

Rebecca Watson

From: official information
Sent: Friday, 2 August 2019 08:26
To: [REDACTED]
Cc: official information
Subject: LGOIMA 19225: Hamilton Youth Council
Attachments: Youth Council 2011 Terms of Reference.pdf; Youth Council Advisory Panel - Terms of Reference 2013-2016.pdf

Kia ora,

I write to acknowledge your information request in respect of Hamilton Youth Council, I am now able to provide Hamilton City Council's response.

Our response:

The Council endorsed the establishment of Hamilton's Youth Council in February 2001 with the 'primary' purpose of Youth Council being "a voice for youth and youth issues".

- An Annual report has been submitted each year to Council informing Council of the activity that has been undertaken by Youth Council in the previous year.
- The Social Development Advisor provides all necessary administrative support and advice to Youth Council and maintains good communication links between members, City Council Staff and Councillors.
- The Terms of Reference were updated each year by the Youth Council Executive to ensure an efficient and effective operation is implemented.
- Attached is the 2011 version, which was essentially the version from 2002 until the Youth Council became the Youth Council Advisory Panel.

The most recent version of the Youth Council operated in the 2013-16 Triennium as the "Youth Council Advisory Panel" – Terms of Reference attached.

The process followed to appoint members looked like this;

1. Staff called for Expressions of Interest (EOI) for the Youth Council Advisory Panel, through media advertisements from 20 December 2013, with applications closing on 17 January 2014.
2. Due to a small number of EOI from the first round, the decision was made to advertise again. A second call for EOI was opened in February, through media advertisements with applications closing the 28 February 2014.
3. Advertisements were placed in the Waikato Times, Hamilton Press, City News, and Community Development staff distributed information through their external networks.
4. Previous Youth Council members were advised by email of the EOI process.
5. There were a total of 25 applications received.
6. The Appointment Panel, comprising of the Mayor, Councilors Green and Forsyth, Former Chair of Youth Council, and the Chief Executive (non-voting), met in March 2014, to consider the nominations and recommend candidates to the Council for appointment.
7. Elected Members received the 9 nominations in a report 27 March 2014 and appointed the Youth Council.
8. Waikato-Tainui had a representative on the Youth Council.

Kind regards,

Amy Viggers

On behalf of the Privacy Officer

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Youth Council Advisory Panel

Terms of Reference

The Hamilton City Council recognises the importance of obtaining the views of younger people in Hamilton and providing a forum for obtaining advice about matters that impact on young people.

To be successful in obtaining robust advice on matters of concern for young people, it is expected the Youth Council Advisory Panel are actively engaged with both young people and the youth sector.

These terms of reference establishes the Youth Council Advisory Panel and provides the terms for its operation.

1 NAME

The Youth Council Advisory Panel (“The Panel”). The Panel will be publicly known as The Youth Council.

2 PURPOSE

2.1 To identify and communicate to the Council the interests and preferences of young people living in Hamilton in relation to:

2.1.1 The development of strategies, policies, plans and bylaws of the Council;
and

2.1.2 Any other matter that the Panel considers to be of particular interest or concern to young people of Hamilton.

2.2 To provide advice to the Mayor and elected members of the appropriate processes and mechanisms for engagement with young people in Hamilton.

2.3 To monitor the effectiveness of the Youth Action Plan and make recommendations to the Council for any changes.

3 SCOPE

3.1 Work with staff to develop an agenda schedule and a plan of priority actions for each year.

3.2 Develop a plan for communicating with and obtaining the views of younger people.

3.3 Make recommendations to the Council.

4 MEMBERSHIP

4.1 General

- 4.1.1 The Youth Council will consist of a maximum number of 11 members.
- 4.1.2 Only residents of Hamilton, aged 17-25 years are eligible for appointment, with the exception of one elected member representative. All nominations must be 17 years by the 1st of January of the year the panel is appointed.
- 4.1.3 Members will be appointed by the Council by 1 February following each triennial local body election.
- 4.1.4 One member will be an elected member appointed by the Mayor, who will be a voting member.
- 4.1.5 One member of the panel will be nominated by Waikato-Tainui.

