

Terms of Reference

1. Purpose

- 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
- To make Whangarei District a great place for youth to live, earn and learn in
- 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 the Whangarei District and how best these can be met

2. Goals

- Advocate for and on behalf of all youth
- Interact with Whangarei District Council to better understand how local government works
- Create opportunities for young people
- Help make Whangarei District attractive to young people
- Assist young people to showcase their skills and talents
- Help initiate their own ideas and projects
- Make sure there is a range of ways young people can make their voices heard and have their say

3. Advisory role

The Youth Advisory group will:

- Advise on youth involvement in the planning and development of Council services
- Advise on how the views of youth can be canvassed and conveyed to Council, inclusive of formal consultations being undertaken e.g.: drinking age etc
- Provide advice to the Council on matters of urban design, planning and infrastructure especially if they have a direct impact on young people; and
- Advise on matters relating to policy and strategic development

4. Responsibilities

Youth Advisory Group members are expected to:

- Attend Youth Advisory Group meetings
- Attend project meetings and to work on projects identified in between meetings e.g.: Youth Week
- Be available to attend any workshops or other training that may occur
- Provide Youth Advisory Group information to their networks e.g.: School newsletters, social media etc
- Bring youth issues and opportunities to the Youth Advisory Group
- Assist the Council to canvas youth views
- Buy into the outcome/support the Youth Advisory Groups decisions and to seek positive solution-focussed ways forward
- If you are unable to attend a meeting you will need inform the chair, deputy or a Council representative, in a timely manner (at least prior to the meeting occurring if possible).

5. Conduct

Youth Advisory Group members are required to:

- Report any potential conflicts of interest to the Council as soon as possible
- Maintain a 'healthy' public image and must not bring the Council into disrepute through their actions

Any behaviour that is deemed negative or inclusive of the above may result in termination of Youth Advisory Group membership and will be required to go through the Council for a decision to be made.

The Youth Advisory Group member in question may represent themselves, with or without support, but the Council will have the final say and no further discussion will be entered into.

6. Membership

The Youth Advisory Group will include up to 15 members and a role description will be made available to members along with the Terms of Reference. This group will celebrate diversity and will ideally be broadly representative of the different cultures and groups within the Whangarei Youth population.

Criteria for the Youth Advisory group are as follows:

- To be between the ages of 15-20
- To reside within the Whangarei District
- To reflect the current Councillors and their respective Wards. (It is not necessary to have representation from the specific physical areas however)
- To be enthusiastic, energetic and pro-active
- To be committed to attending meetings regularly
- To be able to work well within a team with fairness, integrity and respect for others
- To collectively have the broad range of skills and experience required for the group to fulfil its purpose.

The Youth Advisory Group membership will be sought through: Secondary schools, tertiary education providers, youth groups, Kura kaupapa, church and community groups and youth focussed clubs.

7. Term of Appointment

The standard term of appointment will be one year. Members can ask for their membership to be extended for additional terms. The Chair of the Youth Advisory Group and the Community Services Adviser must approve extended terms of appointment.

The term of appointment can be less than one year if a member:

- resigns
- misses more than 3 consecutive meetings

If a Youth Advisory Group member resigns, a replacement will be conducted through the process for recruitment currently in place with the Council.

8. Selection Process

Young people interested in applying for membership of the Youth Advisory Group will be asked to complete an application form and attend an interview with a panel comprising a Council representative, a Council staff member and the Chair and/or Deputy Chair

9. Reporting

The Community Services Adviser will report on the activities and issues of the Youth Advisory Group to the Whangarei District Council District Living Committee when it meets.

10. Operation and other matters

- Whangarei District Council will oversee the administration of the Youth Advisory Group.
- Each year, elections will be held for the positions of Chairperson and Deputy Chairperson.
- The Chairperson will prepare the agenda for monthly meetings with WDC staff. The Deputy Chairperson will assist the Chairperson and fill their position if the Chairperson is absent.
- A WDC staff member will take minutes of the meetings to allow youth members to concentrate fully on issues at hand.
- All members will receive an induction package and information explaining the Council's function and the role of the Youth Advisory Group

- The group will meet up to 20 times per year.
- Should conflict arise, the Chair/Deputy Chair and group will work with the Community Services Adviser to resolve the conflict. If the conflict involves any of the mentioned parties then mediation can be requested.
- 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.

11. Review

The Terms of Reference will be reviewed every two years. Any suggestions for changes will need to be an agenda item for a Youth Advisory Group meeting. All changes to the Terms of Reference will be subject to the approval of the Whangarei District Council and the Community Services Adviser.

12. Sustainability

The Youth Advisory Group must operate within the constraints of budget support and venue size.