

# *Hastings District Youth Council*



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## OPEN A G E N D A

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### HASTINGS DISTRICT YOUTH COUNCIL MEETING

Meeting Date: **Wednesday, 8 May 2019**

Time: **3.45pm**

Venue: **Landmarks Room  
Ground Floor  
Civic Administration Building  
Lyndon Road East  
Hastings**

<b>Committee Members</b>	<b>Chair:</b> Kate Allen (HGHS) Councillor Dixon – Council Liaison Pelerosse Vaima'a, Kathleen Steffert and Eva Harper (HGHS); Ondre Hapuku-Lambert, Sophie Jones ( <i>Media Engagement</i> ) and Boston Wynyrd (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 ( <i>Media Engagement</i> ) (Lindisfarne College) ( <i>Quorum = 8 members</i> )
<b>Officer Responsible</b>	Youth Development Coordinator – Angela Hughes (Extn 5404)
<b>Secretary:</b>	Christine Hilton (Extn 5633)

## **Hastings District Youth Council – 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.

### **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 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

### **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.

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.



**HASTINGS DISTRICT COUNCIL**  
**HASTINGS DISTRICT YOUTH COUNCIL MEETING**  
**WEDNESDAY, 8 MAY 2019**

**VENUE:** Landmarks Room  
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**

Minutes of the Hastings Youth Council Meeting held Wednesday 3 April 2019.

**1**

**3. Facebook Page Update**

**4. General Business**

**5. May 2019 Report**

**9**

# *Hastings District Youth Council*



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## OPEN MINUTES

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### HASTINGS DISTRICT YOUTH COUNCIL

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



**Minutes of a Meeting of the Hastings District Youth Council held on  
Wednesday, 3 April 2019 at 3.45pm**

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## HASTINGS DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE HASTINGS DISTRICT YOUTH COUNCIL HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, CIVIC ADMINISTRATION BUILDING, LYNDON ROAD EAST, HASTINGS ON WEDNESDAY, 3 APRIL 2019 AT 3.45PM

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**PRESENT:****Chair:** Kate Allen (HGHS)

Peleroose Vaima'a, Kathleen Steffert and Eva Harper (HGHS); Ondre Hapuku-Lambert, Sophie Jones (*Media Engagement*) and Boston Wynyard (Karamu High); Oscar Malpas (HBHS); Janicka Tei (Taradale High) and James McPhail (*Media Engagement*) (Lindisfarne College)

**IN ATTENDANCE:**

Youth Development Coordinator (Angela Hughes)  
Manager Social and Youth Development (Dennise Elers)  
Parks Planning and Development Manager (Rachel Stuart)  
Marketing and Communications Advisor (Gina Armstrong)  
Committee Secretary (Christine Hilton)

**1. APOLOGIES**

Oscar Malpas/ Boston Wynyard

**That apologies for absence from Ashleigh Keenan (Sacred Heart), Charliot Miller (*Deputy Chair*) (HNHS); Daisy Hill (Iona); Gurjas Sekhon and Louis Gaffaney (St Johns College) be accepted.**

**CARRIED**

Leave of Absence had previously been granted to Councillor Dixon – Council Liaison.

**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 UPDATES**

This item was addressed as part of Agenda Item 4.

**4. GENERAL BUSINESS**

**The Parks Planning and Development Manager, Rachel Stuart**, spoke to the meeting and circulated a copy of an excerpt from the "Hastings City Centre Public Spaces Revitalisation Plan Feb 2019" (CG-14-33-00080). The Youth Council (YC) members were invited to work with council officers as part of a working group to

develop **Albert Square** – they would build on the work that had been started with the 2018 Youth Council. The aim was to finish the work this year.

A full presentation on the revitalisation project would be given to the YC at its next meeting on 8 May 2019. The members unanimously indicated that they wished to be involved with the project.

## **5. CONFIRMATION OF MEMBERSHIP OF THE HASTINGS DISTRICT YOUTH COUNCIL 2019 AND UPDATE OF ACTIVITIES JANUARY - MARCH 2019**

(Document 19/332)

### **Youth Council Badges**

Badges were distributed to the members.

### **Proposed New Youth Council Logo**

The Marketing and Communications Advisor, **Gina Armstrong**, circulated a sheet titled “What is a design brief?” (CG-14-33-00086) and spoke to the main points, explaining about rebranding and preparing a design brief. Once the brief had been compiled and forwarded to Gina, she would prepare some concepts that would be presented to the YC for consideration as its new logo.

The Youth Development Coordinator, **Ang Hughes**, would email to the YC members the link to the sheet that had been circulated. She asked them to complete the details and return them to her by Tuesday, 9 April.

### **Youth Week Friday, 17 May to Sunday, 26 May 2019**

This was being held in seven weeks’ time. The YC members had asked for t-shirts, hoodies, tear drop flags, stickers, rubber wristbands, a branded marquee and a portable speaker for the event. Later in the meeting the programme for the event (CG-14-33-00087) would be addressed in more detail.

### **Monthly Reports**

The YC members read their respective reports into the record (CG-14-33-00077; CG-14-33-00078, CG-14-33-00089 and CG-14-33-00090). These reports had been sent to Ang Hughes prior to the meeting. She asked all members to send these reports in, even if they had nothing to report for that month.

### **Gumboot Day on Friday, 5 April 2019**

This will be held on Friday, 5 April with a gold coin donation going towards mental health counselling for children. This initiative comes from New Zealander of the Year, Mike King, and the mental health charity I AM HOPE. Sophie Jones (*Media Engagement*) would promote this event on the YC’s Facebook page.

There will be a community event at 12pm in the CBD (near the clock tower) and a YC representative had been asked to speak there. Kate Allen (Chair) would be away so Sophie Jones would attend in her place with Boston Wynyard. Ang Hughes would pick them both up to take them to the event and email the running / information sheet for the event to them, and Sophie would promote it via the YC’s

Facebook page.

### **Community Development Committee meeting on Tuesday, 9 April 2019**

A presentation would be made to the Community Development meeting at 2.30pm to explain the YC's focus for this year and the events they were holding or attending. The members were asked to attend to support the presentation if possible, followed by afternoon tea with the councillors.

Kate Allen and Charliot Miller would work on the presentation assisted by James McPhail (*Media Engagement*) and Ang Hughes if needed. YC members attending on 9 April: Kate Allen, Kathleen Steffert, Sophie Jones, Boston Wynyard, Janicka Tei and Eva Harper. On the day, Ang would pick up Kate and Eva Harper to help get them to the meeting.

Sophie Jones and Ondre Hapuku-Lambert would leave shortly for Europe as part of a school trip and would return on 3 May.

### **Bunny Hop Event on Thursday, 11 April 2019 (4pm to 6pm)**

YC members would be involved running or supervising some stalls and assisting with face painting. YC members attending: Peleroose Vaima'a, Kathleen Steffert and Kate Allen. Ang Hughes will advise members of times they were needed.

### **Brain Dump Pop-Up Youth Engagement Event - responses**

Ang Hughes circulated a list that had been compiled of the topics raised (in the form of raw data) and the number of responses received (CG-14-33-00088). The meeting discussed the best way to present this information in a more visual way (graph format – CG-14-33-00092) and it would be put onto the YC Facebook page (e.g. featuring a different topic each week) once it had been presented to schools. It would be important to thank the public who had participated.

It was suggested a Brain Dump be held at schools with prizes for Youth Week and a social media campaign. Ideas for prizes were discussed - including vouchers or tickets to local events, Laser Force or 10 pin bowling.

### **Verses Competition on Sunday, 14 July 2019**

Zeal had invited the YC to co-host a competition at Lindisfarne.

### **Multicultural Strategy Working Group**

A memo from the **Council's Team Leader Community and Safety, Louise Stettner**, was read out seeking YC representatives for a Multicultural Strategy Working Group (CG-14-33-00081 / STR-1-7-19-837). YC members who put their names forward: Peleroose Vaima'a, Ondre Hapuku-Lambert and Boston Wynyard.

### **Youth Week Programme Friday, 17 May to Sunday, 26 May 2019**

A copy of the proposed programme/calendar was circulated (CG-14-33-00087) and ideas discussed. Two YC members were asked to organise each of the agreed events (listed below). Ang Hughes would work with them as required.

The YC would not need to organise, but could be involved in, the other events already listed on the calendar for this week.

- Saturday, 18 May in the afternoon (1.30pm to 4.30pm) – **Amazing Race (CBD Walk Event)** - Ondre Hapuku-Lambert, Sophie Jones, Boston Wynyard and Kate Allen to organise. Other YC events could also be promoted at this event.
- Sunday, 19 May – **Music session in Albert Square** in the afternoon or all day depending on the number of bands involved). Advertise via Facebook for bands – James McPhail to organise.
- **TED Talks** (short informative talks) – Louis Gaffaney, Pelero Vaima'a and Janicka Tei to organise.
- Sports events – HB Regional Sports Park was keen to be involved – Kathleen Steffert was happy to help with any sports events being held there. Ang Hughes to liaise with HBRSP.

### **Youth Parliament**

An information sheet was circulated (CG-14-33-00084) and addressed with the covering email (CG-14-33-00083) being read out explaining how this public submission process worked. Submissions closed at midnight on Sunday, 28 April 2019 with the range of topics to be addressed set out on the circulated sheet.

Ang Hughes would send the link to the YC's Media Engagement team and James would promote this.

### **Instagram and Snapchat**

Ang Hughes would send a link to Sophie Jones regarding the council's Social Media Engagement protocols to help YC members who would be replying to posts on behalf of the council. It was important that videos or photographs posted were not covered by any copyrights and all parties needed to have the chance to be heard to avoid any perceived bias.

By Monday, 8 April, Ang Hughes would find out about the protocols around boosting posts and would let Sophie Jones and James McPhail know.

The meeting then addressed the recommendations in the agenda report, with each recommendation being voted on separately. Recommendation "G" would be addressed at the next meeting once feedback on potential logo designs had been received and passed onto Gina Armstrong.

It was noted that once the Draft Terms of Reference (Recommendation "C") were adopted and endorsed by the meeting then they would be included in each of the agendas from now on.

The Annual Plan had been addressed at the Youth Council's March Training and Planning Retreat (CG-14-33-00091). This document would be continually updated as aspects are addressed and the latest version would be included on the agenda for each of the YC meetings this year.