4.2 Term

- 4.2.1 Members will be appointed for a term of up to three years and are eligible for reappointment for further terms.

4.3 Nomination Process

- 4.3.1 The Council will call for nominations following each triennial local body elections by publicly advertising for expressions of interest.
- 4.3.2 Nominations may also be received from the Mayor and Councillors.
- 4.3.3 Nominations must include a CV and information relating to the appointment criteria in clause 7.
- 4.3.4 An appointment panel comprising of the Chief Executive (non-voting role), the Mayor, two elected members, and the current Youth Council Advisory Panel Chairperson and Deputy Chairperson will consider the nominations and recommend candidates to the Council for appointment. The appointment panel may choose to interview potential candidates during the nomination process.
- 4.3.5 If a vacancy arises during the three year term, the following options will be considered to fill the vacancy:
 - The nomination process in clause 4.3: or
 - An unsuccessful applicant from the prior appointment process may be approached.
 - If there is less than 12 months until the triennial elections, the vacancy may remain.

5 CHAIRPERSON

The Council will appoint a Chairperson and Deputy Chairperson recommended by the appointment panel. The current Youth Council Advisory Panel Chairperson and Deputy Chairperson will not take part in the selection process.

6 LOSS OF QUALIFICATION FOR MEMBERSHIP

- 6.1 In the event that a member is absent from three consecutive meetings without approval of the Youth Council, that person will cease to be a member.
- 6.2 If, in the opinion of the Youth Council, or Hamilton City Council, a member brings the Youth Council into disrepute, or their membership entails a significant conflict of interest, that person will cease to be a member.

7 CRITERIA FOR APPOINTMENT

The Council will take into account the following criteria in appointing members to the Youth Council:

- Involvement in young persons issues or organisations representing young people
- Commitment and interest in Hamilton issues
- Effective communication
- Leadership skills
- Advocacy

The Council will endeavour to reflect the diverse demographic of Hamilton in appointments to the Youth Council.

8 MEETINGS

- 8.1 Meetings will be held bi-monthly.
- 8.2 Additional meetings to be arranged if and when required.
- 8.3 The Youth Council will determine its own meeting process.
- 8.4 A quorum constitutes a majority of members.

9 DECISION MAKING

- 9.1 Decisions will be made by a simple majority vote (a majority of those present and voting). In the event there is an even number of voting members, the Chairperson shall have the casting vote.
- 9.2 The Youth Council makes recommendations to the Council.

10 CONFLICTS

The Panel members will declare all conflicts of interest and complete a signed conflict of interest register.

11 MEDIA

All media enquiries will be directed to Council staff, and logged in the media register. The Council communications staff will work with the nominated Youth Council spokesperson to respond to all media requests.

12 SUPPORT

12.1 The Hamilton City Council will provide staff support and work with the Youth Council to assist them in their work. The officer will also act as a liaison with services within the Council.

12.2 The elected member appointed to the Youth Council will be a liaison between councillors and the Youth Council.

13 REPORTING

The Youth Council Advisory Panel reports to the Council.

Adopted by Council on 28 November 2013



Hamilton Youth Council

Terms of Reference

FEBRUARY 2011

Background to Youth Council

Youth Councils in New Zealand are to provide young people with a voice to represent their views in the wider community. Youth input gives first hand insight into how youth use and perceive the city and the facilities, events and activities it provides.

The Hamilton Youth Council is designed to encourage youth participation in civic affairs and provide a voice on youth issues. Youth Council comprises of 15 young people aged from 15 to 25 years. The Youth Council will advocate for and support youth events, activities and facility provisions within the city. The Hamilton Youth Council will also provide a youth perspective into wider city and national issues through consultations, submissions and letters.

