

# *Hastings District Youth Council*



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Lyndon Road East, Hastings

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## OPEN A G E N D A

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### HASTINGS DISTRICT YOUTH COUNCIL MEETING

Meeting Date: **Wednesday, 17 June 2020**

Time: **3.45pm**

Venue: **The Mahi 4 Youth Pop Up Shop  
108 Heretaunga Street West  
Hastings**

<b>Committee Members</b>	Chair and Deputy Chair – still to be elected: Tawhirimakea Karaitiana and Tiaki Mildon (E.I.T.); Charlene Fun-nell, Thea Morton, Romona Wainohu, Keelan Heesterman, Brooke Hemmings, Ondre Hapuku-Lambert and Sophie Jones (Karamu High School); Lucas d'Arbois de Jubainville and Finley Robert Duncan (Lindisfarne College); Olivia Omur-Mackenzie, Zoe Smith and Eva Harper (Hastings Girls High School); Matilda Ellis (Woodford House); Sam Wixon (HNHS); Louis Gaffaney (St Johns College); Daisy Hill (Iona); and Janicka Tei (Taradale High)  Councillor Schollum – Council Liaison ( <i>Quorum = 8 members</i> )
<b>Officer Responsible</b>	Social and Youth Development Manager, Dennise Elers
<b>Democracy and Governance Advisor</b>	Christine Hilton (Extn 5633)

## **Hastings District Youth Council – Terms of Reference 2019**

### **Fields of Activity**

The Youth Council's role is to:

- Provide a youth perspective on issues.
- Make sure the views of young people are canvassed and passed on to Council.
- Give advice on planning and infrastructure, particularly relating to any direct impact on young people.
- Promote and encourage youth involvement in planning and developing Council services.
- Provide input on policy and strategic development.

### **Membership (numbers decided by the Group Manager Community Facilities & Programmes)**

This membership should be representative of:

- Gender.
- Mixed abilities.
- Geographical location.
- Educational level.
- Employment/unemployment.
- Diverse Cultural Backgrounds.

### **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:**

Youth Councillors are expected to attend fortnightly or monthly or meetings, help organise the Youth Potential awards, take part and attend events that have been confirmed by the Youth Council, and attend an overnight retreat.

The Youth Council reports to the Great Communities Subcommittee.

**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 – 50% of the current members**

#### **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, 17 JUNE 2020**

**VENUE:** The Mahi 4 Youth Pop Up  
Shop  
108 Heretaunga Street West  
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 26 February 2020.

**1**

**3. Facebook Page Update**

**4. General Business**

**5. Election of Chair and Deputy Chair**

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**6. Hastings Youth Council 2020**

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# *Hastings District Youth Council*



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## OPEN MINUTES

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### HASTINGS DISTRICT YOUTH COUNCIL

Meeting Date: **Wednesday, 26 February 2020**

**Minutes of a Meeting of the Hastings District Youth Council held on  
Wednesday, 26 February 2020 at 3.45pm**

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## HASTINGS DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE HASTINGS DISTRICT YOUTH COUNCIL HELD IN THE GECC ROOM, EMERGENCY MANAGEMENT BUILDING, LYNDON ROAD EAST, HASTINGS ON WEDNESDAY, 26 FEBRUARY 2020 AT 3.45PM

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**PRESENT:**

Chair and Deputy Chair still to be elected:

Tawhirimakea Karaitiana and Tiaki Mildon (E.I.T.); Charlene Fun-nell, Thea Morton, Romona Wainohu, Keelan Heesterman, Brooke Hemmings, Ondre Hapuku-Lambert and Sophie Jones (Karamu High School); Lucas d'Arbois de Jubainville and Finley Robert Duncan (Lindisfarne College); Olivia Omur-Mackenzie, Zoe Smith and Eva Harper (Hastings Girls High School); Matilda Ellis (Woodford House); Sam Wixon (HNHS); Louis Gaffaney (St Johns College); and Janicka Tei (Taradale High)

Councillor Schollum – Council Liaison

**IN ATTENDANCE:**

Social and Youth Development Manager (Dennise Elers)  
Youth Connector (Pip Dixon)  
Business Support Officer (Genne Rapaea)  
Digital Communications Advisor (Mark Henderson)  
Marketing & Communications Assistant (Hayley Taitoko)  
Democracy and Governance Advisor (Christine Hilton)

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The meeting was opened with the Social and Youth Development Manager, Ms Dennise Elers, in the Chair.

