

# Hastings District Youth Council



Civic Administration Building  
Lyndon Road East, Hastings

Phone: (06) 871 5000

Fax: (06) 871 5100

WWW.hastingsdc.govt.nz

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**OPEN**

## **A G E N D A**

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### **HASTINGS DISTRICT YOUTH COUNCIL MEETING**

Meeting Date: **Wednesday, 13 September 2017**

Time: **3.45pm**

Venue: **Landmarks Room  
Ground Floor  
Civic Administration Building  
Lyndon Road East  
Hastings**

<b>Committee Members</b>	<b>Chair:</b> Grace Peia, HGHS (Chair) Councillor Dixon Rytasha Sekhon, Pelerosse Vaima'a and Hanna Wrigley (HGHS); Bethany Cox, Liam Davies and Rueben Lyndon (Karamu High); Olivia Campbell, Eleanor Matich, Ella Hoogerbrug and Hamish Legarth (Havelock North); Calvin Herbert - <i>Deputy Chair</i> (HBHS); Faith Gill (Flaxmere College); Dylan Bishop (St Johns College); Antonia Richardson (Rudolf Steiner); Samantha Anderson (Sacred Heart); and Max Sharp (EIT)
<b>Officer Responsible</b>	Youth Co-ordinator – Ryan Gardiner (Extn 5029)
<b>Secretary:</b>	Christine Hilton (Extn 5633)

## **Hastings District Youth Council – Terms of Reference 2017**

### **Fields of Activity**

The Hastings District Youth Council is established to be advocating and implementing the voice of youth for the Hastings District.

### **Membership**

Chairman

Deputy Chairperson

1 Councillor appointed by the Council

Maximum of 20 young people between the ages of 15-19 who live or go to school in the Hastings District.

**Quorum** – 9 members Majority rules, but in the event of a tie, the Chairperson has the casting vote.

### **Meeting Frequency**

Fortnightly meetings on a Wednesday from 3:45 – 5.00pm during the school term or when required.

### **Meeting Protocols**

There is no texting or using of cell phones during meetings. All phones must be on silent.

A Chair and Deputy Chair will be elected for 2017.

Members are not allowed to speak out of order or over the meeting Chairperson.

All members should treat each with respect and use appropriate language.

### **Issues Raised**

Issues raised at Hastings Youth Council meetings can be brought to Council through the Youth Co-ordinator.

### **Reporting Requirements**

Minutes will be distributed within 7 days of the Hastings District Youth Council meeting.

### **General Procedures**

Apologies go to the Youth Co-ordinator, the Chair or the Deputy Chair.

Missing more than 2 meetings without notice will mean forfeiting your place on the Youth Council.

### **Delegated Powers**

To make recommendations to the Council on issues affecting youth in the Hastings District.

**HASTINGS DISTRICT COUNCIL**  
**HASTINGS DISTRICT YOUTH COUNCIL MEETING**  
**WEDNESDAY, 13 SEPTEMBER 2017**

**VENUE:** Landmarks Room  
Ground Floor  
Civic Administration Building  
Lyndon Road East  
Hastings

**TIME:** 3.45pm

**A G E N D A**

**1. Apologies**

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

At the close of the agenda no requests for leave of absence had been received.

**2. Confirmation of Minutes**

a) Minutes of the Hastings Youth Council Meeting held Wednesday 16 August 2017.  
*(Copy previously circulated but could not be confirmed at the informal session on 30 August 2017)*

b) Minutes of the Informal Hastings Youth Council Meeting held Wednesday 30 August 2017.  
*(Copy attached for information, no need to formally confirm)*

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**3. Facebook Page Update**

**4. General Business**

**5. Raoul Oosterkamp - Strategic Projects Manager, Economic Growth & Organisation Improvement**

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**6. Youth Council Annual Plan**

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**7. Youth Council Update**

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# *Hastings District Youth Council*



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Lyndon Road East, Hastings 4156

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

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**OPEN**

## **MINUTES** **(Informal Session)**

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### **HASTINGS DISTRICT YOUTH COUNCIL**

Meeting Date: **Wednesday, 30 August 2017**

**Minutes of an Informal Meeting of the Hastings District Youth Council held on  
30 August 2017 at 3.50pm**

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## HASTINGS DISTRICT COUNCIL

### MINUTES OF AN INFORMAL MEETING OF THE HASTINGS DISTRICT YOUTH COUNCIL HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, CIVIC ADMINISTRATION BUILDING, LYNDON ROAD EAST, HASTINGS ON WEDNESDAY, 30 AUGUST 2017 AT 3.50PM