- 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.**

**CARRIED**

Eva Harper/Boston Wynyard

- B) That the Hastings District Youth Council confirms the Chair, Deputy, and other leadership positions elected during the 2019 training sessions.**

**CARRIED**

Ondre Hapuku-Lambert/Kathleen Steffert

- C) That the Hastings District Youth Council adopts and endorses the draft Terms of Reference for 2019.**

**CARRIED**

Sophie Jones/Kathleen Steffert

- D) That the Hastings District Youth Council adopts and endorses its draft Annual Plan 2019, including the activities outlined and the commitments of Youth Council members to undertake those activities.**

**CARRIED**

Ondre Hapuku-Lambert/James McPhail

- 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.**

**CARRIED**

Boston Wynyard/Kathleen Steffert

- F) That the Hastings District Youth Council confirms the Youth Week programme to be undertaken on Friday, 17 May to Sunday, 26 May 2019.**

**CARRIED**

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The meeting closed at 5.30pm

Confirmed:

Chairman:

Date:



**REPORT TO:** HASTINGS DISTRICT YOUTH COUNCIL

**MEETING DATE:** WEDNESDAY 8 MAY 2019

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

**SUBJECT:** MAY 2019 REPORT

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## **1.0 SUMMARY**

- 1.1 The purpose of this report is to update/inform the Committee/Council about the activities of the Youth Development Officer since the previous month's Hastings Youth Council meeting.
- 1.2 This report concludes by recommending that the Youth Council considers the options put before it, discusses possible ways to contribute, and votes on project leads and teams if necessary.

## **2.0 BACKGROUND**

- 2.1 The Youth Council presented their 2019 Annual Plan to the Community Development Council Subcommittee on 9 April 2019. An updated version of the Annual Plan is attached (**Attachment 1**).
- 2.2 This was received well, with a number of councillors expressing their enthusiasm and endorsement of the Youth Council.
- 2.3 Certain councillors asked the group open/theoretical questions including "*What would you do with 50 million dollars?*" The Youth Council will formulate an answer to this and send their response to the Councillor who posed this question, before July 2019.
- 2.4 The Youth Council was invited to an exclusive local Hui to address the current Prime Minister Jacinda Ardern. The Youth Council Chair, Kate Allen, spoke for 2 minutes explaining that the Youth Council's 2019 focus was mental health. Kate explained the importance of the region and practical solutions which the team supports.
- 2.5 Prime Minister Ardern referred to the Youth Council in her closing speech and told the group to keep their eyes on the new budget and to keep the government accountable.
- 2.6 The Youth Council was asked to help out at the Mayors' Taskforce – Industry Graduation evening. The Team was assigned different roles including welcoming graduates and their family, handing out programmes and ensuring people were seated in the appropriate places.
- 2.7 The Youth Council discussed the option of updating its logo at its April 2019 meeting. Designs have been created using the input and feedback from the members.
- 2.8 National Youth Week – a programme of activities has been confirmed. The team continues to work on the smaller details of the programme. Advertising



has been sent to local Schools, Youth Services, churches and other organisations.

### 3.0 CURRENT SITUATION

- 3.1 The Youth Council has been invited to contribute to the redesign of Albert Square (park) in the Hastings CBD. They would work the Council's with Public Spaces Planning Manager, Rachel Stuart. Four slides relating to the 2018 Youth Council work in regard to this area is attached as background information (**Attachment 2**). Rachel will present more information on this project at the 8 May 2019 meeting.
- 3.2 A reminder – Youth Council members have been sent an invite to meet at Albert Square at 3.30pm, prior to the meeting, to familiarise themselves with the area prior to hearing the presentation from Rachel.
- 3.3 The Youth Council has been asked to engage and respond on the Hastings District Council's Multicultural Strategy. The Council's Team Leader Community and Safety, Louise Stettner and Community Connector, Junior Tuakana, will be present to discuss and facilitate workshops on this matter at the 8 May meeting and they are seeking some feedback and looking for two volunteers from the Youth Council to be part of a Working Group.
- 3.4 A memo from Louise which was read out at the last Youth Council meeting is attached as background (**Attachment 3**).
- 3.5 James Cowan, local Youth MP will address the Youth Council to explain the Youth Parliament roles and projects, including how the Hastings Youth Council could help and/or contribute to this. An email from James is attached as background (**Attachment 4**).
- 3.6 The Hastings Youth Council have been asked if any members would like to join the Hawke's Bay District Health Board Consumer Council. A letter has been received from the Health Board (**Attachment 5**). Members will need to decide on a member to join the DHB group and act as a communication conduit.
- 3.7 National Youth Week is in two weeks' time. Angela Hughes, the Youth Development Coordinator, is holding a number of informal meetings with the Hastings Youth Council to get these events, activities, and projects finalised. Advertising has been sent out to community networks including schools, youth services, church and sporting groups.
- 3.8 The Youth Council have been asked to appoint a representative to the International Advisory Group. The Terms of Reference for the Group are attached (**Attachment 6**).
- 3.9 A copy of the Brain Dump data which has been collected at a recent Pop-Up Youth Council event has been collated as a pie graph and is attached for information (**Attachment 7**).
- 3.10 The Youth Council needs to decide on the logo that it wishes to move forward with (to use on its agenda and minutes etc) and to provide any feedback that it may wish to provide to the Council's Marketing and Communications Advisor, Gina Armstrong. Options are attached for consideration (**Attachment 8**).

**4.0 OPTIONS**

N/A

**5.0 SIGNIFICANCE AND ENGAGEMENT**

N/A

**6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)**

N/A

**7.0 PREFERRED OPTION/S AND REASONS**

N/A

**8.0 RECOMMENDATIONS AND REASONS**

- A) That the report of the Youth Development Co-ordinator titled "May 2019 Report" dated 8/05/2019 be received.**
- B) That the Hastings Youth Council appoint representatives to work with the Public Spaces Planning Manager, Rachel Stuart and her team on the development of Albert Square.**
- C) That the Hastings Youth Council appoint representatives to work with Council's Team Leader Community and Safety Louise Stettner and her team on the Multicultural Strategy Working Group.**
- D) That the Hastings Youth Council appoint representatives to the Hawke's Bay District Health Board Consumer Council.**
- E) That the Hastings Youth Council appoint a representative to the International Advisory Group.**
- F) That the Hastings Youth Council discuss and decide on the proposed new logos in order to determine its logo for use on agendas, minutes and promotional material.**

**Attachments:**

- |   |   |                |
|---|---|----------------|
| 1 | 2019 Youth Council Annual Plan - including monthly calendar of events; template for month reports | CG-14-33-00091 |
| 2 | Four slides relating to area of Albert Square   | CG-14-33-00098 |
| 3 | Multicultural Strategy Memo to Youth Council  | STR-1-7-19-837 |
| 4 | Email from James Cowan Youth MP   | CG-14-33-00102 |
| 5 | Letter from HB District Health Board, - representation on HB Health Consumer Council              | CG-14-33-00099 |
| 6 | Terms of Reference for International Advisory Group   | CG-14-33-00103 |
| 7 | Information from Pop-Up Youth Engagement Youth Council event put into graph format                | CG-14-33-00092 |

8 2018 Youth Council Logo Ideas

CG-14-33-00104

**Item 5**



## 2019 ANNUAL PLAN



Item 5

Attachment 1



## 2019 ANNUAL PLAN

### SUMMARY

The Hastings District Council recognises the positive contribution young people make to a strong, diverse, resilient and inclusive community. The Hastings 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.

### BACKGROUND AND RECRUITMENT

The Hastings Youth Council represents the voices of young people in Hastings and provides valuable input to Council on the needs of young people.

Positions for the Hastings Youth Council are advertised annually in February/March through local high schools, community groups, Facebook and at Council facilities.

Applications are made online through the Hastings District Council website. When submissions are closed the applications are reviewed by a panel made up of Hastings District Council Youth Development staff and the Councillor appointed to the Youth Council.

The 2019 recruitment process included two significant changes. The age of eligibility was increased from 15-21 years old, in previous years it was 15-19 years old.

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 of which 11 candidates were chosen to join the 2019 Hastings Youth Council.

Four members from the 2018 Youth Council chose to continue into 2019, which created the total of 15 members for the 2019 Youth Council.



## 2019 ANNUAL PLAN

A two day training and planning retreat was held in March. The group elected leadership roles including the Chairperson and Deputy Chairperson. The group also worked together to determine the Youth Councils priorities for the year and develop their Annual Plan of activities, campaigns and events.

### CURRENT SITUATION

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. Membership list below.

Kate Allen – Chairperson	Hastings Girls High School
Charliot Miller - Deputy Chairperson	Havelock North High School
Pelerose Vaima'a	Hastings Girls High School
Kathleen Steffert	Hastings Girls High School
Eva Harper	Hastings Girls High School
Gurjas Sekhon	St Johns College
Louis Gaffaney	St Johns College
Oscar Malpas	Hastings Boys High School
Ondre Hapuku-Lambert	Karamu High School
Sophie Jones	Karamu High School
Boston Wynyard	Karamu High School
Daisy Hill	Iona College
Janicka Tei	Taradale High School
Ashleigh Keenan	Sacred Heart Girls College
James McPhail	Lindisfarne College

### MEMBERS BIO's

The Hastings District Council's website includes a group photo of the 2019 Hastings Youth Council, as well as individual photos and short paragraphs about the members to accompany the photo. Youth Council members were asked:

- why they wanted to join the Youth Council,
- what they hope to achieve by the end of the year
- what they hope to be doing in the future.

These photographs and bios will be featured on the Youth Council's Facebook page during March and April as a way of promoting the Youth Council to the wider community.





## 2019 ANNUAL PLAN

### MEETINGS and TERMS OF REFERENCE

Official Youth Council meetings are held the first Wednesday of the month in the Council Chambers from 3.30 to 5:30pm.

The Terms of Reference has been amended to reflect the 2019 group and the way they wish to work together.

The Terms of Reference include short job descriptions, meeting protocols and obligations. They will be included in the official agenda of each Youth Council meeting.

Each member of the Youth Council will be required to submit a short report detailing their activities and engagements for the month. This will include progress reports on Youth Council projects, other youth projects and community projects the Youth Council are involved in and/or support.

### 2019 YOUTH COUNCIL ANNUAL PLAN

The Youth Council have created a draft 2019 Annual Plan to work to that details the Youth Council's activities and commitments for the year.

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.

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

-

The Annual Plan below includes a list of dates that represent important Youth Council activities. These include:

- Official monthly Youth Council meetings
- Youth Council training opportunities
- Youth engagement events and activities
- Youth Week
- International days of celebration or awareness the Youth Council wishes to highlight.



## 2019 ANNUAL PLAN

Activities, events and social media campaigns are planned around these dates.