The Youth Council (YC) members were welcomed to the Civil Defence Emergency Management Building by Michelle Beedell, CDEM - Executive Assistant. She explained that GECC stood for General Emergency Management Co-ordination Centre.

Ms Elers remained in the Chair for the rest of the meeting as the YC members decided not to elect its Chair and Deputy Chair until after the upcoming planning session on 12 March 2020.

The YC members and the Council officers present introduced themselves in a session led by Pip Dixon, Youth Connector.

YC members were reminded that they needed to return their completed waiver forms.

The self-video that had been made would be introduced onto the YC's Facebook page.



**1. APOLOGIES**

Sophie Jones/Ondre Hapuku-Lambert

**That an Apology for Absence from Daisy Hill (Iona) be accepted.**

**CARRIED**

**2. CONFIRMATION OF MINUTES**

There were no previous minutes to be confirmed.

**3. FACEBOOK PAGE UPDATES**

There was no discussion relating to this item at this meeting.

**4. GENERAL BUSINESS**

There was no discussion relating to this item at this meeting.

**5. VOTING SYSTEMS FOR CERTAIN APPOINTMENTS**

(Document 20/132)

Sam Wixon/Eva Harper

**A) That the Hastings District Youth Council receives the report titled "Voting Systems for Certain Appointments".**

**B) That for the election of the Chair and Deputy Chair of the Hastings District Youth Council, the system in the report in A) above called System A be used as provided for by the Local Government Act 2002.**

**CARRIED**

**6. ELECTION OF CHAIR AND DEPUTY CHAIR**

(Document 20/131)

As noted earlier, the election of the Chair and Deputy Chair would be addressed at the next Youth Council meeting - following the upcoming planning session on 12 March 2020.

**7. YOUTH COUNCIL 2020**

(Document 20/149)

The meeting decided to hold its meetings on a fortnightly basis from 3.45pm to 5.00pm – this cycle would start after the planning session taking place on Thursday, 12 March.

The planning session would be held at the HB Art Gallery from 8.30am to 3.30pm. Facilitators would be involved at this session and letters would be sent out by the council to the schools and EIT tutors as appropriate to advise them that the YC members would be at this session.

Therefore, the next meeting would be held on Wednesday, 25 March 2020 and on a fortnightly basis from then on – the timing of the meetings could be amended at a later date if the members decided that they did not need to meet so often.

The pohiri and bus tour would need to be rescheduled on a date still to be confirmed – as the YC members had not been available on the originally suggested date of Friday, 13 March.

Discussion on the Youth Council's Terms of Reference would be addressed at the next meeting.

Keelan Heesterman/Louis Gaffaney

- A) That the Hastings District Youth Council receives the report titled Youth Council 2020.**
- B) That the Hastings District Youth Council hold a planning session on Thursday, 12 March 2020.**
- C) That the Hastings District Youth Council meet on a fortnightly basis, at this stage, starting on Wednesday, 25 March 2020.**

**CARRIED**

The meeting closed at 4.25pm

Confirmed:

Chairman:

Date:



**REPORT TO:** HASTINGS DISTRICT YOUTH COUNCIL

**MEETING DATE:** WEDNESDAY 17 JUNE 2020

**FROM:** MANAGER: DEMOCRACY AND GOVERNANCE  
JACKIE EVANS

**SUBJECT:** ELECTION OF CHAIR AND DEPUTY CHAIR

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**1.0 PURPOSE AND SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA**

- 1.1 The purpose of this report is to draw members' attention to the need to elect a Chair and Deputy Chair for the Hastings District Youth Council.
- 1.2 The Manager, Social and Youth Development, Dennise Elers, will assume the Chair at the commencement of the meeting and call for nominations for the position of Chair of the Hastings District Youth Council.
- 1.3 The newly appointed Chair will then assume Chairmanship of the meeting and call for nominations for the position of Deputy Chair.

