

# Te Rūnanga Taiohi o te Kaunihera o Pōneke

## Wellington Youth Council

### Minutes

**Date:** Wednesday, 6 July 2022

**Time:** 4:00pm – 5:30pm

**Venue:** Ngake (16.09), Level 16 Tahiwi, 113 The Terrace, Wellington and Zoom

### Purpose

- Assist and advise the City Council on how to help grow a great City where young people thrive and contribute to the City Council's priorities.
- Bring extra insight to Council (a youth perspective) to solve problems facing a challenging world.
- Develop the capabilities of its members (including leadership and engaging wider youth).

### Membership

<b>Chairperson:</b>	Anastasia Reid
<b>Members:</b>	Ben Bridle, Leandra Broughton, Artemis Crawford, Keelan Cy Heesterman, Finley Duncan, Nīkau Edmond-Smaill, Ella Flavell, Kalani Fransen, Ali Haidari, Caspar Levack, Henry Lockhart, August Metherell, Teresa Ng, Ashleigh Putt-Fallows, Anastasia Reid (Chair), Kady Saxon, Josh Taefu (Deputy Chair)
<b>Liaison Councillors:</b>	Cr Jill Day (Alternate)
<b>WCC Staff:</b>	Emily Deans (Democracy Advisor), Jamie Shackleton (Senior Community Advisor), Greer Forde-MacNaughton (Youth Engagement Advisor), Asha Harry (Senior Advisor Official Information), Silas Phillips (Advisor Mataaho Aronui)

## Meeting Procedures

The meeting opened at 4.02pm.

1. Apologies were received from the following members:

3. Leandra, Ben, Pulupaki – for lateness;
4. Henry – for early departure;
5. Akira, Cr Paul, Meredith – for absence.

No issues were raised with the minutes of the previous meeting.

2. No conflicts of interest were declared.

## Items

3. Updates

- Anastasia updated Youth Councillors that Jackson, John and Waimarama have sadly all resigned from Youth Council – they will come to the zoo meeting to say goodbye.
- Henry gave an update on the elections working group. The group is keeping in touch with Greer about elections. Go to [vote.nz](https://vote.nz) to check if you need to enrol or change your address!
- Josh gave an update on Youth Hub. For an overview, WCC has partnered with The Y on two community spaces, [Te Pokapū Hapori](#) and a new Youth Hub. The team are currently in the mist of property negotiations to find a space for Youth Hub. They are interested in connecting with more young people (and have 30 Basketball tickets to give away) so please let us know of places or community events they could go to connect with young people. They are planning to come to a Youth Council meeting soon as well.
- Greer gave an update on the Youth Council survey, we sent out a survey for departing and existing Youth Councillors before our new members joined. Highlights include that for the most part people like Youth Council – positive things were Festival For The Future (sign up with the link or talk to Emily), members also liked doing submissions. We will deep-dive more into the results with the chairs and report back to you.
- Greer gave an update on Frank Kitts Park (FKP) redevelopment. Greer has been a part of a workshop planning and finalising the design principles that will go out for engagement for the public to debate. If you're interested (especially for those in halls where FKP is important green space!) get in touch with Greer. There will be further youth engagement further in the process too.
- Emily asked everyone to please let her know if you want a lift from the Council office to the zoo so she can arrange car spots – the cars will leave promptly at 2.30pm. Otherwise, we'll meet outside the zoo at 3pm on Wednesday the 20<sup>th</sup> of July.
- Emily reminded new Youth Councillors to please give her the payroll forms today.

4. Introduction to the Council, *Presented by Emily & Greer*

- Emily and Greer gave an introduction to the council (slides included).
- Greer added you don't have to understand all of this information but it's an overview and things will become clearer overtime.
- Emily and Greer said to please ask questions and bring any suggestions or ideas to us!
- Henry asked about Mana Whenua representation on Council. Emily elaborated that as well as the new Māori seat that will be filled in the upcoming election, there are two mana whenua representatives from Taranaki Whānui and Ngati Toa Rangatira with speaking and voting rights on all the Committees and Subcommittees. Currently, Liz Kelly is representing Ngati Toa Rangatira and the Taranaki Whānui seat is currently vacant. Councillor Day added that the reason that they are not also on Council is due to the current legislation. Silas will be doing a deep dive into Tāka Here, [Tūpiki ora](#) and our Mataaho Aronui team in Youth Council meeting on the 3<sup>rd</sup> of August.