- Specific details related to these activities, events and campaigns will be worked on by the Youth Council members who lead the projects.
- The plans and event evaluations will be submitted at official Youth Council meetings, through members reports.

### MARCH

Count Down	M	T	W	T	F	S	S
					1	2	3
	4	5	6	7	8	9	10
YW - 10	11	12	13	14 YC training	15 YC training	16	17
YW -9	18	19	20 (event) Brain Dump	21 (event) Brain Dump	2 2	23	24
YW -8	25	26	27	28	29	30	31

#### YC Training

A two day program held at the Hastings Art Gallery 14/15<sup>th</sup> March, focused on:

- Team work and communication
- Youth Council purpose and procedures
- Communication networks within schools and the community
- What's important to Youth Council members, Youth Council and local young people
- How Youth Council can address some of these issues
- Brainstorming for events, activities, and social media campaign ideas
- Event planning
- Annual planning of Youth Council projects

#### Brain Dump – Popup Youth Engagement Sessions

Two afternoon sessions held in the CBD of Hastings, in a vacant shop.

- 150 people through
- 375 responses to questions asked
- Youth Development Officer has the results.





## 2019 ANNUAL PLAN

### APRIL

Count Down	M	T	W	T	F	S	S
YW -7	1	2	3 Official Youth Council meeting	4	5	6	7
YW -6	8	9 Council meeting (intro)	10	11	12	13	14
YW -5	15	16 Media Campaign World PJ Day	17	18	19 Media Campaign Int High 5 Day	20	21
YW -4	22	23	24	25	26	27	28
YW -3	29	30					

#### Council Meeting (Intro)

A presentation to the Official Council Community Development Committee.

- Introduce the team members
- Talk about the successes made by the 2019 team to date
- Present priorities and plans for the year.
- Afternoon tea mixer with Councilors

#### Media Campaigns (Word PJ Day) (International High Five Day)

A fun way to engage people on the Youth Council Social Media Platforms.

- Prizes for the best photos and videos uploaded



## 2019 ANNUAL PLAN

MAY

Count Down	M	T	W	T	F	S	S
YW -3			1 (event) Mayors Taskforce Graduation	2	3	4	5
YW-2	6	7	8 Official Youth Council Meeting	9	10	11	12
YW - 1	13	14	15	16	17	18	19
YOUTH WEEK	20	21	22	23	24	25	26
	27	28	29	30	31		

### Mayor's Taskforce Graduation event

The Youth Council helps out at this youth event annually

- Help usher/seat people
- Help serve food
- Support through advertising
- Provide any extra assistance as required

### Youth Week – "We are more than what you see"

National Youth Week – put together a program of events, activities and campaigns of interest to young people locally.

- Work with as many Council facilities as possible
- Create a program of events, activities, campaigns
- Work with youth services and other organizations as possible
- Promote Youth Week programme
- Plan, manage and evaluate Youth Week activities and program
- Support Youth Week programme with extra assistance as required.

Item 5

Attachment 1



## 2019 ANNUAL PLAN

### JUNE

Count Down	M	T	W	T	F	S	S
						1	2#
# Trash Challenge for Enviro week maybe??	3	4	5 Official Youth Council Meeting  (Event) World Enviro Day Tree Planting Regional Council	6	7	8 Media Campaign - event??  World Oceans Day  Beach Clean Up??	9
	10	11	12	13	14	15	16
	17	18 Council Meeting (YW report)	19	20 World Refugee Day - RedCross YC volunteer somewhere	21	22	23
	24	25	26	27	28	29	30

#### Environment Week and World Refugee Day

Support with events and collaborative projects as possible, and social media campaigns.

#### Media Campaigns (Environment Week, Environment Day, Ocean's Day, World Refugee Day)

A way to engage people on the Youth Council Social Media Platforms.

- Prizes for the best photos and videos uploaded

Item 5

Attachment 1



## 2019 ANNUAL PLAN

JULY

Count Down	M	T	W	T	F	S	S
	1	2	3 Official Youth Council Meeting	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30 Media Campaign World Friendship Day	31				

### Media Campaigns (Friendship Day)

A fun way to engage people on the Youth Council Social Media Platforms.

- Prizes for the best photos and videos uploaded

Item 5

Attachment 1



## 2019 ANNUAL PLAN

### AUGUST

Count Down	M	T	W	T	F	S	S
				1	2	3	4
	5	6	7 Official Youth Council Meeting	8	9	10	11
	12 (event) Int Youth Day Pop up events throughout CBD	13	14	15 Council meeting (topic)	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

#### International Youth Day

Engage and celebrate being a young person locally, run a series of workshops and activities throughout the CBD to appeal to different young people.

- Gaming activity
- Music activity
- Zumba activity
- Ted Talks
- Creative Art activity
- Business activity

\*Program to be confirmed closer to event – more engagement required

Item 5

Attachment 1



## 2019 ANNUAL PLAN

### SEPTEMBER

Count Down	M	T	W	T	F	S	S
							1
	2	3	4 Official Youth Council Meeting	5	6	7	8
	9	10 (event) World Suicide Day - Link with Robyn	11	12	13	14	15
Media Campaign for Canteen all week	16	17	18	19 (event) Talk like a Pirate Day - Partner with Canteen	20	21	22
	23	24	25	26	27	28 (event) Relay 4 Life Mental Health	29
	30						

#### Media Campaigns (World Suicide Day, Talk like a Pirate Day)

A way to engage people on the Youth Council Social Media Platforms.

- Messaging around the importance of seeking help, checking on people etc
- Prizes for the best photos and videos uploaded for talk like a Pirate Day

#### Talk like a Pirate Day

Work with local schools for in school events to raise money for Canteen. Organize a youth event in conjunction with this.

Item 5

Attachment 1





## 2019 ANNUAL PLAN

OCTOBER

Count Down	M	T	W	T	F	S	S
		1	2 Official Youth Council Meeting	3	4	5	6
Media Campaign "Coming Out Day" LGBTQ Positive all week	7	8	9	10 Council meeting (topic)	11(event) Coming Out Day - Ask LGBTQ Community what they might like, or we can support	12 (event) Council Elections  How to vote at Albert Sq? First time voters	13
	14	15	16 (event) World Food Day Youth food market - Partner with Multicultural Ass	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31(event) Halloween ?			

### Media Campaigns (Coming out Day, Council Elections, World Food Day)

A way to engage people on the Youth Council Social Media Platforms.

- Messaging around the importance of diversity and inclusivity
- Messaging around the importance of voting
- Messaging around food waste etc
- Prizes for the best photos and videos uploaded for talk like a Pirate Day

**Partner with Directions for LGBTQI+ events**

Item 5

Attachment 1



## 2019 ANNUAL PLAN

### NOVEMBER

Count Down	M	T	W	T	F	S	S
					1	2	3
NCEA EXAMS	4	5	6 Official Youth Council Meeting	7 NCEA EXAMS	8	9	10
NCEA EXAMS	11	12	13	14	15	16	17
NCEA EXAMS	18	19	20	21	22	23	24
NCEA EXAMS  Media Campaign Healthy relationships	25 (event) White Ribbon Day - Join in Council event - Healthy relationships	26	27	28	29	30	

#### White Ribbon Day

Council hosts a large community event in the Hastings CBD, collaborate with Council to join the event.

- Social media campaigns about healthy relationships and helplines throughout the week.

Item 5

Attachment 1





## 2019 ANNUAL PLAN

### DECEMBER

Count Down	M	T	W	T	F	S	S
							1
	2	3	4 Official Youth Council Meeting	5 Media Campaign Int Ninja Day	6	7	8 (event) Schools Out Festival
	9	10	11	12	13	14	15
	16	17	18	19 Council Meeting Annual Report	20	21	22
	23	24	25	26	27	28	29
	30	31					

#### Media Campaigns (International Ninja Day)

A fun way to engage people on the Youth Council Social Media Platforms.

- Prizes for the best photos and videos uploaded

#### Schools Out Festival

Work with Zeal for this large project to celebrate the end of the school year, school for all year 13's and to highlight the importance of mental health moving into the next chapter of their lives.

#### Council Meeting

Present a report detailing the year that was and all the Youth Council activities during the year to the entire Council. Final official Youth Council activity for the year.

Item 5

Attachment 1



# 2019 ANNUAL PLAN

## The 2019 Hastings Youth Council Terms of Reference

### **The purpose of the Hastings Youth Council**

The Hastings District Council recognizes the positive contribution young people make to a strong, diverse, resilient and inclusive community. The Hastings 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)



## 2019 ANNUAL PLAN

- 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.

### 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 Councilor (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.





## 2019 ANNUAL PLAN

- 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

### **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



## 2019 ANNUAL PLAN

- 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 4 days before 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.

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.**



## 2019 ANNUAL PLAN

**REPORT TO:** HASTINGS DISTRICT YOUTH COUNCIL

**MEETING DATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**SUBJECT:** MONTHLY ACTIVITY REPORT

**YOUTH COUNCIL LEADERSHIP ROLE UPDATE:** \_\_\_\_\_

**YOUTH ACTION GROUP UPDATE:** \_\_\_\_\_

**COMMUNITY BOARD UPDATE:** \_\_\_\_\_

**SCHOOL UPDATE:** \_\_\_\_\_

**RECOMMENDATION:**

- A) That the report from Youth Council member dated " \_\_\_\_\_ " be received.

