

Youth Council 2026-2028 Terms of Reference



Acknowledgement of Country

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi-wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, present and emerging.

Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

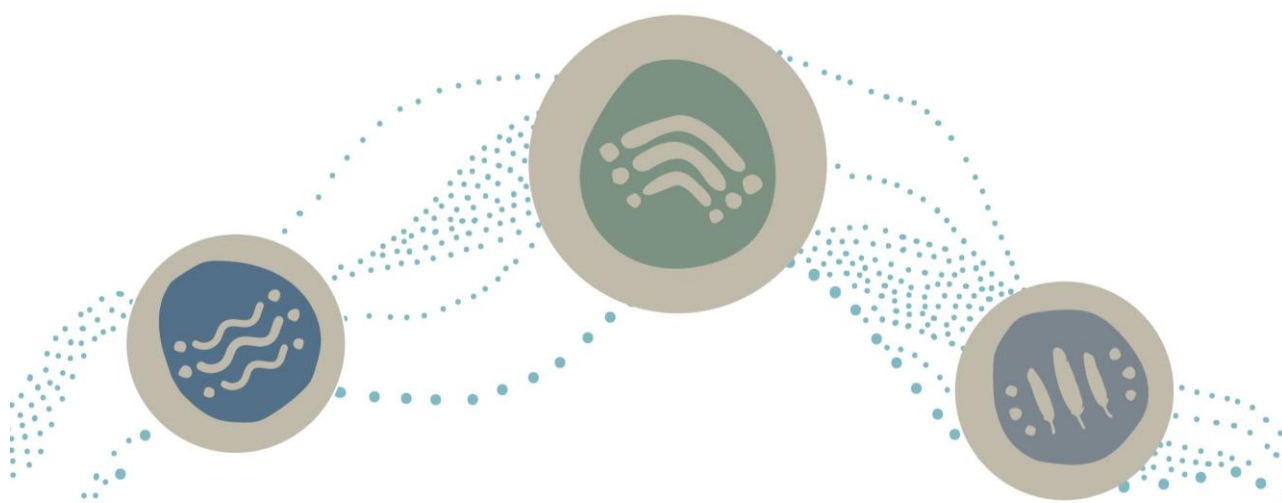


Figure 1. Artwork by Taungurung artist Maddi Moser (used with permission).

The artwork featured on this page was created by Maddi Moser; a Taungurung artist, designer and secondary school teacher. Maddi currently works as a teacher and runs her own design and photography business. She now resides in Townsville but has lived the majority of her life in Swan Hill and Albury Wodonga, both towns having close ties to the Murray River, a theme reflected in her artworks.

Maddi uses her background in design to create art in a modern and unique style that helps to continue and celebrate her cultural heritage.

Contents

Purpose	1
Authority and Scope	1
Advisory Role	1
Limitations	1
Guiding Principles	2
Objectives	3
Roles and Responsibilities	3
Election of Youth Mayor and Youth Deputy Mayor	4
Recruitment and Appointment	5
Selection Criteria	6
Membership	6
Resignation	7
Removal of Membership	7
Casual Vacancies	7
Meetings	8
Attendance	9
Special Meetings	9
Notice of Motion Process	10
Quorum	11
Point of Order	12
Time Limits for Speakers	12
Child Safety and Wellbeing	12
Gender Equality, Diversity and Inclusiveness	12
Conflict Resolution	13
Conflict of Interest	13

Confidentiality	14
Communication and Reporting	15
Consultation Process	15
Reporting	15
Resources, Support and Recognition	16
Council Support	16
Professional Development	16
Accessibility	16
Honorariums	17
Glossary of terms	18
Appendix	19
Appendix 1 – Code of Conduct	19
Appendix 2 – Consultation Request Form	21
Appendix 3 – Notice of Motion	23

Purpose

The Macedon Ranges Youth Council is an advisory group for the Macedon Ranges Shire Council, who represent the voice and interest of young people in our community. The young leaders who form the Youth Council, have the opportunity to develop skills, make change, create connections and gain an understanding of local government processes.

