

**POLICY/PLANNING
COMMITTEE MEETING**

ORDER PAPER

Thursday, 9 July 2020, 1.00pm

Council Chamber, Rangitikei District Council
46 High Street, Marton

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Chair - Councillor Angus Gordon

Deputy Chair – Councillor Tracey Hiroa

Membership

Councillors Cath Ash, Nigel Belsham, Fi Dalgety, Gill Duncan, Jane Dunn, Richard Lambert, Waru Panapa and Dave Wilson.

Mr Chris Shenton (Te Roopu Ahi Kaa representative).

His Worship the Mayor, Andy Watson.

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.

Making this place home.





Rangitikei District Council

Policy and Planning Committee Meeting

Agenda – Thursday 9 July 2020 – 1:00 p.m.

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The quorum for the Policy and Planning Committee is 6.

Council's Standing Orders (adopted 31 October 2019) 11.2 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 from 19 March 2020 are attached.

File ref: 3-CT-13-2

Recommendation:

That the Minutes of the 'Policy/Planning Committee' meeting held on 19 March 2020 [as amended/without amendment] be taken as read and verified as an accurate and correct record of the meeting.

7 Chair's Report

A verbal update will be provided at the meeting.

File ref: 3-CT-15-1

Recommendation:

That the verbal 'Chair's Report' to the Policy/Planning Committee meeting on 9 July 2020 be received.

8 Review of Parks Upgrades Partnership policy

A presentation will be made to the meeting.

9 Rates remission policy for incentivising residential development – clarification in terms of operational procedure

A memorandum is attached.

File: 3-PY-1-18

Recommendations:

- 1 That the memorandum 'Rates remission policy for incentivising residential development – clarification in terms of operational procedure' to the 9 July Policy/Planning Committee meeting be received.
- 2 That the Policy/Planning Committee approve [as amended/without amendment] the proposed alternative wording of the Rates remission policy for incentivising residential development which preserves the intent of the policy and enables it to be wholly administered within the Council's rating system.

10 Council's process for Minor Works

A memorandum is attached.

File: 3-PY-1-7; 5-HR-8-4

Recommendations:

- 1 That the memorandum 'Council's process for Minor Works' to the 9 July 2020 Policy/Planning Committee be received.
- 2 That the Policy/Planning Committee endorses Council's policy of requiring all contractors undertaking work on Council sites to be pre-approved under the Health & Safety at Work Act 2016, irrespective of the scale of the work being undertaken.

11 Sport Whanganui Event Sponsorship

Through the Event Sponsorship Round 2 2019-2020, assessed on 15 April 2020, Sport Whanganui was granted \$1580.45 for the Tough Kids event. Subsequent to COVID-19 this event have not been able to obtain a business sponsor as done in previous years. Such a business sponsor would cover the cost of timing bibs, timing chips and the timing team to a total budget of \$5365.70. In order to still hold the event Sport Whanganui plan to run the event without the timing component. However, this results in Council being the primary sponsor and the funding more than 50% of eligible funds, as per the funding criteria.

Sport Whanganui are seeking Councils confirmation of continued sponsorship in light of this situation. The new budget is shown below

	2019	2020
TEMPLATE BUDGET	Actual Costs	Quoted
Income		
Higgins	\$1,725.00	-
Sponsorship - Rangitikei District Council	\$2,025.00	\$1,580.45
Entry Fees - Children participating 602 kids	\$1,806.00	
	\$5,556.00	
Expenditure		
PRIZES		
Medals Trophy specialists (need 54)	\$592.00	\$-
Engraving of Trophy 2019		
Certificates A5 @ .20c	\$50.00	\$40.00
Card for certificates	\$34.99	\$50.00
SERVICES		
Timing Team incl \$3151.00 + gst	\$901.57	\$-
B-tags - \$2.39 incl	\$1,662.84	
Printrun - Bibs - .81c ea	\$715.89	\$-
Cost of timing team, tags and bibs - \$3280.30		
Freight Print Run	incl above	0
pins for bibs (1728 per box, \$45 per box)	inc above	0
portaloo	\$234.00	\$260.00
First Aid - Red Cross	\$392.40	\$400.00
Wristbands	\$-	\$50.00
MISC		
Host School Contribution incl gst	\$300.00	\$300.00
Donation to McIntyre Reserve Trust	\$100.00	\$100.00
Reels and Line	\$-	
Beer for Water Distribution team	\$62.94	\$50.00
Fuel	\$200.00	\$200.00
extra costs, dish liquid, tape etc	\$119.07	\$150.00
ENTRIES/REFUNDS		
Late Entries		
Total Expenditure	\$5,365.70	\$1,600.00
Profit/Loss		

Recommendation

That the Policy Planning Committee {agree/do not agree} to Sport Whanganui using the previously approved Event Sponsorship Grant of Round 2 of 2019/2020 worth \$1580.45, with consideration given to the new budget and lack of other sponsorship due to COVID-19 economic hardship.

12 Legislation and Governance update - July 2020

A report is attached.

File: 3-OR-3-5

Recommendation:

That the report 'Legislation and Governance Update – July 2020' to the Policy/Planning Committee meeting on 9 July 2020 be received.

13 Update on Communications Strategy

A report is attached.

File: 3-CT-15-1

Recommendation:

That the report 'Update on Communications Strategy' Policy/Planning Committee meeting on 9 July 2020 be received.

14 Quarterly Report from MoU Partner Organisations for February, - April 2020

A memorandum is attached.

File ref: 4-EN-10-2

Recommendation

That the memorandum 'Quarterly Report from MoU Partner Organisations for February - April 2020' to the 9 July 2020 meeting of the Policy Planning Committee be received.

15 Policy & Community Planning Project and Activity Report – July 2020

A report is attached.

File ref: 1-CO-4-8

Recommendation:

That the 'Policy & Community Planning Project and Activity Report March – June 2020' to the Policy/Planning Committee on 9 July 2020 be received.

16 Activity Management

A report is attached.

File: 5-EX-3-2

Recommendation:

That the report 'Activity Management' to the 9 July 2020 Policy/Planning Committee be received.

17 Late items

As agreed in Item 5.

18 Future items for the agenda

19 Next meeting

Thursday 6 August 2020, 1.00pm

20 Meeting closed

Attachment 1



Rangitikei District Council

Policy and Planning Committee Meeting

Minutes – Thursday 19 March 2020 – 1:00 p.m.

