

**Te Pae Pūkari
Youth Advisory Committee
AGENDA**

Notice of Meeting:

An ordinary meeting of the Te Pae Pūkari/Youth Advisory Committee will be held on:

Date: Wednesday 10 March 2021
Time: 4.30pm
Venue: Committee Room 1, Level 2, Civic Offices,
53 Hereford Street, Christchurch

Membership

Chairperson	Councillor Anne Galloway
Deputy Chairperson	Councillor Jake McLellan
Members	Councillor Melanie Coker
	Councillor Yani Johanson

5 March 2021

Principal Advisor

John Filsell
Head of Community Support,
Governance & Partnerships
Tel: 941 8303

Jacqui Wilkinson
Committee and Hearings Advisor
941 6297
jacqui.wilkinson@ccc.govt.nz
www.ccc.govt.nz

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. If you require further information relating to any reports, please contact the person named on the report.

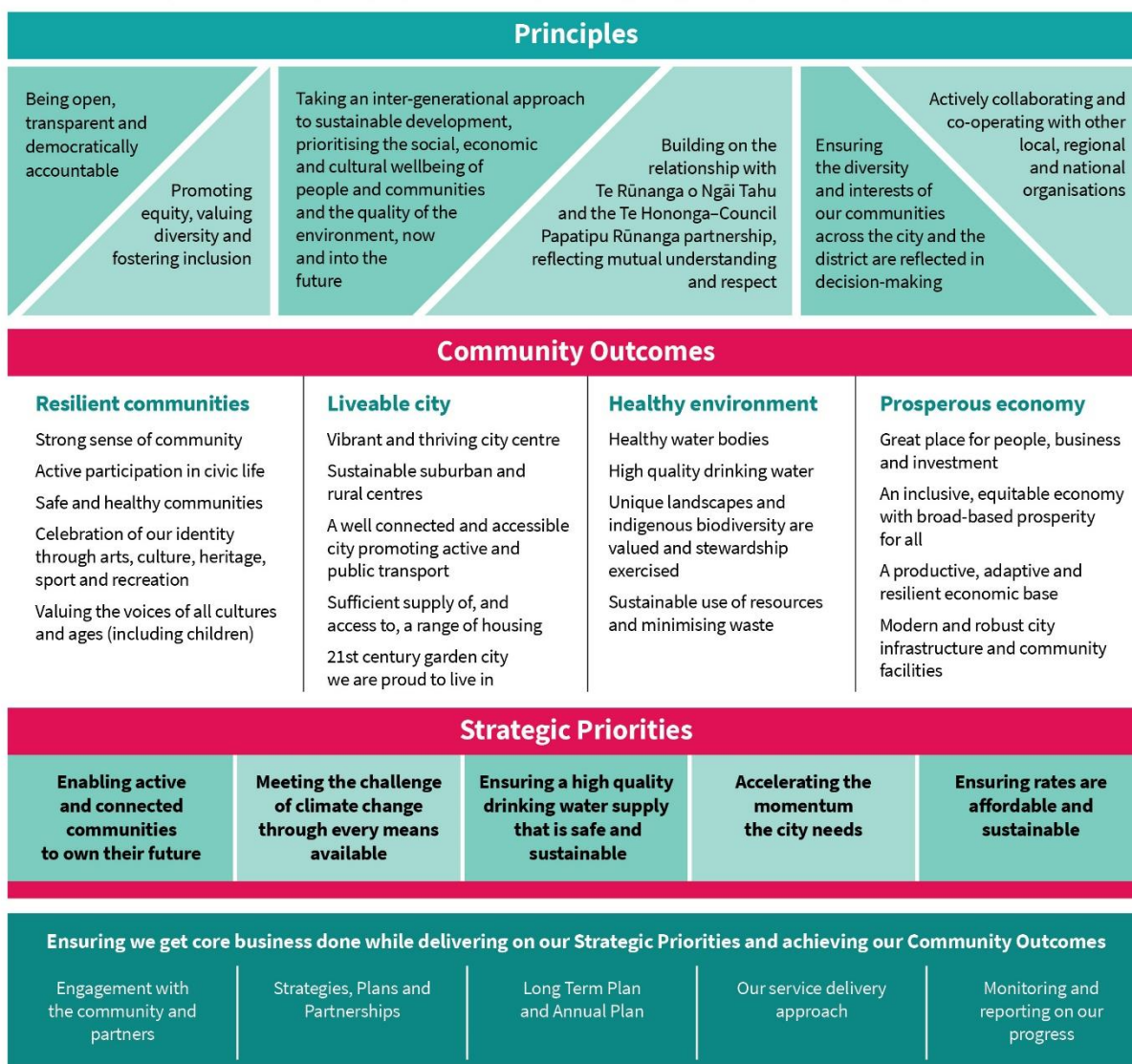
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TE PAE PŪKARI / YOUTH ADVISORY COMMITTEE
NGĀ ĀRAHINA MAHINGA / TERMS OF REFERENCE

