

# **Youth Council**

## **Terms of Reference – March 2011**

# **APPENDIX THREE**

### **1. Purpose**

The purpose of the Youth Council is to:

- ensure a youth perspective is provided to the Council on the range of issues covered by the Council, as well as issues relating directly to youth
- build young people's knowledge of Council processes to enable them to participate in Council's decision-making processes
- build the Council's knowledge of the needs of young people in Wellington City and how these can best be met.

### **2. Advisory role**

The Youth Council will:

- advise on youth involvement in the planning and development of Council services and programmes
- advise on how the views of youth can be canvassed and conveyed to Council (including providing advice on formal consultations being undertaken)
- provide advice to the Council on matters of planning and infrastructure (especially if they have a direct impact on young people); and
- advise on matters relating to policy and strategic development.

The Youth Council is an advisory group set up to inform the work and activities of the Council. The group will not be given an independent budget to commission work or undertake activities outside of this advisory role.

The Youth Council is only one mechanism for the Council to obtain input from young people. The group does not remove or reduce the Council's responsibilities to obtain input from other young people through other mechanisms.

### **3. Responsibilities**

Youth Council members are required to:

- attend Youth Council meetings
- attend training and project meetings
- work on project teams between meetings
- be available to attend any other training/meetings that may occur
- provide Youth Council information to their networks
- bring youth issues and opportunities to the Youth Council
- assist the Council to canvass youth views.

In return for their commitment, the Council will provide members with:

- training to fulfil their role as a Youth Council member, including leadership training
- opportunities to attend conferences/seminars
- opportunities to be a youth representative on various working parties/project teams
- assistance with transport to and from meetings
- training on and exposure to the local government political system.

### **3.1 Portfolio responsibilities**

Youth Council members can identify portfolio Council strategy areas they are interested in, such as: transport, environment, arts and culture, social and recreation, economic development, governance and urban development.

## **4. Membership**

The Youth Council will include up to 20 members. Role descriptions for members are included in **Appendix A**.

### **4.1 Criteria for membership**

Members need to:

- be between 12-24 years of age
- live within the boundaries of Wellington City Council
- have the ability to work with other people and work in a team
- be proactive
- be committed to attending meetings regularly.

Youth Council membership should include the range of skills and experience required for the group to adequately perform their role.

It is expected that Youth Council membership will provide a broad representation of Wellington City's youth population, with consideration given to:

- an appropriate gender balance
- an appropriate diverse range of cultural backgrounds
- appropriate representation from youth with disabilities
- the inclusion of youth members from a diverse range of representative organisations within Wellington City (secondary schools, tertiary education providers, youth groups, kura kaupapa, Pacific church groups, refugee and migrant groups such as *Changemakers*, youth focused clubs).

### **4.2 Chair/Co-Chairs/Deputy Chair**

Members of the Youth Council will elect a Chair and Deputy Chair on an annual basis at the start of each calendar year. The Chair and Deputy Chair will hold their position for a maximum of twelve months.

A role description for the Chair/Deputy Chair is included in Appendix A. In the absence of the Chair, the Deputy Chair will run the meeting.

### **4.3 Removal of members**

If a Youth Council member misses more than three consecutive meetings, their membership on the Youth Council will cease. Members can be removed from the group under exceptional circumstances when the behaviour of that member is seen as detrimental to the effective operation of the Youth Council.

## **5. Term of Appointment**

The standard term of appointment will be one year. Members can ask for their membership to be extended for additional terms. Extended terms of appointment must be approved by the Chair of the Youth Council and an officer of the Council. The term of appointment can be less than one year if a member:

- resigns
- misses three consecutive meetings, or
- is removed by the Council.

If a Youth Council member resigns during the year, the Council will and recruit to attract a new member for the position as part of an annual recruitment drive.

## **6. Promotion and Selection Process**

Wellington City Council will call for expressions of interest from 12-24 year olds from within the city's boundaries via a number of different media (social media, newspapers, approaches to schools, the Council website, community radio etc).

Youth interested in being a Youth Council member will be asked to complete an application form and attend a meeting of the Youth Council. Applicants will be interviewed by the Chair and Deputy Chair of the Youth Council and one Council officer at the end of this meeting. Applicants will be selected in accordance with their ability to match criteria listed in section 4.1.

## **7. Operation**

Council officers will oversee the administration of the Youth Council. Officers will take meeting minutes, compile the agenda in collaboration with the Chair and provide general administrative and advisory support.

### **7.1 Member induction and training**

All members joining the Youth Council will receive an induction pack and information explaining the Council's function and processes and the role of the Youth Council.

### **7.2 Frequency of Meetings**

The Youth Council will meet up to 20 times per year.

### **7.3 Conflict Resolution**

Should conflict occur, the Chair/Co-Chairs and group will work with Council Officers to resolve the conflict. A conflict of interest log will be maintained by Council officers.

### **7.4 Quorum**

Half of the current number of members, not including vacancies, must be present for the group to have a quorum

## **8. Reporting**

The Youth Council will report to the Council's Strategy and Policy Committee in the last quarter of each year. The report will outline work undertaken, attendance and number of meetings held, the group's achievements and any issues or initiatives it wishes the Council to consider further.

## **9. Payment**

Members will be paid a \$20 allowance for every meeting they attend. Members will be expected to be present for the majority of any meeting to receive the allowance.

## **10. Review**

The Terms of Reference will be reviewed as required. All changes to the Terms of Reference will be subject to the approval of the appropriate Wellington City Council committee and Council.

### **Appendix A: Role descriptions for the Youth Council Chair, members, Liaison Officers and Appointed Councillor**

#### **The Chair will:**

- encourage open communication where all members can contribute to conversations
- not allow individuals or sub-groups to dominate the meeting
- work with Council officers to compile meeting agenda
- oversee the development, completion and implementation of the group's annual work programme
- be the spokesperson for the Youth Council and represent the views and recommendations of the group as required, including in presentations to the Council and other groups as required.

#### **Role and responsibilities of the Deputy Chair**

- To support the Chair in their role.
- To act in place of the Chair should the Chair be unavailable or have a conflict of interest.

#### **Youth Council Members will:**

- provide advice on youth –related issues linked to the development and implementation of the Council's policies, projects, planning and service delivery
- actively participate in Youth Council meetings
- attend training and project meetings
- work on project teams between meetings
- be available to attend any other training/meetings that may occur
- provide Youth Council information to their networks
- bring youth issues and opportunities to the Youth Council
- assist the Council to canvass youth views.

**Officers will:**

- be responsible for the administration, support and promotion of the group. This will include the induction of new members, development of agendas, recording meeting minutes and following up on action points to report back to the group
- work with the Chair/Deputy Chair to set meeting agenda
- work across Council business units to ensure youth are considered in the development and implementation of policy, strategy, planning and service delivery in the city
- enable other business units to develop effective working and consultation relationships and practices with young people and Wellington's Youth organisations.

**The Elected member/Councillor**

The Councillor appointed to the Youth Council is not a member. The Councillor's role is to:

- act as a liaison and information conduit between the Council and the Youth Council conveying, if necessary, the concerns of the group
- provide, in conjunction with officers, information, advice and an explanation of the Council's political process and agreed Council policy where required and requested by the group.