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Present:

- Cr Angus Gordon
- Cr Tracey Hiroa
- Cr Cath Ash
- Cr Nigel Belsham
- Cr Fiona Dalgety
- Cr Gill Duncan
- Cr Jane Dunn
- Cr Richard Lambert
- Cr Waru Panapa
- Cr Dave Wilson
- His Worship the Mayor, Andy Watson
- Mr Chris Shenton (Te Roopu Ahi Kaa representative)

In attendance:

- Mr Peter Beggs, Chief Executive
- Mr Michael Hodder, Community & Regulatory Services Group Manager
- Ms Carol Gordon, Manager – Executive Office
- Ms Nardia Gower, Strategy and Community Planning Manager
- Mr Johan Cullis, Environmental Services Team Leader
- Mr Arno Benadie, Principal Advisor – Infrastructure
- Mr George Forster, Policy Advisor (*via teleconference for item 11*)
- Ms Bonnie Clayton, Governance Administrator

Tabled Documents: **Item 7** – Chair’s Report

1 Welcome

Councillor Gordon opened the meeting at 1.10pm.

Mr Beggs briefed the Committee on Council's approach to Covid-19 and the impact it is having on the district, Council properties and the changes required for customer facing staff. Council is being proactive in setting up workstations for staff to be able to work from home.

2 Public Forum

Nil

3 Apologies/Leave of Absence

Nil

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.

Councillors Ash, Duncan and Hiroa all declared a conflict of interest or perceived in regards to item 12.

5 Confirmation of order of business

The order of business was confirmed with the following changes:

Item 11 followed item 9.

Item 14 followed item 12.

6 Confirmation of minutes

Resolved minute number

20/PPL/010

File Ref

3-CT-13-2

That the Minutes of the 'Policy/Planning Committee' meeting held on 13 February 2020 without amendment be taken as read and verified as an accurate and correct record of the meeting.

Cr Dunn/Cr Lambert. Carried

7 Chair's Report

Councillor Gordon took his tabled report as read and briefly made note of how upgrading Council electronic communications and processes may be something to consider in light of the current Covid-19 virus.

Resolved minute number

20/PPL/011

File Ref

3-CT-15-1

That the tabled 'Chair's Report' to the Policy/Planning Committee meeting on 19 March 2020 be received.

Cr Gordon/Cr Hiroa. Carried

8 Oral Submissions for Water-related Services Bylaw

The commentary in the agenda was noted.

9 Review of Burials and Cremations Act 1964 and related legislation

Mr Phillips and Ms Hansen provided a PowerPoint presentation, seeking feedback for a draft submission to go to Council's meeting on 26 March 2020. The main points raised in discussion were:

- Proposals reflected an understanding that local government was the best agency to administer burial grounds and cemeteries– but the additional costs had to be recognised and met.
- Private cemeteries on farms were undesirable as their continuation could not be guaranteed.
- Ecoburials a worthwhile option.
- Various cultural perspectives on disposing of ashes.

Resolved minute number

20/PPL/012

File Ref

That the presentation on 'Review of Burials and Cremations Act 1964 and related legislation' to the 19 March 2020 Policy/Planning meeting be received.

Cr Belsham/ Cr Lambert. Carried

11 Dangerous and Insanitary Building Policy

The report was taken as read.

Via teleconference, Mr Forster noted that no changes are required for the policy; however, there was a statutory requirement for the policy to go out for public consultation. He clarified that all houses, all buildings are covered under the definition of a building.

Resolved minute number **20/PPL/014** **File Ref** **3-PY-1-20**

That the draft report 'Proposed Dangerous and Insanitary Building Policy' to the 19 March 2020 Policy/Planning meeting be received.

His Worship the Mayor/Cr Dunn. Carried

Resolved minute number **20/PPL/015** **File Ref**

That to meet the requirements of section 131 of the Building Act 2004, the Policy and Planning Committee recommends to Council that the draft Dangerous and Insanitary Building Policy and supporting consultation material be adopted for public consultation.

Cr Belsham/Cr Duncan. Carried

Resolved minute number **20/PPL/016** **File Ref**

That the Policy/Planning Committee be delegated to hear oral submissions to the draft Dangerous and Insanitary Building Policy.

His Worship the Mayor/Cr Dunn. Carried

10 Affordable Housing

A slide show was presented to Committee members.

The Committee agreed that this is an important matter and that the district is growing, they would like to see further agenda items in respect to Affordable Housing.

Resolved minute number **20/PPL/013** **File Ref**

That the presentation on 'Affordable Housing' to the 19 March 2020 Policy/Planning meeting be received.

Cr Gordon/Cr Dunn. Carried

12 Partnering Organisations MoU work plan review 2020/2021

Ms Gower took her report as read.

The Committee agreed that the MoU partners do fantastic work within the communities, specifically the hard work and hours put into events. They discussed the varied level of reporting and presentations at the 13 February 2020 meeting and that there is a need for stronger guidance on content and reports, when reporting to Council.

The Committee agrees that staff discuss with the MoU partners to understand the implications of limiting public gatherings on their work programmes and what new opportunities warranted exploring. This issue could also impact on proposals made to the Events Sponsorship Scheme: a briefing on this would be provided to Council's meeting on 26 March 2020.

Councillor Ash, Councillor Duncan and Councillor Hiroa removed themselves from the room in regards to this item in the instance of conflicts of interest and perceived conflicts 2.42pm-3.14pm.

Resolved minute number **20/PPL/017** **File Ref** **4-EN-10-2**

That the That the 'Partnering Organisations MoU work plan review 2020/2021' to the 19 March 2020 Policy/Panning Committee meeting be received.

Cr Belsham/Cr Dunn. Carried

Resolved minute number **20/PPL/018** **File Ref**

That the Policy/Planning Committee recommends to Council that the Bulls and District Community Trust is granted \$26,500 for their proposed 2020/2021 work plan.

Cr Belsham/Cr Dunn. Carried

Resolved minute number **20/PPL/019** **File Ref**

That the Policy/Planning Committee recommends to Council that Project Marton is granted \$30,500 for their proposed 2020/2021 work plan.

Cr Belsham/Cr Dunn. Carried

Resolved minute number **20/PPL/020** **File Ref**

That the Policy/Planning Committee recommends to Council that Mokai Patea Services is granted \$8,500 for their proposed 2020/2021 work plan.

Cr Belsham/Cr Dunn. Carried

Resolved minute number **20/PPL/021** **File Ref**

That the Policy/Planning Committee recommends to Council that the Taihape Community Development Trust is granted \$20,000 for their proposed 2020/2021 work plan.

