

Hastings District Youth Council



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OPEN AGENDA

HASTINGS DISTRICT YOUTH COUNCIL MEETING

Meeting Date: **Wednesday, 7 August 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 Pelerosse Vaima'a, Kathleen Steffert and Eva Harper (HGHS); Ondre Hapuku-Lambert, Sophie Jones (<i>Media Engagement</i>) 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 (<i>Media Engagement</i>) (Lindisfarne College) (<i>Quorum = 8 members</i>)
Officer Responsible	Youth Development Coordinator – Angela Hughes (Extn 5404)
Secretary:	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, 7 AUGUST 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

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

1

3. Facebook Page Update

4. General Business

5. August 2019 - Report on Hastings District Youth Council Activities

7

6. Philippa Wood - research student from Massey University

9

Hastings District Youth Council



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OPEN MINUTES

HASTINGS DISTRICT YOUTH COUNCIL

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

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

Table of Contents

<u>Item</u>	<u>Page No.</u>
1. Apologies	1
2. Confirmation of Minutes	1
3. Facebook page updates	1
4. General Business	1
5. July 2019 Report on the Hastings District Youth Council Activities	2

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 JULY 2019 AT 3.45PM

PRESENT:

Chair: Kate Allen (HGHS)
Councillor Dixon – Council Liaison
Kathleen Steffert and Eva Harper (HGHS); Ondre Hapuku-Lambert, Sophie Jones (*Media Engagement*) (Karamu High); Gurjas Sekhon and Louis Gaffaney (St Johns College); Ashleigh Keenan (Sacred Heart); Charliot Miller (*Deputy Chair*) (HNHS); Janicka Tei (Taradale High) and James McPhail (*Media Engagement*) (Lindisfarne College)

IN ATTENDANCE:

Youth Development Coordinator (Angela Hughes)
Open Spaces Planning Manager (Rachel Stuart)
Electoral Officer (Jackie Evans)
Registrar of Electors, Electoral Commission (Michelle Jaggard)
Committee Secretary (Christine Hilton)

1. APOLOGIES

Sophie Jones/Charliot Miller

That apologies for absence from Pelerose Vaima'a (HGHS), Oscar Malpas (HBHS); Boston Wynyard (Karamu High) and Daisy Hill (Iona) and apologies for lateness from Ondre Hapuku-Lambert and Gurjas Sekhon be accepted.

CARRIED

2. CONFIRMATION OF MINUTES

Kate Allen/Sophie Jones

That the minutes of the Hastings Youth Council Meeting held Wednesday 12 June 2019 be confirmed as a true and correct record and be adopted.

CARRIED

3. FACEBOOK PAGE UPDATES

There was no discussion under this item.

4. GENERAL BUSINESS

There was no discussion under this item.

5. **JULY 2019 REPORT ON THE HASTINGS DISTRICT YOUTH COUNCIL ACTIVITIES**

(Document 19/652)

Revitalisation of Albert Square

The Open Spaces Planning Manager, Rachel Stuart, addressed the meeting. She displayed an aerial view of Albert Square and updated the Hastings District Youth Council (YC) members on her discussions with the landowner about the development of this area. The landowner had been receptive to the ideas that were being proposed.

Rachel would come to each YC meeting and welcomed any further ideas and would report back to the members on developments.

Monthly Reports

Only one YC report had been received this month - from Charliot Miller (CG-14-33-00149).

Proposed New Youth Council Logo

The Youth Development Co-ordinator, Ang Hughes, advised that the logo concepts had been delayed and were not ready to be considered at this meeting. They were due to be available on Friday, 5 July and Ang would then email them to members for comment via the YC Facebook group.

1737 Need to Talk Helpline

The Youth Development Co-ordinator, Ang Hughes, spoke to the information that had been sourced from the Ministry of Health website (CG-14-33-00151) and information about the 1737 Helpline (CG-14-33-00152). Ang had also spoken to Sharon the Clinical Director of the 1737 Helpline regarding the background to the establishment of this service and the name.

