction Policy [4.4.1 - 4 pages]



Youth Councillor and Staff Interactions Policy

1. Purpose

The aim of this policy is to promote positive and safe interactions between City of Whittlesea employees and Youth Councillors. This policy applies to all types of interactions.

2. Scope

This policy relates to all elected members of the Youth Council and to all staff, volunteers and contractors at City of Whittlesea. The policy covers all interactions between Youth Councillors and Council staff through all forms of communication, including at meetings (both planned and unplanned), personal visits, telephone calls, emails and through digital and social media platforms.

3. Objective

The policy aims to:

- 3.1.1 Recognise the roles and responsibilities of Council staff and Youth Councillors
- 3.1.2 Maintain easy to understand good governance and child safe arrangements
- 3.1.3 Provide a clear guide for the interactions between Youth Councillors and nominated staff
- 3.1.4 Recognise the responsibilities of Chief Executive Officer, Council staff and Youth Councillors in ensuring that Council complies with the requirements of following legislation:
 - 3.1.4.1 *Child Wellbeing and Safety Act 2005,*
 - 3.1.4.2 *Children Youth and Families Act 2005*
 - 3.1.4.3 *Occupational Health and Safety Act 2004*
 - 3.1.4.4 *Equal Opportunity Act 2010*
 - 3.1.4.5 *Gender Equality Act 2020*
 - 3.1.4.6 *Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Act 2022 to protect young people from risks to their health and safety including all forms harassment, bullying, violence, and discrimination*
 - 3.1.4.7 *The Victorian Child Safe Standards*
 - 3.1.4.8 *Local Government Act 2020*
 - 3.1.4.9 *The Privacy and Data Protection Act 1988*
 - 3.1.4.10 *The Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Act 2022*
 - 3.1.4.11 *The Sex Discrimination Act 1984 (Cth) (the SDA)*
 - 3.1.4.12 *The Australian Human Rights Commission Act 1986 (Cth) (the AHRCA)*

Date of Review

February 2026

Next Review Date

February 2028

Directorate Responsible

Office of Council & CEO



Council Staff

Council staff will:

- 3.1.5 Follow the practices, behaviour and relationships consistent with the [Child Safe Code](#) and the [Child Safe Policy](#).
- 3.1.6 Interact with Youth Councillors as specified in in the below table called *Appendix A – Table 1*.
- 3.1.7 Respect the leadership role of a Youth Councillor by providing opportunities for members of Youth Council to participate and learn about civic and democratic processes and provide multiple mechanisms for Council to seek and receive advice and input from young people about youth specific issues.
- 3.1.8 If required to address any of the Youth Councillors, use inclusive and empowering language, which is accessible and is easy for children and young people to understand
- 3.1.9 Hold a valid Working with Children’s check and have completed child safe training if required to accompany any members of the Youth Council unsupervised, under the age of 18 at meetings, events, or functions.
- 3.1.10 Actively discourage and immediately report via the BeSafe portal any behaviour that is considered a breach of the [Child Safe Code](#) or the [Child Safe Policy](#).

Council staff will not:

- 3.1.11 Develop ‘special’ relationship with any of the Youth Councillors to the exclusion of others or show favouritism, i.e., by offering a Youth Councillor gifts, a lift or any type of special treatment.
- 3.1.12 Provide personal contact details including email addresses, social media information, home addresses or phone numbers to any of the Youth Council.
- 3.1.13 Use Social media/online platforms to contact or befriend any member of the Youth Council or have online contact with a member of the Youth Council that is not part of an approved program or activity.
- 3.1.14 Use or publish images of the Youth Council members under the age of 18 years of age unless prior permission is sought in writing from legal guardians.
- 3.1.15 Disrespect any members of Youth Council.

Youth Councillors

Youth Councillors will:

- 3.1.16 Follow the guidelines outlined in the Youth Councillor Code of Conduct.
- 3.1.17 Only interact with Council staff as outlined in the table called *Appendix A – Table 1*.
- 3.1.18 Attend all meetings and functions with an approved representative from the Youth Development Team. Ask for permission from Council prior to making public announcements, including sending emails, speaking to the media, or posting about the Youth Council on any Social Media.

Date of Review

February 2026

Next Review Date

February 2028

Directorate Responsible

Office of Council & CEO



Youth Council will not:

- 3.1.19 Publicly criticise Council staff, other Youth Councillors, or the City of Whittlesea, including on social media.
- 3.1.20 Disclose information defined in section 3(1) of the Local Government Act 2020 as “confidential information” and will abide with the requirements of the Privacy and Data Protection Act 2014 and Council’s Information Privacy Policy.
- 3.1.21 Obtain a valid Working with Children Check if over the age of 18 years and complete any required child safety training.

4. Complaints

Staff: All staff complaints will be handled as per the [staff complaints and Resolution Policy](#). This provides an open and transparent complaint handling system which ensures all complaints are handled fairly and objectively.

Youth Councillor: If Youth Council members have a complaint or concern, it should be raised according to the following:

- a) If the complaint 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 complaint 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 complaint 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 Youth Councillor code of conduct.
- e) Nominated Youth Development staff (see table called *Appendix A – Table 1.*) may be contacted to assist in lodging a complaint or concern.