Cr Belsham/Cr Dunn. Carried

Cr Hiroa left 3.22pm.

Cr Dunn left 3.28pm.

Meeting adjourned 3.14pm-3.29pm.

14 Update on Communications Strategy

Ms Gordon took her report as read and provided an update on Council's communications around Covid-19, noting:

- a message from His Worship the Mayor and Chief Executive on the Council website and Face Book page
- a dedicated Covid-19 Information page on the website which refers to Guidelines and Information directly from Government, along with the covid19.govt.nz website link for up to date information
- Staff are developing a top 10 FAQ sheet to put onto the website, to answer any questions the public may have around rates etc.
- Staff are being regularly updated every two days or more on the current situation from the internal Incident Management Team

Resolved minute number **20/PPL/023** **File Ref**

That the report 'Update on Communications Strategy' to the Policy/Planning Committee meeting on 19 March 2020 be received.

Cr Ash/Cr Duncan. Carried

13 Legislation and Governance Update - March 2020

Mr Hodder took his report as read and highlighted that the Maori land rating is to be referred to a select committee.

Resolved minute number **20/PPL/022** **File Ref** **3-OR-3-5**

That the report 'Legislation and Governance Update – March 2020' to the Policy/Planning Committee meeting on 19 March 2020 be received.

Cr Belsham/Cr Gordon. Carried

15 Policy & Community Planning Project and Activity Report – March 2020

Ms Gower spoke to her report, briefing Committee members with the departure of the Economic Development officer, she has been attending networking meetings to continue to strengthen those relationships.

Ms Gower noted that 16 Youth Council nominations were received, for the 7 vacancies. Following the Ministry of Educations advice, the Youth Council would no longer be attending River Valley for the training weekend, and have made the decision to hold the inaugural Youth Council meeting and work plan in Council Chambers on Sunday 22 March 2020.

Resolved minute number	20/PPL/024	File Ref	1-CO-4-8
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That the 'Policy & Community Planning Project and Activity Report – March 2019' to the Policy/Planning Committee on 19 March 2020 be received.

His Worship the Mayor/Cr Ash. Carried

16 Activity Management

The report was taken as read.

Mr Cullis noted that 154 of 207 inspections of earthquake prone buildings have been undertaken, with 5 assessments returned.

The Committee requested clarification of what a priority building is under the Implementation of the Building (earthquake-prone buildings) Amendment Act.

Cr Wilson declared a conflict of interest to this item and removed himself from discussion.

Undertaking	Subject
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Staff to provide clarification and report back to Council, on what a priority building is considered.

Resolved minute number	20/PPL/025	File Ref	5-EX-3-2
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That the report 'Activity Management' to the 19 March 2020 Policy/Planning Committee be received.

Cr Wilson/Cr Ash. Carried

17 Late items

As agreed in Item 5.

18 Future items for the agenda

Effectiveness of the Traffic and Parking By-law

19 Next meeting

Thursday 16 April 2020, 1.00pm

20 Meeting closed

4.44pm

Confirmed/Chair: _____

Date:

Attachment 2

Memorandum

To: Policy/Planning Committee

From: Michael Hodder

Date: 3 July 2020

Subject: **Rates remission policy for incentivising residential development – clarification in terms of operational procedure**

File: 3-PY-1-18

1 Background

- 1.1 Council's rates remission policy incentivising residential development was adopted in January 2019. . It comprises two sections: the first addresses subdivisions; the second addresses the construction of new homes. Until recently, applications have been received for the second section only. Renewed interest in subdivisions, particularly in Marton has changed that.
- 1.2 The underlying principle of the first section is to reduce upfront costs for the developer. This was achieved by holding the level of rates for up to three years on any part of the land being subdivided which had not been sold. Effectively, Council was deferring the receipt of rates which a subdivision typically generates – ten sections of 500 m² will have a total rates charge considerably higher than its parent section comprising 5000 m². To do this, the rates on the subdivided sections would be proportionate to their individual areas compared with the parent section. In addition, the policy recognised that there was often a lag between purchase of a section and completing the construction of a new house. To do that, the principle of proportionality applies to every sold section in the subdivision, for one year only. After that full rates are charged.
- 1.3 At its meeting on 25 June 2020, when adopting the rates remission policy without amendment (following mandatory consultation on the whole policy), Council was alerted to uncertainty about applying the principle of rates proportionality (or pro rata reduction of rates) into the Council's electronic rates system.
- 1.4 Council agreed to that clarification being examined in a briefing paper to the next meeting of the Policy/Planning Committee on 9 July 2020 and that processing of new applications for this particular rates remission would be deferred until the operational procedure (and any change to the policy arising from that) is confirmed.

2 Comment

- 2.1 After a subdivision has been approved, Land Information New Zealand is advised to enable the issue of titles. Once Council receives notification of new titles, they are referred to Quotable Value for valuation. As valuations are returned to Council, rates assessments are

made (covering all rate types). These come into effect from 1 July – the start of Council’s financial year.

- 2.2 Council’s electronic rating system (MagiQ) is able to document remissions of all or some rate types for a particular property and for those remissions to be expressed as a percentage. However, it is not possible to maintain the same amount rates in a particular property over two or more years unless the total rates requirement *and* the values of all properties in the District did not change – an impossible scenario. The concept in the current policy (section 1) ‘Council will continue to charge the subdivided property the rates last charged before subdivision being up to three years’ could be achieved only by remitting all rates and issuing a separate invoice outside the rating system.
- 2.3 This issue is also relevant to the first year of rating for a newly sold section. The current policy has the rates set proportionately on the area of the subdivided section compared with the size of the lot subdivided – and at the rate which applied before subdivision.
- 2.4 A further complexity is managing the statutory remissions applicable to contiguous properties – i.e. those physically adjoining one another, in the same ownership and used for the same purpose. Where two or more sections are contiguous, only one may legally be assessed for rates which are for a fixed amount – such as the Uniform Annual General Charge.
- 2.5 An alternative is to find a level of remission which would be similar to that provided in the current policy but which could be administered within MagiQ. The suggested approach is:

Unsold sections in the subdivision, including the section being subdivided:

For three years, or until sold (whichever is sooner), remit all rates which are for a fixed amount – this means there will be no difference between sections in a subdivision which are contiguous and those which are not. This is potentially significant as sections are sold because that usually happens randomly through the subdivision. This will apply to the section(s) to be used for roading. It comes into effect once at least one section has been sold.