Item 5

Attachment 1



Item 5

Attachment 2





Item 5

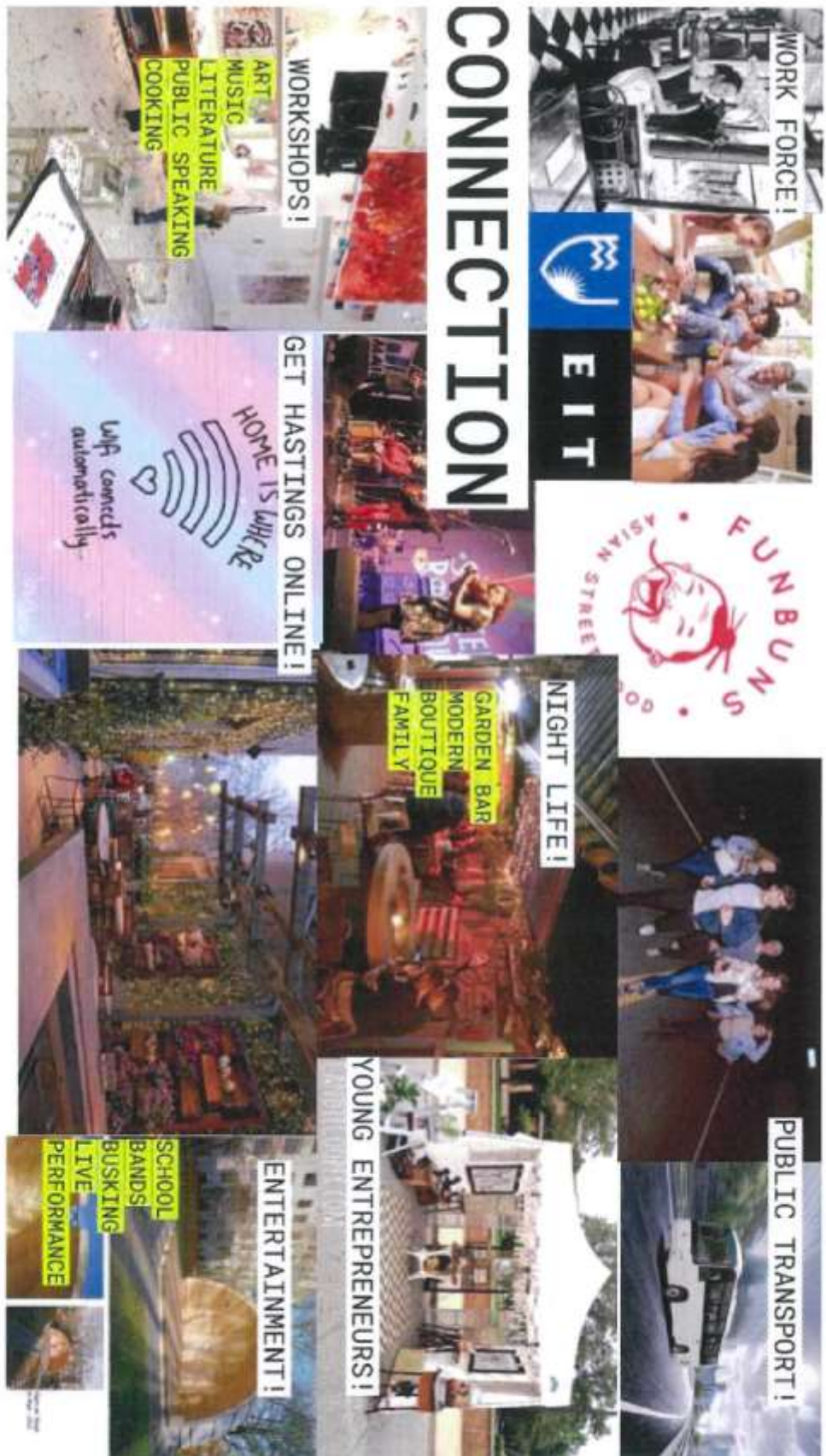
Attachment 2





Item 5

Attachment 2



## Item 5

## Attachment 2

# Projects, Events & Campaigns we supported

- Hastings CBD Youth Vision
- HDC Roadwork campaigns
- Maori Language Week
- Mental Health Week
- Local youth events - ZEAL
- Fringe in the Stings
- Hawkes Bay DHB initiatives
- Ministry of Education planning
- Hastings Youth Council – Youth Grants
- Environmental causes – beach clean ups, “Blue” Movie
- SADD – Students Against Dangerous Driving
- YES – Young Enterprise Scheme
- Harcourt's Hawkes Bay Art Festival
- Census
- Women's Suffrage Celebrations
- Sports Hawkes Bay initiatives
- Youth Potential Awards
- Civic Pride events



## MEMORANDUM

File Ref STR-1-7-19-837

HASTINGS DISTRICT COUNCIL  
 207 Lynden Road East  
 Hastings 4122  
 Private Bag 9002  
 Hastings 4156  
 Phone 06 871 5000  
 Fax 06 871 5100  
[www.hastingsdc.govt.nz](http://www.hastingsdc.govt.nz)  
 TE KAHUIHERA O HERETAUNGA

**To:** Angela Hughes  
**From:** Louise Stettner  
**Copy to:** Dennise Elers  
**Date:** 3 April 2019  
**Subject:** Multicultural Strategy Working Group

HDC in partnership with the Community are developing a Multicultural Strategy for the Hastings District.

A Multicultural Strategy Working Group was formed last year – this group which is made up of both Councillors and Community representatives and leaders is tasked with developing key aspects of the Strategy. Last year we had Youth Council members on the Working Group however they have moved away for study so we need some new young people to replace them. We would love to have 2 volunteers from the Youth Council to be part of this Group.

What is the purpose of the Multicultural Strategy?

- Council has an opportunity to lead the District in embracing and promoting the advantages of a diverse community.
- Council also has a responsibility to ensure its services are accessible to all and that everyone is encouraged to participate in the districts democratic processes.

There are great opportunities that come with multiculturalism at the same time some cultures experience challenges that include language barriers and racism.

The Working Group has agreed that the Strategy should be based on a Treaty of Waitangi framework. They have agreed on the Strategic goals of the Strategy. Currently the goals include:

- Multiculturalism and Diversity is celebrated in Hastings
- Hastings is a welcoming, inclusive and safe place for all
- All communities have equitable access to Council services and resources
- All residents are able to participate in Council decision making

**What's involved?**

The Working Group meet monthly for 1 hour at a time. It is envisioned that the Strategy will be finalised by the end of the year.

We are currently engaging with the community on this project – we want to find out from them what needs to happen here. The members of the Working Group help provide advice and contacts, so that we can engage with different communities in Hastings. As a Youth Council representative you would ideally provide connections to young people but also cultural or ethnic groups in Hastings.

It's a fantastic project where you will have an opportunity to be creative and influence future actions in Hastings that support all the different cultures that live here.

Can we have some volunteers? – at least 2! I will be in touch with the volunteers to invite them to our next meeting on the 10<sup>th</sup> of April.

Thankyou

Team Leader Community & Safety  
[louises@hdc.govt.nz](mailto:louises@hdc.govt.nz)



**From:** [Angela Hughes](#)  
**To:** [Christine A. Hilton](#)  
**Subject:** HPRM: Fwd: Youth Council Meeting  
**Date:** Tuesday, 30 April 2019 10:42:29 AM

---

Good morning Christine.

Could we please add this young man to our agenda for next weeks meeting.  
 I will email you a list of submission topics he mentioned to be added to the agenda.  
 Although I do think we had them in the minutes of the last meeting. They are the youth  
 parliament topics. I can check though.

I will let James know he's invited :)

Sent from my iPhone

Begin forwarded message:

**From:** James Cowan <[cowan.james@lindisfarne.school.nz](mailto:cowan.james@lindisfarne.school.nz)>  
**Date:** 30 April 2019 at 10:15:58 AM NZST  
**To:** Angela Hughes <[Angela.Hughes@hdc.govt.nz](mailto:Angela.Hughes@hdc.govt.nz)>  
**Subject:** Re: Youth Council Meeting

Thank you for the details - It would be great to be added to the agenda, I  
 would still love to come - Although the submissions are closed, the focus  
 areas for each submission topic have been finalised, and so it would be great  
 to discuss these with the Youth Councillors.

Where will the meeting be held?

Thanks,

James Cowan  
 Youth MP

On 29/04/2019, at 8:15 AM, Angela Hughes  
 <[Angela.Hughes@hdc.govt.nz](mailto:Angela.Hughes@hdc.govt.nz)> wrote:

Good morning James

I can add you to the agenda, the meeting is May 8th from 3.45-5.30.  
 I am aware that the Youth Parliament submissions are now closed.

Did you still want to come?  
 Let me know.

Thanks

—Original Message—

From: James Cowan [<mailto:cowan.james@lindisfarne.school.nz>]  
Sent: Wednesday, 24 April 2019 1:15 PM  
To: Angela Hughes <[Angela.Hughes@hdc.govt.nz](mailto:Angela.Hughes@hdc.govt.nz)>  
Subject: Youth Council Meeting

Hi Ms Hughes,

I hope you and the Youth Council are doing well. I just wanted to email to ask whether it would be possible for me to attend the May meeting for the Youth Council, and have some time on the agenda to discuss some of the select committee topics for the Youth Parliament event with the Youth Councillors. Would it please be possible to make sure all of the Youth Councillors have a copy of the submission topics? I will attach these, alongside the specific focus areas within each topic.

Please let me know if this is possible - the June meeting would also be possible. If the May meeting works, could you please confirm the date, time, and location of the meeting?

James Cowan  
Youth MP

**Attention:**

The information contained in this message and or attachments is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any system and destroy any copies.

**Please consider the environment before printing this e-mail**



26 April 2019

Angela Hughes  
Youth Council Development Officer  
Hastings District Council

[Angela.Hughes@hdc.govt.nz](mailto:Angela.Hughes@hdc.govt.nz)

Dear Angela

#### Youth Representative on HB Health Consumer Council

Hawkes Bay District Health Board have for some years had a Consumer Council as part of the health sector governance structure. The principal purpose of the Consumer Council is to provide a strong and viable voice for the community and consumers, on health service planning and delivery. A full copy of the Terms of Reference for Consumer Council are attached.

Consumer Council members are a diverse group of people from different backgrounds and with different health related experiences and interests. The overall intent however is that in total they reflect the community the DHB serves, both demographically and geographically and the range of health issues that exist. Up until recently, the voice of the youth demographic group has been represented by members from 'our own' Youth Consumer Council. This 'stand alone' Council has unfortunately not been sustainable, so we are now seeking a new way of obtaining this representation.

The purpose of this letter is to seek the views and level of interest from the HDC Youth Council in appointing one of its members to sit on our HB Health Consumer Council to provide a youth voice into Consumer Council's discussions and recommendations. We see this as an effective means of ensuring there is two way engagement and communications between the two Councils, and as an effective means of working on and achieving mutual goals and objectives, such as improving youth mental health and suicide prevention.

Consumer Council usually meets monthly on the second Thursday of the month from 4.00pm to 6.00pm. Two to three times per year however, Consumer Council meets jointly with our Clinical Council in a workshop environment on the second Wednesday of the month from 1.00pm to 5.00pm, to discuss and progress issues of mutual interest.

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#### COMPANY SECRETARY'S OFFICE

Hawke's Bay District Health Board

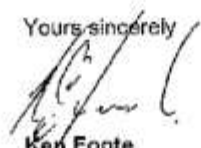
Telephone 06 873 2159, [ken.foote@hdbd.govt.nz](mailto:ken.foote@hdbd.govt.nz), [www.hawkesbay.health.nz](http://www.hawkesbay.health.nz)  
Corporate Office, Cnr Omaha Road & McLeod Street, Private Bag 9014, Hastings, New Zealand

Our request to you is that you put this issue to the next meeting of the Youth Council. One or more of Rachel Ritchie (Chair) , Malcolm Dixon (Co-Deputy Chair) or I would be happy to attend the meeting to elaborate or answer any questions if that would help. Clearly we are very keen to ensure the youth voice is heard around DHB governance tables, so we hope that this request will be favourably received and agreed.