5. Definitions:

Chief Executive Officer (CEO) means the person appointed by Council to be its Chief Executive Officer, or any person acting in that position.

Council means the City of Whittlesea.

Youth Councillor means a representative of the Youth Council.

Staff means any employee including casuals, volunteers and contractors engaged by City of Whittlesea.

Date of Review

February 2026

Next Review Date

February 2028

Directorate Responsible

Office of Council & CEO

Appendix A - Table 1

| Subject Matter | Staff Member/s to contact | | | | | | | |
|--|-----------------------------------|--|-------------------------|---|----------------------------------|------------------------------|---------------------------------|--------------------------------|
| | Councillor Support Officer, OCCEO | Coordinator Governance Administration, OCCEO | Chief Executive Officer | Executive Manager Office of Council & CEO | Executive Manager Public Affairs | Director Community Wellbeing | Unit Manager, Youth Development | Coordinator, Youth Development |
| Forum and/or Council Agenda items: <ul style="list-style-type: none"> Youth Council resolutions Questions on specific Agenda items Procedural matters | ✓ | ✓ | | ✓ | | | | |
| Factual advice and/or technical expertise required on Council programs projects strategies | | | ✓ | ✓ | | ✓ | | |
| Confidential information and matters at the Youth Councillors' discretion, including NOMs | | ✓ | ✓ | ✓ | | | | |
| Governance Issues and Youth Councillor Policies | | ✓ | | | ✓ | | ✓ | ✓ |
| Administrative support, including, however not limited to expense reimbursement, organising meetings, room bookings and help with navigating Council Systems | ✓ | | | | | | | |
| Youth Council Code of Conduct Matters | | | ✓ | ✓ | | | ✓ | ✓ |
| Media/Communication issues | | | | | ✓ | | | |

Date of Review

February 2026

Next Review Date

February 2028

Directorate Responsible

Office of Council & CEO

4.5 Youth Councillor Code of Conduct Review

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

Report Author: Councillor Support Officer

Executive Summary

The purpose of the Youth Councillor Code of Conduct is to outline the standards of behaviour, responsibilities and values expected of all Youth Councillors representing the City of Whittlesea. The Code supports Youth Councillors to carry out their role with integrity, respect and accountability while providing a strong and inclusive voice for young people aged 12–22 who live, work, study or have a strong connection to the municipality.

This Code aims to promote a safe, respectful and inclusive environment in which Youth Councillors can work collaboratively with one another, Council staff and the broader community. It also provides clear guidance on professional conduct, decision-making, interactions, and the appropriate resolution of concerns or grievances, ensuring the Youth Council operates effectively and in the best interests of young people and the City of Whittlesea.

Officers' Recommendation

THAT the Youth Council note the Youth Councillor Code of Conduct and commit to adhering to the Code of Conduct.

Attachments

1. Youth Councillor Code of Conduct [4.5.1 - 2 pages]



Youth Councillor Code of Conduct

Purpose

As Youth Councillors we hold a unique and important role at the City of Whittlesea. We will represent the voice of young people aged 12-22, who live, work, study or have strong connections to the City of Whittlesea.

When carrying out our roles and responsibilities as a Youth Councillor, we commit to the following:

Deliver for our community

We will:

- bring one's own experience of being a young person in the City of Whittlesea
- represent local young people, ages 12- 22
- be aware of the activities, interests and concerns relating to the youth sector and the lives of young people in the municipality
- prepare for and attend at least 75% of monthly Youth Council meetings. If unable to attend meetings, or for extended periods of absence, submissions in writing are to be sent to the Executive Manager Office of Council & CEO
- provide advice on Council programs and on the development of spaces used by young people
- respect the traditional ownership of the land on which we meet
- use social media responsibly, as outlined in the Youth Councillor and Staff Interaction Protocol
- provide a voice around items that are important to young people in the City of Whittlesea.

Care for each other

We will:

- report anything that makes us feel uncomfortable
- treat others fairly and objectively and provide a safe space, free from discrimination, harassment, and criticism
- use inclusive and respectful language
- respect each other's gender identity and pronouns
- be honest and open always
- be supportive and care for each other
- promote and celebrate gender equity, fairness, and inclusivity
- take time to listen and understand different points of view
- recognise the strengths of our diverse community of young people and ensure people from all walks of life, ability and backgrounds feel comfortable to engage and contribute.

Date of Review

February 2026

Next Review Date

February 2028

Directorate Responsible

Office of Council & CEO



Work as one team

We will:

- work towards harmonious working relationships with others
- respect each other's voice and opinions during meetings, even if they are different to our own
- respect one another, members of Council staff and young people in the City of Whittlesea.

Grievance Resolution Process

If 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
- e) Nominated Youth Development staff can be contacted to assist in lodging a complaint or concern.

Standards of Conduct

All youth Council members will be required to formally commit to the City of Whittlesea's Youth Council Code of Conduct at the commencement of each term. The Youth Council Code of Conduct sets out the behavioural expectations of all staff, contractors and volunteers representing the City of Whittlesea.

Date of Review

February 2026

Next Review Date

February 2028

Directorate Responsible

Office of Council & CEO

5 Notices of Motion

No Notices of Motion

6 General / Urgent Business

7 Closure