Ang had passed on concerns raised by young people regarding the delays in having someone answer calls to this helpline. Sharon had asked Ang to pass onto the YC and other young people - please don't hang up if they experience delays when calling this helpline.

The Council Liaison, Councillor Dixon, reported that this matter had been raised by the YC representative on the Hawke's Bay Health Consumer Council, Daisy Hill. The Health Board will follow this up and provide feedback to the YC, via Daisy.

2019 Youth Council Annual Plan

The YC members went through the Annual Plan entries for dates in September to December 2019 and discussed whether they wanted to be involved in activities that were happening on those dates.

- **10 September (World Suicide Day)** – YC members would like to learn how to talk to other young people who were having problems and needed support.
- It was suggested that:
 - ❖ a letter be sent from the YC to schools regarding the Youth to Youth training;
 - ❖ people could also attend community training workshops in the evenings (in Hastings, Flaxmere and Havelock North).
 - ❖ Daisy Hill could raise this with the HB Health Consumer Council as they may be able to assist with the training side of this event.
- **12 October (2019 Council election)** – Council's Electoral Officer, Jackie Evans, and the Registrar of Electors from the Electoral Commission, Michelle Jaggard addressed the YC and responded to questions from the meeting.
- The meeting was advised that:
 - ❖ if the YC wanted to hold any election related events care needed to be taken. Council resources could not be used, including the YC Facebook page (unless the YC was only encouraging people to vote at the election).
 - ❖ they needed to be fair and invite all candidates to any event.
 - ❖ Michelle Jaggard could come to schools and speak and also remind students to fill in enrolment forms (if they are 17 yrs old now) or they can go to the vote.nz website to enrol.
 - ❖ this was still a postal election process.
 - ❖ people enrolled by 16 August will get packs sent out to them. If not enrolled by then, they will need to cast a special vote – this can be done at any council offices in the district or via an election van that will come out to schools.
 - ❖ Michelle asked for ideas to help make young people aware of the election process and encourage them to vote.

Given the work involved in holding an election related event, due to the constraints that would be imposed on the YC members in doing so (as outlined above), the YC unanimously decided not to hold any events for this election. However, they would use the YC Facebook page to promote enrolment and voting in the election and some of the Meet the Candidate evenings that were being run by others.

Ondre Hapuku-Lambert and Gurjas Sekhon joined the meeting during discussion on Item 5.

Charliot Miller left the meeting at 4.37pm.

- **19 September (Talk Like A Pirate Day – partnered with Canteen)**
- A letter to be sent out to local schools to background what was planned and that it was in support of Canteen.
- **28 September (Relay for Life Mental Health)** – YC decided not to undertake any events in relation to this activity.
- **11 October (Coming Out Day – in support of LGBTQ community)** - YC decided not to undertake any events in relation to this activity.
- **16 October (World Food Day – partnered with Multicultural Assn)** – YC to contact the Association and see what they are planning and assist if possible.
- **31 October (Halloween)** – YC would discuss on Facebook page.
- **8 December (Schools Out)** - YC decided not to undertake any events in relation to this activity.
- It was suggested that during the warmer weather the YC could look at holding an outdoor movie or an alternative event at Albert Square.

The YC decided to hold a **Quiz Night on Friday, 27 September** – members would be responsible for organising the venue, questions, tickets and promotion etc.

YC members did not want to prepare a submission to the Climate Change Response (Zero Carbon) Amendment Bill, but decided to support the submission by the Kapiti Coast's Youth Council.

