



# **APPENDICES MINUTES**

**Social Sustainability Committee  
Meeting**

**Tuesday, 25 March 2025**



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**Deputation to Social Sustainability Committee 25 March 2025 from Diana Ponsford, lead of the Kāpiti Health Advisory Group's transport workstream**

As a consequence of Kapiti Carers closing at the end of 2024 there is an urgency to find sustainable, affordable, reliable transport for vulnerable Kapiti residents who don't drive or don't want to drive to their medical appointments at Wellington and Kenepuru Hospital.

There are several options that are being investigated.

1: Tim Costley is in discussion with the transport team at Wellington Hospital and there has been a suggestion that HNZ may trial a six-seater van running from Wellington Hospital to the Kapiti Health Centre.

2: Kim Nye from ASK (A Safe Kāpiti) has put in a proposal to HNZ to increase their funding so they can offer more than just morning trips Mon-Thurs. I think this is the best option at the present time as it's a known service and picks people up from their homes. Kim met with HNZ contract advisors yesterday. Whilst they are keen and welcome ASK's ideas around providing the increased service, there does not appear to be much transport funding available.

However, they will be discussing over the next couple of weeks and both agree and appreciate that ASK is trying to improve the service provision for the good of Kāpiti and it is better to support what we have rather than change the provider. They did ask if Council would be willing to support ASK with some funding and or supporting a contribution to the provision of 2 new minibuses.

Perhaps we need local support to buy the vehicles with 2 or 3 key sponsors.

3: We have submitted a submission to GWRC in support of the broader submission from KCDC suggesting that an on-demand bus service from Kāpiti to Wellington Hospital would enable residents with limited mobility to access medical care independently. On demand buses were trialled in Tawa and Porirua for 2 years very successfully.

4: Wellington Free Ambulance have indicated that they are interested in having a discussion to understand the transport needs of our community.

I will be starting this conversation with Ratna Attila Head of Patient Transfer Services on Thursday morning.

5: There are a number of ex Kapiti Carers volunteers happy to continue driving Kapiti Residents to medical appointments. They are doing this independently. There is a list of their names and contact details accessible through Retirement Villages or by calling Diana Ponsford.

And lastly

Diana attended the Transport Forum for Older Persons here yesterday. A presentation on alternative forms of transport and services available. Followed by a gold card bus tour of Paraparaumu and environs. GWRC presented information on the snapper and mobility cards followed by Uzabus who have the Metlink bus contract on the Kāpiti Coast. There were a couple of complaints re lack of bus shelters and why wasn't there a bus service in Otaihangā, which the GWRC team were going to follow up on but overall people were happy with the service and timetable offered.

## Kāpiti Disability Advisory Group



1

### The process

- Asking for an updated Terms of Reference
- Talking to the group
- Interviews
- Workshop
- Feedback

2

### Our role

Advise Council on planning, funding, managing and delivering services for people with disabilities – with a particular focus on issues of access, equity and inclusion

3

### Changes for the group

- New Terms of Reference
- Deputy Chair
- A group size of 10 -12 people
- More diversity
- Better training and support
- Guidelines on how to engage
- People with lived experience with a disability themselves

4

### What's next

**Thursday:** Connected Communities present to Council on the Terms of Reference

**April:** Recruitment

**May:** Interviews and induction

**June:** First Advisory Group meeting with new Forum

## Terms of Reference: Kāpiti Disability Advisory Group

### Introduction

This Terms of Reference sets out the role, responsibilities and requirements of the Kāpiti Disability Advisory Group (Disability Advisory Group)

### Purpose

The role of Disability Advisory Group is to advise Council on the needs, thoughts and ideas of people with disabilities in Kāpiti.

### Objectives

The objectives of the Disability Advisory Group are to:

- provide advice, input and feedback on Council policies, initiatives, projects and events
- identify emerging trends, opportunities and challenges within the disability community
- progress actions in partnership with Council which support the needs of their communities
- advocate for inclusion for all people with disabilities
- provide an inclusive and diverse representation of our communities with disabilities.

### Councils Commitment

To ensure all engagement with the Advisory Groups is effective, Council will:

- provide genuine engagement and voice opportunities
- provide training, staff and support to ensure effective inclusion and accessible process
- build whakawhanaungatanga (connection & relationship)
- support engagement at the earliest possible stages of a project or decision and ensure that engagement continues throughout any ongoing project
- provide information well in advance, in accessible ways
- celebrate the achievements of the Advisory Groups
- recognise the groups as volunteer community members

- provide accessible information in a timely way all engagements
- ensure feedback so the Advisory Groups understands what occurred with their input.

