

Oranga Tamariki

Youth Advisory Group

Terms of Reference



Purpose

Terms of Reference outlines the role, responsibilities and expectations of the Oranga Tamariki Youth Advisory Group.

Objective of the Youth Advisory Group

The objective of the Youth Advisory Group is to provide care experienced perspectives and contributions to the design and implementation of Oranga Tamariki policies, practices and services. This is achieved through the following activities:

- review, critique and provide advice and recommendations on policies, practices and services that are either a priority to the Youth Advisory Group, or brought to the attention of the Youth Advisory Group by Oranga Tamariki
- Six-monthly reporting to the Chief Executive on how Oranga Tamariki has considered, the views, perspectives and advice of the Youth Advisory Group
- provide advice to key leaders, including the Minister for Children, and the Chief Executive and Deputy Chief Executives of Oranga Tamariki on how Oranga Tamariki has considered, the views, perspectives and advice of the Youth Advisory Group
- contribute to co-design work alongside Oranga Tamariki.

Accountabilities

The Youth Advisory Group is established by the Tamariki Advocate, Deputy Chief Executive, Voices of Children (DCE).

The DCE, through their delegate, is accountable for any matters pertaining to the Youth Advisory Group. The DCE, through their delegate, is responsible for ensuring that any matters or advice by the Youth Advisory Group is forwarded to Oranga Tamariki. The Youth Advisory Group can raise any matters of concern directly with the DCE.

Oranga Tamariki will report to the Youth Advisory Group on how it has responded to their advice and recommendations and the Youth Advisory Group will respond directly to the Chief Executive every six months.

Membership

The Youth Advisory Group is expected to reflect the care experienced population including, strong representation from rangatahi Māori as well as a balance of members who are; gender diverse, LGBTQI, disabled, care and youth justice experienced, and kin and non-kin care placements.

The Youth Advisory Group will include up to ten members, including two to three members of the previous Youth Advisory Group. This enables continuity of relationships, knowledge and experience across project areas and provides peer support to new Youth Advisory Group members.

Youth Advisory Group members must:

- be aged between 18 – 24 years
- are or have been in the care of the Chief Executive, Oranga Tamariki, including care or youth justice
- have an interest in, and are confident about providing perspectives and advice on Oranga Tamariki policies, practices, and services
- be able to demonstrate that they have trusted adults that can provide them with practical and personal support during their term on the Youth Advisory Group.

Members can nominate themselves, or be nominated by an adult including:

- a member of staff within Oranga Tamariki
- whānau and family
- a caregiver
- a community worker.

Nominated rangatahi are then selected by a Panel that will include Oranga Tamariki staff and a rangatahi with care experience. Final decisions about who will be on the Youth Advisory Group will be confirmed by the DCE.

Expectations and Responsibilities

Youth Advisory Group members will be required to:

- carry on some projects that were priorities of the previous Youth Advisory Group
- interact with the Minister of Children, Chief Executive, Deputy Chief Executives, General Managers and/or other relevant Oranga Tamariki staff and government agencies (as required)
- receive and reply to emails, text messages and private social media messages from the Youth Advisory Group Facilitator as point of contact
- communicate with other members of the Youth Advisory Group and/or Oranga Tamariki staff both during and in between meetings using agreed processes, e.g. Facebook messages, online group chats etc.
- contribute their perspectives on issues and opportunities that are important to care experienced tamariki and rangatahi to provide influential advice and recommendations for Oranga Tamariki policies, practices and services.

Remuneration and Support

The Youth Advisory Group members will be provided with:

- cultural, pastoral and professional development support to carry out their duties as part of the Youth Advisory Group
- links to the Transition Support Service and Internship Professional Development opportunities where applicable
- a daily rate of \$230 gross pay will be paid to members of the Youth Advisory Group. Co-chairs will be paid a daily rate of \$260 gross pay. As part of this payment, members will be expected to prepare for meetings, such as reading the meeting agenda and other documents
- catering, accommodation, and travel to and from meetings where required
- ongoing and timely information from the Oranga Tamariki leadership team and staff to support pre-planning and ongoing engagement
- caring and respectful engagement experiences with Oranga Tamariki staff who recognise the importance of acknowledging members' lived experiences
- privacy protection with guidelines on information sharing.

Confidentiality

The Chief Executive agrees to release information to the Oranga Tamariki Youth Advisory Group on confidential business relevant to their role. As a matter of standard practice for all Oranga Tamariki boards and committees, members are expected to sign a confidentiality and non-disclosure agreement. Matters around confidentiality will be discussed with the Youth Advisory Group members as part of their induction. All confidentially papers will be watermarked appropriately.

Terms of appointment

Members of the Youth Advisory Group are appointed by the DCE on a two-year term. Any member of the Youth Advisory Group may resign at any time by way of written notice to the DCE delegate.

