

# Hastings District Youth Council



Civic Administration Building  
Lyndon Road East, Hastings

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## OPEN AGENDA

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### HASTINGS DISTRICT YOUTH COUNCIL MEETING

Meeting Date: **Wednesday, 27 September 2017**

Time: **3.45pm**

Venue: **Council Chamber  
Ground Floor  
Civic Administration Building  
Lyndon Road East  
Hastings**

<b>Committee Members</b>	<b>Chair:</b> Grace Peia, HGHS (Chair) Councillor Dixon Rytasha Sekhon, Pelerosé 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, 27 SEPTEMBER 2017**

**VENUE:** Council Chamber  
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**

Minutes of the Hastings Youth Council Meeting held Wednesday 13 September 2017.

**1**

**3. Facebook Page Update**

**4. General Business**

**5. Youth Council Update**

**7**

**6. Youth Council Annual Plan**

**9**



# *Hastings District Youth Council*



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**OPEN**

## **MINUTES**

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### **HASTINGS DISTRICT YOUTH COUNCIL**

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

**Minutes of a Meeting of the Hastings District Youth Council held on  
Wednesday, 13 September 2017 at 3.45pm**

**Table of Contents**

<b><u>Item</u></b>	<b><u>Page No.</u></b>
1. Apologies	1
2. Confirmation of Minutes	1
6. Youth Council Annual Plan	2
5. Raoul Oosterkamp - Strategic Projects Manager, Economic Growth & Organisation Improvement	2
6. Youth Council Annual Plan (Cont'd)	2
7. Youth Council Update	3
3. Facebook page updates	3
4. General Business	3

## HASTINGS DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE HASTINGS DISTRICT YOUTH COUNCIL HELD IN THE LANDMARKS ROOM, GROUND FLOOR, CIVIC ADMINISTRATION BUILDING, LYNDON ROAD EAST, HASTINGS ON WEDNESDAY, 13 SEPTEMBER 2017 AT 3.45PM

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**PRESENT:** Chair: Grace Peia (HGHS)  
Rytasha Sekhon, Pelerosse Vaima'a and Hanna Wrigley (HGHS); Bethany Cox and Liam Davies (Karamu High); Eleanor Matich, Ella Hoogerbrug and Hamish Legarth (Havelock North); Dylan Bishop (St Johns); Antonia Richardson (Rudolf Steiner); and Max Sharp (EIT)

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

**ALSO PRESENT:** Strategic Projects Manager (Raoul Oosterkamp)

#### 1. APOLOGIES

Liam Davies/Hamish Legarth

**That an apology for absence from Councillor Dixon, Rueben Lyndon (Karamu High) and Samantha Anderson (Sacred Heart), be accepted.**

**CARRIED**

#### 2. CONFIRMATION OF MINUTES

Eleanor Matich/Ella Hoogerbrug

**That the minutes of the Hastings Youth Council Meeting held Wednesday 16 August 2017 be confirmed as a true and correct record and be adopted.**

**CARRIED**

Note: The Minutes of the Meeting held on Wednesday, 16 August 2017 had not been able to be confirmed at the following meeting (30 August) as that was an Informal Session, due to the lack of a quorum.

That the Minutes of the Informal Meeting held on Wednesday, 30 August 2017 be received for information.

*Item 6 was taken out of order.*

## 6. YOUTH COUNCIL ANNUAL PLAN

(Document 17/902)

Youth members reported that the Colour Run went well with a good turnout, good music and was well organised. The event had the potential to grow in numbers.

## 5. RAOUL OOSTERKAMP - STRATEGIC PROJECTS MANAGER, ECONOMIC GROWTH & ORGANISATION IMPROVEMENT

(Document 17/901)

Raoul Oosterkamp, Strategic Projects Manager, Economic Growth & Organisation Improvement gave a powerpoint presentation on the CBD Vibrancy Action Plan. He outlined possible future plans that Council hoped to achieve over time in the City Centre.

The Hastings City Business Association are keen to hear ideas from Youth Council members. Members to pass any ideas onto Ryan Gardiner who will then communicate with the Hastings City Business Association.

Antonia Richardson/Max Sharp

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

**CARRIED**

*Rytasha Sekhon left the meeting at 4.30pm*

*Raoul Oosterkamp left the meeting at 4.30pm*

## 6. YOUTH COUNCIL ANNUAL PLAN (CONT'D)

(Document 17/902)

Dylan Bishop reported he had attended a meeting for the Taiwhenua event planned for 9<sup>th</sup> October. Youth Council members are encouraged to get involved and help out on the night. Eleanor and Antonia to communicate with Karl Wairama.

Liam Davies advised he had emailed all schools, however had not received any response, Ryan Gardiner to assist and talk with school leaders.

Youth Potential Awards were being held 11<sup>th</sup> October – members to wear their uniforms to the event. Possible guest speaker, Miss Universe New Zealand, was to be confirmed.

Eleanor Matich/Antonia Richardson

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

**CARRIED**



**7. YOUTH COUNCIL UPDATE**

(Document 17/904)

Max Sharp/Ella Hoogerbrug

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

**CARRIED**

**3. FACEBOOK PAGE UPDATES**

The Youth Council Facebook page needed some posts. Early voting information had been put on the page. During the coming week members are to post information on: Zeal, Festival for the Future, Youth Council, Stuff Coming Up, Colour Run and Blossom Parade.

**4. GENERAL BUSINESS****Youth Council Meetings**

It was confirmed that the Youth Council meeting scheduled for 25 October 2017 would still go ahead.

The Youth Council meeting scheduled for 8 November 2017 will be cancelled.

Dates for the final 2017 Youth Council meeting and a meeting with the Hastings District Council councillors are to be confirmed.

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The meeting closed at 4.57pm

Confirmed:

Chairman:

Date:



**REPORT TO:** HASTINGS DISTRICT YOUTH COUNCIL  
**MEETING DATE:** WEDNESDAY 27 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 (13 September) the Youth Council have focussed on delivering the following activities as outlined in the Annual Plan: Youth Potential Awards and the Youth Speakers event (Resilience '17).
- 1.3 Information regarding the Youth Potential Awards has been sent to service providers that the Council supports, as well as to the Youth Councillors. From this we hope to get some nominations of young people to be acknowledged on the night. A more formal invitation for nominations will be sent out shortly.
- 1.4 The organisation of the Resilience '17 event is also being finalised. Max Sharp will be an MC for the night, and Antonia Walford and Ellie Matich are going to speak at the event.
- 1.5 Further updates will be discussed through the Annual Plan update.

## 2.0 RECOMMENDATION

**That the report of the Youth Co-ordinator titled "Youth Council Update" dated 27/09/2017 be received.**

### **Attachments:**

There are no attachments for this report.



**REPORT TO:** HASTINGS DISTRICT YOUTH COUNCIL  
**MEETING DATE:** WEDNESDAY 27 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 27 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

Contents

Introduction..... 3

The Role of Youth Council ..... 3

Youth Council 2017 Goals..... 3

Youth Council 2017 Members ..... 3

Process: Getting Input into the Plan..... 4

2017 Planned Activities ..... 5

Activity Responsibilities ..... 5

Monitoring and Reporting..... 5

Appendix A: Activity Details ..... 6

## 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>

<b>May</b>	
<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.

<b>June</b>	
<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