Expectation of Youth Council members

Youth Council will meet officially once every four weeks between the months of February and December. Youth Council Sub-committees may meet more often to progress particular projects.

All meetings will follow a recognised meeting format as outlined in “Formal Meeting Procedures”.

Youth Council members will respect the confidential nature of their role in relation to Hamilton City Council business.

Youth Council are a non-political advisory group, and as such, they hold no political affiliation with any group.

Youth Council must be transparent in all of their decision-making. Youth Council members must declare any potential conflicts of interest when discussing items.

Hamilton Youth Council will work collaboratively with Hamilton City Council and appropriate youth services.

The Hamilton Youth Council will advocate on behalf of all young people in Hamilton to ensure that young people:

- Feel valued
- Be given opportunities to express themselves, to be seen and to be heard
- Have their own spaces in communities
- Have the right to live in a safe, supportive environment
- Have access to affordable and appropriate information, services, resources, activities and facilities
- Be recognised as valued members of the community
- Be given opportunities to have real responsibilities
- Be given real decision making opportunities
- Have good adult role models, who have the ability and responsibility to assist, encourage and inform young people about issues that may affect them.

Youth Council's aim is to address a range of issues that interest or concern youth and is aligned with Hamilton's LTCCP and Social Wellbeing Strategy. **Social Wellbeing Strategy — Vibrant Young People**

Vibrant young people are an important element of a healthy city. The actions of local communities can help children and young people develop a sense of belonging and contribute to social cohesion over the long term.

The Vision is for Hamilton's young people to be vibrant and optimistic, encouraged to confront challenges and given confidence to make decisions about their futures.

Outcomes

Our young people are optimistic about their future.

- *They have genuine hope, big expectations and are encouraged to take up challenges.*
- *They have safe, caring relationships which support their health and well-being.*
- *They have the skills and knowledge to confidently make choices about their future.*
- *Our rangatahi/young people have pride in their cultural identity.*

Protocol for Hamilton Youth Council communication with Hamilton City Councillors

Hamilton City Council is committed to supporting and encouraging Youth Council members. The Deputy Chairperson of the Community Development Committee and two delegated Councillors are available to mentor and advise Hamilton Youth Council members on civic matters.

The Hamilton Youth Council will provide a voice for the youth of Hamilton on issues that affect youth and will support youth events and activities.

Communication between these two groups is critical to achieve effective and efficient information sharing and advocacy.

The Hamilton City Council Social Development Advisor will hold the key liaison role between the Hamilton Youth Council and the Chair of the Community Development Committee.

Ways in which items raised will be communicated to Youth Council can be through, but not limited to:

- Attendance of Hamilton City elected members at Youth Council meetings
- Attendance of Hamilton City Council staff including the Strategic Unit and Youth Development Team staff.
- Attendance of other interested members of the community.

Items raised with the Hamilton City Council and which affect young people will require:

- Discussion and agreement by the Youth Council
- A memo or report to be prepared by the Youth Council with support and peer review provided by the Social Development Advisor in consultation with the Social Development Team Leader.

Communication with Hamilton City Council may be initiated as follows:

1. Through the support of the Social Development Advisor
2. Youth Council members may email or phone Hamilton city Councillors to represent the voice of the Youth Council on specific issues following discussion with the Chair or a delegated representative for the Youth Council
3. Hamilton city Councillors, through distribution of the agenda, are invited to attend the formal Youth Council meetings
4. Through formal written letters to Hamilton City Council (this is known as a submission).
5. Hamilton city Council Councillors may request a meeting with Youth Council on issues they may wish to review a youth perspective on.

The Youth Council Chairperson, with support and peer review by the Social Development Advisor, will present an annual report on the activities of the Youth Council to the Community Development Committee.