Should you require any further information in the meantime, please contact me direct on 027 224 6143 or [ken.foote@hbdhb.govt.nz](mailto:ken.foote@hbdhb.govt.nz).

Thank you for your assistance.

Yours sincerely



**Ken Foote**  
HBDHB Company Secretary



## International Advisory Group Delegations

### Fields of Activity

The Hastings District International Advisory Group is established to advise the Council on the development of education, scientific research, migration and cultural relationships with cities within China and the rest of the world, and develop relationships with ethnic communities in Hawke's Bay through the knowledge and experience gained from our Sister City relationship with Guilin.

### Membership (10)

- Chairman – a Councillor appointed by the Council
- Hastings District Mayor
- 2 other Councillor members appointed by the Council
- 1 representative of the Hawke's Bay Branch of the New Zealand China Friendship Society
- 1 representative of the Hawke's Bay Chinese Association
- 2 representatives of the Multicultural Association Hawke's Bay
- 1 representative of the Education Link Group
- 1 representative of the Hastings District Youth Council
- Up to 2 other members may be co-opted at any time

**Quorum** – 5 members including not less than two Councillor members.

### Delegated Powers

1. To promote and oversee sister city activity between Guilin and Hastings District such as delegation visits and cultural exchanges.
2. To support the development of relationships between Hastings District or Hawke's Bay based educational establishments with those in China and the rest of the world.
3. To report its work and progress to the Social Development and Culture Committee.

### Meetings

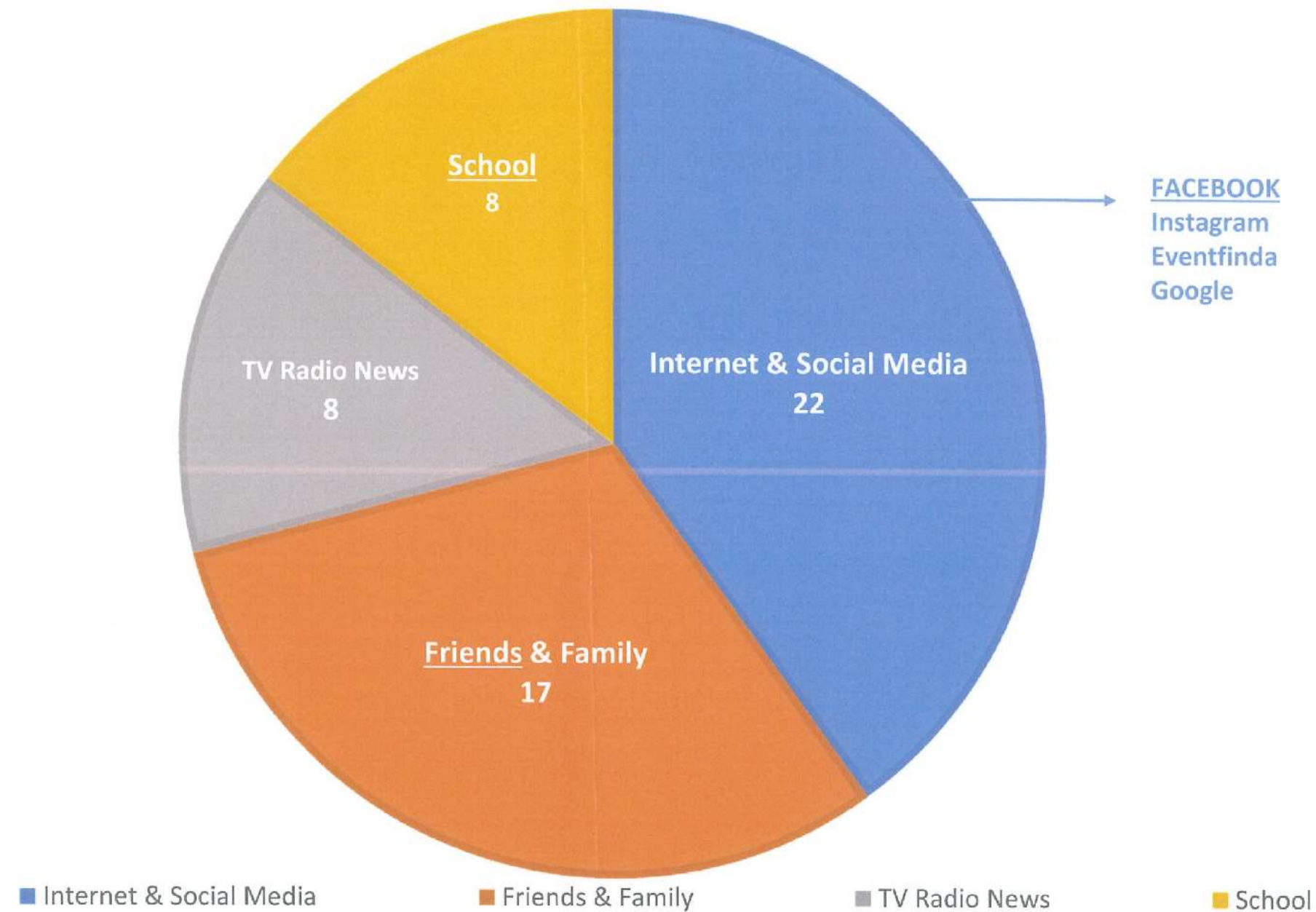
Meetings will be held a minimum of 3 times a year. These are to be advertised as public meetings, and will be fully serviced by Democratic Support.