Chair	Councillor Galloway
Deputy Chair	Councillor McLellan
Membership	Councillor Coker Councillor Johanson Young Person Representative (Ngāi Tahu) Young Person Representative (Ngāi Tahu) Young Person Representative (Christchurch Youth Council) Young Person Representative (Pacific Youth Leadership and Transformation Council)
Quorum	Until such time as two external members are appointed the quorum is three members. Following appointment of two external members the quorum will be: Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd. Must be one external and one elected member present.
Meeting Cycle	Quarterly
Reports To	Council

Areas of Focus

The purpose of Te Pae Pūkari is to consider issues of particular relevance to young people, as well as to create an internal pathway for youth voices on Council issues.

Te Pae Pūkari aims to:

- Promote positive youth development
- Involve young people in civic matters
- Provide a point of engagement for the youth sector with Council
- Simplify the process of collaboration with youth organisations and groups
- Build capacity within the youth sector to actively participate in civic life
- Collaborate with key youth organisations and groups

This Committee will be the formal medium through which the MOU between Council and the Christchurch Youth Council is reported to Council.

Te Pae Pūkari / Youth Advisory Committee

Ways of Working

Te Pae Pūkari is a new committee of the Council. As such, members and prospective members feel it important to emphasise the value in establishing how Te Pae Pūkari works together. The following values and statements are a starting point and can be featured on each agenda.

Draft Values:

Te Pae Pūkari:

- Upholds and values Te Tiriti o Waitangi and works in a bi-cultural manner
- Respects and values different cultures and diversity
- Advocates, supports and strives for a stronger voice for young people
- Is inclusive and encourages people to participate where possible
- Is collaborative and encourages groups to work together
- Is underpinned by mindfulness and respect of people, purpose and property
- Is empowering and supportive
- Is safe and ethical for everyone
- Is continuously improved
- Prioritises participation by young people

Te Pae Pūkari members and staff meeting:

For any Te Pae Pūkari related discussion or meeting whether face to face or via audio visual technology involving young people there is a requirement that the young people and Councillors/Staff are accompanied.

Involvement of External Parties:

During meetings open to the public external groups, young people and the wider community are encouraged to be present and join discussions on relevant topics. They may be invited to the table whilst relevant topics are discussed.

The Chairperson will be conscious of the fact that there is the potential for committee members who are young people to require additional time and opportunity to seek information from external parties to allow them to best consider how they will vote. The Chairperson will allow additional time for this to occur.

During publically excluded sessions the Chairperson and the Committee will take into consideration the decision-making needs of committee members who are young people whilst resolving who can remain in the meeting.

