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Wednesday, 4 August 2021

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

## *Kaupapataka*

# Agenda

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*Te Rā Hui:*  
Meeting date: **Wednesday, 4 August 2021**

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*Te Wā:*  
Time: **3.45pm**

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

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*Te Hoapā:*  
Contact: **Democracy and Governance Services  
P: 06 871 5000 | E: [democracy@hdc.govt.nz](mailto:democracy@hdc.govt.nz)**

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*Te Āpiha Matua:*  
Responsible  
Officer: **Manager Community Development - Dennise Elers**

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**Watch Council meetings  
streamed live on our website  
[www.hastingsdc.govt.nz](http://www.hastingsdc.govt.nz)**

## Hastings District Youth Council – Terms of Reference 2021

### **Purpose of the Hastings District 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 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.
- Participate in training opportunities as and when they arise.
- Take up leadership and teamwork opportunities to ensure Youth Council activities, events and campaigns are delivered successfully and to deadline.

## **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, 9 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 HDC Officer 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.

**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:**

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Wednesday, 4 August 2021

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

## Hastings District Council: Hastings District Youth Council Meeting

### *Kaupapataka*

# Agenda

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#### *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 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)

*Nga mema o te Komiti*  
**Committee**  
**Members:**

Council Liaison - Councillor Wendy Schollum

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*Tokamatua:*

**Quorum:** 9 members

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*Apiha Matua*

**Officer**

Manager Community Development - Dennise Elers

**Responsible:**

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*Te Rōpū Manapori me  
te Kāwanatanga*

**Democracy &  
Governance**

Christine Hilton (Extn 5633)

**Services:**

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## *Te Rārangi Take*

# Order of Business

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### **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.
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### **Confirmation of Minutes – *Te Whakamana i Ngā Minitī***

- 2.0** Minutes of the Hastings Youth Council Meeting held Monday 5 July 2021.  
*(Previously circulated)*
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**3.0 Facebook Page Update**

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**4.0 General Business**

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**5.0 Youth Council Monthly Report - August 2021** **9**

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**6.0 Representation Review 2021** **13**

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Wednesday, 4 August 2021

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*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

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**Nā:** Tyler Brown, Youth Connector Support  
**From:** Pip Dixon, Employer Connector

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

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

### **Background**

- 1.1 The Hastings District Council recognises the positive contribution young people make to a strong, diverse, resilient and inclusive community. The Youth Council is a vehicle in which young people can be actively engaged in local government planning and decision making relating to their city.
- 1.2 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.
- 1.3 The Youth Council's objective is to canvass youth opinions on a range of topics, to then advocate and implement changes on behalf of the young people in Hastings.
- 1.4 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.
- 1.5 Youth Council membership is for a period of one year running from February to November.

## 2.0 Youth Council Committee Feedback

2.1 The purpose of this report is to report back to the Hastings District Youth Council on:

The following Youth Council Committees:

- Health and Diversity Committee
- Sustainable Communities Committee
- Environmental Committee
- Events and Communications Committee

The Council Committees and Subcommittees on which there is a Youth Council appointee/s

- Great Communities Subcommittee
- District Development Subcommittee
- Eco-District Subcommittee
- Civic and Administration Subcommittee
- Active Transport Committee

2.2 Report by Youth Council Chairman – Keelan Heesterman.

2.3 Overview report from Councillor Wendy Schollum.

## 3.0 Presentations

3.1 Rachel Stuart – Public Spaces Planning Manager

- Flaxmere Skate Park update

3.2 Sandy Keen – Accident Compensation Corporation (“ACC”)

Sandy has asked to address the meeting to talk about a range of matters in her role as Regional Injury Prevention Partner, HB/Manawatu ACC Operations – including injury statistics and relevant data around injury claims.

Among the points that Sandy wants to highlight to the meeting will be information about how ACC tries to reduce youth risk-taking behaviours using:

- DRIVE and DRIVE community toolkits
- Mates and Dates healthy relationship programme in schools
- Warm up/cool down/concussion involvement in Sportsmart.

And; to encourage the Youth Council members to promote these types of programmes in the school and to the wider youth in the community.

## 4.0 Discussion Points

4.1 Festival for The Future - Report on attendance at this conference in Wellington (30/7 to 1/8) to be given by Tyler Brown, Youth Connector Support.

4.2 Meeting with Napier Youth Council – 5 July 2021

-Update from Keelan Heesterman on the combined meeting with Napier City Council

4.3 Replacement for Lenaine Merrylees-Clarke as a Youth Council appointee on the Great Communities Subcommittee.

## 5.0 Recommendation Background

### 5.1 International Advisory Group

There has been a vacancy for a Youth Council member on the International Advisory Group for a while. It recently met earlier in July 2021.

Louis Gaffaney is the Youth Council member who has been put forward as the International Advisory Group and this appointment needs to be formally recommended to the Council by the Youth Council.

### 5.2 Rural Community Board and Rural Halls Subcommittee

Council has approved a recommendation that a Youth Council member be appointed in a non-voting capacity to the Hastings District Rural Community Board (RCB). The Board meets regularly. There is also a Rural Halls Subcommittee meeting twice a year and this subcommittee includes the RCB members.

Finley Duncan is the Youth Council member who has been put forward as to the Rural Community Board and this appointment needs to be formally recommended to the Council by the Youth Council.

## 6.0 Recommendations - *Ngā Tūtohunga*

- A) That the Hastings Youth Council Meeting receive the report titled Youth Council Monthly Report - August 2021 dated 4 August 2021.
- B) That the Youth Council nominate ..... to replace Lenaine Merrylees-Clarke as a Youth Council appointee on the Council's Great Communities Subcommittee.
- C) That the Youth Council formally endorse Louis Gaffaney as the Youth Council appointee to the International Advisory Group.
- D) That the Youth Council formally endorse Finley Duncan as the Youth Council appointee to the Rural Community Board and Rural Halls Subcommittee.

### Attachments:

There are no attachments for this report.



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Wednesday, 4 August 2021

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Item 6

*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

**Hastings District Council: Hastings Youth Council Meeting**

*Te Rārangi Take*

# Report to Hastings District Youth Council

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**Nā:** Vicki Rusbatch, Acting Manager Democracy and Governance  
**From:** Services

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*Te Take:*  
**Subject:** Representation Review 2021

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

- 1.1 The Local Electoral Act 2001 requires councils to review their representation arrangements at least once every six years. HDC last conducted a representation review in 2018, however its decision to introduce Māori Wards for the 2022 local authority elections means that we are required to do another review this year. The Council has to make a decision on an initial proposal by 31 August 2021, and is due to make the decision at its meeting on 19 August.
- 1.2 Council needs to ensure its representation structure provides fair and effective representation for the people of the District. A community pre-engagement process is underway to gain feedback on the current representation arrangements; communities of interest; ward boundaries; number of, and methods of, electing councillors; the number of Māori Wards and whether or not to have community boards.
- 1.3 Consultant Ross McLeod will make a presentation to the Youth Council meeting and will be happy to answer questions.

## **2.0 Recommendations - *Ngā Tūtohunga***

That the Hastings Youth Council Meeting receive the report titled Representation Review 2021 dated 4 August 2021.

**Attachments:**

There are no attachments for this report.