**2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA**

- A) That the Hastings District Youth Council receives the report titled "Election of Chair and Deputy Chair".
- B) That \_\_\_\_\_ be appointed as Chair of the Hastings District Youth Council for 2020.
- C) That \_\_\_\_\_ be appointed as Deputy Chair of the Hastings District Youth Council for 2020.

**Attachments:**

There are no attachments for this report.



**REPORT TO:** HASTINGS DISTRICT YOUTH COUNCIL

**MEETING DATE:** WEDNESDAY 17 JUNE 2020

**FROM:** YOUTH CONNECTOR  
PIP DIXON

**SUBJECT:** HASTINGS YOUTH COUNCIL 2020

## **1.0 EXECUTIVE SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA**

- 1.1 The purpose of this report is to provide information to the Hastings District Youth Council on their Annual Planning session held on Thursday 12<sup>th</sup> March 2020.
- 1.2 This report contributes to the purpose of local government by primarily promoting Wellbeing and more specifically through the Council's strategic objective of Local public services that meet the needs of young people.
- 1.3 The Hastings District Youth Council 2020 held its Annual Planning Day on Thursday 12<sup>th</sup> March. The purpose of the session was to:
- 1.3.1 Set a scene whereby the members of the Youth Council could get to meet each other
  - 1.3.2 To develop their set of Values and Goals
  - 1.3.3 To develop their key focus areas for 2020
  - 1.3.4 To develop four sub-committees, to streamline Youth Council approaches.

## **2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA**

- A) The Hastings District Youth Council receives the report titled Hastings Youth Council 2020.
- B) The Hastings District Youth Council adopt the Hastings Youth Council Annual Plan 2020, including the activities outlined and the commitments of Youth Council members to undertake those activities.
- C) The Hastings District Youth Council adopt its Terms of Reference for 2020.
- D) That the Hastings District Youth Council recommend to Council that a youth council member be appointed to each of the four council committees that most closely align with the four youth council sub-committees, with those representatives each being given non-voting rights and that a councillor mentor on each committee be appointed to work with them.

### **3.0 BACKGROUND – TE HOROPAKI**

- 3.1 Positions for the Youth Council are advertised annually in February/March through local high schools, community groups, the internet and on the Hastings District Council Website and facebook page.
- 3.2 Applications are made online through the Council's website. The applications were reviewed by a panel made up of Council Officers and the Councillor appointed as liaison to the Youth Council.
- 3.3 The 2020 recruitment process included a new element. Each participant was to submit a two minute video.
- 3.4 Applicant's videos were reviewed and those who did not submit a video, were contacted via phone. Twelve individuals were considered, which resulted in twelve candidates being chosen to join the 2020 Youth Council.
- 3.5 Seven members from the 2019 Youth Council chose to continue into 2020, which created the total of 19 members for the 2020 Youth Council.
- 3.6 Successful applicants were required to attend a one day training and planning session held on the 12th March. The group also worked together to determine the Youth Council's priorities for the year and develop their Annual Plan of activities, campaigns and events and created four sub-committees.

### **4.0 DISCUSSION - TE MATAPAKITANGA**

- 4.1 2020 Youth Council Annual Plan
- 4.2 A draft annual plan for 2020 has been created.
- 4.3 The youth council has opted to create 4 sub-committees to a variety of events and public requests as well as supporting the Community Wellbeing Action Plan COVID-19 Recovery May 2020 – May 2022.
  1. A terms of reference, this is an appendix to the Youth Council Annual Plan, the terms of reference has been submitted to the youth councillors for review and discussion
  2. An election of Chairperson and Deputy Chairperson has taken place and will be formally adopted at this meeting.
  3. It is confirmed, that the Art/Culture & Comm's subcommittee have been given "administration permissions" for the youth council facebook page.
  4. The youth council annual activity calendar will be an appendix to the annual plan.
  5. The youth council will meet fortnightly. One formal meeting and one informal meeting.
  6. The youth council have also requested that guest speakers/presenters are pre-screened and an information page is submitted prior to the presentation.
  7. Youth councillors have requested that a letter of support be sent to the school leaders i.e.; Principal, Deputy, Head student to allow the councillors

to have 15 minutes or more of time, monthly to discuss issues, events and relevant information that may impact the student population.

4.4 The Youth Councillors would like their sub-committees to be aligned with the four council committees.

4.5 An invitation from Mayor Sandra Hazlehurst was extended for the youth council to be represented on these committees.

4.5.1 The Youth Council Sub-committees are;

- Health & Diversity Arts
- Culture & Communications
- Rangatahi Co-Lab
- Environment.

4.5.2 The Youth Council values are;

- Manaakitanga
- Balance
- Compassion
- Positive Influence.

The four Youth Council goals are;

- Youth Engagement
- Youth Perspective Valued
- Mental Health Support
- Community Promotion.

#### Attachments:

- |                     |   |                  |
|---------------------|---|------------------|
| 1 <a href="#">↓</a> | Terms of Reference for the Hastings District Council 2019 | CG-14-33-00074   |
| 2 <a href="#">↓</a> | Youth Council Annual Plan 2020                            | COP-09-02-20-981 |

### **SUMMARY OF CONSIDERATIONS - HE WHAKARĀPOPOTO WHAIWHAKAARO**

**Fit with purpose of Local Government - E noho hāngai pū ai ki te Rangatōpū-ā-rohe**

The Council is required to give effect to the purpose of local government as set



out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

**Link to the Council's Community Outcomes - *E noho hāngai pū ai ki te rautaki matua***

The Youth Council Annual Plan for 2020 proposal promotes youth engagement, community promotion, and youth perspective, mental health for the districts rangatahi well-being of communities in the present and for the future.

**Māori Impact Statement - *Te Tauākī Kaupapa Māori***

There are no implications.

**Sustainability - *Te Toitūtanga***

There are no implications.

**Financial considerations - *Ngā Whaiwhakaaro Ahumoni***

There are no implications

**Significance and Engagement - *Te Hiranga me te Tūhonotanga***

This report has been assessed under the Council's Significance and Engagement Policy as being of significance as low.

**Consultation – internal and/or external - *Whakawhiti Whakaaro-ā-roto, ā-waho***

N/A

**Risks: Legal/ Health and Safety - *Ngā Tūrarū: Ngā Ture / Hauora me te Haumarū***

There are no implications.

**Rural Community Board - *Ngā Poari-ā-hapori***

There are no implications.

**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 Council Councillor (Malcolm Dixon), will attend all official Youth Council meetings.

**Youth Council Roles and Responsibilities****Chairperson:**

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

**Deputy Chairperson:**

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

**Social Media Team Responsibilities:**

- Works closely with each other, the Chairperson and the Deputy Chairperson to actively drive traffic to the official Hastings Youth Council social media accounts.

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

**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.



Item 6

The central graphic of the cover features a large, multi-colored circular ring composed of segments in purple, yellow, pink, green, and blue. Surrounding this ring are various abstract shapes, including solid circles and semi-circles in shades of orange, light blue, green, and purple. The text "2020 HASTINGS YOUTH COUNCIL Annual Plan" is centered within the ring.

# 2020 HASTINGS YOUTH COUNCIL Annual Plan

Attachment 2

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Item 6

Attachment 2



# WHAT IS HASTINGS YOUTH COUNCIL?

## 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.

Applications were open to youth aged 15–21 years who live, work or attend school within the Hastings District.

The 2020 recruitment process included an online application questionnaire as well as a short video answering some key questions.

This year Youth Council is made up of 19 rangatahi, six of which are returning members.



# WHO ARE THE YOUTH COUNCILLORS?



**Thea Morton**  
Karamu High School

**Daisy Hill**  
Iona College



**Lucas d'Arbois de Jubainville**  
Lindisfarne College

**Charlene Fun-nell**  
Karamu High School



**Finley Robert Duncan**  
Lindisfarne College

**Brooke Hemmings**  
Karamu High School



**Tiaki Mildon**  
Eastern Institute Of Technology

**Louis Gaffney**  
St John's College



**Romona Wainohu**  
Karamu High School

	<p><b>Sophie Jones</b> Karamu High School</p>	
	<p><b>Matilda Ellis</b> Woodford House</p>	
	<p><b>Tawhirimakea Karaitiana</b> Eastern Institute Of Technology</p>	
	<p><b>Eva Harper</b> Hastings Girls' High School</p>	
	<p><b>Sam Wixon</b> Havelock North High School</p>	
	<p><b>Zoe Smith</b> Hastings Girls' High School</p>	
	<p><b>Keelan Heesterman</b> Karamu High School</p>	
	<p><b>Ondre Hapuku-Lambert</b> Karamu High School</p>	

# VALUES



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# YOUTH COUNCIL GOALS 2020

## YOUTH ENGAGEMENT

Explore different types of engagement so youth have a large involvement with Youth Council Projects

## YOUTH PERSPECTIVE VALUED

There is a more positive view on youth voice, and that voice is being heard!

## Mental Health Support

Have a large focus on mental health. We want youth to have a greater awareness of mental health, and those in need are being supported. We will look at how we can help support youth through COVID-19.

## Community Promotion

A diverse range of people are aware of the Youth Council and believe in what we are doing.

2020 HASTINGS  
YOUTH COUNCIL

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# WHO CAN WE ENROL?

## COUNCIL

We'd like to engage with a range of both council employees and councillors who work well with our goals

## SCHOOLS'

We'd like to engage with all the different groups within our schools, from Principals, and senior management, to the students themselves

**2020 HASTINGS  
YOUTH COUNCIL**

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# WHAT IS BLOCKING US?

## **Reputation**

Often youth are perceived as incapable and ignorant. This means people don't value our opinion that much

## **Tokenism**

Often we are engaged with by groups so they can tick a box, and not for genuine reasons

## **COVID-19**

COVID-19 will create a large number of limitations which will change what we can do. We will have to explore how we can pivot to make the most of it.

## **Lack of support, systems, and resources**

To achieve our larger goals we are held back by the lack of help available to us

# WHAT COULD MAKE YOUTH COUNCIL BETTER?

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## YOUTH COUNCIL REPS' ON COUNCIL SUBCOMMITTEES'

In order to have a youth perspective in Hastings District Council

## FOLLOW OUR PASSIONS AND STRENGTHS

Working on events and projects in our areas of strength and passion

## ACTIVE AND DIVERSE MEDIA PRESENCE

We will prioritise media output. In order to help validate the voice of the youth council with older generations, and to help raise awareness for issues related to youth. In particular mental health, and COVID-19.



# WHAT DON'T WE WANT?

## MEANINGLESS SPEAKERS

We don't want our time wasted on people who don't want or value our opinion

## INEFFECTIVE USE OF TIME

We don't want to do a large number of schemes if they have no enduring impact or aren't achievable given COVID-19 guidelines.

**2020 HASTINGS  
YOUTH COUNCIL**

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# RANGATAHI CO-LAB COMMITTEE

## Members



**Janicka**  
Chairperson



**Eva**  
Deputy Chairperson



**Tiaki**  
Member



**Tawhirimakea**  
Member

## Key Objectives

Auckland Uni Research

International Youth Day (12<sup>th</sup> August)

