



# Policy/Planning Committee Meeting

## Order Paper

**Thursday, 15 November 2018, 11am**

**Council Chamber, Rangitikei District Council**  
46 High Street, Marton

**Website:** [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz)

Telephone: 06 327-0099

**Email:** [info@rangitikei.govt.nz](mailto:info@rangitikei.govt.nz)

Facsimile: 06 327-6970

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**Chair**  
Cr Angus Gordon

**Deputy Chair**  
Cr Richard Aslett

### **Membership**

Councillors Cath Ash, Nigel Belsham, Jane Dunn,  
Graeme Platt, and Lynne Sheridan  
Ms Tracey Hiroa (Te Roopu Ahi Kaa representative)  
His Worship the Mayor, Andy Watson (ex officio)

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**Please Note:** Items in this agenda may be subject to amendments or withdrawal at the meeting. It is recommended therefore that items not be reported upon until after adoption by the Council. Reporters who do not attend the meeting are requested to seek confirmation of the agenda material or proceedings of the meeting from the Chief Executive prior to any media reports being filed



# Rangitikei District Council

## Policy and Planning Committee Meeting

Agenda – Thursday 15 November 2018 – 11:00 a.m.

Note: This meeting is scheduled to end at noon.

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The quorum for the Policy and Planning Committee is 5.

Council's Standing Orders (adopted 3 November 2016) 10.2 provide: The quorum for Council committees and sub-committees is as for Council, i.e. half the number of members if the number of members (including vacancies) is even or a majority if the number of members is odd.

## **1 Welcome**

## **2 Public Forum**

## **3 Apologies/Leave of Absence**

## **4 Members' conflict of interest**

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

## **5 Confirmation of order of business**

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting, ..... be dealt with as a late item at this meeting.

## **6 Confirmation of Minutes**

The minutes of the Policy/Planning Committee meeting on 11 October 2018 are attached.

File ref: 3-CT-15-2

### **Recommendation:**

That the Minutes of the Policy/Planning Committee meeting held on 11 October 2018 be taken as read and verified as an accurate and correct record of the meeting.

## **7 Chair's Report**

A report will be tabled at the meeting.

File ref: 3-CT-15-1

### **Recommendation:**

That the 'Chair's Report' to the Policy/Planning Committee meeting on 15 November 2018 be received.

## **8 Progress with strategic issues – Update**

With priority 4 projects (Earthquake-Prone buildings), Council agreed to undertake consultation on the location of priority areas in the urban centres over the period 7 October to 7 November 2017, with oral submissions being heard by this Committee at its meeting on 9 November 2017. As well as advising the Bulls, Marton and Hunterville Community Committees and the Taihape Community Board and making letter drops to all potentially affected businesses and property owners, there were public meetings held in Taihape and

Marton. At its meeting on 30 November 2017, Council resolved not to adopt any priority areas under section 133AF of the Building Act 2004 and to send a strong message to Government about the severe impacts of the legislation on the viability of many businesses and sustainability of the District's towns. Rangitikei was a participant in the September forum of regional mayors with the Minister of Building and Construction, Jenny Salesa, who undertook to review how the legislation affects rural towns. The initial formal assessments of building in Marton's CBD area started in September.

An application was submitted to the Lotteries Heritage and Environment Fund in February for a grant towards a feasibility study on establishing the Marton Heritage Precinct Project as a collaborative initiative between private building owners and the Council. Funding of up to \$100,000 had been agreed to between the parties. However, Lotteries declined the application. An approach is being made to the Provincial Growth Fund.

Further work to safeguard water and wastewater treatment plants was included in the 2017/18 Annual Plan programme, and is continued in the 2018-28 Long Term Plan. The major project is the linkage of Marton to Bulls and subsequent discharge to land, which Council confirmed as its preferred option at its meeting on 30 August 2018.

Regarding priority 5 projects, a new agreement for the continued delivery of Infrastructure Services by Manawātū District Council has been finalised between the Chief Executives of both councils. It builds on the original foundation of collaboration, but introduces a more structured arrangement and explicit performance framework. Quarterly reporting is provided to the Finance/Performance Committee, starting April 2018. This is one of the key priorities for the Principal Advisor – Infrastructure, Arno Benadie, who started on 3 September 2018.

A member of Te Roopu Ahi Kaa was appointed to the Assets/Infrastructure Committee (from its February 2017 meeting) with full speaking and voting rights. Discussions last year with the Komiti showed interest in this being extended to other Council Committees. At its meeting on 1 March 2018 Council resolved to formally extend the invitation to Te Roopu Ahi Kaa offering them a seat as contributing members to the Policy/Planning and Finance/Performance Council committees. New members were nominated (and subsequently accepted by Council) for Assets/Infrastructure and Policy/Planning Committees. *The Komiti has yet to nominate a member for the Finance/Performance Committee.* The recent appointment of a Strategic Advisor Iwi/Hapu will enable more meaningful relationships with Māori outside Te Roopu Ahi Kaa; the reorganisation of the delivery of youth programmes is securing greater interest and participation from this target group.

There has been substantial Council involvement with Marton's Centennial Park skateboard park extension and the Papakai Park development proposal in Taihape: both are community-led projects. Complementing this, Council has secured community engagement in projects it has led, notably the planting at Marton's B & C Dams.

A review of the arrangements to support young people in the District resulted in the appointment of a full-time Youth Co-ordinator (instead of two part-time co-ordinators) and the opening of new youth centre 'The Lobby'. Negotiating is continuing for an equivalent space in Taihape. The Rangitikei Youth awards were offered in both 2017 and 2018.

The Policy/Planning Committee recommended to Council that the Significance and engagement policy be adopted for consultation at the same time as the Consultation



Document for the 2018-28 Long Term Plan. At its meeting on 1 March 2018, Council decided to defer that consideration until its meeting on 29 March, which it did. Following deliberation on submissions at Council's meeting on 31 May 2018, the policy was adopted.

A new Council brand is being implemented. The agendas for the October meetings of Community Boards and Community Committees *included* clarification on Council's plans and process for town and District signage *and sought their views on local icons to be included*.

## **9 Oral Submissions to the Control of Liquor in a Public Place Bylaw**

All submissions received are attached. One submitter has asked to speak with the Council.

- Meretini Bennett Huxtable – Healthy Families Whanganui Rangitīkei Ruapehu

## **10 Update on Communication Strategy**

An update is attached.

File ref: 3-CT-15-1

### **Recommendation:**

That the 'Communications Strategy Update' to the Policy/Planning Committee meeting on 15 November 2018 be received.

## **11 Legislation and Governance Update, November 2018**

A report is attached.

File ref: 3-OR-3-5

### **Recommendations:**

1. That the report 'Legislation and Governance Update, November 2018' be received.
2. That the Policy/Planning Committee recommends to Council that His Worship the Mayor be authorised to sign (on behalf of Council) the submission [as amended/without amendment] to the Parliamentary Primary Industries Committee on the Dog Control (Category 1 Offences) Amendment Bill.

## **12 Review of Community Initiatives Fund**

A memorandum is attached.

### **Recommendations:**

- 1 That the memorandum 'Review of the Community Initiatives Fund' to the Policy/Planning meeting 15 November 2018 be received.

- 2 That the Policy/Planning Committee endorses the use of SmartyGrants™ as the funding platform to manage the Community Initiatives Scheme [and/or] Creative Communities Scheme, Event Sponsorship Scheme, and Sport NZ Rural Travel Fund and that a simulated funding assessment using the SmartyGrants™ online platform be provided to the November 2018 meeting of the Finance/Performance Committee.
- 3 That the Policy/Planning Committee recommends that, with respect to the Community Initiatives and Events Sponsorship Scheme,
  - each Community Board/Committee is asked to nominate an assessor, each of whom will assess the merits of each application;
  - the Chair and Deputy Chair of Finance/Performance Committee are appointed assessors, each of whom will assess the merits of each application;
  - a report collating the individual assessments will be provided to the Finance/Performance Committee which will decide the amount to be granted to each applicant; and
  - the funding rounds of both schemes coincide.

### **13 Mōkai Pātea Services – Taihape Community Board Investigation Request**

A memorandum is attached.

File ref: 4-EN-10-4

#### **Recommendation:**

That the memorandum 'Mōkai Pātea Services – Taihape Community Board Investigation Request' be received.

### **14 The case for establishing a Rangitīkei Youth Council**

A presentation will be provided to the meeting with supporting documents attached.

#### **Recommendation:**

That the presentation on 'Establishing a Rangitīkei Youth Council' and supporting documentation provided to the Policy/Planning meeting 15 November 2018 is received.

### **15 Questions put at previous meeting for Council advice or action**

Policy options around poor state of unoccupied CBD properties and establishing a Jurisdiction collaboration team are noted as items for the agenda in 2019.

## **16 Update on Community Engagement and Development Programmes/Activities – October 2018**

A memorandum is attached.

### **Recommendation:**

That the memorandum 'Update on Community Engagement and Development Programmes/Activities – October 2018' to the Policy/Planning Committee on 15 November 2018 be received.

## **17 Activity Management**

A report is attached.

File: 5-EX-3-2

### **Recommendation:**

That the 'Activity Management' Report to the Policy Planning committee on 11 October 2018 be received.

## **18 Quarterly Update – Māori Responsiveness Framework**

A memorandum is attached.

File: 4-EN-8-2

### **Recommendation:**

That the memorandum 'Quarterly Update – Māori Responsiveness Framework' to the 15 November 2018 meeting of the Policy/Planning Committee be received.

## **19 Late items**

As agreed at item 5

## **20 Future items for the agenda**

Policy options around poor state of unoccupied CBD properties

Establishing a Jurisdiction collaboration team

## **21 Next meeting**

Thursday 14 February 2019, 1.00 pm

## **22 Meeting closed**

# Attachment 1



# Rangitikei District Council

## Policy and Planning Committee Meeting

### Minutes – Thursday 11 October 2018 – Following Council meeting

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|                          |  |                                      |
|--------------------------|--|--------------------------------------|
| <b>Present:</b>          | Cr Angus Gordon (Chair)  |                                      |
|                          | Cr Cath Ash  |                                      |
|                          | Cr Richard Aslett  |                                      |
|                          | Cr Nigel Belsham   |                                      |
|                          | Cr Jane Dunn   |                                      |
|                          | Cr Graeme Platt  |                                      |
|                          | Cr Lynne Sheridan  |                                      |
|                          | His Worship the Mayor, Andy Watson                               |                                      |
| <b>In attendance:</b>    | Mr Ross McNeil, Chief Executive                                  |                                      |
|                          | Mr Arno Benadie, Principle Advisor Infrastructure                |                                      |
|                          | Mr Lequan Meihana, Strategic Advisor                             |                                      |
|                          | Mr Michael Hodder, Community & Regulatory Services Group Manager |                                      |
|                          | Mr Blair Jamieson, Strategy and Community Planning Manager       |                                      |
|                          | Ms Carol Downs, Executive Officer                                |                                      |
|                          | Mr Johan Cullis, Environmental Services Team Leader              |                                      |
|                          | Ms Selena Anderson, Governance Administrator                     |                                      |
| <b>Tabled Documents:</b> | Item 7   | Chair's report                       |
|                          | Item 10  | Building Amendment Bill Presentation |

## 1 Welcome

Meeting opened at 1.51pm

## 2 Public Forum

Nil

## 3 Apologies/Leave of Absence

That the apology for the absence of Ms Hiroa be received.

Cr Sheridan / Cr Dunn. Carried

## 4 Members' conflict of interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

There were no declared conflicts of interest.

## 5 Confirmation of order of business

There were no late items and no scheduled change to the order of business.

## 6 Confirmation of Minutes

|                               |                   |                 |
|-------------------------------|-------------------|-----------------|
| <b>Resolved minute number</b> | <b>18/PPL/116</b> | <b>File Ref</b> |
|-------------------------------|-------------------|-----------------|

That the Minutes of the Policy/Planning Committee meeting held on 13 September 2018 be taken as read and verified as an accurate and correct record of the meeting.

Cr Aslett / His Worship the Mayor. Carried

## 7 Chair's Report

The Chair's tabled report was taken as read.

|                               |                   |                 |                  |
|-------------------------------|-------------------|-----------------|------------------|
| <b>Resolved minute number</b> | <b>18/PPL/117</b> | <b>File Ref</b> | <b>3-CT-15-1</b> |
|-------------------------------|-------------------|-----------------|------------------|

That the 'Chair's report' to the Policy/Planning Committee meeting on 11 October 2018 be received.

Cr Gordon / Cr Belsham. Carried

## 8 Progress with strategic issues – Update

The Committee noted the commentary in the agenda.

## 9 Update on Communications Strategy

Ms Downs took her report as read.

Points highlighted were:

- The Welcome to Rangitikei Information Packs for new residents – There are several circulated by organisations within each community, with varying degrees of success. The Committee expressed their desire to see Council produce one district wide new resident's pack for distribution.
- Kerbside Rubbish and Recycling Postcard – Information is scheduled for print in the District Monitor next week. Postcards will be delivered to all urban households and alternatively to post-boxes in appropriate communities. No public meetings are scheduled; however, staff are willing to meet specific communities if requested.
- Councillor Social Media Support – The communications team have requested Councillors to support social media posts by liking and making comments on posts.

|                               |                   |                 |                  |
|-------------------------------|-------------------|-----------------|------------------|
| <b>Resolved minute number</b> | <b>18/PPL/118</b> | <b>File Ref</b> | <b>3-CT-15-1</b> |
|-------------------------------|-------------------|-----------------|------------------|

That the 'Communications Strategy Update' to the Policy/Planning Committee meeting on 11 October 2018 be received.

Cr Aslett / Cr Gordon. Carried

|                               |                   |                 |
|-------------------------------|-------------------|-----------------|
| <b>Resolved minute number</b> | <b>18/PPL/119</b> | <b>File Ref</b> |
|-------------------------------|-------------------|-----------------|

That Rangitikei District Council complete the new residents' information package process with urgency.

His Worship the Mayor / Cr Sheridan. Carried

## 10 Legislation and Governance Update – October 2018

Mr Cullis spoke to his presentation.

The Committee discussed the proposed changes of the draft Building Amendment Bill including buildings affected by emergency, powers of those in charge and Chief Executive



investigations. Highlighted was the proposal to allow territorial authorities the ability to designate part or a whole area without declaring a State of Emergency. This will allow for limited access to certain areas in instances of localised damage or disaster.

Mr Hodder spoke about the Community Wellbeing Bill noting that the select committee was unable to reach agreement on whether to recommend that the bill be passed due in part to the inclusion of development contributions.

#### **Undertaking**

#### **Subject**

Staff to report to Policy on Planning on further developments of the Community Wellbeing Bill and the effects for Council.

#### **Resolved minute number**

**18/PPL/120**

#### **File Ref**

**File: 3-OR-3-5**

That the report 'Legislation and Governance Update, October 2018' be received.

Cr Belsham / Cr Platt. Carried

#### **Resolved minute number**

**18/PPL/121**

#### **File Ref**

That the Policy/Planning Committee endorses the issues proposed to be included in the Council's submission on the Building Amendment Bill, with the following changes/additions to be included for Council's consideration at its meeting on 25 October 2018.

- Reference as to the t legal age to give consent to enter premise or household unit is raised from 14 to 18 years of age
- That infringements fines are included along with the proposed prosecution fine

Cr Aslett / Cr Platt. Carried

Meeting Adjourned 2.36pm and reconvened at 2.53pm

His Worship the Mayor left at 2:53 – 2:55pm

Cr Wilson left at 2.53 pm

Meeting adjourned at 3.29 – 3:47pm

His Worship the Mayor left at 3.47 – 3.50pm

## **11 Submission to proposed healthy homes standards**

Mr Jamieson spoke to the draft submission.

The committee raised concerns with mandatory multi room heating requirements. Notes was potential flow on costs to tenants in both subsidising the landlords purchasing heating appliances along with the ongoing electrical bill for heater use. The committee agreed to the

amended the draft submission by removal of open fires as a source of home heat (in 1.5), due to environmental concerns.

**Resolved minute number**                      **18/PPL/122**                      **File Ref**

That the draft 'Submission to proposed healthy homes standards' to the Policy/Planning Committee meeting 11 October 2018 be received.

Cr Dunn / Cr Platt. Carried

**Resolved minute number**                      **18/PPL/123**                      **File Ref**

That the Policy/ Planning Committee authorise His Worship the Mayor to sign (on behalf of the Council) the submission as amended the submission on proposed Healthy Homes Standard to the Ministry of Business, Innovation and Employment (MBIE).

Cr Gordon / His Worship the Mayor. Carried

## **12 Update on Community Engagement and Development Programmes/Activities – September 2018**

Mr Jamieson took his report as read and welcomed questions.

