



Whanganui District Council

YOUTH COUNCIL

HANDBOOK 2022-23



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Kia ora

**THE WHANGANUI DISTRICT YOUTH COUNCIL WELCOMES YOU!
CONGRATULATIONS ON BECOMING A YOUTH COUNCILLOR OR FOR DECIDING TO
JOIN US AS A VOLUNTEER! WE'RE HAPPY YOU'RE HERE!**

Kia ora e hoa,,

Being a part of the Youth Council can be an experience like no other, it is a chance to connect with other like-minded people, to speak up for what you believe in, and to make change happen that impacts youth in our community. Taking part in the Youth Council can be a really rewarding experience. The time and energy you put into this group can create positive change that impacts rangatahi today, and also for generations of come.

The Whanganui District Council recognizes how important it is to understand what is important to youth people in Whanganui District. The only ones who truly understand this is you – the rangatahi of the district. This is why the Youth Council was created, to provide a forum for obtaining advice about matters that impact youth, and to connect rangatahi to create opportunities that support the wellness of all rangathi in the district.

Whether you are joining us as a volunteer, or as a Youth Councillor, we are excited to have you on our team!

*Ngā manaakitanga,
Stacy White – Project Support Officer, Youth Council*

THE BASICS

01

SPEAK UP * SPEAK OUT * BE HEARD

A LITTLE OVERVIEW OF ALL THINGS YOUTH COUNCIL (YC), FROM WHY WE'RE HERE TO WHO WE ARE AND WHAT WE DO.....

Whanganui District Council's Youth Council is a collective of rangatahi aged from 12-24 who represent the 'voice' of youth across the district. Youth Councillors and volunteers share a passion for youth issues and consider ourselves to be the voices of all youth in Whanganui. The Youth Council allows the youth within our community to have a say and influence on what goes on. The role of Youth Councillors (and also volunteers) is important because we are the community of tomorrow, so it is vital that we take interest in topical issues and make sure that the youth voice is heard strongly throughout all aspects of Whanganui life.

Being a part of the Youth Council is an experience like no other. It is a chance to connect with like-minded people, to speak up for what you believe in, and implement change by youth/for youth within the community.

Being a Youth Councillor is a rewarding experience; and it's also a large commitment.

As a Youth Councillor you:

- represent the community's young people
- promote opportunities for youth participation
- develop and monitor policy on youth issues
- provide opportunities for youth to contribute to the decision-making of Whanganui District Council
- advise the Council on matters of interest for youth in the Whanganui District.

We, the Youth Council, are a group of rangatahi who share a passion for youth issues and work hard to best represent the youth voice from across Whanganui District.

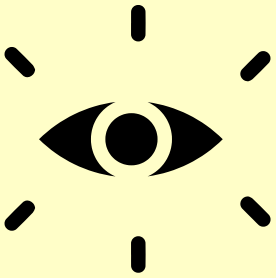
In addition, the Youth Council:

- Develops the skills and capabilities of its members as leaders within our community
- Encourages youth participation in civic affairs and provides a youth perspective on District issues, policies, and future planning
- Strengthens the engagement between WDC and Whanganui rangatahi to enable rangatahi to participate in community decision making processes.
- Assists and advises WDC on how it can be: a District full of opportunities that empowers, inspires, and uses meaningful engagement for and with rangatahi.

The purpose of the Youth Council is to allow the youth within our community to have a say and influence on what happens in the community. The role Youth Councillors play is important because the youth are the community leaders of tomorrow, It is vital that we take interest in current issues and make sure the youth voice is heard strongly throughout all aspects of Whanganui life.

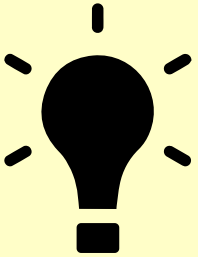
VISION & PURPOSE

SPEAK UP * SPEAK OUT * BE HEARD



VISION:

TO ENSURE THAT WHANGANUI IS A VIBRANT, INCLUSIVE, EMPOWERING COMMUNITY, WHERE YOUNG PEOPLE LOVE TO BE.



PURPOSE:

TO EMPOWER WHANGANUI YOUNG PEOPLE TO BE THE BEST THEY CAN BE BY PROVIDING THE RESOURCES AND OPPORTUNITIES THAT THEY NEED TO SUCCEED.

IN THIS HANDBOOK:

WDC = WHANGANUI DISTRICT COUNCIL

YC = YOUTH COUNCIL

PSO = PROJECT SUPPORT OFFICER

"UNITY IS STRENGTH... WHEN THERE IS TEAMWORK AND COLLABORATION, WONDERFUL THINGS CAN BE ACHIEVED"

– MATTIE STEPANEK

The YC is made up of a leadership team (two co-chairs, a PSO (project support officer), and an elected WDC member), Youth Councillors, and a team of volunteers. There are 14 seats on the Youth Council for local rangatahi, an additional four seats have been allocated for Tangata Whenua and there are unlimited volunteer positions available!

MEMBERSHIP

The membership of the Youth Council is comprised of:

- up to 14 Whanganui residents aged 12 to 24 years of age, appointed via Youth Council recruitment process
- one appointed Whanganui District councillor, appointed directly by Council and the Mayor.
- one tangata whenua representative appointed by each of:
 - Tupoho
 - Tamaupoko
 - Ngāti Apa
 - Ngāa Rauru

*more details on Youth Council Membership can be found in the Membership Details section.