### **Work Programme**

The Advisory Group will develop an annual work programme with the Council advisor. Activities in this work programme will be aligned with the Council's strategic directions and the outcomes of the Long-Term Plan.

### **Membership**

Members of the Disability Advisory Group will:

- have lived experience with a disability themselves (excluding parents of children with disabilities)
- reflect the diverse communities of Kāpiti
- live in the Kāpiti District.

In addition, a maximum of two members can be people who do not have a disability themselves but who have a dependent with a disability. We aim for a diverse representation of gender, ethnicity, age and disability. The Disability Advisory Group will aim to have at least two members who are of Māori descent.

The group size is flexible, we aim for between 12-14 members, including a Chair and Deputy Chair.

Advisory Group members may bring their support worker to assist them to fully participate in meetings. The support workers are not members of the advisory group and therefore should refrain from expressing their personal views during meetings.

## **Appointment and Selection**

Members are appointed by a panel made up of the Chair of the Group, an elected member and Council Staff following an application process.

Members are selected based on their:

- lived experience with relevant diverse communities
- community connections with other people with disabilities
- understanding of the range of diverse communities in Kāpiti
- ability to work in a team.

There may be times when the Chair and Council Advisor decide to co-opt another member to the group to meet a specific need or identified gap.

## **Membership term**

Appointments are made for a two-year term. Members can re-apply for additional two-year terms. Members may request a leave of absence on an as needed basis.

## **Roles & Responsibilities**

Members of all the advisory groups come from and remain connected to their communities. As a member of an advisory group, they have a responsibility to be representative. This means members need to actively engage with the communities they represent and others as part of their role. Roles are set out in Appendix 1 of this Terms of Reference.

## **Project Groups**

At times an Advisory Group may wish to establish formal or informal project groups to progress their work. Project groups can be formed to discuss matters relative to the whole group or related projects and will be reported back to the group as needed.

## **External Opportunities**

At times the Advisory Group may be asked to contribute to one off events, be a part of external advisory groups, or opportunities.

All requests related to the role of the Advisory Group will be shared with the full advisory group, so all members get the chance to participate. If any member is approached for input

around a project or engagement, they will discuss with the Chair and the opportunity will be brought to the group at the earliest convenience. Likewise, the Chair will bring all requests they receive to the group for equal opportunity to participate or contribute.

Individual members will not provide advice as a representative of the advisory group without being approved prior by the Chair/Council Advisor.

### **Code of Conduct**

All members must comply with the Code of Conduct for members of advisory groups panels and boards.

### **Leaving the Advisory Group**

Members can resign from the Disability Advisory Group at any time by letting the Chair and/or Council Advisor know and confirming this in writing.

Should the Chair resign, this will trigger a vote for a new Chair. It is expected that if a member moves outside of the district, they will resign.

### **Termination of membership**

The following may result in a member's removal from the Group:

- missing more than three meetings without apology
- a breach of the Code of Conduct
- behaving in a way which is detrimental to the effective operation of the advisory group.

## **Meeting Procedures**

### **Meeting attendance**

Group meetings can be attended by the appointed Elected Member, Council staff, and, if required, support people of individual Group members.

Visitors, organisations and members of the public may attend and speak at meetings at the discretion of the Chair and the Council Advisor. All visitors must be approved by the Chair and the Council Advisor prior to the commencement of the meeting.

Meetings can have a section for members to discuss items without elected members present.

**Frequency of meetings**

Meetings will generally be held monthly.

**Quorum**

A minimum of six members and a Council Advisor must be present for a meeting to proceed.

**Agenda & Minutes**

The agenda for each meeting will be distributed at least 5 working days prior to the meeting. Minutes will be recorded and circulated within 10 working days following the meeting. The Chair will work with the Council Advisor to plan the agenda items for the meetings with other members contributing as appropriate.

**Decision Making Process of the Group**

Decisions will be made by consensus wherever possible. If consensus cannot be reached, decisions will be made by a simple majority vote of members present. Members may seek advice from the Council Advisor to assist their decision making.

**Evaluation**

Council undertakes the following to evaluate and continually monitor and strengthen advisory groups in consultation with the Chair:

- Annual evaluation undertaken by individual members
- Providing a comfortable environment for members to give verbal or written feedback to Council staff
- Providing opportunities for the group to reflect and evaluate in a full meeting on an annual basis.

**Training and Induction**

The Council is committed to ensuring accessibility and equity in participation in the Advisory Groups. The Council will provide members with:

- an induction explaining the role and operation of local government, the Council's functions and processes, and the role of the advisory groups
- training and/or resources as necessary to fulfil their roles and duties as an advisory group member.

Support requirements will be considered on an individual basis.