Co-Chairs

The co-chairs are selected and agreed upon by the Youth Advisory Group members. The role of the co-chairs is to facilitate high quality and meaningful discussions between members and other attendees. The co-chairs will be reviewed every two months at the Youth Advisory Group meetings. The Youth Advisory Group will decide whether the co-chairs will stay the same or be rotated. The co-chairs will be provided with support by Oranga Tamariki to enable them to be successful in their role.

Fees and expenses

Youth Advisory Group members are paid fees and expenses in accordance with the Cabinet Fees Framework.¹

Amendments to the Terms of Reference

The Terms of Reference will be discussed and endorsed by the Youth Advisory Group at the induction (and at any other time) and confirmed by the DCE.

¹DPMC CO (12) 6: Fees framework. <https://www.dPMC.govt.nz/publications/co-12-6-fees-framework-members-appointed-bodies-which-crown-has-interest>

Youth Advisory Group

Operating Procedures

Purpose

This section outlines the Youth Advisory Group's membership and basic operating procedures. The Youth Advisory Group may develop further procedures to facilitate effective and efficient communication and decision making.

Frequency and attendance of meetings

Members will be required to attend two-day meetings every two months. The meetings may take place in Wellington or virtually as agreed by the Youth Advisory Group and the Secretariat. The first two-day meeting will include an induction.

Youth Advisory Group members are expected to attend for the full duration of all meetings.

If non-attendance exceeds three consecutive meetings, a meeting with a member of the Secretariat will be held to determine what support the member may need, and to reach an agreement on improving attendance. If no resolution is made, the member may be asked to leave the Youth Advisory Group.

Quorum

Having six members in attendance will qualify the group as competent to conduct business. Youth Advisory Group members who have left the meeting due to conflicts of interest or who are attending via teleconference or videoconference are considered part of the quorum.

Decision-making

Decisions will be agreed on a consensus basis. Where a consensus is not reached, it is the responsibility of the co-chairs to attempt to achieve consensus. If consensus cannot be reached, the co-chairs will negotiate a resolution.

Request for information

The Youth Advisory Group may invite relevant Oranga Tamariki staff to provide advice to the Youth Advisory Group and/or attend meetings. They may also request information that Oranga Tamariki holds to enable them to make informed decisions or provide informed advice.

Secretariat support

The Oranga Tamariki Voices of Children and Young People team will provide Secretariat support for the Youth Advisory Group. This will include administrative services, facilitation of the Youth Advisory Group, and support to engage with Oranga Tamariki business.

An agenda and papers will be provided by the Secretariat at least ten working days prior to each meeting. Minutes shall be taken at all meetings and circulated as soon as possible after each meeting for approval by members.

The Secretariat will provide analytical support for the Youth Advisory Group where required.

Induction

A two-day induction will take place at the beginning of a new term for Youth Advisory Group members. The Secretariat is responsible for the effective induction of new members.

The induction may include, meeting with the Minister for Children, the Chief Executive of Oranga Tamariki and the Tamariki Advocate, Deputy Chief Executive, Voices of Children. The induction provides an opportunity for the Youth Advisory Group to review and confirm the Terms of Reference and Operating Procedures.

Reporting

Where required, the Secretariat, subject to agreement by the Youth Advisory Group, will prepare a paper to the Oranga Tamariki Leadership Team, via the Tamariki Advocate, Deputy Chief Executive, Voices of Children, following each meeting to communicate the Youth Advisory Group's views and recommendations.

The Secretariat subject to agreement by the Youth Advisory Group will prepare a paper to the Chief Executive on how Oranga Tamariki has considered the views, perspectives and advice of the Youth Advisory Group.

Conflicts of Interest

Any perceived, potential or actual conflicts of interest will be declared through a standing agenda item and formally noted in the minutes. The Youth Advisory Group will agree on the best approach to dealing with each conflict on a case-by-case basis.

Information Management

Members are expected to store electronic and printed material relating to Youth Advisory Group business in a secure manner. Information provided to members should not be forwarded or shared outside of the Youth Advisory Group without consent from the responsible Oranga Tamariki staff member/manager. Any electronic and physical material should be securely destroyed. Members may return hardcopy documentation to Oranga Tamariki for secure disposal.

Fees and travel

Fees

Members will be remunerated a daily rate of \$230 gross pay, and \$260 gross pay for the co-chairs. Working hours will not exceed eight hours. Oranga Tamariki will manage PAYE on behalf of the young people.

Other expenses

Travel costs will be met by Oranga Tamariki, including costs for transport to and from the airport. Accommodation and food will be provided for Youth Advisory Group members during meetings.

Managing issues and concerns

Where issues or concerns raised by the Youth Advisory Group members (individually or collectively) are unable to be resolved within the Youth Advisory Group, a discussion with the DCE's delegate or the DCE (if the issue pertains to the delegate) will be held to determine the extent of the issue and what action is required.