KEY TASKS & RESPONSIBILITIES

Youth Council members and volunteers are expected to:

- Attend all formal meetings
- Attend informal meetings (fortnightly)
- Actively participate in Youth Council meetings and get involved in projects and activities outside of meetings.
- Attend retreats and training days, teambuilding events and hui's on occasional weekends
- Share information, learnings with other rangatahi.
- Listen to youth in the community and feedback their views and ideas to the Youth Council.
- Follow our Code of Conduct and respect the Tikanga of the group
- Understand the expectations of the roles and be familiar with the Youth Council Handbook.

MEETINGS

The Youth Council meets fortnightly. The majority of our meetings are informal meetings to discuss projects and hear from community partners and organizations. Our Standing Orders require that we have at least 4 formal meetings each calendar year. Dates for formal meetings will be communicated to all members at least two weeks in advance. The majority of our meetings are held at the Council building (101 Guyton St).

Formal meetings are mandatory for all members and start at 4pm and usually end at 6:30pm. Informal meetings are compulsory and usually run from 4pm to 6pm. Project and working group meetings can be held at any time and the length is variable.



YC BUSINESS PLAN & PROJECTS

“LET US MAKE OUR FUTURE NOW, AND LET US MAKE OUR DREAMS TOMORROW’S REALITY.” – MALALA YOUSAFZAI

The Youth Council has a Council approved budget and a business plan. This enables the Youth Council to engage with local rangatahi through events, outreach, promotions, and projects

Each year, the Youth Council is given a budget from the larger WDC Annual Plan (The term 'year' is based on the WDC financial year, which goes from July-June). The YC has financial delegation of this money.

In 2021, the Youth Council set out to map out a three-year Business Plan. Each year, the Youth Council provides an update to Council regarding the business plan that highlights and provides details on the projects and the way the budget will be allocated for that financial year.

Within the annual update to council, the Youth Council decides which projects they will focus on during that fiscal year. In order for a project to be sustainable, and achievable - we require that multiple YC members have interest and capacity to see it through to completion.

Each project requires a completed project plan to be submitted. Any budget spent on a project must be approved during a formal meeting and included in an update to Council. During the financial year, YC members can pitch a new idea for a project to the team.

The YC often receives asks for funding from the community. Each request is reviewed independently with consideration of youth impact, and involvement. Funding is not provided for large scale music festivals, or to be given away as prizes at events.



STANDING ORDERS

STANDING ORDERS CONTAIN THE RULES FOR THE CONDUCT OF THE FORMAL PROCEEDINGS OF THE YOUTH COUNCIL. THEY HAVE BEEN APPROVED BY WHANGANUI DISTRICT COUNCIL AND ENABLE THE YOUTH COUNCIL TO EXERCISE ITS UNIQUE DECISION-MAKING RESPONSIBILITIES IN A TRANSPARENT, INCLUSIVE, AND LAWFUL MANNER.



**WHANGANUI
DISTRICT COUNCIL**
Te Kaunihera a Rohe o Whanganui

WHANGANUI YOUTH COUNCIL STANDING ORDERS

Before the meeting:

The Youth Council will meet at least four times per calendar year.

All members of the Youth Council will receive at least two weeks' notice that a meeting is to take place.

The Co-Chairs will liaise with the Youth Council Project Support Officer and the Councillor appointed to the Youth Council to set an agenda for the meeting.

A typical agenda will contain the following items:

- Welcome/Open the meeting
- Apologies
- Minutes of the last meeting – confirmation
- Matters arising
- Public forum
- Reports from staff, including financial statements
- Updates from members, including progress against business plan
- General business and correspondence
- Closing meeting

The agenda will be circulated to all members at least 4 days before the meeting. It will be published by the Youth Council Support Officer to Council's website.

At the meeting:

The meeting is conducted in the order of business set out in the agenda.

1. The meeting can begin once quorum is reached.
2. The Chair welcomes all attendees and declares the meeting open. They can give a reflection or opening karakia if they wish.
3. Apologies are called for and attendance recorded. The Chairperson puts a formal motion that the apologies are accepted. A vote can be taken and the result recorded in the minutes.
4. The previous meeting's minutes are confirmed by those present at the meeting. The motion of acceptance has to be moved and seconded.
5. Matters arising from the previous minutes can be discussed (unless they appear on the agenda).

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STANDING ORDERS

At the meeting (continued...):

6. Public forum – if members of the community have requested to present, they have an opportunity to speak for 5 minutes.
7. Reports from staff – discussion should focus on recommendations and to those matters requiring approval or feedback.
8. Updates from members – these should be brief and on specific topics, particularly working party activities.
9. General business is the time for minor items to be raised. The Chairperson has the right to decide whether the matter should be discussed. Any correspondence received can be discussed at this time.
10. Close of meeting – Chair thanks members for participation and formally closes the meeting, noting the time and date of the next formal meeting.

Effective chairing

The Chairperson is responsible for the following during meetings:

- Indicating when a person may speak.
- Keeping the discussion targeted to the topic.
- Deciding when the discussion should be brought to an end.
- Presiding over voting.

Discussion

Members may speak at the approval of the chair. The chair is to ensure that all members get a fair chance to speak on each item, and the members behave in a respectful manner in the meeting. If the chair determines a member has behaved in a way contrary to the Youth Council Values and Expectations, they can ask them to leave the meeting.

