

Youth Council Prospectus



RANGITIKEI
DISTRICT COUNCIL

making this place home



Mayors Message

To our Youth Council,

My congratulations to all of you who have elected to be part of the Youth Council, to add your voice to what happens in our District and to be able to collectively submit to Government.

I highly value my time spent with the Youth Council. Your voices are refreshing and you have a different perspective that we need to listen to! This year that voice has a special place with the timing of our Long Term Plan amidst the confusion of changes in the Government's positions.

Being part of the Youth Council will benefit your careers - something you may not recognise now but it will form part of your CVs in the future. Giving back to your peers and having a voice in community support is valued by employers. Understanding the process and responsibilities of Governments all support that.

Again my congratulations to you all – I look forward to working alongside you.

Ngā mihi



Andy Watson

Mayor – Rangitikei District Council



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Youth Council Overview

Rangitikei District Councils first Youth Council was set up in 2019.

Youth Councils are a formal body made up of youth who advise Councillors from a youth perspective. It is an opportunity for youth to work alongside Councillors and Council, get more involved in solving local problems and actively engage in the community.

It further provides a platform for you to have input on policies AND direct access to the policy makers.

The Rangitikei Youth Council is open to all youth aged 13 – 24 that are affiliated to the Rangitikei District.

We need representation across district, and successful candidates will be good at communication not just verbally but also email and Whats App messages, along with maintaining youth committees/networks to get wider youth input.

Youth Councillors need to be open minded and keen to learn, have good time management, want to work with the community and be responsible for deliverables for youth such as leading the Youth Awards Evening.

To become a Youth Councillor or if you would like more information on anything else youth related contact one of our Tamariki Rangathi Youth Engagement Officers.

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www.rangitikei.govt.nz/youth

Community Contribution

The first youth project was a memorial planting at Marton Memorial Park by members of the Youth Council, led by Charly Ward-Berry.

"What a fantastic first project for the Rangitikei Youth Body" praised Mayoress Beth Watson in her opening remarks at the tree planting held recently at Marton Memorial Park. The idea for a memorial planting for the 50 that lost their lives at the Christchurch shooting was led by Rangitikei Youth member Charly Ward-Berry (pictured).

It soon became a reality with a kowhai tree planted in the time-honoured tradition by our Mayoress Beth along with Charly, Beth's granddaughter 6 year old Rosa Tukiri and RSA Chair Alan Buckendahl. Members of the public and several more youth members helped plant the remaining 50 ringa ringa lilies at the base of the kowhai. Also in attendance was Cr Sheridan, Cr Ash, RDC Parks and Reserves Team Leader Athol Sanson and RDC Strategic Advisor – Rangatahi / Youth Nardia Gower.

Cr Sheridan said she felt it was important for districts to have some form of tangible reminder to symbolise the emotion felt by the recent shootings, a comment endorsed by Cr Ash.

Athol said the reigning Mayoress has been planting memorial trees in the Park since 1894. He said as well as it being an important traditional to uphold, it's also a replacement strategy for our park's ageing trees.



"What a fantastic first project for the Rangitikei Youth Body"

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Youth Awards **RANGITIKEI**
 YOUTH COUNCIL
 Pay to the order of Salt Youth Group
 Date 08/07/2021
 \$ 500.00
 Five Hundred Dollars only
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 YOUTH COUNCIL 2021

Youth Awards
 Kahuna Forest Products
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 Salt Youth Group
 RANGITIKEI

Youth Awards

The John Turkington Forestry Rangitikei Youth Awards

The John Turkington Forestry Rangitikei Youth Awards are an annual awards event celebrating young people in our district.

Anyone can nominate a young person for an award. To be eligible for an award, nominees must:

- Be affiliated to and contributed to the Rangitikei District in the last 12 months
- Have participated in the activities they have been nominated for within the past 12 months
- Have participated in activities they were nominated for outside of their regular study or work commitments
- Be aged between 12 and 24 at the beginning of Youth Week

The winner of each category gets \$500 cash from one of our incredible sponsors.