Points of discussion were:

- Economic Development – With the awaited appointment of an Economic Development Advisor there will be more progress to report in the coming months.
- Taihape Youth Development – Mokai Patea Services h signalled staffing strain in fulfilling the MoU agreement. Staff are investigating solutions.
- Iwi/Hapū Development – Staff have been working alongside Ngāti Hauiti with initial conversations on building capacity and capability. Projects with Ngāti Whitikaupeka and Ngāti Tamakopiri are progressing. Cr Gordon, Mr Jamieson and Mr Meihana met with the trustees of Ngāti Hinemanu and Ngāti Paki, building Council's relations.
- Rātana Centenary, 7 – 9 November 2018 – a newspaper advertisement noted incorrect dates for the celebration resulting in a correction reprint. Mr Meihana is working closely with Council's Roading department formalising the Traffic Management plan.

His Worship the Mayor left at 4.37 – 4.50pm

**Undertaking**                      **Subject**

Staff to provide a report on the Taihape Youth Space to the Policy/Planning Committee meeting 15 November 2018

**Undertaking****Subject**

Staff to provide a breakdown of Iwi/Hāpu development projects and associated funding.

**Resolved minute number**

**18/PPL/124**

**File Ref**

**5-EX-3-1**

That the memorandum 'Update on Community Engagement and Development Programmes/Activities – September 2018' to the Policy/Planning committee on 11 October 2018 be received.

His Worship the Mayor / Cr Gordon. Carried

### 13 Activity Management

Mr Jamieson spoke to the report.

Key points highlighted from the report were:

- Bulls Community Centre – although early days we should be considering the décor on the inside of the building. There were several suggestions on how this could be done and what could be put in and who should have input into the décor. It was suggested a subcommittee could be established for this purpose.
- Building Consent – it was noted that the completion of building consents for this period was 56.5%. Mr Cullis explained this was due to temporary staffing resource issues which are now rectified.

**Resolved minute number**

**18/PPL/125**

**File Ref**

**5-EX-3-2**

That the 'Activity Management report' to the Policy Planning committee on 11 October 2018 be received.

Cr Dunn / Cr Ash. Carried

### 14 Questions put at previous meetings for Council advice or action:

Mr Hodder gave a verbal report about policy options available to council to address the poor state of unoccupied CBD properties. The committee noted that the focus should be that of incentivising instead of punishing landlords.

**Undertaking****Subject**

Staff to provide the Policy Planning Committee with detailed options available to Council to address the poor state of unoccupied CBD properties.

**15 Late items**

None

**16 Future items for the agenda**

Community Initiatives Fund

Service Collaborations between Rangitikei District Council, Manawatu District Council and Horizons Regional Council to address jurisdictions issues

**Resolved minute number****18/PPL/126****File Ref**

That a subcommittee be formed as the Jurisdiction Collaboration team.

Cr Gordon / Cr Sheridan.

**17 Next meeting**

Thursday 15 November at 11.00 am.

**18 Meeting closed**

4.58pm

**Confirmed/Chair:** \_\_\_\_\_

Date:

# Attachment 2



16 OCT 2018

**RANGITIKEI**  
DISTRICT COUNCIL

Liquor Control in a Public Place Bylaw 2018

To: BJ  
yLaw 2018 1-DB-1-4  
File:  
Doc:

|   |                                 |
|---|---------------------------------|
| Name  | Richard Crowe                   |
| Organisation<br>(if applicable)   | Hunterville Community Committee |
| Postal Address  | 613 Mt Cuth Rd Marton           |
| Phone   | 0275-433474                     |
| Email   | walverhills@inspire.net.nz      |
| Do you support the proposed bylaw?  |                                 |
| <input checked="" type="radio"/> Yes <input type="radio"/> No   |                                 |
| Comments  |                                 |
| The ACC recommend.<br>the Hunterville Liquor<br>Control area remain<br>the same as the<br>previous Bylaw. |                                 |
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| Attach additional information or pages if necessary   |                                 |
| Signed  | R. Crowe                        |
| Date  | 18/10/18.                       |



Rangitikei District Council  
Private Bag 1102  
Marton 4741  
Email: [info@rangitikei.govt.nz](mailto:info@rangitikei.govt.nz)

31 October 2018

Tēnā koutou,

RE: SUBMISSION ON THE LIQUOR CONTROL OF ALCOHOL IN PUBLIC PLACES BYLAW

Healthy Families Whanganui Rangitikei Ruapehu appreciates the opportunity to provide a written and oral submission on the Proposed Control of Alcohol in Public Places Bylaw.

Healthy Families New Zealand is the Government's flagship prevention platform – a key part of the Government's wider approach to supporting New Zealanders to live healthy, active lives. Whanganui, Rangitikei Ruapehu is one of ten chosen Healthy Families NZ communities across Aotearoa, each chosen for having some of the worst health statistics in the country. Healthy Families Whanganui Rangitikei Ruapehu is funded by the Ministry of Health and is being led by Te Oranganui.

Healthy Families Whanganui Rangitikei Ruapehu aims to address the underlying causes of poor health in the community with a focus on reducing alcohol related-harm, improving nutrition, increasing physical activity and more people being smokefree.

Healthy Families Whanganui Rangitikei Ruapehu Leadership Group is responsible for providing strategic direction and leadership using and championing a systems based approach to achieve healthier communities in the places where we spend our time.

We support the proposed bylaw as an important strategy to reducing alcohol-related harm in our Rangitikei community and would like to acknowledge Rangitikei District Council's leadership in addressing the harm caused by the misuse and abuse of alcohol and making our communities a healthier and safer place to live, learn, work and play.

Our drinking culture in Aotearoa is of major concern and Whanganui Rangitikei and Ruapehu districts are no exception. It is well known that alcohol is a significant contributing factor in crime, violence and adverse health outcomes. Hazardous drinking is one measure used nationally to monitor alcohol related health harm.

Misuse of alcohol and the effect on amenity and good order and behaviour is more likely to occur in unsupervised drinking environments, including public places where it impacts adversely on other people using those public spaces.



The majority of alcohol (76%) is purchased at off-licence premises, with most alcohol purchased from bottle stores or supermarkets (Ministry of Justice, 2013). It is consumption of this alcohol that contributes to the anti-social behaviour in public places where public drinking is permitted. Public places near alcohol outlets are particularly vulnerable and the increase in outlet density, particularly in residential suburbs, is a likely contributor to communities requesting growth of liquor-free zones.

Liquor free zones are now a widely used and well established strategy to address such harms internationally and in Aotearoa. Such strategies are known to improve perceptions of public safety and can contribute to the reduction of harm by providing Police with a tool for dealing with antisocial behaviour caused by drinking in public places (Pennay et al., 2014).

Research recommends liquor free zones be used in conjunction with other community responses (Webb, Marriott-Lloyd, & Grenfell, 2004). These may include other regulations for supply control such as elements in a Local Alcohol Policy as well as broader community targeted harm reduction initiatives, access to health services and culturally appropriate and age related programmes.

Liquor free zones are most successful when communities work in partnership to solve the underlying problems that contribute to public drinking and other alcohol related concerns. Understanding the causes and engaging community in solutions should form an important aspect of supporting the bylaw. Healthy Families Whanganui Rangitikei Ruapehu are willing to work alongside local community stakeholders and co-design local solutions with community to address alcohol related harm in the Rangitikei district.

We are happy to provide further advice and clarification on any of the points raised in our written submission and would also like the opportunity to make an oral submission. The key contact for this submission is:

Meretini Bennett-Huxtable  
Healthy Families Whanganui Rangitikei Ruapehu  
Systems Activator - Rangitikei  
Te Oranganui | PO Box 611 | Whanganui 4540 | Aotearoa | tel +64 6 349 0007 | cell 021 053 1833 |  
[www.teoranganui.co.nz](http://www.teoranganui.co.nz) | [www.healthyfamilieswrr.org.nz](http://www.healthyfamilieswrr.org.nz)

Nā tātou,



Nicole Dryden  
Healthy Families Whanganui Rangitikei Ruapehu  
Service Manager



Meretini Bennett-Huxtable  
Healthy Families Whanganui Rangitikei Ruapehu  
Systems Activator – Rangitikei



# Attachment 3

## Communications Update

This report provides the Committee with an update on media activity; current consultation processes underway and progress on the action plan.

### October Media Activity

The table below outlines the media activity during October; printed media articles published during the month and website activity:

- Rangitikei Bulletin – This was published at the beginning of November, covering the key decisions from the October Council meeting and featured in the Feilding - Rangitikei Herald and District Monitor.
- Rangitikei Line – the October edition was distributed during the month.
- There were 7 media articles during October:

| Date     | Media Channel  | Article Heading and Topic   |
|----------|--|---|
| 04/10/18 | District Monitor (article)   | <b>At the Council</b> - The Ratana Community wants to rebuild their rundown playground and recreation area and are seeking Council support. |
| 11/10/18 | District Monitor (article)   | <b>At the Council - Concern for voice for small communities</b> – The Turakina Community Committee submits on the representation review.    |
| 23/10/18 | Manawatu Standard (x2) and Feilding / Rangitikei Herald (articles) | <b>A bridge too far, and too costly</b> – Options for Mangaweka Bridge.   |
| 20/10/18 | Feilding/Rangitikei Herald (Mayors regular column – provided)      | <b>Have your say on rubbish collection</b> - The council is seeking feedback on kerbside recycling and rubbish.                             |
| 30/10/18 | Manawatu Standard (article)  | <b>Hit by a water hydrant</b> – staff member was hit by a faulty water hydrant during a flow-meter test.                                    |

### Requests under Local Government Official Information and Meetings Act (LGOIMA)

- From the beginning of the year to the end of October Council has received 65 requests under LGOIMA.

## Website Statistics

Activity on Council's website for October 2017 – October 2018:



In October 66% of those who visited Council's website were new visitors to the site.

### Top Council Webpages Visited (October)

1. Rates
2. Cemeteries / database
3. Contact us
4. Rubbish/recycling/transfer stations
5. Rubbish / recycling
6. Aquatic / swimming pools

### Top Six Geographical Locations

#### Visiting the Website (October)

1. Palmerston North area
2. \* Wellington
3. \* Auckland
4. Christchurch
5. Whanganui
6. Hamilton

\* note smaller areas can be recorded as Auckland or Wellington

## Facebook Stats

From this month stats from our Facebook page will also be shown.

From 1 Oct 2017 – 1 November 2018 - total page 'follows' are up from an average of 2241 to 2623 and 'likes' up from 2162 to 2589.

Top stories and engagement over the last three months:

- The stories below are different – some have huge initial engagement but less reactions, shares and comments
- Some stories have enormous organic reach with lots of shares.
- Wherever possible (particularly iwi and ethnic groups) we "invite" new people to our page as soon as they've engaged with us.

**Rangitikei District Council**

Published by Carol Downs (7) · September 6 ·

Update - 12.30pm - Friday 7 September

Mangaweka and Hunterville residents are asked to continue to conserve water during Friday, Saturday and Sunday, while Council staff work to get reservoir levels back to normal. There are no issues with the quality of the water and it is safe to drink. Thanks for your help - Carol

Update Weather Event 5/6 September 2018 – Friday, 7 September - 8am...  
[See More](#)

**Get More Likes, Comments and Shares**  
Boost this post for \$3 to reach up to 1,300 people.

9,908  
People Reached

1,442  
Engagements

[Boost Post](#)

17

16 Comments

46 Shares

Like

Comment

Share

**Performance for Your Post**

9,908 People Reached

139 Reactions, Comments & Shares

41  
Like

13  
On Post

28  
On Shares

7  
Wow

4  
On Post

3  
On Shares

45  
Comments

26  
On Post

19  
On Shares

46  
Shares

46  
On Post

0  
On Shares

1,306 Post Clicks

0  
Photo Views

9  
Link Clicks

1,297  
Other Clicks

**NEGATIVE FEEDBACK**

0 Hide Post

2 Hide All Posts

0 Report as Spam


0 Unlike Page

Reported stats may be delayed from what appears on posts

**Rangitikei District Council**

Published by Jo Priestley (7) · September 25 ·

Trevor Nicholls welcomes everyone to the opening of both the MARTON POOL and TAIHAPE SWIM CENTRE this Saturday at 10am. ENTRY IS FREE! Jo



**Get More Likes, Comments and Shares**  
Boost this post for \$3 to reach up to 1,300 people.

3,309  
People Reached

450  
Engagements

[Boost Post](#)

Alli Saif, Annabel Whisker and 38 others

1 Comment

18 Shares

Like

Comment

Share

**Performance for Your Post**

3,309 People Reached

165 Reactions, Comments & Shares

130  
Like

38  
On Post

92  
On Shares

4  
Love

3  
On Post

1  
On Shares

2  
Wow

0  
On Post

2  
On Shares

11  
Comments

4  
On Post

7  
On Shares

18  
Shares

18  
On Post

0  
On Shares

286 Post Clicks

46  
Photo Views

0  
Link Clicks

240  
Other Clicks

**NEGATIVE FEEDBACK**

3 Hide Post

0 Hide All Posts

0 Report as Spam

0 Unlike Page

Reported stats may be delayed from what appears on posts

## Communications Strategy 2018 – 2020 – Update on Actions in the Action Plan

| Statutory Communications     | Timeframe         | Status                                      |
|------------------------------|-------------------|---|
| Residential Development 2018 | Close on 3/12/18  | Open for submissions                        |
| Animal Control Bylaw 2-18    | Close on 3/12/18  | Open for submissions                        |
| Representation Review        | Close on 11/12/18 | Final proposal out for appeal and objection |

| <b><i>Proactive Communications</i></b>   | <b><i>Timeframe</i></b> | <b><i>Status</i></b>  |
|--|-------------------------|---|
| Rangitikei Line – reviewing effectiveness and looking at alternatives                  | Oct 2018 – Jan 2019     | Initial discussions underway.   |
| Explore other innovative channels and seek ideas from other councils                   | Ongoing                 | Rubbish & Recycling campaign is one example of this   |
| Ensure website is the primary source of information for customers, staff and residents | Ongoing                 | Content continually updated. Alternative format for forms being looked at.  |
| Social media   | Ongoing                 | High use of this channel at events, open days and ongoing promotion of council's services   |
| New residents pack   | December 2018           | Folder has been designed. Discussions with Project Marton, Property Brokers - Real Estate agreed Town Co-ordinators would compile information and get all information to new residents. |

| <b><i>Project and Event Communications</i></b>                                       | <b><i>Timeframe</i></b> | <b><i>Status</i></b>  |
|--|-------------------------|---|
| Council projects<br>- Bulls Community Centre   | October - onwards       | Community newsletter due to go out (Nov / Dec 2018)<br>Billboards due to go up on site<br>Webcams will be installed |
| Public campaign on rubbish and recycling options (as per comms and engagement plans) | Oct – Nov 2018          | Campaign completed  |

Carol Downs

**Team Leader - Communications**

# Attachment 4

# Report

**Subject:** Legislation and Governance Update, November 2018

**To:** Policy/Planning Committee

**From:** Michael Hodder, Community & Regulatory Services Group Manager

**Date:** 7 November 2018

**File:** 3-OR-3-5

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## **1 Productivity Commission's issues paper on local government funding and financing**

- 1.1 On 6 November 2018, the Commission published an issues paper for its inquiry into local government funding and financing:
- [https://www.productivity.govt.nz/sites/default/files/Local%20government%20funding%20and%20financing%20issues%20paper\\_FINAL.pdf](https://www.productivity.govt.nz/sites/default/files/Local%20government%20funding%20and%20financing%20issues%20paper_FINAL.pdf)
- 1.2 The issues paper briefly describes local government in New Zealand and how funding and financing currently works. It asks questions about current pressure points and ways that councils can manage cost pressures. It then seeks views on options for future funding and financing tools.
- 1.3 Submissions are due on 15 February 2019. Later this month Local Government New Zealand and the Society of Local Government Managers will be circulating their submissions for comment by the sector. That points to a submission from Council being drafted for consideration at its meeting on 25 January 2019.
- 1.4 The Commission's final report will be submitted to the Government by 30 November 2019.

## **2 Local Government (Community Well-being) Amendment Bill**

- 2.1 The Governance and Administration Committee reported back to Parliament on 3 October 2018 without a recommendation as the Committee had divided views.
- 2.2 The second reading debate on the bill has yet to start.

## **3 Dog Control (Category 1 Offences) Amendment Bill**

- 3.1 Last month's report noted that this bill, which would reduce the time it takes for charges under the Dog Control Act 1996 to be heard by allowing category 1 offences to be heard by Justices of the Peace and Community Magistrates, had its first reading on 5 September and was referred to the Primary Industries Committee.

Submissions were called on 18 October 2018 with a closing date of 27 November 2018.

- 3.2 A draft submission supporting the bill is attached as [Appendix 1](#). However, as the closing date is before the next scheduled of meeting, it is suggested that if agreed to, the submission is put (as a late item) before the reconvened meeting of Council on 15 November 2018.

#### **4 Local Government (Regulatory Systems) Amendment Bill**

- 4.1 The report from the Governance and Administration Committee is due on 28 December 2018. If enacted as drafted it will remove much of the public notification and distribution of copies to statutory offices, when documents such as the long term plan and the annual report are published on the local council's website.