Roles within Hamilton Youth Council

- Chairperson
- Deputy Chairperson
- Secretary

These roles will be appointed for a one-year term. Youth Council may, at the conclusion of one year, elect new people to the roles of responsibility. Those who have held these positions are eligible for re-election and will be given first option to do so.

Elections will progress as follows:

- Council members may nominate themselves or be nominated by other Youth Council members
- All council members present will vote, by secret ballot, for one nominated candidate per role
- The Social Development Advisor will tally votes and advise of new appointments.

Term of Membership

Youth Council members will be elected for a period of two years. Members can opt to stay on for another two years, provided they are 25 years of age or under and that they have a good attendance record. If a member is selected at the age of 25 years, they may remain a member until they turn 26.

Youth Council Funds

Hamilton Youth Council is funded by Hamilton City Council, for the Youth Council's overall operational and running costs, such as meeting costs, events, training/conferences and publications.

Funds are provided for the operation of Youth Council only, NOT to fund the activities of another group or organisation.

The Social Development Advisor is accountable for these funds and all requests for funding must be approved by the Social Development Team Leader.

Balances of the Youth Council cheque book must be kept in order and submitted for reimbursement with the correct cost codes. There will be three signatories to the cheque book; the Social Development Team Leader, the Social Development Advisor and the Community Development Finance and Training Officer and least two of these people must sign each cheque. Copies of invoices and cheques are to be kept on file for auditing purposes.

For special projects, the Hamilton Youth Council may apply to funders for funding assistance. All funding applications must be approved by the Social Development Team Leader and meet the requirements of the Hamilton City Council funding sub-committee.

The budget for the Recognyz Youth Awards is a separate budget and must not be used for costs related to the Hamilton Youth Council.

Absences

When a Youth Council member is absent for two or more meetings without informing the Chairperson or Social Development Advisor of their absence, the Chairperson or Social Development Advisor will contact that member and establish their level of interest and commitment to the Youth Council.

The same process will apply to those who miss three meetings in a row, even if apologies were given.

Each member must be given every opportunity to be involved in the Youth Council and encouraged to participate. If other commitments make regular attendance difficult or if they do not wish to participate any further, they will be asked to write a formal letter of resignation terminating their membership to the Youth Council.

Disability

People with disabilities must be given equal opportunity in recruitment, Youth Council membership, training and promotion.

Harassment

All members have the right to be treated fairly.

Harassment of any kind (sexual, physical, racial, sexual preference etc) will not be tolerated.

If a Youth Council member feels they have been harassed in any way by a fellow member, they must report this to the Social Development Advisor. The Social Development Advisor will mediate at a meeting between the two parties to establish the problem and work towards a

solution. Depending on the severity of the harassment, dismissal from the Youth Council may occur.

Name Badges

Youth Councillors are required to wear their name badges in the following circumstances:

- At any Youth Council meeting (public and otherwise)
- At any time Youth Council members are working on the 4th floor
- At any meeting held with any Hamilton City Council staff, Councillors or the Mayor
- At any public function where an agency has requested the services of Youth Council
- At any public appearance in the role of Youth Councillor.

T-Shirts/Jackets

Youth Council t-shirts and/or jackets are to be worn only at Youth Council events and when supporting other youth events. Please note that you are easily identifiable with a Youth Council t-shirt and/or jacket and the highest level of responsibility is expected when representing the Youth Council.

Confidential Information — Disclosure

Youth Council members:

Will not disclose confidential information gained through their membership with the Youth Council for any purpose other than to carry out the official responsibilities of their role.

Youth Council Meeting Procedures

Purpose:

To ensure that Youth Council meetings operate efficiently and in a professional manner.

