

Introduction	The Rangitikei District Council (RDC) recognises the importance of obtaining the views of young people in Rangitikei and providing a forum for obtaining advice about matters that impact youth. These Terms of Reference provide the RDC Youth Council with the terms for its operation.
Purpose Reason Youth Council exists / intended result aim/goal	<p>The purpose of the Youth Council is to:</p> <ul style="list-style-type: none"> <li>• Strengthen engagement between Rangitikei District Council and young people and build young people’s knowledge of Community, Council and Central Government processes to enable them to participate in community decision-making processes.</li> <li>• Assist and advise the Rangitikei District Council on how it can be: a District full of opportunities that empower young people; a District that inspires young people; and a District that uses meaningful engagement to gain insight into the needs of young people.</li> <li>• Develop the skills and capabilities of its members as leaders within our community.</li> <li>• Encourage youth participation in civic affairs and provide a youth perspective into District issues, policies and future planning.</li> <li>• Create tangible positive outcomes your youth and wider community.</li> </ul>
Key Tasks	<p>The Youth Council and its members are expected to:</p> <ul style="list-style-type: none"> <li>• Attend the training day or weekend</li> <li>• Attend as many 6 weekly Youth Council meetings as possible and at least one Committee meeting and one full Council meeting.</li> <li>• Actively participate in Youth Council meetings and get involved in activities outside of the meeting.</li> <li>• Share information, learnings with other young people in the community.</li> <li>• Listen to youth in the community and feedback views and ideas to Youth Council.</li> <li>• Advocate on Youth Issues, putting forward positive solutions for Council consideration.</li> </ul>

	<ul style="list-style-type: none"> <li>• Help plan, promote and run Youth Week with councils Strategic Advisor for Rangatahi.</li> <li>• Organise, plan and facilitate two annual youth events in the district.</li> </ul>
Role Expected behaviour	<p>The Youth Council and its members are expected to provide:</p> <ul style="list-style-type: none"> <li>• <b>Constructive advice</b> on Rangitikei District Council policies, strategies and services from a youth perspective and where possible identifying evidence and solutions, whilst taking into account the wider needs, issues and views of young people in Rangitikei.</li> <li>• <b>Clear communication</b> with Rangitikei District Council and a broad range of young people from the community to increase information flow and build both Council and youth knowledge.</li> <li>• <b>Proactive engagement</b> in Council decision-making and civic life through existing and innovative means.</li> </ul>
Membership	<p><b>Member Criteria</b> The Youth Council will include up to 11 members, including one Chairperson and one Deputy Chair. This group will embrace diversity and will ideally be broadly representative of the different cultures, genders, geographical residents and other various groups within the Rangitikei youth population.</p> <p>Criteria for the Youth Council are as follows:</p> <ul style="list-style-type: none"> <li>• To be between the ages of 13-24.</li> <li>• To reside within Rangitikei District boundaries.</li> <li>• To be committed to making a contribution of consequence.</li> <li>• To collectively have the broad range of skills, experiences and perspectives required for the group to fulfil its purpose.</li> </ul> <p><b>Role Descriptions</b> The role of Members, Chair, Deputy, Alumni, the Strategic Advisor for Rangatahi and Elected Members/Councillors are outlined in the 'Role Description' document.</p> <p><b>Term of Appointment</b> The standard term of appointment will be two years from date of appointment. Members may have their membership extended for additional terms if requested by the member. Extended terms of appointment must be approved by both the Chair and the Deputy of the Youth Council in consultation with the Strategic Advisor for Rangatahi.</p> <ul style="list-style-type: none"> <li>• A Youth Council membership will cease if that Member resigns or: turns 25 during their membership (regardless of completing a two year term)</li> <li>• does not work proactively during any one calendar year review period, or</li> <li>• behaves in a way that violates the Code of Conduct or is otherwise seen, in the opinion of the Youth Council or</li> </ul>

Rangitikei District Council, as detrimental to the effective operation of the Youth Council

A Youth Council membership will be re-evaluated if the Member:

- moves out of Rangitikei District boundaries
- misses more than three consecutive meetings without apology or 3 meetings within one year.

A performance meeting of the Chair, and/or Deputy, and the Strategic Advisor for Rangatahi with the Youth Council Member will take place to assess that Member's appointment. The Member's ongoing membership is at the discretion of the Chair and Deputy and will be reviewed annually – accounting for the Member's two year term, age, work over a calendar year and behaviour.

If a Youth Council Member resigns or ceases to be a member, a replacement will be sought through the process for selecting new members outlined below.

#### **Selection Process**

Rangitikei District Council will call for nominations of 13-24 year olds from within the District's boundaries via a number of different media and networks. Young people interested in being a Youth Council member will complete an application form. Youth councillors will be selected, not elected.

Nominations may also be received from the Rangitikei District Mayor and Councillors.