#### **5 Recommendations**

- 5.1 That the report 'Legislation and Governance Update, November 2018' be received.
- 5.2 That the Policy/Planning Committee recommends to Council that His Worship the Mayor be authorised to sign (on behalf of Council) the submission [as amended/without amendment] to the Parliamentary Primary Industries Committee on the Dog Control (Category 1 Offences) Amendment Bill.

Michael Hodder  
Community & Regulatory Services Group Manager



# *Appendix 1*

15 November 2018

3-OR-3-5

David Bennett MP  
Chair  
Primary Production Committee  
Parliament Buildings  
Wellington 6160

By email: [pp@parliament.govt.nz](mailto:pp@parliament.govt.nz)

Dear David

**Dog Control (Category 1 Offences) Amendment Bill**

Thank you for the opportunity to submit on this Bill.

The Rangitikei District Council supports the proposals in this Bill. It recognises that there will be considerable reduction in time to resolve matters by allowing most charges to be heard by Justices of the Peace and Community Magistrates rather than Judges.

We would like the Committee to consider one point of detail. We note that section 32(2) is excluded from the effect of the proposed amendments whereas section 33EC(1) is included. Section 32(2) concerns the classification of *dangerous* dogs and states 'Every person who fails to comply with subsection (1) commits an offence and is liable to a fine not exceeding \$3,000.' However, section 33EC(1) which concerns the classification of *menacing* dogs and states 'Every person who fails to comply with section 33E(1) or 33EB commits an offence and is liable on conviction to a fine not exceeding \$3,000'. We suggest both provisions are treated the same – and preferably included in the Bill.

We hope that these comments are useful. I do not wish to speak directly with the Committee.

Yours sincerely

Andy Watson  
Mayor of the Rangitikei District

# Attachment 5



# Memorandum

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TO: Policy/Planning Committee

FROM: Blair Jamieson – Strategy & Community Planning Manager

DATE: 7 November 2018

SUBJECT: **Review of the Community Initiatives Fund**

FILE: 3-GF-8-3

---

## **1 Background**

1.1 Council currently provides and facilitates four key funding programmes, these being;

- |                                |          |
|--------------------------------|----------|
| • Community initiatives Scheme | \$30,000 |
| • Creative Communities Scheme  | \$16,400 |
| • Event Sponsorship Scheme     | \$25,000 |
| • Sport NZ Rural Travel Fund   | \$9,500  |

1.2 The following assessment stems from requests<sup>1</sup> made to review the Community Initiatives Fund (and other funding programmes undertaken/facilitated by Council), and follows the issues discussed during the Council Workshop on 18 October 2018.

1.3 A summary of these issues is evidenced below; highlighting an increase in applications being declined, increased staffing costs and workload, greater demands on committee members time, and the process for applicants and assessors being unnecessarily burdensome.

## **2 Summary of issues**

2.1 The current criteria for the Community Initiatives Fund are explicit in stating that grants would not be made for the purchase/long-term lease of equipment or facilities. However, due to the increasing local demand and the over subscription of the funding programmes, variations to these conditions have been requested by Community Committees and the majority of elected members.

2.2 The decision to delegate the distribution of the Community Initiatives Fund to the District's Community Committees/Boards has significantly increased the administrative workload for staff.

2.3 The main objective for delegating the Community Initiatives Fund to the Community Committees/Boards was to increase a townships ownership and provide them with greater responsibility. However, in application the process has become quite clumsy, inconsistent and has considerably extended the duration of these meetings.

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<sup>1</sup> Requests received from Elected Members, Community Committee's/Boards, applicants and policy staff.

- 2.4 Whilst the delegation allows for a degree of local preference, there cannot be a District perspective on which proposals are the more significant in terms of community benefit. This becomes a larger issue when the amounts applied for well exceed available funds.
- 2.5 Both the application forms and reporting requirements have been noted as being excessive, both in size and complexity. Staff, select applicants and a number of Community Committees have provided commentary on this. It is important to note that this is not exclusive to the Community Initiatives Fund; the Events Sponsorship and Creative Communities funding programmes suffer from the same issue.

### **3 Summary of workshop**

- 3.1 The 18 October 2018 workshop highlighted that the majority of elected members believe that the current criteria for the Community Initiatives Fund should be amended to include equipment. A determination on whether facilities and/or building costs could be included was split.
- 3.2 The question whether the Community Initiatives Fund delegation should continue with Community Committees/Boards was also split. However, members did note that if the funding programme was simplified and summarised for assessors then there may be value in continuing the delegation.
- 3.3 Agreement was universal that the application and review process is excessive. Discussions highlighted that the Events Sponsorship and Creative Communities funding programmes have the same issues, excluding Community Committee/Board involvement.
- 3.4 The outcome of the workshop was a request for staff to research and consider a more suitable and practicable way forward.

### **4 Considerations**

- 4.1 Whilst the criteria for the Community Initiatives Fund can be amended easily enough to include equipment and/or facilities/building costs, the areas to focus on for improving Council facilitated funding processes are the application process, the reporting process, the assessor process, and the decision making process.
- 4.2 At present, these four areas cannot all be addressed simply by staffing or by changing application forms. Whilst reducing the application requirements would be beneficial, the process would still be clumsy as there are a number of interested assessors/parties to contribute to the effectiveness of funding programmes.
- 4.3 In looking for a solution that supports a more efficient application process, whilst also ensuring all the relative assessors/parties/committees are able to contribute to funding programmes/outcomes, there is only one solution that can effectively address all these areas, and like many other Council's and Trusts<sup>2</sup>, staff intend on moving the process to an online software platform.

---

<sup>2</sup> Examples being, Auckland Council, Hamilton City Council, Palmerston North City Council, New Plymouth District Council, Public Trust, and the Ministry of Youth Development.

## 5 Online platform

- 5.1 Considering the costs and ease of use for staff and applicants, there are two primary platforms that are used nationwide, these being Fluxx™ and SmartyGrants™. Of these two SmartyGrants is more suitable, as its costs, layout, integration and reporting ability, plus customisability is better suited for Local Government use.
- 5.2 SmartyGrants™ is a cloud based platform that can facilitate unlimited applications, grants, users/applicants and assessors, can be customised to suit the application, assessment, and reporting approaches desired by Council. Put simply, this platform will allow assessors to undertake a structured review of applications at their convenience; in doing so it will reduce losses in staff and committee/board time, whilst also considerably streamlining the decision making processes.
- 5.3 SmartyGrants™ will also facilitate a greater level of customer service, doing so by reducing the paperwork requirements for applicants (i.e. if an applicant was a Charitable organisation, it would acquire their financial details on their behalf). The usability for all parties would be significantly improved as it tracks an applications completeness; sending emails/notifications to applicants on how an application is progressing etc.
- 5.4 This platform also has the ability to: determine conflicts of interest, show geographically where an applicant intends to deliver outcomes for the funds requested, produce customised reports for Council and assessors (i.e. applicants history of funding and outcomes, uptake by townships, summary of applications etc.), and is an easily transferred programme between staff; ensuring ongoing consistency.
- 5.5 The costs associated for such a programme would come from the Governance budget. The fees associated with this platform are as follows;

Table 1: Annual Subscription Fees

| Annual Grants Range   | Annual Fee (excludes GST) | Inclusion   |
|-----------------------|---------------------------|---|
| Less than \$30,000    | \$3,850                   | Access to the latest version of the system at all times. Unlimited applications, unlimited grant programmes, unlimited rounds, unlimited number of users (including external assessors), free support and training. |
| \$30,000 - \$100,000  | \$7,250                   |   |
| \$100,000 - \$500,000 | \$12,000                  |   |

- 5.6 An example of a SmartyGrants™ application designed and used by Palmerston North City Council (PNCC) is attached as [Appendix 1](#).
- 5.7 An example of a SmartyGrants™ assessment form designed and used by assessors determined by PNCC are attached as [Appendix 2](#).
- 5.8 An example of how PNCC's grants and funding programmes are informatively marketed by SmartyGrants™ are attached as [Appendix 3](#).

## **6 Application of SmartyGrants™**

- 6.1 Considering that there is no difference in the SmartyGrants™ annual subscription fee for the Community Initiatives Fund individually, or collectively, whereby including the Creative Communities Scheme, Event Sponsorship Scheme and Sport NZ Rural Travel Fund; the entirety of Council funding programmes should be streamlined with SmartyGrants™.
- 6.2 Through the use of SmartyGrants™ for the Community Initiatives Fund, Council will be able to determine the desired approach forward. The following process recommends a way forward to alleviate the issue areas noted above:
- 6.2.1 For the application process, staff will:
- create and use SmartyGrants™ application forms;
  - transition into primarily supporting applicants in completing applications, and additionally ensure library staff/ict hubs can assist applicants in their applications;
  - the SmartyGrants™ system will do the majority of back-office support and communications (once designed by staff).
- 6.2.2 The reporting process, this is where:
- SmartyGrants™ will collate, compile, and provide assessment material to assessors.
- 6.2.3 The assessor process, this is where assessors:
- undertake the assessment at their convenience and independently of other views;
  - assessments, once completed, are summarised for final review and decision by the Finance/Performance Committee (if desired);
  - outcomes are referred back to Council to reaffirm or vary the outcomes (if desired).
- 6.3 An approach, such as above, can be customised for each and every funding programme undertaken by Council.
- 6.4 The SmartyGrants™ online platform offers an opportunity to maintain input from Community Boards/Committees without delegating parts of the funds to be granted, without requiring additional meetings, and with returning the final decision-making to the Finance/Performance Committee. Each Community Board/Committee could be invited to appoint one of their members (not necessarily the chair) as an assessor which could mean that it would be sufficient for the Chair and Deputy Chair of Finance Performance to exercise that role rather than all members of that Committee. However, the decision on what grants are awarded would remain with the Finance/Performance Committee. That would be less time-consuming than present because the assessments and the analysis of them would be done before the meeting.
- 6.5 Irrespective of the decision on who is involved in the assessment process, the SmartyGrants™ online platform will manage future grant funding rounds more

effectively. Staff would look to facilitate a simulated funding assessment, being presented at the Finance/Performance Committee's next meeting.

## **7 Recommendations**

- 7.1 That the memorandum 'Review of the Community Initiatives Fund' to the Policy/Planning Committee meeting 15 November 2018 be received.
- 7.2 That the Policy/Planning Committee endorses the use of SmartyGrants™ as the funding platform to manage the Community Initiatives Scheme [and/or] Creative Communities Scheme, Event Sponsorship Scheme, and Sport NZ Rural Travel Fund and that a simulated funding assessment using the SmartyGrants™ online platform be provided to the November 2018 meeting of the Finance/Performance Committee.
- 7.3 That the Policy/Planning Committee recommends that, with respect to the Community Initiatives and Events Sponsorship Scheme,
- each Community Board/Committee is asked to nominate an assessor, each of whom will assess the merits of each application;
  - the Chair and Deputy Chair of Finance/Performance Committee are appointed assessors, each of whom will assess the merits of each application;
  - a report collating the individual assessments will be provided to the Finance/Performance Committee which will decide the amount to be granted to each applicant; and
  - the funding rounds of both schemes coincide.

Blair Jamieson  
Strategy & Community Planning Manager



# *Appendix 1*



# PALMERSTON NORTH CITY COUNCIL

## Local Initiatives Fund

\*indicates a required field.

The purpose of the Local Initiatives Fund is to support new, not for profit activities that make a real difference in Palmerston North. You will need to refer to the [Local Initiatives Fund guidelines](#) to understand the aims of this fund.

If you have questions please contact the Community Funding Coordinator, Rebecca Hofmann, at [communityfunding@pncc.govt.nz](mailto:communityfunding@pncc.govt.nz) or 06 356 8199.

We recommend you fill out a short [Community Funding Expression of Interest](#) form before you apply to the Local Initiatives Fund. We can advise whether this fund is the best fit for your project.

### Group details

Name of group \*

Physical address

Postal address

☐ Same as above (Physical address)

Phone \*

Must be a New Zealand phone number.

Email \*

Must be an email address.

Website

### Primary contact person

Name \*

First Name

Last Name

Position in organisation

Phone \*

Must be a New Zealand phone number.

Email \*

Must be an email address.

### Group status

Most groups we fund have a legal status, such as charitable trust or incorporated society. However, we can fund an unregistered community group with a commitment from an umbrella organisation. A representative of the umbrella organisation will need to fill out the "Umbrella Organisation Consent" section below.

Does your group have a formal legal status? \*

☒ Yes ☐ No [Clear](#)

### Legal status (Not Applicable)

This section is not applicable because of your response to question: "Does your group have a formal legal status?" on page 1

Some questions in this section may not apply to your group. If so, just leave them blank.

What is your groups' legal status? \*

Eg registered incorporated society; charitable trust

GST number

Must be formatted correctly.

Charities Commission  
registration number

NZBN

Names of your  
organisation's  
chairperson, secretary  
and treasurer

#### Umbrella organisation consent *(Not Applicable)*

This section is not applicable because of your response to question: "Does your group have a formal legal status?" on page 1

An umbrella organisation is an established, registered organisation that is willing to oversee and monitor the use of grants made to unregistered groups.

The roles and responsibilities of an umbrella organisation are:

- To receive and hold the grant on behalf of a community group.
- To pay out the funds as required by the community group.
- To pay out the funds in line with the purpose of the project for which funding was awarded.
- To endorse accountability reports on the project.
- To repay any unspent funds to the Palmerston North City Council.

If you have questions please contact the Community Funding Coordinator, Rebecca Hofmann, at [communityfunding@pncc.govt.nz](mailto:communityfunding@pncc.govt.nz) or 06 356 8199.

Name of umbrella  
organisation \*

Address

Contact person \*

Phone \* Must be a New Zealand phone number.

Email \* Must be an email address.

GST number (if  
applicable)

Charities Commission  
registration number (if  
applicable) Must be formatted correctly.

NZBN (if applicable) Must be formatted correctly.

This section is not applicable because of your response to question: "Does your group have a formal legal status?" on page 1

The umbrella organisation contact person named above must agree to the following \*

At least 3 choices must be selected.

#### Conflicts of interest

All known conflicts of interest (whether actual, potential or perceived) must be declared. All Council officers involved in the funding process are also required to declare any conflicts of interest.

Are there any Palmerston North City Council staff members or elected members in your organisation? \*

☒ Yes ☐ No [Clear](#)

This section is not applicable because of your response to question: "Are there any Palmerston North City Council staff members or elected members in your organisation?" on page 1

Please provide their names \*

Are you aware of any other conflicts of interest which could affect this proposal? \*

☒ Yes ☐ No [Clear](#)

This section is not applicable because of your response to question: "Are you aware of any other conflicts of interest which could affect this proposal?" on page 1

Please describe \*

#### Project details

##### Local Initiatives Fund criteria

Why you are requesting funding from the Local Initiatives Fund?

- ☒ To develop a new group or organisation
- ☒ To develop a new initiative to be implemented by an existing group
- [Clear](#)

Please indicate the focus area(s) of your project

- ☒ Increased social connectedness in neighbourhoods
- ☒ Increased social connectedness in disadvantaged communities
- ☐

A strong and sustainable voluntary sector

☒ Active citizenship

[Clear](#)

The Fund aims to support projects that work within the key focus areas defined in the Council's Social Strategy. See the [Social Strategy](#) for details.

Name of project

Venue(s)

Short project description

Provide a short description (100 words recommended) of your project - what are you out to do?

Start date

Must be a date.

End date

Must be a date.

Estimated attendance

Must be a number.

Tell us about your project

Describe the events, activities or services you want to deliver.

Why is this project needed in Palmerston North?

Describe the specific issue or need you want to address.

Who will benefit from the project?

Which group(s) will benefit most from this project? Please indicate if you are targeting a particular community, such as an ethnic group, neighbourhood or age group.

What are the expected outcomes of the project?

Describe three things you want the project to achieve in terms of benefits for participants and/or others.

How will you know if these outcomes have been achieved?

Describe three changes you will see if the expected outcomes of the project occur.

What research have you done to ensure your project will not duplicate existing projects or services?

Have you investigated potential partnerships?

Financial details

The average Local Initiatives Fund grant is \$6,000, with past grants ranging from \$650 to \$12,000. We have \$18,716.73 available to allocate in this round.

How much are you requesting from the Local Initiatives Fund?

\$

Must be a dollar amount.

What is the total cost of your project?

\$

Must be a dollar amount.

Are you seeking funding from other sources for this event?

☒ Yes ☐ No [Clear](#)

This section is not applicable because of your response to question: "Are you seeking funding from other sources for this event?" on page 2

Please provide details of other funding you have requested for this event.

| Funder | Amount requested         | Confirmed? |
|--------|--------------------------|------------|
|        | Must be a dollar amount. |            |

GST

Are you GST registered?

☒ Yes - Do NOT include GST in your budget  
☐ No - Include GST in your budget  
[Clear](#)

Expenditure

Please set out the costs for the entire project in the table below. Remember to include support in kind (like donated materials) and volunteer hours (number of hours and estimated cost/value per hour). These items should be included in the income table too.