**Reporting**

The Disability Advisory Group will provide a formal update to a Council committee every 6 months with the opportunity to give additional updates as needed.

**Review of the Terms of Reference**

These Terms of Reference will be reviewed every 3 years. Significant changes to the Terms of Reference will be submitted for approval by the Council.

## **Appendix One: Roles and Responsibilities**

### **Role of Advisory Group members**

The role of members is to provide advice to Council that is informed by the communities they represent. In order to fulfil this role, members will:

- act with the advisory group's best collective when engaging with members of the communities they represent
- seek opportunities to better understand and raise wider issues specifically affecting their community, which can be communicated back to the advisory group
- seek feedback and ideas from their wider community, as appropriate.
- raise awareness of the advisory group in their wider community.

### **Responsibilities of Chair & Deputy Chair**

The Chair will:

- facilitate advisory group meetings
- encourage open communication and provide opportunity for all advisory group members to speak
- work with the Council Advisor to set meeting agendas
- work with members and the Council Advisor to develop key priorities for the group
- be the spokesperson and key contact for the group.

The role of the Deputy Chair is to support the Chair in their role. The Deputy Chair can act in place of the Chair if the Chair is unavailable or has a conflict of interest.

### **Responsibilities of Council staff (Council Advisors and Coordinators)**

The Council staff are responsible for:

- attending all meetings
- sending meeting invitations and minutes
- preparing agendas and item presentations
- booking meeting facilities
- working with the group to ensure groups accessibility needs are met for the meeting
- acts as a conduit with relevant parts of Council
- highlighting potential issues and risks
- provides guidance and advice to the Chair and the advisory group.

**Responsibilities of the Appointed Elected Member**

Each advisory group has one elected member who is appointed at the beginning of each Council triennium (the three-year term of a Council). The role of the appointed elected member is to:

- act as a conduit with elected members of Council for the group
- inform the advisory group of Council work, opportunities, and matters of interest relevant to the group
- keep elected members up to date with the key topics, issues and matters of interest for the Advisory Group
- advocate for the Advisory Group to be considered and consulted as appropriate when Council meetings, workshops and other processes are being held
- ensure they act in a neutral manner that does not advance their personal interests and initiatives
- will ensure all opportunities to speak on behalf of the advisory group is genuinely reflective of the group's interests and intent, and is not without their knowledge i.e. unknowingly on behalf of
- raise awareness of the advisory group within Council.

## Terms of Reference: Kāpiti Coast Youth Council

### Introduction

This Terms of Reference sets out the role of the Kāpiti Coast Youth Council (Youth Council) and how it works.

### Purpose

The role of Youth Council is to advise Council on the needs, thoughts and ideas of young people living in Kāpiti. The Youth Council undertakes a range of activities including:

- advocating for young people's voices in Kāpiti
- supporting youth projects
- connecting young people to their community
- educating young people on civic issues.

### Objectives

- Provide advice, input and feedback on Council policies, initiatives and projects
- Progress actions in partnership with Council which support the needs of their communities
- Advocate for young people
- Provide an inclusive and diverse representation of our communities of young people.

### Councils Commitment

The Council is committed to doing best practice youth participation in decision-making when working with a Youth Council. The Council will:

- Provide genuine youth engagement and youth voice opportunities
- Provide youth friendly training, staff and support
- Build whakawhanaungatanga (connection and relationship)
- Make sure the Youth Council is involved at the earliest possible stages of a project or decision
- Provide information well in advance, in youth appropriate ways
- Celebrate the achievements of the Youth Council
- Recognise the Youth Council as a group of youth volunteers
- Provide good youth friendly information in a timely way
- Communicate with the Youth Council any next steps and provide information on what progress has been made
- Ensure feedback so the Youth Council understands what occurred with their input.

## Work Programme

The Youth Council will develop an annual work programme with Council staff. Activities in this work programme will be aligned with the Council's strategic directions and the outcomes of the Long-Term Plan.

## Membership

Members of the Kāpiti Coast Youth Council will:

- be between the ages of 12 – 24 years old
- reflect the diverse communities of Kāpiti
- be based in the Kāpiti District.

We aim for a diverse representation of gender, ethnicity, age and disability. The Kāpiti Coast Youth Council will have at least two members who are of Māori descent.

The group size is flexible, but we aim for a minimum of 14 members.

At times, the Youth Council may include 1-2 young people who do not always live in the district. This recognises the way young people can have life circumstances which mean their key 'home' identity is in Kāpiti but they may reside at times outside the district. These individuals must demonstrate how they are connected to Kāpiti communities and can represent the interests of young people in Kāpiti.

## Appointment and Selection

An application and selection process will be undertaken. Members are appointed by a panel which includes representative from the current Youth Council membership and Council staff.