Authority and Scope

Advisory Role

The Youth Council serves as an advisory group to Council, providing insights, perspectives and recommendations on matters that affect young people within the municipality. The Youth Council acts as a mechanism for amplifying youth voices and supporting meaningful youth participation in Council planning, projects, services, policies and initiatives.

Youth Council May:

- Provide advice and feedback to Council on issues affecting young people
- Identify emerging issues, trends and opportunities relevant to local young people
- Contribute youth perspectives to Council strategies, policies, plans and projects
- Participate in consultations, workshops and engagement activities
- Advocate for the needs, interests and aspirations of young people within the community
- Support the promotion of youth participation and civic engagement.

Limitations

The Youth Council is an advisory group and does not have decision-making authority. While Council values and considers the advice and recommendations provided by the Youth Council, final decisions regarding Council policies, strategies, budgets, programs and services remain the responsibility of Council and authorised Council Officers.

Youth Council will not:

- Make decisions on behalf of Council
- Commit Council to any expenditure, projects or initiatives
- Direct council staff or instruct Councillors
- Represent official Council positions unless expressly authorised to do so
- Make public statements on behalf of council without prior approval.

Council will endeavour to provide feedback to Youth Council regarding how its advice and recommendations have been considered and, where appropriate, incorporated into Council decision-making processes.

Guiding Principles

Members of Youth Council agree to:

- Communicate openly and respectfully, giving everyone the opportunity to speak and be heard
- Listen to and consider different perspectives, even when opinions differ.
- Share and challenge ideas constructively and respectfully.
- Act with honesty, integrity and accountability in all activities and discussions.
- Build trust through reliable participation and respectful conduct.
- Foster an inclusive environment where all young people feel welcome, valued and safe to contribute.
- Support one another with empathy, kindness and understanding.
- Work collaboratively, contributing ideas and effort towards shared goals.
- Build on the ideas of others and seek solutions through cooperation and compromise.

- Participate actively and encourage the engagement of all members.
- Create a positive and enjoyable Youth Council experience through connection, celebration, humour and team-building activities.
- Uphold the values of the Youth Council in all meetings, events and interactions.

Objectives

The Youth Council advocate for young people across the Macedon Ranges Shire by identifying issues and providing relevant information and knowledge to Council on matters relating to youth, this involves:

- Contributing to a strong, active and effective Youth Council Program
- Developing an understanding of local services available for young people across the Macedon Ranges Shire
- Acknowledging and raising public awareness of young people in a positive manner
- Establishing a positive and meaningful connection between Youth Council and Council
- Informing and educating Council and the community about issues concerning young people
- Considering and providing advice to Council on its policies, plans and services that impact young people
- Assisting Council to communicate, consult and engage more effectively with young people in the Macedon Ranges Shire.
- Planning and supporting Youth events, initiatives and projects with the community.
- Attend regular meetings and participating in discussions and decision making.

Roles and Responsibilities

Roles and Responsibilities of Youth Councillors:

- Attend 9 meetings annually (75%) and participate in consultations, discussions, evaluations and deliberations
- Attend and complete induction in full
- Act in accordance with the Youth Council Code of Conduct (refer to appendix 1)
- Declare actual, potential, or perceived conflicts of interest
- Respect the confidentiality of privileged, personal, or sensitive information.

Roles and Responsibilities of Youth Mayor:

- Chair Youth Council meetings and encourage respectful, inclusive participation
- Represent the Youth Council at Council meetings, community events and other official opportunities
- Work with Council Officers to prepare meeting agendas and support delivery of Youth Council priorities
- Act as a positive role model, encouraging collaboration, leadership and active participation among Youth Councillors.

Roles and Responsibilities of Youth Deputy Mayor:

- Support the Youth Mayor in carrying out their responsibilities and preparing for meetings
- Chair meetings and represent the Youth Council when the Youth Mayor is unavailable
- Encourage participation and support an inclusive and respectful meeting environment
- Assist Council Officers and the Youth Mayor to progress Youth Council priorities and activities.

Election of Youth Mayor and Youth Deputy Mayor

- The election of the Youth Mayor and Youth Deputy Mayor will be facilitated by a Council Officers at the Youth Council induction via anonymous ballot
- Members will have the opportunity to self-nominate for the position of Youth Mayor
- Nominees will be required to present a candidate speech to their fellow members detailing suitability for the role
- Each member will be allocated one vote
- Members are not permitted to abstain from voting
- A Council Officer will be responsible for the counting of votes.
- The member who receives the majority of votes will be declared the Youth Mayor
- A secondary vote will then take place for Deputy Youth Mayor and the member who receives the majority of votes will be declared the Youth Mayor
- The term of appointment of the Youth Mayor and Youth Deputy Mayor is from August 2026 to June 2027. Elections for next appointment will be held in June 2027.

Tie in Voting

Where an election for Youth Mayor or Deputy Youth Mayor results in a tie, the candidate receiving the fewest votes in the tied ballot will be eliminated (where applicable) and a further ballot will be conducted. This process of elimination and re-balloting will continue until one candidate receives a clear majority of votes and is declared elected.

Recruitment and Appointment

Young people aged between 12 and 17 years of all cultural and economic backgrounds, sexualities and gender identities, abilities, beliefs and experiences are encouraged to apply to join. All applicants will require guardian permission to participate in the program.

The process includes:

1. Application form opens for at least four weeks, offering an online and paper submission form option.

2. All applications will undergo an eligibility check, before being distributed to a selection panel for assessment
3. A selection panel (comprising of youth participants) will consider the merit of every eligible application against pre-determined selection criteria and will unanimously agree on the fine nine positions. All conflicts of interest, whether actual or perceived, must be declared by selection panel before undergoing assessment
4. All applicants will be advised via email whether that have been successful as a Youth Councillor.
5. Youth Councillors will participate in a swearing in ceremony.

Selection Criteria

Applicants will be selected according to the following selection criteria:

1. Are between the ages of 12 and 17 years old as of the first day of their Youth Council term
2. Live in the Macedon Ranges
3. Potential or demonstrated experience in leadership
4. Willingness or demonstrated community participation
5. A willingness to collaboratively contribute positively to meetings in a fair and unbiased manner
6. The ability or openness to learn to represent a broad range of views that reflects the diversity of young people across the Macedon Range Shire community.

Membership

- Macedon Ranges Youth Council will be made up of 9 members aged between 12-17 years.
- Members who turn 18 during their term, may hold their position on the Youth Council for the remainder of their term.

- Any member who turns 18 years of age during their Youth Council term is required to apply and obtain a valid Victorian Working with Children Check (WWCC) and provide a copy to the Youth Team representative.
- Appointment of a Youth Council member will be for a two-year term. 1 July 2026 to June 30 2028.

Resignation

If a Youth Council member wishes to resign from their position during their term, they must do so in writing to the Council Officer supporting the group.

Removal of Membership

A Youth Councillor may be terminated from Youth Council if they:

- Behave unprofessionally or inappropriately towards Councillors, Council Officers, other Youth Council members or the general community
- Fail to follow the Terms of Reference
- Fail to attend X consecutive meetings without notice of leave
- They are in breach of the youth councillor code of conduct.

Mechanisms for constructive feedback and support will be provided to address the issue before resorting to termination.

Casual Vacancies

The Youth Council may choose to fill a vacating Youth Councillor position/s through a Casual Vacancy Process:

- If Youth Council membership falls below the minimum of nine (9) members and there is more than six months until the end of the Youth Council Term of Office, the Casual Vacancy process must be undertaken
- A Casual Vacancy occurs when a Youth Councillor:
 - Resigns in writing to the Youth Council; or

- Without prior leave of the Youth Council, is absent from X consecutive meetings and majority of Youth Councillors have agreed to terminate the absentee Youth Councillor's membership.
- After a Casual Vacancy has occurred, the Youth Council must resolve one the following motions:
 - The Youth Council resolves to fill the Casual Vacancy created by vacating Youth Councillor/s XXX offering the position to an unsuccessful candidate
 - The Youth Council resolves to fill the Casual Vacancy created by vacating Youth Councillor/s XXX by undertaking an expression of interest process
 - The Youth Council resolves not to fill the Casual Vacancy created by vacating Youth Councillor/s XXX

Meetings

The Youth Council will meet monthly:

- Monday 14 September Woodend Community Centre (in-person)
- Monday 12 October Kyneton Youth Space (In-person or online)
- Monday 9 November Woodend Community Centre (In-person)
- Monday 14 December Kyneton Youth Space (In-person or online)
- Monday 8 February Woodend Community Centre (In-person)
- Monday 15 March Kyneton Youth Space (In-person or online)
- Monday 12 April Woodend Community Centre (In-person)
- Monday 10 May Kyneton Youth Space (In-person or online)
- Monday 21 June Woodend Community Centre (In-person)

Additional hours for training opportunities, event attendance and school holidays may be required at various stages, this will be discussed and agreed upon by the Youth Councillors. In-leau of a meeting in January the Youth Council members will come together for professional development and training.

Agenda

Agendas will be generated in advance and communicated with Youth Councillors one week prior to meetings. Each meeting will be no longer than 2hrs and will include a short break.

Attendance

Youth Councillors are required to have a reasonable excuse for not attending meetings. All absences must be provided prior to the meeting to the supporting Council Officer.

- Youth Councillors who fail to provide an apology before a meeting will be considered as absent from a meeting without notice.
- A member's term of appointment may cease if the member fails to attend 3 consecutive meeting without prior apology.
- It is expected that each member attend a minimum of 75 per cent of all meeting unless reasons are provided to supporting Council Officer. No reasonable explanation will be denied.

Meeting dates and times will be scheduled with a view to maximising participation from all Youth Councillors.

Online Attendance

In person attendance at Youth Council meetings are preferred, however where appropriate, a hybrid option of both in-person and online attendance will be arranged.

Special Meetings

A special meeting of the Youth Council can be called by the Youth Mayor or at least two (2) Youth Councillors by writing to supporting Council Officer. The notice must outline the purpose of the special meeting, time required and level of urgency.

Notice of Motion Process

Youth Councillors may submit a Notice of Motion to propose an item for discussion or consideration by the Youth Council.

1. Submit a motion – Notice of motion request must be submitted to youth@mrsc.vic.gov.au and include a completed Notice of Motion (refer to Appendix 3)
2. Review and Approval – Youth Mayor and Council Officer will review the motion to ensure it aligns with the purpose and scope of the Youth Council before including it on the meeting agenda.
3. Consideration by Youth Council:
 - a. Youth Mayor will invite the mover to present the Notice of Motion, followed by the seconder
 - b. The Chair will facilitate discussion, ensuring all Youth Councillors have an equal opportunity to speak and share their views
 - c. Members must listen respectfully to differing opinions, and engage in constructive debate in accordance with the Youth Council Code of Conduct.
4. Recording outcomes – Once discussion has concluded, the Chair will call for a vote or determine the agreed outcome, which will be recorded in the meeting minutes.

A majority vote will be needed to pass a motion. Outcomes of Youth Council will be either:

- Reported to Council as recommendations
- Reported to Councillor group
- Provided as advice or recommendations to those wishing to consult with Youth Council

Debate on Motions

When a motion is before Youth Council, the Youth Mayor will invite discussion.

The mover of the motion will have five minutes to speak on their motion and will be offered the right to speak first.

All other Youth Councillors may speak once to the motion and once to any amendment, for a maximum of three minutes on each occasion, unless granted permission by the Chair to speak further.

The mover of the motion will have a right of reply of two minutes immediately before the motion is put to a vote.

Objecting to or Opposing a Motion

Any Youth Councillor may speak against a motion, proposal or amendment. Councillors are encouraged to explain the reasons for their support or opposition in a respectful and constructive manner.

Debate must relate directly to the motion under consideration and comments must be directed through the Chair.

Amendments

A Youth Councillor who does not fully support a motion may propose an amendment. An amendment must be relevant to the original motion and must not substantially change its intent.

Amendments will be considered and voted on before the substantive motion is determined.

Motions Without Notice

Motions without notice are generally not permitted. Any member may raise a matter under General Business; however, where a member wishes Youth Council to make a decision, a Notice of Motion must be submitted prior to the meeting for inclusion on the agenda.

In exceptional circumstances, the Youth Mayor, in consultation with Youth Council supporting Council Officer, may permit a motion without notice where the matter is urgent and cannot reasonably wait until the next scheduled meeting.