Steps	Key Points
Agenda setting — The Chairperson is to prepare the agenda with support from the Social Development Advisor	Items to be included on the agenda must be directed to the Chair or Social Development Advisor at least seven working days prior to the meeting
Advise Chairperson or Social Development Advisor of apologies	Contact the Chairperson or Social Development Advisor at least three working days prior to the meeting if members will not be attending a Youth Council Meeting

	Advise during meetings of any upcoming absences
Minimise any disturbance to other members during meetings	Turn off mobile phones Be courteous while others are speaking
Meeting starts on time	Chair to welcome and thank members for attending and declare meeting open
Meeting follows agenda	<ul style="list-style-type: none"> • Apologies • Minutes of previous meeting • Matters arising • Correspondence In/Out • Reports (as outlined below) • General business
Chairperson's report	Provides an update on key issues and activities
Community reports	An update from each member is provided on issues/events within their community
General Business is the time for non-agenda items to be raised	The Chairperson is to encourage members to submit major agenda items to the Social Development Advisor prior to the agenda being circulated (at least seven working days before meeting)
Next meeting	As per scheduled meetings but may be changed on agreement by members
Close meeting	Chair thanks members for participating and closes meeting

Public Meeting Procedures

Purpose:

To ensure that adequate notice is given to the public for public meetings.

Steps	Key Points
Public meetings or public consultations are to be held at least once a year	The Youth Council is to decide when public meetings will be held, in relation to current projects and timelines
Public meetings or public consultations are to be held in a venue agreed most appropriate at the time between Youth Council and the Social Development Advisor	Social Development Advisor to book venue
Meetings are to be advertised in Hamilton newspapers, schools, University and at Wintec	<p>Effective and appropriate notice of the meeting must be given to ensure a reasonable public attendance</p> <p>The public does not have to be present during the entire meeting</p>

Recruitment Process

Purpose:

To ensure that the Youth Council comprises 15 young people from varying areas of Hamilton city.

Steps	Key Points
<p>If a Youth Council member resigns, new members need to be recruited</p> <p>Youth Council will be reviewed every four months — February, June and October to see if recruitment is needed (if there are under 15 members)</p>	<p>Interested people who make contact during the year will be interviewed by the Social Development Advisor and, where possible, the Youth Council Chair. Interview is to take place within five working days of initial contact. Applicant asked to give an overview of their current community involvement, their knowledge of Youth Council and what they bring to the group. Applicant is issued a copy of the Youth Council terms of Reference booklet. Applicant is invited to attend the next Youth Council meeting. After attending meeting, applicant is to contact Social Development Advisor within five working days to confirm that they will join Youth Council. Social Development Advisor sends a letter to applicant confirming their membership. The member is bound by the Youth Council Terms of Reference.</p> <p>Current Youth Council members are also asked to invite potential members to the last formal meeting of the year in November. The Social Development Advisor follows up in January of the following year with those who expressed interest in being involved.</p> <p>In certain circumstances, the Social Development Advisor, in consultation with the Social Development Team Leader, has the ability to over-recruit and have more than 15 members. Reasons for this may include, but are not limited to:</p> <ul style="list-style-type: none"> • Expected attrition throughout the year • Specialist contribution of the recruit • Opportunity for recruit <p>If the person is suitable, they will be asked to join Youth Council</p> <p>At the last meeting of the year, current</p>

	Youth Council members, members of the youth sector and other interested parties will be invited to bring along anyone who they feel will be suitable for Youth Council. Those interested people will be contacted the following year to gauge their interest and commitment
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Media Interviews

Purpose:

To deal appropriately with the media in a manner consistent with Hamilton Youth Council's values and responsibilities.