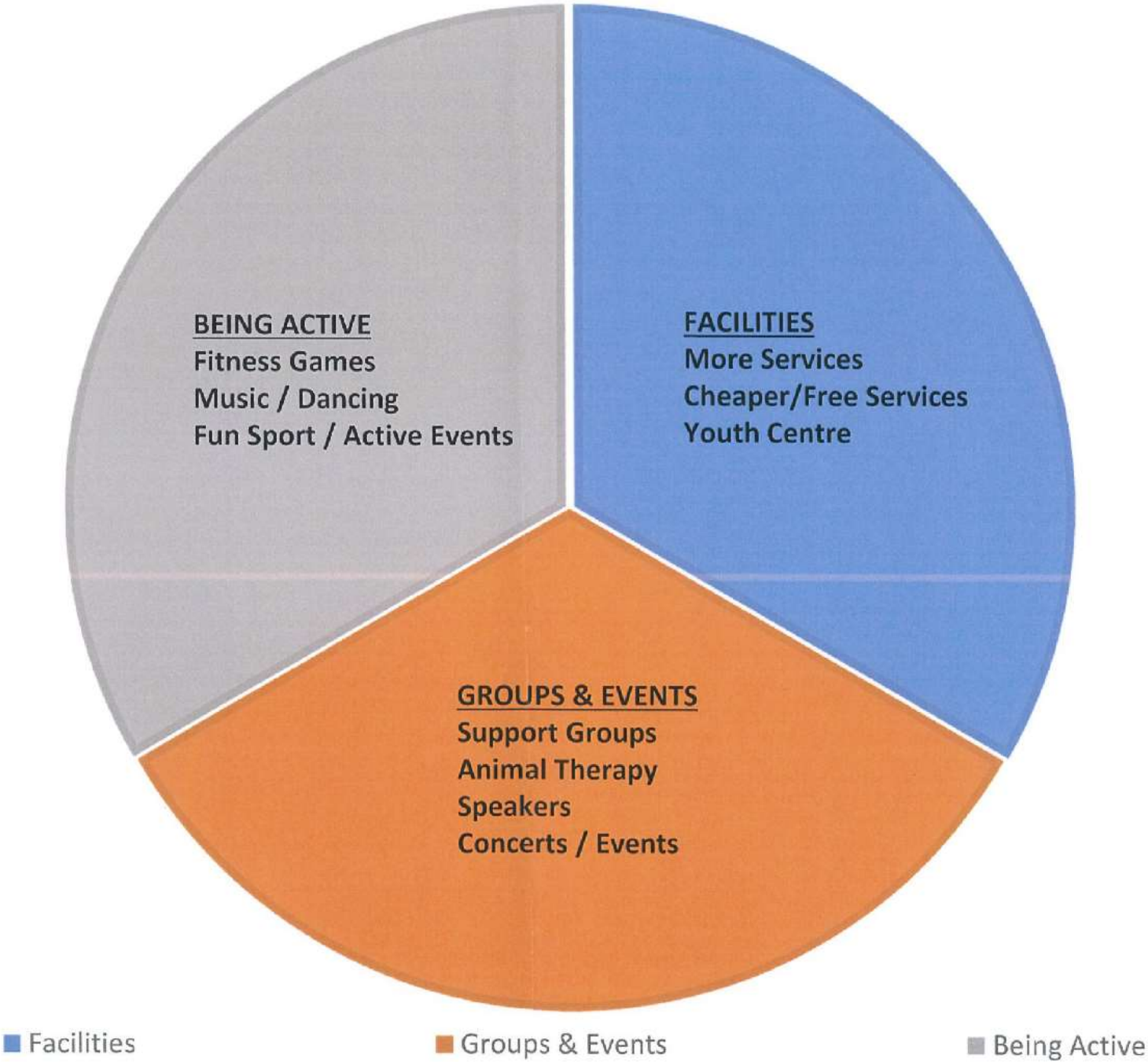


# WHERE DO YOU GET YOUR INFORMATION FROM, ABOUT WHAT'S ON, LOCAL SERVICES ETC

29 Responses



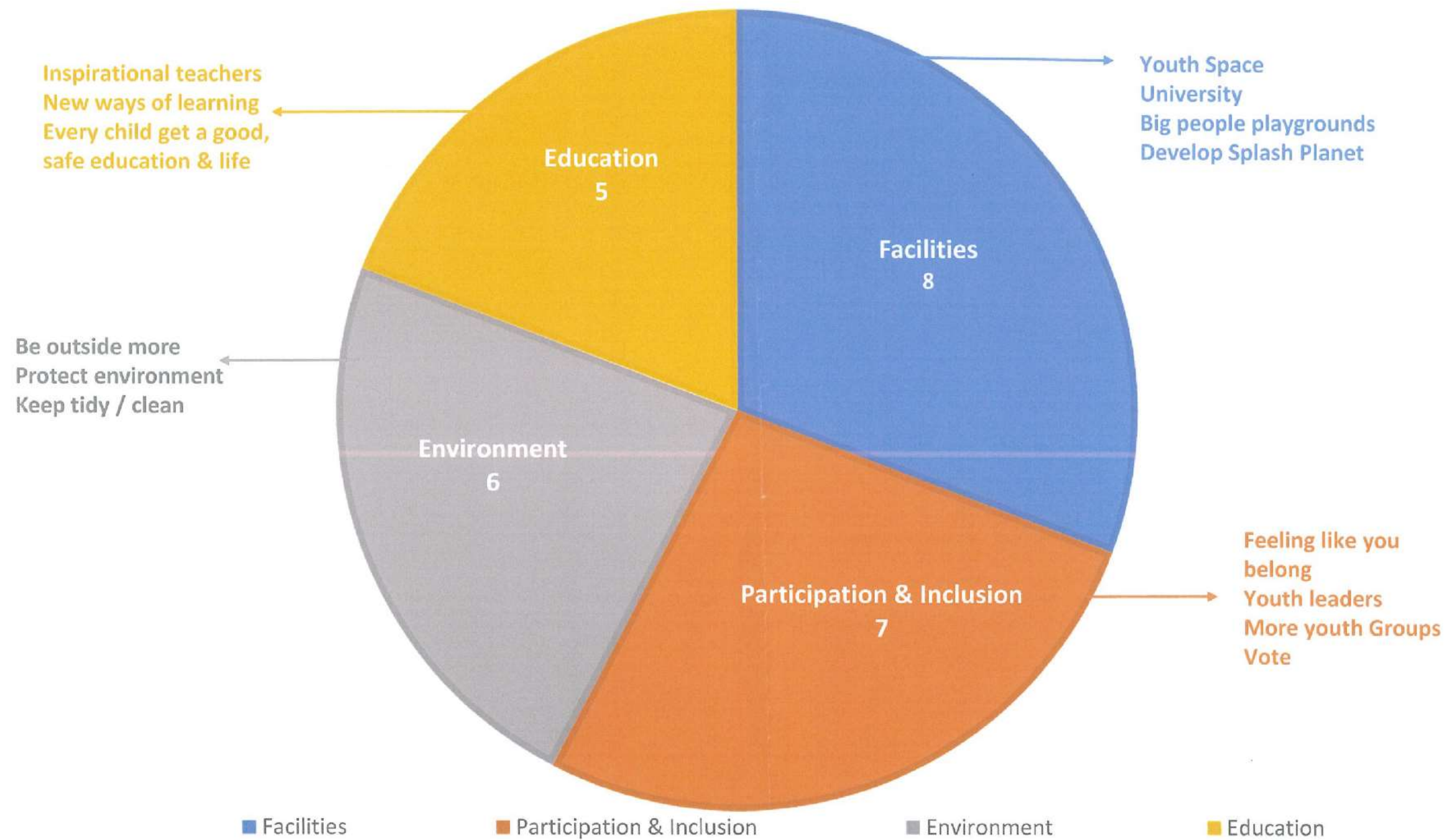
# IDEAS TO ADDRESS MENTAL HEALTH



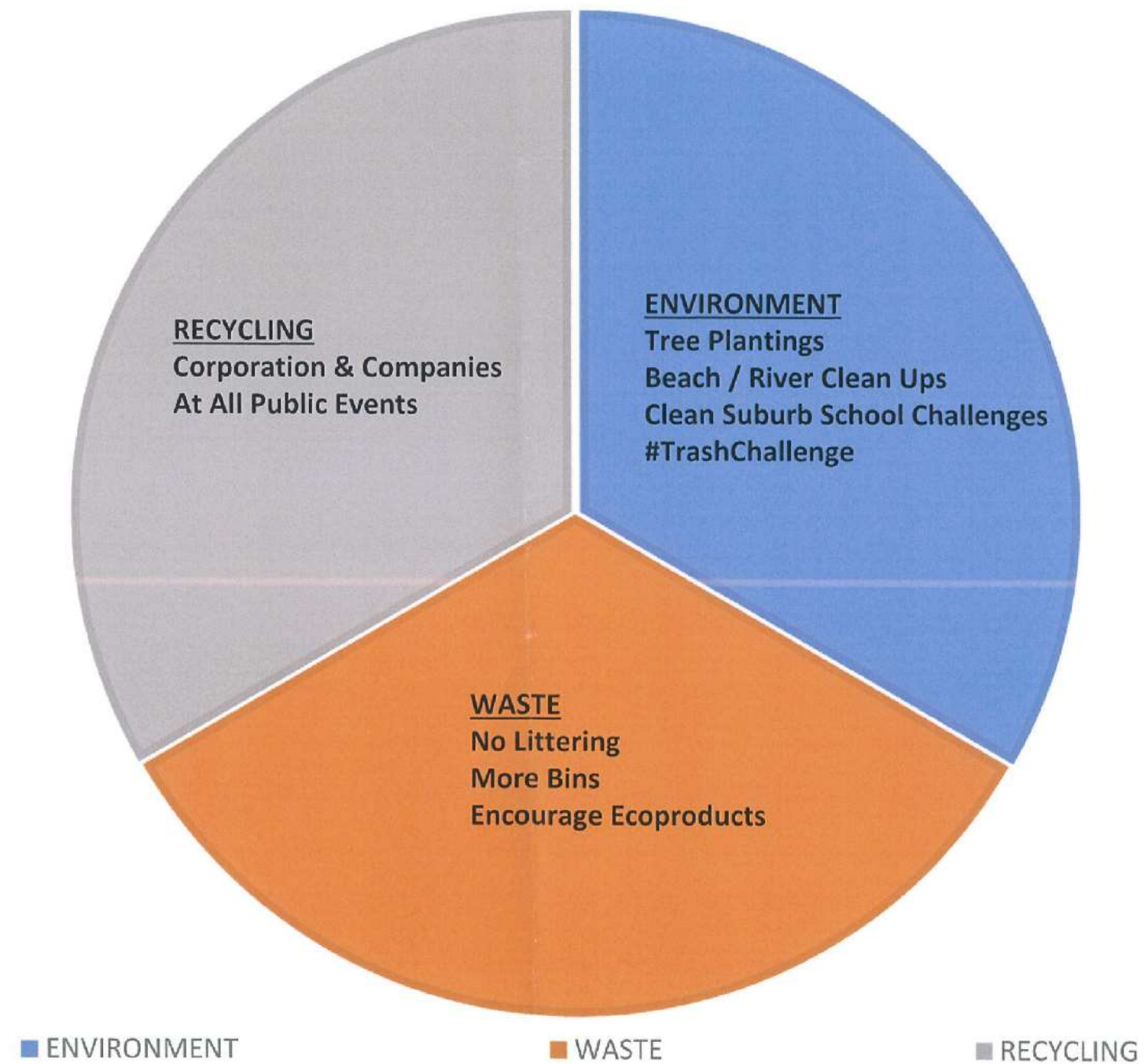


## IDEAS TO ADDRESS ENVIRONMENTAL SUSTAINABILITY

29 responses

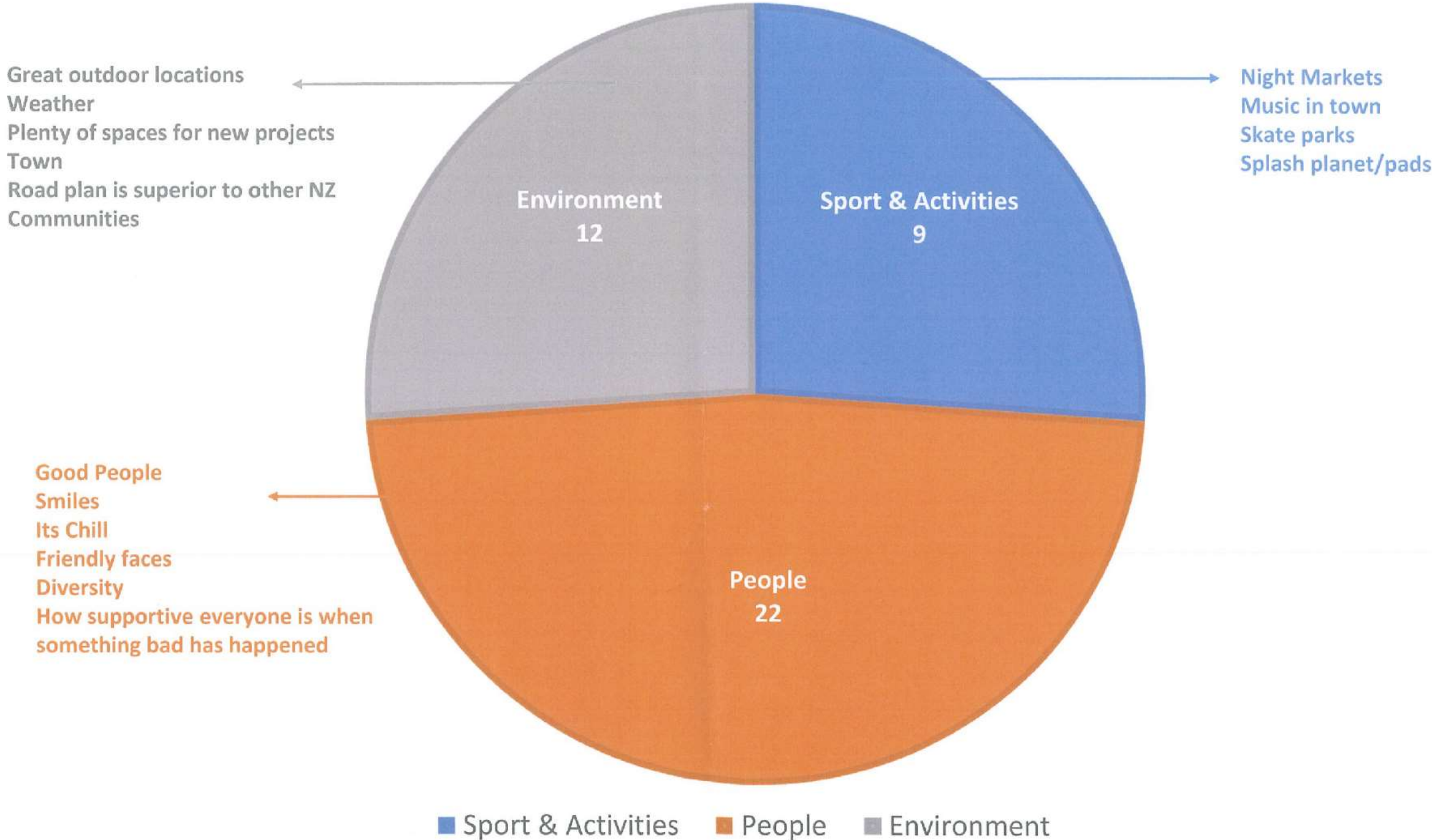


## IDEAS TO ADDRESS ENVIRONMENTAL SUSTAINABILITY



# WHAT DO YOU LOVE ABOUT HASTINGS?

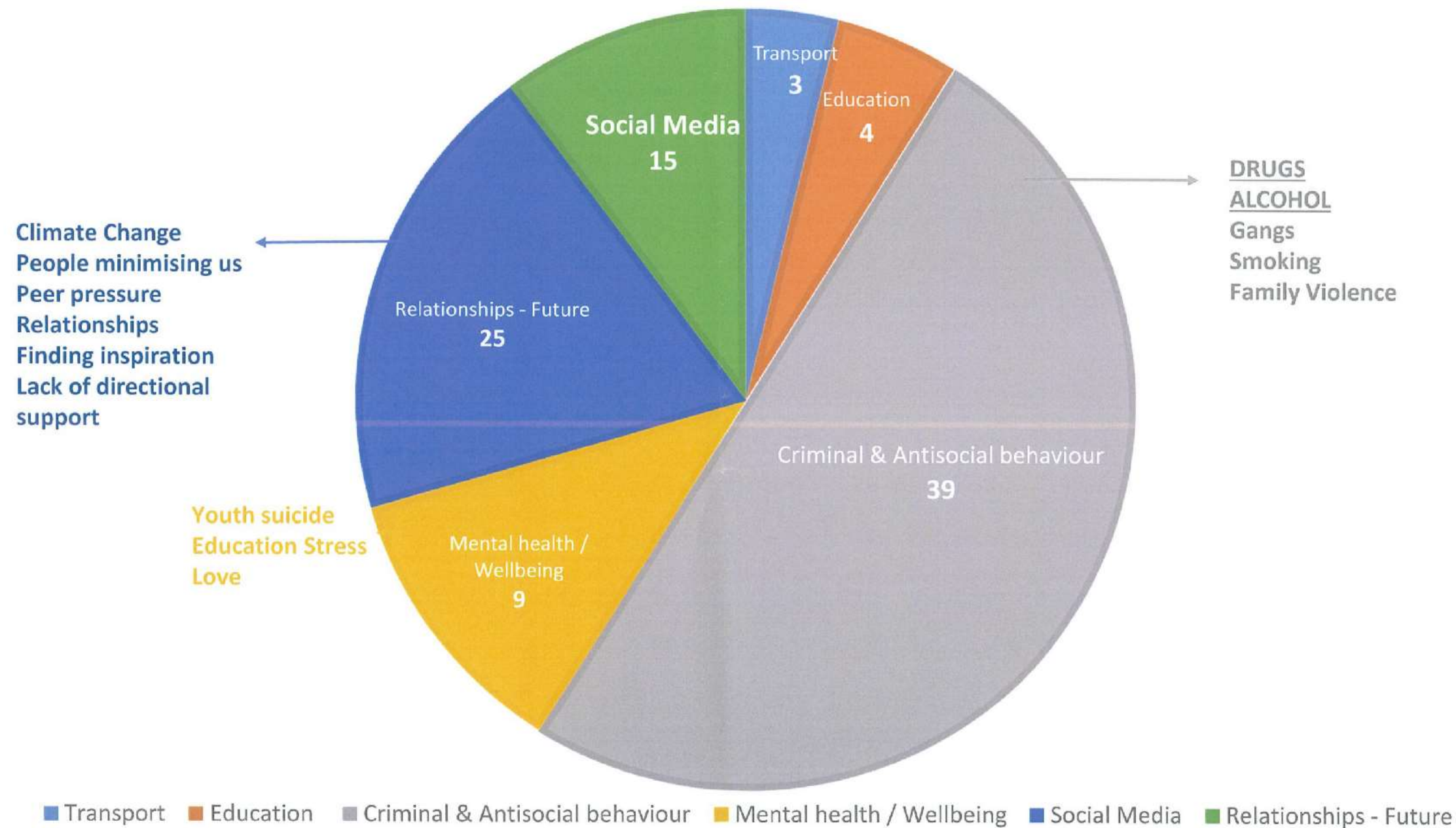
42 Responses





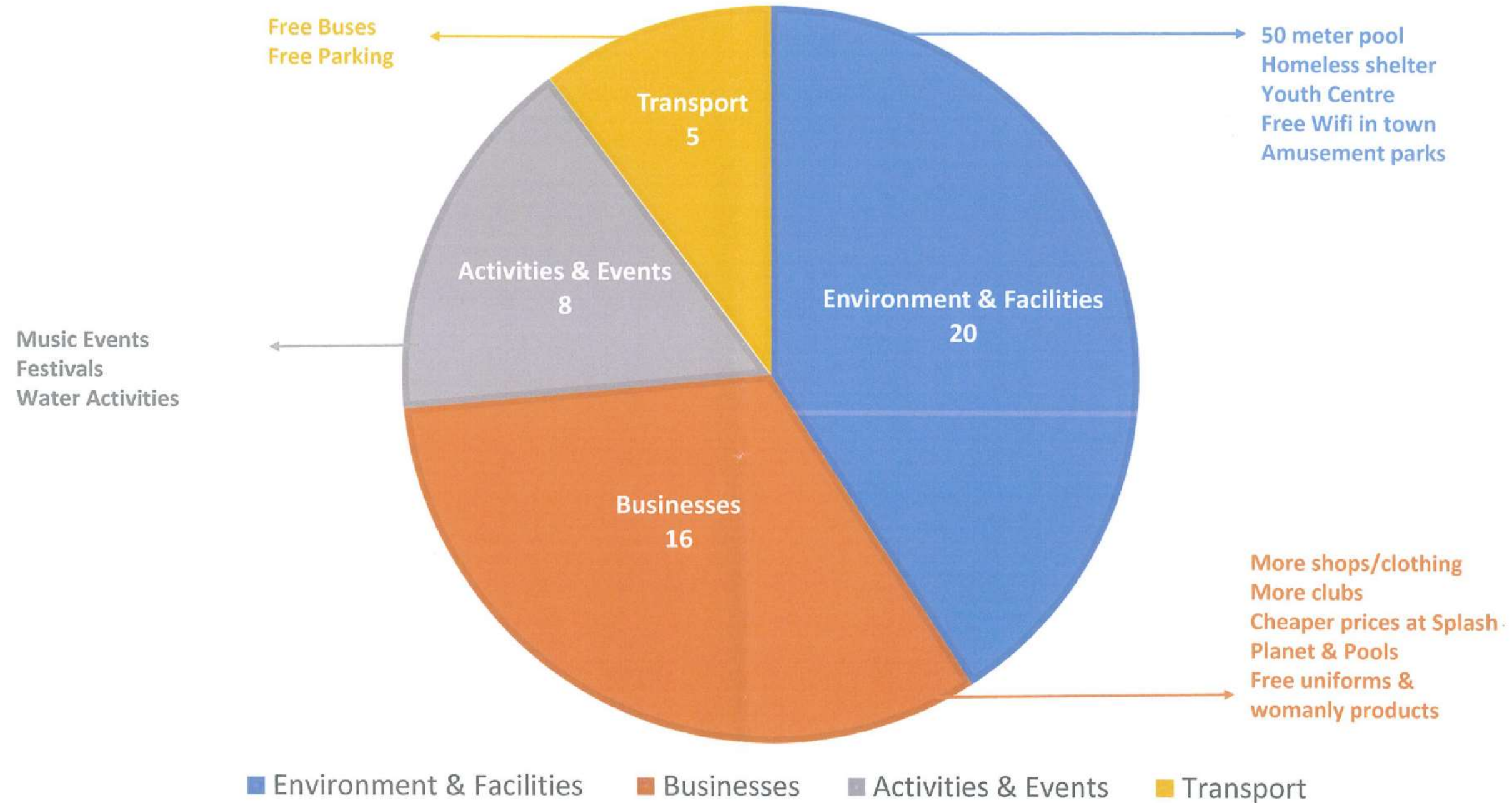
