



22 - 24 September 2017
Macquarie University

REGISTRATION DOCUMENTS

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Congratulations!

Thank you for registering your interest in the 2017 NSW Youth Council Conference.

This pack contains important information including forms you **MUST** return and information that you can keep.

Please ensure that you take the time to read through the pack thoroughly.

If you have any questions, see contact details below.

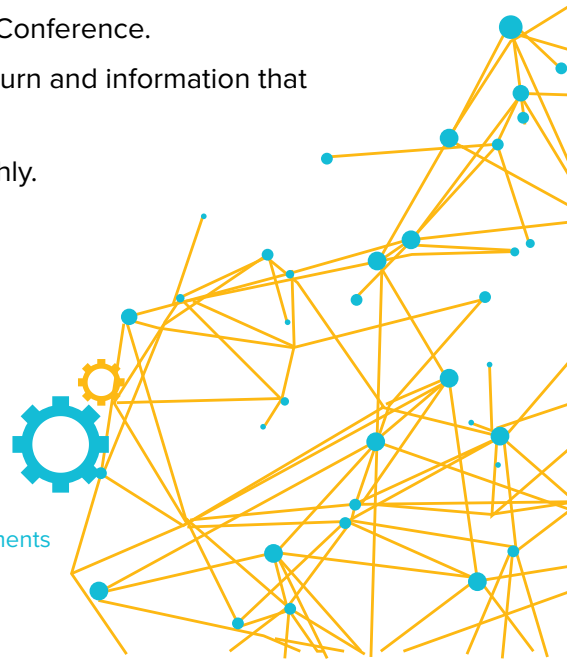
Phone 9952 8222

Email mpaine@ryde.nsw.gov.au or gtripathi@ryde.nsw.gov.au



MAKE IT HAPPEN

NSW YOUTH COUNCIL CONFERENCE 2017 | Registration Documents





How to Register

1. Complete this form once for your Youth Advisory Council (YAC).
2. Complete an “Attendee Details” (pg. 4) form for each of your attendees including the Youth Development Officer (YDO) or nominated adult who will be accompanying your delegates.
3. Complete one “Indemnity” (pg. 5) form for each of your YAC members and YDO.
4. Complete one “Payment Summary” (pg. 6) form for your YAC and make payment.
5. If you would like to present at the conference or host the next conference complete the “Application to Present YAC Projects” and/or “Expression of Interest to Host” (pg. 7) form.
6. Complete the “Panel Questions” (pg. 8) form for the Q&A sessions.
7. Once completed return all your forms and payment by Monday 17 July 2017 to:

Email: mpaine@ryde.nsw.gov.au

Post: Mike Paine, Community Project Officer – Young People, City of Ryde Council,
Locked Bag 2069, North Ryde NSW 1670

Questions or concerns: Call Mike Paine on 9952 8248

Each Youth Council is required to have a nominated fee paying adult guardian accompanying their delegation to the event, who is responsible for supervising their delegates.

Each Youth Council is responsible for ensuring that parents or guardians have granted permission for delegates under 18 to attend.

Youth Advisory Council Name

SUPERVISOR / YDO DETAILS (OR YOUTH WORKER)

First Name

Surname

Council / Organisation

Position

Address

Suburb / Town

Telephone

Email

Will you be the nominated adult accompanying the YAC to the conference *(please tick)*

Yes **No**

(If no, please provide the details for both you (above) and the nominated adults / guardians who will be attending (below))

ADULT / GUARDIAN

First Name

Surname

First Name

Surname

Attendee Details

Please complete this form for EACH attendee, including your Supervisor / YDO, attending the conference (this form can be reproduced as many times as necessary).

CONFERENCE ATTENDEE

First Name

Surname

Age **Email**

Address

Suburb / Town

State **Postcode**

Telephone **Mobile**

Do you have any special dietary requirements? **Yes** **No** (If yes, specify below)

Do you have any medical conditions, special needs/mobility issues or allergies? **Yes** **No**
(If yes, please provide a care plan for any emergency situation if required)

EMERGENCY CONTACT DETAILS

First Name

Surname

Relationship to delegate

Email

Address

Suburb / Town

State **Postcode**

Telephone **Mobile**

Will you be staying in Ryde over the course of the conference? **Yes** **No**

If yes, which hotel are you planning on staying at?

Will you be taking part in the evening activities?

Youth Council Games on Friday 22 September from 7.00 - 9.00pm approximately **Yes** **No**

Sydney harbour river cruise and dance party from 7.00 - 11.00pm approximately **Yes** **No**

Due date for registrations: Monday 17 July 2017



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Indemnity

First Name	<input type="text"/>		
Surname	<input type="text"/>		
Date of Birth	<input type="text"/>	Email	<input type="text"/>
Telephone	<input type="text"/>	Mobile	<input type="text"/>
Address	<input type="text"/>		

CONDITIONS OF ENTRY

- I am aware that I am participating in the 2017 NSW Youth Council Conference and associated activities, including but not limited to laser tag, boat cruise, human football and foot darts.
- I am aware of the risks associated with my participation and understand that there may be a risk of personal injury, loss or damage
- I am aware that Ryde City Council encourages participants to wear appropriate safety equipment when taking part in certain activities.
- I am not aware of any condition whether medical or otherwise that would prevent or hinder my participation.
- I indemnify Council from any claim or action and for any liability which may arise or accrue as a result of participation in this activity

I agree to abide by the conditions of participation for the 2017 NSW Youth Council Conference and associated activities. I understand that I am entering at my own risk. I give my permission for organisers to obtain medical assistance and / or call an ambulance in a medical emergency.

Name	<input type="text"/>	Signed	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

Participants under the age of 18 years must have consent of a parent or guardian:

I consent for my son / daughter / ward to participate in the 2017 NSW Youth Council Conference and associated activities. I understand this activity may result in injury. I understand my son / daughter / ward is entering at his / her own risk. I give my permission for organisers to obtain medical assistance and / or call an ambulance in a medical emergency.

Name	<input type="text"/>	Signed	<input type="text"/>
Relationship to participant	<input type="text"/>		
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

I give permission for the Youth Development Officer or designated supervisor accompanying my child, to sign any indemnity forms for the organised activities, on my behalf.

Name	<input type="text"/>	Signed	<input type="text"/>
Relationship to participant	<input type="text"/>		
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

I give permission for my image, or my child's image to be used for the promotion of Council services, events and activities.

Name	<input type="text"/>	Signed	<input type="text"/>
Relationship to participant	<input type="text"/>		
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

Payment Summary

City of Ryde | ABN – 81 621 292 610

Note: in order for us to process one fee per Council/Organisation, it may be necessary for you to collect and invoice individual fees from delegates at your local level if they are paying for their own attendance to the conference.

PAYMENT SUMMARY FORM

Please complete this summary form for your council or organisation and return with the appropriate payment and individual Registration Forms.

How many YAC members will be attending the conference?

How many YDO's will be attending the conference?

T-shirt's for the Conference

T-shirts come in S, M, L, XL and XXL and are included in Conference fee.
Please fill out attendee name, total amount and t-shirt size:

Registration - \$80.00 including GST)

Name of Supervisor attendee	T-shirt Size (S, M, L, XL and XXL)	Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total \$
(Including GST)

THIS FORMS A TAX INVOICE ON PAYMENT

Payment method

Cheque – Cheques to be made payable to 'City of Ryde'

FOR OFFICE USE ONLY:

CASHIER CODE: YouthCConf



Shuttle Pick up

Does your group need transportation from or to Sydney Domestic Airport or Macquarie University train station?

Yes

No

NOTE: Friday AM and Sunday PM only

If **yes**, please email details such as expected arrival times, contact information for someone in your group, pickup point and group numbers to mpaine@ryde.nsw.gov.au

Application to Present YAC Projects

If your Youth Advisory Council would like to present at the 2017 NSW Youth Council Conference please complete this form.

We can cater for PowerPoint presentations and any Audio and Video presentations. Please specify if you require any other equipment in "Presentation Requirements" below.

Please note that a copy of any PowerPoint presentations must be emailed to the City of Ryde CPO- YP at least **1 week prior** to the conference, to ensure compatibility with the venue's AV equipment. Due to time constraints **presentations are limited to 5-10 minutes.**

Please return Application to Present Form with supporting material by Monday 17 July 2017, together with your Registration Form.

Youth Advisory Council Name

Presentation Title

Presentation Description

Presentation requirements

Expression of Interest to Host

EXPRESSION OF INTEREST TO HOST THE 2019 NSW YOUTH COUNCIL CONFERENCE

Youth Advisory Councils will be given the opportunity to present a 'pitch' to host the 2019 NSW Youth Conference. A secret Ballot will take place on the day to determine the successful YAC.

It is suggested that Youth Advisory Councils obtain a letter of support from their local council or governing body prior to expressing an interest in hosting the conference.

Please **return** Expression of Interest with supporting material by **Monday 17 July** together with your Registration Form.

Youth Advisory Council

Council/Organisation



FINANCIAL ASSISTANCE

WHAT CAN THE FINANCIAL ASSISTANCE SUBSIDY COVER?

- Contribution to travel costs to attend the NSW Youth Council Conference
- Contribution to accommodation costs to attend the NSW Youth Council Conference.

HOW DO I CLAIM?

- You must first put in an application. All applications must be received by August 18th 2017. Late applications may not be considered
- A decision will be made based on the eligibility of your claim (see below). You will be informed by Friday 1st September of the outcome – including approved funding amount
- To receive the funding, City of Ryde will require confirmation that you have paid for transport / accommodation and an invoice made out to City of Ryde
- Subsidies are capped at \$400 per person with a maximum of 4 people eligible from any community / LGA – please see the table below

Distance Travelled	Max Subsidy Available
0-100 km	\$100 per head
100-250km	\$200 per head
250km+	\$400 per head

- The committee will consider applications that do not fully meet the eligibility criteria if financial hardship is a factor.

ELIGIBILITY

- Must be a Council or NGO with a youth council or youth advisory group
- Must be based in NSW and all people benefitting from the Financial Assistance package must be residents of NSW
- Must have a commitment to attend every aspect of the 2017 NSW Youth Council Conference.

GUIDELINES

- The distribution of these finite funds is at the discretion of the 2017 NSW YCC committee and their decision is final
- If the fund is oversubscribed, preference will be given to those experiencing from Financial Hardship and people from Rural and Regional NSW.

For further information, please call Mike Paine on 9952 8248 or email mpaine@ryde.nsw.gov.au



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Panel Questions

The Conference program includes a Q & A Panel sessions. You will be given the opportunity to present questions to political leaders and community based professionals. Political leaders typically support local project ideas, challenging the validity of the processes. Find out how you can best use their knowledge, experience and networks to assist your local idea through this session.

To allow our speakers to be better prepared to give you informed and concise answers please think of some questions relating to the conference theme of "MAKE IT HAPPEN", for each of our Q & A Panels and write them below. Please return this with the other registration forms.

Please refer to our Speakers Bio's at the end of the brochure to see who will be speaking at the conference.

POLITICAL PANEL

Question 1:

Question 2:

Question 3:

Question 4:

What 3 areas are your Youth Committee interested in addressing with a Community Project?

1:

2:

3:

