

## Central Hawke's Bay District Council – Report

**TO:** Council  
**FROM:** Chief Executive  
**DATE:** 26 March 2009  
**FILE REF:** COU2-800 / COU2-1000  
**SUBJECT:** YOUTH CO-ORDINATOR

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### 1.0 SUMMARY

Central Hawke's Bay District overall is a very good place to live and work and by New Zealand standards has very low crime and violence rates. However by our standards the district has over recent years experienced an increase in vandalism, graffiti and anti social behaviour from elements within the youth of community. It is believed that Central Hawke's Bay District Council as the leaders of our community can play a significant role in helping the community reduce the frequency and level of these types of incidents.

### 2.0 RECOMMENDATION

#### *THAT*

Council approve the re-establishment of the role of Youth Co-ordinator on staff.

#### REASON

**The objective of the decision will contribute to the following community outcomes:**

- *A lifetime of good health and well being*
- *Safe and secure communities.*

### 3.0 BACKGROUND

Central Hawke's Bay has experienced an increase in vandalism, graffiti and anti social behaviour from certain elements within the youth of community. Central Hawke's Bay District Council has been approached as the leaders of our community by various groups and individuals from within the district who feel Council can and should in line with the Local Government Act 2002, play a more proactive part in working with the youth of the community to reduce the frequency and level of these incidents.

In recent weeks the level of graffiti and public perception of anti social behaviour in Waipukurau and Waipawa has increased and people are asking "What are Council and the Police doing about it?" To this end Her Worship the Mayor Trish Giddens has been talking with Police, Government Agencies and Non Government Organisations about what can be done at a local level, at the same time talking with other Mayors to learn how they deal with similar problems within their own organisations. Most territorial authorities are active with the youth of their communities in one way or

another, from working with government and non government organisations on youth issues, to running youth councils and youth programmes with the wider youth of their communities as well as disaffected youth. It is equally important that Council should also play a role in promoting and celebrating the achievement of our youth.

The communities that seem to have the most success in reducing the incidents of graffiti, vandalism, intimidation and general antisocial behaviour from their youth are those where the councils are proactively working with youth across their wider community. These councils engage with youth at all levels directly as well as working with other organisations or agencies engaged in youth activities, programmes and initiatives.

Up until four years ago Council had a youth co-ordinator role of 16 hours per week as part of a full time staff members duties. With the demise of the Youth Council in CHB and the staff member leaving Council, the level of direct involvement with youth activities by Council has fallen to zero. The 16 to 24 hours per week proposed for the role of a Youth Co-ordinator at Central Hawke's Bay District Council would pick up these duties not currently being performed by Council and would add to the well-being of the young people of Central Hawke's Bay by identifying their needs and co-ordinating services available to them. This would involve liaison with young people, community groups and agencies, advocating the concerns of youth, both externally and to the Council, and organising initiatives to facilitate positive community participation and engagement by young people.

## **POSITION RESULTS AND KEY TASKS**

1. Liaise between the Central Hawke's Bay District Council and young people in Central Hawke's Bay
  - 1.1 Establish, maintain and administer a Youth Forum for Central Hawke's Bay's young people.
  - 1.2 Ensure that the Central Hawke's Bay District Council's policies, directions and decisions are clearly communicated to local youth, community groups and agencies.
  - 1.3 Prepare reports to the Central Hawke's Bay District Council on issues affecting young people of Central Hawke's Bay.
  - 1.4 Liaise regularly with other Central Hawke's Bay District Council staff to ensure the Council is fully informed about issues, programmes and events for young people.
  
2. Keep up to date with social issues and trends affecting young people in Central Hawke's Bay
  - 2.1 Through networking with young people in the community keep abreast of issues, impacting on their well-being – both positive and negative.
  - 2.2 Keep informed of relevant developments, trends and changes in relevant government policy, through appropriate external networks, and participate in the preparation of reports to the Central Hawke's Bay District Council on the potential impacts.

- 2.3 Maintain information on available sources of funding, resources, and initiatives and advise community groups on funding processes and strategies.
3. Liaise between young people and social service groups and government agencies to facilitate the provision of services to meet the needs of young people.
  - 3.1 Develop and maintain a strong network of contacts with community groups and social service agencies to help co-ordinate activities and the provision of available resources.
  - 3.2 Provide community groups and agencies with advice and information about trends and issues affecting young people.
4. Work with young people to provide them with opportunities to participate and engage in community activities and decision-making.
  - 4.1 Promote the use by young people of the Central Hawke's Bay District Council's community facilities.
  - 4.2 Develop, organise and co-ordinate appropriate events and initiatives that contribute to the well-being of young people in Central Hawke's Bay.
  - 4.3 Prepare and implementation a policy for Central Hawke's Bay Young People.
5. General Administrative Functions
  - 5.1 Maintain effective correspondence, information and records systems for the Youth Co-ordinator role.
  - 5.2 Prepare and control budgets relating to the Youth Co-ordinator role.
  - 5.3 Monitor expenditure relating to the role.

#### **4.0 OPTION**

##### **Option**

Council approve the re-establishment of the role of Youth Co-ordinator on staff.

#### **5.0 STATUTORY IMPLICATIONS**

Local Government Act 2002

#### **6.0 CONSULTATION**

##### **6.1 External**

Police  
Government Agencies  
Non Government Organisations

##### **6.2 Internal**

Elected Members

## **7.0 FINANCIAL**

Funding required for a Youth Co-ordinator is estimated at \$38,000 per annum made up of salary, overheads and youth programme costs. This had previously been funded as part of a Council staff member's salary. Future funding could again be from a combination of staff salary, Ministry of Youth Development grants and Mayoral Task Force for Jobs funding.

## **8.0 STRATEGIC LINKS**

- LTCCP

## **9.0 POLICY/DELEGATION REFERENCE**

N/A

John Freeman  
**Chief Executive**

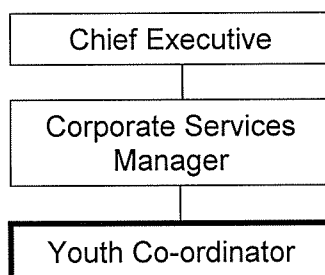
## CENTRAL HAWKES BAY DISTRICT COUNCIL



## JOB DESCRIPTION

Job Title:	Youth Co-ordinator
Group:	<b>Corporate Services</b>
Team:	
Responsible To:	<b>Corporate Services Manager</b>
Responsible For:	
Job Purpose:	<p><b>This job exists to:</b>          Add to the well-being of young people in Central Hawke's Bay by identifying their needs and co-ordinating services available to them. This will involve liaison with young people, community groups and agencies, advocating the concerns of youth, both externally and to Council, and organising initiatives to facilitate positive community participation and engagement by young people.</p>
Date:	March 2009

<b>Organisation Context</b>
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## Key Relationships

### **External**

Young people of Central Hawke's Bay  
 Community groups/organisations  
 Crown agencies and other legislative bodies  
 ACC Safer Community co-ordinator  
 Other local authorities

### **Internal**

Mayor  
 Councillors  
 Corporate Services Manager  
 Library Manager  
 Other Council Departments

## Key Result Areas

The position of Youth Co-ordinator encompasses the following major functions or Key Result Areas:

- Liaise between the Central Hawke's Bay District Council and young people in Central Hawke's Bay
- Keep up to date with social issues and trends affecting young people in Central Hawke's Bay
- Liaise between young people, social services groups and government agencies to facilitate the provision of services to meet the needs of young people
- Work with young people to provide them with opportunities to participate and engage in community activities and decision-making
- General Administrative Functions
- Organisational Contribution

The requirements in the above Key Result Areas are broadly identified below:

Jobholder is responsible for	Jobholder is successful when
<p><b>1. Liaise between the Central Hawke's Bay District Council and young people in Central Hawke's Bay</b></p> <ul style="list-style-type: none"> <li>□ Establish, maintain and administer a Youth Forum for Central Hawke's Bay young people.</li> <li>□ Ensure that the Central Hawke's Bay District Council's policies, directions and decisions are clearly communicated to local youth, community groups and agencies.</li> <li>□ In conjunction with the Corporate Services Manager prepare reports to the Central Hawke's Bay District council on issues affecting Central Hawke's Bay young people.</li> <li>□ Liaise regularly with other Central Hawke's Bay District Council staff to ensure the Council is fully informed about issues, programmes and events for young people.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Youth Forum is established and active.</li> <li>▪ Youth, community groups and agencies have a good understanding of Council's policies, direction and decisions.</li> <li>▪ Reports are accurate, received on time and in the correct format.</li> <li>▪ Staff are aware of programmes and events.</li> </ul>

Jobholder is responsible for	Jobholder is successful when
<p><b>2. Keep up to date with social issues and trends affecting young people in Central Hawke's Bay</b></p> <ul style="list-style-type: none"> <li>□ Through networking with young people in the community keep abreast of issues, impacting on their well-being – both positive and negative</li> <li>□ Keep informed of relevant developments, trends and changes in relevant government policy, through appropriate external networks, and participate in the preparation of reports to the Central Hawke's Bay District Council on the potential impacts.</li> <li>□ Maintain comprehensive and accurate information on available sources of funding, resources, and initiatives and advise community groups on funding processes and strategies.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Changes in issues effecting CHB youth are known early and managed accordingly.</li> <li>▪ Awareness of changes in relevant government policy.</li> <li>▪ Reports are accurate, received on time and in the correct format.</li> <li>▪ Information is readily available.</li> </ul>

Jobholder is responsible for	Jobholder is successful when
<p><b>3. Liaise between young people, social service groups and government agencies to facilitate the provision of services to meet the needs of young people</b></p> <ul style="list-style-type: none"> <li>□ Develop and maintain a strong network of contacts with community groups and social service agencies to help co-ordinate activities and the provision of available resources.</li> <li>□ Provide community groups and agencies with advice and information about trends and issues affecting young people.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Feedback from community groups and social service agencies indicates a positive working relationship.</li> <li>▪ Advice and information supplied is accurate and concise.</li> </ul>

Jobholder is responsible for	Jobholder is successful when
<p><b>4. Work with young people to provide them with opportunities to participate and engage in community activities and decision making</b></p> <ul style="list-style-type: none"> <li>□ Promote the use by young people of Central Hawke's Bay District Council's community facilities.</li> <li>□ Develop, organise and co-ordinate appropriate events and initiatives that contribute to the well-being of young people in Central Hawke's Bay.</li> <li>□ Ensure implementation of the Central Hawke's Bay District Council's decisions and policy, in particular develop a Central Hawke's Bay District Council Policy for Young People.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Young people are using Council facilities.</li> <li>▪ Events are will organised and run smoothly.</li> <li>▪ Central Hawke's Bay District Council policy for Young People is created and amended as required.</li> </ul>

Jobholder is responsible for	Jobholder is successful when
<p><b>5. General Administrative Functions</b></p> <ul style="list-style-type: none"> <li>□ Maintain effective correspondence, information and records systems for the Youth Co-ordinator role.</li> <li>□ Prepare and control budgets relating to the Youth Co-ordinator role.</li> <li>□ Monitor expenditure within the Youth Co-ordinators cost centre.</li> <li>□ Carry out any other such related duties as may be directed by the Corporate Services Manager.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Correspondence, information and record systems are maintained to Council standards.</li> <li>▪ Activities are costed efficiently.</li> <li>▪ Budget is not exceeded.</li> </ul>

Jobholder is responsible for	Jobholder is successful when
<p><b>5. Organisational Contribution</b></p> <ul style="list-style-type: none"> <li>□ Undertakes Performance Development tasks/responsibilities in terms of Council's system.</li> <li>□ Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Employment Act 1992.</li> <li>□ Participates in and undertakes emergency management duties as required.</li> <li>□ Participates and contributes to Council projects and inter-departmental initiatives as requested/agreed.</li> <li>□ Maintains Council property and equipment.</li> <li>□ Fulfils administration - reporting requirements (eg timesheets, vouchers, reporting)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Council responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>▪ Contribution to projects and Council initiatives: <ul style="list-style-type: none"> <li>- is effective and valued</li> <li>- is approached in a positive and helpful manner/attitude.</li> </ul> </li> <li>▪ Administration requirements are completed timely and accurately as specified.</li> </ul>

### Note

*The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.*

## Work Complexity

Most challenging duties typically undertaken:

- Youth activities and involvement in the community
- Effective communication with young people and community groups/agencies

## Key Relationship Skills

Key internal and/or external contacts	Nature of the contact most typical <i>(eg courtesy, giving/receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, influencing and persuading, resolving minor conflicts, mediating, negotiating, formal negotiation, supervising, leading.)</i>
Young people of Central Hawke's Bay	
Community groups/organisations	
Crown agencies and other legislative bodies	
ACC Safer Community Co-ordinator	
Other local authorities	
Mayor	
Councillors	
Corporate Services Manager	
Library Manager	
Other Council Departments	

## Person Specification

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

## Knowledge / Experience

Essential <i>(indicate years of experience required as appropriate)</i>	Desirable
<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>

## Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	
Advanced level	<ul style="list-style-type: none"> <li>• Understanding of issues affecting young people.</li> <li>• Public speaking and presentation skills.</li> <li>• Writing skills.</li> <li>• Organisation and project management skills.</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Local knowledge and experience of existing community groups and social service agencies.</li> <li>• Understanding of Council policy and procedures.</li> </ul>
Awareness	

## Qualifications (or equivalent level of learning)

Essential	Desirable
<ul style="list-style-type: none"> <li>▪ Relevant experience with youth</li> <li>▪ Drivers Licence</li> <li>▪</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Relevant tertiary qualification</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>

## Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Commitment/ Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer/Diplomatic Focus
- Effective Communications & Relationships

- Leadership
- Coaching and Development
- Strategic Perspective Tactics

### **Personal Attributes**

- Ability to empathise with and relate to young people
- Excellent communication skills, and an ability to relate positively and sensitively to a wide range of people and groups from a variety of cultural backgrounds and ages
- Excellent organisation and project management skills.
- Ability to prioritise and set clear targets.
- Available to attend meetings outside of regular office hours.

### **Contractors, consultants and/or outsourced staff**

*This section is designed to capture information regarding the regular and ongoing supervision / monitoring and /or basic liaison in respect of the work of other people not reporting directly to you (e.g. contractors). Please list examples, the nature and regularity of such contact.*

*(E.g. Supervise contractors daily and accountable for the performance of the Service level agreement ; Coordinating volunteers on a project by project basis; Liaising with service providers.*


## Change to job description

*From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.*

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Employee Name  
Youth Co-ordinator

---

Date

---

Approved: Kevin Brown  
Corporate Services Manager

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Date

---

Approved: John Freeman  
Chief Executive

---

Date

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## Youth Week Funding

Friday, 6 March, 2009 1:36 PM

**From:** "Mo Pettit" <mo.pettit@clear.net.nz>

**To:** "Wayne Guppy" <wayne.guppy@uhcc.govt.nz>, "Adrienne Staples" <themayor@swdc.govt.nz>, "Alan Livingston" <aliv@waipadc.govt.nz>, "Alex FAMILTON" <afamilton@waitaki.govt.nz>... [more](#)

**Cc:** "Zoi Grammaticogiannis" <zoi.grammaticogiannis@rangitikei.govt.nz>, "Anita Galland" <anita.galland@rdc.govt.nz>, "Anne Burdon" <anne@otodc.govt.nz>, "Anne Reid" <anner@whakatane.govt.nz>... [more](#)

Hello everyone

The email regarding funding for Youth Week has obviously been circulated to groups beyond your Council and we are now receiving requests from people/groups that do not meet the guidelines laid out.

As this is Mayors Taskforce for Jobs money, available to you by virtue of your membership of the Taskforce, the following guidelines apply:

- all requests must come from the Mayor only
- the money has to go in to a Council account
- the Mayor is accountable for that money
- it is to be used by the Youth Council, Youth Reference Group or Youth Advisory Group and may be for an actual event or activity or contribution towards other activities being run by them during Youth Week.

Applications from anyone other than the Mayor, and along the guideline laid out, are not eligible.

Cheers



*Mo Pettit*

*Executive Assistant, Mayors Taskforce for Jobs*

*PO Box 62, Waipu 0545*

*Phone: 09 4321442 Mobile: 0274 21 87 88*

**Youth Council**

Friday, 6 March, 2009 4:08 PM

**From:** "Rebekah Eastwood" <rebekahe@napier.govt.nz>

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**To:** pgiddens@xtra.co.nz

ty]

ty]

Hi Trish,

How are you? I spoke to you sometime last year in regards to getting a Youth Council set up at your Council. I was wondering how you have got on with this. I am currently organising a Regional Youth Council training day with Ministry of Youth Development to be held here in Napier in April. I would love to extend an invite to your Youth Council (if you have one J).

It would be great if you could let me know what is happening down that way.