Sold sections in the subdivision:

For one year, remit 75% of rates which are for a fixed amount. (The full general and roading rates will be charged.)

- 2.6 The proposed alternative wording compared with the current wording is provided in Appendix 1. An illustrative example of the different effects of the two wordings is provided in Appendix 2.
- 2.7 The alternative wording will provide a higher remission to the owner of the section being subdivided and a lower remission to those purchasing sections (in the first year) than the current wording. This reflects the comparatively high incidence of rates which are for a fixed amount on urban land. However, taking a five-year perspective the difference in the rates payable to the Council is small.

Recommendations

1. That the memorandum 'Rates remission policy for incentivising residential development – clarification in terms of operational procedure' to the 9 July 2020 Policy/Planning Committee be received.
2. That the Policy/Planning Committee approve [as amended/without amendment] the proposed alternative wording of the Rates remission policy for incentivising residential development which preserves the intent of the policy and enables it to be wholly administered within the Council's rating system.

Michael Hodder
Community & Regulatory Services Group Manager

Appendix 1

Rates remission policy – Incentivising residential development

Current policy wording	Proposed alternative wording
<ol style="list-style-type: none"> 1. If a subdivision for residential purposes receives resource consent approval <i>after</i> the commencement date of this policy, Council will continue to charge the subdivided property the rates last charged before subdivision for up to three years. Starting from the next financial year. When sections are sold, the rates will be reduced proportionately on the area not yet sold. 2. Where a subdivision for residential purposes received resource consent approval <i>before</i> the commencement date of this policy, Council will continue to charge the subdivided property the most recent rates charged for up to three years. Starting from the next financial year. When sections are sold, the rates will be reduced proportionately on the area not yet sold. 3. Any section sold from a subdivision for residential purposes during the three year period when a remission is being granted over the whole site, will be rated for one year at the pre-subdivision rate (proportionately to the total area of the approved subdivision). Full rates will apply after that year. 4. A qualifying subdivision for residential purposes must have a minimum of three sections. 5. A qualifying subdivision for residential purposes may be anywhere in the District. 6. If approved the remission will be credited against the rate account pertaining to that property. 	<ol style="list-style-type: none"> 1. Council may grant a rates remission on a residential subdivision with a minimum of three sections anywhere in the Rangitikei District. 2. If a subdivision for residential purposes receives resource consent approval <i>after</i> the commencement date of this policy, Council will remit all rates which are fixed amounts* for up to three years (commencing from 1 July) on that portion of the subdivision which is unsold during that time provided at least one section has been sold. This includes sections to be used for roading (but this is not deemed to be sold). 3. If a subdivision for residential purposes receives resource consent approval <i>no earlier than two years before</i> the commencement date of this policy, Council will credit all rates which are fixed amounts and paid from 1 July following the date of resource consent approval for up to three years. 4. Any section sold from a subdivision for residential purposes during the three-year period when a remission has been granted over the whole site will be remitted 75% of all rates which are fixed amounts for one year. Full rates will apply after that year. 5. New rates are calculated and applied at 1 July, being the start date for Council's financial year. 6. If approved, the remission will be credited against the rate account pertaining to that property. <p>*Rates which are fixed amounts are: the Uniform Annual General Charge; connected and public good charges for water, wastewater and stormwater; and solid waste disposal.</p> <p>**Where sections are contiguous, only one of those sections can be rated for rates which are fixed amounts.</p>

Appendix 2

Rates remission policy – incentivising residential development – subdivisions

Illustrative example: (All \$sums are GST exclusive)

46 High Street: site is 3,156 m².

Land value of whole site: \$121,000 (this is the value in Council's rates database)¹. Current rates (if the site were vacant) would be \$2,579. Of this, the rates for a fixed are \$2,270.

Land value of each subdivided sections: \$57,000 (this is the value of a 350 m² section at 65 Skerman Street, Marton, in the Council's rates database). Current rates for this site (which is vacant²) are \$2,743. Of this, the rates for a fixed amount are \$2,270.

Six sections to be sold, one section (the balance) to be used for roading

NOTE: With the proposed alternative wording, all the rates payable will change according to the rates set for that year and the value of the property if a revaluation has occurred. This applies to the current wording for a sold section in the second and subsequent years

Scenario

By the start of year 1, no sections have been sold

By the start of year 2, 3 sections have been sold

By the start of year 3, 2 more sections have been sold

By the start of year 4, the final section has been sold.

The roading section will not be rated at the end of the remission period.

Rates payable

Start of Year	Current wording	Proposed alternative wording
1	\$2,579	\$2,579
2 subdivider purchaser(s)	\$1,474 \$368 ³ \$368 \$368 \$2,579	\$176 \$568 \$568 \$568 \$1,880
3	\$736 \$2,743 \$2,753 \$2,743 \$368 \$368 \$9,701	\$88 \$2,743 \$2,743 \$2,743 \$568 \$568 \$9,453
4	6 sections at \$2,743 \$16,458	6 sections at \$2,743 \$16,458

¹ Capital value is \$485,000.

² It has a carport but this does not affect the capital valuation which is \$185,000.

³ Assumes the seventh section, for roading, is a similar size to the ones being sold.

Attachment 3

Memorandum

To: Policy/Planning Committee

From: George Forster

Date: 30 June 2020

Subject: **Council's process for Minor Works**

File: 3-PY-1-7; 5-HR-8-4

A recommendation has come from the Santoft Domain Management Committee (the Committee) for Council to review its application process for minor works. This has arisen due to the Committee wanting to use contractors who are not pre-approved with Council but have provided a cheaper quote.

Pre-approval is a vital step in the overall process of selecting, engaging and managing contractors. It involves Council assessing potential contractors to ensure they are committed to safety, have good systems to back up this commitment and are capable of working safely in practice, all aligning to the Health and Safety at Work Act 2016 (HSWA). The pre-approval is valid for two years only.

When minor works are carried out on Council infrastructure or property including anything vested in Council, companies or personnel must be pre-approved¹. Rule 32 of the Council's procurement policy states that lack of evidence of robust health and safety is a sufficient reason to exclude a supplier from consideration. Since Council has no flexibility when it comes to health and safety, it therefore may not allow just anyone to come and undertake work on its infrastructure and property. Going through the pre-approval process ensures that Council has done its due diligence to make sure companies and personnel have all the right qualifications and meet health and safety requirements for whatever what they may be engaged to carry out. Allowing those who are not pre-approved to carry out work could affect Council's public liability if anything was to go wrong, therein leaving Council in an indefensible position which may attract a substantial fine. Council may not lawfully delegate its responsibilities under HSWA.

When minor works are needed staff will approach its pre-approved contractors and ask for quotes on that work and, in most cases, will select the one who provides the cheapest quote. Council is always open to adding contractors to its pre-approved list and working through companies and personnel to achieve this.

The Committee's request came from wanting to use a spray company who provided a much cheaper quote than the one registered with Council. Council's Procurement Policy Rule 13 subsection 6 (d) specifies that environmental management needs to be delivered at a required standard. Carrying

¹ The only time it may be untenable is if there was an emergency life and death situation where the most readily available company or personnel would be used.

out pre-approval ensures Council can make sure companies and personnel are able to comply with this.

Expenses at the Domain are currently met by the Santoft Domain Reserve Account which is administered by Council. The Domain is a Crown-derived reserve and vested in Council. Both of these points mean that Council remains ultimately responsible for anything that happens on the site.

Council has an agreement with Manawatu District Council where if a contractor is pre-qualified with them they are able to carry out work for Council. There is currently a project in the research phase where contractors could apply to become pre-qualified with any MWLASS council which would grant them automatic pre-approval for any MWLASS registered council.

Recommendations

1. That the memorandum 'Council's process for Minor Works' to the 9 July 2020 Policy/Planning Committee be received.
2. That the Policy/Planning Committee endorses Council's policy of requiring all contractors undertaking work on Council sites to be pre-approved under the Health & Safety at Work Act 2016, irrespective of the scale of the work being undertaken.

George Forster
Policy Advisor

Attachment 4

Report

Subject: Legislation and Governance Update - July 2020

To: Policy/Planning Committee

From: Michael Hodder, Community & Regulatory Services Group Manager

Date: 4 July 2020

File: 3-OR-3-5

1 End of Parliamentary session

- 1.1 The Government's intention is that the House will rise on Thursday, 6 August 2020 and Parliament will be dissolved on Wednesday, 12 August 2020.

2 COVID-19 Response (Urgent Management Measures) Legislation Bill

- 2.1 This Act affected certain services within the public sector as well as local government. It came into effect on 25 March 2020.

- 2.2 The amendments to the Local Government Act 2002 are:

Clause 7 provides that this Part amends the Local Government Act 2002.

Clause 8 inserts new clause 25B into Schedule 7. The new clause modifies clause 25A so that a member of a local authority, or of a committee of a local authority, has the right to attend any meeting of the local authority or committee by means of audio link or audiovisual link, regardless of what is provided for in the local authority's standing orders. It also modifies clause 25A so that a member attending by audio link or audiovisual link is counted for the purposes of quorum.

- 2.3 Previously elected members could only participate in a meeting by audio-link if a quorum was physically present at the meeting.

- 2.4 The amendments to the Local Government Official Information and Meetings Act 1987 are:

Clause 9 provides that this Part amends the Local Government Official Information and Meetings Act 1987.

Clause 10 inserts new section 46B. The new section modifies section 46A so that agendas (and associated reports) for the meetings of local authorities may be made available on the local authority's Internet site, instead of at the local authority's offices and in other physical locations.

Clause 11 inserts new section 47A. The new section modifies section 47 so that the requirement for meetings of local authorities to be open to the public may be met without having to allow physical access. Instead, the local authority must, if it is reasonably practicable, broadcast its meetings live and provide records of the meetings on its Internet site. This amendment is related to the amendment made by clause 8 to Schedule 7.

Clause 12 inserts new section 51AA. The new section modifies section 51 so that the minutes of meetings of local authorities may be made available on the local authority's Internet site, instead of at the local authority's offices.

- 2.5 Both sections will be repealed when the Epidemic Preparedness (COVID-19) Notice 2020 expires or is revoked. That Notice was renewed until 24 September 2020, but could be revoked earlier (or further extended).
- 2.6 Not addressed in this Act was the timing of annual reports. The local government sector is legally required to have its annual report audited by 31 October. The Auditor-General has indicated that this will not be possible because of the disruption to audit work schedules from COVID-19 as well as the additional issues the response to COVID-19 which will require more auditing. A legislative amendment is expected before Parliament rises.

3 COVID-19 Recovery (Fast-track consenting) Act

- 3.1 This Government Bill was introduced into Parliament on 16 June 2020 and received its third reading on 2 July (with Royal Assent the following day).
- 3.2 The Act's objective is to urgently promote employment growth to support New Zealand's recovery from COVID-19. It will establish new fast-track consenting and designation processes for infrastructure and development projects and enable specific work on existing infrastructure to occur without the need for resource consent. It also enables some smaller scale work on existing infrastructure to be undertaken without the need for a resource consent.
- 3.3 The Act establishes expert consenting panels to determine applications for resource consent and notices of requirement (NORs) for designations, and to issue certificates of compliance. This replaces the role of local authorities as consenting authorities under the Resource Management Act 1991 (the RMA).
- 3.4 Two categories of projects may use the fast-track consenting process and be considered by a panel: listed projects and referred projects. Schedule 2 contains a list of 11 Government-led projects that were assessed as suitable for listing in the bill. Consent applications or NORs for these listed projects will be automatically referred to a panel to consider. In addition, any person or organisation may apply to the Minister for the Environment to use the fast-track consenting process for their project. If the Minister approves the application, the project would (after an Order in Council) be referred to a panel to consider.²
- 3.5 The Act is a short-term intervention to stimulate the economy and self-repeals two years after enactment.

4 Local Government Members (Temporary Reduction—COVID-19) Determination 2020

- 4.1 On 15 May 2020, the Remuneration Authority (COVID-19 Measures) Amendment Act 2020 (the Amendment Act) was passed. The purpose of the amendment Act is to allow public sector leaders, including elected members of local authorities (mayors, deputy mayors, chairpersons, deputy chairpersons, and members), to show leadership in the public sector during the COVID-19 outbreak and to show

solidarity with those in the private sector who are losing their jobs or facing significant pay reductions. Accordingly, the Amendment Act inserted section 19A into the Remuneration Authority Act 1977 to permit the Authority to reduce the remuneration for certain public office holders, including local government elected members.

- 4.2 The remuneration of local government elected members is set according to the Remuneration Authority Act 1977 and the Local Government Act 2002 with the underlying premise to depoliticise the setting of their remuneration. The Authority is generally not permitted to make a determination that reduces existing elected members' pay and their remuneration must be paid according to the determination that is presently in force. However, section 19A overrides aspects of the legislative regime by permitting a capped reduction of elected members' remuneration by up to 20% for a period of up to 6 months.
- 4.3 In making this temporary reduction determination, the Authority has applied the existing criteria that it must take into account when setting the remuneration of elected members, which include taking account of any prevailing adverse economic conditions, fairness to the person whose remuneration is being determined, and fairness to ratepayers. The adjusted remuneration payable to elected members as shown in the Schedule of this determination will apply on and from the day on which this determination comes into force (9 July 2020) until it expires.
- 4.4 In making its decisions on any deductions in elected members' pay, the Authority took account of the fact that many elected members are on relatively low rates of remuneration and decided that cuts would apply only to remuneration above \$100,000 per annum. The Authority is aware that elected members are easily identified in their communities, highly exposed to public opinion, and expected to show pro-active leadership. At the beginning of the Covid-19 crisis, many elected members publicly pledged to donate a proportion of their remuneration to local charities—some for several months. The Authority therefore invited those potentially impacted by its decision to provide confidential information to the Authority with details of any such donations they wished to have taken into account. Some took advantage of this and the deduction was adjusted accordingly. For a variety of reasons, others indicated that they did not wish to provide information. The Authority's decisions were made on the basis of the information supplied.
- 4.5 On the day after this temporary reduction determination expires, the elected members' remuneration will revert to the amount payable under the original determination.
- 4.6 In Rangitikei, the only affected elected member is the Mayor.

5 Taumata Arowai – the Water Services Regulator Bill

- 5.1 This Bill is now at the third reading stage so will shortly receive Royal Assent. The Heath Committee reported back to Parliament on 17 June 2020 (the due date).

- 5.2 Its commencement date is unusual. It must be fully enacted within 15 months of the Royal Assent. However, Orders in Council can specify earlier commencement for particular sections of the Act or the whole Act.

6 Local Government (Rating of Whenua Māori) Amendment Bill

- 6.1 The bill was introduced into Parliament on 27 February 2020. It is at Select Committee stage, with a due date of 3 August 2020. It will be a Business Committee Determination as to how the Bill is handled in the few remaining sitting days of Parliament.

7 Rates Rebate (Statutory Declarations) Amendment Bill

- 7.1 The objectives of this bill are to make it easier for eligible applicants to apply for a rates rebate, to replace the requirement to make a statutory declaration with a requirement to verify the application, and to allow authorities to design application forms for the purposes of the Rates Rebate Act 1973.
- 7.2 It is now at the third reading stage.

8 Land Transport (NZTA) Legislation Amendment Bill

- 8.1 This omnibus bill (amending the Land Transport Management Act 2003, the Land Transport Act 1998, and the Railways Act 2005) strengthens the regulatory leadership of the New Zealand Transport Agency (NZTA) by setting up a new regulatory structure, establishing the position of Director of Land Transport (who must not be the Chief Executive), centralising regulatory authority, and strengthening the NZTA's role in relation to key regulatory interventions including speed management and enforcement.
- 8.2 The bill proposes that NZTA establishes a register to record any decision 'or any other thing' done under the Act. Speed limits and designation of a cycle path are given as two instances of this. The register will be publicly searchable.
- 8.3 The bill was introduced into Parliament on 2 December 2019. It is now at the Committee of the Whole House stage.

9 Privacy Act

- 9.1 This Act overhauls the legislation passed in 1993. It comes into effect on 1 December 2020.
- 9.2 The Act introduces new mechanisms to promote early intervention and risk management by agencies rather than relying on people making complaints after a privacy breach has happened. Key changes are:
- mandatory reporting of privacy breaches,

- enabling the Privacy Commissioner to issue compliance notices,
- strengthening cross-border data flow protections,
- allowing the Privacy Commissioner to make binding decisions on access requests.

- 9.3 Expanding on the first bullet point above, an agency must notify the Privacy Commissioner, and any affected individual(s), as soon as practicable after becoming aware of a privacy breach which is likely to cause serious harm to the affected individual (or individuals).
- 9.4 The agency in question must assess, in relation to any privacy breach it becomes aware of, if the breach is likely to cause “serious harm” and so to decide if the breach is notifiable. Factors the agency must consider include the sensitivity of the personal information, likely harm, who has obtained or may obtain the personal information as a result of the breach (if known), and whether a security measure protects the information.
- 9.5 Failing to report a notifiable privacy breach to the Privacy Commissioner is an offence and businesses could be liable to a fine up to \$10,000.

10 Health (Fluoridation of Drinking water) Amendment Bill

- 10.1 This bill, introduced on 17 November 2016, amends Part 2A of the Health Act 1956 by inserting a power for District Health Boards to make decisions and give directions about the fluoridation of local government drinking water supplies in their areas. It has been at the second reading stage since May 2017. It seems unlikely to progress.

11 Recommendation

- 11.1 That the report ‘Legislation and Governance Update – July 2020’ to the Policy/Planning Committee meeting on 9 July 2020 be received.

Michael Hodder
Community & Regulatory Services Group Manager

Attachment 5

Update on Communications Strategy

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

June 2020 Media Activity

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

- We recently reviewed how we publicise all Council's information to have a standard approach, published each fortnight. "Rangitikei Connect" was created for this and covers all public notices, Message from the Mayor, project updates, updates from the Council meeting, and other relevant news articles.
- Council contributes articles to the monthly community newsletters in Taihape, Hunterville and Bulls.
- The main topics that appeared in local media and on Council's Facebook page included the Marton Playground; Captain Cooks Statue; Council's Annual Plan. There were 17 media articles during June:

Date	Media Channel	Article Heading and Topic
03/06/2020	Whanganui Chronicle	Bridge Replacement a step closer - New Steel Bridge a step closer RDC and MDC councils have appointed GHD Ltd to oversee this project.
04/06/2020	District Monitor	Marton Playground questions answered
04/06/2020	Manawatu Standard	Concept more than a playground.
11/06/2020	Feilding-Rangitikei Herald	Playground cost tipped to hit \$1.1m Various articles relating to the new playground in Marton, next to Memorial Hall.
04/06/2020	Feilding-Rangitikei Herald	Rates Holidays proposed Council approved the consultation for a policy of postponing rates.
17/06/2020	Whanganui Chronicle	Rangitikei groups partner for jobs
19/06/2020	District Monitor	New Rangitikei jobs programme RDC has teamed up with various community groups to create a programme for job seekers and businesses looking for staff. RDC is one of four rural that received central government funding through MTFJ to lead a programme to assist youth and those who lost their jobs due to COVID 19.