Other ways of working:

- Notable agenda items and key decisions will be shared through social media as well as email without prejudice to Council's legal and procedural obligations.
- Information will be shared with each member of the Committee in a timely manner, a minimum of 2 clear working days prior.
- Members will consider all available information and viewpoints including but not limited to the views of young people.
- The Chairperson and Deputy Chairperson will hand over the running of the meeting to a committee member who is a young person in order to build capacity in the youth sector; but will retain the overall responsibilities of Chairperson including that standing orders are followed. Note: This will include pre and post meeting responsibilities.
- From time to time the Chairperson may seek the approval of Te Pae Pūkari to suspend standing orders for a portion of any meeting.
- Members are expected to make a commitment to upskilling in youth participation and ethics / boundaries when working with young people, and, upskilling to the operation of a legally constituted Council Committee meeting under the requirements of LGOIMA and standing orders.
- Committee members who are young people are entitled to a Koha of \$50.00 for attendance at each meeting, a Koha of \$50.00 is also available to the young person who is supporting the external member at the meeting in a manner consistent with the Ways of Working, in order to cover costs.

Note: At the 10 December 2020 Council meeting the Council resolved the following:

1. Delegate to the Te Pae Pūkari / Youth Advisory Committee the ability to appoint up to four external members being young people recommended by Te Rūnanga Ngāi Tahu (two members), The Christchurch Youth Council Incorporated (one member) and Pacific Youth Leadership and Transformation Council (one member), for the remainder of the term. This is conditional on the Youth Advisory Committee following the appointment process detailed in section 3.8 of this report.

Part A	Matters Requiring a Council Decision
Part B	Reports for Information
Part C	Decisions Under Delegation

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1. Apologies / Ngā Whakapāha

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

2. Declarations of Interest / Ngā Whakapuaki Aronga

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

3. Public Forum / Te Huinga Whānui

A period of up to 30 minutes may be available for people to speak for up to five minutes on any issue that is not the subject of a separate hearings process.

OR

There will be no public forum at this meeting

4. Deputations by Appointment / Ngā Huinga Whakaritenga

There were no deputations by appointment at the time the agenda was prepared.

5. Petitions / Ngā Pākikitanga

There were no petitions received at the time the agenda was prepared.

6. Appointment of External Members

Reference / Te Tohutoro: 21/108369

Report of / Te Pou Matua:	Joshua Wharton, Community, Partnerships & Planning Advisor, Joshua.Wharton@ccc.govt.nz
General Manager / Pouwhakarae:	Mary Richardson, G.M. Citizens & Community, mary.richardson@ccc.govt.nz

1. Purpose of the Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is to consider nominations from the Christchurch Youth Council Incorporated (CYC) and the Pacific Youth Leadership and Transformation Council (PYLAT) for external membership on Te Pae Pūkari / the Youth Advisory Committee.
- 1.2 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by evaluating the costs and risks to Council of carrying out the decision, as well as the number of people affected, and level of impact to those affected. This report seeks to recommend two external members to a Council Committee under delegated authority.
- 1.3 This report is staff generated as a result of a Council resolution on 10 December 2020 CNCL/2020/00172, namely:
 - 1.3.1 Delegate to the Te Pae Pūkari / Youth Advisory Committee the ability to appoint up to four external members being young people recommended by Te Rūnanga Ngāi Tahu (two members), The Christchurch Youth Council Incorporated (one member) and Pacific Youth Leadership and Transformation Council (one member), for the remainder of the term. This is conditional on the Youth Advisory Committee following the appointment process detailed in section 3.8 of this report.

2. Officer Recommendations / Ngā Tūtohu

That Te Pae Pūkari/Youth Advisory Committee:

1. Approve the nomination of Mia Sutherland as the representative from the Christchurch Youth Council Incorporated (CYC) and appoint her as an external committee member on Te Pae Pūkari for the remainder of the term.
2. Approve the nomination of Selwyn Gamble as the representative from the Pacific Youth Leadership and Transformation Council (PYLAT) and appoint him as an external committee member on Te Pae Pūkari for the remainder of the term.