The outcome will be decided by a panel comprising the Mayor, Deputy Mayor and representatives from local iwi, schools and youth agencies.

www.rangitikei.govt.nz/youth

Awards will be made in some or all of the following categories:

Leadership

For young people who have demonstrated leadership in a project or organisation

Eco Warrior

For young people who have created a positive change for local environmental issues

Youth In Sport

For young people who have created a positive and inclusive culture, supported other young people or been an exceptional representative of the district within their sport

Giving Back

For young people whose actions addressed a current need and have had a significant impact on the community

Youth For Youth

For young people whose actions specifically supported other young people in areas such as (but not limited to) the arts, culture, environment or sport

Youth In Apprenticeship

For young people who have shown dedication, commitment and achieved success with their apprenticeship

Change Maker

For young people whose actions specifically contributed to the nurturing of wairua and holistic wellbeing of others in the community

Youth In Employment

For young people who have made a significant contribution to their employment, industry sector and/or have demonstrated significant professional growth



TUIA Rangatahi Leadership Programme

Tuia is an intentional, long-term, intergenerational approach to develop and enhance the way in which rangatahi Māori contribute to communities throughout New Zealand.

The programme looks to build a network of support for rangatahi to help them contribute to their communities. This is done through developing relationships between a diverse range of rangatahi throughout the country that recognises, accepts and celebrates diversity.

Three pou make up the Tuia rangatahi experience:

- 1 Mentoring**
- 2 Community contribution**
- 3 Wānanga**

Our mayor will select a rangatahi Māori from our district who they will develop a mutually beneficial mentoring relationship with, in order to enhance their ability to contribute well to community. This will happen on a monthly basis, involving both informal meetings and participation at formal occasions. The relationship will also provide both parties with the opportunity to gain a deeper insight into inter-generational issues, cultural values and experiences.

Selected rangatahi will be expected to undertake a 100 hour community contribution project in their respective communities.

Rangatahi will also attend five wānanga in different parts of the country over the year to build networks, obtain support and have exposure to a diverse range of people from across the country.

For more information about this programme contact one of our Tamariki Rangitahi Youth Engagement Officer.

www.rangitikei.govt.nz/youth

Youth Council Code of Conduct

1. Objective

The objective of the code is to enhance:

- Mutual trust, respect and tolerance between members as a group and with
- Councillors and Council staff.
- The credibility and accountability of the Council within its communities.

The following is the standard of behaviour that is expected from members of Youth Council and Alumni.

2. Relationships with others

Members will conduct their dealings with each other, and elected members, in ways that:

- are open, honest and maintain integrity;
- show enthusiasm and innovation;
- focus on issues rather than personalities;
- avoid aggressive, offensive and abusive conduct;
- maintain confidence in their group.

3. Relationships with Council staff

The effective performance of the Youth Council also requires a high level of cooperation and mutual respect between members and Council staff. To ensure this is maintained, members will:

- treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees);
- observe any guidelines that the Chief Executive puts in place regarding contact with employees;
- not do anything which compromises, or could be seen as compromising, the impartiality of an employee;
- avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee;
- raise concerns about employees only with the Chair of the group, who will then decide whether to raise the issue with an appropriate senior Council staff;
- not seek to improperly influence staff in the normal undertaking of their duties.

4. Contact with the media

Youth Council may have the opportunity to input into a number of different initiatives and for consistency and accuracy, it is important that a single point of contact is established to respond to any media enquiries.

All media enquiries shall be redirected to Council staff.

If it is agreed with Council staff that it is appropriate for a view to be expressed by the Youth Council, only the Chair, or the Deputy Chair, can represent the Youth Council to the media. The Chair will work with the Council's Communications team in relation to any public comments.

Views expressed to the media on behalf of the Youth Council must have been previously agreed on by the group as a whole.

If a member is contacted by a journalist for a view from the Youth Council, they must refer the journalist to the Chair or Deputy Chair.

Members are free to express a personal view in the media or the view of other organisations of which they are a member, at any time. However, they must make clear that these represent their private views as an individual, or the view of their organisation.

5. Confidential Information

In the course of their duties members will receive information that they need to treat as confidential. This will often be information that is either commercially sensitive or is personal to a particular individual or organisation. Members should be aware that failure to observe confidentiality will impede the performance of Council and could expose the Council to prosecution under the Privacy Act 1993 and/or civil litigation.

6. Individual queries

Members will not bring individual issues to the Youth Council that can best be dealt with by going through the Council's Customer Experience team.

Youth Council

Terms of Reference

Introduction

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

Purpose Reason Youth Council exists / intended result aim/goal

The purpose of the Youth Council is to:

- Strengthen engagement between Rangitikei 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 Rangitikei 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 your youth and wider community.

Key Tasks

The Youth Council and its members are expected to:

- Attend the training day or weekend.
- Attend as many 6 weekly Youth Council meetings as possible and at least one Committee meeting and one full Council meeting.
- 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.
- Help plan, promote, and run Youth Week with councils Strategic Advisor for Rangatahi.
- Organise, plan, and facilitate two annual youth events in the district.