Quorum

Majority of members must be in attendance for the meeting to proceed.

Point of Order

A Youth Councillor may raise a Point of Order if they believe meeting procedures are not being followed. The chair will rule on the Point of Order before debate continues.

Time Limits for Speakers

To ensure all members have an opportunity to participate, individual contributions during debate will generally be limited to three minutes except for the mover of the motion who receives five minutes and a two minute right of reply. A Council Officer will keep time and the Chair may extend or reduce speaking times where appropriate.

Child Safety and Wellbeing

Macedon Ranges Shire Council provides services and facilities for children and young people and is therefore legally required to comply with the Child Safe Standards and Reportable Conduct Scheme in order to protect children from abuse and harm. The Council has zero-tolerance toward child abuse and is committed to being a child safe organisation where child safety is embedded in the everyday thinking and practice Council.

Youth Councillors must follow Council's Child Safety and Wellbeing Policy and Child Safety and Wellbeing Code of Conduct. They are also responsible for promoting children's safety, wellbeing and empowerment; ensuring their behaviour is appropriate during interactions with children, and creating a supportive environment for their safety and engagement.

Youth Councillors members aged 18 years or older, will be required to obtain and maintain a valid Working with Children Check, in accordance with Council's Child Safety Wellbeing Policy.

Gender Equality, Diversity and Inclusiveness

The *Gender Equality Act* seeks to improve workplace gender equality in the Victorian public sector, universities and local councils.

Local councils are required to promote gender equality policies, programs and services that impact the public. The Youth Council will actively consider how community members of various ages, abilities, cultural and gender identities, sexual orientation, religions, locations and social economic backgrounds might access policies, programs or services differently and if there are any barriers which may hinder these groups from accessing these policies, programs or services.

Conflict Resolution

In the event that a conflict occurs between Youth Council members, the relevant Youth Councillors will work with Council Officers to resolve. If a Youth councillor has a grievance or concern with a fellow Youth councillor, it should be raised with the Council Officer supporting Youth Council. Grievances or concerns with Council staff or Councillors are to be raised with the Director of Community.

Conflict of Interest

The Youth Council is committed to maintaining transparency, integrity and public trust in its activities and recommendations. Members are expected to act in the best interests of Youth Council and the broader community and to disclose any actual, perceived or potential conflicts of interest.

A conflict of interest may arise where a member's personal, financial, professional, organisational or other interest could improperly influence, or be perceived to influence, their participation in Youth Council discussions, advice and recommendations.

Examples of conflicts of interest may include:

- Membership or involvement with an organisation that may benefit from a Youth Council recommendation
- A personal or family relationship with a person or organisation affected by a matter under consideration
- A financial interest project, funding opportunity or initiative being discussed

- Any circumstance where a community member may perceive that a Youth Councillor's ability to act impartially could be affected.

Where a conflict of interest exists, members must:

1. Declare the conflict as soon as they become aware of it
2. Disclose the nature of the conflict to the Council Officer supporting Youth Council
3. Follow any directions provided regarding participation or decision-making relating to the matter.

Depending on the nature and extent of the conflict, a member may be permitted to participate in the discussion, be asked to refrain from contributing to the discussion, or be required to leave the meeting while the matter is being considered.

Declared conflicts of interest will be recorded in the meeting minutes. Council Officers will provide guidance to members regarding the identification of and management of conflicts of interest where required. Failure to disclose a conflict of interest may be considered a breach of the Youth Council Code of Conduct and may result in further action being taken in accordance with these Terms of Reference.

Confidentiality

During the course of their duties Youth Councillors will receive information that they are required to treat as confidential as it is often not yet in the public domain. This may be information that is either commercially sensitive or is personal or private to a particular individual or organisation. Youth Councillors must not breach confidentiality when communicating with members of the public and the media.

Members are expected to:

- Respect the confidentiality and privacy of information shared through Youth Council activities
- Use confidential information only for the purpose of which it was provided
- Not disclose confidential information to external parties without prior authorisation from Council

- Not create copies of any confidential information provided
- Destroy all confidential information at end of term, this can be done by returning any confidential information to the supporting Council Officer during or end of term
- Seek clarification from the supporting Council Officer if they are unsure whether information is confidential.