Eva Harper/Ondre Hapuku-Lambert

- A) That the report of the Youth Development Co-ordinator titled "July 2019 Report on the Hastings District Youth Council Activities" dated 3/07/2019 be received.**
- B) That the Hastings District Youth Council members review the proposed new logo concepts which will be circulated and provide feedback to the Youth Development Co-ordinator.**
- C) That the Hastings District Youth Council continues to work with and provide feedback to Council's Public Spaces Planning Manager, Rachel Stuart, regarding the redesign of Albert Square.**
- D) That the Hastings District Youth Council members continue to support the 1737 Need to Talk helpline, given that their concerns regarding the current delays young people have been experiencing when calling the helpline have been raised with that organisation.**
- E) That the Hastings District Youth Council support the following projects remaining in its 2019 Annual Plan as discussed at its 3 July 2019 meeting.**
- 10 September (World Suicide Day)
 - 12 October (2019 Council election)
 - 19 September (Talk Like A Pirate Day)
 - 16 October (World Food Day – partnered with the Multicultural Assn)
 - 31 October (Halloween)
- F) That the Hastings District Youth Council support the Kapiti Coast Youth Council's submission to the Climate Change Response (Zero Carbon) Amendment Bill.**

CARRIED

The meeting closed at 5.20pm

Confirmed:

Chairman:

Date:

REPORT TO: HASTINGS DISTRICT YOUTH COUNCIL

MEETING DATE: WEDNESDAY 7 AUGUST 2019

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

**SUBJECT: AUGUST 2019 - REPORT ON HASTINGS DISTRICT
YOUTH COUNCIL ACTIVITIES**

1.0 SUMMARY

- 1.1 The purpose of this report is to update/inform the Committee/ Council about the activities of the Youth Development Coordinator in relation to Youth Council business since the previous month's meeting.
- 1.2 This report concludes by recommending that the Youth Council considers and receives this report.

2.0 BACKGROUND

- 2.1 New logo for the Hastings Youth Council – project is on hold currently, pending a review of the Youth Council's aims and objectives. The rebranding of the Hastings Youth Council needs to coincide with any potential changes being made to the program, to get the most impact.
- 2.2 Albert Square Redesign Project – Council's Public Spaces Planning Manager, Rachel Stuart, has been meeting with community stakeholders to gauge interest and potential uses for the space. Albert Square will not be a "youth specific" park but rather a community park that takes on board youth opinion in the design.
- 2.3 1737 Need to talk service. Still attempting to obtain official statistics from the service but as yet have had no luck.

3.0 CURRENT SITUATION

- 3.1 Youth Council members will be asked to submit their opinions to a Youth Council review in the upcoming months.
- 3.2 Albert Square Redesign update: If there is an updated design, Angela the Youth Development Coordinator will obtain it and share it at the meeting. Rachel plans to attend the September meeting with an update on the project.
- 3.3 Angela is working with the Suicide Prevention Fusion group to ascertain whether Suicide Prevention workshops can be held in local high schools to coincide with Mental Health Awareness Week in September.
- 3.4 Directions Health Service will be hosting an event in the CBD aimed at raising awareness of how hard it is to navigate the mental health system as a young person. The Youth Council has been invited to contribute if they can do so. The event will be at lunchtime on Tuesday, 10 September (during term).

4.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Youth Development Co-ordinator titled “August 2019 - Report on Hastings District Youth Council Activities” dated 7/08/2019 be received.**

Item 5

Attachments:

There are no attachments for this report.

REPORT TO: HASTINGS DISTRICT YOUTH COUNCIL
MEETING DATE: WEDNESDAY 7 AUGUST 2019
FROM: YOUTH DEVELOPMENT CO-ORDINATOR
ANGELA HUGHES
SUBJECT: PHILIPPA WOOD - RESEARCH STUDENT FROM MASSEY
UNIVERSITY

1.0 INTRODUCTION

- 1.1 Philippa Wood, a student from Massey University, will be attending the Hastings District Youth Council meeting on Wednesday, 7 August 2019.
- 1.2 Philippa is undertaking a research project on youth councils across the country and would like to attend this meeting and address the members.

2.0 RECOMMENDATION

- A) That the report of the Youth Development Co-ordinator titled "Philippa Wood – Research Student from Massey University" dated 7 August 2019 be received.

Attachments:

There are no attachments for this report.