Members are selected based on their:

- passion and interest in getting diverse Kāpiti youth voices heard
- connecting Kāpiti's youth communities with Council
- connections with different groups of young people in Kāpiti
- ability to work in a team.

The Youth Council will have a key recruitment drive once a year, but members can be recruited at any time if the need arises.

## Membership term

Appointments are made for a two-year term. Members can re-apply for an additional two-year term. Members may request a leave of absence on an as needed basis (i.e. if a youth council

member goes away for an extended time but wishes to continue to be a part of the Youth Council on their return to Kāpiti).

## **Roles & Responsibilities**

Youth Council members have a responsibility to be representative. This means members need to engage with different youth communities, identities and cultures they connect with.

For more details on the role of members, Elected Members and the Council Advisor/Coordinator are set out in Appendix 1 of this Terms of Reference.

## **Youth Council Project Groups**

The Youth Council can establish formal or informal project groups to progress their work. Project groups can be formed to discuss matters relative to the whole group or related projects and will be reported back to the group as needed.

## **Code of Conduct**

The Youth Council needs to work under the Code of Conduct for members of Council's advisory groups panels and boards. The Code of Conduct lays out how advisory group members, including the Youth Council are expected to behave. Staff will make sure young people understand the Code and what it means.

## **Leaving the Youth Council**

Members can resign from the Kāpiti Coast Youth Council at any time by letting the Council Advisor know and confirming this in writing. If someone resigns, a replacement may be sought at the time.

## **Termination of membership**

The following may result in a member's removal from the Youth Council:

- missing more than three Full Youth Council meetings without apology (Council staff will offer the opportunity to meet and discuss options with the member as a first step)
- a breach of the Code of Conduct
- behaving in a way which is detrimental to the effective operation of the Youth Council.

## **Meeting Procedures**

### **Meetings**

The Youth Council has two different types of regular meetings; Full Youth Council meetings and Project meetings. Full Youth Council meetings are the formal space for Council to engage with the Youth Council and seek their advice. Project meetings are the informal space for the Youth Council to progress its work programme and projects.

### **Full Youth Council meetings**

#### **Meeting attendance**

- Visitors, organisations and members of the public may attend and speak at meetings and must be approved by Council staff in consultation with the Youth Council. Full Youth Council meetings can have a section for members to discuss items without elected members present.

#### **Frequency of meetings**

- Full Youth Council Meetings will generally be held monthly.

#### **Quorum**

- A quorum is the lowest number of people attending a meeting for the meeting to go ahead. Full Youth Council meetings need to have a minimum of six members and a Council Advisor for a meeting to proceed.

#### **Agenda & Minutes**

- Council staff will work with the Youth Council to plan the agenda items for the meetings and the agenda for each meeting will be distributed prior to the meeting. Minutes will be recorded and circulated following the meeting.

### **Project meetings**

Project meetings are held as needed by the Youth Council as they need to progress projects. There is no quorum or formal meeting requirements of Project meetings.

### **Decision Making Process of the Group**

Decisions will be made by consensus wherever possible. If consensus cannot be reached, decisions will be made by a simple majority vote of members present. Members may seek advice from the Council Advisor to assist their decision making.

### **Evaluation**

Council undertakes the following to evaluate and continually monitor and strengthen the Youth Council:

- an annual youth friendly evaluation process
- providing a comfortable environment for Youth Council members to give verbal or written feedback to Council staff
- providing opportunities for the Youth Council to reflect and evaluate in a full Youth Council meeting on an annual basis.

### **Training and Induction**

The Council is committed to ensuring accessibility and equity in participation in the Youth Council.

The Council will provide members with:

- A youth friendly induction process
- training and/or resources to help them have a meaningful role on the Youth Council

Youth Council members will be supported, as needed, to get to Youth Council meetings and any other needs they have to ensure they can participate fully in the Youth Council.

### **Review of the Terms of Reference**

These Terms of Reference will be reviewed every 3 years. Amendments must be approved by the Council.

## Appendix One: Roles and Responsibilities

### Role of Youth Council members

The role of members is to provide advice to Council that is informed by the communities they represent.

To fulfil this role, members will:

- act with the Youth Council's best collective when engaging with young people in the community
- seek opportunities to better understand and raise wider issues specifically affecting young people in Kāpiti
- seek feedback and ideas from the wider youth communities of Kāpiti, as appropriate.
- raise awareness of the Youth Council in their wider community.

