

Hastings District Youth Council



Civic Administration Building
Lyndon Road East, Hastings

Phone: (06) 871 5000

Fax: (06) 871 5100

WWW.hastingsdc.govt.nz

OPEN AGENDA

HASTINGS DISTRICT YOUTH COUNCIL MEETING

Meeting Date: **Wednesday, 3 April 2019**

Time: **3.45pm**

Venue: **Council Chamber
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings**

Committee Members	Chair: Kate Allen (HGHS) Councillor Dixon – Council Liaison Pelerosé Vaima'a, Kathleen Steffert and Eva Harper (HGHS); Ondre Hapuku-Lambert, Sophie Jones and Boston Wynyard (Karamu High); Gurjas Sekhon and Louis Gaffaney (St Johns College); Oscar Malpas (HBHS); Daisy Hill (Iona); Ashleigh Keenan (Sacred Heart); Charliot Miller (<i>Deputy Chair</i>) (HNHS); Janicka Tei (Taradale High) and James McPhail (Lindisfarne College)
Officer Responsible	Youth Development Coordinator – Angela Hughes (Extn 5404)
Secretary:	Christine Hilton (Extn 5633)

Hastings District Youth Council – Terms of Reference 2019

Fields of Activity

The Hastings District Youth Council is established to be advocating and implementing the voice of youth for the Hastings District.

Membership

Chairman

Deputy Chairperson

1 Councillor appointed by the Council

Maximum of 15 young people between the ages of 15-21 who live, work or attend school in the Hastings District.

Quorum – 8 members Majority rules, but in the event of a tie, the Chairperson has the casting vote.

Meeting Frequency

Monthly meetings on the first Wednesday of each month from 3:45 – 5.30pm throughout the year, with weekly or fortnightly informal meetings scheduled when required.

Meeting Protocols

There is no texting or using of cell phones during meetings. All phones must be on silent.

A Chairperson and Deputy will be elected at the Youth Council Training Days by the group.

Members are not allowed to speak out of order or over the meeting Chairperson.

All members should treat each with respect and use appropriate language.

Issues Raised

Issues raised at Hastings Youth Council meetings can be brought to Council through the Youth Co-ordinator.

Reporting Requirements

Minutes will be distributed within 7 days of the Hastings District Youth Council meeting.

General Procedures

Apologies go to the Youth Co-ordinator, the Chair or the Deputy Chair.

Missing more than 2 meetings without notice will mean forfeiting your place on the Youth Council.

Delegated Powers

To make recommendations to the Council on issues affecting youth in the Hastings District.

HASTINGS DISTRICT COUNCIL
HASTINGS DISTRICT YOUTH COUNCIL MEETING
WEDNESDAY, 3 APRIL 2019

VENUE: Council Chamber
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings

TIME: 3.45pm

A G E N D A

1. Apologies

At the close of the agenda no apologies had been received.

At the close of the agenda no requests for leave of absence had been received.

2. Confirmation of Minutes

This is the first meeting of the 2019 Youth Council and so there are no previous minutes to be confirmed.

3. Facebook Page Update

4. General Business

5. Confirmation of membership of the Hastings District Youth Council 2019 and update of activities January - March 2019

REPORT TO: HASTINGS DISTRICT YOUTH COUNCIL

MEETING DATE: WEDNESDAY 3 APRIL 2019

**FROM: YOUTH DEVELOPMENT CO-ORDINATOR
ANGELA HUGHES**

**SUBJECT: CONFIRMATION OF MEMBERSHIP OF THE HASTINGS
DISTRICT YOUTH COUNCIL 2019 AND UPDATE OF
ACTIVITIES JANUARY - MARCH 2019**

1.0 SUMMARY

- 1.1 This report sets out the membership of the Hastings District Youth Council (the Youth Council) for 2019 and the background to the selection process.
- 1.2 This report concludes by recommending the Youth Council confirm the appointment of members as Chair and Deputy Chair and endorses its Terms of Reference and its Draft Annual Plan (which will be circulated at the meeting).