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**PRESENT:** Councillor Dixon  
Liam Davies and Rueben Lyndon (Karamu High); Eleanor Matich (Havelock North); Dylan Bishop (St Johns); Antonia Richardson (Rudolf Steiner); Samantha Anderson (Sacred Heart); and Max Sharp (EIT)

**IN ATTENDANCE:** Youth Co-ordinator (Ryan Gardiner)  
Committee Secretary (Annette Murdoch)

#### 1. APOLOGIES

The following apologies for absence were noted from the Youth Council members:

Chair, Grace Peia (HGHS), Ella Hoogerbrug, Olivia Campbell, Hamish Legarth (Havelock North), Hannah Wrigley (HGHS), Bethany Cox (Karamu High), Faith Gill (Flaxmere College) and Calvin Herbert, Deputy Chair (HBHS) be accepted.

Due to lack of a quorum the meeting was declared informal.

Councillor Dixon welcomed members and commenced the informal session.

#### 2. CONFIRMATION OF MINUTES

The Minutes of the previous Youth Council meeting held on Wednesday 16 August 2017 could not be confirmed due to the lack of a quorum. These minutes will be addressed at the next meeting.

#### 3. FACEBOOK PAGE UPDATES

Members advised they did not have access to the Facebook page as it appeared to be not working properly. The Youth Co-ordinator, Ryan Gardiner, advised he would look into the issue.

Members enquired as to what was happening with the 'bios' – it may now be too late in the year to worry about completing these for the group's Facebook page.

Members in attendance were disappointed in the lack of commitment by some current Youth Council members. It seemed some members were not taking the Youth Council meetings seriously enough and were not turning up.

Members to make recommendations to Ryan Gardiner to assist in planning for the 2018 Youth Council.

#### 4. GENERAL BUSINESS

The Science Technology Fair prizegiving was being held at EIT on Thursday 31 August 2017.

The local MP debate was being held at Karamu High School, Thursday 7 September at 6.00pm – students were being encouraged to attend.

#### 5. YOUTH COUNCIL ANNUAL PLAN

**Youth Speakers Series** – Eleanor Match updated the Youth Council on the Youth Speaker Series involving Karl Wairama and Dane Fletcher. Youth Councillors are to assist in coming up with a theme.

**Youth Potential Awards** – Ryan Gardiner advised that a motivational speaker had been organised, however a MC was still required for the Awards. Max Sharp and Liam Davies have volunteered to assist.

**Colour Fun Run** – Organisation for the run was coming along after a slow start. Reuben advised that the hire of portaloos from Hire Pool had been quoted at a discounted price of \$1,000 for 100 loos. Youth Council had already donated \$1,500 to the event so a further \$1,000 would need to be found in order to hire the portaloos.

**Shop Trading on Easter Sunday** – Councillor Dixon requested feedback from Youth Council members regarding shops in the Hastings District being able to open on Easter Sunday. This was an item that required a Council decision at its 31 August 2017 meeting. After discussion the Youth Council members voted 5 votes for Option 1 the status quo and 2 votes for Option 2 where shop owners were allowed to open if they wished to.

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The meeting closed at 4.35pm

Confirmed:

Chairman:

Date:



**REPORT TO: HASTINGS DISTRICT YOUTH COUNCIL**

**MEETING DATE: WEDNESDAY 13 SEPTEMBER 2017**

**FROM: YOUTH CO-ORDINATOR  
RYAN GARDINER**

**SUBJECT: RAOUL OOSTERKAMP - STRATEGIC PROJECTS  
MANAGER, ECONOMIC GROWTH & ORGANISATION  
IMPROVEMENT**

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## **1.0 SUMMARY**

- 1.1 The purpose of this report is to introduce Raoul Oosterkamp from the Hastings District Council to the Youth Council.
- 1.2 Raoul is the Strategic Projects Manager at the Hastings District Council and is involved in the planning and implementation of the Hastings City Centre Vibrancy Plan.
- 1.3 The Hastings City Centre Vibrancy Plan is an action-focused annual plan that complements the Hastings City Centre Strategy, with the main focus areas being; more people, more business, & more support.

## **2.0 RECOMMENDATION**

**That the report of the Youth Co-ordinator titled “Raoul Oosterkamp – Strategic Projects Manager, Economic Growth & Organisation Improvement” dated 13 September 2017 be received.**

### **Attachments:**

There are no attachments for this report.