Role Expected behaviour

The Youth Council and its members are expected to provide:

- **Constructive advice** on Rangitikei District Council policies, strategies and services from a youth perspective and where possible identifying evidence and solutions, whilst considering the wider needs, issues, and views of young people in Rangitikei.
- **Clear communication** with Rangitikei District Council and a broad range of young people from the community to increase information flow and build both Council and youth knowledge.
- **Proactive engagement** in Council decision-making and civic life through existing and innovative means.

Membership

Member Criteria

The Youth Council will include up to 11 members, including one Chairperson and one Deputy Chair. This group will embrace diversity and will ideally be broadly representative of the different cultures, genders, geographical residents, and other various groups within the Rangitikei youth population.

Criteria for the Youth Council are as follows:

- To be between the ages of 13-24.
- To reside within Rangitikei District boundaries.
- To be committed to contributing.
- To collectively have the broad range of skills, experiences and perspectives required for the group to fulfil its purpose..

Role Descriptions

The role of Members, Chair, Deputy, Alumni, the Tamariki/Rangatahi Youth Engagement Officer, and Elected Members/Councillors are outlined in the 'Role Description' document..

Term of Appointment

The standard term of appointment will be two years from date of appointment. 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 Tamariki/Rangatahi Youth Engagement Officer.

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 Rangitikei 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 Rangitikei 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 Tamariki/Rangatahi Youth Engagement Officer 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 behavior.

If a Youth Council Member resigns or ceases to be a member, a replacement will be sought through the process for selecting new members outlined below.

Selection Process

Rangitikei District Council will call for nominations of 13–24-year-olds from within the district's boundaries via several 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 Rangitikei District Mayor and Councillors.

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

Initial Establishment

After having called for nominations and a given application period, the Community Wellbeing Manager & Tamariki/Rangatahi Youth Officer will shortlist applicants for interviewing.

New Appointments

After having called for nominations and a given application period, the Community Wellbeing Manager & Tamariki/Rangatahi Youth Officer will shortlist applicants for interviewing.

The interview maybe be completed via either individual interview or as a group induction interview dependent on application numbers. The interview panel/group may be consistent of the Community Wellbeing Manager and Tamariki/Rangatahi Youth Officer.

Selecting Chair and Deputy

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

Replacement of Vacancies

Should vacancies arise, the Youth Council may recruit from previously shortlisted applicants to bring the full number of members back to 11.

Alumni

Members who have served the length of their term or 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 as an Alumni.
- Has not violated the Code of Conduct or been removed from the Youth Council.

The role of the Alumni is outlined in the 'Role Description' document.

Principles

The Rangitikei 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 Rangitikei 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 Rangitikei District Council.

Operation

Training for members

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

- A training and team building day or weekend.
- An induction explaining the Council's functions and processes and the role of the Youth Council.
- Training or resources as necessary to fulfil their roles as a Youth Council member. For example, Chiring, 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.

Frequency of meetings

The Youth Council will meet once every 6 weeks with additional meetings to be arranged if and when required.

Communication

- Meeting minutes to be taken and distributed.
- Members to receive meeting agenda at least a week prior to the meeting.
- Agenda items to be received by the Chair for inclusion two weeks prior to the meeting (which is one week prior to agenda being sent out).
- Minutes to be distributed electronically to all members within two weeks of the meeting, with hardcopies made available at each meeting.

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.
- 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.
- Council's Tamariki/Rangatahi Youth Engagement Officer will be lead support to Youth Council.
- Youth Council will be appointed one RDC Councillor.

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. Any less than half the group and the meeting will not go ahead.

Decision making

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

Support funds to enable participation

Members will be provided travel costs incurred for each meeting attended outside of their residential town.

Conflict Resolution

Should conflict occur, the Chair/Deputy Chair and group will work with the Tamariki/Rangatahi Youth Officer 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 Tamariki/Rangatahi Youth Officer if concerns are about the Chair of Youth Council.

Conflict of Interest

Members will be asked to complete a conflict-of-interest form when they join the Youth Council and at the beginning of each year they sit on the group. The Tamariki/Rangatahi Youth Officer will be responsible for providing members with a conflict-of-interest form as part of new member induction packs and to all members at the beginning of each year.

Members are also expected to notify the Tamariki/Rangatahi Youth Officer of any new or emerging conflicts of interest at the start of each meeting.