2.0 BACKGROUND

- 2.1 Positions for the Youth Council are advertised annually in February/March through local high schools, community groups, the internet and at Hastings District Council (Council) facilities.
- 2.2 Applications are made online through the Council's website. The applications are reviewed by a panel made up of Council Youth Development staff and the Councillor appointed as liaison to the Youth Council.
- 2.3 The 2019 recruitment process included two significant changes. The age of eligibility was increased from 15-21 years old. The membership age range was previously 15-19 years old.
- 2.4 The second change involved selecting a shortlist of applicants who were then required to attend a 10 minute interview with the selection panel at Hastings District Council. 17 interviews were held over two days and this resulted in 11 candidates being chosen to join the 2019 Youth Council.
- 2.5 Four members from the 2018 Youth Council chose to continue into 2019, which created the total of 15 members for the 2019 Youth Council.
- 2.6 Successful applicants were required to attend a two day training and planning retreat held in March. During this time, the group elected members to leadership roles including the Chairperson and Deputy Chairperson. The group also worked together to determine the Youth Council's priorities for the year and develop their Annual Plan of activities, campaigns and events.

3.0 CURRENT SITUATION

- 3.1 The 2019 Hastings Youth Council is made up of 15 young people aged between 15-17 years old who live, work or attend school in the Hastings District.

Elected leadership positions

- 3.2 The 2019 leadership team has been elected and these positions will be formally confirmed at the first meeting on 3 April 2019:
- Kate Allen - Chairperson
 - Charliot Miller - Deputy Chairperson
 - Sophie Jones and James McPhail - Social Media Engagement Team.
 - Other leadership positions will be elected throughout the year as they are required.

Terms of Reference amendments

- 3.3 This Youth Council will be operating slightly different than past groups and as a result amendments to the 2018 Terms of Reference are proposed. A draft Terms of Reference document has been created to accurately reflect the 2019 Youth Council's roles and responsibilities. **(Attachment 1)**.
- 3.4 Youth Council members will be required to submit formal reports to each meeting detailing their Youth Council related activities over the month, since the previous meeting. A template is being set up for this purpose and an example will be circulated at the 3 April meeting so the content can be discussed.
- 3.5 The process regarding the submission of the monthly activity reports is outlined in the draft Terms of Reference.

2019 Youth Council Annual Plan

- 3.6 The Youth Council have created a draft 2019 Annual Plan to work to, which details the Youth Council's activities and commitments for the year. This draft document will be circulated at the meeting.
- 3.7 The group has chosen to focus their attention on creating a diverse range of campaigns, activities and events for young people to engage with community and Council.
- 3.8 It is hoped that through these activities the Youth Council will be able to address issues of importance such as:
- mental health and wellbeing
 - diversity and inclusion, and
 - environmental suitability

Brain Dump – Pop up Youth Engagement

- 3.9 The Youth Council hosted two “Brain Dump” youth engagement sessions in the Hastings CBD, Wednesday, 20 March and Thursday 21 March 2019.
- 3.10 These sessions allowed young people to engage with the Youth Council to express their concerns, priorities and their ideas for projects and events to improve Hastings for young people.
- 3.11 The Brain Dump resulted in over 150 young people engaging with Youth Council members and contributing 375 opinions and ideas. This information will help support further engagement opportunities and Youth Council activities.
- 3.12 A formal evaluation process of the Brain Dump, including collating and discussing all the data collected, will be undertaken at the first Youth Council meeting on 3 April.