The [Local Initiatives Fund guidelines](#) list the kinds of costs that are eligible and ineligible for funding.

| Item | Amount |                |
|------|--------|----------------|
|      | \$     | <div>+ -</div> |
|      |        | <div>+ -</div> |
|      |        | <div>+ -</div> |
|      |        | <div>+ -</div> |
|      |        | <div>+ -</div> |
|      |        | <div>+ -</div> |
|      |        | <div>+ -</div> |
|      |        | <div>+ -</div> |

[Add More](#)

Total expenditure amount

\$

This number/amount is calculated.

Please provide quotes for any items over \$1,000

Attach a file:  No file chosen

### Income

Work out the income for the entire project in the below table. Include the grant you are requesting from PNCC, as well as any other funders you have applied to. Remember to include support in kind as listed in your expenditure table above.

It's rare for us to fund whole projects, so think about where else you will access funds. Will your organisation be contributing some of its own funds? The value of volunteer effort and donated materials will be considered as part of your contribution.

| Source of income                  | Amount |     |
|-----------------------------------|--------|-----|
| PNCC Local Initiatives Fund grant | \$     | + - |
|                                   |        | + - |
|                                   |        | + - |
|                                   |        | + - |
|                                   |        | + - |
|                                   |        | + - |
|                                   |        | + - |
|                                   |        | + - |
|                                   |        | + - |

Total income amount

\$

This number/amount is calculated.

### Expenditure – income

This box should display "\$0.00" to show the income and expenditure is balanced:

\$

This number/amount is calculated. If the box shows a positive number, you need to add or request extra income or cut down your expenditure.

### Supporting information and declaration

\*indicates a required field.

#### Supporting information

If you have any additional material you would like us to refer to, please enter it in the sections below. This is not a requirement.

#### File upload

Attach a file:  No file chosen

#### Free text

### Terms of agreement

You will only be bound by these terms if your application is successful.

1. In accepting the offer of funding from the Palmerston North City Council, the applicant agrees to:

- complete the project as outlined in the application (or request permission in writing from the Community Funding Coordinator for any change to the project)
- use the grant money for the expenses identified in the success letter
- return any unspent funds
- operate in an open and publicly transparent manner
- manage the project in a financially prudent manner with full, up to date and accurate records
- keep invoices/receipts and a record of all expenditure for seven years
- participate in any funding audit of my organisation or event conducted by Palmerston North City Council
- contact the Community Funding Coordinator to let them know of any public event or presentation that is funded by the Palmerston North City Council
- positively acknowledge the support of the Palmerston North City Council in all relevant media and promotional activities
- give permission for my/our name, brief details about the event, and the amount of the grant to be made available to the public
- ensure that service delivery adheres to legislative requirements, including requirements under the Vulnerable Children Act 2014, Health and Safety Act 2015, and Employment Relations Act 2015

- establish a risk management plan for any event, including compliance with health and safety regulations (including provision for spectator safety and roading issues)
  - complete and return a written report no later than three months following completion of the project. I/we understand the information given in the project result form will be referred to if I/we apply for further funding
  - notify the Community Funding Coordinator of any changes to office holders of the organisation, or changes to the organisation's address or other contact details, should this occur before I/we return the final report.
2. Palmerston North City Council shall not be liable for any loss or damage incurred or sustained by the applicant, or any of its employees, agents, contractors, customers or volunteers.
3. Representatives of both parties to this agreement will discuss any issues relating to the achievement or non-achievement of the expectations outlined in the agreement. If either party identifies any issues, such discussions will take place as soon as practical.
4. No alteration to, deletion from, or amendment to, any of the provisions of this agreement shall be binding on the parties unless both parties agree, and this agreement is recorded in writing.
5. Palmerston North City Council may terminate this agreement, with two months written notice, where it considers there are serious performance problems against the expectations outlined in this agreement.
6. In the event that the applicant fails to comply with these terms of agreement, Palmerston North City Council is entitled to terminate the agreement immediately. In the event of termination the applicant is required to repay the grant money to Palmerston North City Council.

#### Declaration

You must agree to the below statements before submitting your proposal: \*

- ☐ I have authority to commit to the following conditions on behalf of the applicant group.
- ☐ I understand that we cannot receive further funds from Palmerston North City Council for the same project if this application is successful.
- ☐ I understand that the Palmerston North City Council is bound by the Local Government Official Information and Meetings Act 1987.
- ☐ I consent to Palmerston North City Council recording the details provided in this application and retaining and using these details for considering the application.
- ☐ I have obtained the consent of all people involved to provide any personal contact details in this application. I understand that I have the right to access this information. This consent is given in accordance with the Privacy Act 1993.
- ☐ I authorise Palmerston North City Council to seek such information as they may require to complete the consideration of this application.
- ☐ I declare that the information provided in this application is correct and true to the best of my knowledge.

[Clear](#)

At least 7 choices must be selected.

Your name \*

First Name

Last Name

### Grant Information

#### Palmerston North City Council

Our contact centre operates  
24 hours a day, seven days a week,  
365 days a year.

+64 6 356 8199

communityfunding@pncc.govt.nz

### Technical Assistance

#### SmartyGrants

+64 4 889 3068

service@smartygrants.com.au

Technical help guide for applicants

### Follow Us

## *Appendix 2*



# Local Initiatives Fund: Assessment form

## Form Preview

### Assessor declaration

\* indicates a required field

#### Conflict of interest

All assessors must declare if they have, or could be perceived to have, a conflict of interest.

If an assessor has something to personally gain from an application being either successful or unsuccessful, or if members of the public could have grounds to perceive that the assessor could personally gain from a decision, do not proceed to assess this application.

**Conflict of Interest \***

- ☐ I do not have a conflict of interest
- ☐ I do have a conflict of interest

#### Confidentiality

As an assessor for Palmerston North City Council, you are being given access to confidential and, in some cases, private and sensitive information. You must agree to the statement below in order to proceed with this assessment:

I pledge to preserve the confidentiality of any information supplied to me in my role as an assessor for Palmerston North City Council. I will not make copies of or disclose this information unless explicitly authorised by Palmerston North City Council or required to do so by law. I will not use any information supplied to me in my role as an assessor for any personal gain.

**Confidentiality \***

- ☐ I agree
- ☐ I do not agree

### Application assessment

#### Instructions for assessors

##### Indicators

The indicators are designed to help you understand in specific terms what is meant by each criterion. Use the indicators provided to help construct your score.

##### Scores:

- 5 = application meets criterion at a high level
- 4 = application meets criterion well
- 3 = application meets criterion
- 2 = application just fails to meet the criterion
- 1 = application largely fails to meet the criterion

#### Uniqueness

# Local Initiatives Fund: Assessment form

## Form Preview

Indicators:

- The initiative is different from those already operating in Palmerston North
- The initiative will achieve outcomes that are not being met by other projects

**Is the project unique and innovative?**

☐ 1                      ☐ 2                      ☐ 3                      ☐ 4                      ☐ 5

## Local focus

Indicators:

- The initiative addresses an issue of community concern
- The applicant has identified how the project will address the need

**Does the project address a local community need?**

☐ 1                      ☐ 2                      ☐ 3                      ☐ 4                      ☐ 5

## Relevance

Indicators:

- The applicant has clearly articulated the proposed outcomes
- The initiative contributes to one of Council's focus areas, eg increased social connectedness in neighbourhoods; increased social connectedness in disadvantaged communities; a strong and sustainable voluntary sector; or active citizenship.

**Does the project align with Council's aims?**

☐ 1                      ☐ 2                      ☐ 3                      ☐ 4                      ☐ 5

## Direction

Indicators:

- The applicant seems to have the skills and experience to deliver this initiative
- Funding would help the applicant group to become stronger or more sustainable
- Funding would improve the applicant's capacity to deliver its activities well

**Is the project viable and sustainable?**

☐ 1                      ☐ 2                      ☐ 3                      ☐ 4                      ☐ 5

## Collaboration

Indicators:

- The initiative would help build partnerships for community benefit
- The initiative would strengthen community groups and networks
- The applicant is not wholly reliant on Council to fund the initiative

**Is there evidence of potential partnerships?**

☐ 1                      ☐ 2                      ☐ 3                      ☐ 4                      ☐ 5

# Local Initiatives Fund: Assessment form

## Form Preview

### Total score (%)

This number/amount is calculated.

### Recommendation

#### Do you recommend we fund this initiative?

☐ Yes

☐ Maybe

☐ No

### Comments

## *Appendix 3*

# Strategic Priority Grants

[pncc.smartygrants.com.au](http://pncc.smartygrants.com.au)

- **APPLICATIONS OPEN**

Wednesday 19 September  
until 4pm on Monday 19 November

- **APPLY ONLINE**

[pncc.smartygrants.com.au](https://pncc.smartygrants.com.au)

- **FOR HELP**

Come to one of our drop-in sessions  
or contact Rebecca Hofmann:  
[communityfunding@pncc.govt.nz](mailto:communityfunding@pncc.govt.nz) or 06 356 8199

# Strategic Priority Grants Guidelines

## Purpose

The Strategic Priority Grants programme (formerly Fee for Service) provides multi-year funding for community-led projects, activities or services. The funding available is \$1.3m per year for three years, starting from 1 July 2019.

These grants are designed to encourage community leadership of solutions. We will fund community organisations whose outcomes directly contribute to Council's vision:

**Small city benefits, big city ambition.**

**The vision is supported by five goals:**

**Goal 1: An innovative and growing city**

**Goal 2: A creative and exciting city**

**Goal 3: A connected and safe community**

**Goal 4: An eco city**

**Goal 5: A driven and enabling Council.**

## Funding priorities

Our funding priorities are based on the Creative and Liveable Strategy (to achieve Goal 2: A creative and exciting city); the Connected Community Strategy (to achieve Goal 3: A connected and safe community); and the Eco City Strategy (to achieve Goal 4: An eco city).

In your application, we recommend that you only select the funding priorities that align most closely with your core mission.

### Goal 2: A creative and exciting city

- Priority 1: Create a city that has great places for all people, and particularly families.
- Priority 2: Celebrate the city's history and diversity and build on the strength of being a city of many cultures and languages.
- Priority 3: Develop the city into an arts powerhouse with a national reputation for creativity and the arts.
- Priority 4: Develop a national and international reputation as an exciting city with plenty to do at night and on weekends.
- Priority 5: Have the most active community in New Zealand.

### Goal 3: A connected and safe community

- Priority 1: Develop, provide and advocate for services and facilities that create a connected, welcoming and inclusive community.
- Priority 2: Ensure the city has a healthy community where everyone has access to healthy, safe and affordable housing and neighbourhoods.
- Priority 3: Build community capacity to take ownership and encourage community leadership of solutions, including better coordination between community organisations and groups.
- Priority 4: Become a city where people feel safe and are safe.

### Goal 4: An eco city

- Priority 1: Respect and enhance the mauri of the Manawatū River.
  - Priority 2: Work with the community to reduce carbon emissions.
  - Priority 3: Regenerate native biodiversity.
  - Priority 6: Educate the community, in particular property owners, on the benefits of investing in sustainable building design and green buildings.
-





## Who can apply?

Applications are open to not-for-profit organisations operating in Palmerston North. Social enterprises can also apply, but you need to show that you have a social, cultural or environmental mission and your profits are reinvested in fulfilling that mission.

Strategic Priority Grants are not available to political parties, commercial entities, local government bodies, government agencies or other public sector entities.

# PNCC Community Funding Options

|                               |   |   | WHO CAN APPLY?   |             |          |
|-------------------------------|---|---|------------------|-------------|----------|
| Funding source                | Fund  | Administered by                             | Community groups | Individuals | An event |
| PALMERSTON NORTH CITY COUNCIL | Strategic Priority Grants (formerly Fee for service)  | Community Unit, PNCC                        | ✓                |             |          |
|                               | Celebrating Communities Fund                          |   | ✓                |             | ✓        |
|                               | Local Initiatives Fund                                |   | ✓                |             |          |
|                               | Natural and Cultural Heritage Incentive Fund          | Strategy and Planning Unit, PNCC            | ✓                | ✓           | ✓        |
|                               | Sports Event Partnership Fund                         | Sport Manawātū                              | ✓                |             | ✓        |
|                               | Community Development Small Grants Fund               | Palmerston North Community Services Council | ✓                |             |          |
| PNCC & PARTNERS               | Creative Communities Scheme (partner – Creative NZ)   | Community Unit, PNCC                        | ✓                | ✓           | ✓        |
|                               | Environmental Sustainability Grants (partner – PNCET) | Palmerston North City Environmental Trust   | ✓                | ✓           |          |
| BEQUESTS                      | Jaycee Trust Travelling Fellowship Scheme             | Strategy and Planning Unit, PNCC            |                  | ✓           |          |
|                               | Palmerston North Performing Arts Trust                |   | ✓                | ✓           | ✓        |

| WHAT FOR?            |  |   | WHAT ARE THE PRIORITIES?             |  |                     |   |
|----------------------|--|---|--------------------------------------|--|---------------------|---|
| A fixed-term project | Ongoing service delivery or administration costs | Other   | Goal 2: A creative and exciting city | Goal 3: A connected and safe community | Goal 4: An eco city | Other                                       |
| ✓                    | ✓  |   | ✓                                    | ✓                                      | ✓                   |   |
|                      |  |   | ✓                                    | ✓                                      |                     |   |
| ✓                    |  | ✓<br>New and unique initiatives                               |                                      | ✓                                      |                     |   |
| ✓                    |  | ✓<br>Maintain or strengthen heritage buildings. Notable trees | ✓                                    |  |                     | ✓<br>Goal 1: An innovative and growing city |
|                      |  |   | ✓                                    |  |                     | ✓<br>Attract and retain large sports events |
|                      | ✓  |   | ✓                                    | ✓                                      | ✓                   |   |
| ✓                    |  |   | ✓                                    | ✓                                      |                     | ✓<br>Creative NZ priorities                 |
| ✓                    |  |   |                                      |  | ✓                   |   |
|                      |  | ✓<br>Travel for an overseas project                           |                                      |  |                     | ✓<br>Set by trust deed                      |
| ✓                    |  |   |                                      |  |                     | ✓<br>Set by trust deed                      |



## What can be funded?

We will fund a wide range of costs integral to service delivery including salaries, administration and office expenses, rent and utilities, promotion and materials.

### What can't be funded?

We will not fund the following:

- Debt servicing or repayment
- Legal expenses
- Activities that promote religious ministry or political purposes
- Medical expenses
- Public services that are the responsibility of central government (eg core education, primary health care)
- Physical works
- Purchase of alcohol

In a competitive funding environment, the following is a low priority for funding:

- Travel and accommodation outside Palmerston North
- Retrospective costs
- Fundraising events or activities



## Assessment criteria

The assessors will look at:

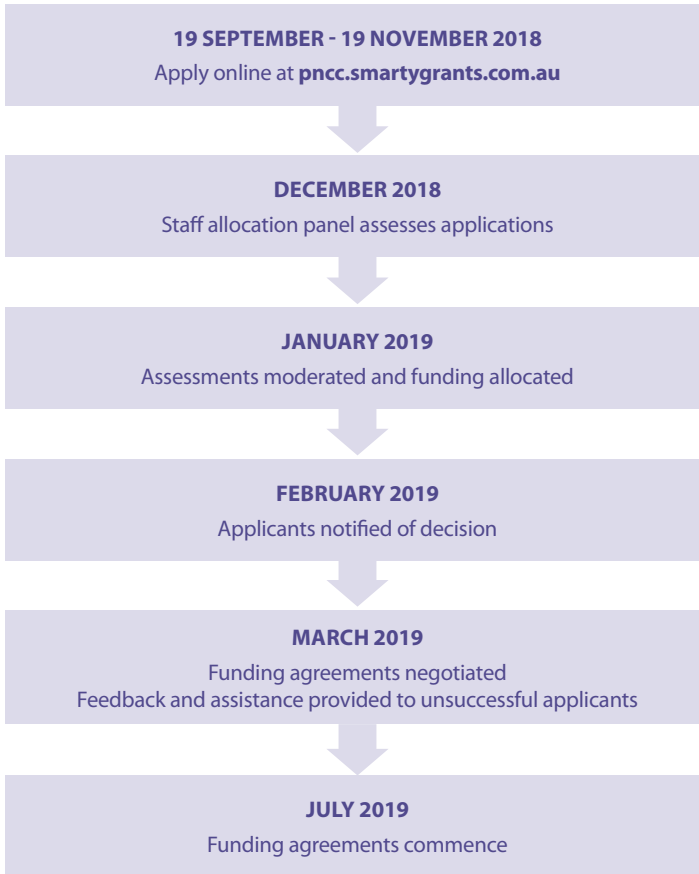
- The viability of the proposed project, activity or service, including whether you have the capability, capacity and experience to deliver it.
- The expected outcomes of the proposed project, activity or service.
- How you will show that the grant has benefited the community.
- Whether your outcomes align with Council's funding priorities.

