

**Manawatu District Council**

# **Terms of Reference 2022**

**Manawatu Youth Council**

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# Contents

<b>1</b>	<b>Introduction</b>	<b>1</b>
<b>2</b>	<b>Purpose Reason Youth Council exists / intended result, aim/goal</b>	<b>1</b>
<b>3</b>	<b>Key tasks</b>	<b>1</b>
<b>4</b>	<b>Role expected behaviour</b>	<b>1</b>
<b>5</b>	<b>Membership</b>	<b>2</b>
5.1	Member Criteria	2
5.2	Role Descriptions	2
5.3	Term of Appointment	2
5.4	Selection Process	3
5.5	Initial Establishment	3
5.6	Selecting Chair and Deputy	3
5.7	Replacement of Vacancies	3
5.8	Alumni	3
<b>6</b>	<b>Principles</b>	<b>3</b>
<b>7</b>	<b>Operation</b>	<b>4</b>
7.1	Training for members	4
7.2	Frequency of meetings	4
7.3	Communication	4
7.4	Council Support	4
7.5	Membership Health and Safety requirements	5
7.6	Quorum	5
7.7	Decision making	5
7.8	Conflict Resolution	5
<b>8</b>	<b>Scope</b>	<b>5</b>
8.1	Reporting and Accountability	5
<b>9</b>	<b>Review</b>	<b>6</b>
9.1	The Terms of Reference	6
9.2	Youth Council Performance	6

## 1 Introduction

The Manawatū District Council (MDC) recognises the importance of obtaining the views of young people in Manawatū and providing a forum for obtaining advice about matters that impact youth. These Terms of Reference provide the MDC Youth Council with the terms for its operation.

## 2 Purpose Reason Youth Council exists / intended result, aim/goal

The purpose of the Youth Council is to:

- Strengthen engagement between Manawatū 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;
- Assist and advise the Manawatū 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;
- Develop the skills and capabilities of its members as leaders within our community;
- Encourage youth participation in civic affairs and provide a youth perspective into District issues, policies and future planning;
- Create tangible positive outcomes for our youth and wider community.

## 3 Key tasks

The Youth Council and its members are expected to:

- Attend an annual training day or weekend;
- Attend as many monthly Youth Council formal meetings as possible along with the monthly informal zoom meeting. Members are ~~also expected~~ encouraged to attend at least one Committee/Focus group meeting and one full Council meeting during their term;
- Actively participate in Youth Council meetings and get involved in activities outside of the meeting;
- Share information, learnings with other young people in the community;
- Listen to youth in the community and feedback views and ideas to Youth Council;
- Advocate on Youth Issues, putting forward positive solutions for Council consideration through the Youth Engagement Officer and, when delegated, make submissions to central government and other external bodies;
- Each February, set a work plan identifying key events and tasks the YC would like to achieve for the year
- Help plan, promote and run Young Achievers Awards evening and the annual Colour Run;
- Organise, plan and facilitate any additional events that may arise within our community.

## 4 Role expected behaviour

The Youth Council and its members are expected to provide:

- Constructive advice on Manawatū 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 Manawatū;
- Clear communication with Manawatū District Council via Youth Council Minutes and Youth Engagement Officer, and a broad range of young people from the community to increase information flow and build both Council and youth knowledge;

## **5 Membership**

### **5.1 Member Criteria**

The Youth Council will include up to 10 members, including one Chairperson and one Deputy Chair. This group will embrace diversity and inclusion, and will ideally be broadly representative of the different cultures, genders, geographical residents and other various groups within the Manawatū youth population.

Criteria for the Youth Council are as follows:

- To be between the ages of 13-24;
- To affiliate to the Manawatū District;
- To be committed to making a contribution of consequence;
- To collectively have the broad range of skills, experiences and perspectives required for the group to fulfil its purpose.

### **5.2 Role Descriptions**

The role of Members, Chair, Deputy, Marketing/Social Media Rep, Health and Safety Officer, Alumni/Support and Elected Members/Councillors are outlined in the 'Role Description 2022' document.

### **5.3 Term of Appointment**

The standard term of appointment will be two years from December. 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 Elected Member in Charge. Previous members can reapply, for a maximum of two terms. The Youth Council is not discharged at each triennial election for local government.

- A Youth Council membership will cease if that Member resigns or turns 25 during their membership (regardless of completing a two year term);
- does not work proactively during any one calendar year review period; or
- behaves in a way that violates the Code of Conduct or is otherwise seen, in the opinion of the Youth Council or Manawatū 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 Manawatū District boundaries;
- misses more than three consecutive meetings without apology or three meetings within one year.

A performance meeting of the Chair, and/or Deputy, and the Elected Member in Charge 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 a replacement will be sought through the process for selecting new members outlined below.

