

TERMS OF REFERENCE

KAUPAPA ĀRAHI

Kāpiti Coast Youth Council

1. KUPU WHAKATAKI | INTRODUCTION

This Terms of Reference sets out the role of the Kāpiti Coast Youth Council (Youth Council) and how it works.

2. ARONGA | PURPOSE

The role of Youth Council is to advise Council on the needs, thoughts and ideas of young people living in Kāpiti. The Youth Council undertakes a range of activities including:

- advocating for young people's voices
- supporting youth led projects
- connecting young people to their community
- educating young people on civic issues.

3. WHĀINGA | OBJECTIVES

The objectives of the Youth Council are to:

- provide advice, input and feedback on Council policies, initiatives and projects
- identify emerging trends, opportunities and challenges for young people in our community
- progress actions in partnership with the Council which support the needs of their communities
- advocate for our diverse youth communities in Kāpiti
- provide an inclusive and diverse representation of our communities of young people.

4. TE UTANGA A TE KAUNIHERA | COUNCIL'S COMMITMENT

The Council is committed to doing best practice youth participation in decision-making when working with a Youth Council. The Council will:

- provide genuine youth engagement and youth voice opportunities
- provide youth friendly training, staff and support
- build whakawhanaungatanga (connection and relationship)
- make sure the Youth Council is involved at the earliest possible stages of a project or decision
- provide information well in advance, in youth appropriate ways
- celebrate the achievements of the Youth Council
- recognise the Youth Council as a group of youth volunteers
- provide good youth friendly information in a timely way
- communicate with the Youth Council about any next steps and provide information on what progress has been made
- ensure feedback so the Youth Council understands what occurred with their input.

5. HŌTAKA MAHI | WORK PROGRAMME

The Youth Council will develop an annual work programme with Council staff. Activities in this work programme will be aligned with the Council's strategic directions and the outcomes of the Long-Term Plan.

6. MEMATANGA | MEMBERSHIP

Members of the Kāpiti Coast Youth Council will:

- be between the ages of 12 – 24 years old
- reflect the diverse communities of Kāpiti
- be based in the Kāpiti District.

Council will aim for a diverse representation of gender, ethnicity, age and communities of interest. The Kāpiti Coast Youth Council will have at least two members who are of Māori descent.

The group size is flexible but will aim for a minimum of 14 members.

At times, the Youth Council may include 1-2 young people who do not always live in the district. This recognises the way young people can have life circumstances which mean their key 'home' identity is in Kāpiti, but they may reside at times outside the district. These individuals must demonstrate how they are connected to Kāpiti communities and can represent the interests of young people in Kāpiti.

Te Whai Tūranga me Te Whiriwhiri | Appointment and Selection

An application and selection process will be undertaken. Members are appointed by a panel which includes a representative from the current Youth Council membership and Council staff.

Members are selected based on their:

- passion and interest in getting diverse Kāpiti youth voices heard
- connecting Kāpiti's youth communities with Council
- connections with different groups of young people in Kāpiti
- ability to work in a team.

The Youth Council will have a key recruitment drive once a year, but members can be recruited at any time if the need arises.

Te Kaupeka Mematanga | Membership Term

Appointments are made for a two-year term. Members can re-apply for an additional two-year term. Members may request a leave of absence on an as needed basis (i.e. if a Youth Council member goes away for an extended time but wishes to continue to be a part of the Youth Council on their return to Kāpiti).

Ngā Kawenga me Ngā Haepapa | Roles and Responsibilities

Youth Council members have a responsibility to be representative. This means members need to engage with the different youth communities, identities and cultures they connect with. Roles are set out in Appendix 1 of these Terms of Reference.

Ngā Rōpū Whakatakanga | Project Groups

The Youth Council can establish project groups to progress their work. Project groups can be formed to discuss matters relative to the whole group or related projects and will be reported back to the group as needed.

Tikanga Whanonga | Code of Conduct

All members must comply with the Code of Conduct for Members of Advisory Groups, Panels and Boards.

Te Wehe i Te Rōpū Tohutohu | Leaving the Advisory Group

Members can resign from the Kāpiti Coast Youth Council at any time by letting the Council Advisor know and confirming this in writing. If someone resigns, a replacement may be sought at the time.