5. Brief Overview of Local Government Act and Local Government Official Information Meetings Act, *Presented by Asha Harry*

- Asha Harry gave a presentation on the Local Government Official Information Meetings Act (slides included).
- The key point is that conversations and chats **about Youth Council business** could be requested by members of the public under the LGOIMA (even on social media).
- Your **personal conversations and social media activity could not** be requested as part of LGOIMA.
- To our knowledge there have never been any LGOIMA requests about Youth Council communication, so there's no need to worry too much about it but just to be aware of the possibility.
- Conflicts of interest is when a connection you have (eg your whānau member is a Councillor) or your involvement or work (eg a community board member) is connected to business being discussed at Youth Council and might impact on decisions you make. If you think you have a conflict of interest, please chat to Emily or Greer about it and include it on our consent form.

6. Annual Report, Workplan & Priorities Brainstorm, *Presented by Anastasia & Josh*

- Emily explained that as part of the Advisory Group terms of reference every year each group has to produce an Annual Report (looking back at what you achieved last year) and a workplan (looking forward to what you want to achieve next year).
- This will be going to [Pūroro Rangaranga | Social, Cultural and Economic Committee](#) (chaired by Councillor Day) on the 1<sup>st</sup> of September, therefore they will need to be finalised at the 17<sup>th</sup> of August Youth Council meeting.
- Anastasia and Josh split everyone into 4 groups to discuss what you want to focus on in the upcoming year (basic summary of brainstorm included).
- The basic summary will inform further conversations about the workplan and what to focus on in the upcoming year.

7. Mock Submissions, *Presented by Anastasia & Josh*

- Anastasia and Josh split everyone into 5 groups and gave each group one of the mock submission topics (enclosed).
- Each group will work on their submission together and they will be presented at a later meeting.

The meeting concluded at 5.32pm.

## **Information**

**Next meeting date:** Wednesday, 20 July 2022

**Portfolio / Working Groups:**

- Election working group (led by Henry)
- Youth Hub (led by Josh)
- Communications working group (tbc)



# **Te Rūnanga Taiohi o te Kaunihera o Pōneke**

**Council roles and function within the community**

**Absolutely Positively  
Wellington City Council**

Me Heke Ki Pōneke

# **What does WCC do?**



**The purpose of Wellington City Council is to enable democratic local decision-making making and action by, and on behalf of, communities and to promote the social, economic, environmental, and cultural well-being of Wellington City.**