### Responsibilities of Council staff (Council Advisors and Coordinators)

The Council staff are responsible for:

- attending all meetings
- sending meeting invitations and minutes
- preparing agendas and item presentations
- booking meeting facilities
- working with the group to ensure groups accessibility needs are met for the meeting
- providing guidance and advice to the Youth Council
- supporting Youth Council with their work programme and undertaking projects and initiatives

### Responsibilities of the Appointed Elected Member

The Youth Council has an elected member who is appointed at the beginning of each Council triennium (the three-year term of a Council). The role of the appointed elected member is to:

- act as a conduit with elected members of Council for the group
- inform the Youth Council of Council work, opportunities, and matters of interest relevant to the group
- keep elected members up to date with the key topics, issues and matters of interest for the Youth Council
- advocate for the Youth Council to be considered and consulted as appropriate when Council meetings, workshops and other processes are being held
- ensure they act in a neutral manner that does not advance their personal interests and initiatives
- will ensure all opportunities to speak on behalf of the Youth Council is genuinely reflective of the group's interests and intent, and is not without their knowledge i.e. unknowingly on behalf of
- raise awareness of the Youth Council within Council.

## **Terms of Reference: Older Persons Advisory Group**

### **Introduction**

The Terms of Reference will set out the role, responsibilities and requirements of the Older Persons Advisory Group.

### **Purpose**

The role of Older Persons Advisory Group is to advise Council on the needs, thoughts and ideas of people aged 65+ living in Kāpiti.

### **Objectives**

The objectives of the Older Persons Advisory Group are to:

- provide advice, input and feedback on Council policies, initiatives and projects
- identify emerging trends, opportunities and challenges for older people in our community
- progress actions in partnership with Council which support the needs of their communities
- advocate for activities which are age friendly and work with Council to strive for an Age Friendly Kāpiti
- provide an inclusive and diverse representation of our older community.

### **Councils Commitment**

To ensure all engagement with the Advisory Groups is effective, Council will:

- provide genuine engagement and voice opportunities
- provide training, staff and support to ensure effective inclusion and accessible process
- build whakawhanaungatanga (connection & relationship)
- support engagement at the earliest possible stages of a project or decision and ensure that engagement continues throughout any ongoing project
- provide information well in advance, in accessible ways
- celebrate the achievements of the Advisory Groups
- recognise the groups as volunteer community members
- provide accessible information in a timely way throughout engagement
- ensure feedback so the Advisory Groups understands what occurred with their input.

## **Work Programme**

The Advisory Groups will develop an annual work programme with the Council Advisor. Activities in this work programme will be aligned with the Council's strategic directions and the outcomes of the Long-Term Plan.

## **Membership**

Members of the Older Persons Advisory Group will:

- be aged 65+
- reflect the diverse communities of Kāpiti
- live in the Kāpiti District.

We aim for a diverse representative of gender, ethnicity, age and skills. The Older Persons Advisory Group will aim to have at least two members who are of Māori descent.

The group size is flexible, but we aim for 12-14 members, including a Chair and Deputy Chair.

Advisory Group members may bring their support worker to assist them to fully participate in meetings. The support workers are not members of the Older Persons Advisory Group and therefore should refrain from expressing their personal views during meetings.

## **Appointment and Selection**

Members are appointed by a panel made up of the Chair of the Group, an elected member and Council Staff following an application process.

Members are selected based on their:

- lived experience with relevant diverse communities
- connection to communities
- understanding of the range of diverse communities in Kāpiti
- ability to work in a team.

There may be times when the Chair and Council Advisor decide to co-opt another member to the group to meet a specific need or identified gap.

**Membership Term**

Appointments are made for a two-year term. Members can re-apply for additional two-year terms. Members may request a leave of absence on an as needed basis.

**Roles & Responsibilities**

Members of all the advisory groups come from and remain connected to their communities. As a member of an advisory group, they have a responsibility to be representative. This means members need to engage with the communities they represent and others as part of their role in the advisory group. Roles are set out in Appendix 1 of this Terms of Reference.

**Project Groups**

At times the Older Persons Advisory Group may wish to establish formal or informal project groups to progress their work. Project groups can be formed to discuss matters relative to the whole group or related projects and will be reported back to the group as needed.

**External Opportunities**

At times advisory groups may be asked to contribute to one off events, be a part of external advisory groups or opportunities.

All requests related to the role of the Older Persons Advisory Group will be shared with the full advisory group, so all members get the chance to participate. If any member is approached for input around a project or engagement, they will discuss with the Chair and the opportunity will be brought to the group at the earliest convenience. Likewise, the Chair will bring all requests they receive to the group for equal opportunity.

Individual members will not provide advice as a representative of the Older Persons Advisory Group without being approved prior by the Chair/ Council Advisor.

**Code of Conduct**

All members must comply with the Code of Conduct for members of advisory groups panels and boards.