Voting

The chair should ensure an issue is well canvassed before moving to voting. All members have voting rights at meetings. Each proposed decision or amendment must be moved and seconded. Votes are by majority and a show of hands.

Post meeting

The co-chairs should follow-up with the Youth Council Project Support Officer to confirm any actions resulting from the meeting and relevant next steps. The Youth Council Project Support Officer will circulate the meeting minutes to all members within 1 week of the meeting taking place.

TERMS OF REFERENCE

THE YOUTH COUNCIL'S TERMS OF REFERENCE (TOR) DESCRIBED THE PURPOSE, SCOPE, ROLES AND RESPONSIBILITY OF THE YOUTH COUNCIL. THE TERMS OF REFERENCE HAVE BEEN REVIEWED AND APPROVED BY WHANGANUI DISTRICT COUNCIL



**WHANGANUI
DISTRICT COUNCIL**
Te Kaunihera a Rohe o Whanganui

WHANGANUI YOUTH COUNCIL TERMS OF REFERENCE

(New name) Youth Council

Vision

To ensure that Whanganui is a vibrant, inclusive, empowering community, where young people love to be.

Purpose

To empower Whanganui young people to be the best they can be by providing the resources and opportunities that they need to succeed.

The role of the Youth Council is to engage with Whanganui District Council in order to:

- Represent the community's young people.
- Promote opportunities for youth participation.
- Develop and monitor policy on youth issues.
- Provide opportunities for Youth to contribute to the decision-making of Council.
- Advise the Council on matters of interest for Youth in the Whanganui District.

Membership

The membership of the Youth Council will be comprised of:

- up to 14 Whanganui residents aged 12 to 24 years of age, appointed via Youth Council recruitment process
- one appointed Whanganui District councillor, appointed directly by Council
- one representative appointed by each of:
 - Tupoho
 - Tamaupoko
 - Ngāti Apa
 - Ngaa Rauru

Further criteria and attributes of Youth Councillors are outlined in the Youth Council Handbook.

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TERMS OF REFERENCE



**WHANGANUI
DISTRICT COUNCIL**
Te Kaunihera a Rohe o Whanganui

WHANGANUI YOUTH COUNCIL TERMS OF REFERENCE

Terms of appointment

Youth members are appointed for a two year term, with the right to apply for a second term. Membership will cease if a member misses more than three consecutive formal meetings without an apology, or breaches the Youth Council Values and Expectations, as outlined in the Handbook. A breach of this kind will be assessed by the Leadership Team.

Quorum

The quorum for each formal meeting is half the current membership, if membership is even, and a majority if membership is an odd number.

Meeting Procedure

The Youth Council's formal meetings will operate using Youth Council Standing Orders. Council staff will prepare an agenda and minutes for each formal meeting.

Business plan

Each financial year the Youth Council will adopt a business plan. This will outline how the budget will be allocated across the Youth Council's strategic priorities. The adoption of the business plan must be determined by a full Youth Council vote.

Reporting

The Youth Council will report to Council following each formal meeting. The report will outline activities within and beyond meetings, recent achievements, and any issues for the Council to consider further.

Review

The terms of reference for the Youth Council will be reviewed by Council following each triennial election.

04 CODE OF CONDUCT



THE YOUTH COUNCIL CODE OF CONDUCT GIVES SOME DETAIL ON THE CULTURE OF THE YC AND DESCRIBES ITS TIKANGA. IT IS A SET OF GUIDELINES TO ENSURE THAT WE MEET AND CARRY OUT OUR WORK IN A SAFE, SKILLED, AND ETHICAL MANNER.

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.

1.

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

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

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 with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct);
- respect meeting dates and times (arrive on time, communicate if a member is unable to attend or is running late)

2.

3.

Youth Council members and volunteers may have the opportunity to be interviewed, or input to the media (radio, newspapers, etc.). All media inquiries or opportunities are to be sent to the PSO who will direct them through the Whanganui District Council communications team.

If it is agreed with Council staff that it is appropriate for a view to be expressed by the Youth Council, Youth Council members will be contacted. The individual will work with the PSO and Council's Communications team in relation to any public comments. Only those members who have completed the Media Release Form will be able to provide comment.

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.

4.

While acting as a member or volunteer with the Youth Council, information may be received that will need to be treated 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 confidentially will impede the performance of Council and could expose the Council to prosecution under the Privacy Act 1993 and/or civil litigation.

The WDC Child Protection Policy is to be a guiding document for all interactions with rangatahi. Should any issues or concerns arise please do not hesitate in bringing this to our attention.

5.

6.

Any issues of concern can be brought to the PSO (Project Support Officer), who will then decide whether to raise the issue with an appropriate senior Council staff

In addition to the Youth Council code of conduct, members and volunteers need to uphold the Whanganui District Council code of conduct, it can be found on the Council's website.

SPEAK UP * SPEAK OUT * BE HEARD

Whanganui District Council
Youth Council

05 YC MEMBERSHIP: THE DETAILS

"DON'T WAIT TO BE GREAT" – JAHKIL JACKSON

Being a Youth Council member is an important and desired role and requires a certain level of commitment. Individuals need to have a significant amount of space in their lives, as it's unusual for a week to go by without some involvement required. Whanganui youth deserve the best representation possible and the following info and guidelines are designed to help the committee effectively achieve its key tasks as a strong team.