# What does that include?

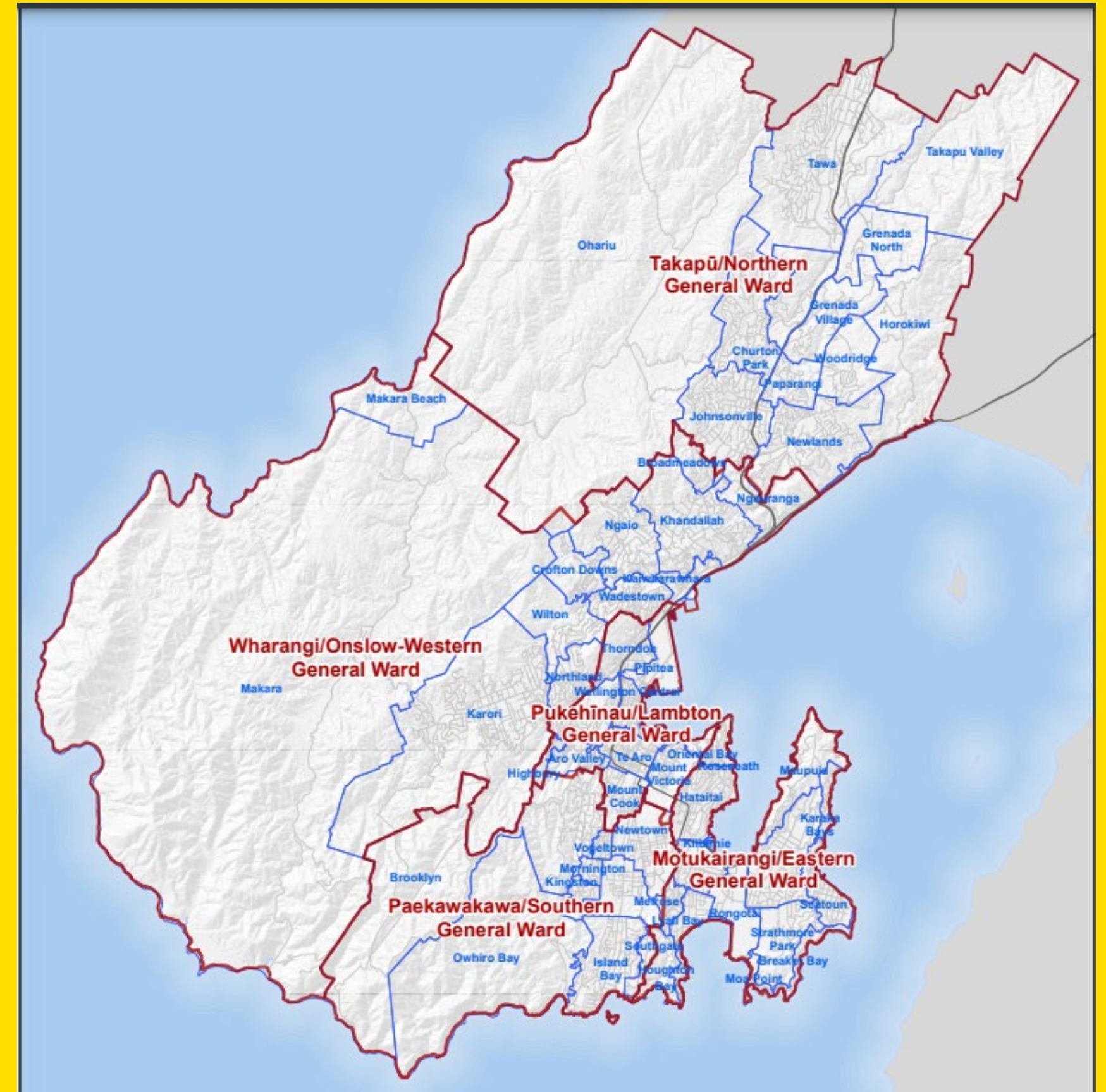
- management of infrastructure including roads, sewage disposal and stormwater
- management of libraries, parks and recreational facilities
- city development and marketing
- regulatory services relating to building, plumbing and drainage, environmental health, alcohol licensing, animal control, parking and general bylaws
- emergency management (civil defence) planning and training





# Wards & Boundaries

- There are fourteen councillors, elected from five geographical wards around the city.
- The Mayor is elected by the entire city.
- In 2022, there will also be a Councillor elected from a new Māori ward, which covers the entire city.





# How do we fit together?



## Residents & Ratepayers

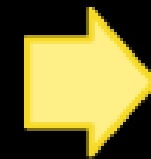
- Elects the Council every three years
- Gives feedback on plans and proposals



## Council

(14 cllrs + mayor)

- Makes decisions
- Appoints the chief executive
- Engages with the community



## Chief Executive

- Employs staff
- 
- Provides advice
  - Implements decisions of the Council
  - Makes some decisions under delegated authority
  - Engages with the community



## Staff

(approx 1800)

# Mayor and Councillors 2019–2022



**Mayor  
Andy Foster**  
Chair Council, CEO  
Performance Review  
Committee, Deputy  
Chair Annual Plan /  
Long-term  
Plan Committee