Additional assessment criteria apply if you decide to contribute towards Goal 3, Priority 3: ***Build community capacity to take ownership and encourage community leadership of solutions, including better coordination between community organisations and groups.***

Organisations contributing to this priority have a key role in increasing the capacity of the community sector. You will need to show that you:

- Have an acknowledged strategic leadership and brokerage role within your sector.
- Are a key capacity building organisation and have a 'sector infrastructure' role that supports other sector organisations to develop and connect.
- Are a cornerstone provider within your sector – delivering the 'highest level' of expertise or the highest quality service or experience.
- Have the capability and capacity to think, work and advocate strategically.
- Are clearly aligned to Council's strategic priorities.
- Have robust strategic and business plans in place.

## Allocations process and timeline



We may ask to meet with you in December if the assessors need any additional information or clarification about your proposal.

Decisions are made by a panel of Council officers from different units. All decisions are moderated and then reviewed by Council management.





## Where can I get help?

We are hosting weekly drop-in sessions around Palmerston North for you to receive one-on-one support with your application. We strongly recommend chatting to us before you submit your proposal.

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## Come to a Drop in Session:

|                       |            |                                  |
|-----------------------|------------|----------------------------------|
| Friday 21 September   | 11am – 2pm | @ Ashhurst Library               |
| Thursday 27 September | 11am – 2pm | @ Roslyn Library                 |
| Wednesday 3 October   | 3pm – 6pm  | @ Square Edge                    |
| Tuesday 9 October     | 3pm – 6pm  | @ Central Library                |
| Wednesday 10 October  | 11am – 2pm | @ Awapuni Library                |
| Wednesday 17 October  | 3pm – 6pm  | @ Pasifika Centre (Havelock Ave) |
| Tuesday 23 October    | 11am – 4pm | @ Hancock Community House        |
| Thursday 1 November   | 3pm – 6pm  | @ Highbury Whānau Centre         |
| Tuesday 6 November    | 11am – 2pm | @ Central Library                |
| Tuesday 13 November   | 11am – 3pm | @ Te Pātikitiki Library          |
| Wednesday 14 November | 2pm – 6pm  | @ Central Library                |

## Contact us:

**Rebecca Hofmann**, Community Funding Coordinator

06 356 8199 | [communityfunding@pncc.govt.nz](mailto:communityfunding@pncc.govt.nz)



### Palmerston North City Library

**W** [citylibrary.pncc.govt.nz](http://citylibrary.pncc.govt.nz) | **E** [pncl@pncc.govt.nz](mailto:pncl@pncc.govt.nz) | **P** 356 8199  
4 The Square, Palmerston North, 4410



# Attachment 6



# Memorandum

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TO: Policy/Planning Committee

FROM: Blair Jamieson – Strategy & Community Planning Manager

DATE: 7 November 2018

SUBJECT: **Mōkai Pātea Services – Taihape Community Board Investigation Request**

FILE: 4-EN-10-4

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## **1 Background**

- 1.1 On 10 October 2018, the Taihape Community Board recommended to Council, by way of resolution (18/TCB/059) that it investigates the Memorandum of Understanding (MOU) with Mōkai Pātea Services (MPS) and the services expected.
- 1.2 On 23 October 2018, Mr Jamieson visited Ms Tracey Hiroa, Mōkai Pātea Services to clarify the issues she raised with the Board. The agreement was in line with the workplan that noted MPS would 'provide staff or an approved person to open and be present in the Taihape Youth zone between the hours of 3-5pm during weekdays'.
- 1.3 The main issue for Mōkai Pātea Services was that its commitment meant running on a cost-deficit basis, however from discussions that occurred prior to an agreement being formed, MPS was happy to do so due to the value of building a relationship with Council and engaging with the youth; their own kaupapa.

## **2 Corrective action taken**

- 2.1 Council staff and MPS both agree that there have been some teething issues to start that have increased the cost-deficit nature of this relationship; evidenced as over-staffing, the delays in securing a more suitable youth space site in Taihape, being too inclusive in the determination of youth age, and activities being conducted on site.
- 2.2 Once access and fitout of a new site has been secured, MPS will solely provide staff or an approved person to open and be present in the Taihape Youth zone between the hours of 3-5pm during weekdays. MPS will have access to this site outside of these hours to facilitate their programmes.
- 2.3 No other corrective action is necessary at this stage. Staff, and subsequently the Policy/Planning Committee will receive progress reports from the MOU partnering organisations by 20 November 2018, 20 February 2019, and 20 May 2019 to consider. Additionally a revised workplan will be offered by MOU partnering organisations before 28 February 2019; at which time the Taihape arrangements will be evaluated as both partnering organisations are on a one year trial.
- 2.4 Alongside the above reporting measures, the Policy/Planning Committee will receive a presentation from MOU partnering organisations at its February meeting. This would

be the appropriate forum if more of an investigation was required. It is at this time that the Committee will be asked to consider the delivery of services under the MOU in Taihape.

### **3 Recommendations**

- 3.1 That the memorandum 'Mōkai Pātea Services – Taihape Community Board Investigation Request' be received.

Blair Jamieson  
Strategy & Community Planning Manager

# Attachment 7

|  |  |
|--|--|
| Introduction   | The Rangitikei District Council (RDC) recognises the importance of obtaining the views of young people in Rangitikei and providing a forum for obtaining advice about matters that impact youth. These Terms of Reference provide the RDC Youth Council with the terms for its operation.  |
| Purpose Reason Youth Council exists / intended result aim/goal | <p>The purpose of the Youth Council is to:</p> <ul style="list-style-type: none"> <li>• Strengthen engagement between Rangitikei District Council and young people and build young people's knowledge of Community, Council and Central Government processes to enable them to participate in community decision-making processes.</li> <li>• Assist and advise the Rangitikei District Council on how it can be: a District full of opportunities that empower young people; a District that inspires young people; and a District that uses meaningful engagement to gain insight into the needs of young people.</li> <li>• Develop the skills and capabilities of its members as leaders within our community.</li> <li>• Encourage youth participation in civic affairs and provide a youth perspective into District issues, policies and future planning.</li> <li>• Create tangible positive outcomes your youth and wider community.</li> </ul> |
| Key Tasks  | <p>The Youth Council and its members are expected to:</p> <ul style="list-style-type: none"> <li>• Attend the training day or weekend</li> <li>• Attend as many 6 weekly Youth Council meetings as possible and at least one Committee meeting and one full Council meeting.</li> <li>• Actively participate in Youth Council meetings and get involved in activities outside of the meeting.</li> <li>• Share information, learnings with other young people in the community.</li> <li>• Listen to youth in the community and feedback views and ideas to Youth Council.</li> <li>• Advocate on Youth Issues, putting forward positive solutions for Council consideration.</li> </ul>   |

|                         |   |
|-------------------------|---|
|                         | <ul style="list-style-type: none"> <li>• Help plan, promote and run Youth Week with councils Strategic Advisor for Rangatahi.</li> <li>• Organise, plan and facilitate two annual youth events in the district.</li> </ul>  |
| Role Expected behaviour | <p>The Youth Council and its members are expected to provide:</p> <ul style="list-style-type: none"> <li>• <b>Constructive advice</b> on Rangitikei District Council policies, strategies and services from a youth perspective and where possible identifying evidence and solutions, whilst taking into account the wider needs, issues and views of young people in Rangitikei.</li> <li>• <b>Clear communication</b> with Rangitikei District Council and a broad range of young people from the community to increase information flow and build both Council and youth knowledge.</li> <li>• <b>Proactive engagement</b> in Council decision-making and civic life through existing and innovative means.</li> </ul>  |
| Membership              | <p><b>Member Criteria</b><br/>The Youth Council will include up to 11 members, including one Chairperson and one Deputy Chair. This group will embrace diversity and will ideally be broadly representative of the different cultures, genders, geographical residents and other various groups within the Rangitikei youth population.</p> <p>Criteria for the Youth Council are as follows:</p> <ul style="list-style-type: none"> <li>• To be between the ages of 13-24.</li> <li>• To reside within Rangitikei District boundaries.</li> <li>• To be committed to making a contribution of consequence.</li> <li>• To collectively have the broad range of skills, experiences and perspectives required for the group to fulfil its purpose.</li> </ul> <p><b>Role Descriptions</b><br/>The role of Members, Chair, Deputy, Alumni, the Strategic Advisor for Rangatahi and Elected Members/Councillors are outlined in the 'Role Description' document.</p> <p><b>Term of Appointment</b><br/>The standard term of appointment will be two years from date of appointment. Members may have their membership extended for additional terms if requested by the member. Extended terms of appointment must be approved by both the Chair and the Deputy of the Youth Council in consultation with the Strategic Advisor for Rangatahi.</p> <ul style="list-style-type: none"> <li>• A Youth Council membership will cease if that Member resigns or: turns 25 during their membership (regardless of completing a two year term)</li> <li>• does not work proactively during any one calendar year review period, or</li> <li>• behaves in a way that violates the Code of Conduct or is otherwise seen, in the opinion of the Youth Council or</li> </ul> |

|  |   |
|--|---|
|  | <p>Rangitikei District Council, as detrimental to the effective operation of the Youth Council</p> <p>A Youth Council membership will be re-evaluated if the Member:</p> <ul style="list-style-type: none"> <li>• moves out of Rangitikei District boundaries</li> <li>• misses more than three consecutive meetings without apology or 3 meetings within one year.</li> </ul> <p>A performance meeting of the Chair, and/or Deputy, and the Strategic Advisor for Rangatahi with the Youth Council Member will take place to assess that Member's appointment. The Member's ongoing membership is at the discretion of the Chair and Deputy and will be reviewed annually – accounting for the Member's two year term, age, work over a calendar year and behaviour.</p> <p>If a Youth Council Member resigns or ceases to be a member, a replacement will be sought through the process for selecting new members outlined below.</p> <p><b>Selection Process</b></p> <p>Rangitikei District Council will call for nominations of 13-24 year olds from within the District's boundaries via a number of different media and networks. Young people interested in being a Youth Council member will complete an application form. Youth councillors will be selected, not elected.</p> <p>Nominations may also be received from the Rangitikei District Mayor and Councillors.</p> <p>Youth Councillors are to demonstrate good group connections, and skills and qualities that will benefit the Youth Council.</p> <p><b>Initial Establishment</b></p> <p>After having called for nominations and a given application period, the Strategy and Community Planning Team will shortlist applicants for interviewing. The interview panel will consist of members from the Strategy and Community Planning Team and an Elected Member/Councillor.</p> <p><b>New Appointments</b></p> <p>After having called for nominations and a given application period, the Youth Council will shortlist applicants for interviewing. The interview panel will consist of the Youth Council Chair, Deputy Chair and a Strategy and Community Planning Team member and/or an Elected Member/Councillor.</p> <p><b>Selecting Chair and Deputy</b></p> <p>The Chairperson and Deputy Chairperson will be appointed annually by ballot vote of the Youth Council members.</p> |
|--|---|

|            |   |
|------------|---|
|            | <p><b>Replacement of Vacancies</b><br/>Should vacancies arise, the Youth Council may recruit from previously shortlisted applicants to bring the full number of members back to 11.</p> <p><b>Alumni</b><br/>Members who have served the length of their term or have ceased to be members of the Youth Council may choose to continue supporting the Youth Council as an Alumni member. Alumni are not members of the Youth Council and cannot vote or set agenda items or tasks for the Youth Council. Criteria to serve as an Alumni:</p> <ul style="list-style-type: none"> <li>• Have been a proactive member of the Youth Council.</li> <li>• Has the support of the Chair and Deputy to participate as an Alumni.</li> <li>• Has not violated the Code of Conduct or been removed from the Youth Council.</li> </ul> <p>The role of the Alumni is outlined in the 'Role Description' document.</p>   |
| Principles | <p>The Rangitikei District Council and the Youth Council will embrace the principles of positive youth development:</p> <ul style="list-style-type: none"> <li>• Strengths-based approach: Recognition of the strengths and assets of the Youth Council.</li> <li>• Respectful relationship: Quality relationships between members and Rangitikei District Council that are supportive, respectful and challenging.</li> <li>• Meaningful contribution: The Youth Council is empowered to give authentic advice and develop meaningful actions.</li> <li>• Informed decisions: Effective research, evaluation, information gathering and sharing is important for good decision making for the Youth Council and Rangitikei District Council.</li> </ul>  |
| Operation  | <p><b>Training for members</b><br/>In return for their commitment, Rangitikei District Council will provide members with:</p> <ul style="list-style-type: none"> <li>• A training and team building day or weekend.</li> <li>• An induction explaining the Council's functions and processes and the role of the Youth Council.</li> <li>• Training or resources as necessary to fulfil their roles as a Youth Council member. For example, Chairing, contributing at meetings, understanding the role of local government, and presentation skills as needed or on request.</li> <li>• Opportunities to attend conferences/seminars and be a youth representative on various working groups/project teams.</li> </ul> <p><b>Frequency of meetings</b><br/>The Youth Council will meet once every 6 weeks with additional meetings to be arranged if and when required.</p> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Meeting minutes to be taken and distributed;</li> <li>• Members to receive meeting agenda at least a week prior to the meeting;</li> </ul> |



- Agenda items to be received by the Chair for inclusion two weeks prior to the meeting (which is one week prior to agenda being sent out);
- Minutes to be distributed electronically to all members within two week of the meeting, with hardcopies made available at each meeting.

### **Council Support**

- Council will provide secretarial services and a meeting venue.
- All members will receive an induction package and information explaining the Council's function and the role of the Youth Council.
- The Youth Council may invite Elected Members and Council staff to provide information at meetings.
- There is no remuneration payable to members of the Youth Council.
- Council's Strategic Advisor for Rangatahi will be lead support to Youth Council.
- Youth Council will be appointed one RDC Councillor.

### **Quorum**

Half of the current number of members, not including vacancies, must be present for the group to have a quorum, which is the minimum number of members necessary to conduct the business on that group or for the meeting to go ahead. Any less than half the group and the meeting will not go ahead.

### **Decision making**

Decisions will be made by a simple majority vote (a majority of those presenting and voting).

### **Support funds to enable participation**

Members will be provided travel costs incurred for each meeting attended outside of their residential town.

### **Conflict Resolution**

Should conflict occur, the Chair/Deputy Chair and group will work with the Strategic Advisor for Rangatahi to resolve the conflict. If there are any concerns, members should raise them:

- with the Chair of Youth Council, if concerns are about other members
- with the Strategic Advisor for Rangatahi, if concerns are about the Chair of Youth Council.

### **Conflict of Interest**

Members will be asked to complete a conflict of interest form when they join the Youth Council and at the beginning of each year they sit on the group. The Strategic Advisor for Rangatahi will be responsible for providing members with a conflict of interest form as part of new

|        |  |
|--------|--|
|        | <p>member induction packs and to all members at the beginning of each year.</p> <p>Members are also expected to notify the Strategic Advisor for Rangatahi of any new or emerging conflicts of interest at the start of each meeting.</p> <p>For the purpose of the Youth Council, conflicts of interest are deemed to occur where a member advises on work-streams that impact on:</p> <ul style="list-style-type: none"> <li>• money or other resources the member has invested outside Council;</li> <li>• the member's family, or;</li> <li>• official positions the member holds on groups or bodies outside of Council.</li> </ul>   |
| Scope  | <p><b>Reporting and Accountability</b></p> <p>The Youth Council will report to the appropriate Council committee every six months (or as the need arises), outlining work undertaken with Council staff, the group's achievements and any issues it wishes the Council to consider further.</p> <p>The names and details of all members of the group and minutes of the groups meeting will be available on the RDC Council website and TRYB website.</p> <p>Success stories/updates will be promoted as appropriate through a range of media, including but not limited to: Rangitikei Line, RDC Council website, TRYB website and social media platforms.</p>  |
| Review | <p><b>The Terms of Reference</b></p> <p>These Terms of Reference will be reviewed annually. Any suggestions for changes will need to be an agenda item for a Youth Council meeting. All changes to the Terms of Reference will be subject to the approval of the Strategic and Community Planning Manager, and if necessary/appropriate the Policy/Planning Committee.</p> <p><b>Youth Council Performance</b></p> <p>The Chair, Deputy Chair and Strategic Advisor for Rangatahi will review the performance of the Youth Council annually. The review will evaluate the Youth Councils performance against its purpose and agreed work plan. The Chair and Strategic Advisor for Rangatahi will feed this back to the Youth Council and the Policy/Planning Committee.</p> |

### Members

Youth Council members are expected to:

- be prepared for meetings, turn up before the start of each meeting and consider issues with an open mind;
- actively participate in Youth Council meetings and contribute to the actions agreed to;
- provide apologies in advance when attendance at a meeting is not possible
- pass minutes at meetings;
- establish, maintain and make the most of existing relationships with other groups around the District;
- actively promote the work of the Rangitikei District Youth Council and relevant information to their networks;
- bring youth issues and opportunities to the Youth Council and assist the Rangitikei District Council to canvass youth views;
- not take individual issues to Youth Council that can be dealt with via general enquiries to the Rangitikei District Council Customer Service Centre;
- comply with the Code of Conduct.