KEY MEMBERSHIP COMMITMENTS:

All members (including volunteers and councillors) should be committed to:

- Attending both formal and informal meetings and events whenever possible - prioritize Youth Council and communicate your involvement well to family and employers
- Working outside of meeting times on projects
- Promoting the Youth Council and its projects amongst peer networks and within schools.
- Respecting the tikanga of the group. This includes communicating if arriving late or leaving early from meetings, being present and engaged with presenters at meetings – limiting distractions where possible
- Bringing youth issues in the community to the attention of the Youth Council
- Connecting with the Youth Council throughout the week through a device (phone, computer, tablet) and regular internet access (let us know if this is a problem for you)

BENEFITS:

- Experience and learning to take into your future and share on your CV in areas like Governance & Management, Community leadership and development, Event and Project Management, Strategic Planning and Financial management.
 - Opportunities to participate in events and activities, (often with food and transport provided), have fun and connect with a huge variety of people.
 - Have your ideas heard by a group of rangatahi and move projects into action with support and a team around you.
 - Appointed Youth Councillors will receive a small honorarium in recognition of the importance of this role.
 - Capacity building, training and development to develop your skills and enable you to reach your goals;
 - A profile in the community, networking benefits, and the opportunity to represent young people in a wide variety of environments.
 - Exposure to a local government political system and its processes, the opportunity to be included in spaces where young people are not often invited.
 - Be part of making a real, lasting impact in Whanganui.
-

YC MEMBERSHIP: THE DETAILS



EXPECTATIONS:

- Follow the Code of Conduct (above) and respect the Tikanga of the group
- Notify the PSO at least 2 days in advance if you are unable to attend informal meetings or events, or if you will be late. Informal meetings (entire committee) and project meetings should have RSVP's at least 2 days before, there are often important projects or tasks planned for these meetings and the attendance impacts on being able to complete those.
- Respond to questions & polls via email or Messenger and respect the deadlines on these
- Ask questions and be proactive to move projects forward
- A simple thumbs up or thumbs down on Messenger can go a long way to show you've seen something, agree or disagree or cannot make a certain date.
- Youth Councillors are required to send formal meeting apologies directly (via email or Messenger) to one of the Leadership Team no later than the Friday before the meeting. Remember that if we don't have quorum we can't go ahead with a formal meeting.
- Workshops, external events, volunteering and other opportunities need to be replied to promptly as they often require staff to let external organisations or people know if any members are available/will attend.
- When you attend an event, remember that you are representing the entire committee and the Council. Whether it's standing at the markets or being interviewed on Awa FM. Have a chat to the PSO to be clear on what is expected.(See FAQ on Attending events)

To help with these expectations. We'll do a few things:

- Send you meeting reminders. Both via email and messenger. Meetings are held FORTNIGHTLY so mark your calendar. We will TRY to give at least 2 weeks' notice.
- The formal meeting dates will be communicated well in advance so that work rosters or time off can be arranged.
- Remain open and welcoming to connecting, listening, and receiving your suggestions and comments on how we can all best work together!



YC MEMBERSHIP: THE DETAILS

RECRUITMENT:

The Whanganui District Council recruitment process has changed over the past year! We've transitioned from an annual recruitment drive once a year to an open ongoing recruitment process where all interested Rangatahi are invited to fill out a Volunteer form to join the Youth Council in a volunteer role.

As a volunteer, rangatahi are exposed to the Youth Council, and are made aware of the commitment and expectations that come with being a Youth Councillor. Those rangatahi who have experience as a volunteer, have been attending meetings and contributing to Youth Council projects, will be invited to express interest in a Youth Councillor role as vacancies become available.

YOUTH COUNCILLORS: If a volunteer is keen on becoming a Youth Councillor they can let the leadership team know! If vacancies are available, the process will begin asap.

Youth Councillor position review process includes completing necessary paperwork (including the WDC Police vetting process) and attending an informal interview with the leadership team. If successful, the leadership team will then present candidates to the Youth Council at a formal meeting for formal appointment.

Rangatahi who are not successful in obtaining a Youth Councillor position can remain on the Volunteer team, and will be offered guidance to build skills and experience necessary to move into a Youth Councillor role.

CO-CHAIRS: The Youth Council also has two co-chairs. Co-chair positions will be selected every two years, at the start of each financial year (July – June) with the option for positions to carry over for a second term. If, during two-year term, a co-chair vacates their position, the PSO will determine if the co-chair recruitment process will require any adjustments.

A call for interest and nominations will be put out to active Youth Council members by the PSO via email, messenger, and also during a Youth Council meeting for the Youth Council co-chair positions. Interested youth (including those who accept their nomination) will be asked to submit a written statement of intent (a paragraph or two highlighting why they would like to be Youth Council co-chair, what they plan on bringing to the position, and what their goals are for their time in that position). The PSO will review the statement, and will review the Youth Councillors performance and attendance (to ensure that they are in 'good standing' within the Youth Council. The PSO will present all eligible candidates to the Youth Council at a formal meeting. Each candidate will present their statement of intent to the group and the Youth Councillors will then complete a secret (confidential) ballot vote.

A member of WDC Democracy will tally and record votes. The decision will be brought back to the group for motion.