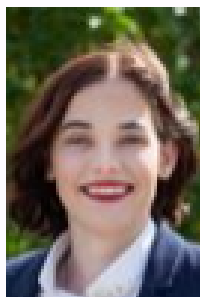
## **Motukairangi** Eastern Ward



**Sean Rush**  
Chair Infrastructure  
committee



**Sarah Free**  
Deputy Mayor  
Deputy Chair Council,  
CEO Performance  
Review Committee



**Teri O'Neill**  
Deputy Chair Grants  
Subcommittee  
Deputy Chair  
Regulatory Processes  
Committee

## **Raekawakawa** Southern Ward



**Fleur Fitzsimons**  
Chair Grants  
Subcommittee



**Laurie Foon**  
Deputy Chair Finance  
and Performance  
Committee

## **Rukehinau** Lambton Ward



**Tamatha Paul**  
Deputy Chair Planning  
and Environment  
Committee



**Iona Pannett**  
Chair Planning and  
Environment  
Committee



**Nicola Young**  
Deputy Chair Social,  
Cultural and Economic  
Committee

## **Takapū** Northern Ward



**Jill Day**  
Chair Social, Cultural  
and Economic  
Committee



**Jenny Condie**  
Deputy Chair  
Infrastructure  
Committee, Audit and  
Risk Subcommittee



**Vacant seat**  
To be filled in  
2022 election

## **Wharangi Onslow** Western Ward



**Diane Calvert**  
Chair Finance and  
Performance  
Committee



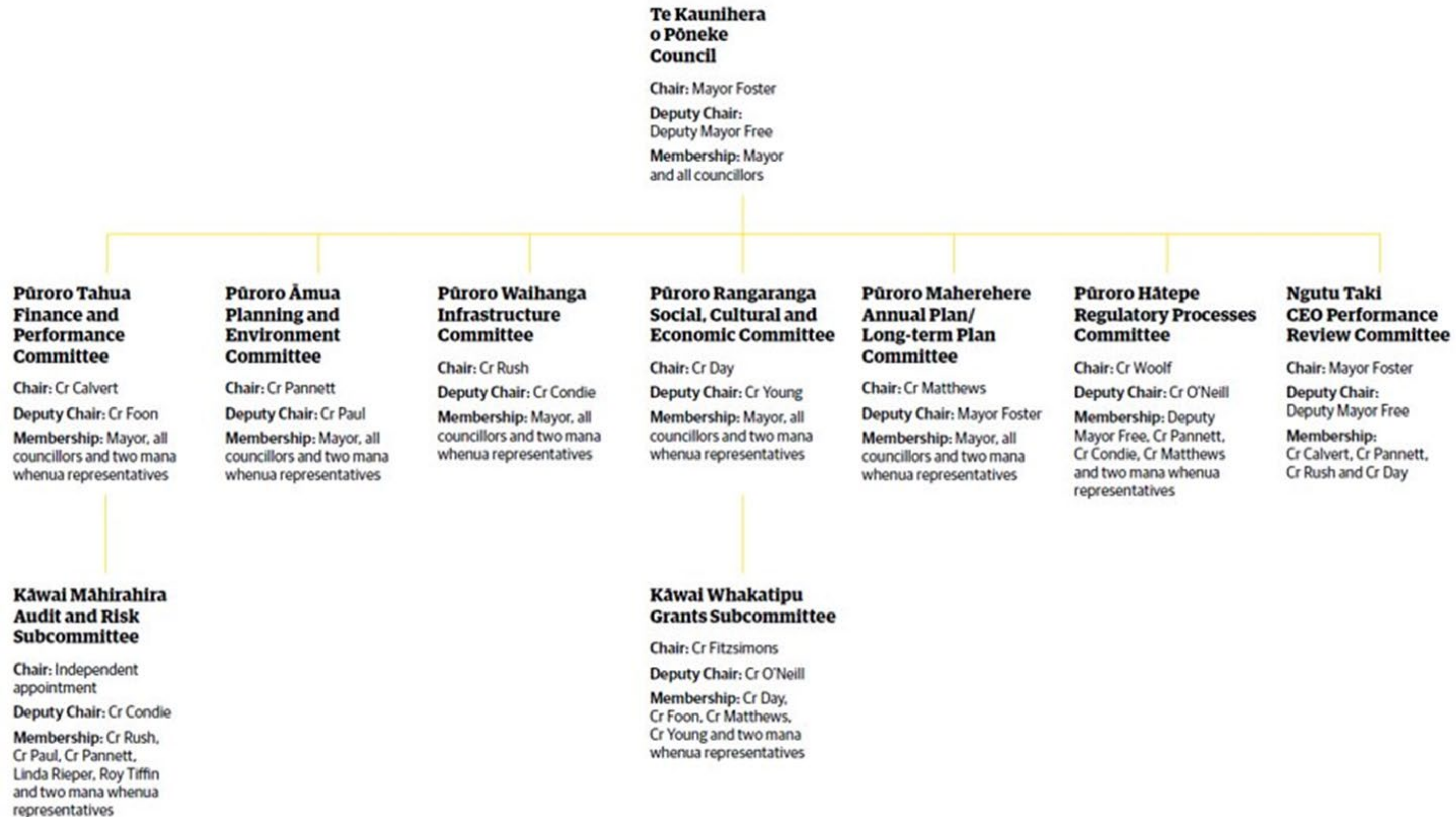
**Simon Woolf**  
Chair Regulatory  
Processes Committee