**REPORT TO:** HASTINGS DISTRICT YOUTH COUNCIL  
**MEETING DATE:** WEDNESDAY 13 SEPTEMBER 2017  
**FROM:** YOUTH CO-ORDINATOR  
RYAN GARDINER  
**SUBJECT:** YOUTH COUNCIL ANNUAL PLAN

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**Item 6**

**1.0 SUMMARY**

- 1.1 The purpose of this report is to provide an update on the Youth Council Annual Plan 2017 (the Plan).
- 1.2 Any updates from project leads will be reported to the Youth Council.

**2.0 RECOMMENDATION**

**That the report of the Youth Co-ordinator titled “Youth Council Annual Plan” dated 13 September 2017 be received.**

**Attachments:**

1 Annual Plan

COP-09-02-17-837



# HASTINGS DISTRICT YOUTH COUNCIL ANNUAL PLAN 2017

March 2017



Prepared by JMP Consulting 

Item 6

Attachment 1

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## Introduction

This is the Annual Plan that the 2017 members of the Hastings District Youth Council hope to achieve over the year.

On 10 March 2017, members of the Youth Council attended a workshop based around planning for 2017 and created the Hastings District Youth Council Annual Plan 2017.

In the lead-up to the workshop, all members were asked to consider the 'legacy' they would like to leave at the end of their time on Youth Council 2017. This encouraged a focus on outcomes and results, against which to identify activities and actions for the Annual Plan.

## The Role of Youth Council

The Youth Council's role is to:

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

## Youth Council 2017 Goals

Through the workshop, key themes and related goals emerged and provide a frame of reference for all activities in this plan. They are:

- 1) **Celebrating Our Achievements** – That achievements by Hastings district youth are recognised and celebrated
- 2) **Empowering Through Knowledge** - Gathering and sharing information to create positive outcomes for youth
- 3) **Inspirational Youth Voices** - Young leaders to inspire youth across the district to choose positive lifestyles.

## Youth Council 2017 Members

- Grace Peia
- Rytasha Sekhon
- Pelerosé Vaima'a
- Hanna Wrigley
- Liam Davies
- Reuben Lyndon
- Bethany Cox
- Olivia Campbell
- Eleanor Matich
- Ella Hoogerbrug
- Hamish Legarth
- Calvin Herbert
- Faith Gill
- Dylan Bishop
- Antonia Richardson
- Samantha Anderson
- Max Sharp

## Process: Getting Input into the Plan

### **Step 1: At the start of their retreat Youth Council members were asked to think about their legacy for Youth Council 2017**

- The point of this exercise was to get members thinking about what they wanted to be remembered for from their time on Youth Council and the outcomes they wanted to achieve for Hastings.

### **Step 2: The members then participated in activities that encouraged their creative thinking while keeping their legacy in mind**

- Getting to know each other exercise
- Inspiring video.

### **Step 3: The activities that Youth Council members were already committed to participating in were mapped into the plan**

- Mixers with the Councillors
- Youth Potential Awards
- Council induction tour.

### **Step 4: Small Group Action Planning**

- Members discussed what they wanted to be remembered for
- Members identified key themes
- Members identified goals, based on the key themes
- Members identified actions and activities that would help them achieve the goals.

### **Step 5: Agreement to Key Actions and Activities**

- Members discussed each group's input
- Key themes, actions and activities were identified and agreed
- Responsibilities such as Project Leads and timeframes were identified.

### **Step 6: Draft Annual Plan**

- A draft plan was circulated to confirm activities, responsibilities, timeframes, resourcing, success measures and monitoring and reporting.

### **Step 7: Finalise Annual Plan**

- The Annual Plan was adopted by Youth Council.

## 2017 Planned Activities

#	Activity Description	Theme	Project Leads	Date Completed
1	Promotion of Youth Council	Celebrating Our Achievements	Antonia, Olivia, Hannah, Rytasha	ongoing
2	Mixers with Councillors	N/A	Ryan	18/05
3	Youth Engagement	Empowering Through Knowledge	Dylan, Max, Ella, Liam	
4	Council Induction Tour	N/A	Ryan	26/05
5	Inspiring Youth Speaker Series and Workshops -	Inspirational Youth Voices	Ellie, Dylan, Rytasha, Sam, Rose	
6	Youth Potential Awards	Celebrating Our Achievements	ALL	
8	Charity Event – Colour Run	Suicide Awareness	Hanna, Bethany, Olivia, Reuben	

## Activity Responsibilities

Project leads have been identified for all activities and as agreed, all Youth Council members will be involved in and contribute to every activity. Responsibilities are set out below:

**Project Leads:** These people have the responsibility of ensuring that the proposed activity is completed:

- Responsible for the team in activity meetings
- Must report directly to the Youth Coordinator on the activity and on behalf of other team members
- All communications (emails) must be directed to the Project Leads.

**Working Party:** Consists of all other Youth Council members who are not the Project Leads:

- To provide support and assistance to the Project Leads to complete the project
- Members must do all they can to ensure they attend activity meetings and events.

## Monitoring and Reporting

The Youth Coordinator will review the Annual Plan after every Youth Council meeting. Project Leads will enter details into the 'evaluation' section of their activity once it is completed. They will describe the successes and/or challenges of each activity and refer to the performance measures. This information will be reviewed by the Youth Coordinator before being finalised in the plan.



## Appendix A: Activity Details



March	
<b>Activity 1</b>	<b>Promotion of Youth Council</b>
Theme	Celebrating Our Achievements
Budget	N/A
Project Leads	Antonia, Olivia, Hannah, Rytasha
Event Date	Social Media Strategy to be developed and finalised in March, including a calendar for Facebook posts. Ongoing implementation throughout the year.
Potential Partners	HDC Communications Team
Description	<p>Development of a Social Media Strategy, which considers:</p> <ul style="list-style-type: none"> <li>• Key messages for promotion</li> <li>• Channels for communication, including social media, internet, newsletters and other youth appropriate methods</li> <li>• Protocols for clearance of posts on Council-related sites or channels</li> <li>• Success stories to celebrate local youth achievements.</li> </ul>
Performance Measures	<ul style="list-style-type: none"> <li>• Number of likes for Youth Council Facebook page</li> <li>• Facebook page engagement</li> <li>• Number of applicants for Youth Council 2018</li> </ul>
Evaluation	<i>[Narrative of effectiveness of activity to be provided throughout year]</i>

April	
<b>Activity 2</b>	<b>Councillor Q&amp;A</b>
Budget	N/A
Project Lead	Ryan
Event Date	18 <sup>th</sup> of May, 11:15am – 12:30pm
Potential Partners	Hastings District Councillors
Description	Attendance required by Youth Council for an introduction mixer with the Councillors
Performance Measures	N/A
Evaluation	N/A

<b>Activity 3</b>	<b>Youth Engagement</b>
Theme	Empowering Through Knowledge
Budget	TBC
Project Leads	Dylan, Max, Ella, Liam
Event Date	Project Plan for youth engagement activities to be developed in April and implemented throughout the year, to increase the youth voice across the district.
Potential Partners	Hawkes Bay District Health Board (drinking culture and sexual health), Police (driving culture), Employers/Service Providers (employment)
Description	Development and implementation of a Project Plan which will include: <ul style="list-style-type: none"> <li>• Surveys that aim to inform a range of social development topics including those that relate to drinking, driving, sexual health, employment opportunities and the life skills of young people</li> <li>• Programme of discussions in schools, including at assemblies and with student representatives, to gather information using the base survey questions</li> <li>• Key dates for face to face engagement and online engagement, which includes distribution and promotion of the surveys</li> <li>• The preferred approach to analyse and disseminate the information for use by key organisations and agencies</li> <li>• Incentives to ensure completion of the surveys.</li> </ul>
Performance Measures	<ul style="list-style-type: none"> <li>• Number of participants who complete surveys</li> <li>• Organisations who partner with Youth Council</li> <li>• Utilisation of the analysis by organisations.</li> </ul>
Progress	<p>The Youth Engagement team want to make part-time employment more attainable for youth, particularly students, within the Hastings District. They believe the life skills and experience that students gain through employment will put them in a better position for their post-school career.</p> <p>The team has approached schools to gauge their interest in supporting their plan which involves;</p> <ul style="list-style-type: none"> <li>- meeting with high school students to discuss their thoughts on student employment,</li> <li>- organising employment workshops for high school students.</li> </ul>

May	
<b>Activity 4</b>	<b>Council Induction Tour</b>
Budget	N/A
Project Lead	Ryan
Event Date	26 <sup>th</sup> May, 8:00am – 2:00pm
Potential Partners	Hasting District Council
Description	Attendance is required by Youth Council members
Performance Measures	N/A
Evaluation	N/A

