

Hastings District Youth Council



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OPEN AGENDA

HASTINGS DISTRICT YOUTH COUNCIL MEETING

Meeting Date: **Wednesday, 4 September 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 Pelerose 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>)
Officer Responsible	Youth Development Coordinator – Angela Hughes (Extn 5404)
Democracy and Governance Advisor:	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, 4 SEPTEMBER 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 7 August 2019.

1

3. Facebook Page Update

4. General Business

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

7

Hastings District Youth Council



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OPEN

MINUTES

HASTINGS DISTRICT YOUTH COUNCIL

Meeting Date: **Wednesday, 7 August 2019**

**Minutes of a Meeting of the Hastings District Youth Council held on
Wednesday, 7 August 2019 at 3.45pm**

Table of Contents

<u>Item</u>	<u>Page No.</u>
1. Apologies	1
2. Confirmation of Minutes	1
6. Philippa Wood - Research Student from Massey University	1
3. Facebook page updates	2
4. General Business	2
5. August 2019 - Report on 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, 7 AUGUST 2019 AT 3.45PM

PRESENT: **Chair:** Kate Allen (HGHS)
Councillor Dixon – Council Liaison
Pelrose Vaima'a, Kathleen Steffert and Eva Harper (HGHS); Ondre Hapuku-Lambert, Sophie Jones (*Media Engagement*) and Boston Wynyard (Karamu High); Gurjas Sekhon and Louis Gaffaney (St Johns College); Daisy Hill (Iona); Ashleigh Keenan (Sacred Heart); Charliot Miller (*Deputy Chair*) (HNHS); and James McPhail (*Media Engagement*) (Lindisfarne College)

IN ATTENDANCE: Youth Development Coordinator (Angela Hughes)
Team Leader Youth Development (Paddy Steffert)
Researcher Massey University (Philippa Wood) – Item 6
Committee Secretary (Christine Hilton)

1. APOLOGIES

Charliot Miller/Ondre Hapuku-Lambert

That apologies for absence from Janicka Tei (Taradale High) and Oscar Malpas (HBHS) be accepted.

CARRIED

2. CONFIRMATION OF MINUTES

Eva Harper/Sophie Jones

That the minutes of the Hastings Youth Council Meeting held Wednesday 3 July 2019 be confirmed as a true and correct record and be adopted.

CARRIED

With the agreement of the meeting, Agenda Item 6 was taken out of order and addressed at this point in the meeting.

6. PHILIPPA WOOD - RESEARCH STUDENT FROM MASSEY UNIVERSITY

(Document 19/771) (Three documents circulated at meeting)

Philippa Wood addressed the meeting and circulated three documents – A letter, dated 13 March 2019, from Ms Wood to the Chief Executive (*part CG-14-33-00157*); an A4 information sheet containing the protocols and procedures relating to the study (*part CG-14-33-00157*); as well as another A4 information sheet setting

out some background regarding her study (CG-14-33-00158).

Ms Wood expanded on the points in the information sheets, explaining how she proposed to undertake her study and how the results of the interviews would be included in a reference document. She advised that she would need to read out the questions rather than circulating written copies of her questions.

Ms Wood advised that there was flexibility regarding timing of the interviews as long as they were undertaken over the next few months this year. She preferred to undertake the interviews on weekends as she would need to travel here, but would consider the suggestions that the interviews could be undertaken via skype and that more than one person could be interviewed at one time.

Ondre Hapuku-Lambert/Eva Harper

- A) That the report of the Youth Development Co-ordinator titled “Philippa Wood – Research Student from Massey University” dated 7 August 2019 be received.**
- B) That James McPhail, Charliot Miller, Kathleen Steffert and Louis Gaffaney take part in the interviews involved as part of the research work being undertaken by Ms Wood.**

CARRIED

3. FACEBOOK PAGE UPDATES

Sophie Jones advised that she had posted on the Facebook page asking what people wanted to see there.

4. GENERAL BUSINESS

Councillor Dixon advised that Gurjas Sekhon (St Johns) had been named as the Top Secondary School Student at the Asians in the Bay Awards on Monday, 5 August 2019.

5. AUGUST 2019 - REPORT ON HASTINGS DISTRICT YOUTH COUNCIL ACTIVITIES

(Document 19/758)

Louis Gaffaney gave a brief report on the visit to the National Aquarium in Napier on Monday, 5 August 2019 and that staff there had asked Youth Council (YC) members for ideas for the expansion of the aquarium and ideas to attract more visitors.

Councillor Dixon suggested that the YC members consider applying to the Eastern and Central Community Trust for funding for some of the work to be undertaken at Albert Square – e.g. for equipment.

Albert Square – The Youth Development Coordinator, Ang Hughes, passed on information she had been given from Council’s Public Spaces Planning Manager, Rachel Stuart, regarding an update on the progress of the development and some

of the changes that had been made to the original brief. Ang advised that there had been a lot of changes to how the space would be used and who would be involved in those discussions.

Breakfast next week in Havelock North at 7.30am – YC members had to register by Friday, 9 August. Sophie Jones would send an RSVP from the YC as a group. She would also message Janicka Tei and Oscar Malpas to see if they were attending.

“Talk Like a Pirate Day” on 19 September – Charliot Miller asked whether a letter had been sent out to local primary and intermediate schools to explain what was planned and that it was in support of Canteen. Kate Allen and Gurjas Sekhon would work together to write that letter to go to schools and be the project leads for this event.

Ang Hughes reported that she had talked to the Suicide Prevention Fusion Group about holding workshops at schools to help young people learn how to talk to others who were having problems and needed support. Ang has given information and feedback to the Group and is waiting for a further update – it was suggested that Girls High; Lindisfarne College; Havelock North High and possibly Karamu High School could be involved with these workshops.

Quiz Night – it was agreed that this event needed to be held sooner than the originally scheduled date of Friday, 27 September. The date of Saturday, 14 September was agreed on. The project leads would be Kate Allen; Charliot Miller and Eva Harper. It was proposed to be held at Karamu High School – Kate Allen and Sophie Jones to ask permission for this event to be held at the school.

World Food Day on 16 October (partnered with the Multicultural Assn) – Boston Wynyard and Ondre Hapuku-Lambert to follow up in regard to this event. It was suggested that a food market be held in Albert Square.

Halloween event on 31 October – discussion took place regarding the suggested use of the Hastings Art Gallery for an event, but in the end the YC decided that they would not have enough time to put into the preparations needed - due to mock exams coming up.

Youth Potential Awards on Monday, 19 August – Team Leader Youth Development, Paddy Steffert, and the Youth Development Coordinator, Ang Hughes, updated the meeting on this event. It would be held at Waipatu Marae with a pōhiri before the main event for a special guest at the awards. The awards were starting at 5.00pm and the YC members were asked to be there no later than 4.30pm (until 7.00pm) to welcome people attending.

YC members to let Ang Hughes know (by Monday, 12 August) if they can attend – need to wear school uniform and badges. Ang will organise transport for those members who need it – parking is at the Tamatea Club rooms, not at the Marae itself. 25 young people were being acknowledged at the awards. Ang will send out information in an email to members and that will also go onto the group chat.

Ang Hughes advised that the Council’s Youth Strategy would need to be reviewed over the next few weeks – she would bring brain dump information out to schools before the end of this term and this would need to be addressed at the schools in lunchtimes. She asked that the YC members at the respective schools help her when she visited their school. Zeal now had a hub in the Hastings CBD.

Kathleen Steffert/Boston Wynyard

- 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.**

CARRIED

The meeting closed at 4.35pm

Confirmed:

Chairman:

Date:

REPORT TO: HASTINGS DISTRICT YOUTH COUNCIL
MEETING DATE: WEDNESDAY 4 SEPTEMBER 2019
FROM: YOUTH DEVELOPMENT CO-ORDINATOR
ANGELA HUGHES
SUBJECT: SEPTEMBER 2019 - REPORT ON HASTINGS DISTRICT
YOUTH COUNCIL ACTIVITIES

Item 5

1.0 EXECUTIVE SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

- 1.1 The purpose of this report is to highlight any significant work, issues or information gathered by the Youth Development Officer to the Hastings Youth Council.
- 1.2 This report notes the guest speakers attending the 4 September 2019 meeting of the Hastings District Youth Council.

2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) That the Hastings Youth Council receives the report titled September 2019 - Report on Hastings District Youth Council Activities.
- B) That the Hastings Youth Council offer feedback to presenters and vote on any actions that arise from the meeting.

3.0 BACKGROUND – TE HOROPAKI

3.1 Not relevant.

4.0 DISCUSSION - TE MATAPAKITANGA

Guest speakers attending the 4 September 2019 meeting and the approximate times allocated are:

4.1 Jessica Baron – Opera House (3.50pm)

Jess will talk to the group about her role, the Opera House, potential avenues for Youth Council involvement and the Blossom Parade.

4.2 Rachel Stuart – Public Spaces Manager (4.00pm)

Update on Albert Square Redesign Project

4.3 Jackie Evans – Manager of Democracy and Government Services (4.10pm)

Update on local elections and voting processes.

4.4 Lia Jugo – Red Cross New Zealand (4.20pm)

Lia will present an overview of the Red Cross, her role and the International Humanitarian Law courses the Red Cross provide through schools.

4.5 Jody Hamilton – JMP Consulting (4.35pm)

Jody will be presenting on the “Draft Joint Alcohol Strategy” between Napier and Hastings Councils. Jody is seeking youth feedback on the draft Strategy.

4.6 Extinction Rebellion – Climate Change (4.50pm)

Presenters will background Extinction Rebellion and how the Youth Council can get involved and support its mission if they choose to do so.

5.0 OPTIONS - NGĀ KŌWHIRINGA

No options

Attachments:

There are no attachments for this report.