### Youth Council Chair and Deputy Chair

Members of the Youth Council will elect a Chair and Deputy Chair. The Chair is expected to:

- encourage open communication where all members can effectively contribute;
- work with Youth Council members and Council's Strategic Advisor for Rangatahi to compile meeting agendas;
- manage Youth Council meetings to enable considered yet efficient decision making;
- Sign off minutes;
- work with Youth Council members and Council's Strategic Advisor for Rangatahi to develop, complete and implement the group's annual work plan;
- be the spokesperson and contact point with Rangitikei District Council for Youth Council and represent the views and recommendations of the group;
- work with Council's Strategic Advisor for Rangatahi to review the contribution of Youth Council members at the yearly review and raise any concerns.

The Deputy Chair is expected to:

- support the Chair in their role and functions;
- act in place of the Chair if the Chair is unavailable or has a conflict of interest.

## **Alumni**

Alumni are former members of the Youth Council that can remain connected and involved in the work of Rangitikei Youth Council. An Alumni is not a member. An Alumni's role is to:

- Establish, maintain and make the most of existing relationships with groups around the district;
- Actively promote the work of the Youth Council & Rangitikei District Council to their networks;
- Use their experience and skills to support the projects and actions of the Youth Council;
- Comply with the Code of Conduct.

## **The Council's Strategic Advisor**

Council's Strategic Advisor for Rangatahi assigned to the Youth Council is not a member. They are expected to:

- provide administration, support and promotion of the group. This will include the induction of new members, recording meeting minutes and following up on action points to report back to the Youth Council;
- work with the Chair/Deputy Chair to set the meeting agenda;
- work with the Chair/Deputy Chair to track attendance and review the contribution of Youth Council members at the yearly review;
- work with the Chair/Deputy Chair to manage risks, conflicts and ceasing membership;
- work across Council business activities and committees to help them effectively engage the Youth Council in the development and implementation of policy, strategy, planning and service delivery in the district;
- liaise with other Council staff around presentations and the development of projects, plans, etc.;
- liaise with families for minors and ensuring the safety of minors in relation to Youth Council business.

## **The Elected Member(s) / Councillor(s)**

Any Councillor participating in Youth Council meetings is not a member. The Councillor's role is to:

- act as a liaison and information conduit between the Council and the Youth Council conveying, if necessary, the concerns of the Youth Council;
- provide, in conjunction with staff, information, advice and an explanation of the Council's political process and agreed Council policy where required and requested by the Youth Council;
- listen and consider the opinions and recommendations of the Youth Council.

### 1. Objective

The objective of the code is to enhance:

- Mutual trust, respect and tolerance between members as a group and with Councillors and Council staff.
- The credibility and accountability of the Council within its communities.

The following is the standard of behaviour that is expected from members of Youth Council and Alumni.

### 2. Relationships with others

Members will conduct their dealings with each other, and elected members, in ways that:

- are open, honest and maintain integrity;
- show enthusiasm and innovation;
- focus on issues rather than personalities;
- avoid aggressive, offensive and abusive conduct;
- maintain confidence in their group.

### 3. Relationships with Council staff

The effective performance of the Youth Council also requires a high level of cooperation and mutual respect between members and Council staff. To ensure this is maintained, members will:

- treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees);
- observe any guidelines that the Chief Executive puts in place regarding contact with employees;
- not do anything which compromises, or could be seen as compromising, the impartiality of an employee;
- avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee;
- raise concerns about employees only with the Chair of the group, who will then decide whether to raise the issue with an appropriate senior Council staff;
- not seek to improperly influence staff in the normal undertaking of their duties.

#### **4. Contact with the media**

Youth Council may have the opportunity to input into a number of different initiatives and for consistency and accuracy, it is important that a single point of contact is established to respond to any media enquiries.

All media enquiries shall be redirected to Council staff.

If it is agreed with Council staff that it is appropriate for a view to be expressed by the Youth Council, only the Chair, or the Deputy Chair, can represent the Youth Council to the media. The Chair will work with the Council's Communications team in relation to any public comments.

Views expressed to the media on behalf of the Youth Council must have been previously agreed on by the group as a whole.

If a member is contacted by a journalist for a view from the Youth Council, they must refer the journalist to the Chair or Deputy Chair.

Members are free to express a personal view in the media or the view of other organisations of which they are a member, at any time. However, they must make clear that these represent their private views as an individual, or the view of their organisation.

#### **5. Confidential Information**

In the course of their duties members will receive information that they need to treat as confidential. This will often be information that is either commercially sensitive or is personal to a particular individual or organisation. Members should be aware that failure to observe confidentially will impede the performance of Council and could expose the Council to prosecution under the Privacy Act 1993 and/or civil litigation.

#### **6. Individual queries**

Members will not bring individual issues to the Youth Council that can best be dealt with by going through the Council's Customer Service Centre.

### Personal Information

|  |  |
|--|--|
| 1. Full name   |  |
| 2. Address   |  |
| 3. Date of Birth   |  |
| 4. Contact Phone Number  |  |
| 5. Email address   |  |
| 6. School or Occupation<br>(if still a student, or current occupation) |  |
| 7. Ethnicity   |  |

### Questions

|   |
|---|
| 8. Why do you want to join the Rangitikei Youth Council                   |
|   |
| 9. What particular skills do you think you can bring to the Youth Council |
|   |

10. Tell us something you have done that you are proud of – for example a challenge you have faced, something you accomplished as part of team, a project you finished

11. In your opinion, what is one of the challenges facing youth of the Rangitikei District

12. What would be your best idea to solve this challenge and how do you think it could be achieved



|   |
|---|
| 13. What other commitments do you have? For example sport, part-time work, other groups – and how often is that commitment?                         |
|   |
| 14. Can you commit to meeting approximately every 6 weeks and to completing a 2 day training and team building weekend on the 16 and 17 March 2019? |
|   |
| 15. How did you hear about the Rangitikei Youth Council   |
|   |
| 16. Is there any other information you would like to share with us? – Feel free to include additional pages.  |
|   |

Thank you for taking the time to apply to be on the Rangitikei Youth Council.  
We will be in touch by 8 February 2019 regarding the status of your application.

Please return to Rangitikei District Council by Friday 1 February 2019

Email to [info@rangitikei.govt.nz](mailto:info@rangitikei.govt.nz)

Or drop the completed application form into the Rangitikei District council customer service team at either

Rangitikei District Council Main Office, 46 High Street, Marton

Taihape Information Centre, Taihape town Hall, 90 Hautapu St (SH1), Taihape

# Attachment 8



# Memorandum

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TO: Policy/Planning Committee

FROM: Blair Jamieson

DATE: 8 November 2018

SUBJECT: Update on Community Engagement and Development Programmes/Activities – October 2018

FILE: 1-CO-4-8

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## 1 Background

- 1.1 This memorandum summarises the programmes, activities and meetings that have taken place involving members of the Policy Team through the Community Partnerships activity, focusing on the Path to Well-being initiatives. Added commentary is provided where necessary.
- 1.2 This report also covers applications for external funding made by Council.
- 1.3 This report covers the month of October 2018.

## 2 Community Well-being

- 2.1 The following highlights the key programmes and activities of staff in the areas of community well-being.

| Programme/Activity                    | Details  |
|---------------------------------------|--|
| Solarcity                             | Mr Jamieson has continued discussions with Solarcity around the provision of power to the Community Housing. A secondary presentation will be given at the Council Workshop, 15 November 2018. |
| Project Marton Health Network Meeting | Ms Gower attended the Health Network meeting held at Project Marton meeting on the 15 <sup>th</sup> October.   |
| Taihape Network Meeting               | Ms Gower attended the Health Network meeting held at Mokai pateā Services on the 3 <sup>rd</sup> October.  |

### 3 Economic Development

- 3.1 The following highlights the key programmes and activities of staff in the area of economic development.

| Programme/Activity | Details  |
|--------------------|--|
| Recruitment        | Interviews were conducted with Ms Gioia Damosso being employed as the new Strategic Advisor – Economic Development. 20 November 2018 is her intended start date. |

### 4 Youth Development

- 4.1 The following highlights the key programmes and activities of staff in the area of youth development.

| Programme/Activity  | Details  |
|---|--|
| College Engagement  | TRYB committees from both Taihape Area School and Rangitikei College were engaged through the month of October.  |
| Youth Space - Taihape   | Mr Jamieson is continuing negotiations with a prospective landlord for a new site for the Taihape Youth Space.   |
| Youth Space – Marton<br>AKA The Lobby                             | The Lobby continues to be well attended by youth aged 13-18 although open to youth aged to 24, and during the school holidays the space was additionally opened from 10am to 5pm. It was kept open later on occasions when The Lobby was still full at closing time and youth wanted to stay. The facility was utilised after hours by St Andrews Youth Group and the Ngāti Apa Maripi Tuatini Rangatahi Iwi Leadership group. |
| Maripi Tuatini Rangatahi<br>Ngāti Apa Youth Council<br>Visitation | The Ngāti Apa Maripi Tuatini Rangatahi Iwi Leadership group, being Youth leaders from Ngāti Apa were hosted in chambers with staff educating them all on the functions of Council.   |
| Youth Website / Brand<br>Development                              | Promotion of the TRYB brand, Facebook and Instagram pages a photo competition was run and has now been extended to the end of January 2019, due to youth requests. The theme is 'Positive Youth  |

| Programme/Activity | Details   |
|--------------------|---|
|                    | Life’.  |
| Networking         | <p>Ms Gower has meet with a number of vetted Taihape volunteers to build relationships and update them on the councils youth development.</p> <p>Ms Gower meet with the creators of Gumboot TV, of Taihape and has scheduled on-air interview promoting TRYB and Councils Youth Development.</p>  |
| Additional         | <p>Ms Gower presented to the Ngāti Apa Maripi Tuatini Rangatahi Iwi Leadership Programme at Te Rūnanga o Ngā Wairiki Ngāti Apa.</p> <p>His Worship the Mayor and Ms Gower presented Emery McGill, a 14 year old student at Hato Pāora with his prize of a TRYB branded Hoodie. Mr McGill was the winner of the competition to design the TRYB logo.</p> |

## 5 Iwi/Hapū Development

- 5.1 A full breakdown is of the key programmes and activities of staff in the area of Iwi/hapū development and relations is available through the memorandum ‘Quarterly Māori Responsiveness Update’.

## 6 Funding

- 6.1 An update on all funding applications is summarised in [Appendix 1](#).

## 7 Recommendation

- 7.1 That the memorandum ‘Update on Community Engagement and Development Programmes/Activities – October 2018’ to the Policy/Planning Committee on 15 November 2018 be received.

Blair Jamieson  
Strategy & Community Planning Manager

# *Appendix 1*

| Ref for Council decision | Fund   | Project description  | How much     | Desired outcomes and milestones  | Lead Agency | Council role            | Policy Team Role  | Status                                     | Final report due                            |
|--------------------------|--|--|--------------|--|-------------|-------------------------|---|--|---|
| LTP                      | Community Facilities Fund, Lottery                 | Capital contribution to the Bulls multi-purpose community centre (\$700,000 applied for) | \$500,000    | To develop the centre in Bulls   | RDC         | Lead agency, fundholder | Prepared application, holds funds, manages project, reports back to funder  | Successful - Reporting Required            | Following project completion                |
| Council March 2017       | Mid-Sized Tourism Facilities Fund                  | Public toilets in visitor hotspots   | \$140,000    | Toilets in Mangaweka, Bulls River, Papakai Park and Bruces Reserve   | RDC         | Lead agency, fundholder | Prepared application, holds funds, manages project, reports back to funder  | Successful - Reporting Required            | Dec 2017 - extension sought until July 2018 |
| LTP                      | JBS Dudding Trust                                  | Capital contribution to the Bulls multi-purpose community centre                         | \$200,000    | To develop the centre in Bulls + ongoing support to libraries  | RDC         | Lead agency, fundholder | Prepared application, holds funds, manages project, reports back to funder  | Successful - Reporting Required            | Jul-18                                      |
| 17/PPL/077               | Community initiatives fund                         | Rangitikei Heritage for the publication of an historical memoir                          | \$2,000      | Publishing memoir of Les Vincent   | RDC         | Lead                    | Prepared application, holds funds, manages project, reports back to funder  | Successful - Reporting Required            | Jul-18                                      |
| 17/PPL/077               | Community initiatives fund                         | The feasibility of re-locating a church/community hall in Whangaehu.                     | \$2,500      | Feasibility study  | RDC         | Lead                    | Prepared application, holds funds, manages project, reports back to funder  | Successful - Reporting Required            | Jul-18                                      |
| 17/PPL/089               | Health Promotion Agency Community Partnership Fund | Support for the Swim for All Programme. Free swimming lessons for Taihape                | \$5,000.00   | Children up to 4 years of age will have access to free swimming lessons in Taihape (as is already the case with sponsorship in Marton) | RDC         | Lead agency, fundholder | Prepared application, holds funds, manages project, reports back to funder  | Successful - To be carried forward 2018/19 | To be advised                               |
| LTP                      | Freshwater Improvement Fund                        | Contribution to the Upgrade of the Ratana Wastewater treatment                           | \$875,000    | To dispose of treated effluent to land rather than Lake Waipu  | Horizons    | Support Agency          | None  | Successful - Pending Works                 | To be advised                               |
| LTP                      | Whanganui Community Foundation                     | Capital contribution to the Bulls multi-purpose community centre                         | \$300,000    | To contribute to the costs of construction for the Bulls community centre.   | RDC         | Lead agency, fundholder | Co-prepared application, present to decision makers, reports back to funder | Successful - Pending Payment               | To be advised                               |
| 18/RDC/281               | Pub Charity  | Marton Skatepark Extension   | \$ 80,000.00 | To contribute to the cost of construction of the Marton Skatepark extension  | RDC         | Fundholder              | Prepared application, holds funds, manages project, reports back to funder  | Lodged                                     | February 2019                               |
| 2018-28 Long Term Plan   | Tourism Infrastructure Fund                        | Ablution and toilet facilities at Santoft Domain   | tbc          | To contribute to community-led upgrade: facilities for users of the Domain, both locals and people from Te Araroa Walkway              | RDC         | Fundholder              | Prepared application, holds funds, manages project, reports back to funder  | Lodged                                     | To be advised                               |

|                     |  |  |             |  |     |                           |   |        |              |
|---------------------|--|--|-------------|--|-----|---------------------------|---|--------|--------------|
| 18/RDC/351          | Wanganui Community Foundation (Quick Response Grant) | Swim 4 All   | \$ 7,051.00 | To run the Swim 4 All programme.   | RDC | Lead agency, fundholder   | Contributed to application, holds funds, manages project, reports back to funder. | Lodged |              |
| 18/RDC/351          | Kiwi Sport   | Swim 4 All   | \$ 7,051.00 | To run the Swim 4 All programme.   | RDC | Lead agency, fundholder   | Contributed to application, holds funds, manages project, reports back to funder. | Lodged |              |
|                     | Upcoming   |  | \$2,104,500 |  |     |                           |   |        |              |
| 2016/17 Annual Plan | Community led Development Fund                       | Youth/Samoan development programme in the District | tbc         | To implement Council's youth development proposals and support Samoan community  | RDC | Lead agency to be decided | To be discussed   |        | Open for EOI |
| LTP                 | Provincial Growth Fund                               | Marton Heritage Precinct                           | \$235,000   | Heritage assessments and structural assessments for buildings in the Marton CBD. | RDC | Lead agency, fundholder   | Support   |        |              |
|                     |  |  |             |  |     |                           |   |        |              |



# Attachment 9

| COMMUNITY LEADERSHIP GROUP OF ACTIVITIES 2018/19                  |   |  | Oct-18   |
|---|---|--|--|
| Major programmes of work outlined in the LTP 2018-28              |   |  |  |
| Major programmes of work outlined in the LTP                      |   |  |  |
| What are they:  | Targets   | Progress for this reporting period   | Planned for the next two months  |
| <b>Strategic Planning Activity</b>                                | Annual Report 2017/18   | Adoption of audited Annual Report  | Receipt of opinion for Summary Annual Report   |
|   | Annual plan 2019/20   | No progress to report.   | Identification of key issues; preparation of draft budgets; draft Consultation Document  |
|   | Delivery of programme of policy and bylaw review                  | Reported below.  | Reported below   |
| <b>Elections</b>  | Representation review (for the 2019 elections completed)          | Decision on final proposal, 18 October 2018; public notification   | Appeals/objections to Local Government Commission - if any received, start preparing brief for LGC hearings (probably February 2019) |
| <b>Council</b>  | Preparation of order papers that ensure compliant decision-making | Order papers prepared for Council, Council Committees, Ratana Community Board.   | Order papers prepared as required.   |
|   | Internal Audit programme  | Working with Cotton Kelly to determine work programme - Cotton Kelly to November Audit meeting with proposed programme | Commence agreed work programme   |
|   | Engagement with sector excellence programmes                      | No progress to report.   | No activities planned.   |
| <b>Iwi Liaison</b>  | Te Roopu Ahi Kaa Strategic Plan - review                          | No progress to report.   | Te Roopu Ahi Kaa hui to make a plan on this moving forward.  |
| Policy, Bylaw & Strategy Review/Development                       | Compliance/end date   | Progress for this reporting period   | Planned for the next two months  |
| Animal Control Bylaw  | 7 October 2018  | Adopted by Council at 25 October meeting for consultation  | Consultation and oral hearings (Analysis and adoption, January 2019).  |
| Liquor Control in Public Places Bylaw                             | 18 December 2018  | Adopted by Council at 27 September meeting for consultation.   | Consultation, oral hearings, analysis and adoption.  |
| Heritage Strategy   | 1 December 2018   | No progress to report.   | Work not scheduled to begin until early 2019.  |
| Policy on preparing, delivering and reporting on capital projects | 2018  | No progress to report.   | Deferred until 2019  |

|  |  |   |   |
|--|--|---|---|
| Community Housing Policy   | September 2018                                 | Adopted   | Completed   |
| Communications Strategy  | LG Excellence Programme                        | Adopted by Council at 27 September meeting  | Complete  |
| Speed Limit Bylaw  | 30 June 2019                                   | Letter send to NZTA for Hendersons Line extension to the speed limit reduction to be 70km/h, and Taihape. | Await response from NZTA  |
| <b>Carried forward</b>   | Reference for inclusion/ schedule for review   | Progress for this reporting period  | Planned for the next two months                                       |
| Legal Compliance Project -Four areas for updated analysis identified - Building consents, Enforcement, Health and safety, Resource consents  | Managing risk                                  | No progress to report.  | No work planned.  |
| Review Water Related Services Bylaw  | Due for review<br>31 December 2018             | No progress to report.  | Depends on resources  |
| Policy to develop incentives for new home buyers   | 2018   | Adopted by Council at 25 October meeting for consultation   | Consultation and oral hearings (Analysis and adoption, January 2019). |
| Scoping report on the level of service for different ONRC classifications  | 2018   | No progress to report.  | No work planned.  |
| Policy on Council's relationships with community organisations in the District   | 2018   | No progress to report.  | No work planned.  |
| Policies relating to the regional growth study<br>1) Maintenance and Protection of Public Roads<br>2) Impact on rates of neighbouring properties on those planted for Manuka Honey | 2018   | No progress to report.  | No work planned.  |
| Economic Development Strategy  | 2018   | Staffing interviews   | Strategy started  |
| Review Procurement Policy  | 2018   | Consideration at Council workshop   | Finalise review.  |
| <b>Other pieces of work</b>  | <b>Reference for inclusion/ Scheduled date</b> | <b>Progress for this reporting period</b>   | <b>Planned for the next two months</b>                                |
| Annual Resident Survey 2018  | Annual survey - essential for annual report    | Complete  | Complete  |
| Annual Stakeholder Survey 2018   | Annual survey - essential for annual report    | Complete  | Complete  |
| Section 17A Review - Campgrounds   | Statutory requirement                          | No progress to report.  | No work scheduled for the next two months                             |

|   |   |  |  |
|---|---|--|--|
| Section 17A Review - Swimming pool management | Statutory requirement<br>September 2019     | No progress to report.                           | No work scheduled for the next two months      |
| Section 17A review - Waste transfer stations  | Statutory requirement<br>November 2019      | No progress to report.                           | No work scheduled for the next two months      |
| Annual Resident Survey 2019                   | Annual survey - essential for annual report | No progress to report.                           | No work scheduled for the next two months      |
| Annual Stakeholder Survey 2019                | Annual survey - essential for annual report | No progress to report.                           | No work scheduled for the next two months      |
| Kerbside Rubbish/Recycling                    | LTP   | Consultation taking place until 2 November 2018. | Depends on Council's view on results of survey |

| COMMUNITY WELL-BEING GROUP OF ACTIVITIES 2018/19     |  |  | Oct-18   |
|--|--|--|--|
| Major programmes of work outlined in the LTP 2018-28 |  |  |  |
| What are they:                                       | Targets  | Progress to date   | Planned for the next two months  |
| <b>Community Partnerships</b>                        | Contract with local organisations to develop and deliver events, activities and projects to enliven the towns and District             | MOU partnering organisations workplans, agreed activities, MOU have been signed off with Council payments being made for this financial year.                              | Regular progress meetings and updates to occur in November   |
|  | Contract with local organisations to provide a range of information, such as: Up-to-date calendar of events, and community newsletters | MOU partners to deliver. Business as usual for staff which includes posting events on Rangitikei.com, FaceBook , as well as on Rangitikei Libraries & Information Centres. | Ongoing undertaking of the activities from 'progress to date'.   |
| <b>Economic development and district promotion</b>   |  | Updating of work-live-play database progressing.   | Develop premier events page. Continue updating work-live-play database. Investigating budget costs of google maps application to R.com |
|  | Management of rangitikei.com   |  |  |
|  | Development of Rangitikei Economic Development Strategy  | Agreed scope of programme and activities from Council workshop. Recruitment of the Economic Development Strategic Advisor completed.                                       | Creation of workplan with the new Strategic Advisor for Economic Development   |
|  | Implementation of Economic Development Strategy  | Agreed scope of programme and activities from Council workshop. Recruitment of the Economic Development Strategic Advisor completed.                                       | Creation of workplan with the new Strategic Advisor for Economic Development   |
| <b>Youth Development</b>                             |  | Youth committee meetings have taken place at Rangitikei College and Taihape Area School. One to one meetings with Youth agencies and stakeholders                          | With school holidays imminent in the coming months network meetings will be reduced to youth agencies and stakeholders                 |
|  | Youth Committee and networking meetings  |  |  |

|  |  |  |   |
|--|--|--|---|
|  | Ongoing facilitation of the youth zones in Taihape and Marton  | Both sites are active and being effectively managed by staff, volunteers and Mokai Patea Services. Staff have been investigating a new youth premise on the main of Taihape. The Kick start Breakfast programme delivered in conjunction with Rangitikei College was postponed product deliver and is due to start in early November with plans to continue into 2019. | Negotiations to acquire a new youth space on the main street of Taihape will continue. Kickstart breakfast programme to begin in term 4 at The Lobby Marton in conjunction with Rangitikei College and facilitated by students, staff and volunteers. |
| Emergency Management   | Civil Defence - increasing the District's resilience   | Contract continues to remain in place with HRC .   | Exercise took place 18 October 2018 at 0930 across NZ Debrief followed exercise.  |
| <b>Key elements of the work outlined in Path to Well-being, Rangitikei Growth Strategy, MOU work plans and Annual Plan</b>   |  |  |   |
| What are they:   | Targets  | Progress to date   | Planned for the next two months   |
| Advocacy to support the economic interests in the District at regional and national level<br>Timely and effective interventions that create economic stability, opportunity and growth<br>A wide range of gainful employment opportunities in the District | Develop collaborative economic development and District promotion services across the Horizons region  | Further discussion on economic development planning between the regional collaborators on developing the economic development portfolio within Council.  | Continued engagement between the regional collaborators on developing the economic development portfolio within Council.  |
|  | Progress solutions to water availability in area between Marton and Hunterville  | No progress during this period   | Determine local interest and investigate feasibility of MPI or PGF funding for the next stage.  |
| Attractive and vibrant towns that attract business and residents   | Implement Town Centre Plans (provision of good infrastructure, well-maintained streets in the CBD of main towns)<br>Continue to discuss the concepts around the Marton Heritage precinct, particularly with business/property owners | Bulls - negotiations continue with selected tenderer.  | Bulls - Continue to negotiate tender contract.<br>Marton - finalise business case, receive proposal for detailed designs.   |

|   |   |  |   |
|---|---|--|---|
|   | Place-making support in Marton, Bulls, Taihape, Turakina, Hunterville   | Hunterville - 6 seats identified.  | Bulls - no update provided<br>Turakina - no update provided<br>Taihape - paint and satin 4 square Corner. painting of the Alleyway. Directional Signage to the Robin Street dog run.<br>Hunterville - install seating, then paint and stain.  |
|   | Events, activities and projects to enliven the towns and District. Five + high profile events and 20 community events. Council sponsorship of events aiming to increase visitor numbers (compared to 2017/18) | Event Sponsorship Scheme and Creative Communities scheme Round 1 has just closed. Events held included the Hunterville Huntaway Shemozzle, The Bulls Wear-a-Bull arts  | No further grants opening until March 2019. Events to be held over the next 2 months include: Rag poets, Marton market day, Marton Country Music Festival, Turakina Highland Games, Marton Christmas apards, and artful bonanza. Bulls Christmas Parade                             |
| Up to date and relevant information for visitors and residents on a range of services, activities and attractions   | Maintain and develop information centres in Marton, Taihape and Bulls and develop "libraries as community hubs" concept   | Business as usual, including promotion latest material and activities and events. We are investigation a subscription to Lynda.com which is an online education tool that uses online tutorials to teach software, creative and business skills. | Main focus is resolving outstanding issues in implementing Lynda.com  |
| An up to date, relevant and vibrant on line presence with information about services, activities and attractions, the District lifestyle, job opportunities and social media contacts | Maintain a website that provides information about Council and community services and activities  | Improvements across the whole website are continuing, including the use of new photos and refreshed content.   | Work on content improvement continues. Options for more easy to use forms will be the focus in the next few months. Council's facebook page continues to be extensively used to promote events in the District to keep people engaged - 'likes' and 'follows' continue to increase. |
| Opportunities for residents to remain socially and physically active into their retirement years, to enable them to stay in the District for as long as possible                      | Participate in Positive Ageing activities that aims to enhance quality of life for older people in the District   | Contract with Mokai Patea Services around inclusion of supporting seniors within the Community Housing is being undertaken.  | Mokai Patea Facilitation in Taihape.  |

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| Opportunities for people with children to access the quality of life they desire for their families           | Undertaking youth activities, programmes, and continue to seek contributions from external sources.  | Photo Competition for youth brand TRYB was launched, due to technical difficulties and youth request the photo competition will continue through summer until the end of January 2019. Working with web designer on collating information for TRYB website. Sharing opportunities and training programmes with district youth. Staff have developed lessons in real life budgeting | Gauge the interest in real life budgeting and practical cooking skills classes.  |
| A more equal and inclusive community where all young people are thriving, irrespective of their start in life | Coordinate a Swim-4-All programme 2017/18<br>Investigate and open water safety strategy  | Funding application submitted for the Swim 4 All Programme.  | Seek additional funders for the 2018/19 Swim 4 All programme if submissions are unsuccessful or short of requested funds |
|   | Healthy Families programme: take part in Governance Group, act as local Prevention Partnership, participate in Strategy Group  | Reported through another item on PPL agenda.   | Reported through another item on PPL agenda.   |
| Cohesive and resilient communities that welcome and celebrate diversity                                       | Planning for Ratana Centennial celebrations, 2018  | Meetings held to discuss traffic impact assessment.  | Mr Meihana to continue facilitating and collaborating in discussions with the Ratana Community for this event.           |
|   | Implement Heritage Strategy<br>Development of a heritage inventory of Maori narratives and collections<br>Development of a heritage inventory of European/ non-indigenous settler narratives and collections | No progress during this period   | No progress during this period   |
|   | Through Treasured Natural Environment Theme Group:<br>- Continue to produce and distribute the Theme Group newsletter<br>- Be involved with environmental projects as required                               | Conservation week events held<br>- Planting in Taihape with local schools<br>- Planting and walk at the B&C Dams<br>- Clean up at the Bulls River  | Facilitate the Treasured Natural Environment Theme Group. Newsletter   |



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| Funding schemes which have clear criteria, which are well publicised, and where there is a transparent selection process | Facilitate at least an annual opportunity for community organisations to apply for funding under the various grant schemes administered by the Council   | Round 1 for Creative Communities and Event Sponsorship has opened and closed, with considerations end of November.         | No funds will be open within the next 2 months. Round 2 will be in March 2019.  |
|  | Publish the results of grant application process to a Council-run forum show-casing the results of grant application processes where successful applicants provide brief presentations and are open to questions | progress has been reported to Council , and a workshop was held. The review process and guidelines are still under review. | Event Sponsorship and Creative communities to be considered by the relevant funding committees.   |
| To see Council civil defence volunteers and staff at times of emergency (confidence in the activity)                     | Contract with Horizons to provide access to a full-time Emergency Management Officer   | Contract continues to remain in place .  | Contract continues to remain in place .   |
|  | Arrange regular planning and operational activities  | Staff provided information and access to EM training.  | MCDEM undertook EOC audit in March awaiting report. Report has been finalised and should be sent to Council during October 2018. Audit yet to be received |

| ENVIRONMENTAL AND REGULATORY SERVICES GROUP OF ACTIVITIES                                  |   |   |                                 | Oct-18   |
|--|---|---|---------------------------------|--|
| Major programmes of work outlined in the LTP 2018-28                                       |   |   |                                 |  |
| What are they:   | Targets   | Progress for this reporting period                                    | Planned for the next two months | Year to Date   |
| Efficiency and Effectiveness of the Rangitikei District Plan                               | Complete review   | not started   |                                 |  |
| Implementation of the GoShift Initiative (i.e. electronic processing of building consents) | Implement Goshift following review of pilot programme   | Still in progress   |                                 | Still in progress  |
| Implementation of the Building (earthquake-prone buildings) Amendment Act                  | Issuing notices of potentially earthquake-prone buildings                                       | 20 inspections done in Marton   |                                 | 20 inspections done in Marton  |
| Other regulatory functions   |   |   |                                 |  |
| What are they:   | Targets   | Statistics for this month   | Narrative (if any)              | Year to Date   |
| Building Consents  | Report on number of building consents processed, the timeliness and the value of consented work | 23 BC granted, 82.61% completed on time, value of work is \$1,918,426 |                                 | 120 BC granted, 75.83% completed on time, value of work is \$7,729,983           |
|  | Code of Compliance Certificates, Notices to Fix and infringements issued.                       | 11 CCC issued, 100% on time, no NTF or infringements issued           |                                 | 75 CCC issued, 100% on time, no NTF or infringements issued                      |
|  | Report on:<br>a) number of land use consents issued and timeliness                              | 1 Land Use RC granted, 0 Permitted Boundary RC granted 100% on time   |                                 | 4 Land Use RC granted, 75% on time, 5 Permitted Boundary RC granted 100% on time |

|                                      |  |   |  |  |
|--------------------------------------|--|---|--|--|
| Resource Consents                    | b) subdivision consents and timeliness   | 5 Subdivision RC granted, 100% on time  |  | 18 Subdivision RC granted, 83.33% on time  |
|                                      | c) section 223 and 224 certification and timeliness,   | No s223 and no s224 certificates granted  |  | 2 s223 and no s224 certificates granted  |
|                                      | d) abatement and infringements issued.   | 0 abatement & 0 infringement  |  | 1 abatement & 1 infringement   |
| Dog Control                          | Report on dog registrations current and unregistered, dogs impounded, dogs destroyed and infringements issued. | 4690 Registered, 181 Unregistered, 0 Infringement, 15 Impounded, 4 Deceased                 |  | 4690 Registered, 181 Unregistered, 4 Infringements, 42 impounded, 9 Deceased                                   |
| Bylaw enforcement                    | Enforcement action taken   | none done   |  |  |
| Liquor Licensing                     | Report on number and type of licences issued   | 3 Club Renewals, 1 Off Renewal, 1 On renewal, 5 Specials, 1 Manager Renewals, 1 Manager New |  | 1 New On licence, 13 Specials, 5 Club Renewals, 1 Off Renewal, 1 On Renewal, 6 Manager Renewals, 2 Manager New |
| Building Warrant of Fitness renewals | Report on overdue BWOFF, audits, Notices to Fix and infringements issued.                                      | 8 BWOFF renewals overdue, 3 Audits, 4 NTF, 1 infringements issued                           |  | 49 BWOFF renewals have been overdue, 27 Audits, 15 NTF, 3 infringements issued                                 |

|                            |   |                               |  |                               |
|----------------------------|---|-------------------------------|--|-------------------------------|
| Swimming Pool Barriers     | Report on number of pool barrier inspections done, Notices to Fix and infringements issued. | 4 Inspections done this month |  | 15 Inspections done           |
| Earthquake-Prone buildings | Marton Area has been prioritised to have all assessments done by Dec 2018                   | 20 inspections done in Marton |  | 20 inspections done in Marton |

## Service Request Breakdown for September 2018 - First Response

| Service requests<br>Department                              | Compliance<br>overdue | responded in time | responded late | Grand Total |
|---|-----------------------|-------------------|----------------|-------------|
| <b>Animal Control</b>                                       |                       | <b>86</b>         | <b>7</b>       | <b>93</b>   |
| Animal welfare concern                                      |                       | 3                 |                | 3           |
| Barking dog   |                       | 11                | 1              | 12          |
| Dog attack  |                       | 2                 |                | 2           |
| Dog property inspection (for Good Owner status)             |                       | 7                 | 2              | 9           |
| Found dog   |                       | 7                 |                | 7           |
| General Enquiry   |                       | 6                 |                | 6           |
| Lost animal   |                       | 11                | 1              | 12          |
| Microchip dog   |                       | 2                 |                | 2           |
| Property investigation - animal control problem             |                       | 2                 |                | 2           |
| Roaming dog   |                       | 16                | 1              | 17          |
| Rushing dog   |                       | 1                 | 1              | 2           |
| Wandering stock   |                       | 18                | 1              | 19          |
| <b>Building Control</b>                                     | <b>2</b>              | <b>1</b>          | <b>1</b>       | <b>4</b>    |
| BCA complaint   | 1                     |                   |                | 1           |
| Dangerous or unsanitary building                            |                       |                   | 1              | 1           |
| Property inspection   | 1                     | 1                 |                | 2           |
| <b>Environmental Health</b>                                 | <b>6</b>              | <b>45</b>         | <b>1</b>       | <b>52</b>   |
| Abandoned vehicle   | 1                     | 2                 |                | 3           |
| Dead animal   |                       | 1                 |                | 1           |
| Dumped rubbish - outside town boundary (road corridor only) |                       | 5                 |                | 5           |
| Dumped rubbish - within town boundary                       |                       | 4                 | 1              | 5           |
| Noise   | 5                     | 33                |                | 38          |
| <b>Grand Total</b>  | <b>8</b>              | <b>132</b>        | <b>9</b>       | <b>149</b>  |

Percentage responded in time

89%

## Service Request Breakdown for September 2018 - Resolutions

| Service requests<br>Department                              | Compliance<br>completed in time | completed late | overdue   | Grand Total |
|---|---------------------------------|----------------|-----------|-------------|
| <b>Animal Control</b>                                       | <b>69</b>                       | <b>24</b>      |           | <b>93</b>   |
| Animal welfare concern                                      | 3                               |                |           | 3           |
| Barking dog   | 8                               | 4              |           | 12          |
| Dog attack  | 1                               | 1              |           | 2           |
| Dog property inspection (for Good Owner status)             | 6                               | 3              |           | 9           |
| Found dog   | 7                               |                |           | 7           |
| General Enquiry   | 5                               | 1              |           | 6           |
| Lost animal   | 9                               | 3              |           | 12          |
| Microchip dog   | 2                               |                |           | 2           |
| Property investigation - animal control problem             | 2                               |                |           | 2           |
| Roaming dog   | 15                              | 2              |           | 17          |
| Rushing dog   |                                 | 2              |           | 2           |
| Wandering stock   | 11                              | 8              |           | 19          |
| <b>Building Control</b>                                     | <b>1</b>                        | <b>1</b>       | <b>2</b>  | <b>4</b>    |
| BCA complaint   |                                 |                | 1         | 1           |
| Dangerous or unsanitary building                            |                                 | 1              |           | 1           |
| Property inspection   | 1                               |                | 1         | 2           |
| <b>Environmental Health</b>                                 | <b>35</b>                       | <b>2</b>       | <b>15</b> | <b>52</b>   |
| Abandoned vehicle   | 2                               |                | 1         | 3           |
| Dead animal   | 1                               |                |           | 1           |
| Dumped rubbish - outside town boundary (road corridor only) | 4                               | 1              |           | 5           |
| Dumped rubbish - within town boundary                       | 4                               | 1              |           | 5           |
| Noise   | 24                              |                | 14        | 38          |
| <b>Grand Total</b>  | <b>105</b>                      | <b>27</b>      | <b>17</b> | <b>149</b>  |

Percentage completed in time

**70%**

# Attachment 10



# Memorandum

TO: Te Roopu Ahi Kaa Komiti | Policy/Planning Committee

FROM: Lequan Meihana, *Strategic Advisor – Mana Whenua | Kairāranga*

DATE: 3 November 2018

SUBJECT: Quarterly Update – Māori Responsiveness Framework

FILE: 4-EN-8-2

## 1 Background

- 1.1 This memorandum summarises the progress made in the programmes, activities and outcomes sought through the Māori Responsiveness Framework by members of the Strategy and Community Planning Team. Added commentary is provided where necessary.
- 1.2 This update covers the three month period from 1 August 2018 to 31 October 2018.

## 2 Māori Responsiveness Framework Outcomes

- 2.1 The following is a summary of the sought outcomes, performance measures and quarterly progress made as part of Council's commitment to mana whenua, by way of the Māori Responsiveness Framework.

### 2.1.1 Governance and relationships:

Council will engage with Iwi/hapū in the spirit of kotahitanga (togetherness) and establish strong relationships for mutual benefit.

| Performance Measure   | Summary of Progress  |
|---|--|
| <b>1: Number of hui held/attended</b><br><br>Measures engagement opportunities with Māori – measured by the number of significant hui and other hui held. | All TRAK, Council and Policy Planning hui were attended.<br><br>To date visits have been made to Rātā Marae, Tāhuhu Marae, Winiata Marae and Tiniwaitara Marae.<br><br>The opening of the Rātana WWTP was attended on Saturday 25 <sup>th</sup> August.<br><br>Hui have occurred with the Early Childcare Centre in Marton to provide support and assistance for developing strategies on how to work more closely and engage better with Iwi. |
| <b>Annual Target:</b>   |  |
| <i>Attendance of the six annual hui with Te Roopu Ahi Kaa at Council Offices.</i>   | All Te Huinga a ngā kanohi kitea o ngā kaunihera hui have been attended and supported.   |



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| <p><i>Attendance of significant hui with Iwi/hapū on request of Te Roopu Ahi Kaa or Council.</i></p> <p><i>At least one hui annually with every hapū in the District.</i></p> <p><i>Attend all Te Huinga a ngā kanohi kitea o ngā kaunihera hui</i></p>                      | <p>Support and attendance has also occurred with Ngāti Hauiti CEO Robert Martin, and the hapū on many issues and concerns. Our relationship with Ngāti Hauiti and Rātā Marae has grown with all parties being happy with the progress being made.</p> <p>Ngāti Hauiti had week 8 of their Waitangi Tribunal Hearings at Rātā Marae from Monday 17<sup>th</sup> – Friday 21<sup>st</sup> September. This was supported and attended.</p> <p>The official opening for the offices of Te Taihauauru MP Adrian Rurawhe in Whanganui was attended, with meetings occurring afterward.</p> <p>Support and attendance has occurred in the Rātana Centennial Planning space; working very closely with Councils roading team.</p> |
| <p><b>2: Number of Hapū Action/Activity Plans in progress per annum</b></p> <p>Measures the success of capturing the future aspirations of hapū and the Council's planned contribution.</p> <p><b>Annual Target:</b></p> <p><i>1 Hapū plan per annum.</i></p>                | <p>Full discussions with Rātā Marae are occurring and are set to continue.</p>  |
| <p><b>3: Number of formal relationships established with Māori entities</b></p> <p>Measures progress in securing relationships (that relate to this framework) for future prosperity.</p> <p><b>Annual Target:</b></p> <p><i>Establish relationships as appropriate.</i></p> | <p>Formal relationships have been created with the following organisations/entities to date:</p> <ul style="list-style-type: none"> <li>• Mōkai Pātea Services</li> <li>• Te Rūnanga o Ngā Wairiki Ngāti Apa</li> <li>• Te Kōtuku Hauora</li> <li>• Te Ōrangānui</li> <li>• Te Huinga a Ngā Kanohi Kitea o Ngā Kaunihera</li> <li>• Marton Development Group</li> </ul>   |

### 2.1.2 Culture and identity:

Council recognises the unique identity of our district is the heritage and whakapapa of mana whenua.

| Performance Measure   | Summary of Progress  |
|---|--|
| <p><b>1. Number of employees taking Tikanga Māori cultural training</b></p> <p>Measures the Council capacity to demonstrate appropriate cultural competence.</p> <p><b>Annual Target:</b></p> <p><i>Whakatau for all staff being inducted.</i></p> <p><i>Undertaking a Tikanga training session with new and existing staff.</i></p> <p><i>Participating in a Tiriti o Waitangi Workshop</i></p> <p><i>Celebrating Māori Language Week within the workplace</i></p> | <p>A formal welcoming process has been created for new staff members coming in to the organisation.</p> <p>Council have recognised the growing need to require Iwi participation in the decision-making processes regarding natural resources and community outcomes. A standard for engagement document and workshop has started to be produced so staff and elected members will be aware of the principles of Māori engagement and have an understanding of Tikanga (the Māori way of doing things), while exploring the best practices to include Iwi/hapū into the overall decision-making process. Mr Hayden Turoa and Mr Meihana will facilitate the Tikanga Māori and the Tiriti o Waitangi workshops at the start of the next local government election cycle.</p> <p>Māori Language Week was planned, organised and undertaken by Mr Meihana. Engagement was successful across the whole organisation.</p> |
| <p><b>2. Number of Māori Art Placements</b></p> <p>Measures the increase in visibility of Māori culture in our district via art.</p> <p><b>Annual Target:</b></p> <p><i>1 Placement Project</i></p>   | <p>Initial discussions have occurred with Ngāti Apa in relation to the Bulls Community Centre.</p>   |
| <p><b>3. Iwi Narratives</b></p> <p>Measures the increase in visibility of Māori heritage and history in our district.</p> <p><b>Annual Target:</b></p>  | <p>Te reo input has been made for the proposed township signage across the district so that all signage will be bilingual.</p> <p>The following naming of the townships below reflects this:</p> <ul style="list-style-type: none"> <li>• Tūtaeporoporonui - Marton</li> <li>• Ōtaihape - Taihape</li> <li>• Te Ara Taumaihi - Bulls</li> </ul>  |

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| <p><i>1 Annual Physical Signage Project.</i></p> <p><i>2 Annual Online Inclusions Published.</i></p>   |   |
| <p><b>4: Collaborative Planting Local Hapū</b></p> <p>Measures the opportunities captured to reflect Māori values/inclusion in planting.</p> <p><b>Annual Target:</b></p> <p><i>Local Iwi/hapū advised of all planting projects with non-financial offer of inclusion.</i></p> | <p>Iwi/hapū were notified of Councils planting programme at the B&amp;C Dams (Tūtaenui Reserviors).</p> |

### 2.1.3 Prosperity and wellbeing:

Council will work with others to enhance the capacity for Māori participation in the economy and enhance overall Māori wellbeing.

| Performance Measure   | Summary of Progress   |
|---|---|
| <p><b>1: Support the Rates Remission Policy for Māori Freehold Land</b></p> <p>Measures engagement vs outcomes of Council in Remission of Māori Freehold Land Policy.</p> <p><b>Annual Target:</b></p> <p><i>Determining and assisting parties who may qualify for remission.</i></p> | <p>Occurring as part of hui and engagement with local marae.</p>                        |
| <p><b>2. Economic Development Partnership Linkages</b></p> <p>Measures the effectiveness of how many Iwi/hapū are partnered</p>   | <p>Pending the start of Ms Gioia Damosso – Strategic Advisor: Economic Development.</p> |

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| with and included in Economic Development plans or activities.   |  |
| <b>Annual Target:</b>  |  |
| <i>Ensuring Iwi/hapū are included in economic plans and programmes.</i>  | <i>NOTE: This is set under the statement of the development of Māori Capacity to Contribute to Council Decision Making – stating Council will welcome to opportunity to receive particular input from iwi/hapū for economic development. Iwi/hapū are informed of Councils intentions and progress in ED and are given an opportunity to influence them.</i>   |
| <b>3. Māori Economic Strategy</b><br><br>Measures the effectiveness of how Iwi/Māori are engaged as part of the overall RDC Economic Development Strategy.         | Pending the start of Ms Gioia Damosso – Strategic Advisor: Economic Development.   |
| <b>Annual Target:</b>  |  |
| <i>Iwi/hapū/māori are consulted with in the spirit of Tikanga in the development of an Economic Strategy, and any programme outcomes.</i>                          | <i>NOTE: In conjunction with general economic development focuses, and again under the statement of the development of Māori Capacity to Contribute to Council Decision Making – stating Council will welcome to opportunity to receive particular input from iwi/hapū for economic development; it is important for iwi/hapū/māori are consulted with in the spirit of Tikanga. Iwi/hapū are informed of Councils intentions and progress in ED and are given an opportunity to influence them.</i> |
| <b>4. Māori Business Database</b><br><br>Measures the accuracy of the databased number of Māori Businesses in the District in order to assist in partner linkages. | Pending the start of Ms Gioia Damosso – Strategic Advisor: Economic Development.   |
| <b>Annual Target:</b>  |  |
| <i>Ensuring Māori businesses are categorized within their own subset of the Districts Business Database.</i>   |  |

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| <p><b>5. Marae Emergency Response Plan</b></p> <p>Measures Marae preparedness for an emergency.</p> <p><b>Annual Target:</b></p> <p><i>1 Marae Plan Developed Annually.</i></p>  | <p>No progress in this space to date. This will likely occur as a post-marae engagement activity.</p>   |
| <p><b>6. Mayors Taskforce For Jobs (MTFJ)</b></p> <p>Measures the uptake of Rangatahi in key MTFJ projects &amp; activities in the Rangitikei District.</p> <p><b>Annual Target:</b></p> <p><i>Undertake MTFJ projects and activities when required.</i></p>   | <p>The Tuia Programme sits with the Mayor's Taskforce For Jobs. Ms Chaeli Manuel was the previous Rangitikei Rangatahi Delegate. Contribution will again occur when a new delegate is set to be chosen for the next intake.</p>   |
| <p><b>7. Rangatahi (Youth) Development &amp; Engagement</b></p> <p>Measures Rangatahi engagement in Council facilitated youth activities and programmes.</p> <p><b>Annual Target:</b></p> <p><i>Measured as the number and percentage of Māori attendance in Youth Zones.</i></p> <p><i>Undertake Rangatahi programmes and activities when required.</i></p> | <p>Māripi Tuatini (Iwi Youth Leaders Scholarship Programme of Ngā Wairiki Ngāti Apa) visited Council Chambers with 32 rangatahi. The purpose was to educate these rangatahi about what Council do and how Council operate. This was arranged and supported by managers across Council and Mr Meihana.</p> |

### 2.1.4 Resources and infrastructure:

Council will work with hapū and others to ensure: Appropriate infrastructure is in place for service delivery at Marae and rural Māori communities, and resources are taken care of for future generations.

| Performance Measure   | Summary of Progress   |
|---|---|
| <p><b>1: District Plan Papakāinga Provisions</b></p> <p>Measures the effectiveness of Council's District Plan provisions and the facilitation of Papakāinga housing.</p> <p><b>Annual Target:</b></p> <p><i>Papakāinga provisions in the District Plan consider the aspirations of Iwi/hapū.</i></p> <p><i>All Papakāinga are supported in planning and consenting.</i></p> | <p>All iwi/hapū are being made aware of the requirements of the district plan for Papakāinga developments during marae engagement.</p> <p>Winiata Marae and Rātā Marae have indicated their aspirations for building papakāinga in the near future, with the expectation that they would be consulted with as part of any formal processes for district plan reviews.</p> |
| <p><b>2: Oranga Marae O Rangitikei</b></p> <p>Measures the success of the projects funded under the Marae Development Policy to meet the needs and aspirations of Iwi/hapū.</p> <p><b>Annual Target:</b></p> <p><i>95% of Marae Development Projects meet the timeframes and quality expected by Iwi/hapū and Council.</i></p>  | <p>RDC, Rātā Marae, BTW Consultancy and BOOM Architects are all working together on a feasibility project for Ngāti Hauiti. The final plan is expected to be completed for Rātā Marae by Christmas.</p> <p>Conversations have started with Winiata Marae as part of Council's Oranga Marae programme.</p>   |

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| <p><b>3. Inventory of Significant Sites</b></p> <p>Development of a district wide inventory that includes wāhi tapu, sites or areas of Significance, taonga, historic heritage, and cultural heritage.</p> | <p>No progress at this stage.</p>  |
| <p><b>Annual Target:</b></p>   |  |
| <p><i>Development of a significant sites inventory for one lwi per annum.</i></p>  |  |
| <p><b>4. State of the Environment</b></p> <p>Engagement for the considerations of environmental outcomes is supported, particularly in respect to supporting Māori customary environmental values.</p>     | <p>Engagement is being conducted with lwi/hapū across the district as it pertains to the waste water treatment plant consent consultation.</p> |
| <p><b>Annual Target:</b></p>   |  |
| <p><i>Annual Assessment Report that is put together with the parties from TRAK.</i></p>  |  |

### 3 Recommendation

- 3.1 That the memorandum 'Quarterly Update – Māori Responsiveness Framework' to the 15 November 2018 meeting of the Policy/Planning Committee be received.

Lequan Meihana  
Strategic Advisor – Mana Whenua