Communication and Reporting

Consultation Process

Council departments and approved external organisations may seek feedback from the Youth Council on projects, strategies, policies or initiatives that impact young people.

Request for consultation should follow the process below:

1. Submit a request: Consultation requests must be submitted via [Your Say](#) (refer to Appendix 2)
2. Review and schedule: A Council Officer will assess the request to ensure it aligns with the Youth Council's purpose, priorities and meeting schedule. If approved, consultation will be scheduled by Council Officer.
3. Youth Council consultation: Consultation will occur as outlined in the request form. (refer to Appendix 2)
4. Feedback and follow-up: Consultation outcomes will be documented and shared with the requesting team or organisation. Where appropriate, the Youth Council will be informed of how their feedback has influenced the project or decision.

Reporting

The Youth Council will provide a six-month report to Council via Councillor Briefing to share its activities, recommendation and achievements, ensuring young people's voices inform Council decision-making

With support from Council's Youth staff, the Youth Maor and Deputy Youth Mayor will submit a request to meet with Councillors via Council's website. The meeting will provide

updates to Council on Youth Council activities, priorities and recommendations, as appropriate. Council's Youth staff will be in attendance to provide any secretarial support as needed.

Resources, Support and Recognition

Council Support

A Council Officer will provide secretariat support for the Youth Council including duties such as:

- Book spaces and resources as needed for meetings, events, and training
- Communicate with Youth Councillors ahead of meetings and prepare relevant documentation
- Be available to talk about concerns, questions, or other topics relating to Youth Council via phone, email, text or in person at the request of Youth Councillors within a reasonable timeframe
- Receive, log, and consider feedback from Youth Councillors, their families, Council staff and Councillors, and community members for the continuous improvement of Youth Council
- Act as a liaison for groups wishing to book a consultation with the Youth Council.

Professional Development

Youth Councillors will be provided opportunities to attend various training and professional development throughout their term. Each Councillor will develop their own SMART goals with the support from a Council Officer, and training programs will be explored to help achieve the goals.

Accessibility

Council is committed to ensuring the Youth Council is inclusive and accessible to all young people.

- A Council Officer will work with Youth Councillors to identify and provide reasonable adjustments to support their participation
- Meetings, events and engagement activities will be delivered in accessible venues and formats wherever practicable
- Information and meeting materials will be provided in accessible and inclusive formats
- Council staff will seek to reduce barriers to participation by considering individual needs, including transport, cultural, disability, language or other accessibility requirements where reasonably practicable.

Honorariums

Each Youth Councillors will be paid an honorarium of up to \$1,000 per financial year. The honorarium will be distributed evenly across scheduled meetings. Payments to Youth Councillors will only be made for meetings attended.

Attendance for special meetings, training, inductions, and other events will be considered voluntary, with no payment allocated. There may be opportunities to receive reimbursement for attendance at some events, but this is separate to honorariums.

Glossary of terms

Specific terms are defined below.

Term	Definition
Advocacy	The act of supporting, promoting or speaking up for a cause, issue or group of people. Youth Councillors may advocate for issues that affect young people within the community.
Consensus	A decision-making process where members work towards general agreement that most participants can support.
Governance	The systems, structures, processes and policies that guide how the Youth Council operates, make decisions and remains accountable.
Honorarium	A payment or allowance provided in recognition of a Youth Councillor's time, commitment and contributions. An honorarium is not considered wages or employment income and does not create an employment relationship.
Motion	A formal proposal put forward for discussion and consideration by the Youth Council.
Quorum	The minimum number of Youth Councillors required to be present for a meeting to proceed and make formal decisions.
Term	The fixed period of time a Youth Councillor holds their position before reappointment or completion of service.
Terms of Reference	The document that outline the purpose, objectives, membership, roles, responsibilities and operating procedures of the Youth Council.