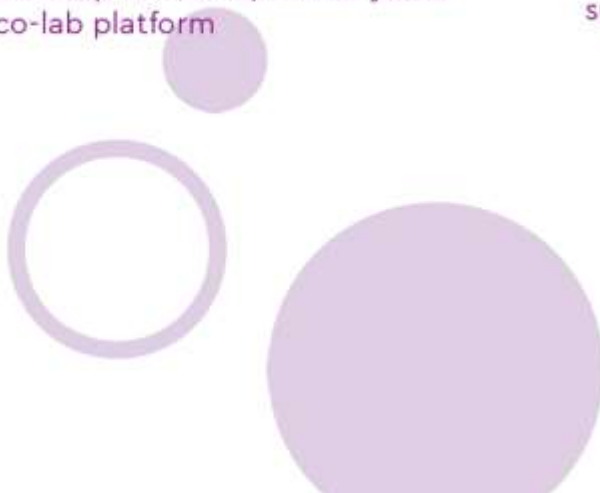
Online Youth Week Activity

Develop an online/virtual youth co-lab platform

NCC Co-Lab for Youth Week with Zeal

Rangatahi Consultation (potentially in person)

Working with Gina to see how we can help get a future Rangatahi Co-Lab to succeed



# Council Subcommittee

## 1. Great Communities Subcommittee

A Subcommittee of the Strategy and Policy Committee.

### Fields of Activity

The Great Communities Subcommittee is responsible for advising the Strategy and Policy Committee by;

Providing guidance to Council officers in respect of the drafting of Council's Community Strategies, and providing oversight of any relevant Special Consultative Procedures.

Providing oversight of the implementation of Council's Community Strategies.

Providing oversight of the implementation of Council's Community Plans, Fabulous Flaxmere, Safer Hastings, Civic Pride and Events, Youth Pathways, Keep Hastings Beautiful Strategies, Health, Cultural, Education, Sports, Arts and Heritage strategies.

### Membership

8 Councillors.

1 Heretaunga Takoto Noa Māori Standing Committee Member appointed by Council.

Chair appointed by Council.

Deputy Chair appointed by Council.

Quorum – 4 members

#### DELEGATED POWERS

- 1) To review and provide comment on draft new or revised Community Strategies and to recommend to the Strategy and Policy Committee the adoption of drafts for consultation.
- 2) To hear and consider all submissions received in respect of any Community Strategy proposal and to recommend responses to the Strategy and Policy Committee.
- 3) To recommend to the Strategy and Policy Committee the final wording of any new or reviewed Community Strategy for adoption by the Committee or Council.

# HEALTH & DIVERSITY COMMITTEE

## Members



**Daisy**  
Chairperson



**Sam**  
Deputy Chairperson



**Charlene**  
Member



**Zoe**  
Member



**Romona**  
Member

## Key Objectives

Pink Shirt Day Social Media Competition (May 4th) Online Youth COVID-19 Q&A (date TBC)

Call a Grandparent Campaign on Elderly Abuse Day (1st June)

International Day of the Older Person (1<sup>st</sup> October)

Create an online package with resources for mental health support that can be added to a digital youth co-lab platform

# Council Subcommittee

## 1. District Development Subcommittee

A Subcommittee of the Strategy and Policy Committee.

### Fields of Activity

The District Development Subcommittee is responsible for advising the Strategy and Policy Committee by;

Providing guidance to Council Officers in respect of the drafting of Council's District Development Strategies and providing oversight of community engagement through the Special Consultative Procedures.

Providing oversight of the development of Council's District Development Strategy.

Providing oversight of the implementation of Council's Housing Development, Transport Development, Economic Development, Urban Zone Development and City Centre Revitalisation and Central Business Districts Development Strategies.

Providing oversight of the development of the Council's 3 Waters strategy.

Providing guidance to Council Officers relating to development of rating policies and the reviews of existing rating policy.

### Membership

8 Councillors.

1 Heretaunga Takoto Noa Māori Standing Committee Member appointed by Council.

Chair appointed by Council.

Deputy Chair appointed by Council.

Quorum – 4 members

#### DELEGATED POWERS

- 1) To review and provide comment on draft District Development Strategies, and to recommend to the Strategy and Policy Committee the adoption of draft Strategies for consultation.
- 2) To recommend to the Strategy and Policy Committee the final wording of any new or reviewed District Development Strategy for adoption by the Committee or Council.
- 3) To recommend to the Strategy and Policy Committee changes to rating policy for consideration for inclusion in the Long Term Plan and Annual Plan.



