
Wednesday, 17 March 2021

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: **Wednesday, 17 March 2021**

Te Wā:
Time: **3.45pm**

Te Wāhi:
Venue: **Council Chamber
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.

Wednesday, 17 March 2021

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council: Hastings District Youth Council Meeting

Kaupapataka

Open Agenda

Heamana

Chair: Keelan Heesterman (Karamu High School)

(Deputy Chairs) Finley Duncan (Lindisfarne College) AND Chanay Peri (MSD)

Satyam Saha (E.I.T.); Calais Byrne Daniel O'Connell, Lena Ormsby and Esta

Chaplin (Karamu High School); Harry Wixon (Lindisfarne College); Riley

Nga mema o te Komiti

Committee

Members:

Bogard-Allan (Hastings Boys High School); Hirushi Perera (Hastings Girls High

School); Matilda Ellis (Woodford House); Victoria Stobart (HNHS); Louis

Gaffaney (St Johns College); Lenaine Merrylees-Clarke (Hukarere Girls High

School); Makaere Wainohu (Te Kura Kaupapa Maori o Te Wananga Whare

Tapere o Takitimu); Zoe Smith and Tiaki Mildon (employed)

Council Liaison - Councillor Wendy Schollum

Tokamatua:

Quorum:

9 members

Apiha Matua

Officer

Responsible:

Acting Group Manager: Community Wellbeing and 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** There were no previous minutes to be confirmed.
-

3.0 Facebook Page Update

4.0 General Business

5.0 Election of Chair and Deputy Chair 9

6.0 Youth Council Monthly Report - March 2021 11

Wednesday, 17 March 2021

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: **Christine Hilton, Democracy and Governance Advisor**

Te Take:
Subject: **Election of Chair and Deputy Chair**

1.0 Purpose and summary - *Te Kaupapa Me Te Whakarāpopototanga*

- 1.1 The purpose of this report is to draw members' attention to the need to confirm the positions of Chair and the two Deputy Chairs for the 2021 Hastings District Youth Council.
- 1.2 The Community Development Manager, Dennise Elers, will assume the Chair at the commencement of the meeting while the positions of Chair and the two Deputy Chair positions are confirmed. –These positions were discussed and voted on at the Youth Council's planning day on 1 March 2021.
- 1.3 The newly appointed Chair will then assume that role for the remainder of the meeting.

2.0 Recommendations – *Ngā Tūtohunga*

- A) That the Hastings District Youth Council receives the report titled Election of Chair and Deputy Chair.
- B) That Keelan Heesterman (Karamu High School) be appointed as Chair of the Hastings District Youth Council for 2021.
- C) That Finley Duncan (Lindisfarne College) and Chanay Peri (MSD) be appointed as the two Deputy Chairs of the Hastings District Youth Council for 2021.

Attachments:

There are no attachments for this report.

Wednesday, 17 March 2021

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, Employer Connector**

Te Take:
Subject: **Youth Council Monthly Report - March 2021**

1.0 Purpose and summary - *Te Kaupapa Me Te Whakarāpopototanga*

- 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.
- The Youth Council is made up of 18 young people who live, work, and/or attend school in the Hastings District. Members are aged between 15 and 23 years of age.
- Youth Council membership is for a period of one year running from February to November.

2.0 Discussion points –

- Youth Council Funding – Eastern & Central Community Trust Funding, Youth-led Fund, a good opportunity for the youth council to apply for funding for a project.
- Long term plan – Annual Plan 2021 – application for Youth Council funding, another good opportunity for the youth council to apply for funding for a project.
- Flaxmere Community Centre – Youth Events- What can we support?
- Council submissions – Youth council to submit more submissions around subjects that relate to the youth council goals, objectives and committees.


3.0 Election of representatives to Council Committees –

District Development	Nominated: Keelan Heesterman	Nominated: Riley Bogard	Substitute: Victoria Stobart
Eco District	Nominated: Matilda Ellis	Nominated: Zoe Smith	Substitute: Hirushi Perera
Great Communities	Nominated: Finley Duncan	Nominated: Lenaine Merrylees - Clarke	Substitute: Chanay Peri
Civic and Administration	Nominated: Esta Chaplin	Nominated: Satyam Saha	
Active Transport Committee	Nominated: Harry Wixon		

4.0 Recommendations – Ngā Tūtohunga

- A) That the report titled Youth Council Monthly Report - March 2021 dated 17 March 2021 be received.
- B) That the Youth Council adopts the following documents;
 - i. Terms of Reference for 2021.
 - ii. Youth Council Annual Plan for 2021.
- C) That the Youth Council recommend to Council the names of the members it nominates for inclusion on the Council's Strategic Subcommittees.

Attachments:

- 1  Community Groups, Programmes, Funding or Events - Youth - Youth Council - Terms of Reference - Hastings District Youth Council 2021! COP-09-02-21-1002

Purpose of the Hastings District Youth Council

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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 18 young people who live, work, and/or attend school in the Hastings District. Members are aged between 15 and 23 years of age.

Youth Council membership is for a period of one year running from February to November. Applications can be made to the HDC Officer supporting 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 or provide a two minute video. The selection panel is made up of HDC Youth Development staff, and a Councillor.

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 (following appointment of the Youth Council members).
- 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 – which 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 offices, with every second meeting being an informal meeting.
- Submit monthly reports detailing their actions as a Youth Council member at the formal Youth Council meetings.
- Attend other informal meetings throughout the year to work on upcoming projects – members will be given no less than two 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.

The HDC Officer will act as Council Liaison and a Hastings District Councillor will attend all formal Youth Council meetings.

Youth Council roles and responsibilities

Chairperson:

- The Chairperson chairs each meeting. They ensure 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.
- Delegates responsibilities to members and committees', 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 and when required.
- Works with the elected Events & Communications subcommittee to manage the official Youth Council social media accounts.
- Takes action if members repeatedly do not attend meetings or deliver on actions they have agreed to undertake.

Deputy Chairperson:

- Works closely with, and provides support to the Chairperson.
- Will step in for the Chairperson to run Youth Council meetings as and when 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.
- There are two deputy chairs due to the voting being tied.

Youth Council members' responsibilities:

- Attend meetings appropriately prepared, including submission of formal monthly reports detailing 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 - bring this information to Youth Council meetings.
- Support and promote Youth Council activities, events and campaigns and those endorsed by Youth Council.
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Apologies

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

If two formal meetings are missed consecutively without tendering apologies, this will result in the member forfeiting their place on the Youth Council.

I acknowledge that I have read and understand the Hastings District Youth Council 2021 Terms of Reference and will adhere to everything set out in the document.

Name:

Signed:

Dated: