
Thursday, 30 July 2020

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council

Hastings District Youth Council Meeting

Kaupapataka

Open Agenda

Te Rā Hui:
Meeting date: **Thursday, 30 July 2020**

Te Wā:
Time: **3.45pm**

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

Te Hoapā:
Contact: **Democracy and Governance services
P: 06 871 5000 | E: democracy@hdc.govt.nz**

Te Āpiha Matua:
Responsible
Officer: **Acting Group Manager: Community Wellbeing & Services -
Dennise Elers**

**Watch Council meetings
streamed live on our website
www.hastingsdc.govt.nz**

Hastings District Youth Council – Terms of Reference 2020

The purpose of the Hastings District Youth Council (Youth Council)

The Hastings District Council recognises the positive contribution young people make to a strong, diverse, resilient and inclusive community. The Hastings District Youth Council is a vehicle in which young people can be actively engaged in local government planning and decision making relating to their city.

The Youth Council is responsible for creating dynamic engagement opportunities for young people to participate in, be heard and be involved in community activities and government decisions.

The Youth Council's objective is to canvas youth opinions on a range of topics, to then advocate and implement changes on behalf of the young people in Hastings.

Membership

The Youth Council is made up of 19 young people who live, work, and/or attend school in the Hastings District. Members can be aged between 15 and 21 years of age.

Youth Council membership is for a period of one year running from February to December. Applications can be made to the Youth Connector to continue as a Youth Council member for consecutive years.

Recruitment and Selection of Youth Council Members

Recruitment for Youth Council members runs January- February each year through local high schools, youth services and community groups, the Hastings District Council website and various social media accounts.

All applications must be submitted via the Hastings District Council's website. A shortlist of candidates is created, with those applicants asked to attend a 10 minute interview. The selection panel is made up of HDC Youth Development staff, a Councillor, and a young person under the age of 25.

Commitments of Youth Council members

Youth Council members are required to

- Attend a Youth Council Training and Planning event, held at the beginning of the year. (After the Council members have been selected).
- Elect members to take on leadership positions such as (but not limited to) the Chair and Deputy Chairperson of the Youth Council for that year.
- Contribute to the Youth Council Annual Plan – that details the focus of the group and their activities for the year.
- Attend all official Youth Council meetings – held fortnightly on Wednesdays at Hastings District Council's main offices, with every second meeting being an informal meeting.
- Submit formal reports detailing their actions as a Youth Council member each month at the official Youth Council meetings.
- Attend other informal meetings throughout the year to work on upcoming projects – Members will be given no less than 2 weeks' notice of informal meetings.
- Attend Hastings District Council meetings for presentations as and when required – Members will be given no less than 4 weeks' notice of these presentations.
- Attend and support all youth, community and Council events determined in the Annual Plan and by the Youth Council as a whole.

Meetings:

Youth Council meetings are held at the Hastings District Council, from 3.45 to 5.30pm.

Meetings will continue as scheduled if they fall in the school holidays. It is expected that members will attend these meetings unless they tender their apologies.

The Youth Connector and a Hastings District Councillor, acting as a Council Liaison, will attend all official Youth Council meetings.

Youth Council Roles and Responsibilities

Chairperson:

- The Chairperson chairs each meeting and ensures everyone contributes to the discussion and that the views of young people from the whole district are considered when decisions need to be made.
- Keeps meetings, projects, planning and submission processes on track.
- Delegate's responsibilities to members, follows up and ensure the work gets done.
- Acts as the contact person for the Youth Council for the public, the media, and Council.
- Represents the Youth Council at public forums as required.
- Works with elected Youth Council members to manage the official Youth Council social media accounts.
- Takes action if members repeatedly do not attend meetings or deliver on actions they say they will undertake.

Deputy Chairperson:

- Works closely with, and provides support to the Chairperson.
- Will take over the Chair's responsibilities for running the meetings as required.
- Will represent the Youth Council at public forums as required.
- Works with elected Youth Council members to manage the official Youth Council social media accounts.

Social Media Team Responsibilities:

- Works closely with each other, the Chairperson and the Deputy Chairperson to actively drive traffic to the official Hastings Youth Council social media accounts.
- All posts are to be deemed appropriate under the official Youth Council Social Media Guidelines.
- To answer all comments and questions made on social media accounts in a timely and appropriate manner.
- To report anything of a concerning nature to the Youth Connector immediately.
- To promote the Youth Council activities, and activities/events and campaigns endorsed by Youth Council.
- Submit a monthly report detailing engagement.

Youth Council members' Responsibilities:

- Attend meetings appropriately prepared, including submitting their official monthly report of engagements and activities as a Youth Council member.
- Actively consult with your schools, community groups, and young people to find out what they need, want or are concerned about and bring this information to the Youth Council meetings.

- Support and promote Youth Council activities, events and campaigns and those endorsed by Youth Council.
- Participate in training opportunities as they arise.
- To take up leadership and teamwork opportunities to ensure Youth Council activities, events and campaigns are delivered successfully and to determined deadlines.

Meeting Process:

Formal meetings are used for:

- Planning and scheduling Youth Council projects.
- Discussing issues that are affecting young people in the Hastings Community.
- Presentations and consultancy from external parties.
- Decision making about Youth Council participation and endorsement of community activities.
- Decision making about Youth Council events or projects.

Decision making:

Decision making will follow Council's basic Standard Order process:

- Someone will need to move (propose) a recommendation – which then becomes a Motion;
- Someone will second the Motion, then;
- All members will vote on the Motion. If the Majority of members agree with the decision it is then carried (confirmed) and recorded as a Decision.
- If members cannot agree on a Decision, the Chairperson will have the deciding vote.

Quorum:

A minimum of half of the Youth Council members must attend the meeting for it to proceed, 10 people make a quorum.

Agendas and minutes

A final agenda (approved by the chairperson) is to be sent out to all members and Council representatives at least two working days prior to the meeting.

Official agendas and minutes will be produced by the Hastings Council's Democracy and Governance support team. Agendas and any attachments will be emailed to members a week before meetings. Minutes will be emailed to members no more than a week after official meetings.

Apologies:

If a member is unable to attend an official Youth Council meeting they must tender their apologies to the Chairperson, the Youth Connector or the Democracy and Governance Advisor looking after the Youth Council no later than a week before the meeting.

It is expected the member will still submit their monthly report, detailing their activities related to Youth Council.

Missing more than 2 official meetings in a row without tendering apologies will result in the member forfeiting their place on the Youth Council.

Thursday, 30 July 2020

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council: Hastings District Youth Council Meeting

Kaupapataka

Open Agenda

Heamana

Chair: Sophie Jones (Karamu High School)

Tawhirimakea Karaitiana and Tiaki Mildon (E.I.T.); Charlene Fun-nell, Thea Morton, Romona Wainohu, Keelan Heesterman, Brooke Hemmings and Ondre Hapuku-Lambert (Deputy Chair) (Karamu High School); Lucas d'Arbois de Jubainville and Finley Robert Duncan (Lindisfarne College); Olivia Omur-Mackenzie, Zoe Smith and Eva Harper (Hastings Girls High School); Matilda Ellis (Woodford House); Sam Wixon (HNHS); Louis Gaffaney (St Johns College); Daisy Hill (Iona); and Janicka Tei (Taradale High)

Nga mema o te Komiti

Committee

Members:

Council Liaison - Councillor Wendy Schollum

Tokamatua:

Quorum:

10 members

Apiha Matua

Officer

Responsible:

Acting Group Manager: Community Wellbeing & Services - Dennise Elers

Te Rōpū Manapori me

te Kāwanatanga

Democracy &

Governance

Services:

Christine Hilton (Extn 5633)

Te Rārangi Take

Order of Business

Apologies & Leave of Absence – *Ngā Whakapāhatanga me te Wehenga ā-Hui*

- 1.0** 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.
-

Confirmation of Minutes – *Te Whakamana i Ngā Minitī*

- 2.0** Minutes of the Hastings Youth Council Meeting held Wednesday 29 July 2020.
(Previously circulated)
-

3.0 Facebook Page Update

4.0 General Business

5.0 HDC Youth Council Upcoming Events **9**

6.0 HDC Youth Council Updates **11**

7.0 Active Transport Group Sub-committee Youth Representative **45**

Thursday, 30 July 2020

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council: Hastings Youth Council Meeting

Item 5

Te Rārangi Take

Report to Hastings District Youth Council

Nā:
From: **Pip Dixon, Youth Connector**

Te Take:
Subject: **HDC Youth Council Upcoming Events**

1.0 PURPOSE AND SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

- 1.1 The purpose of this report is to table 3 events that the Youth Council may choose to support and attend;
- Combined Hastings, Regional & Napier Youth Councils.
 - Blossom Parade.
 - Rainbow dash.

2.0 Background – Te Horopaki

Combined meeting between NCC Youth Council, HBRC Youth Council and HDC Youth Councils

- 2.1 The Youth Council have received an invitation from Jake Brookie from the Hawke's Bay Regional Council. The purpose is to discuss climate change and the proposed "Climate Camp". This will be held at the Napier Aquarium on Wednesday 26th August at 4pm. If the youth councillors arrive early they will be given a free tour of the Aquarium.

Blossom Parade

- 2.1.1 The youth council has received an invitation from Tanya Jackson, HDC Event Manager. To participate in the Hastings District Blossom Parade to be held on 12th September. Also to help decorate the HDC Float and be part of the parade, the theme is "Flower Power" 60's inspired.

Rainbow Dash

- 2.2 The Youth Council held a discussion on the 14th July around hosting a colour run charity event however there is an identical event already organised for later in the year, called the Rainbow Dash.
- 2.2.1 It is proposed that the Youth Council support, promote and attend the Rainbow Dash, to be held at the Hastings Sports Park on the 28th November 2020 from 10am-2pm. Further details to come i.e. ticket prices. Proposed promotion through the Youth Council Facebook and other media.

3.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) That the Youth Council receives the report titled HDC Youth Council Upcoming Events.
- B) That the youth council support and attend all three events.

Attachments:

There are no attachments for this report.

Thursday, 30 July 2020

Te Hui o Te Kaunihera ā-Rohe o Heretaunga
Hastings District Council: Hastings Youth Council Meeting

Item 6

Te Rārangi Take

Report to Hastings District Youth Council

Nā:
From: **Pip Dixon, Youth Connector**

Te Take:
Subject: **HDC Youth Council Updates**

1.0 PURPOSE AND SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

- 1.1 The purpose of this report is to provide updates to the Hastings District Youth Council on the implementation of the Youth Council Annual Plan through the Sub-committees.
- 1.2 Annual plan updates from each committee, update on the activities, key priority areas and progression through the annual plan. Update from Daisy Hill – Chairperson, Health & Diversity Committee, Louis Gaffney – Chairperson, Art, Culture & Comms Committee, Janicka Tei – Chairperson, Rangatahi Co-Lab Committee, Sophie Jones – Chairperson, Environmental Committee.
- 1.3 To provide an update on Youth Council’s meeting with Mayor Sandra Hazlehurst – Sophie Jones.
- 1.4 To provide an update to the Youth Council on two current projects;
 - 1.4.1 Candidate debate – 28th August 2020 – Karamu High School- Keelan Heesterman.
 - 1.4.2 Youth Space webpage – ongoing development, Mark Henderson, HDC Digital Communications Advisor.
- 1.5 To provide an update to the Youth Council on council sub-committees; Matilda Ellis - Eco-Council, Keelan Heesterman - District Development, Finley Duncan - Greater Communities if the committee has met.

2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

A) That the Youth Council receives the report titled HDC Youth Council Updates.

Attachments:

- | | | |
|--|---|-------------------------|
| <p>1 </p> | <p>Community Groups, Programmes, Funding or
Events - Youth - Youth Council - Youth Council
Annual Plan 2020</p> | <p>COP-09-02-20-981</p> |
|--|---|-------------------------|



2020 HASTINGS YOUTH COUNCIL Annual Plan

Item 6

Attachment 1

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Item 6

Attachment 1

WHAT IS HASTINGS YOUTH COUNCIL?

SUMMARY

The Hastings District Council recognises the positive contribution young people make to a strong, diverse, resilient and inclusive community. The Hastings Youth Council is a vehicle in which young people can be actively engaged in local government planning and decision making relating to their city.

The Youth Council is responsible for creating dynamic engagement opportunities for young people to participate in, be heard and be involved in community activities and government decisions.

The Youth Council's objective is to canvas youth opinions on a range of topics, to then advocate and implement changes on behalf of the young people in Hastings.

BACKGROUND AND RECRUITMENT

The Hastings Youth Council represents the voices of young people in Hastings and provides valuable input to Council on the needs of young people.

Positions for the Hastings Youth Council are advertised annually in February/March through local high schools, community groups, Facebook and at Council facilities.

Applications are made online through the Hastings District Council website. When submissions are closed the applications are reviewed by a panel made up of Hastings District Council Youth Development staff and the Councillor appointed to the Youth Council.

Applications were open to youth aged 15–21 years who live, work or attend school within the Hastings District.

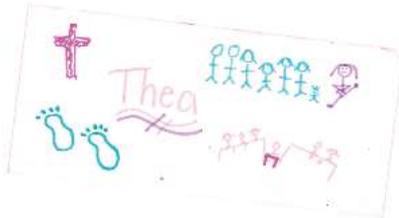
The 2020 recruitment process included an online application questionnaire as well a short video answering some key questions .

This year Youth Council is made up of 19 rangatahi, six of which are returning members.

WHO ARE THE YOUTH COUNCILLORS?

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Thea Morton
Karamu High School

Daisy Hill
Iona College



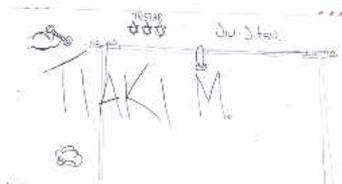
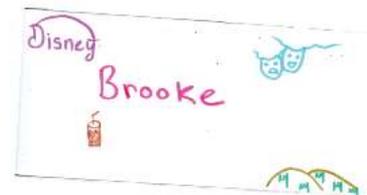
Lucas d'Arbois de Jubainville
Lindisfarne College

Charlene Fun-nell
Karamu High School



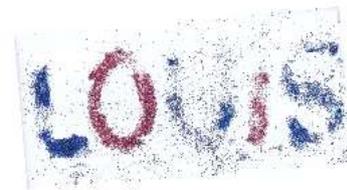
Finley Robert Duncan
Lindisfarne College

Brooke Hemmings
Karamu High School



Tiaki Mildon
Eastern Institute Of Technology

Louis Gaffney
St John's College



Romona Wainohu
Karamu High School

Olivia Omur-Mackenzie
Hastings Girls' High School



Sophie Jones
Karamu High School



Janicka Tei
Taradale High School



Matilda Ellis
Woodford House



Tawhirimakea Karaitiana
Eastern Institute Of Technology



Eva Harper
Hastings Girls' High School

Sam Wixon
Havelock North High School



Zoe Smith
Hastings Girls' High School



Keelan Heesterman
Karamu High School



Ondre Hapuku-Lambert
Karamu High School



VALUES



Item 6

Attachment 1

YOUTH COUNCIL GOALS 2020

YOUTH ENGAGEMENT

Explore different types of engagement so youth have a large involvement with Youth Council Projects

YOUTH PERSPECTIVE VALUED

There is a more positive view on youth voice, and that voice is being heard!

Mental Health Support

Have a large focus on mental health. We want youth to have a greater awareness of mental health, and those in need are being supported. We will look at how we can help support youth through COVID-19.

Community Promotion

A diverse range of people are aware of the Youth Council and believe in what we are doing.

2020 HASTINGS
YOUTH COUNCIL

WHO CAN WE ENROL?

COUNCIL

We'd like to engage with a range of both council employees and councillors who work well with our goals

SCHOOLS'

We'd like to engage with all the different groups within our schools, from Principals, and senior management, to the students themselves

**2020 HASTINGS
YOUTH COUNCIL**

WHAT IS BLOCKING US?

Reputation

Often youth are perceived as incapable and ignorant. This means people don't value our opinion that much

Tokenism

Often we are engaged with by groups so they can tick a box, and not for genuine reasons

COVID-19

COVID-19 will create a large number of limitations which will change what we can do. We will have to explore how we can pivot to make the most of it.

Lack of support, systems, and resources

To achieve our larger goals we are held back by the lack of help available to us

WHAT COULD MAKE YOUTH COUNCIL BETTER?

YOUTH COUNCIL REPS' ON COUNCIL SUBCOMMITTEES'

In order to have a youth perspective in Hastings District Council

FOLLOW OUR PASSIONS AND STRENGTHS

Working on events and projects in our areas of strength and passion

ACTIVE AND DIVERSE MEDIA PRESENCE

We will prioritise media output. In order to help validate the voice of the youth council with older generations, and to help raise awareness for issues related to youth. In particular mental health, and COVID-19.

**2020 HASTINGS
YOUTH COUNCIL**

WHAT DON'T WE WANT?

MEANINGLESS SPEAKERS

We don't want our time wasted on people who don't want or value our opinion

INEFFECTIVE USE OF TIME

We don't want to do a large number of schemes if they have no enduring impact or aren't achievable given COVID-19 guidelines.

**2020 HASTINGS
YOUTH COUNCIL**

RANGATAHI CO-LAB COMMITTEE

Members



Janicka
Chairperson



Eva
Deputy Chairperson



Tiaki
Member



Tawhirimakea
Member

Key Objectives

Auckland Uni Research

International Youth Day (12th August)

Online Youth Week Activity

Develop an online/virtual youth
co-lab platform

NCC Co-Lab for Youth Week with Zeal

Rangatahi Consultation (potentially in
person)

Working with Gina to see how we can
help get a future Rangatahi Co-Lab to
succeed

Council Subcommittee

1. Great Communities Subcommittee

A Subcommittee of the Strategy and Policy Committee.

Fields of Activity

The Great Communities Subcommittee is responsible for advising the Strategy and Policy Committee by;

Providing guidance to Council officers in respect of the drafting of Council's Community Strategies, and providing oversight of any relevant Special Consultative Procedures.

Providing oversight of the implementation of Council's Community Strategies.

Providing oversight of the implementation of Council's Community Plans, Fabulous Flaxmere, Safer Hastings, Civic Pride and Events, Youth Pathways, Keep Hastings Beautiful Strategies, Health, Cultural, Education, Sports, Arts and Heritage strategies.

Membership

8 Councillors.

1 Heretaunga Takoto Noa Māori Standing Committee Member appointed by Council.

Chair appointed by Council.

Deputy Chair appointed by Council.

Quorum – 4 members

DELEGATED POWERS

- 1) To review and provide comment on draft new or revised Community Strategies and to recommend to the Strategy and Policy Committee the adoption of drafts for consultation.
- 2) To hear and consider all submissions received in respect of any Community Strategy proposal and to recommend responses to the Strategy and Policy Committee.
- 3) To recommend to the Strategy and Policy Committee the final wording of any new or reviewed Community Strategy for adoption by the Committee or Council.

HEALTH & DIVERSITY COMMITTEE

Members



Daisy
Chairperson



Sam
Deputy Chairperson



Charlene
Member



Zoe
Member



Romona
Member

Key Objectives

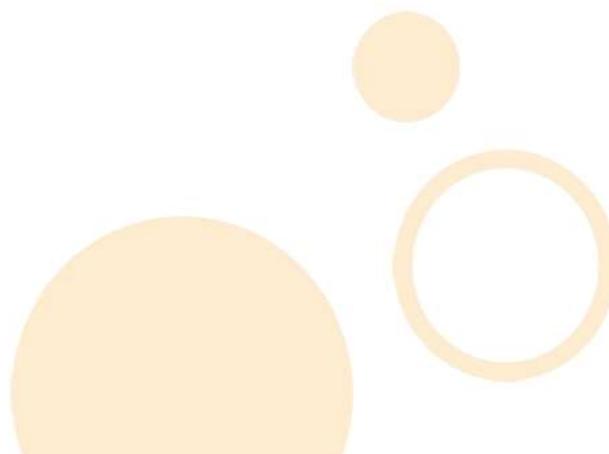
Pink Shirt Day Social Media Competition
(May 4th)

Online Youth COVID-19 Q&A (date TBC)

Call a Grandparent Campaign on
Elderly Abuse Day (1st June)

Create an online package with
resources for mental health support
that can be added to a digital youth
co-lab platform

International Day of the Older Person
(1st October)



Council Subcommittee

1. District Development Subcommittee

A Subcommittee of the Strategy and Policy Committee.

Fields of Activity

The District Development Subcommittee is responsible for advising the Strategy and Policy Committee by;

Providing guidance to Council Officers in respect of the drafting of Council's District Development Strategies and providing oversight of community engagement through the Special Consultative Procedures.

Providing oversight of the development of Council's District Development Strategy.

Providing oversight of the implementation of Council's Housing Development, Transport Development, Economic Development, Urban Zone Development and City Centre Revitalisation and Central Business Districts Development Strategies.

Providing oversight of the development of the Council's 3 Waters strategy.

Providing guidance to Council Officers relating to development of rating policies and the reviews of existing rating policy.

Membership

8 Councillors.

1 Heretaunga Takoto Noa Māori Standing Committee Member appointed by Council.

Chair appointed by Council.

Deputy Chair appointed by Council.

Quorum – 4 members

DELEGATED POWERS

- 1) To review and provide comment on draft District Development Strategies, and to recommend to the Strategy and Policy Committee the adoption of draft Strategies for consultation.
- 2) To recommend to the Strategy and Policy Committee the final wording of any new or reviewed District Development Strategy for adoption by the Committee or Council.
- 3) To recommend to the Strategy and Policy Committee changes to rating policy for consideration for inclusion in the Long Term Plan and Annual Plan.

ENVIRONMENTAL COMMITTEE

Members



Sophie
Chairperson



Matilda
Deputy Chairperson



Finley
Member



Lucas
Member



Thea
Member

Key Objectives

NCC Co-Lab for Youth Week with Zeal

Lindasfarne Environment Club

Environment Week

- Awareness
- Tree Paintings
- Beeswax wrap session
- "Environmental initiatives you can start at home" video

Radio Kidnappers

World Environment Day (5th June)

Conservation Week (5th-13th September)



Council Subcommittee

1. Eco District Subcommittee

A Subcommittee of the Strategy and Policy Committee.

Context

The Eco District Strategy works in tandem with the District Development and Great Communities Strategies. This forms the environmental lens to our business, recognising that the other strategies have a more primary focus on both the Economic, and Social/Cultural wellbeing dimensions of the Local Government Act 2002.

It recognises that for real success environmental wellbeing cannot be traded for economic gain and that we want a future-focused district that plans and cares about the future, enhancing its natural and built environment. We need to rise to the challenges of the future and realise the benefits to society from creating clean energy, lowering carbon emissions and reducing our ecological footprint. Our response to changes in our economy, society and climate must leave our environment in a better place. A key role for Council is to grow our district in a sustainable way.

Fields of Activity

The Eco District Subcommittee is responsible for advising the Strategy and Policy Committee by;

- Providing guidance to Council officers in respect of the drafting of Council's ECO District Strategies and providing oversight of any relevant Special Consultative Procedures.
- Providing oversight of the implementation of the Council's ECO District Strategies.
- Providing oversight of the implementation of Councils Green Corridor, Reserve Management Plans, Climate Change, Coastal Hazards, Sustainability and Biodiversity strategies.

Membership

6 Councillors.

1 Heretaunga Takoto Noa Māori Standing Committee Member appointed by Council.

Chair appointed by Council.

Deputy Chair appointed by Council.

Quorum – 3 members

DELEGATED POWERS

- 1) To review and provide comment on draft new or revised ECO District Strategies and to recommend to the Strategy and Policy Committee the adoption of draft Strategies for consultation.
- 2) To recommend to the Strategy and Policy Committee the final wording of any new or reviewed ECO District Strategy for adoption by the Committee or Council.
- 3) To review and provide comment on new or revised Reserve Management Plans and to recommend to the Strategy and Policy Committee the adoption of draft Reserve Management Plans for consultation.

ART, CULTURE & COMMS COMMITTEE

Members



Louis
Chairperson



Keelan
Deputy Chairperson



Ondre
Member



Brooke
Member



Olivia
Member

Key Objectives

To provide greater transparency with the public and youth of Hastings in regard to what the Youth Council aims to achieve this year. Key Performance Indicators of this are:

- Regular Youth Council column in a local paper (ie. My Hastings)
- Monthly radio appearances (ie. radio kidnappers, Breeze Hawkes Bay)
- An amplified social media presence (Instagram, Facebook, TikTok)
- Regular speaking slots for Youth Council members at school assemblies
- Presence in school councils and meetings with the Principal

Support the Hawkes Bay Arts Festival, especially in regard to youth engagement. Coordinate a series of 'Brain Dump' events across the Hastings District to develop a firm understanding of issues and opinions the Youth believe to affect them and their communities. This may be done via online methods. Furthermore, to relay this information to Counsellors during a formal meeting.

Facilitate and organise a 'NCEA Break-Up Concert' - whether in person should COVID-19 regulations permit such a gathering, or alternatively via livestream where we encourage small groups to meet and view a concert online to celebrate the closing of the academic year.

Run competitions (eg. arts & crafts, tik toks etc.) through our social media pages to boost engagement.

Council Subcommittee

1. District Planning and Bylaws Subcommittee

A Subcommittee of the Strategy and Policy Committee.

Fields of Activity

The District Plan Subcommittee is responsible for advising the Strategy and Policy Committee by;

Providing guidance to Council officers with regard to the drafting of the District Plan (or sections thereof) and consultation on discussion documents and drafts.

Providing guidance to Council officers in respect of the drafting of Council's new or revised bylaws, and providing oversight of the Special Consultative Procedures.

Te Tira Toitū te Whenua – Hastings District Plan Cultural Values to consider and advise Council how the cultural values of Waahi Taonga and Waahi Tapu are to be integrated within the District Plan.

Membership

6 Councillors.

3 Heretaunga Takoto Noa Māori Standing Committee Members appointed by Council.

1 externally appointed member with relevant qualifications and experience.

Chair appointed by Council.

Deputy Chair appointed by Council.

Quorum – 5 members including 3 Councillors

DELEGATED POWERS

- 1) To review and provide comment on draft new or received District Plan provisions and to recommend to the Strategy and Policy Committee the adoption of drafts for consultation.
- 2) To hear and consider all submissions reviewed in respect of any District Plan proposal and to recommend responses to the Strategy and Policy Committee.
- 3) To recommend to the Strategy and Policy Committee the final wording of any new or reviewed District Plan provisions for adoption by Council.
- 4) To review and provide comment on draft new or reviewed bylaws, and to recommend to the Strategy and Policy Committee the adoption of drafts for consultation for onward recommendation to Council to hear submissions and formal adoption.
- 5) To recommend to the Strategy and Policy Committee the final wording of any new or reviewed bylaw for adoption by the Council.

COVID-19 RECOVERY COMMITTEE

Members



Sophie Jones
Re-imagine Hastings
Representative



Brooke
Arts & Culture Plan
Primary Representative



Romona
Arts & Culture Plan
Secondary Representative



Thea
Community Environment
Primary Representative



Finley
Community Environment
Secondary Representative



Keelan
Economic Environment
Primary Representative

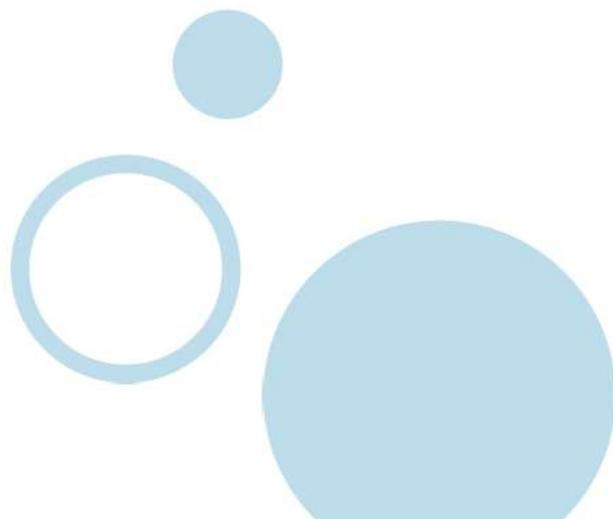


Sam
Economic Environment
Secondary Representative

Key Objectives

Ensure the youth voice is heard during the planning and implementation of COVID-19 response strategies

Report back to Youth Council



MARCH - APRIL

M	T	W	T	F	S	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

M	T	W	T	F	S	S
		1	2	3 Gumboot Initiative	4	5
6 Pedal & Play Flaxmere Park	7 Pedal & Play Village Green	8 Pedal & Play Cornwall Park	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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Attachment 1

MAY – JUNE

Item 6

Attachment 1

M	T	W	T	F	S	S
				1	2	3
4 Pink Shirt Day	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

M	T	W	T	F	S	S
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JULY – AUGUST

Item 6

Attachment 1

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M	T	W	T	F	S	S
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10	11	12 Intl. Youth Day	13	14	15	16
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31						

SEPTEMBER – OCTOBER

Item 6

Attachment 1

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			1 Intl. Day of the Older Person	2	3	4
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NOVEMBER – DECEMBER

Item 6

Attachment 1

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M	T	W	T	F	S	S
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CG-14-33-00074

Hastings District Youth Council

Terms of Reference 2020

The purpose of the Hastings District Youth Council (Youth Council)

The Hastings District Council recognises the positive contribution young people make to a strong, diverse, resilient and inclusive community. The Hastings District Youth Council is a vehicle in which young people can be actively engaged in local government planning and decision making relating to their city.

The Youth Council is responsible for creating dynamic engagement opportunities for young people to participate in, be heard and be involved in community activities and government decisions.

The Youth Council's objective is to canvas youth opinions on a range of topics, to then advocate and implement changes on behalf of the young people in Hastings.

Membership

The Youth Council is made up of 19 young people who live, work, and/or attend school in the Hastings District. Members can be aged between 15 and 21 years of age.

Youth Council membership is for a period of one year running from February to December. Applications can be made to the Youth Development Coordinator to continue as a Youth Council member for consecutive years.

Recruitment and Selection of Youth Council Members

Recruitment for Youth Council members runs January- February each year through local high schools, youth services and community groups, the Hastings District Council website and various social media accounts.

All applications must be submitted via the Hastings District Council's website. Candidates submitted answer to an online questionnaire as well as submitting a two minute video for review. The selection panel is made up of HDC Youth Development Staff, a Councillor, and a young person under the age of 25.

CG-14-33-00074
Hastings District Youth Council
Terms of Reference 2020

Commitments of Youth Council members

Youth Council members are required to
Attend a Youth Council Training and Planning event, held at the beginning of the year. (After the Council members have been selected)

Elect members to take on leadership positions such as (but not limited to) the Chair and Deputy Chairperson of the Youth Council for that year.

Contribute to the Youth Council Annual Plan – that details the focus of the group and their activities for the year.

Attend all official Youth Council meetings – held the first Wednesday of the month at Hastings District Council's main offices.

Submit formal reports detailing their actions as a Youth Council member each month at the official Youth Council meetings.

Attend informal meetings throughout the year to work on upcoming projects – Members will be given no less than 2 weeks' notice of informal meetings.

Attend Hastings District Council meetings for presentations as and when required – Members will be given no less than 4 weeks' notice of these presentations.

Attend and support all youth, community and Council events determined in the Annual Plan and by the Youth Council as a whole.

Meetings:

Youth Council meetings are to be held fortnightly at the Hastings District Council, from 4:00 to 5:30pm.

Meetings will continue as scheduled if they fall in the school holidays. It is expected that members will attend these meetings unless they tender their apologies.

Informal meetings will be held every second scheduled meeting.

CG-14-33-00074

Hastings District Youth Council

Terms of Reference 2020

Youth Council Roles and Responsibilities

Chairperson:

- The Chairperson chairs each meeting and ensures everyone contributes to the discussion and that the views of young people from the whole District are considered when decisions need to be made.
- Keeps meetings, projects, planning and submission processes on track.
- Delegate's responsibilities to members, follows up and ensure the work gets done.
- Acts as the contact person for the Youth Council for the public, the media, and Council.
- Represents the Youth Council at public forums as required.
- Works with elected Youth Council members to manage the official Youth Council social media accounts.
- Takes action if members repeatedly do not attend meetings or deliver on actions they say they will undertake.

Deputy Chairperson:

- Works closely with, and provides support to the Chairperson.
- Will take over the Chair's responsibilities for running the meetings as required.
- Will represent the Youth Council at public forums as required.
- Works with elected Youth Council members to manage the official Youth Council social media accounts.

Social Media Team Responsibilities:

- Works closely with each other, the Chairperson and the Deputy Chairperson to actively drive traffic to the official Hastings Youth Council social media accounts.
- All posts are to be deemed appropriate under the official Youth Council Social Media Guidelines.
- To answer all comments and questions made on social media accounts in a timely and appropriate manner.
- To report anything of a concerning nature to the Youth Development Coordinator immediately.
- To promote the Youth Council activities, and activities/events and campaigns endorsed by Youth Council.
- Submit a monthly report detailing engagement.

CG-14-33-00074

Hastings District Youth Council

Terms of Reference 2020

Youth Council members' Responsibilities:

- Attend meetings appropriately prepared, including submitting their official monthly report of engagements and activities as a Youth Council member.
- Actively consult with your schools, community groups, and young people to find out what they need, want or are concerned about and bring this information to the Youth Council meetings.
- Support and promote Youth Council activities, events and campaigns and those endorsed by Youth Council.
- Participate in training opportunities as they arise.
- To take up leadership and teamwork opportunities to ensure Youth Council activities, events and campaigns are delivered successfully and to determined deadlines.

Meeting Process:

Formal meetings are used for:

- Planning and scheduling Youth Council projects
- Discussing issues that are affecting young people in the Hastings Community
- Presentations and consultancy from external parties
- Decision making about Youth Council participation and endorsement of community activities
- Decision making about Youth Council events or projects.

Decision making:

Decision making will follow Council's basic Standard Order process

- Someone will need to move (propose) a decision, then;
- Someone will second the proposal.
- All members will vote on the decision. If the Majority of members agree with the decision it is then carried (confirmed) and recorded.
- If members cannot agree on a decision, the Chairperson OR Council representative will have the say.

Quorum:

A minimum of half of the Youth Council members must attend the meeting for it to proceed, 8 people make a quorum.

Agendas and minutes

A final agenda (approved by the chairperson) is to be sent out to all members and Council representatives at least two working days prior to the meeting.

Official agendas and minutes will be produced by the Hastings Council's Democratic support team. Agendas and any attachments will be emailed to members a week before meetings. Minutes will be emailed to members no more than a week after official meetings.

CG-14-33-00074

Hastings District Youth Council

Terms of Reference 2020

Apologies:

If a member is unable to attend an official Youth Council meeting they must tender their apologies to the Chairperson or the Youth Development Coordinator no later than a week before the meeting.

It is expected the member will still submit their monthly report, detailing their activities related to Youth Council.

Missing more than 2 official meetings in a row without tendering apologies will result in the member forfeiting their place on the Youth Council.

Thursday, 30 July 2020

Te Hui o Te Kaunihera ā-Rohe o Heretaunga
Hastings District Council: Hastings Youth Council Meeting

Item 7

Te Rārangi Take

Report to Hastings District Youth Council

Nā:
From: **Pip Dixon, Youth Connector**

Te Take:
Subject: **Active Transport Group Sub-committee Youth Representative**

1.0 PURPOSE AND SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

1.1 The purpose of this report is to table an invitation from the Active Transport Group Sub-committee for a Youth Council representative on the Sub-committee.

2.0 BACKGROUND – TE HOROPAKI

- 2.1 The Active Transport Group subcommittee meets quarterly and is made up of a mixture of representatives and includes members from; HDC Councillors, DHB, Disability Advisory Group, Bike on NZ, Cycle Awareness HB, Sport HB, Police, NZTA, HDC Officers, HBRC & NCC.
- 2.2 The purpose of this group is to provide feedback on the design, development and delivery of policies, programs and facilities to promote and enhance active transport mainly cycling and walking within the Hastings District Council Network.
- 2.3 There are two meetings remaining for the year 17th September 3-5pm and 3rd December 2020 3-5pm.

3.0 Recommendations – *Ngā Tūtohunga*

- A) That the Youth Council receives the report titled Active Transport Group Sub-committee Youth Representative.
- B) That the Youth Council
 - i. Elect a representative/s to the ATG Subcommittee.

4.0 Discussion – *Te Matapakitanga*

- 4.1 Propose that Tiaki Mildon as Lead and Sophie Jones as an alternate.

5.0 Next steps – *Te Anga Whakamua*

- 5.1 Advise the ATG sub-committee of the nominated Youth Council representative.

Attachments:

- 1 [↓](#) Active Transport Group Subcommittee Meeting Minutes 9 July 2020 CG-16-25-00011
- 2 [↓](#) Terms of reference for - iway advisory group August 2015 PRJ10-8-1832



HASTINGS DISTRICT COUNCIL
 207 Lyndon Road East
 Hastings 4122
 Private Bag 9002
 Hastings 4156
 Phone 06 871 5000
 Fax 06 871 5100
 www.hastingsdc.govt.nz

Meeting Agenda and Minutes

TE KAUNIHERA O HERETAUNGA

MEETING DETAILS			
Meeting	Active Transport Group Subcommittee	Location	HDC Civic Building, 2 nd floor, Mng Rm 1
Date	Thursday, 9 July 2020	Time	3pm
Chair	Damon Harvey	Recorder	Oksana Pavletich

Agenda

Agenda Item	Speaker
1. Welcome and Apologies	
2. Actions from last meeting	
3. Strategy Update	Eynon Phillips
4. Promotions Update	Larry Blake / Will Kelsey
5. Education	Fran Rose
6. Infrastructure	Larry Blake / Eynon Phillips
7. General Business	

INVITEES / CIRCULATION LIST / GROUP MEMBERS		
Name	Title	Organisation
Cr Damon Harvey	Councillor – Chair	Hastings District Council
Don Kennedy	Chair	Bike Hawkes Bay
Eynon Phillips	Strategic Transportation Engineer	Hastings District Council
Fran Rose	Community Walking and Cycling Development Officer	Sport HB
Jag Pannu	Transportation Manager	HDC
Jessie Smith	Sustainability Officer	HB DHB
Katie Owen	Disability and Inclusion Advisor	Disability Advisory Group
Larry Blake	Transportation Engineer	Hastings District Council
Maggie Brown	Representative (replacing Christine Chyne)	Cycle Aware Hawkes Bay (CAN)
Matt Broderick	Eastern District Road Policing Manager	Police
Owen Mata	Team Leader – Walking and Cycling	NZTA
Paul McArdle	Representative	Bike on NZ
Sandy Walker	Representative	Road Transport NZ
Talalelei Taufale	Representative (Uso Bike Ride)	USO Understanding Strengthening Overcoming
Tony Mills	Senior Rooding Engineer	Napier City Council
Vicki Butterworth	Cycle Network Coordinator	HBRC
Will Kelsey	Marketing and Communications Advisor	Hastings District Council

ATTENDEES

Cr Damon Harvey, Eynon Phillips, Oksana Pavletich, Don Kennedy, Katy Owen, Maggie Brown, Jessie Smith, Matt Broderick, Larry Blake

APOLOGIES

Owen Mata, Nick Jones, Will Kesley, Tony Mills, Sandy Walker, Talalelei Taufale, Fran Rose

MEETING RECORD			
Ref.	Agenda Item <i>Schedule, financials, scope, quality, resources, risks, issues, communication, procurement, decisions etc.</i>	Responsibility	Meeting Record <i>Points to note to record the discussion for future reference and to communicate effectively to the audience. Make reference to action items raised against the Item.</i>
1.	Welcome and Apologies		<ul style="list-style-type: none"> As listed above
2.	Actions of the previous meeting		<ul style="list-style-type: none"> Refer open action items
3.	Strategy Update	Eynon Phillips	<ul style="list-style-type: none"> EP went through the Strategy Update presentation (see attached), showing high obesity and identifying the need for encouragement of walking/cycling; Vast majority of residents choosing to drive to work, and drive or being driven to locations of education and only 2% are cycling or walking; Map snapshot showing rough locations of suggested infrastructure improvements focusing on walking/cycling whilst prioritising safety; NOF = Network Operating Framework; RPBC = Regional Programme Business Case
4.	Promotions Updates	Larry Blake	<ul style="list-style-type: none"> Staged several free "Go by Bike Breakfasts" over a period of a week in 5 different locations across Hastings, which was well received by cyclists, walkers and scooter users; Found that almost all of the 'visitors' were regular walkers/bikers rather than new users; Walking & Cycling Summit held on 13th March 2020 in Napier, designed to raise awareness within the community of walking and cycling to be recognised as an alternative to short journey; E-bikes becoming popular, which are faster in speed compared to conventional bikes, making it easy for a car driver to underestimate how fast a biker is travelling; DH suggested to look at options of education; Pedal & Play has now been moved to term 4
5.	Education Updates	Larry Blake	<ul style="list-style-type: none"> As per Community Education Update slide, listing educational session with schools and upskilling sessions with iWay instructors; Ka Tipu Nga Kahikatea Project (Irongate School video - https://youtu.be/B5UQSXgLDHQ) about educating students on being active/cycling as well as upskilling teachers to become qualified in-house cycling instructors; How can we roll out the same programme in every Hastings school?
	- Disability and Inclusion	Katy Owen	<ul style="list-style-type: none"> This is another training option for cycling instructors – Disability and Inclusion, two-day workshop
	- Mountain Bike	Larry Blake	<ul style="list-style-type: none"> MTB (mountain bike) training is very popular and is offered to secondary school assistant leaders, offering NCEA recognised qualification certification in Outdoor Leadership leading to potential employment in relevant recreational fields; Another option would be worth looking at is to build a MTB track and provide education there leading to future employment
6.	Infrastructure		<ul style="list-style-type: none"> Southland Drain Pathway is now completed and is now popular shared off-road limestone pathway; Questions were raised if there anything can be done in Akina Park, long term plan is to possibility extend the connection south, but there are issues with land; Look at renaming 'Southland Drain Pathway' to a more appealing name for promotional purposes; Gates: Constant battle is to come up with a solution that will allow wheelchair use and hand-cycling use but something that will stop motorbike riders from using shared pathways at the same time; unfortunately, there is no solution available that is suitable for all; Te Ara Kahikatea Pathway – concrete shared pathway – construction recently completed, solving the problem for users of a clip-on bridge;

			<ul style="list-style-type: none"> Napier Road Cycleway – construction was delayed due to Covid-19, but completion is still on track for January 2021; Sharrows are now painted on two Hastings RAB's (Hastings/Southampton and St Aubyn/Willowpark Roads) to encourage cyclists to take the lane rather than sticking to the left which is more dangerous; If the sharrows are effective, the plan is to roll them out on other RAB's, rather than do physical changes to RAB's; Based on feedback around the table, the need for public education on sharrows is evident; Pedestrian crossing at RAB's – are a possibility once time comes to physical works at RAB's, which do cost more compared to roadmarking; Jobs for Heretaunga – funding received through the Provincial Growth Fund, allowing HDC to expedite several 'shovel ready' projects, including improvements to several footpaths, iWay and SH51;
7.	General Business		
	- Road sweeping	Don Kennedy	<ul style="list-style-type: none"> Particularly in conjunction with the road works, as the roads are being swept, the stones are swept into cycle path, making cycling lanes unusable and dangerous (Havelock Rd, Ada St being the worst); Issue is with recent reseals, no permanent
	- Speed Bylaw Review update		ACTION: OP to circulate presentation to the ATG members.
	- TOR	Maggie B	<ul style="list-style-type: none"> TOR up for discussion at the next meeting
	- Willowpark Rd update?	Maggie B	<ul style="list-style-type: none"> Route Study is about to begin, looking at multiple routes
	Next meeting	EP/OP	<ul style="list-style-type: none"> Meetings will be held quarterly; Calendar invites to be sent shortly; Save the Date 17th September and 3rd December
	Meeting closed		4.45pm

OPEN ACTION ITEMS					
Date Raised	Task/Actions	Owner	Discussions	Current Actions	Action Due Date
19/09/19	Middle Road projects – EP to confirm programme including timelines for area around Birdwoods Gallery and Sweet Shop.	Eynon (HDC)	Reviewing entire walking and cycling strategy, where additional projects and funding might be added. Opportunity to re-prioritise projects. Middle Road Corridor Management Plan will investigate options, however budget sits at 2021.		Dec 19
19/09/19	Lime Scooters - Lauren to follow up with Lime's policy team and provide further information around figures.	Lauren (Lime)	A recent global survey figures suggest that 1 in 3 car rides have been replaced by scooter rides. NZ surveys suggest that 2 in 5 trips replaced a walking trip.	9Jul20 – EP to ask for an update	Dec 19
19/09/19	Napier Road – EP to follow up on Council's consultation process	Eynon (HDC)			Dec19
19/09/19	Eynon to confirm whether two roundabouts in Havelock North will be trialled with preferred solutions.	Eynon (HDC)	Clr Harvey mentioned a courtesy crossing design in Taupo that might be an opportunity for Havelock North's Mary Doyle crossing. - Paint edging at footpaths is preferable - Cobble stones or paint	9Jul20 – EP to update	
19/09/19	Simon would like footpath extended to Collins Road. Eynon to report back	Eynon (HDC)			
13/06/19	Eynon look at signage re bikes crossing	Eynon (HDC)	Whakatu Area Railway Crossing Te Ara Kahikatea – Electronic signs that were on Ruahapia going to this location. Electronic flashing signs. With contractor.		Sep 19
OPEN ACTION ITEMS FROM 2018					
12/12/18	Eynon to catch up with Vicki on funding for Karamu Stream / Esk River routes.	Eynon (HDC)	6 Mar-couldn't get in due to wet weather. Should be complete – other side popular for dog walkers – re-laid path. 17 June 2019 - Vicki to share Regional Plan. Present plan with key projects.		
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			19 Sep 19 – Vicki to present in December meeting	9Jul20 – EP to ask for an update	
12/09/18	Cr Nixon to propose an updated version of ToR 2018/19 at the next meeting.	Cr Nixon	Eynon proposed to permanently include the Police and a representative from Napier City Council, Tony Mills. Draft Membership list is with Cr Nixon for review. A few extra groups such as Police, NZTA might be interested in joining. 6 Mar 19 – Owen Mata attended as NZTA's Representative 13 Jun 19 – Sign-off required 19 Sep 19 – Last meeting of Councillor's Term, hence ToR to be reviewed in new term – December meeting Also looking to adding Police representative to the group.	9Jul20 – EP to ask for an update	
20/06/18	Tony to bring map and timescales for the Napier-Hastings connection.	Tony (NCC)	Owen Mata is no longer a representative of Napier City Council. Tony Mills will give an update at the next meeting A representative has to be sourced 6 Mar 19 - Tony Mills NCC – still in planning phase for many projects Has started works on track to Meanee Road. Design of Bayview extension starting next month with view to start late spring or early summer. Vicky HBRC? to bring in business case for discussion Kennedy Rd cycle way almost complete Bledisloe and Napier Central Schools – get update from Eynon 20 Jun 19 – Follow-up-Action: Lyndal to retrieve information from Napier City Council and update in next meeting. 19 Sep 19 – Lyndal talked to Tony. This project is now ON HOLD	On hold	Ongoing
20/06/18	Eynon and Larry to discuss possible options and implications of bridge pedestrian options at Havelock North Bridge with full Council.	Eynon and Larry (HDC)	HBRC received funding for Karamu Stream section. Possibility to purchase land at corner. HBRC in negotiation with landowner for connection underneath bridge.	On hold	Sep 18
20/06/18	Eynon to assess current status of subdivision process of Waimarama Road	Eynon/ Clrs (HDC)	Might result in changes to Waimarama Road Safety Project plan – volumes	ON HOLD until Te Mata Peak Resource Consent and Mediation	Sep 18
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	<p>Safety project and Cr Harvey and Nixon to pursue this</p>	<p>Track still progressing, progressing after this process</p> <p>6 Mar 19 – reworked application to ministry of innovation. – Leverage more funding from central government – been approved – working closely with Glans and Steve Cave. Waiting on go ahead from Mayor. Reluctant to move forward until IWI have been consulted</p> <p>13 June 2019 – Council hearings this week.</p>		
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CLOSED ACTION ITEMS						
Ref.	Date Raised	Action	Team/Group	Owner	Closed	Status
5	12/12/2018	Roundabout Study Options - John to look into details of crash reports – minor and serious crashes and causes.	ViaStrada	John	19/09/2019	<p>6 Mar – Eynon looked at crashes – most common crash type was cyclist already on the roundabout – vehicle ran into cyclist or pulled out in front of cyclist and cyclist ran into side of vehicle</p> <p>Cyclist was on exit and vehicle ran into cyclist. Vehicle turning right and got squeezed out when trying to turn right.</p> <p>Study presented at last meeting – this came up with a suite of things to do to roundabouts Redo line marking to visually narrow down entry points. Widen central island and put in sparrows. This will bring cyclist out into centre to make them more visible. Design underway to be put in and monitored. Will design works for splitter island and central medians. Education re sparrow – hospital sparrows to be installed in their grounds – work on combined messaging. Paper example shown. Moving forward will work to standardised design. Cycle lane should stop well before the roundabout and the cyclist is to find the gap and take the lane as close to the middle of the lane as possible for visibility. Early planning stages of promotion and ongoing. Sylvan Road – cars drive over the middle of the roundabout – widening will give more encouragement. Sylvan is a tight roundabout. Key to this is the approaches rather than roundabout itself. Issue with larger vehicles, trucks etc. needs to be mountable kerb. Designed to handle all vehicles. Possibly view next meeting. 17 June 2019 – Stage 1 of roundabout works underway 19 Sep 19 - Phase 1 (Line marking) will be trialled at two roundabouts in the district. CLOSE OFF</p>

7	13/06/2019	Eynon to keep committee informed on progress with coffee shop site on Havelock Road.	HDC	Eynon	19/09/2019	Discussed inherent dangers of off road paths. Coffee Shop has been approached – possibly cut back some foliage so sight better for cars leaving premises, better signage. Look at mirrors on some exits. Installed a speed hump on property boundary (first commercial property coming out of Havelock North). Also looking at pruning trees back and installing signage. Different treatments at commercial entrances.
3	13/06/2019	Eynon to confirm HDC Engineering Code of Practice has new spec for smooth lip on driveway entrances.	HDC	Eynon	19/09/2019	Updated ECOP: if driveway next to cycleway – flush lip CLOSED OFF
4	12/09/2018	Vicki to forward stats for section of Blacks Bridge users to John Lieswyn.	HBRC	Vicki	19/09/2019	6 Mar – haven't provided to John but has had discussion with Larry and Eynon. Email John Blackbridge trail counter numbers for 2018. 13 June – Lydia to follow up with Vicki COMPLETED
2	19/09/2019	Road shoulders along Karamu Rd – opposite showgrounds From showgrounds into Collins Rd is Council property – Larry liaised with operations team – filled potholes Remedial work – pre-seal maintenance work etc. to be done in Oct/Nov Lawn mowing clippings on footpath (Crosses Rd) – 2 incidents Addressed at contractor level. Methodology.				

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HASTINGS DISTRICT COUNCIL

Item 7

TERMS OF REFERENCE

TRANSPORTATION

ACTIVE TRANSPORT GROUP

Attachment 2

HASTINGS DISTRICT COUNCIL – Transportation

Terms of Reference

Transportation 2015/16

ACTIVE TRANSPORT GROUP

Quality Control

Prepared and recommended by:	Pune Brown
Reviewed by:	Gavin OConnor
Approved by:	Jag Pannu

TERMS OF REFERENCE FOR THE HASTINGS DISTRICT ACTIVE TRANSPORT GROUP

1. Introduction

1.1 Statement of Purpose

Hastings District Council The Land Transport Management Act (2003) has changed the shape of transport strategies. It takes a broader view of transport strategies than previous legislation and requires consideration of balance between competing needs and values. The Land Transport Management Act 2003 sets out the long term planning for transport at a national level under guidance from the New Zealand Transport Strategy. The strategy sets the following national objectives for transport consideration:

- assist economic development,
- assist safety and personal security,
- improve access and mobility,
- protect and promote public health,
- ensure environmental sustainability.

To give effect to this requires forecasting a long-term strategic approach to transportation aimed at achieving 'an affordable, integrated, safe, responsive and sustainable transport system'. Achieving this will require utilization of improved technology by influencing choices that the travelling public makes.

In order to operate the district transportation system in a way that contributes to an integrated, safe, responsive and sustainable transportation network, Hastings District Council will seek to actively manage the demand for travel on its transportation network. This will be done by making a more efficient use of the existing road network and by influencing travel decisions and encourage the use of more sustainable travel modes such as public transport, cycling and walking.

The District Travel Demand Management Study Review will support Hastings District Council in achieving a district wide Transportation Strategy by providing a framework coupled with network wide and area focused plans and strategies, to manage all modes of origin and destination travel throughout the district whilst improving safety, providing travel choices, maximizing the utilization of the existing network and reducing congestion. The study will understand gaps in optimization knowledge of planning and respond to these gaps in areas projected to experience demographic or other change pressure not accounted for in existing studies.

1.2 Purpose and Study Objective

Purpose

Hastings District Council Travel Demand Management Study Review will look both at the required measures and strategies to manage demand both at a macro and micro

levels. This will ensure that such strategies are targeted not only on a district level but also on a individual key strategic link and area community level. It will also help ensuring that a controlled investment is aligned to government policy over the longer term.

Objectives

The objectives of the travel demand study are:

1. Assist and promote economic development, by:
 - Support the district transport strategy, Regional Land Transport Strategies (RLTS), Regional Policy Statements (RPS), development of regional strategic growth plans, Regional Land Transport Programmes (RLTP)
 - Optimise existing significant transport investment
 - Contribute to businesses growth and productivity

1. Assist safety and personal security, by:
 - Contribute to positive health outcomes
 - Encourage healthier transport modes (i.e. walking and cycling)
 - Reduce deaths and serious injury as a result of road crashes

2. Improve access and mobility, by:
 - Reduce congestion at key areas
 - Improve journey time reliability at peak times
 - Reduce private vehicle travel, especially at peak travel times
 - Promote the use of more efficient transport modes
 - Provide more transport choices

3. Ensure environmental sustainability, by:
 - Reduce adverse environmental effects
 - Improve air quality
 - Reducing fuel consumption
 - Reducing the use of non-renewable resources

1.3 Context and Scope of Study

The goal of the Hastings District Travel Demand Management Study Review will be to identify a number of measures to manage the demand for travel and improve the efficiency of the road network while encouraging more sustainable transport modes. Managing the travel demand will help to reduce marginal costs by reducing the amount of road users who, under normal circumstances, would contribute to congestion and, therefore, cause additional costs to other users.

It will identify current and anticipated levels of service and land use patterns and highlight the main challenges and how council will respond to meet the needs of the community over the longer term. The outcome of the Travel Demand Management Study Review will enable specific measures and strategies to be implemented to improve the efficiency of the existing network and accommodate changing travel and land use patterns, including opportunities for alternative modes of transport.

The factors and patterns to be considered include:

- Traffic and safety
 - Land-use
 - Demographic
 - Economic
 - Environmental
 - Social
 - Cultural
 - Employment
-
- Commuting peak hours
 - Tourism
 - Health services
 - Education
 - Technological
 - Legal
 - Sustainability
 - Public transport modes

The modes and elements to be considered are:

- Active Transport – Walking and Cycling
- Public Transport – Road and Rail
- Freight Transport – Road and Rail
- Private Transport – Private vehicles
- Modal interchanges – Need and positioning

1.4 Area and Location of Study

The study will focus on the main population areas within the Hastings District, namely Hastings, Havelock North, Clive and Flaxmere.

The Heretaunga Plains Transportaton Study has identified key corridors that will reach unacceptable levels of service between 2010 and 2046. The Travel Demand Study will focus on these routes to examine travel demand management solutions that could extend the timeframe for major infrastructural projects on these routes or eliminate them completely.

The key routes are:

- St Aubyn Street
- Karamu Road
- Heretaunga Street East and West
- Havelock Road

- Pakowhai Road
- Mareakakaho Road
- Omahu Road
- Te Mata Road

2. Study Framework

2.1 Transportation Modes

The Travel Demand Management Study Review aims at improving accessibility for employment, education, health, retail and other services. As such, it requires an optimised balance between all transport modes and components of walking, cycling, public transport, cars and heavy transport.

In achieving the level of optimisation required for the success of this plan it is required to engage local authorities, public transport operators, heavy transport operators, retailers, employers and other stakeholders.

2.2 Methodology

Transport is important for many areas of government policy and, therefore, the Hastings District Travel Demand Management Study Review will be influenced by a number of existing strategies especially the Regional Transport Strategy, New Zealand Transport Strategy and those relating to land-use. In addition, there will be an extensive process of stakeholder engagement.

It is envisaged that the following methodology will be used:

1. Background research, evidence gathering and data collection:
 - This will help establishing the main traffic corridors, type of travelling (e.g. commuting, visitors, retail) and peak times
 - Largely supported and based on the existing Heretaunga Plains transport model to define trips origin - destination and production – attraction characteristics
 - Research into existing road, cycling, pedestrian and public transport infrastructure
 - Research into existing travel patterns and modes of transport
 - Research into existing policy, strategy and district plan documentation
2. Define problems, issues and opportunities: this will help establishing a 'Current Scenario' where future travel demand management measures and strategies can be tested to assess their performance.
3. Define a vision, objectives and targets. These will include:
 - Creating a more efficient transportation network
 - Influence travel decisions to encourage more sustainable travelling
 - Create an integrated, high quality public transport system
 - Definition of the required level of service for the road network

- Creating pricing mechanisms to influence travel demand
- Defining educational and promotional initiatives

4. Establish the future scenario Hastings District Council (HDC) wants to achieve. The definition of this 'Ideal Scenario' will assist HDC in the evaluation of travel demand measures, policies and strategies.

5. Identify Travel Demand Management measures, policies and strategies which will take HDC from the 'Current Scenario' to the 'Ideal Scenario'.

- It has been established that packages of measures are likely to be more effective than individual ones
- Such measures and strategies will be coordinated with other existing strategies and policies, e.g. land use policies

6. Create an implementation plan. This plan is to look into:

- Short term measures – less than 5 years
- Medium Term measures – between 5 and 10 years
- Long term measures – between 10 and 20 years

7. Establish a monitoring and review process. This will assist HDC to assess the level of success of the Travel Demand Management Plan and to identify additional measures that need to be put in place

A number of tools and documents will be used in the development of the Hastings Travel Demand Management Study. These are listed below as:

- Regional Transportation Model
- Hastings Area Urban Transportation Model
- Regional Transportation Strategy
- New Zealand Transport Strategy
- Land use plans and strategies
- Accessibility Mapping
- RAMM
- GIS
- Public Transport Operators information
- Central Region Freight Analysis Report(NZTA)

Some of the Travel Demand Management measures that could be considered include:

Soft measures

- Restrictions on parking control
- Incentive schemes such as a 'loyalty card' or electronic transponder system which could provide cyclists/pedestrians reductions off their rates for using these modes on routes such as the Havelock Road in commuter hours
- Promote flexible working hours with local employers
- Promote changes in school times with local schools
- Review of land use strategies to encourage mixed developments
- Request local schools to produce travel plans

- Create freight management policies to restrict access to the CBD during peak times
- Bike hire from motels and other locations
- Dedicated website promoting alternative forms of travel or carpooling
- Changing district plan policies to take into account travel demand management initiatives as part of the subdivision and consent process

Hard measures

- Introduction of Park & Rides:
- Integrated public transport with new interchanges
- High Occupancy Vehicle lanes (HOV)
- Bus priorities and dedicated bus lanes
- Improve cycling and walking infrastructure
- Provision of ancillary infrastructure to encourage walking and cycling
- Introduction of new public transport modes, e.g. Light Rapid Transit, Bus Rapid Transit, Monorail, etc.
- Creation of distribution centre in CBD to eliminate need for heavy vehicles mixing with retail area
- Create pedestrianised areas

2.3 Timeframe and Estimated Cost

The review will be undertaken by 1 July 2017.

The estimated fee for the Travel Demand Plan is \$60,000.

Funding is applied for under Work Category 002: Studies and Strategies.

2.4 Study Partners

- Hastings District Council
- Hawke's Bay Regional Council
- New Zealand Transport Agency
- New Zealand Police
- Heavy Transport Companies
- Public Transport Companies
- Walking and Cycling Groups
- Road Safe HB

2.5 Procurement

The procurement of the Travel Demand Study will be delivered through the use of the approved procurement strategy.

3. Outcomes and Deliverables

3.1 Outcomes

The outcome of this study is a District Travel Demand Management Study Review which will provide detailed measures and strategies to manage travel demand throughout the district. It will be based on current and anticipated levels of service and land use patterns identified within the District Transportation Study and the Heretaunga Plains Transportation Study and highlight the main interventions necessary to meet the objectives therein specified.

The outcome of the plan will enable the implementation of network upgrades, safety improvements, retrofitting and planning road corridors to manage travel demand and accommodate changing travel and land use patterns and policies, including opportunities for alternative modes of transport.

3.2 Final Deliverables

Upon completion of the strategy, a final document entitled “Hastings District Travel Demand Management Plan” will be produced. The following information is required in the report as a minimum:

- Executive Summary
- An outline of the method used
- Visions and objectives
- Fit with strategic direction of the RLTP objectives
- Identification of the preferred travel demand management strategy and measures to address the following:
 - Transportation system development and improvement
 - Active transport (walking and cycling)
 - Public transport
 - Parking
 - Heavy transport and freight
 - Travel demand management
 - Education
 - Enforcement
 - Regulation and enforcement
- Consultation strategy

- Recommended measures and actions for the key routes
- Implementation programme (costs, funding, timeframes and phasing) for the package of measures and actions
- Relationship to other existing strategies
- Identification of amendments required to existing strategies
- Conclusions and recommendations