Social Media plan for 2019

- 3.13 The following Youth Council members have been given permissions to act as “administrators” for the Hastings District Council Facebook Page:
- Kate Allen
 - Charliot Miller
 - James McPhail
 - Sophie Jones
- 3.14 Throughout March 2019, the Youth Council uploaded several posts announcing its 2019 members and promoting the Brain Dump pop up youth engagement sessions in the Hastings CBD.
- 3.15 This has resulted in an increase of 300+ likes on Facebook page, over 3600 engagements with the page, and over 4165 people “reached”.
- 3.16 That is a significant increase in traffic through the Youth Council’s Facebook page.
- 3.17 The Youth Council is currently investigating setting up Hastings Youth Council Instagram and Snapchat accounts for further promotion of activities and events. The Youth Development Co-ordinator, Angela Hughes, is working with the Council’s Communications team to compile some appropriate guidelines before these accounts are created.

4.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Youth Development Co-ordinator titled “Confirmation of membership of the Hastings District Youth Council 2019 and update of activities January - March 2019” dated 3/04/2019 be received.**

- B) That the Hastings District Youth Council confirms the Chair, Deputy, and other leadership positions elected during the 2019 training sessions.**
- C) That the Hastings District Youth Council confirms the draft Terms of Reference for 2019.**
- D) That the Hastings District Youth Council confirms its draft Annual Plan 2019, including the activities outlined and the commitments of Youth Council members to undertake those activities.**
- E) That the Hastings District Youth Council carry out an evaluation of the Brain Dump Popup Youth Engagement sessions that had been undertaken in March 2019.**
- F) That the Hastings District Youth Council confirm a Youth Week program.**
- G) That the Hastings District Youth Council work with the Hastings District Council's communications team to redesign the Youth Council logo for use on its agendas, minutes and the like.**

Attachments:

- 1 Draft Terms of Reference for the Hastings District Youth Council 2019 (addressed at 3/4/19 meeting) CG-14-33-00074

Hastings District Youth Council
DRAFT Terms of Reference 2019

The purpose of the Hastings District Youth Council (Youth Council)

The Hastings District Council recognises the positive contribution young people make to a strong, diverse, resilient and inclusive community. The Hastings District Youth Council is a vehicle in which young people can be actively engaged in local government planning and decision making relating to their city.

The Youth Council is responsible for creating dynamic engagement opportunities for young people to participate in, be heard and be involved in community activities and government decisions.

The Youth Council's objective is to canvas youth opinions on a range of topics, to then advocate and implement changes on behalf of the young people in Hastings.

Membership

The Youth Council is made up of 15 young people who live, work, and/or attend school in the Hastings District. Members can be aged between 15 and 21 years of age.

Youth Council membership is for a period of one year running from February to December. Applications can be made to the Youth Development Coordinator to continue as a Youth Council member for consecutive years.

Recruitment and Selection of Youth Council Members

Recruitment for Youth Council members runs January- February each year through local high schools, youth services and community groups, the Hastings District Council website and various social media accounts.

All applications must be submitted via the Hastings District Council's website. A shortlist of candidates is created, with those applicants asked to attend a 10 minute interview. The selection panel is made up of HDC Youth Development Staff, a Councillor, and a young person under the age of 25.

Commitments of Youth Council members

Youth Council members are required to

- Attend a Youth Council Training and Planning event, held at the beginning of the year. (After the Council members have been selected)
- Elect members to take on leadership positions such as (but not limited to) the Chair and Deputy Chairperson of the Youth Council for that year.
- Contribute to the Youth Council Annual Plan – that details the focus of the group and their activities for the year.
- Attend all official Youth Council meetings – held the first Wednesday of the month at Hastings District Council's main offices.
- Submit formal reports detailing their actions as a Youth Council member each month at the official Youth Council meetings.
- Attend informal meetings throughout the year to work on upcoming projects – Members will be given no less than 2 weeks' notice of informal meetings.
- Attend Hastings District Council meetings for presentations as and when required – Members will be given no less than 4 weeks' notice of these presentations.
- Attend and support all youth, community and Council events determined in the Annual Plan and by the Youth Council as a whole.