3. Reason for Report Recommendations / Ngā Take mō te Whakatau

- 3.1 The recommendations reflect the eligible nominations from CYC and PYLAT.
- 3.2 The recommendations have followed the appointment process approved by Council in that:
 - 3.2.1 Staff have sought and received eligible written nominations for the rest of the Term from CYC and PYLAT.
 - 3.2.2 CYC and PYLAT confirm the nominees are young people who are best able to connect with a diverse range of young people and focus on young people's participation and voice in decision making. Staff have verified this as far as they are able.

- 3.2.3 Sufficient information is presented in the confidential C.V.'s to allow Elected Members on the Committee to consider all eligible nominations on their merits in a fair and reasonable manner. C.V.'s are attached as Attachment B and C and remain confidential due to the personal nature of the information contained therein.

4. Alternative Options Considered / Ētahi atu Kōwhiringa

- 4.1 Te Pae Pūkari / Youth Advisory Committee decline the nominations of CYC and PYLAT.
- 4.1.1 This is not recommended as staff can confirm both CYC and PYLAT have been through a robust process, the nominees are eligible and the requirements of Council in the nomination process have been fulfilled.

5. Detail / Te Whakamahuki

- 5.1 Nominations were sought following adoption of an amended Terms of Reference (TOR) for the Committee, which was itself informed by an initial Youth Advisory Hui event in February 2020, and a number of subsequent events alongside key youth sector organisations.
- 5.2 The TOR and associated committee membership changes both heed to the 'Ways of Working' document, a set of shared values and commitments co-developed with youth sector partners, governing how the Committee will work together. This document is attached as Attachment A.
- 5.3 Nominations will be for the balance of the term and for young people who are best able to connect with a diverse range of young people and focus on young people's participation and voice in decision making.
- 5.4 Te Rūnanga Ngāi Tahu have the ability to nominate two external members. Te Rūnanga Ngāi Tahu have expressed a preference to attend a meeting/s of Te Pae Pūkari / Youth Advisory Committee informally in order to steer their nomination process going forward. Te Rūnanga Ngāi Tahu will be attending the Committee meeting on 10 March 2021.

6. Policy Framework Implications / Ngā Hīraunga ā- Kaupapa here

Strategic Alignment /Te Rautaki Tīaroaro

- 6.1 This report supports Council's Strengthening Communities Strategy (2007-2017):
- 6.1.1 Goals 1, 2, 3, 4:
- Understand and document communities' trends, issues, and imperatives (1).
 - Promote collaboration among key stakeholders including government agencies, community and voluntary organisations, iwi and Māori, to identify and address community issues (2).
 - Enhance engagement and participation in local decision-making (3).
 - Help build and sustain a sense of local community (4).
- 6.2 This report also supports the [Council's Long Term Plan \(2018 - 2028\)](#):
- 6.2.1 Activity: Governance & Decision Making
- Level of Service: 4.1.18 Participation in and contribution to Council decision-making - Percentage of respondents who understand how Council makes decisions: At least 42%.

Policy Consistency / Te Whai Kaupapa here

- 6.3 The decision is consistent with the Council's Youth Policy (1998) and Social Wellbeing Policy (2000).

Impact on Mana Whenua / Ngā Whai Take Mana Whenua

- 6.4 The decision does not involve a significant decision in relation to ancestral land, a body of water or other elements of intrinsic value; therefore, this decision does not specifically impact Mana Whenua, their culture or traditions. Te Rūnanga Ngāi Tahu have been engaged in the process to date and will attend the next Committee meeting on 10 March 2021.

Climate Change Impact Considerations / Ngā Whai Whakaaro mā te Āhuarangi

- 6.5 There are no climate change considerations associated with this decision.

Accessibility Considerations / Ngā Whai Whakaaro mā te Hunga Hauā

- 6.6 Te Pae Pūkari meetings will be held at a youth-friendly time to accommodate for youth representatives.
- 6.7 Meetings will be held at physically accessible locations to accommodate for all ability levels.

7. Resource Implications / Ngā Hīraunga Rauemi

Capex/Opex / Ngā Utu Whakahaere

- 7.1 There is no formal remuneration for external membership, but a koha is available to cover transport, parking, and other attendance costs. This will be \$50 per meeting, it will be reviewed annually and remain consistent with other groups. A koha is also available to a second young person supporting the external member at the meeting.
- 7.2 This koha will be sourced from operational budgets.

8. Legal Implications / Ngā Hīraunga ā-Ture

Statutory power to undertake proposals in the report / Te Manatū Whakahaere Kaupapa

- 8.1 This report is staff generated as a result of a Council resolution on 10 December 2020 CNCL/2020/00172. See section 1.3 of this report above.

Other Legal Implications / Ētahi atu Hīraunga-ā-Ture

- 8.2 There are no legal contexts, issues or implications relevant to this decision as the report solely recommends the appointment of external members of Te Pae Pūkari / Youth Advisory Committee following delegated authority from Council.
- 8.3 This report has not been reviewed or approved by the Legal Services Unit.

9. Risk Management Implications / Ngā Hīraunga Tūraru

- 9.1 Council may face low-level reputational risk by sharing decision-making responsibilities with external members who are not democratically elected and represent two, of many, youth organisations city wide. This risk is considered low as a robust process with extensive sector engagement was followed to appoint external members.
- 9.2 There may be a risk of minor delays in committee processes, as external members will not have had the comprehensive training afforded to elected members. This risk is considered low as the appointed external members will be supported by their host organisations, Council staff and the elected members already on the Committee.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	Te Pae Pīkari - Ways of Working	13
B	Selwyn Gamble - Te Pae Pīkari Nomination - PYLAT (<i>Under Separate Cover</i>) - CONFIDENTIAL	
C	Mia Sutherland - Te Pae Pīkari Nomination - CYC (<i>Under Separate Cover</i>) - CONFIDENTIAL	

In addition to the attached documents, the following background information is available:

Document Name	Location / File Link
<enter document name>	<enter location/hyperlink>

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories / Ngā Kaiwaitohu

Author	Joshua Wharton - Community Partnerships & Planning Advisor
Approved By	John Filsell - Head of Community Support, Governance and Partnerships Mary Richardson - General Manager Citizens & Community

Te Pae Pūkari / Youth Advisory Committee
Ways of Working

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7. Resolution to Exclude the Public

Section 48, Local Government Official Information and Meetings Act 1987.

I move that the public be excluded from the following parts of the proceedings of this meeting, namely items listed overleaf.

Reason for passing this resolution: good reason to withhold exists under section 7.

Specific grounds under section 48(1) for the passing of this resolution: Section 48(1)(a)

Note

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

“(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):

- (a) Shall be available to any member of the public who is present; and
- (b) Shall form part of the minutes of the local authority.”

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

ITEM NO.	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	SECTION	SUBCLAUSE AND REASON UNDER THE ACT	PLAIN ENGLISH REASON	WHEN REPORTS CAN BE RELEASED
6.	APPOINTMENT OF EXTERNAL MEMBERS				
	ATTACHMENT B - SELWYN GAMBLE - TE PAE PIKARI NOMINATION - PYLAT	S7(2)(A)	PROTECTION OF PRIVACY OF NATURAL PERSONS	PERSONAL INFORMATION REGARDING PYLAT YOUTH NOMINEE.	THIS INFORMATION IS NOT TO BE MADE PUBLICALLY AVAILABLE IN THE FUTURE AS IT CONTAINS PERSONAL INFORMATION OF A YOUNG PERSON.
	ATTACHMENT C - MIA SUTHERLAND - TE PAE PIKARI NOMINATION - CYC	S7(2)(A)	PROTECTION OF PRIVACY OF NATURAL PERSONS	PERSONAL INFORMATION REGARDING CYC YOUTH NOMINEE.	THIS INFORMATION IS NOT TO BE MADE PUBLICALLY AVAILABLE IN THE FUTURE AS IT CONTAINS PERSONAL INFORMATION OF A YOUNG PERSON.