**Leaving the Advisory Group**

Members can resign from the Older Persons Advisory Group at any time by letting the Chair and/ or Council Advisor know and confirming this in writing. Should the Chair resign, this will trigger a vote for a new Chair. It is expected that if a member moves outside of the

district, they will resign. If an Advisory Group member resigns, a replacement may be sought at the time.

### **Termination of membership**

The following may result in a member's removal from the Group:

- missing more than three meetings without apology
- a breach of the Code of Conduct
- behaving in a way which is detrimental to the effective operation of the advisory group.

## **Meeting Procedures**

### **Meeting attendance**

Group meetings will be attended by the appointed Elected Member, Council staff, and, if required, support people of individual Group Members.

Visitors, organisations and members of the public may attend and speak at meetings at the discretion of the Chair and the Council Advisor. All visitors must be approved by the Chair and the Council Advisor prior to the commencement of the meeting.

Meetings can have a section for members to discuss items without elected members present.

### **Frequency of meetings**

Meetings will generally be held monthly.

### **Quorum**

A minimum of seven members and a Council Advisor must be present for a meeting to proceed.

### **Agenda & Minutes**

The agenda for each meeting will be distributed at least 5 working days prior to the meeting. Minutes will be recorded and circulated within 10 working days following the meeting. The Chair will work with the Council Advisor to plan the agenda items for the meetings with other members contributing as appropriate.

**Decision Making Process of the Group**

Decisions will be made by consensus wherever possible. If consensus cannot be reached, decisions will be made by a simple majority vote of members present. Members may seek advice from the Council Advisor to assist their decision making.

**Evaluation**

Council undertakes the following to evaluate and continually monitor and strengthen advisory groups in consultation with the Chair:

- Annual evaluation undertaken by individual members
- Providing a comfortable environment for members to give verbal or written feedback to Council staff
- Providing opportunities for the group to reflect and evaluate in a full meeting on an annual basis.

**Training and Induction**

The Council is committed to ensuring accessibility and equity in participation in the Advisory Groups. The Council will provide members with:

- an induction explaining the role and operation of local government, the Council's functions and processes, and the role of the advisory groups
- training and/or resources as necessary to fulfil their roles and duties as an Advisory Group member.

Support requirements will be considered on an individual basis.

**Reporting**

The Older Persons Advisory Group will provide a formal update to a Council committee every 6 months with the opportunity to give additional updates as needed.

**Review of the Terms of Reference**

These Terms of Reference will be reviewed every 3 years. Significant changes to the Terms of Reference must be approved by the Council.

## **Appendix One: Roles and Responsibilities**

### **Role of Advisory Group members**

The role of members is to provide advice to Council that is informed by the communities they represent. In order to fulfil this role, members will:

- act with the advisory group's best collective when engaging with members of the communities they represent
- seek opportunities to better understand and raise wider issues specifically affecting their community, which can be communicated back to the advisory group
- seek feedback and ideas from their wider community, as appropriate.
- raise awareness of the Older Persons Advisory Group in their wider community.

### **Responsibilities of Chair & Deputy Chair**

The Chair will:

- facilitate Advisory Group meetings
- encourage open communication and provide opportunity for all Advisory Group members to speak
- work with the Council Advisor to set meeting agendas
- work with members and the Council Advisor to develop key priorities for the Advisory Group
- be the spokesperson and key contact for the group.

The role of the Deputy Chair is to support the Chair in their role. The Deputy Chair can act in place of the Chair if the Chair is unavailable or has a conflict of interest.

### **Responsibilities of Council staff (Council Advisors and Coordinators)**

The Council staff are responsible for:

- attending all meetings
- sending meeting invitations and minutes
- preparing agendas and item presentations
- booking meeting facilities
- working with the group to ensure groups accessibility needs are met for the meeting
- acts as a conduit with relevant parts of Council
- highlighting potential issues and risks
- provides guidance and advice to the Chair and the advisory group.

**Responsibilities of the Appointed Elected Member**

Each Advisory Group has one elected member who is appointed at the beginning of each Council triennium (the three-year term of a Council). The role of the appointed elected member is to:

- act as a conduit with elected members of Council for the group
- inform the Advisory Group of Council work, opportunities, and matters of interest relevant to the group
- keep elected members up to date with the key topics, issues and matters of interest for the Advisory Group
- advocate for the Advisory Group to be considered and consulted as appropriate when Council meetings, workshops and other processes are being held
- ensure they act in a neutral manner that does not advance their personal interests and initiatives
- will ensure all opportunities to speak on behalf of the advisory group is genuinely reflective of the group's interests and intent, and is not without their knowledge i.e. unknowingly on behalf of
- raise awareness of the Advisory Group with other elected members.