**Rebecca Matthews**  
Chair Annual Plan /  
Long-term Plan  
Committee

# Council committees structure

Absolutely Positively  
**Wellington City Council**  
Me Hēke Ki Pōneke





# Listening to the public

The public can influence the decisions made by the council.  
They can do this by....

- Voting (!!)
- Through oral or written submissions
- Petitions
- Informal/formal council engagements
- Being part of an advisory group
- Reaching out to their local councillor





# Ngā pōtitanga ā-rohe

## Local Body Election

Takes place every 3 years with electors voting on...

- Local ward or Māori ward Councilor
- Mayor
- Community Board member (if applicable)
- Regional Authority Councilor

If you are a resident Wellington aged 18+ you can enrol to vote in the 2022 Local Body Election.

If you were looking for a sign to register to vote, this is it.

**ENROL**  
LOCAL ELECTIONS 22

# LOCAL ELECTIONS  
UPDATE YOUR DETAILS

# LOCAL ELECTIONS  
**ENROL**  
You're enrolled, right?

If you've voted before...

July

You'll receive an enrolment update pack in the mail in July.





# Electoral System

## SINGLE TRANSFERABLE VOTE

- ▶ Used in Dunedin City Council elections since 2004
- ▶ A proportional representation system
- ▶ Rank as many or few candidates as you like
- ▶ Rankings must be consecutive
- ▶ Designed to minimise wasted votes

**BALLOT PAPER**

Place the candidates in order of preference (1,2,3 etc).  
Rank as many candidates as you wish.

Barry Banana	3
Andy Apple	1
Timmy Tamarillo	5
Suzy Strawberry	4
Wendy Watermelon	2

WCC uses the Single Transferrable Vote system, which means that instead of voting for just one person, you can vote for many according to your preference.

If you are on the General Electoral Roll, you would then vote for your ward representatives and the Mayor.

If you are on the Māori Electoral Roll, you would vote in the Māori Ward and for the Mayor.



Ward	Population	Members	Population per member
Takapū Northern Ward	48,800	3	16,267
Wharangi Onslow-Western Ward	43,300	3	14,433
Pukehīnau Lambton Ward	44,100	3	14,700
Motukairangi Eastern Ward	37,500	3	12,500
Paekawakawa Southern Ward	33,100	2	16,550
Te Whanganui-a-Tara Ward	9,410	1	9,410
<b>Total</b>	<b>216,210</b>	<b>15</b>	

# Submissions

- Submissions are a way to provide formal feedback to Councillors on Wellington City Council plans and strategies.
- This is a big part of Youth Council's role.
- WCC officers usually produce a strategy, plan or work programme then it goes out for formal consultation with the community, anybody can make a public submission.
- WCC staff and Councillors read and listen to the submissions and can change the plan/strategy based on what the community has said.
- There are two types of submissions - Written and Oral

## Conversion Practices Prohibition Legislation Bill

To the New Zealand Parliament  
Justice Select Committee

*September 2021*

**Wellington City Youth Council**  
Te Huianga Tāhaki o te Kaunihara o Ōhāriu

We wish to appear in person to support our submission.

Contact person:  
Laura Jackson, Chair  
youthcouncil@wcc.govt.nz  
c/o Wellington City Council, PO Box 2190, Wellington



## Written Submissions

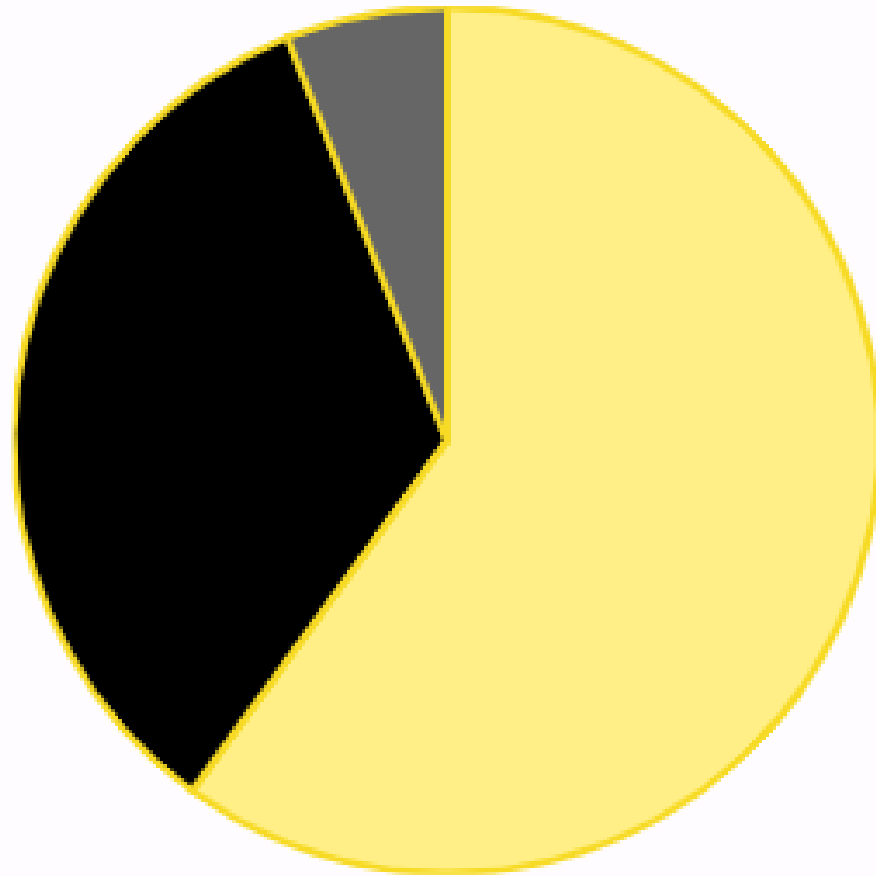
- Open consultations are listed on WCC website: [Kōrero mai | Wellington City Council](#)
- There is usually 1 month or longer to make submissions
- Submissions are uploaded online
- Submitters can say if they also want to present an oral submission
- They are read by relevant staff and Councillors

