

NGĀ PAEARU MAHI/TERMS OF REFERENCE: WAIROA YOUTH COUNCIL 2021



TE KAUPAPA/PURPOSE

To provide Council with an independent youth voice to support the decision making process at the Local Government level. This voice allows younger Rangatahi to let Council hear their thoughts on the impacts of Councils decisions on their own generation as the future ratepayers of Wairoa.

NGĀ KAWENGA ME NGĀ WHĀINGA/RESPONSIBILITIES AND OBJECTIVES

- To give Wairoa youth a real voice, so that young people can be heard and taken seriously on issues affecting youth, and to promote the development of a dynamic community for the youth of the future.
- To promote the Wairoa Youth Council and the activities it undertakes, and to inform/engage the Wairoa District Council, Wairoa youth, and the general public on issues being dealt with.
- To bring the needs and concerns of young people to the attention of local and central government and to encourage consideration of such issues at a local, regional and national level.
- To assist Wairoa District Council with its planning processes and projects, with a focus on the provision of services and facilities that have a potential impact on young people.
- To identify local youth needs and resources.
- To develop youth leadership skills through experience of representation processes, local government and civic activities.
- Ensure that the work of the Youth Council is carried out in a manner that enhances the social, economic, cultural, and environmental wellbeing of the Wairoa district.
- In accordance with the work programme agreed to by Wairoa District Council, developing strategy and policy to recommend to Wairoa District Council.
- Comply with these responsibilities and objectives and those set out in Appendix A → Role Descriptions Wairoa Youth Council.
- To encourage more youth engagement in the civic process.

NGĀ TUKANGA ME TE MAHI/PROCEDURES AND OPERATION

- The Wairoa Youth Council will meet every six weeks from February to December, and as required.
- Wairoa District Council will provide the administrative and secretarial requirements for the Wairoa Youth Council.
- Agenda items for each Youth Council agenda will be determined with consultation between the Wairoa District Council Liaison Officer and the Chairperson of the Youth Council. This finalised agenda will be distributed one week prior to the scheduled meeting.
- The Wairoa Youth Council will report to the Wairoa District Council.

- The Chairperson (and deputy) of the Youth Council will be determined by vote of members of the Wairoa Youth Council.
- Support will be provided by Wairoa District Councillors and Wairoa District Council Staff
- Wairoa Youth Council acknowledges that it has a responsibility to take into account the principles of the Treaty of Waitangi. These responsibilities include maintaining and improving opportunities for Rangatahi/Māori youth to contribute to local government decision-making processes.
- Minutes are submitted to Wairoa District Council for receipt.
- There will be an appropriate induction for new members of the Youth Council.
- Comply with Appendix B → Wairoa Youth Council Code of Conduct, the Wairoa District Council's Code of Conduct, and the Wairoa District Council's Standing Orders.

NGĀ MEMATANGA/MEMBERSHIP

The Wairoa Youth Council will be comprised of representatives of the following localities:

- Two members from the Wairoa Township
- One member from each of the following localities:
 - North Clyde (Township North)
 - Raupunga/Mohaka (Southern Wairoa)
 - Frasertown/Te Reinga (Northern Wairoa)
 - Tuai/Waikaremoana (Lakes)
 - Iwitea/Whakakī (Eastern Wairoa)
 - Nūhaka/Mōrere
 - Mahia

PLUS one elected member from the Wairoa District Council AND His Worship the Mayor as ex officio.

Other members may be co-opted, as appropriate (e.g. tourism, education, and digital) at the discretion of the Wairoa District Council.

- Members must be aged between 16 and 25 years of age and live within the boundaries of the Wairoa District.
- The call for applications for will be made in October 2020, successful candidates will be appointed by February of the next calendar year.
- Potential candidates can apply or be put forward as a result of consultation with local community groups, Iwi, Hapu, Council and other community stakeholders.
- The selection panel consisting of His Worship the Mayor and two other councillors, will on the advice of the Wairoa District Council Governance Team select the successful candidates to become Wairoa Youth Councillors.
- Further information can be found in Appendix C → Recruitment and selection process.
- Wairoa District Council staff members are not eligible to sit on the Wairoa Youth Council, this is however, at the discretion of the Wairoa District Council.
- Should all locality vacancies not be filled for any reason, the Wairoa District Council may use its discretionary power to appoint a representative to fill the vacancy on the Youth Council.

TE WĀHANGA O TE KOPOUNGA/TERM OF APPOINTMENT

- 1- Members are appointed to the Youth Council for a three year term in line with local government elections timeframes.
- 2- Members can re-apply at the end of each term and consideration will be given to those with ongoing commitment with the Youth Council.
- 3- If for any reason a vacancy becomes available throughout the term, a new member may, at the discretion of the Wairoa District Council be appointed to join for the remainder of the Youth Councils tenure.

TE KŌRAMA/QUORUM

Five Youth Council members PLUS one Wairoa District Council Elected Member must be in attendance for a quorum.

TE HĪKINA/REMOVAL

Members will take an active part in meetings and/or workshops. Youth Councillors are expected to put in their apologies if they are unable to attend a meeting.

- If a member is absent from three meetings, without providing apologies, then membership may be terminated, unless the Youth Council resolves otherwise.
- In the event of a Youth Councillor failing to observe the Wairoa District Council Standing Orders, Wairoa District Council Code of Conduct, the Wairoa Youth Council Code of Conduct, or if a concern or complaint is received about a Youth Councillor, Wairoa District Council may remove the Youth Councillor from membership. Where relevant, this will be done in consultation with the representative and organisation involved. All concerns and/or complaints must be received in writing by the Wairoa District Council Group Manager Community and Engagement.

NGĀ TUKU MANA/DELEGATIONS

Power to co-opt other members as appropriate.

All powers necessary to perform the Committee's responsibilities except:

- a. Powers that Council cannot lawfully delegate under the Local Government Act 2002.
- b. Where the Committee's responsibility is limited to making a recommendation only.
- c. Approval of expenditure not contained within approved budgets.
- d. The approval of final policy.
- e. Deciding significant matters for which there is high public interest and which are controversial
- f. The commissioning of reports on new policy where that policy programme of work has not been approved by the Council
- g. Establishing subcommittees
- h. Delegating the Committee's responsibilities, duties or powers

TE AROTAKE/REVIEW

The Terms of Reference will be reviewed after a twelve month trial period, and then on an annual basis.