# Older Persons' Council

1

## How we got here

- Starting the process
- Talking to the group
- Interviews
- Workshop
- Feedback

2

### **Our role**

- Voice for older people in our community
- Advice and ideas on Council projects
- Supporting an Age Friendly Approach
- Acting as a conduit between the broader community and the Council

3

### **Changes for the group**

- New Terms of Reference
- Having members of a group rather than just an open meeting
- More members
- Greater diversity and representation
- Clear purpose and roles
- Improving how council engage with the group
- Changing the name from Older Persons' Council to Older Persons' Advisory Group.

4

### **What's next**

**Thursday:** Connected Communities present to Council on the Terms of Reference

**April:** Recruitment

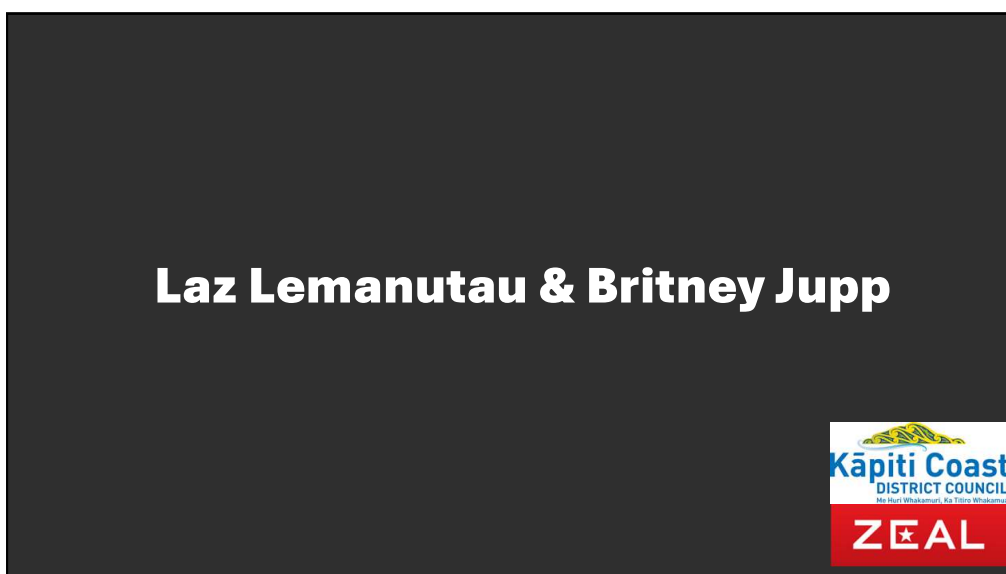
**May:** Interviews and induction

**June:** First Advisory Group meeting with new Forum

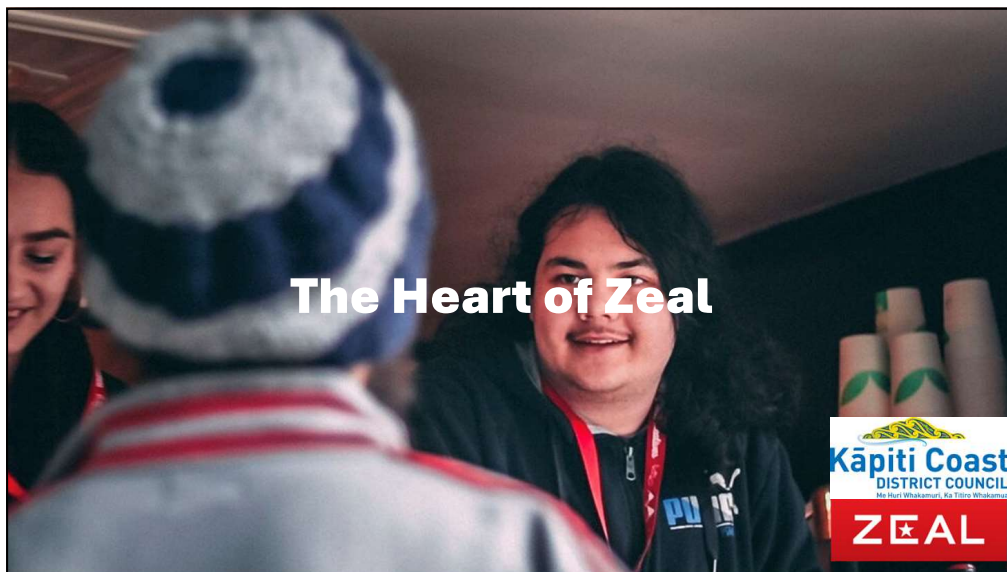
5



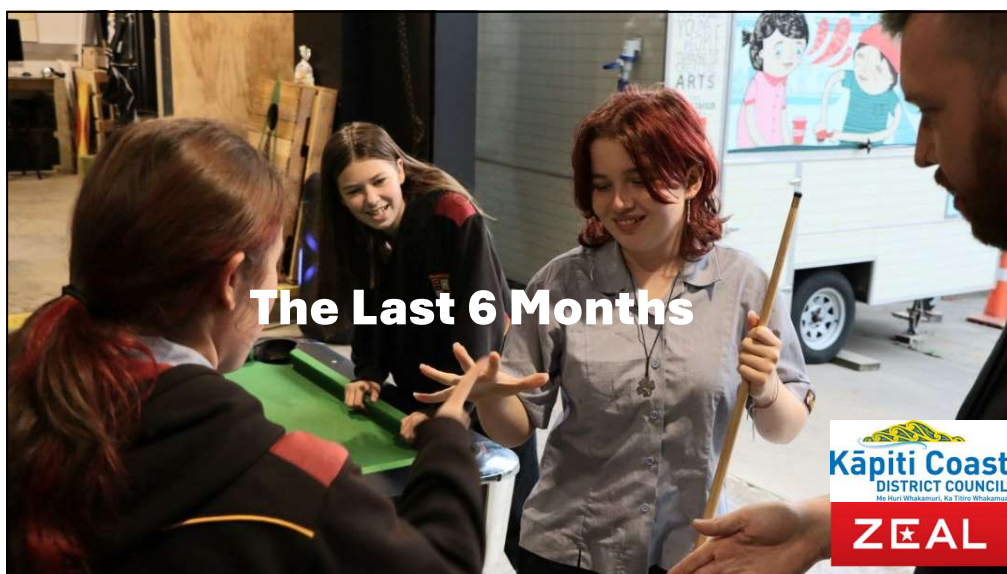
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<b>Prog</b>	<b>Visits</b>	<b>Sessions</b>
Hangs (After School Space)	1,442	76
Creatives (Photography, Live Sound, Hip Hop Dance)	180	5
Work Readiness Programmes (Barista, Work Ready Kāpiti, Work Ready Zeal)	328	10
Community Events (Volunteers & Performers)	22	5 Events
Zeal (in house) Events (Musicians Lounge & Zeal Nights)	305	4 Events
In School Activations	725	13
Holiday Programme	88	13
<b>TOTAL</b>	<b>3090 visits</b>	<b>126 sessions/events</b>

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**Over 3000 visits from rangatahi**



6

3

**20 young people participating in decision making activities/leadership roles**



7

**A 110% increase in facility usage**



8

## Bringing together the network



9

**90% of young people involved with Zeal indicate it is valuable to them, and they have been helped with at least 3 out of the five youth development outcomes**



10

75% had improved confidence and self-esteem.

70% felt a stronger sense of belonging