Youth Councillors are to demonstrate good group connections, and skills and qualities that will benefit the Youth Council.

#### **Initial Establishment**

After having called for nominations and a given application period, the Strategy and Community Planning Team will shortlist applicants for interviewing. The interview panel will consist of members from the Strategy and Community Planning Team, an Elected Member/Councillor and a representative nominated by Te Roopu Ahi Kaa.

#### **New Appointments**

After having called for nominations and a given application period, the Youth Council will shortlist applicants for interviewing. The interview panel will consist of the Youth Council Chair, Deputy Chair and a Strategy and Community Planning Team member and/or an Elected Member/Councillor and/or a representative nominated by Te Roopu Ahi Kaa.

	<p><b>Selecting Chair and Deputy</b> The Chairperson and Deputy Chairperson will be appointed annually by ballot vote of the Youth Council members.</p> <p><b>Replacement of Vacancies</b> Should vacancies arise, the Youth Council may recruit from previously shortlisted applicants to bring the full number of members back to 11.</p> <p><b>Alumni</b> Members who have served the length of their term or have ceased to be members of the Youth Council may choose to continue supporting the Youth Council as an Alumni member. Alumni are not members of the Youth Council and cannot vote or set agenda items or tasks for the Youth Council. Criteria to serve as an Alumni:</p> <ul style="list-style-type: none"> <li>• Have been a proactive member of the Youth Council.</li> <li>• Has the support of the Chair and Deputy to participate as an Alumni.</li> <li>• Has not violated the Code of Conduct or been removed from the Youth Council.</li> </ul> <p>The role of the Alumni is outlined in the 'Role Description' document.</p>
Principles	<p>The Rangitikei District Council and the Youth Council will embrace the principles of positive youth development:</p> <ul style="list-style-type: none"> <li>• Strengths-based approach: Recognition of the strengths and assets of the Youth Council.</li> <li>• Respectful relationship: Quality relationships between members and Rangitikei District Council that are supportive, respectful and challenging.</li> <li>• Meaningful contribution: The Youth Council is empowered to give authentic advice and develop meaningful actions.</li> <li>• Informed decisions: Effective research, evaluation, information gathering and sharing is important for good decision making for the Youth Council and Rangitikei District Council.</li> </ul>
Operation	<p><b>Training for members</b> In return for their commitment, Rangitikei District Council will provide members with:</p> <ul style="list-style-type: none"> <li>• A training and team building day or weekend.</li> <li>• An induction explaining the Council's functions and processes and the role of the Youth Council.</li> <li>• Training or resources as necessary to fulfil their roles as a Youth Council member. For example, Chairing, contributing at meetings, understanding the role of local government, and presentation skills as needed or on request.</li> <li>• Opportunities to attend conferences/seminars and be a youth representative on various working groups/project teams.</li> </ul> <p><b>Frequency of meetings</b> The Youth Council will meet once every 6 weeks with additional meetings to be arranged if and when required.</p>

**Communication**

- Meeting minutes to be taken and distributed;
- Members to receive meeting agenda at least a week prior to the meeting;
- Agenda items to be received by the Chair for inclusion two weeks prior to the meeting (which is one week prior to agenda being sent out);
- Minutes to be distributed electronically to all members within two week of the meeting, with hardcopies made available at each meeting.

**Council Support**

- Council will provide secretarial services and a meeting venue.
- All members will receive an induction package and information explaining the Council's function and the role of the Youth Council.
- The Youth Council may invite Elected Members and Council staff to provide information at meetings.
- There is no remuneration payable to members of the Youth Council.
- Council's Strategic Advisor for Rangatahi will be lead support to Youth Council.
- Youth Council will be appointed one RDC Councillor.

**Quorum**

Half of the current number of members, not including vacancies, must be present for the group to have a quorum, which is the minimum number of members necessary to conduct the business on that group or for the meeting to go ahead. Any less than half the group and the meeting will not go ahead.

**Decision making**

Decisions will be made by a simple majority vote (a majority of those presenting and voting).

**Support funds to enable participation**

Members will be provided travel costs incurred for each meeting attended outside of their residential town.

**Conflict Resolution**

Should conflict occur, the Chair/Deputy Chair and group will work with the Strategic Advisor for Rangatahi to resolve the conflict. If there are any concerns, members should raise them:

- with the Chair of Youth Council, if concerns are about other members
- with the Strategic Advisor for Rangatahi, if concerns are about the Chair of Youth Council.

	<p><b>Conflict of Interest</b></p> <p>Members will be asked to complete a conflict of interest form when they join the Youth Council and at the beginning of each year they sit on the group. The Strategic Advisor for Rangatahi will be responsible for providing members with a conflict of interest form as part of new member induction packs and to all members at the beginning of each year.</p> <p>Members are also expected to notify the Strategic Advisor for Rangatahi of any new or emerging conflicts of interest at the start of each meeting.</p> <p>For the purpose of the Youth Council, conflicts of interest are deemed to occur where a member advises on work-streams that impact on:</p> <ul style="list-style-type: none"> <li>• money or other resources the member has invested outside Council;</li> <li>• the member’s family, or;</li> <li>• official positions the member holds on groups or bodies outside of Council.</li> </ul>
Scope	<p><b>Reporting and Accountability</b></p> <p>The Youth Council will report to the appropriate Council committee every six months (or as the need arises), outlining work undertaken with Council staff, the group’s achievements and any issues it wishes the Council to consider further.</p> <p>The names and details of all members of the group and minutes of the groups meeting will be available on the RDC Council website and TRYB website.</p> <p>Success stories/updates will be promoted as appropriate through a range of media, including but not limited to: Rangitikei Line, RDC Council website, TRYB website and social media platforms.</p>
Review	<p><b>The Terms of Reference</b></p> <p>These Terms of Reference will be reviewed annually. Any suggestions for changes will need to be an agenda item for a Youth Council meeting. All changes to the Terms of Reference will be subject to the approval of the Strategic and Community Planning Manager, and if necessary/appropriate the Policy/Planning Committee.</p> <p><b>Youth Council Performance</b></p> <p>The Chair, Deputy Chair and Strategic Advisor for Rangatahi will review the performance of the Youth Council annually. The review will evaluate the Youth Councils performance against its purpose and agreed work plan. The Chair and Strategic Advisor for Rangatahi will feed this back to the Youth Council and the Policy/Planning Committee.</p>

### **Members**

Youth Council members are expected to:

- be prepared for meetings, turn up before the start of each meeting and consider issues with an open mind;
- actively participate in Youth Council meetings and contribute to the actions agreed to;
- provide apologies in advance when attendance at a meeting is not possible
- pass minutes at meetings;
- establish, maintain and make the most of existing relationships with other groups around the District;
- actively promote the work of the Rangitikei District Youth Council and relevant information to their networks;
- bring youth issues and opportunities to the Youth Council and assist the Rangitikei District Council to canvass youth views;
- not take individual issues to Youth Council that can be dealt with via general enquiries to the Rangitikei District Council Customer Service Centre;
- comply with the Code of Conduct.

### **Youth Council Chair and Deputy Chair**

Members of the Youth Council will elect a Chair and Deputy Chair. The Chair is expected to:

- encourage open communication where all members can effectively contribute;
- work with Youth Council members and Council's Strategic Advisor for Rangatahi to compile meeting agendas;
- manage Youth Council meetings to enable considered yet efficient decision making;
- Sign off minutes;
- work with Youth Council members and Council's Strategic Advisor for Rangatahi to develop, complete and implement the group's annual work plan;
- be the spokesperson and contact point with Rangitikei District Council for Youth Council and represent the views and recommendations of the group;
- work with Council's Strategic Advisor for Rangatahi to review the contribution of Youth Council members at the yearly review and raise any concerns.

The Deputy Chair is expected to:

- support the Chair in their role and functions;
- act in place of the Chair if the Chair is unavailable or has a conflict of interest.

## **Alumni**

Alumni are former members of the Youth Council that can remain connected and involved in the work of Rangitīkei Youth Council. An Alumni is not a member. An Alumni's role is to:

- Establish, maintain and make the most of existing relationships with groups around the district;
- Actively promote the work of the Youth Council & Rangitīkei District Council to their networks;
- Use their experience and skills to support the projects and actions of the Youth Council;
- Comply with the Code of Conduct.

## **The Council's Strategic Advisor**

Council's Strategic Advisor for Rangatahi assigned to the Youth Council is not a member. They are expected to:

- provide administration, support and promotion of the group. This will include the induction of new members, recording meeting minutes and following up on action points to report back to the Youth Council;
- work with the Chair/Deputy Chair to set the meeting agenda;
- work with the Chair/Deputy Chair to track attendance and review the contribution of Youth Council members at the yearly review;
- work with the Chair/Deputy Chair to manage risks, conflicts and ceasing membership;
- work across Council business activities and committees to help them effectively engage the Youth Council in the development and implementation of policy, strategy, planning and service delivery in the district;
- liaise with other Council staff around presentations and the development of projects, plans, etc.;
- liaise with families for minors and ensuring the safety of minors in relation to Youth Council business.

## **The Elected Member(s) / Councillor(s) and Te Roopu Ahi Kaa (TRAK) Representative**

Any Councillor or TRAK representative participating in Youth Council meetings is not a member. The Councillor or TRAK representative's role is to:

- act as a liaison and information conduit between the Council/TRAK and the Youth Council conveying, if necessary, the concerns of the Youth Council;
- provide, in conjunction with staff, information, advice and an explanation of the Council's political process and agreed Council policy where required and requested by the Youth Council;
- listen and consider the opinions and recommendations of the Youth Council.