Te Haukotinga o te Mematanga | Termination of Membership

The following may result in a member's removal from the Youth Council:

- missing more than three Full Youth Council meetings without apology (Council staff will offer the opportunity to meet and discuss options with the member as a first step)
- a breach of the Code of Conduct
- behaving in a way which is detrimental to the effective operation of the Youth Council.

7. NGĀ TIKANGA HUI | MEETING PROCEDURES

Te Taenga ki Ngā Hui | Meeting Attendance

Full Youth Council meetings can be attended by the appointed elected member, Council staff, and, if required, support people of individual group members.

Visitors, organisations and members of the public may attend and speak at meetings and must be approved by Council staff in consultation with the Youth Council. Youth Council meetings can have a section for members to discuss items without elected members present.

Te Auau o Ngā Hui | Frequency of Meetings

Full Youth Council meetings will generally be held monthly.

Kōrama | Quorum

A quorum is the lowest number of people attending a meeting for the meeting to go ahead. Full Youth Council meetings need to have a minimum of six members and a Council Advisor for a meeting to proceed.

Te Rārangi Take me Ngā Āmiki | Agenda and Minutes

Council staff will work with the Youth Council to plan the agenda items for the meetings and the agenda for each meeting will be distributed prior to the meeting. Minutes will be recorded and circulated following the meeting.

Hui Whakatakanga | Project Meetings

Project meetings are held as needed by the Youth Council as they need to progress projects. There is no quorum or full meetings requirements of project meetings.

Te Pūnaha Whakatau Take | Decision-Making Process

Decisions will be made by consensus wherever possible. If consensus cannot be reached, decisions will be made by a simple majority vote of members present. Members may seek advice from the Council Advisor to assist with their decision making.

8. AROTAKE | EVALUATION

Council undertakes the following to evaluate and continually monitor and strengthen the Youth Council:

- annual youth-friendly evaluation process
- providing a comfortable environment for Youth Council members to give verbal or written feedback to Council staff
- providing opportunities for the Youth Council to reflect and evaluate in a full Youth Council meeting on an annual basis.

9. WHAKANGUNGU ME TE WHAKAURU | TRAINING AND INDUCTION

The Council is committed to ensuring accessibility and equity in participation in the Youth Council. The Council will provide members with:

- a youth friendly-induction process
- training and/or resources to help them to have a meaningful role on the Youth Council.

Support requirements will be considered on an individual basis.

10. PŪRONGORONGO | REPORTING

An update on the Youth Council will be provided to a Council committee every 6 months with the opportunity to give additional updates as needed.

11. AROTAKE KAUPAPA ĀRAHI | REVIEW OF THE TERMS OF REFERENCE

These Terms of Reference will be reviewed every 3 years. Significant changes to the Terms of Reference will be submitted for approval by the Council.

APPENDIX ONE: WHAKANGUNGU ME TE WHAKAURU | ROLES AND RESPONSIBILITIES

Role of Youth Council Members

The role of members is to provide advice to Council that is informed by the communities they represent. To fulfil this role, members will:

- act with the Youth Council's best collective when engaging with young people in the community
- seek opportunities to better understand and raise wider issues specifically affecting young people in Kāpiti
- seek feedback and ideas from their wider youth communities, as appropriate
- raise awareness of the Youth Council in their wider community.

Responsibilities of Council Staff (Council Advisors and Coordinators)

Coordination tasks include:

- setting up of full meetings
- sending full meeting invitations and minutes
- preparing full meeting agendas and item presentations
- working with the group to ensure accessibility needs are met for the full meeting.

Advisor role includes:

- attending full meetings
- ensuring engagement is best practice
- acting as a conduit with relevant parts of Council
- supporting the Youth Council with their work programme
- highlighting potential issues and risks
- providing guidance and advice to the Chair and the Youth Council

- ensuring reporting to appropriate Council committees.

Responsibilities of the Appointed Elected Member

The Youth Council has an elected member who is appointed at the beginning of each Council triennium (the three-year term of a Council). The role of the appointed elected member is to:

- act as a conduit with elected members of Council for the group
- inform the Youth Council of Council work, opportunities, and matters of interest relevant to the group
- raise awareness of the Youth Council with elected members and keep elected members up to date with the key topics, issues and matters of interest for the Youth Council
- advocate for the Youth Council to be considered and consulted as appropriate when Council meetings, workshops and other processes are being held
- act in a neutral manner that does not advance their personal interests and initiatives and genuinely reflect the Youth Council's interests and intent.