For the purpose of the Youth Council, conflicts of interest are deemed to occur where a member advises on work-streams that impact on:

- money or other resources the member has invested outside Council;
- the member's family, or;
- official positions the member holds on groups or bodies outside of Council.

Scope

Reporting and Accountability

The Youth Council will report to the appropriate Council committee every six months (or as the need arises), outlining work undertaken with Council staff, the group's achievements and any issues it wishes the Council to consider further.

The names and details of all members of the group and minutes of the groups meeting will be available on the RDC Council website.

Success stories/updates will be promoted as appropriate through a range of RCC media Channels.

Review

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 Community Wellbeing Manager, and if necessary/ appropriate with the Policy/Planning Committee.

Youth Council Performance

The Chair, Deputy Chair and Tamariki/Rangatahi Youth Officer will review the performance of the Youth Council annually. The review will evaluate the Youth Councils performance against its purpose and agreed work plan. The Chair and Tamariki/Rangatahi Youth Officer will feed this back to the Youth Council and the Policy/Planning Committee.

Members

Youth Council members are expected to:

- be prepared for meetings, turn up before the start of each meeting and consider issues with an open mind;
- actively participate in Youth Council meetings and contribute to the actions agreed to;
- provide apologies in advance when attendance at a meeting is not possible
- pass minutes at meetings;
- establish, maintain and make the most of existing relationships with other groups around the District;
- actively promote the work of the Rangitikei District Youth Council and relevant information to their networks;
- bring youth issues and opportunities to the Youth Council and assist the Rangitikei District Council to canvass youth views;
- not take individual issues to Youth Council that can be dealt with via general enquiries to the Rangitikei District Council Customer Service Centre;
- comply with the Code of Conduct.

Youth Council Chair and Deputy Chair

Members of the Youth Council will elect a Chair and Deputy Chair. The Chair is expected to:

- encourage open communication where all members can effectively contribute;
- work with Youth Council members and Council's Strategic Advisor for Rangatahi to compile meeting agendas;
- manage Youth Council meetings to enable considered yet efficient decision making;
- Sign off minutes;
- work with Youth Council members and Council's Tamariki/Rangatahi Youth Officer to develop, complete and implement the group's annual work plan;
- be the spokesperson and contact point with Rangitikei District Council for Youth Council and represent the views and recommendations of the group;
- work with Council's Tamariki/Rangatahi Youth Officer to review the contribution of Youth Council members at the yearly review and raise any concerns.

The Deputy Chair is expected to:

- support the Chair in their role and functions;
- act in place of the Chair if the Chair is unavailable or has a conflict of interest.

Alumni

Alumni are former members of the Youth Council that can remain connected and involved in the work of Rangitikei Youth Council. An Alumni is not a member.

An Alumni's role is to:

- Establish, maintain and make the most of existing relationships with groups around the district;
- Actively promote the work of the Youth Council & Rangitikei District Council to their networks;
- Use their experience and skills to support the projects and actions of the Youth Council;
- Comply with the Code of Conduct

The Tamariki/Rangatahi Youth Engagement Officer

Council's Tamariki/Rangatahi Youth Officer assigned to the Youth Council is not a member. They are expected to:

- provide administration, support and promotion of the group. This will include the induction of new members, recording meeting minutes and following up on action points to report back to the Youth Council;
- work with the Chair/Deputy Chair to set the meeting agenda;
- work with the Chair/Deputy Chair to track attendance and review the contribution of Youth Council members at the yearly review;
- work with the Chair/Deputy Chair to manage risks, conflicts and ceasing membership;
- work across Council business activities and committees to help them effectively engage the Youth Council in the development and implementation of policy, strategy, planning and service delivery in the district;
- liaise with other Council staff around presentations and the development of projects, plans, etc.;
- liaise with families for minors and ensuring the safety of minors in relation to Youth Council business.

The Elected Member(s) / Councillor(s) and Te Roopu Ahi Kaa (TRAK) Representative

Any Councillor or TRAK representative participating in Youth Council meetings is not a member. The Councillor or TRAK representative's role is to:

- act as a liaison and information conduit between the Council/TRAK and the Youth Council conveying, if necessary, the concerns of the Youth Council;
- provide, in conjunction with staff, information, advice and an explanation of the Council's political process and agreed Council policy where required and requested by the Youth Council;
- listen and consider the opinions and recommendations of the Youth Council.

For more information contact:

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Tamariki Rangathi Youth Engagement Officer
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027 254 6946



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Making this place home.