Should elections occur during a time when meeting in person are not possible, the PSO will consult with the Democracy Team to ensure a fair process is followed.

POLICE VETTING

As part of the recruitment process for the Youth Council. WDC requires that all Youth Committee members (regardless of age) undertake a police check prior to appointment. This is a VCA (Vulnerable Children's Act) check, and requires two forms of ID - one of which should be photo ID. Your birth certificate, passport, 18+ ID card, school ID, or license are all forms of ID. More information about this process, as well as the form, can be found here: [Guide to completing the form](#), [Request and Consent Form](#).

TAX FORMS

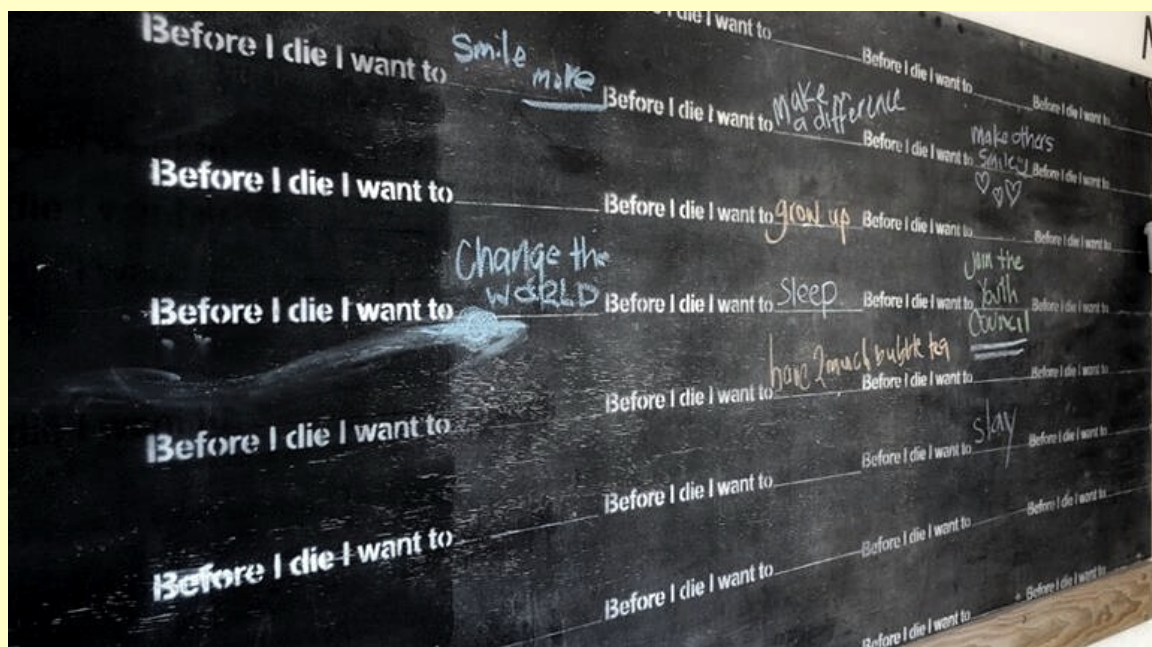
Youth Council members are paid an honorarium and are responsible for their own tax returns. They must fill out an [IR330C form](#) before being able to be paid. Youth Council members must select their own withholding tax rate and cannot be advised on this by any WDC employees. The category of work is 'Public Office Holder'

WDC SWIPE CARDS

Youth Council members are issued with Swipe Cards that give them access into the front door of the Municipal Building on Guyton St., the first floor (council chambers and meeting rooms), and the bike cage in the back parking lot (until 8pm M-F). The PSO take a photo of you and sent to the property department to get a swipe card. It's very important these swipe cards don't get lost for security reasons - and if they do, that you report it to the PSO as soon as you realise so they can be deactivated quickly. Please remember to swipe your card in/out at one of the doors so that it is registered that you are in the building

If you do not have a swipe card you'll need to continue to sign in on the iPad upon entry.

YC MEMBERSHIP: THE DETAILS



YC MEMBERSHIP: THE DETAILS

WHILE SOLVING PROBLEMS, YOU WILL CONTINUE TO ENCOUNTER FAILURES. ACCEPT THEM, BUT PERSIST WITH THE PROBLEM. DO NOT GIVE UP, AND ALWAYS REMEMBER THE BIGGER GOAL OF MAKING A DIFFERENCE " – GITANJALI RAO



"WHEN I GROW UP... I WANT TO BE EXACTLY WHAT I AM RIGHT NOW"

– DESMOND NAPOLES

RESIGNING FROM THE YOUTH COUNCIL

Being a member of the Youth Council is rewarding, and it's also a large commitment. It's important that members find balance in their lives as school, sports, family and community commitments, and the Youth Council can be quite demanding.

The wellbeing of our members is paramount (super important) to the Youth Council's success and it's important that our members can reflect on their desire and capacity to be on the Youth Council.

If things are challenging, have a chat with the PSO. We can often make arrangements to ensure you are getting the balance you need. We also know that circumstances often change, and if you are considering resigning from the YC have a chat with the PSO.

Resignation from the Youth Council must be in writing (via email, text, or messenger) to the PSO.

Resignation will be effective two weeks after you submit your written notice.

During this time, it's important that you return your swipe card and advise the Leadership team of anything project-related that we should be aware of.