## Oral Submissions

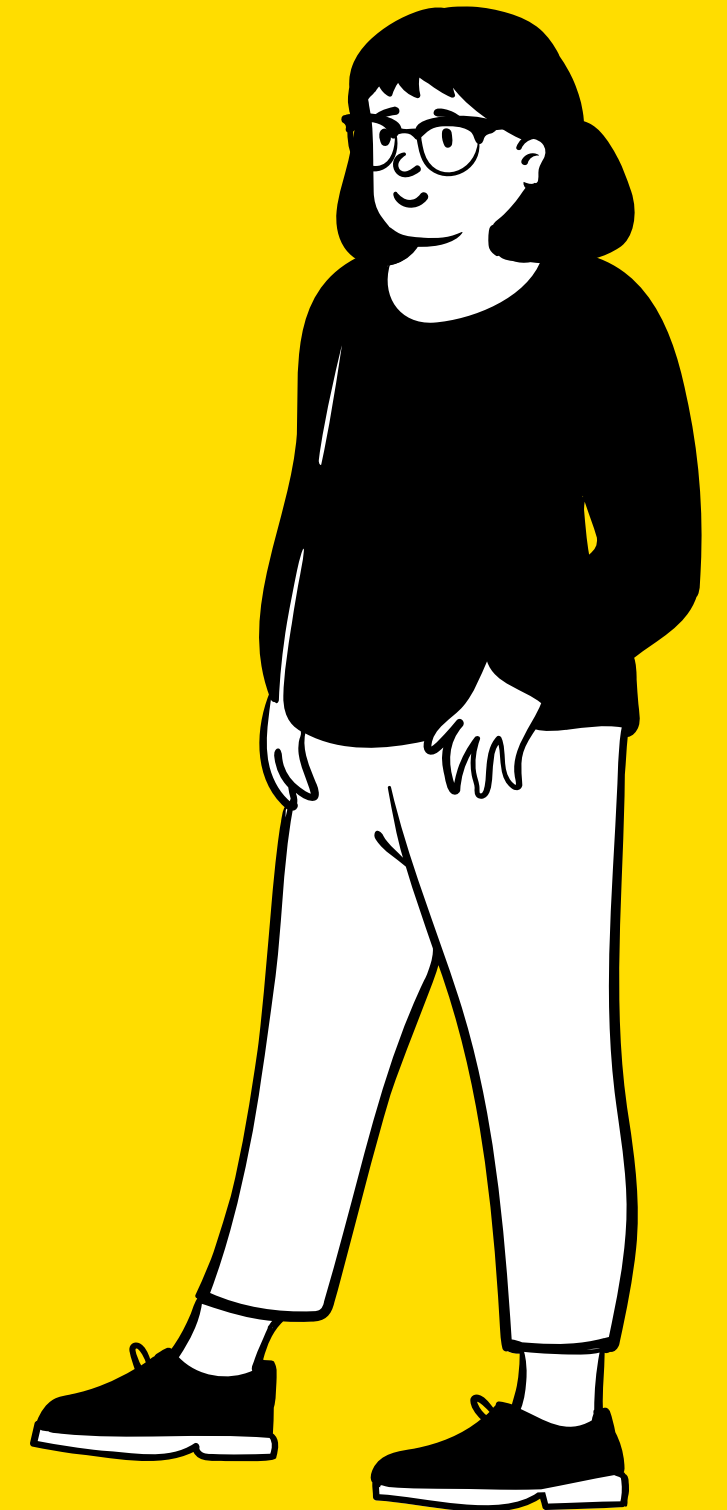
- These happen in online and in person hearings, following a written submission process to the relevant Committee meeting
- You can also apply to speak at any Committee meeting by emailing [public.participation@wcc.org.nz](mailto:public.participation@wcc.org.nz)
- Read more here: [Meetings - Attending and speaking at meetings - Wellington City Council](#)

# Local government funding

Funding



■ Rates ■ Fees and user charges ■ Other





# Advisory Groups



Advisory groups fill experience/community gaps that the elected Council or its employees may not have, or from communities that might be underrepresented in consultations.

They provide advice to Council at their monthly meetings and by writing submissions on engagements and consultations.





**Assist and advise the City Council on how to help grow a great City where young people thrive and contribute to the City Council's priorities.**



**Bring extra insight to Council (a youth perspective) to solve problems facing a changing world.**

**Develop the capabilities of its members (including leadership and engaging wider youth). The Youth Council will not be seen as representing all young people in the City.**



# Advisory Group Support

## Liaison Officers



Emily Deans  
Democracy Advisor



Greer Forde-MacNaughton  
Youth Engagement Advisor



Jamie Shackleton  
Senior Community Advisor

## Councillors



Councillor  
Tamatha Paul



Councillor  
Jill Day

## ELT Liaison



Meredith Blacker






# Key Information



- If you can make a meeting send an apology to Emily, Anastasia, and Josh the day before the meeting.
- To get paid sign the claim form that is brought to each meeting.
- Please complete the payroll forms and give them to Emily today (in paper or via email).
- Meetings are every fortnight. The next meeting is on 20 July 2022 (at the zoo!)
- You are expected to come to every meeting, and also work on projects between meetings where appropriate.
- Please check your emails regularly as we sent out information and opportunities via email in between meetings.