# WHAT SO YOU THINK ARE THE TOP 3 CHALLENGE/ISSUES FACING LOCAL YOUNG PEOPLE

35 Responses



# WHAT KIND OF THINGS WOULD YOU LIKE TO SEE AND DO IN HASTINGS?

62 Responses

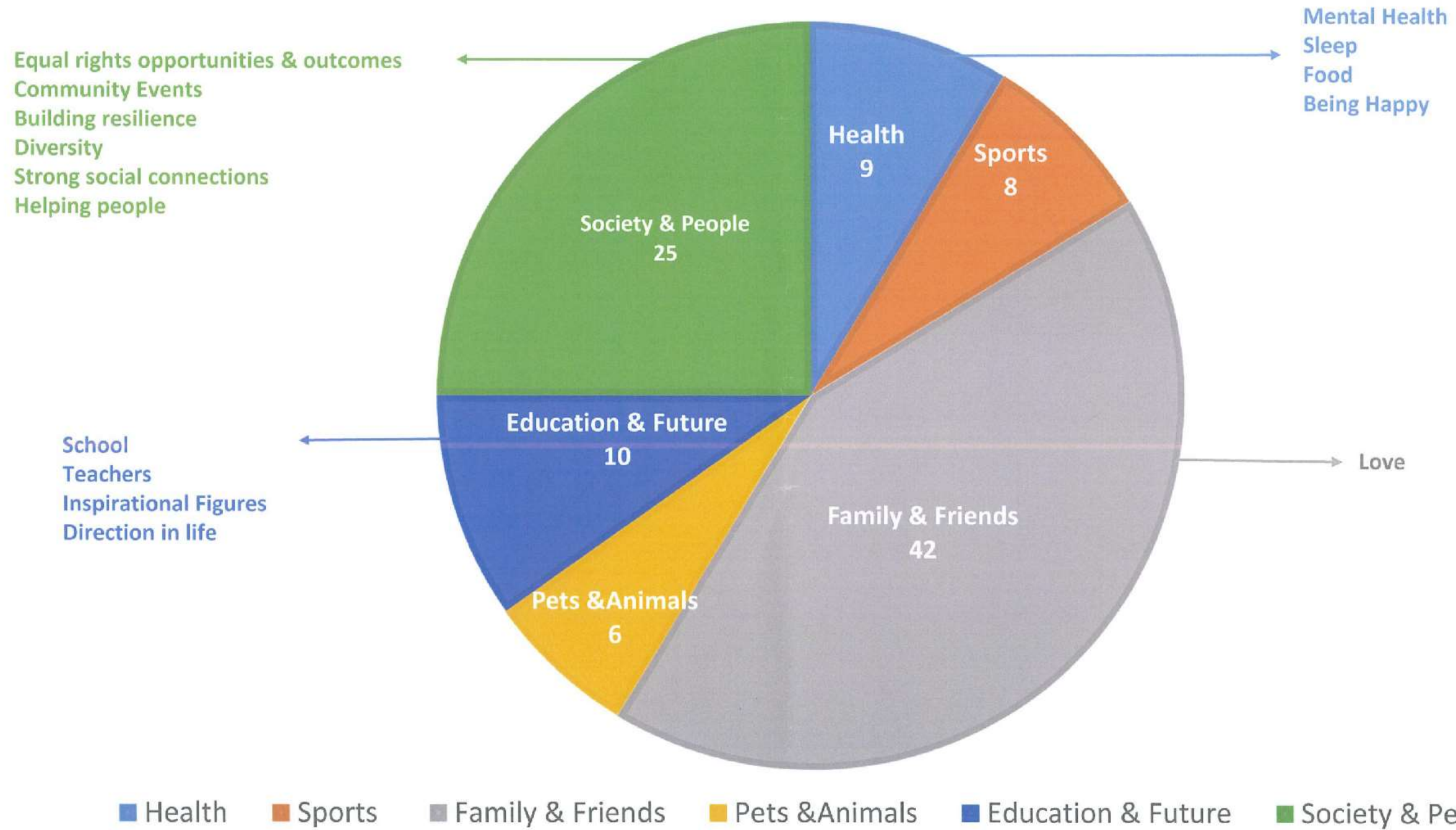




# WHAT IS MOST IMPORTANT TO YOU?

LIST 3 THINGS IF YOU CAN

44 Responses




HASTINGS  
YOUTH  
COUNCIL



HASTINGS  
YOUTH  
COUNCIL

**BE A**  
**2020**  
HASTINGS  
**YOUTH**  
**COUNCILLOR**



A youth councillor can be anyone who is **passionate about Hastings!** You don't have to get top marks or be the captain of a sports team

**Are you...**

- Passionate about young people