If you've received Youth Council 'merch', we'd love you to keep it and continue to use it. We're really grateful for your time and contribution to the team.

VOLUNTEERS

YOUTH COUNCIL ROLES & RESPONSIBILITIES

THE PEOPLE WHO MAKE UP THE YOUTH COUNCIL SHARE
THE VISION AND VALUES OF OUR COMMUNITY



The Whanganui District Council - Youth Council volunteer crew are a collective of Whanganui Rangatahi between 12-24 who are interested in the Youth Council and are not yet in a position to step into a full Youth Councillor position (this could be based on the need to work on skills development, lack of ability to fully commit to the Youth Council, or a volunteer may be waiting for a Youth Councillor space to become available). Regardless of the reason, our volunteers are key in making the Youth Council operate.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Meeting and event participation. Showing up, asking questions, and contributing.
- Project and event involvement.
- Being a team player. Focusing on communication (speaking AND listening), respect and engagement.
- Communicating when they aren't available and can't attend meetings.

QUALIFICATIONS

Ideal Qualifications:

- Loves Whanganui and has ideas for improving the place we all share
- Has a broad range of interests, opinions and understanding
- Is curious about the Youth Council and has a desire to get involved

YOUTH COUNCILLORS

YOUTH COUNCIL ROLES & RESPONSIBILITIES



Whanganui District Council - Youth Councillors represent Whanganui Rangatahi between 12-24. Youth Councillors bring the youth Voice forward to Council, promote activities for youth to engage in the community, provide advice on matters of interest for youth in the Whanganui District, provide opportunities for youth to contribute to the decision-making of Council, and much more.

Youth Councillors are the foundation of the success of the Youth Council. They have both a governance (decision-making) and operational (do the work) role.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Meeting and event participation. Showing up and contributing.
- Is prepared for meetings. Reviews the agenda in advance and arrives on time.
- Contributes and engages at meetings (formal and informal) with ideas, experiences, and opinions
- Is engaged digitally
- Project involvement. This can include leading a project, planning, organisation, completing tasks independently and part of a group, taking initiative, and ensuing things are on track.
- Connecting with youth in the community. That's right, as a councillor it's your responsibility to talk to other rangatahi and listen to what they have to say. When you speak, make sure you think of those who aren't in the council.
- Being a team player. Focusing on communication (speaking AND listening), respect and engagement.

QUALIFICATIONS

Ideal Qualifications:

- Communicates clearly and engages well
- Is available to commit to meetings, and project work. Availability on Monday evenings and occasional weekend availability for trainings, workshops, or events
- Is willing to actively contribute to projects and make things happen
- Has a passion for connecting with other youth to gather information
- Ability to work in a fast-paced and diverse environment
- Self-motivated and able to balance multiple projects at once
- Willingness to give and receive feedback, and be a part of challenging conversations
- Understanding of and commitment to the Youth Council's kaupapa
- Willingness to work collaboratively with diverse groups of people such as LGBTQ+ communities, BIPOC communities, youth, and adults

YOUTH COUNCIL CO-CHAIRS

YOUTH COUNCIL ROLES & RESPONSIBILITIES



Alongside the responsibilities of our Youth Councillors, Youth Council Co-Chairs have many additional leadership and organisational responsibilities. The co-chair positions are leadership development opportunities that help youth develop skills in (but are not limited to): public speaking, time management, conflict resolution, meeting facilitation, and event planning.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Ensuring that the Youth Council Standing Orders are adhered to.
- Reporting back to the Council after each formal meeting - sharing the Youth Council's progress on their business plan so the Council can be confident the budget is being well spent
- Chairing and leading formal and informal meetings, including attending Co-chairs briefings and setting agendas for informal meetings.
- During formal meetings, co-chairs will alternate chairing. This is to include:
 - Indicating when a person may speak.
 - Keeping the discussion targeted to the topic.
 - Deciding when the discussion should be ended.
 - Presiding over voting.
- During informal meetings, co-chairs will:
 - Set an agenda in collaboration with the PSO.
 - Facilitate the meeting. Keeping the discussion targeted to the topic, ensuring that the agenda is adhered to and timelines are followed and that all present are included and have opportunity to speak

- Setting dates for formal & informal meetings and workshops, making decisions, attending events and being aware of key info as part of the leadership team
- Leading, helping, supporting the council members, making has a clear understanding of Youth Council projects, their role in the project, and that things are on track.

QUALIFICATIONS

Ideal Qualifications:

- At least one year of YC experience preferred
- Ability to work in a fast-paced and diverse environment
- Self-motivated and able to balance multiple projects at once
- Strong interpersonal and communication skills
- Willingness to give and receive feedback, and be a part of challenging conversations
- Strong understanding of and commitment to the Youth Council's kaupapa
- Willingness to work collaboratively with diverse groups of people such as LGBTQ+ communities, BIPOC communities, youth, and adults
- Availability on Monday evenings and occasional weekend availability for trainings, workshops, or events