# ENVIRONMENTAL COMMITTEE

## Members



**Sophie**  
Chairperson



**Matilda**  
Deputy Chairperson



**Finley**  
Member



**Lucas**  
Member



**Thea**  
Member

## Key Objectives

NCC Co-Lab for Youth Week with Zeal

Lindasfarne Environment Club

### Environment Week

- Awareness
- Tree Paintings
- Beeswax wrap session
- "Environmental initiatives you can start at home" video

Radio Kidnappers

World Environment Day (5th June)

Conservation Week (5th-13th September)



# Council Subcommittee

## 1. Eco District Subcommittee

A Subcommittee of the Strategy and Policy Committee.

### Context

The Eco District Strategy works in tandem with the District Development and Great Communities Strategies. This forms the environmental lens to our business, recognising that the other strategies have a more primary focus on both the Economic, and Social/Cultural wellbeing dimensions of the Local Government Act 2002.

It recognises that for real success environmental wellbeing cannot be traded for economic gain and that we want a future-focused district that plans and cares about the future, enhancing its natural and built environment. We need to rise to the challenges of the future and realise the benefits to society from creating clean energy, lowering carbon emissions and reducing our ecological footprint. Our response to changes in our economy, society and climate must leave our environment in a better place. A key role for Council is to grow our district in a sustainable way.

### Fields of Activity

The Eco District Subcommittee is responsible for advising the Strategy and Policy Committee by;  
Providing guidance to Council officers in respect of the drafting of Council's ECO District Strategies and providing oversight of any relevant Special Consultative Procedures.

Providing oversight of the implementation of the Council's ECO District Strategies.

Providing oversight of the implementation of Councils Green Corridor, Reserve Management Plans, Climate Change, Coastal Hazards, Sustainability and Biodiversity strategies.

### Membership

6 Councillors.

1 Heretaunga Takoto Noa Māori Standing Committee Member appointed by Council.

Chair appointed by Council.

Deputy Chair appointed by Council.

Quorum – 3 members

#### DELEGATED POWERS

- 1) To review and provide comment on draft new or revised ECO District Strategies and to recommend to the Strategy and Policy Committee the adoption of draft Strategies for consultation.
- 2) To recommend to the Strategy and Policy Committee the final wording of any new or reviewed ECO District Strategy for adoption by the Committee or Council.
- 3) To review and provide comment on new or revised Reserve Management Plans and to recommend to the Strategy and Policy Committee the adoption of draft Reserve Management Plans for consultation.

# ART, CULTURE & COMMS COMMITTEE

## Members



**Louis**  
Chairperson



**Keelan**  
Deputy Chairperson



**Ondre**  
Member



**Brooke**  
Member



**Olivia**  
Member

## Key Objectives

To provide greater transparency with the public and youth of Hastings in regard to what the Youth Council aims to achieve this year. Key Performance Indicators of this are:

- Regular Youth Council column in a local paper (ie. My Hastings)
- Monthly radio appearances (ie. radio kidnappers, Breeze Hawkes Bay)
- An amplified social media presence (Instagram, Facebook, TikTok)
- Regular speaking slots for Youth Council members at school assemblies
- Presence in school councils and meetings with the Principal

Support the Hawkes Bay Arts Festival, especially in regard to youth engagement. Coordinate a series of 'Brain Dump' events across the Hastings District to develop a firm understanding of issues and opinions the Youth believe to affect them and their communities. This may be done via online methods. Furthermore, to relay this information to Counsellors during a formal meeting.

Facilitate and organise a 'NCEA Break-Up Concert' - whether in person should COVID-19 regulations permit such a gathering, or alternatively via livestream where we encourage small groups to meet and view a concert online to celebrate the closing of the academic year.

Run competitions (eg. arts & crafts, tik toks etc.) through our social media pages to boost engagement.