- Interested in local government decision making
- Wanting to organise and support youth events and initiatives
- Aged 15-21 years

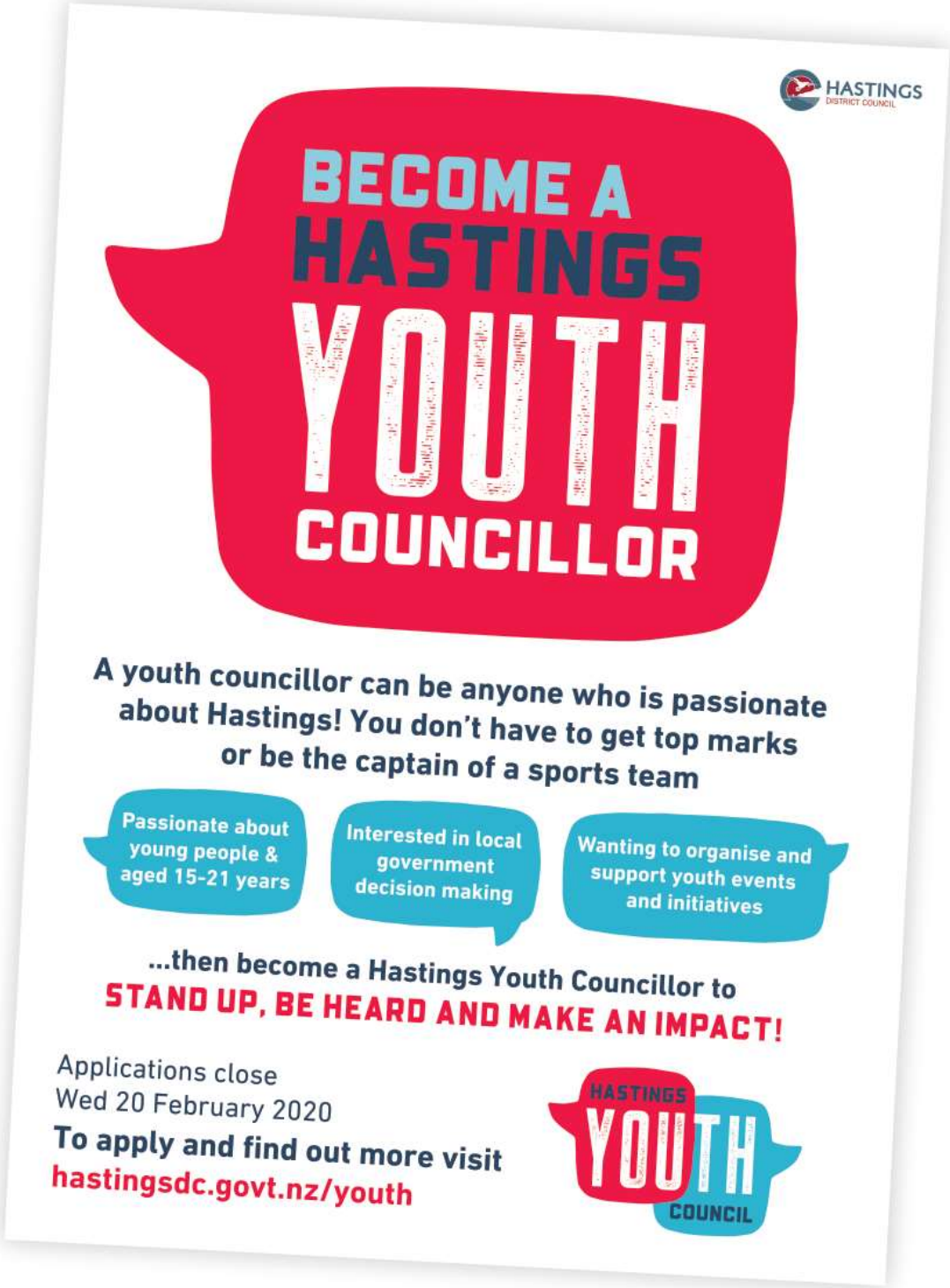
**... then become a Hastings Youth Councillor to stand up, be heard and make an impact!**

**HASTINGS  
YOUTH  
COUNCIL**

Applications close Wednesday 20 February 2020  
To apply and find out more visit [hastingsdc.govt.nz/youth](https://hastingsdc.govt.nz/youth)

Hastings Youth Council Logo Ideas

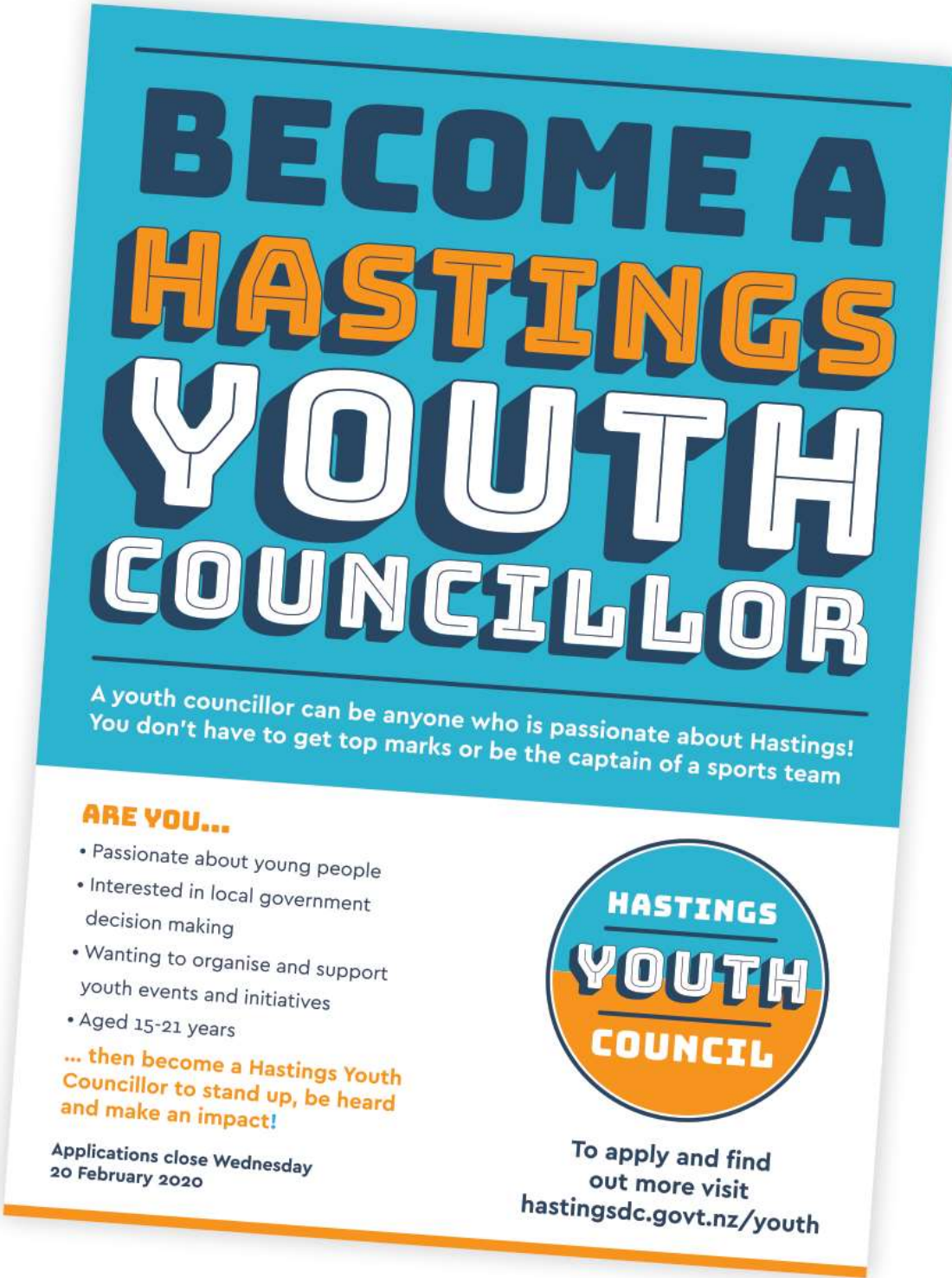




Hastings Youth Council Logo Ideas

Item 5

Attachment 8



Hastings Youth Council Logo Ideas