Steps	Key Points
Establish whether you are the appropriate person to speak	Speak on topics of your responsibility only. If in doubt, refer to Chairperson or Social Development Advisor
Establish areas to be covered	<p>Prior to interview, establish what will be covered. This will give you the opportunity to tell them that 'topic X' is not your area — or you'll need to find out more information</p> <p>Once this has been established, contact the Social Development Advisor for further guidance, who will discuss the request with Communication and Marketing Team and Social Development Team Leader</p> <p>DO NOT answer any questions at this time, advise the reporter that you will phone them back</p>
<p>Get your thoughts together and identify key messages you want to convey</p> <p>Ensure that you have liaised with Social Development Advisor, HCC Communications and Marketing and Youth Council Chairperson</p>	<p>Write answers or important notes down if you need to</p> <p>Support and guidance is available if you need it</p> <p>DO NOT answer any questions without first discussing with the Social Development Advisor</p>
Control the situation	You can avoid questions that start with "what do you think about..?" Be sure you understand what is being asked and that you are the right person to comment
Be open and cooperative	
Begin with positives	
Journalists are equals — not the enemy	They can assist in portraying positive

	messages and help to promote groups
Avoid saying "no comment" instead say "I'll need to gather more information"	If you don't know, say so, but be prepared to find out
Repeat key messages	
Stop talking when the question is answered	

Remember: nothing is off the record!

Youth Council Filing Processes

Purpose:

To ensure all incoming mail is directed to Youth Council members

Steps	Key Points
Receiving mail	All Youth Council mail (postal and email) will be received by the Social Development Advisor and tabled at Youth Council meetings by the Secretary This correspondence will be discussed with the Chairperson at the setting of the agenda
Youth Council members filing	All Youth Councillors receiving correspondence must keep and file documents for the next person who occupies their role

Purchase of items and reimbursements

Purpose

To establish a structure for the process of purchasing items and reimbursement of expenses.

Steps	Key Points
Advise Social Development Advisor of item to be purchased, quantity of item to be purchased and where the item is to be purchased from	The Social Development Advisor will arrange for an invoice to be sent to HCC and arrange payment from the Youth Council budget
Advise the Social Development Advisor of any items purchased from a provider with own money	You will need a receipt of payment to be sent/delivered to the Community Development Unit, in order to be reimbursed If the item is under \$50 then the Youth Councillor will need to provide a receipt to the Social Development Advisor, who will reimburse the Youth Councillor from petty cash
Reimbursement of phone calls made for Youth Council projects	For certain events during the year, project managers will be reimbursed for any calls

	and messages made from their personal phones. Copies of phone accounts will need to be provided for reimbursement
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Roles and responsibilities

Social Development Advisor

Is responsible for:

- Providing support to the Chairperson, Deputy Chairperson and Secretary
- Liaison with HCC staff
- Providing relevant resources and additional information
- Facilitating the recruitment process
- Providing induction, orientation, training and support for new Youth Councillors
- Providing mentoring to Youth Council members.

Chairperson

The Chairperson is the official representative of the Youth Council. They represent the Youth Council on matters at a local, regional or national level. A delegated member may be required to represent Youth Council in the absence of the Chairperson.

During meetings the Chairperson is to:

1. Chair the Youth Council meetings (see “Youth Council meeting procedures”)
2. Start and finish meetings on time
3. Encourage others to speak out
4. Listen effectively and respect the opinions of others
5. Keep the meetings flowing and on track.

The Chairperson is to establish and maintain a good working relationship with the HCC Social Development Advisor, Hamilton City Council delegated councillor mentors and all members of the Youth Council.

Deputy Chairperson

The Deputy Chairperson is to assist the chairperson in their activities. If the Chairperson is absent for any meeting, the Deputy Chairperson will take over the role of the Chairperson for that meeting.

Secretary

The Secretary is responsible for the writing of the minutes at the meetings, ensuring that at the conclusion of the meeting, minutes are typed up and sent to the Social Development Advisor for distribution.

Projects

Working parties will be formed for specific activities or events to be undertaken by the Youth Council. The working parties will meet outside of Youth Council meeting times and report back at Youth Council meetings.

Confidentiality Statement

The contents of this statement are strictly confidential to Hamilton City Council and the Hamilton Youth Council.

This manual can only be released to a party outside the Council or Youth Council with the written authority of the HCC Social Development Advisor and the Youth Council Chairperson. The written material contained in this report can only be copied with consent from the above.