<b>Activity 5</b>	<b>Inspiring Youth Speaker Series and Workshops</b>
Theme	Inspirational Youth Voices
Budget	TBC
Project Leads	Ellie, Dylan, Rytasha, Sam, Rose
Event Date	Speaker and workshop series to be developed and finalised by end May and to be implemented throughout June, July, August and September.
Potential Partners	Karl Wairama, Tu Ake Academy
Description	<p>A Project Plan will be developed to implement a programme of speakers and workshops to inspire local youth. The series will focus on young speakers who are relatable, who have relevant experiences (e.g. drink driving, building resilience) and who may encourage and inspire young people to change their lifestyles and make better choices. It will include a workshop with a specific focus on employment, with practical advice on CV and cover letter support, interview skills and motivation.</p> <p>The Project Plan will set out timeframes and responsibilities for:</p> <ul style="list-style-type: none"> <li>• Identifying and arranging speakers and venues</li> <li>• Contacting, confirming and managing attendees</li> <li>• Arranging catering if needed</li> <li>• Promoting events on social media</li> <li>• Any relevant administration such as Safety Action Plans, resources and the like.</li> </ul>
Performance Measures	<ul style="list-style-type: none"> <li>• Number of attendees at the series</li> <li>• Participant Evaluation Forms (Survey Monkey)</li> </ul>
Progress	<ul style="list-style-type: none"> <li>- Members of this group have decided to collaborate with Karl Wairama and the Tu Ake Academy to put on an event at the end of the year.</li> <li>- The aim of this event is to engage local influencers, to showcase the Districts' Youth and tell their stories.</li> </ul>

Note: Please see Activity 8 Charity Event on page 10 below regarding requirements for a Project Plan to be developed in May.

Item 6

Attachment 1

June	
<b>Activity 6</b>	<b>Youth Potential Awards</b>
Theme	Celebrating Our Achievements
Budget	TBC
Project Leads	ALL YOUTH COUNCIL MEMBERS
Event date	TBC
Potential Partners	Hastings District Council, Zeal
Description	Supporting the delivery of the Youth Potential Awards
Performance Measures	<ul style="list-style-type: none"> <li>• Involvement in the delivery of the Youth Potential Awards</li> </ul>
Evaluation	N/A

September	
<b>Activity 8</b>	<b>Charity Event</b>
Theme	Inspirational Youth Voices
Budget	TBC
Project Leads	Hanna, Olivia, Bethany, Reuben
Event date	Project Plan to be completed by end of May, with the event to occur in September.
Potential Partners	Youth Council of Napier, Mark Wilson (ZEAL)
Description	<p>Development of a Project Plan, which delivers a charity event such as a colour run. The event will be attended by youth and the money raised will go back to youth across the district, potentially towards the 2018 Youth Potential Awards.</p> <p>While Youth Council will deliver this event, partners may be identified during the development of the Project Plan.</p> <p>The Project Plan is to include:</p> <ul style="list-style-type: none"> <li>• Purpose of the event</li> <li>• Intended outcomes</li> <li>• Scope for the event</li> <li>• Resources</li> <li>• Timeframes</li> <li>• Tasks</li> <li>• Responsibilities</li> <li>• Communications plan</li> </ul>
Performance Measures	<ul style="list-style-type: none"> <li>• Youth participation in the event</li> <li>• Contribution to a charity</li> </ul>
Evaluation	- Hanna has been in contact with the Youth Council of Napier (YCON) and discussion has started around location and budget for the event.

<b>October</b>	
<b>Activity 2</b>	<b>Mixers with Councillors</b>
Budget	N/A
Project Lead	Ryan
Event Date	TBC
Potential Partners	Hastings District Councillors
Description	Attendance required by Youth Council for an introduction mixer with the Councillors
Performance Measures	N/A
Evaluation	N/A





**REPORT TO: HASTINGS DISTRICT YOUTH COUNCIL**  
**MEETING DATE: WEDNESDAY 13 SEPTEMBER 2017**  
**FROM: YOUTH CO-ORDINATOR**  
**RYAN GARDINER**  
**SUBJECT: YOUTH COUNCIL UPDATE**

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- 1.1 The purpose of this report is to provide an update on Youth Council activities to date.
- 1.2 Since the last meeting (30 August) the Youth Council have been progressing well towards completing two of our major activities from the Annual Plan.
- 1.3 The first of these is the Charity Event: "What do you live for? - Colour Fun Run" which has sold out (800 participants). This is being held at Napier's Marine Parade on Sunday, 10 September.
- 1.4 The second activity is being organised through the 'Inspiring Youth' project team.  
  
"Resilience `17: A youth led event to address issues effecting youth in Hawke's Bay. Our aim is to present relevant issues facing youth, to share their creative resilience strategies and inspire Hawkes Bay Leaders to support youth resilient strategies and create resilience based policies".  
  
This event will be held on Thursday, 12 October, 6pm-7pm, at the Hawke's Bay Opera House.
- 1.5 Other activities and actions to be delivered will be discussed through the Annual Plan Update report to this meeting.

## **2.0 RECOMMENDATION**

**That the report of the Youth Co-ordinator titled "Youth Council Update" dated 13/09/2017 be received.**

### **Attachments:**

There are no attachments for this report.