Kind Regards,

**Rebekah Eastwood**

**Youth Coordinator**

Community Development Department

NAPIER CITY COUNCIL

Private Bag 6010

NAPIER

DDI: (06) 834 4171

Fax: (06) 835 7574

Cell: 027 210 2059

[www.napier.govt.nz](http://www.napier.govt.nz)





## ANNUAL MAYOR'S AWARD GUIDELINES

### WHAT IS THE MAYORS TASKFORCE AWARD

The Mayor's Taskforce Award has been established in order to celebrate and promote the positive contributions our young people make, and recognise their talent, initiative, commitment and passion to succeed - all qualities that we want to nurture and encourage in our communities. Given annually, the Mayor's Award is for those young people aged between 16-25 years whose endeavours link in with the Taskforce goal **"That all young people under 25 years be in appropriate education, training, work or other activities that contribute to their long-term economic independence and well being."**

### AWARD EXAMPLES

Some of the following examples have been used in other districts and which you may wish to consider for use in your area:

#### **Most Outstanding Apprentice/Trainee of the Year Award**

Gaining qualifications and on-the-job training is now an important step in young people's transition from school to work. This award seeks to give confidence to those students who have worked diligently or made significant personal progress. This award encompasses learners from high school through to tertiary training.

#### **Employee of the Year Award**

Aimed at those in paid employment this award seeks to recognise a young person who exemplifies a strong work ethic, loyalty and commitment in the workforce.

#### **Young Entrepreneur Award**

This award is aimed at recognising those young people who have a natural enterprising and entrepreneurial spirit.

#### **Leadership Award**

An award for those who have displayed outstanding leadership qualities resulting in a significant contribution to the district and/or its citizens; to the well-being of the district over a significant period of time or to the well-being of the district through exceptional actions.

#### **Industry Training Excellence Award**

This award seeks to acknowledge those students who have worked diligently or made significant personal progress in their chosen Industry Training field.

### PROCESS

The process by which you receive nominations and choose the Award recipient is your choice – we encourage you to interpret the Taskforce goal broadly and do what will work best in your area. This is an annual Award but can be given at any time during the year although perhaps is best linked in with other ceremonies e.g. Industry Training Graduations, Young Achievers and Citizens Awards.

Along with the Award, you may also like to include a corporate gift from your Council or Sponsor. Sponsoring training through a scholarship to an appropriate institution or a work based placement, for example, may suit your award.

### FRAMING

We strongly recommend that you frame the certificate to enhance the award's status.

### PROFILE

As we would like to profile your Award winner on the Taskforce website, please provide us with all the relevant information and a photo or two as well of the ceremony.

### MEDIA RELEASE

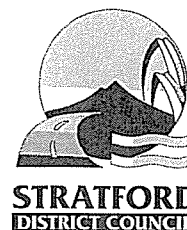
As the Mayors Taskforce Award is a celebration and promotion of the positive contributions youth make in our communities we suggest that you have representatives from your local media at the Mayor's Award ceremony. This is a special occasion and worthy of media publicity. A media release is attached for your use.

26 August 2008

## **MEDIA RELEASE**

If you have any queries regarding this media release:

Contact: Michael Curry  
Stratford District Council  
Phone: (06) 765 6099  
Email: [mcurry@stratford.govt.nz](mailto:mcurry@stratford.govt.nz)



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### **STRATFORD YOUNG PEOPLE SHARING THEIR IDEAS**

Stratford is once again hosting Celia Lashlie, well-known author of *'He'll be Ok: Growing Gorgeous Boys into Good Men'*. Celia is coming to help the Stratford District Council with a youth initiative, in partnership with the Mayors Taskforce for Jobs.

The initiative is a youth forum, aimed at engaging with Stratford young people aged 15-24 about the issues relating to employment and skills training in our district.

The forum will be split into distinct groups, starting with a gathering of 15-24 year olds. Stratford District Council Community Development Advisor Pauline James has personally approached young Stratford people and asked them to attend. "In a community the size of Stratford, this is something that is worth doing. Young people respond well to face-to-face conversations, and have some ownership of the project because they individually feel involved. That's great to have from the outset, because this forum is totally about them. It's not a chance for adults to lament the youth of today, but for the youth to give adults a positive and helpful direction to move in."

Pauline has contacted as many young people as possible, but more are still out there. "Anyone who is interested in attending should contact me at the Council," she says.

After the young people have gathered and had a chance to talk, the forum will host some government officials to receive the feedback.

In the afternoon, businesses, organizations and individuals who have a link with youth will meet with the government officials. They will collectively have a chance to talk about the issues raised and develop an action plan to address them.

Pauline says "it will be a busy couple of days, but it's an excellent chance to discuss education, training and employment - some of the key issues young people are dealing with in Taranaki."

Those interested in attending the forum can contact Pauline on (06) 765 6099.

**Ends**