Hastings District Youth Council
DRAFT Terms of Reference 2019

Meetings:

Official Youth Council meetings are held on the first Wednesday of the month at the Hastings District Council, from 3.45 to 5.30pm.

Meetings will continue as scheduled if they fall in the school holidays. It is expected that members will attend these meetings unless they tender their apologies.

Informal meetings will be scheduled when required, depending on work load and upcoming projects.

The Youth Development Coordinator and a Hastings Council Councillor (Malcolm Dixon), will attend all official Youth Council meetings.

Youth Council Roles and Responsibilities

Chairperson:

- The Chairperson chairs each meeting and ensures everyone contributes to the discussion and that the views of young people from the whole District are considered when decisions need to be made.
- Keeps meetings, projects, planning and submission processes on track.
- Delegate's responsibilities to members, follows up and ensure the work gets done.
- Acts as the contact person for the Youth Council for the public, the media, and Council.
- Represents the Youth Council at public forums as required.
- Works with elected Youth Council members to manage the official Youth Council social media accounts.
- Takes action if members repeatedly do not attend meetings or deliver on actions they say they will undertake.

Deputy Chairperson:

- Works closely with, and provides support to the Chairperson.
- Will take over the Chair's responsibilities for running the meetings as required.
- Will represent the Youth Council at public forums as required.
- Works with elected Youth Council members to manage the official Youth Council social media accounts.

Social Media Team Responsibilities:

- Works closely with each other, the Chairperson and the Deputy Chairperson to actively drive traffic to the official Hastings Youth Council social media accounts.
- All posts are to be deemed appropriate under the official Youth Council Social Media Guidelines.
- To answer all comments and questions made on social media accounts in a timely and appropriate manner.
- To report anything of a concerning nature to the Youth Development Coordinator immediately.
- To promote the Youth Council activities, and activities/events and campaigns endorsed by Youth Council.
- Submit a monthly report detailing engagement

Hastings District Youth Council
DRAFT Terms of Reference 2019

Youth Council members Responsibilities:

- Attend meetings appropriately prepared, including submitting their official monthly report of engagements and activities as a Youth Council member.
- Actively consult with your schools, community groups, and young people to find out what they need, want or are concerned about and bring this information to the Youth Council meetings.
- Support and promote Youth Council activities, events and campaigns and those endorsed by Youth Council.
- Participate in training opportunities as they arise.
- To take up leadership and teamwork opportunities to ensure Youth Council activities, events and campaigns are delivered successfully and to determined deadlines.

Meeting Process:

Formal meetings are used for:

- Planning and scheduling Youth Council projects
- Discussing issues that are affecting young people in the Hastings Community
- Presentations and consultancy from external parties
- Decision making about Youth Council participation and endorsement of community activities
- Decision making about Youth Council events or projects.

Decision making:

Decision making will follow Council's basic Standard Order process

- Someone will need to move (propose) a decision;
- Someone will second the proposal, then;
- All members will vote on the decision. If the Majority of members agree with the decision it is then carried (confirmed) and recorded.
- If members cannot agree on a decision, the Chairperson OR Council representative will have the say.

Quorum:

A minimum of half of the Youth Council members must attend the meeting for it to proceed, 8 people make a quorum.

Agendas and minutes

A final agenda (approved by the chairperson) is to be sent out to all members and Council representatives at least two working days prior to the meeting

Official agendas and minutes will be produced by the Hastings Council's Democratic support team. Agendas and any attachments will be emailed to members a week before meetings. Minutes will be emailed to members no more than a week after official meetings.

Apologies:

If a member is unable to attend an official Youth Council meeting they must tender their apologies to the Chairperson or the Youth Development Coordinator no later than a week before the meeting.

Hastings District Youth Council
DRAFT Terms of Reference 2019

It is expected the member will still submit their monthly report, detailing their activities related to Youth Council.

Missing more than 2 official meetings in a row without tendering apologies will result in the member forfeiting their place on the Youth Council.

Item 5

Attachment 1