**Pātai / Questions?**



# **Local Government Official Information and Meetings Act - LGOIMA**



# Types of Information

## Official Information

Anyone can ask for official information in **any format** (verbal/email/phone/letters/social media). The request does not have to include the words “official information” or refer to any legislation for the Council to process the request.

Official information is any **information held by an agency** (including elected members, community boards and contractors when working for the Council or in an official capacity). We are not required to create new information.

**Information generated in your official capacity is official information.** This is information that relates to your role and namely the terms of reference (of your group/board or project).

There are some reasons for the Council to refuse or withhold information, this will need to be assessed case by case.

Official Information includes:

- Written documents such as reports, policies, memos, minutes, emails, letters, notes, draft documents, text, and app-based messages.
- Non written information, such as material stored on or generated by computers, including databases, video or audio tape recordings and recollections.

## Private Information

The Council uses private information to provide members of the public with services or facilities. We collect information such as names, date of birth, address, email, phone number and gender. It is the Council’s responsibility to ensure that we take reasonable steps to protect against damage, loss, misuse, or unauthorised use. We are required to keep people’s personal information safe and up to date as members of the public can request access to their own information.



# Processing Information requests



## Key Dates:

**We have 20 working days to provide a decision from the date of receiving the request**

3<sup>rd</sup> working day – must acknowledge  
Use these days to assess the request

7<sup>th</sup> working day – seek refinement to request

10<sup>th</sup> working day – transfer the request to different agency

20<sup>th</sup> working day – Must provide a decision/information.

Not sure when the 20<sup>th</sup> working day is, the Ombudsman's website has a calculator:

<https://www.ombudsman.parliament.nz/>

# Conclusion

LGOIMA – is a request for information, anyone can make a request in any format. The Council needs to respond as soon as reasonably possible or communicate a decision in 20 working days.

Are we responding in a work capacity or as an individual

The Official Information team is here to offer advice and guidance with information request. You can reach us at [assurance@wcc.govt.nz](mailto:assurance@wcc.govt.nz)

# Questions & answers





# Resources

**List the resources you used for your research:**

- <https://www.ombudsman.parliament.nz/>
- <https://www.privacy.org.nz/>



# Workplan Priorities

*Youth Council – 6 July 2022*

- 1. LGWM & Transport x9**
  - Bike infrastructure
  - Pedestrian Friendly CBD
  - City Trams
  - Carless CBD
  - Pedestrian-friendly urban planning
  - More streetlamps
  - Buses and Trains
  - Staying dry when walking
- 2. Housing x5**
  - Mould free
  - Rates
  - Rent
- 3. Pōneke Promise & City Safety x4**
  - Free drug testing
  - Drug & alcohol safety
  - More streetlamps
- 4. Public Spaces x4**
  - Community groups
  - Libraries
  - Parks
  - Sports Facilities
- 5. Accessibility x3**
  - More accessibility for pet owners
  - Autism
  - Disability
  - Language used for disability
- 6. Outreach & Engagement x3**
  - Track upcoming reports to Committees and Council – more Public Participation & oral submissions
  - Council & central government engaging with youth
  - Outreach in schools
  - Breaking down barriers of engagement
- 7. Environment x3**
- 8. Partnerships with Mana Whenua & Te Tiriti x2**
- 9. Art, culture and economic sustainability x2**
- 10. Waste x2**
  - Landfill
- 11. Queer, trans and takatāpui support**
  - Gay hub

12. Youth Hub
13. District Plan
14. Local Elections

## Member Development

- Understanding Council
- Public speaking confidence
- Mātauranga Māori
- Plain writing
- Formal writing
- More Council events
- Meeting councillors in informal settings
- Networking