WDC YOUTH COUNCIL REPRESENTATIVE YOUTH COUNCIL ROLES & RESPONSIBILITIES



Whanganui District Council appoints an elected District councillor to the Youth Council after each election. The Councillor representative's role will be to provide support and guidance to the Youth Council, as well as being a direct link for the Youth Council to Whanganui District Council, and vice versa. In addition, the Councillor acts as a member of the leadership team, the recruitment and review team, is a youth advocate, and a mentor.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Be familiar with, and ensure that, the Youth Council Standing Orders are adhered to.
- Reporting Council activity at each formal Youth Council meeting
- Act as a member of the leadership team, attend briefings and planning meetings
- Attend workshops, training and teambuilding retreats
- Contribute the views of council at Youth Council meetings, and contribute the views of Youth Council at District Council meetings
- Act as a role model when communicating and engaging with rangatahi (both digitally and in meetings).
- Model meeting behaviour and encourage growth in this area of development and learning for Youth Council members.
- Support Youth Council projects and events.
- Socialise ideas and connect people/businesses where appropriate
- Advocate, promote, and engage with local and global youth issues, strategies, resources, and best practice.
- Assist the PSO with ensuring formal meeting decisions are operating in alignment with Standing Orders, Terms of Reference and overall Council views
- Connect with the PSO monthly to discuss any issues or questions that may have arisen.

YOUTH COUNCIL PSO

YOUTH COUNCIL ROLES & RESPONSIBILITIES

THE PEOPLE WHO MAKE UP THE YOUTH COUNCIL SHARE
THE VISION AND VALUES OF OUR COMMUNITY



The PSO is a member of Whanganui District Council staff who works with the Youth Council. The PSO role is primarily to develop and embed robust procedures, practices and foundation documents that will provide enhance the ability of the Whanganui Youth Council to engage with and represent the views of young people in the Whanganui district, as well as provide general administration and project support to the Youth Council.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Supports Youth Councillors to develop project plans and provide project advice.
- Supports members to achieve the business plan, helps with problem solving, gives advice and access to resources for events and projects
- Successfully align the vision, principals, aims and goals with the actions of the YC.
- Attend Youth Council meetings, leadership team meetings, retreats and workshops and Council meetings, where necessary.
- Oversee formal meetings (setting agenda, minutes, presentations, and procedures)
- Oversee member recruitment and on boarding.
- Create a safe and engaging environment for a diverse group of rangatahi.
- Accesses council resources for the Youth Council and makes sure all council systems and processes are followed.
- Liaises internally with council departments on behalf of the Youth Council
- Creates, adjusts and implements processes and systems that are needed to help the YC run smoothly (from recruiting to room bookings, swipe cards and communication).
- Manages members paperwork and requirements, resignations
- Brings external ideas and opportunities to the table for committee members to consider
- Provides strategic guidance to the committee
- Networks and is involved both locally and nationally amongst the Youth Sector and Community
- Ensures a good standard of youth work understanding and practice



SPEAK UP * SPEAK OUT * BE HEARD

Whanganui District Council

Youth Council

06 YC MEETINGS: THE DETAILS

NĀU TE ROUROU, NĀKU TE ROUROU, KA ORA AI TE IWI

With your food basket and my food basket the people will thrive. This whakatauki talks to community, to collaboration and a strengths-based approach. It acknowledges that everybody has something to offer, a piece of the puzzle, and by working together we can all flourish.

As a Youth Council member or volunteer you'll have plenty of meetings to attend. From formal meetings, informal meetings, to retreats, trainings, workshops and project meetings... It's important that you show up or communicate to the team when you're unable to make it!

FORMAL MEETINGS:

Formal meetings are held in the Council chambers. The Youth Council is required to have at least 4 formal meetings during the year. Key decisions need to be brought to the formal meetings and they are a space for reporting and accountability on activity. Any financial decisions, updates or adjustments to the business plan, membership changes and adjustments to projects or documents are some of the things that must be an 'item' at a formal meeting. Standing Orders are closely followed during formal meetings.

Co-chairs usually take turns chairing a formal meeting. Attendance of formal meetings is mandatory for all Youth Councilors as the meeting must meet quorum (half of current membership) to begin. The agenda for a formal meeting is prepared in advance by the PSO. The agenda should include an update from each project area in the business plan, as well as an update from the WDC Council Representative. It is important that Youth Council members are prepared to give project updates and have read the meeting agenda in advance (it will be posted on the WDC website). Remember, you can keep your update short and simple, don't go into details in a formal meeting and remember that the agenda and minutes are available to the public. During the formal meetings Youth Council volunteers are often motioned (approved) to have speaking rights. This means that our volunteers can contribute to any discussion and ask questions.

However, only Youth Councilors are permitted to vote on actions in the agenda (called a 'resolution'. Often the resolution is simply "that the Youth Committee receives the report from...") When this is done, Youth Councilors will need to move and second the recommendation, then once it is on the table, anyone with speaking rights can discuss it before Youth Councilors vote. This is particularly important if a decision is being made, or if a presenter would like the YC to take action. For the vote to take place, a Co-Chair will ask for Youth Councilors to vote in favor or against the action, which will determine whether it is carried (passed) or not.

YC MEETINGS: THE DETAILS

FORMAL MEETINGS:

Yes, there are microphones at a formal meeting. It's important to respect the tikanga of the group and the Standing Orders. If you want to speak, you'll need to let the meeting chair know. Try not to let this stop you from speaking up, it's super important that you share your thoughts and opinions during a formal meeting. When someone is presenting, you can ask questions after they have finished.

After a formal meeting we all get together for kai! From Pizza to Subway, we try to order food that is accessible to everyone (and any Council /health related requirements). Please inform us of any dietary requirements or if you won't be staying.

See section [02 Standing Orders](#) for details on formal meetings.

INFORMAL MEETINGS:

Informal Meetings are held fortnightly (every two weeks) on a Monday at 4pm (and usually go until 5 or 5:30pm). We have an ongoing booking in Nagaizumi-Cho room at Council. Informal meetings are an important chance to come together as a team without the formal meeting structure. Informal meetings usually involve active participation in discussions, training, planning, and other projects that require the whole committee's involvement. We also use these meetings as an opportunity to hold community presentations. If a member is unable to make an informal meeting, it's important that they someone on the leadership team know!

If you have an idea or a concept for an informal meeting, connect with the PSO! As rangatahi often head straight to Council after school, meeting rooms are usually booked for 3:30PM and the PSO will make an effort to bring snacks. If you have preferences, or dietary needs – be sure to connect with the PSO in advance!



PROJECT MEETINGS:

Project meetings are scheduled by the project group. It's important that all project team members and the PSO are aware of the meeting dates and times. The PSO can help with room bookings (see below) or can set up a Zoom call through the Youth Council account.





MEETINGS SPACES & PLACES:

Outside of our formal and informal meetings, Youth Council members often get together to work on Council submissions, projects, event planning, etc. If you're wanting to work on a project and would like a space, connect with the PSO in advance (with date, time, and who will be attending) so that we can make sure something is available for you! The Youth Council members has access several of Council's meeting rooms.

Volunteer members must sign in using the Council iPad. Youth Councillors are issued WDC swipe cards. Please use your swipe card on entry and exit to the building for health and safety purposes.

When using these rooms (and the coffee / hot choccy machine) (and any space when you are representing the Youth Council) it's important to keep the noise level low and be respectful. When finished, wipe down the table using the spray and cloth in the room, dishes go in the dishwasher (unless the magnet on top indicates CLEAN – then they can go in the sink) and make sure everything is tidy! You can use these rooms until 5pm unless the PSO / staff member is with you. All of these rooms have the ability to sign in to the computers and also have people zoom in. Allow yourself plenty of time to get the technology setup before the meeting starts. You can call IT on 06 349 3054 if you're having any problems.

Project teams are welcome to meet off site or schedule another place to meet. We do ask that meetings do not occur at your own homes. The Project Support Officers office is on the 2nd floor. You can ring the bell at the entrance of the second floor if needed.\

Some of the rooms that are available are:

| | | |
|--------------------------------------|---|--|
| Ground floor/Custom er Services area | Rua (turn right in the entry, then it's the room on the left) | These are all best for quick chats and small meetings. |
| | Toru (closest to stairs) available to walk in if free or can be booked | |
| | Wha (around corner to the left) available can't be booked ages in advance | |
| First Floor | Toowoomba Room (Behind chambers) | These are bigger rooms that are subject to availability, these rooms often have a busy schedule. |
| | Lijiang Room (Glass boardroom when you first come upstairs) | |
| | Nagaizumi-Cho Room (Larger board room) | |

07 FREQUENTLY ASKED QUESTIONS

How often does the Youth Council meet?

The Youth Council has informal meetings every two weeks. Throughout the fiscal year the Youth Council will have at least four formal meetings. These will be planned in advance and will be held on one of the Monday's instead of an informal meeting.

The Youth Council also has retreats and training throughout the year, and members will need to connect to work on projects. Project team meetings are decided on by those involved.

Where are the meetings held?

Informal meetings are usually held in Whanganui District Council meeting rooms at 101 Guyton Street. Formal meetings are held in the Council Chambers.

Other locations can be used for Youth Council meetings (retreats and training). The location will be communicated to YC members well in advance. If you are unsure of a meeting location, ask the PSO.

What is a YC Retreat?

The Youth Council aims to connect outside of Council to share ideas, passions and concepts in a fun and informal setting. These focus on training, fun, and teambuilding.

How can I write an item to be included in the formal meeting agenda?

Let the PSO know! They will help you fill out a 'Formal Report Template', This will be communicated to the Co-chairs prior to the Co-chairs' briefing where they will propose for it to be included in the next upcoming agenda.

What if I can't make it to a meeting?

If you are unable to attend a meeting (including informal, formal, a project meeting, retreat, or training) it is important that you send your apologies to the PSO or the project leader prior to the meeting. You must also send apologies for lateness so that it can be recorded.

How long are the meetings?

Informal meetings start at 4pm and usually go until 5:30pm.

Formal meetings start at 4pm and usually run until 6:30pm.

Project meetings are decided on by those attending.

Retreats and training can be held at any time (usually on weekends!) and the length is variable.

Is the YC subject to LOGOIMA?

Youth Committee activity is subject to LGOIMA (Local Government Official Information and Meetings Act) This means the public can request information and devices and accounts would need to be searched. The Project Support Officer's work Facebook profile should be given access to all activity/happenings to ensure that only that account would need to be accessed. This protects your private accounts from potential scrutiny by IT! (Obviously this is a slight nuisance for 1-1 conversations, but this does only cover Youth Council activities)

How do I sign up for the Youth Council?

The Youth Council has open applications for the Volunteer Crew!

Applications can be found here: <https://linktr.ee/wdcyouthcouncil>



CONTACT

Whanganui District Council

YOUTH
COUNCIL

YCI



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<https://linktr.ee/wdcyouthcouncil>

