
- TERMS OF REFERENCE -

WAIMAKARIRI YOUTH COUNCIL

Reviewed January 2023, adopted August

The Waimakariri District Council adopted the Waimakariri Youth Strategy in 2019 with the following vision:

“A District where young people are engaged and connected to a community that values and supports them. Where young people have opportunities to grow, develop and get excited about the future.”

The Youth Strategy also contains a number of themes and objectives which have been identified as key priorities in our District. The Waimakariri Youth Council has been identified as an effective means to support the vision, and to ensure that these key themes and objectives are fulfilled.

Waimakariri Youth Council’s citizenship definition:

Community involvement which builds a sense of identity and belonging. Helping the community to understand their rights, duties, and opportunities.

PURPOSE:

Identify and communicate to the District Council the interests and preferences of Waimakariri young people in relation to;

- the content of strategies, policies, plans, and bylaws of the District Council,
- the processes and mechanisms for engagement with young people in the District,
- the consideration of regional issues raised by local young people,
- consultation with local young people and the community,
- advocating and advancing the Waimakariri Youth Strategy,
- any matter that the Youth Council considers to be of particular interest or concern to Waimakariri young people.

Youth council will facilitate positive public engagement and involvement of young people in the community. Through various project groups which focus on.

- Events/opportunities
- Development of youth spaces
- Social and intergenerational connections
- Environmental protections
- Public Engagement and opportunities for young people to have a voice

Additionally, Youth Council will work with other youth participation groups and partners to represent the district, the community and its young people nationally.

SCOPE:

The work of the Youth Council can evolve according to the needs and aspirations of the District's young people, in line with the implementation of the Waimakariri Youth Strategy.

ROLE OF THE WAIMAKARIRI DISTRICT COUNCIL:

- The Council will provide reports or information relating to topics of interest or relevance to the Youth Council.
- Council staff shall be available to attend Youth Council meetings at the request of the Youth Council, and when agenda items require a staff member's expertise.
- The Council will provide secretarial services and staff support.

GUIDING FRAMEWORKS:

The Waimakariri Youth Council will be guided by the following:

- The United Nations Convention on the Rights of the Child declares that young people have the right to participate in decision making that affects them.
- The principles of the Treaty of Waitangi | Te Tiriti o Waitangi.
- The Waimakariri Youth Strategy 2018.

MEMBERSHIP:

Where possible, Youth Council membership should be comprised of:

Waimakariri District Council	Staff Support - Youth Development Facilitator Mayor – ex officio Two District Councillors
Secondary Schools	Rangiora High School Kaiapoi High School Rangiora New Life School Oxford Area School
District Wards	Rangiora-Ashley Kaiapoi-Tuahiwi Oxford-Ohoka Woodend-Sefton
Local organisations	WaiYouth Disability sector Māori and Pasifika
Other representation	Employed Youth Tertiary student Home-schooled Out of the district but attends school in the district In the district but attends school out of the district

To allow for succession planning and flexibility, Youth Council membership will comprise between 10 and 15 members aged 12 to 24 years.

Membership is renewed annually through completing a form sent out by the Youth Development Facilitator at the end of each year.

YOUTH COUNCIL MEMBERSHIP RECRUITMENT & RENEWAL PROCESS:

Recruitment:

- A new round of recruitment will be triggered when membership falls to 10 or fewer current members, at the discretion of the Youth Council.
- Interviews and selection of replacement Youth Councillors will be undertaken by a committee of three or four, consisting of the Youth Development Facilitator and two or three current Youth Councillors.
- Register of interest will be available on the social media pages and on the Youth Council's webpage all year round. Young people who register their interest will be contact first when a position has become available.

Renewal:

If attendance requirement is not met (See Breaking Terms of Reference), then renewal of membership will not be processed. A panel of the Co-Chairs and Youth Development Facilitator will determine if the membership will be renewed.

- No limit for annual renewals.

ELECTED MEMBER MEMBERSHIP:

The Mayor (ex officio), and up to two elected Councillors will be appointed by the District Council to sit on the Youth Council. The elected members will act as liaison between the Youth Council and the Waimakariri District Council.

BASELINE COMMITMENT

A member must:

- Attend all meetings (face to face and online meetings), unless a reasonable apology is provided.
 - Take on an active role in at least one project group.
- A system of recording attendance at meetings (e.g., the hours register) will be utilised. If a member fails to attend 3 meetings in a row (face to face and online meetings), a WYC Co-Chair or WDC staff member will check-in with them. Check-ins will remain confidential to the member, and the co-chairs unless further assistance is sought from the WDC facilitator. If the member is ultimately unable to make this baseline commitment, the member must step-down.
- As a part of their baseline commitment, members can seek extra support by requesting to speak to a counsellor at any time.

Project groups: All Youth Councill members will have the opportunity to choose which project group they would like to work within each year.

MEETING PROTOCOL:

- To allow for flexibility, the Youth Council may choose whether to appoint a single Chairperson with a deputy or two Co-Chairs.
- Youth Council can elect a new Chair or Co-Chair to the position at any time as needed. The Co-Chair term will only be for two years and rotate every year to support a good succession plan model. A Co-Chair can reapply for their role.
- Other roles within the Youth Council may also be elected as needed (e.g. Treasurer).
- Minutes from the previous meeting will be Moved and Seconded at the following meeting to ensure that they are true and correct record of the meeting.

COMMUNITY ENGAGEMENT - PUBLIC ATTENDANCE TO MONTHLY MEETINGS:

All Youth Council meetings are publicly excluded, if any community member would like to present, speak, or attend a meeting then prior approval is required from the Youth Development Facilitator.

The following process and channels are available for members of the public to attend or present at a Youth Council monthly meeting.

- Waimakariri Youth Council social media pages, Facebook and Instagram
- Waimakariri District Council social media pages, Facebook and Instagram
- Email to the Waimakariri District Council's Youth Development Facilitator
- Online form via the Waimakariri District Council website

All requests must follow the guidelines set by the Rerenga Awa (Canterbury Youth Worker's Collective) for "Good youth engagement".

MEDIA:

Any appropriately trained and briefed Youth Council member may act as a media spokesperson for the Youth Council, with support from the Youth Development Facilitator; and after gaining appropriate approval from the committee.

REPRESENTATION:

When representation from the Youth Council is sought by an external source, whether for a one-off event or as an ongoing commitment, an appropriate nomination will be made by the Youth Council.

Youth Council members should also seek appropriate approval from the Youth Council to officially present themselves as a Youth Council member in a public setting.

POLITICAL NEUTRALITY:

The Waimakariri Youth Council is a political neutral committee of Council.

Group Responsibility

- This does not prohibit the WYC from having policies on specific issues, as long as they are adopted by a vote of the group,

- This also does not prevent the WYC from advocating for youth voice or presenting young people's views,
- This means that the WYC does not endorse or support political candidates or parties for any elected office,

Individual Responsibility

- Every member of the WYC is expected to remain politically neutral when acting as a member of the WYC.
- This does not restrict the fact that every member of the WYC has the same political rights as all other New Zealanders when acting as private individuals. This means that when acting as private individuals all WYC members have the right to:
 - Stand for office
 - Research and support candidates
 - Vote
 - Have association with any group or organisation with a specific political purpose
- No member of the WYC may use WYC resources or WYC media (including social media) for political purposes.

BREAKING TERMS OF REFERENCE:

Membership of the Youth Council may be terminated at the discretion of the Youth Council due to the following:

- Failure to attend three meetings of the Youth Council without valid apology
- Failure to adhere to the Youth Council's 'Values and Expectations' document

DOCUMENTATION:

- The minutes of each meeting will be kept, and an electronic copy is to be saved in the applicable Council document storage system. Once the minutes have been approved at the following meeting then they will be added to the Waimakariri District Council's website.
- The minutes of each meeting will be circulated and considered by Youth Council members prior to the following meeting.

SCHEDULE OF MEETINGS:

The schedule of meetings should be agreed by Youth Council at the start of each year.

DECISION MAKING:

Decisions will generally be made by consensus of the Youth Council. Where a consensus cannot be reached, a voting system may be adopted.

CONFIDENTIALITY:

There is a need to balance confidentiality with transparency and openness to ensure a safe environment for robust discussion. Where Youth Council discusses matters 'in committee' they will be regarded as confidential.

RESOURCES AND BUDGET:

- The Youth Council will be supported by the Youth Development Facilitator and other relevant District Council Staff.
- The Youth Council will be appropriately resourced to support its engagement and communication with stakeholders
- Funding will be sourced from external sources where available and appropriate.
- The Youth Council is not responsible for an operating budget, however, it may make recommendations to the District Council for projects or items incurring expense and relating to youth.
- The Youth Council will receive reports on funding held by the Waimakariri District Council for the Youth Council.

CONFLICT OF INTEREST:

Members of the Youth Council must declare any items on the agenda where there is a conflict of interest. It may arise, for example, from a personal relationship, or involvement with an organisation, or from conduct that indicates prejudice or predetermination.

AMENDMENTS AND REVIEW OF YOUTH COUNCIL KEY DOCUMENTS:

Amendments to the Terms of References can be made at any time at the discretion of the Youth Council.

Every two years the Terms of Reference will be reviewed fully. Every other year the Values and Expectations document will be reviewed.

ADOPTED DOCUMENTS:

- Rerenga Awa (Canterbury Youth Worker's Collective) – Good youth engagement
- Rerenga Awa (Canterbury Youth Worker's Collective) – Safe youth engagement

PARTNERSHIPS:

Youth Voice Canterbury

- As a member of the Youth Voice Canterbury network, the WYC and all WYC members, will seek to maintain positive and substantive relations with Youth Voice Canterbury and all members of the Youth Voice Canterbury network.