# Council Subcommittee

## 1. District Planning and Bylaws Subcommittee

A Subcommittee of the Strategy and Policy Committee.

### Fields of Activity

The District Plan Subcommittee is responsible for advising the Strategy and Policy Committee by;

Providing guidance to Council officers with regard to the drafting of the District Plan (or sections thereof) and consultation on discussion documents and drafts.

Providing guidance to Council officers in respect of the drafting of Council's new or revised bylaws, and providing oversight of the Special Consultative Procedures.

Te Tira Toitū te Whenua – Hastings District Plan Cultural Values to consider and advise Council how the cultural values of Waahi Taonga and Waahi Tapu are to be integrated within the District Plan.

### Membership

6 Councillors.

3 Heretaunga Takoto Noa Māori Standing Committee Members appointed by Council.

1 externally appointed member with relevant qualifications and experience.

Chair appointed by Council.

Deputy Chair appointed by Council.

Quorum – 5 members including 3 Councillors

#### DELEGATED POWERS

- 1) To review and provide comment on draft new or received District Plan provisions and to recommend to the Strategy and Policy Committee the adoption of drafts for consultation.
- 2) To hear and consider all submissions reviewed in respect of any District Plan proposal and to recommend responses to the Strategy and Policy Committee.
- 3) To recommend to the Strategy and Policy Committee the final wording of any new or reviewed District Plan provisions for adoption by Council.
- 4) To review and provide comment on draft new or reviewed bylaws, and to recommend to the Strategy and Policy Committee the adoption of drafts for consultation for onward recommendation to Council to hear submissions and formal adoption.
- 5) To recommend to the Strategy and Policy Committee the final wording of any new or reviewed bylaw for adoption by the Council.



# COVID-19 RECOVERY COMMITTEE

## Members



**Sophie Jones**

Re-imagine Hastings  
Representative



**Brooke**

Arts & Culture Plan  
Primary Representative



**Romona**

Arts & Culture Plan  
Secondary Representative



**Thea**

Community Environment  
Primary Representative



**Finley**

Community Environment  
Secondary Representative



**Keelan**

Economic Environment  
Primary Representative



**Sam**

Economic Environment  
Secondary Representative

## Key Objectives

Ensure the youth voice is heard  
during the planning and  
implementation of COVID-19  
response strategies

Report back to Youth Council



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# MARCH – APRIL

M	T	W	T	F	S	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

M	T	W	T	F	S	S
		1	2	3 Gumboot Initiative	4	5
6 Pedal & Play Flaxmere Park	7 Pedal & Play Village Green	8 Pedal & Play Cornwall Park	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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# MAY – JUNE

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				1	2	3
4 Pink Shirt Day	5	6	7	8	9	10
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M	T	W	T	F	S	S
1 Elderly Abuse Day	2	3	4	5	6	7
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29	30					

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# JULY – AUGUST

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M	T	W	T	F	S	S
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10	11	12 Intl. Youth Day	13	14	15	16
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31						

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# SEPTEMBER – OCTOBER

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M	T	W	T	F	S	S
			1 Intl. Day of the Older Person	2	3	4
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# NOVEMBER – DECEMBER

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M	T	W	T	F	S	S
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CG-14-33-00074

Hastings District Youth Council

Terms of Reference 2020

### **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 19 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. Candidates submitted answer to an online questionnaire as well as submitting a two minute video for review. The selection panel is made up of HDC Youth Development Staff, a Councillor, and a young person under the age of 25.

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CG-14-33-00074

*Hastings District Youth Council*

*Terms of Reference 2020*

**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:**

*Youth Council meetings are to be held fortnightly at the Hastings District Council, from 4:00 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 held every second scheduled meeting.*



CG-14-33-00074

*Hastings District Youth Council*

*Terms of Reference 2020*

### **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.

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CG-14-33-00074

Hastings District Youth Council

Terms of Reference 2020

**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, then;
- Someone will second the proposal.
- 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.

CG-14-33-00074

*Hastings District Youth Council*

*Terms of Reference 2020*

**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.

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