#### **5.4 Selection Process**

Manawatū District Council will call for nominations of 13-24 year olds if they attend school, work or reside 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 Manawatū District Mayor and Councillors.

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

#### **5.5 Initial Establishment**

After having called for nominations and a given application period, the Youth Council Appointment Panel will meet and make a decision. The panel will consist of the current Chair and Deputy Chair, Alumni/support members, GM Community and YC Council Elected members. If Elected members are not available, a substitute Elected member may be requested.

#### **5.6 Selecting Chair and Deputy**

The Chairperson and Deputy Chairperson will be appointed annually by ballot vote of the Youth Council members.

#### **5.7 Replacement of Vacancies**

Should vacancies arise throughout the course of the year, the Youth Council Appointment Panel may reconvene and recruit from previously shortlisted applicants to bring the full number of Youth Councillors on the Youth Council to 10.

#### **5.8 Alumni**

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:

- Have been a proactive member of the Youth Council;
- Has the support of the Chair and Deputy to participate.

### **6 Principles**

The Manawatū District Council and the Youth Council will embrace the principles of positive youth development:

- Strengths-based approach: Recognition of the strengths and assets of the Youth Council.

- Respectful relationship: Quality relationships between members and Manawātū District Council that are supportive, respectful and challenging.
- Meaningful contribution: The Youth Council is empowered to give authentic advice and develop meaningful actions.
- Informed decisions: Effective research, evaluation, information gathering and sharing is important for good decision making for the Youth Council and Manawātū District Council.

## **7 Operation**

### **7.1 Training for members**

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

- An annual training and team building day or weekend.
- An induction explaining the Youth Council's functions, meeting protocols and processes, and the role of the Youth Council.
- Provide an explanation of what conflicts of interest are, why they are used, and how these are implemented within the local government environment.
- 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.
- Opportunities to attend conferences/seminars and be a youth representative on various working groups/project teams.

### **7.2 Frequency of meetings**

The Youth Council will meet formally in person from February to December, the 1<sup>st</sup> Monday of the month in person and the 3<sup>rd</sup> Monday of the month online. Additional meetings may be added as required.

### **7.3 Communication**

- Members will join MDC teams, where minutes, agendas, the annual work plan including meeting schedule, and all event information will be posted. Teams will also be used as a communication and virtual online meeting tool.
- Meeting minutes to be taken and distributed.
- Members to receive meeting agenda at least 2 days prior to the meeting.
- Agenda items to be received by the Chair for inclusion 4 days prior to the meeting.
- Minutes to be distributed electronically to all members within two weeks of the meeting.
- Members will also be invited to join the private YC Facebook group

### **7.4 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 at their first meeting.
- 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.

- Youth Council will be appointed at least one MDC Councillor, to provide lead support for the group.

## **7.5 Membership Health and Safety requirements**

- Every member of the MDC Youth Council will complete a Youth Council information form, to be held on file for emergency purposes.
- All members over the age of 18 must hold a current police check and where applicable, will complete a Police check form, supplying ID, which will be processed through MDC human resources. The Youth Engagement Officer will hold the result on file.

## **7.6 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. In addition, an elected member of the Council must be present. Any less than half the group, the meeting will not go ahead.

Every three years, during the post-election period, until a Liaison Councillor is appointed to the Youth Council, the General Manager Community or their appointee will preside over meetings and events.

## **7.7 Decision making**

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

## **7.8 Conflict Resolution**

Should conflict occur, the Chair/Deputy Chair and group will work with the Elected Member in Charge 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 Elected Member in Charge, if concerns are about the Chair of Youth Council.

# **8 Scope**

## **8.1 Reporting and Accountability**

- The Youth Council Chair in conjunction with the Deputy Chair, will complete a ½ year review outlining the groups progress against their annual work plan, the group's achievements and any issues it wishes the Council to consider further. This report will be tabled at a Youth Council meeting, then submitted to the appropriate Council committee.
- The minutes of meetings will be made available on the MDC Council website.
- A Youth Council chart of members is published on the MDC website.
- Success stories/updates will be promoted as appropriate through a range of media, including but not limited to: Feilding Herald, MDC Council website and social media platforms.

## **9 Review**

### **9.1 The Terms of Reference**

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 General Manager - Community, and as necessary/appropriate reported to the Community Development Committee.

### **9.2 Youth Council Performance**

The Chair, Deputy Chair and Liaison Councillor will review the performance of the Youth Council annually in November. The review will evaluate the Youth Council's performance against its purpose and agreed annual work plan. The Chair and Elected Member in Charge will feed this report back to the Youth Council at their last meeting in December and submit to the Council Committee for review.

- The Chair, at the end of their term, will provide a short report for their last meeting on the highs and lows during their term, welcoming the new chair.