72% had improved their social skills and connections.

77% reported enhanced life skills, including communication (talking and listening), problem-solving, time management, teamwork, idea sharing, attentiveness, creativity, flexibility, and collaboration.

69% experienced growth in their support networks.


100% of participants rated our programmes positively

90% of participants reporting a positive influence on their lives

92% feeling supported and cared for at Zeal

86% feel comfortable approaching staff if they have a problem


75.9% were connected to other valuable sources of support or advice through Zeal



The slide features a dark grey background with white text. On the right side, there are two logos: the Kāpiti Coast District Council logo, which includes a stylized yellow and green mountain range above the text 'Kāpiti Coast DISTRICT COUNCIL' and the Māori phrase 'He Huarua Whakamuri, Ka Tūroa Whakamuri', and the ZEAL logo, which consists of the word 'ZEAL' in white capital letters on a red rectangular background.

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**An additional \$90,000 fundraised**



The slide features a dark grey background with the text 'An additional \$90,000 fundraised' in white, bold, sans-serif font. On the right side, there are two logos: the Kāpiti Coast District Council logo, which includes a stylized yellow and green mountain range above the text 'Kāpiti Coast DISTRICT COUNCIL' and the Māori phrase 'He Huarua Whakamuri, Ka Tūroa Whakamuri', and the ZEAL logo, which consists of the word 'ZEAL' in white capital letters on a red rectangular background.

12

## A focus on community connection



13

## What have we been doing?



14



15



16

## **The best possible home for rangatahi**



17

## **Increased presence in villages**



18



19

- Central Hub for rangatahi in Kāpiti to remain
- Village activations specific to the 5 pearls of Kāpiti
- An activated Youth Development Network
- Youth Development Joint Committee be established



20

**Thank You KCDC!**



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