Appendix

Appendix 1 – Code of Conduct

Youth Councillor Code of Conduct

1. Respectful Behaviour

As a Youth Councillor, I will:

- Treat all people with dignity, fairness, courtesy and respect
- Contribute to a welcoming and inclusive environment where everyone feels safe to participate
- Value diversity and respect people of all backgrounds, cultures, identities, abilities, beliefs and experiences
- Listen without interrupting and allow others the opportunity to share their views
- Communicate respectfully both in person and online

2. Safety and Wellbeing

As a Youth Councillor, I will:

- Contribute to a physically and emotionally safe environment
- Raise concerns about safety, wellbeing or inappropriate behaviour with a Council staff member
- Respect personal boundaries and the wellbeing of others
- Not engage in bullying, harassment, discrimination, intimidation, offensive language or behaviour

3. Integrity and Responsibility

As a Youth Councillor, I will:

- Be honest, trustworthy and accountable
- Respect confidentiality and use information shared appropriately and responsibly
- Not deliberately mislead other Youth Councillors, Council staff or the community
- Disclose any actual or perceived conflicts
- Use Council resources responsibly and only for approved Youth Council purposes

4. Attendance and Participation

As a Youth Councillor, I will:

- Attend meetings regularly, arrive on time
- Participate constructively and positively and seek support when needed

- Represent the interests, ideas and diverse experiences of young people in the community
- Listen to and consider different perspectives, even when they differ from my own
- Only speak on behalf of the Youth Council when authorised to do so

5. Positive Discussion and Debate

Open discussion and the sharing of different opinions is encouraged. Youth Councillors may respectfully disagree with one another, provided discussions remain constructive, inclusive and focused on achieving positive outcomes for young people and the community.

Appendix 2 – Consultation Request Form

Consulting with the Youth Council

The Youth Councillors meet regularly, supported by one Macedon Ranges Youth Services Council Officers.

There is a 30-minute time slot available at each meeting for potential organisations to present their upcoming initiatives and gain the Youth Councillor's perspective.

Organisations can present to Youth Council on anything that they would like a youth perspective on, such as events, programs, policies or strategies.

The Youth Councillors cannot speak on behalf of the youth in Macedon Ranges Shire.

However, they can give their perspective as youth leaders motivated to create opportunities and advocate as a representative group for youth in Macedon Ranges.

If you or your organisation would like to consult the Youth Councillors on an upcoming initiative, policy, or brief them on your upcoming project, activity or event, then please read the terms and conditions and apply via the expression of interest below.

Terms and Conditions

1. Applying to consult the Youth Councillors through the expression of interest form does not guarantee a consultation with the Youth Councillors.
2. A Council Officer will review each application and make their decision to be consulted based on the following:
 - a. Youth Council's capacity – the Youth Councillors may be working on other initiatives and/or have other commitments
 - b. If the initiative is relevant to the Youth Councillors' portfolio areas
3. If the expression of interest has been approved, you will be contacted by a Council Officer working with the Youth Councillors. All correspondence from that moment on will go through the Council Officer.
4. All facilitators need to create a youth-friendly presentation. We recommend making your presentation engaging and interactive through moving presentation and using sticky note and butcher's paper.

Youth Council Consultation Expression of Interest

Name:

Email:

What is the aim/objectives of the project or initiative?

What is the purpose of the presentation

- ☐ One off consultation
- ☐ Ongoing or stepped consultation
- ☐ Promote youth service to young people
- ☐ Get the youth councillors perspective on a project, activity or event

How would you like the Youth Councillors to support your initiative

- Give feedback during the consultation
- Support or attend a once off initiative or event you have planned
- Other, please specify

How many minutes do you require? (max of 30mins)

Any further comments?

Privacy Collection Notice

Macedon Ranges Shire Council is committed to protecting your privacy. The personal information you provided on this expression of interest is being collected for the primary purpose of informing Youth Council members and relevant Council Officers of your intention to engage with them.

Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. If you wish to gain access to, or alter any personal information you have supplied on this survey, please contact us at youth@mrsc.vic.gov.au

You can access Council Privacy Policy at mrsc.vic.gov.au

Notice of Motion

Youth Council Meeting – Date-Month-Year

Notice of Motion Title

Submitted By:

Date Submitted:

Proposed Motion:

That the Youth Council:

Insert proposed motion for inclusion in the agenda

Background information:

Please include any background information you wish to be published with the Notice of Motion.

Purpose

Explain why this motion is important and how it relates to young people or the community

Seconded By

Name:

