
- TERMS OF REFERENCE -

WAIMAKARIRI YOUTH COUNCIL

Reviewed April 2026, adopted April 2026

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.

The 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.

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 2019.

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.

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 Māori and Pasifika
Other representation	Employed Employed in the district but living outside the district. Disability sector 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 **11** and **16** 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.

Membership renewal condition: If the attendance requirement is not met, 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.

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

YOUTH COUNCIL MEMBERSHIP RECRUITMENT PROCESS:

- A new round of recruitment will be triggered when membership falls to **11** 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 contacted first when a position becomes available.

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 liaisons between the Youth Council and the Waimakariri District Council.

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 for the position at any time as needed. The Co-Chair term will only be for two years.
- 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 a true and correct record of the meeting.

DOCUMENTATION:

- The minutes of each meeting will be kept and an electronic copy is to be saved in the applicable Council document storage system.
- 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 upon by the 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.

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.

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 a valid apology
- Failure to adhere to the Youth Council's 'Values and Expectations' document

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.

REPRESENTATION:

In the event that 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 committee.

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

AMENDMENTS:

Changes to the Terms of Reference can be made at any time at the discretion of the Youth Council.

REVIEW OF YOUTH COUNCIL KEY DOCUMENTS:

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