



Moira Youth Council

Terms of Reference



1 PURPOSE

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

2 OBJECTIVES

Youth Council advocate for young people across the Moira 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 and program
- Developing an understanding of local services available for young people across Moira Shire
- Acknowledging and raising public awareness of young people in a positive manner
- Establishing a positive and meaningful connection between Youth Council and the Council
- Informing and educating the Council and the community about issues concerning young people
- Reviewing Council policy in relation to matters relevant to youth
- Setting clear achievable goals that have beneficial and effective outcomes for the wider community
- Planning and supporting Youth events, initiatives and projects within the community
- Attend regular meetings and participate in discussions and decision making.

3 DEFINITIONS

Unless otherwise stated, the following terms are defined as;

Youth Council: Elected advisory group of young people for Council.

Council: Moira Shire Council.

Terms of Reference: A document that outlines the purpose, roles and responsibilities of a group.

Youth Mayor: Nominated Youth Council member to lead and facilitate meetings.

CEO: Chief Executive Officer of Moira Shire Council.

Councillor: Elected member of Moira Shire Council, or Administrator when Council is under



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administration.

Minutes: Official record of the meeting.

Quorum: Minimum number of members required at a meeting for official business to be conducted.

4 MEMBERSHIP

Moira Youth Council will be made up of 12 members aged between 16 -24 years. Members who turn 25 during their term, may only hold their position on the Youth Council for the remainder of that year. Applicants who are aged 15 but turn 16 before the 1 February 2027 are welcome to apply.

Appointment of Youth Council members will be for a two-year term.

A minimum of 6 members will be required in attendance to meet quorum. If membership drops below quorum, an 'unscheduled recruitment' for additional members will open to meet the required numbers.

The Youth Council will elect titled positions who are appointed via vote by Youth Council members.

These positions are for a 12-month term and include;

Youth Council Mayor

- chair meetings and ensure everyone has a fair go to contribute
- facilitate discussions and decision-making
- represent the Youth Council in public and in meetings with other organisations
- present to Council (with support) where required

Youth Council Deputy Mayor

- support the Youth Council Mayor
- perform Youth Council Mayor duties in the absence of the Youth Council Mayor,
- represent the Youth Council in public and in meetings with other organisations when nominated

Youth Council Secretary

- assist with the development of the meeting agenda and other Youth Council documents
- take minutes as required and report resolutions supported by Youth Council
- submit minutes to Youth Council members for review prior to next meeting

Youth Council Members

- attend regular meetings and participate in discussions and decision-making
- represent the views and opinions of young people in the community
- help plan and organise events, projects, and initiatives
- communicate with other young people and groups to gather feedback and ideas.



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- represent the Youth Council in public, meetings and other relevant occasions if nominated by the Youth Council Mayor.

5 SELECTION CRITERIA

The Youth Council should be representative of members from a broad range of demographic and diverse backgrounds. Successful applicants will be endorsed by Council and have demonstrated in their application that they;

- Live, work, attend school in the Moirai Shire area or are connected to the community
- Agree to work in accordance with the Terms of Reference
- Desire to work constructively and collaboratively to allow the Youth Council to fulfill its purpose
- Wish to develop their leadership skills and actively engage with other local young people
- Commit to attend a majority of the scheduled meetings and training opportunities

6 MEMBER PROCESS

Council will invite applications for Youth Council through multiple advertising and media platforms. Once received, the applications will be reviewed by a panel of two Council Officers and the Manager of the Community Wellbeing Department. Successful applicants will be endorsed and officially appointed by Council. Interested young people must complete the following process to apply for Youth Council:

- Make an application through the approved process
- Meet with relevant staff from Moirai Shire Council
- Complete screening checks where required
- Read and agree to the Terms of Reference

7 MEETING PROCEEDINGS

The Youth Council will operate on a consensus basis with members to have an equal say in any discussions required. Should a vote be necessary each member of Youth Council is entitled to one vote with the Youth Council Mayor to hold the casting vote if there is a deadlock of votes.

Youth Council meetings will be held bi-monthly at a specified location and time as determined by Youth Council and may include an additional 2-day planning and evaluation retreat/camp with a focus on leadership and team building.

Additional activities may be held in the alternate months to provide opportunity for professional development.

A quorum comprising of at least half of the Youth Council members must be present at all Youth



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Council meetings. Without a quorum, no business may be conducted.

Youth Council members will notify the Youth Council Mayor or Youth Development Officer 24 hours prior to the scheduled meeting if they are unable to attend.

The Youth Council may form sub committees from its members for specific matters arising, provided that no decision may be acted upon until adopted by the full Youth Council.

Agenda items will be called for at least one week prior to the scheduled meeting. The agenda with any attached documents will be made available to the Youth Council members.

The Youth Council Mayor and Deputy Mayor will be required to present to Council on the progress of Youth Council.

Methods used for communication may include, and are not limited to; Zoom, Teams, Email, Phone and Facebook, at the discretion of the Youth Council and the Community Services Officer.

A Moira Shire Council representative will be present at all meetings.

7 A COUNCILLOR AND STAFF ATTENDANCE

Councillors attend Youth Council meetings to provide updates on Council matters relevant to youth and the broader community.

Council Community Services staff attend meetings to provide administrative support and facilitate proceedings in accordance with Section 15.

Other Council staff (or external presenters) may be invited to attend meetings to present information on specific topics relevant to the Youth Council's objectives.

All councillors, staff, and invited presenters participate as non-voting members.

Councillor Appointment Process

Council will formally appoint up to two [2] Councillors to the Youth Council Advisory Committee through Council resolution. Appointed Councillors will serve for a term of two years or until the next general Council election, whichever occurs first, with new appointments requiring a fresh Council resolution.

8 INDUCTION

All successful applicants will be required to complete an induction that will be conducted at the expense of Council with Officer support.

This will include;



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- An online induction through the North East Council Contractor Induction (NECCI) program
- Members over the age of 18 require a current Volunteer Working with Children Check (WWCC)
- Members over the age of 18 to undertake a National Police Check

9 FUNDING

The Youth Council has an allocated budget that sits within the operational budget of the Community Services Department of the Moira Shire Council. This budget is allocated per financial year.

This budget is allocated for the purpose of Youth Council meeting, uniforms, member packs, catering expenses, training expenses and any area as deemed appropriate to the purpose and objective of the Youth Council.

Council reserves the right to determine appropriate spending of funds.

10 CONCERNS & COMPLAINTS

Youth Council members have the right to raise any unresolved issues with confidence they will be treated fairly and respectfully. Council will treat every concern or complaint seriously in a confidential and sensitive manner making all reasonable attempts to resolve the issue quickly. In the instance where this cannot be managed internally, concerns will be directed to the People and Culture Team at Moira Shire Council for guidance and advice.

11 END OF MEMBERSHIP

A Youth Council member may have their membership terminated if they behave unprofessionally or inappropriately towards any Councillors, Council Officers, other Youth Council members, the general community or fail to follow the Terms of Reference.

A Youth Council member must submit in writing their intention to resign from the Youth Council.

The Council is empowered to declare a Youth Council member's place vacant if they fail to attend three consecutive meetings without notice of leave.

Mechanisms for constructive feedback and support to address issues before resorting to termination will be utilised accordingly.

12 CONFIDENTIALITY

On occasions the Youth Council may be required to deal with a matter that has been identified as confidential in nature. Youth Council members are required to deal with such matters in confidence and with discretion in line with the Terms of Reference.



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Before a confidential matter can be dealt with, any person in attendance who is not an endorsed member of the Youth Council or a Council representative, must leave the meeting.

Youth Council documents will be stored in Council's Electronic Records Management System.

Youth Council Members will not have access to sensitive or confidential Moira Shire Council documents or information.

13 CONFLICT OF INTEREST

Members are bound by the *Local Government Act, 1989*, in relation to conflict of interest. Conflicts specifically arise where a matter directly affects a member of their extended families.

If a Youth Council member has a conflict of interest, they must disclose the nature of that interest at the meeting at which the matter is discussed. The member must leave the room and remain outside until conclusion of discussion or vote on the item.

14 SAFETY AND INCLUSION

To ensure access and inclusion for all, consideration has been given and may include but not limited to;

- Flexible meeting times to accommodate school, work, and recreational activity schedules
- Providing virtual meeting options for those unable to attend meetings in person
- Offering transportation assistance for those who may have difficulty getting to and from meetings
- Ensuring meetings are held in accessible locations
- Providing materials in various formats for those with learning preferences or accessibility needs
- Creating a welcoming and inclusive environment where all voices are heard and valued
- Offering mentorship or support for members who may need extra guidance or assistance

Moira Shire Council complies with *Child Safety and Wellbeing Standards Act, 2005*, demonstrating our commitment to child safety by creating and maintaining a child safe environment and workplace.

The Moira Shire Council Child Safe Policy can be viewed on the Moira Shire Council website at:

www.moira.vic.gov.au/Our-Council/Our-policies/Child-Safe-Policy

15 MOIRA SHIRE STAFF

The Youth Council will be facilitated by the Community Services Officer or another delegated representative/s from Council's Community Wellbeing Department.

The Community Services Officer will:



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- Provide administrative support to the Youth Council
- Ensure the agenda and minutes are completed and distributed by the elected Secretary
- Provide the outcome and resolutions of the Council regarding each recommendation
- Provide opportunities for training and development for Youth Council members
- Provide support for conflict resolution matters
- Assist communication and connection between community and Youth Council
- Attend all Youth Council meetings or delegate representation when required

16 INDEMNITY

The Council will indemnify members of the Youth Council against any action liability claim or demand on account of any matter or thing done by them on behalf of the Youth Council when they are acting in accordance with these terms of reference in the honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Youth Council.

17 AUTHORITY

In carrying out its responsibilities, the Youth Council, at all times, must recognise the responsibility for management of Council rest with Council and the CEO, as provided in the *Local Government Act 2020*.

- The Youth Council has no executive powers and cannot make decisions on behalf of Council
- Youth Council can only make recommendations to Council
- The Youth Council cannot direct any Council staff in their duties
- The Youth Council has no delegated authority
- Any social media communication will be approved by Council through selected platforms
- Intellectual Property created for the purpose of this program will be owned by Moira Shire Council
- Youth Council members are not authorised to speak with media or members of the public on behalf of Council