Date	Media Channel	Article Heading and Topic
18/06/2020	District Monitor	Moves to improve Wilson Park Plans for redeveloping the playground at Memorial Hall have encouraged a group of locals to assess potential for upgrading Wilson Park playground.
18/06/2020	District Monitor	Council Manager Steps down RDC announced last week that long serving Community Service Group Manager Michael Hodder will step aside from his current role at the end of September 2020.
18/06/2020	Feilding Rangitikei Herald	Council Criticised over Annual Plan Criticism around Council not consulting on its draft 2020/21 Annual Plan.
26/06/2020	Whanganui Chronicle	Council adopts annual plan without public input RDC approved the 2020/21 Annual Plan without having the formal submission process at their 25 June meeting.
19/06/2020	Whanganui Chronicle	Cook's fate up in air as statue covered by box
19/06/2020	Manawatu Standard	Should we remove our history or rewrite it? – Opinion
25/06/2020	Feilding-Rangitikei Herald	Colonial statue locked in a box
25/06/2020	District Monitor	Cook relegated to a box for now
27/06/2020	Whanganui Chronicle	Marton votes to keep James Cook statue Various articles relating to the Captain James Cook statue in Marton.
25/06/2020	District Monitor	Divided over proposal for rezoning District Plan hearing for the proposed rezoning of farmland near Marton.
26/06/2020	Whanganui Chronicle	Community centre is progressing Update on Bulls Community Centre.

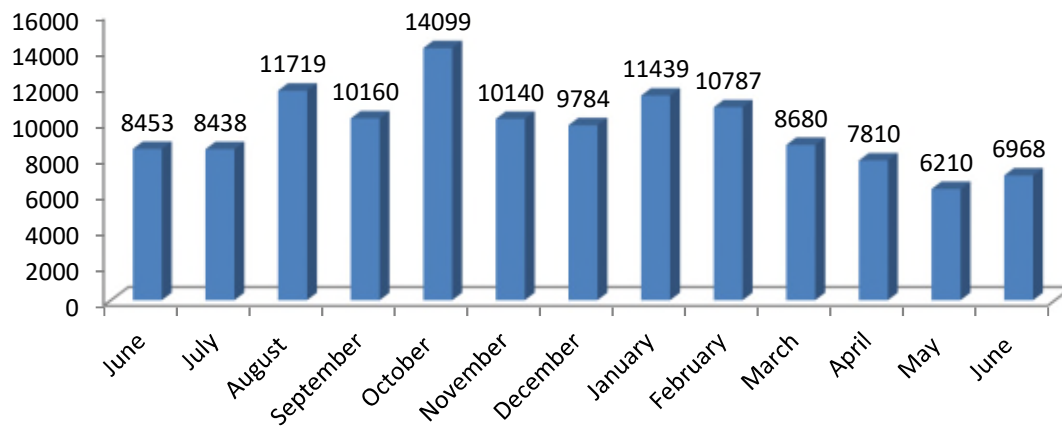
Requests under Local Government Official Information and Meetings Act (LGOIMA)

At the end of June, 27 requests for official information have been received.

Website Statistics

Activity on Council's website for June 2019 – June 2020:

Website Visits 2019-20



In June 73% of those who visited Council's website were new visitors to the site.

Top Council Webpages Visited (June)

1. Library
2. Rates
3. Cemeteries
4. District Plan
5. Rubbish & Recycling / transfer stations
6. GIS

A complete review of the Communications Strategy will take place in the second half of 2020.

Recommendation:

That the report 'Update on Communications Strategy' to the Policy/Planning Committee meeting on 9 July 2020 be received.

Carol Gordon

Manager – Executive Office

Attachment 6

Memorandum

To: Policy/Planning

From: Nardia Gower – Strategy and Community Planning Manager

Date: 6 July 2020

Subject: **Quarterly Report from MoU Partner Organisations for February - April 2020**

File: 4-EN-10-2

1 Background

- 1.1 Rangitikei District Council holds Memorandums of Understanding with four key Partner Organisations - Bulls and District Community Trust, Project Marton, Mokai Patea Services and Taihape Community Development Trust. Each organisation currently receives a share of \$85,500 per annum set aside through the LTP, to deliver the key outcomes set out in their individual work plans.
- 1.2 As part of the MoU agreement, each agency submits a report against their workplan quarterly to the Chief Executive. These reports are due on 20th of May, August, November and February.
- 1.3 The most recent report due in May covers the months February, March and April 2020
- Appendix 1: Bulls and District Community Trust,
 - Appendix 2: Mokai Patea Services,
 - Appendix 3: Taihape Community Development Trust,
 - To be tabled: Project Marton
- 1.4 It is worth noting in this memorandum that COVID-19 disrupted the normal workflow for the MoU Partnering Organisations.

2 Recommendation

- 2.1 That the memorandum 'Quarterly Report from MoU Partner Organisations for February - April 2020' to the 9 July 2020 meeting of the Policy Planning Committee be received.

Nardia Gower
Strategy and Community Planning Manager

Appendix 1

STRATEGIC PERFORMANCE FRAMEWORK MOU ORGANISATIONS

Partnering Organisation: Bulls & District Community Trust

Period under review: Work Plan 2020 to 2021

Group of Activities: Community Well-being

- Attracting people to the Rangitikei to live (or to stay living here)
- Contribution to community outcomes: A buoyant District economy, Enjoying life in the Rangitikei

Activity: Four Well-being's – Development & Promotion

Council's intended Level of Service is to:	Contract with local organisations to develop and deliver events, activities and projects to enliven the towns and District.	
Deliverables	Activities Undertaken	Outcomes
Design, lead and project manage 1 large scale event annually within the Bulls Ward. Bulls Christmas Parade Whanau/Neighbours Day	Feb March April 2020 Report Planning to apply for funding with Pub Charity. <ul style="list-style-type: none"> • Christmas Parade and Whanau Day is booked for the 12th of December 2020 • Planning has started and we will be building on and learning from the successful 2019 Christmas parade and Whanau Day 	Feb March April 2020 The Christmas Parade/Whanau day is where families and friends come together to continually layer fantastic memories in adults and children. Along with community stalls and the many spectacular floats everyone can enjoy fun rides, face painting, sausages, ice creams and more.
Design, lead and manage the A-Bull branding programme for the businesses and community groups within the Bulls Ward.	2020 New A-Bull names: <ul style="list-style-type: none"> • Support-a-bull • Busk-a-bull 	Increased engagement with the A-Bull branding. The iconic A-Bull branding brought a film crew to Bulls for a new burger king commercial. Continued by in of the branding gives a more cohesive look to the town. The branding still engages with tourists to Bulls who take photos and information centre staff are often asked about the branding. The branding still creates a conversation on a very regular basis – especially through the summer tourist season.

<p>Support and collaborate on place making activities within the Bulls Ward.</p> <p>Placemaking</p>	<p>During this quarter place making was put on hold due to Covid-19.</p> <p>We are planning the following at the Bulls River:</p> <ul style="list-style-type: none"> • 1000 trees planted on 3rd July • Walking track marked out within this area • Track surface • Grasses planted along the edge of the path • Picnic area marked out • Picnic tables placed within the trees • An additional seated area as you go under the bridge • Grasses planted around horizons sign at entry • Design new river sign and erect after approved 	<p>Positive health and wellbeing opportunities for those that participate in community projects.</p> <p>Placemaking gives residents a chance to be involved in projects that improve the visual appearance of their patch.</p> <p>Increased connections for participants.</p> <p>Bulls has attractive public spaces that are accessible to residents and tourists.</p> <p>Increased civic pride is abundant.</p> <p>Projects become a shared vision of those who live, work, and play in Bulls.</p> <p>Residents are more passionate about their community.</p>
<p>Support and collaborate with relevant parties to produce a collective Welcome Pack for persons moving to Bulls.</p> <p>Collaboration between RDC, Team Remax and the Trust</p>	<p>Team Lewis they have been supplied with Welcome Packs that are updated monthly.</p> <p>Packs are given to RNZAF Ohakea Welfare Officer Bridget Williams to give to personal moving into Bulls and updated monthly.</p> <p>Both primary Schools have Welcome packs for new families enrolling at School, these are updated monthly.</p>	<p>Provide greater information about the community groups that available to join and events within the town.</p> <p>Makes new residents feel more connected to their new communities. Personalising the packs gives residents the correct information required for them and their families.</p> <p>Team Remix have donated product for the welcome packs that people purchasing through them.</p> <p>During the last two quarters 12 families received welcome packs</p>

Council's intended Level of Service is to:	Contract with local organisations to provide a range of information, such as: * Up-to-date calendar of events, and * Community newsletters	
Deliverables	Activities Undertaken	Outcomes
Design, produce and manage a regular community newsletter within the Bulls Ward.	<p>The Bulls Bull-it-inn</p> <p>JBS Dudding's Trust has approved funding for the printing of the monthly Bull-it-inn, it has increased to a 5-page document</p> <p>We are printing 1330 every month excluding January, due to the holidays.</p> <p>We deliver to Ohakea and surrounding roads, RD1 Bulls residents, Sanson School families, local business' Mint Café, The Pasta Shop, Bulls Library, The Bus Stop Café and I will be increasing the December run by 10 to include Tangimoana super store. Many of these people using these facilities use Bulls businesses as a part of their day to day activities.</p> <p>Lamberts have sponsored the Trust a printer that is in my office, this reduces our printing costs but does take up a lot of my time.</p>	<p>The Bull-it-inn is a much-loved publication that supports the needs of individuals, community groups and Bulls businesses.</p> <p>The March 2020 the RDC have one page dedicated to council news.</p> <p>Residents have access to community information on a regular basis.</p> <p>The Bull-it-inn promotes the activities of our community groups, sporting, educational and service groups highlighting their achievements and promotes the benefits of volunteerism.</p> <p>Volunteers meet regularly to catch up, I do my best to catch up with them as often as I can.</p> <p>During this quarter, we printed a total of 3391 Bull-it-inns, due to COVID we only supplied the newsletters to PO Boxes, Bulls residents, Ohakea residents and the Rural Bulls community in March and April. We were unable to deliver to local businesses, update welcome packs, and have them available at local café's and the Bulls Information centre.</p> <p>In April RDC printed 800 newsletters because I was not allowed access to our office, under level 1, I was able to at level 2 under Council guidelines to print the remaining copies for distribution.</p> <p>The April edition included two important inserts from the RDC regarding the Governance Group and a message to rate payers.</p> <p>I delivered the took the Bull-it-inns to my volunteers' homes (letter box) for them to deliver March & April editions to avoid contact.</p>

Council's intended Level of Service is to:	Develop high trust contracts with agencies in each of the three main towns to undertake community development	
Deliverables	Activities Undertaken	Outcomes
<p>Support and refer (to the Strategy & Community Planning Manager) the needs and aspirations of our NZ European, Māori, and Pacifica Communities and Groups within the Bulls Ward.</p>	<ul style="list-style-type: none"> • During COVID I worked closely with the Bulls RSA Welfare Support Group from home. This included offering volunteers and contacts required to ensure our community was safe and looked after. • I am looking into a community language/music group in the new Community Centre for others to learn more about the Maori and Pacifica culture • Matariki was cancelled this year due to COVID-19, planning has started for next year • Matariki performers have been invited to perform at the Annual Community Concert in February 2021 • Planning has started for the Whanau/Neighbours Day that is incorporated with the Christmas Parade to celebrate the festive season and engage with other families and community members. 	<p>Collaboration is the key to planning successful events and activities – we are more, and our achievements are greater when we work together. We work towards a shared vision that benefits across Bulls and the wider district.</p> <p>Matariki is an annual concert supported by local Marae, Schools and shared with all cultures to celebrate the Maori New Year. Matariki showcases our cultural heritage and diversity.</p> <p>We are still working towards a strong relationship with the Pacifica community in Bulls.</p> <p>By attending community group meetings and promoting these in the Bull-it-inn gives us a strong in site to their needs and aspirations; from this we can support them where needed.</p> <p>By gathering as a community to a fun free event we are facilitating the connection between neighbours on a social level, with technology in this modern day and age we need these events to interact with each other and get to know our neighbours.</p>

Appendix 2

STRATEGIC PERFORMANCE FRAMEWORK MOU ORGANISATIONS

Partnering Organisation: Mokai Patea Services

Period under review: February, March, April 2020

Group of Activities: Community Well-being

- Attracting people to the Rangitikei to live (or to stay living here)
- Contribution to community outcomes: A buoyant District economy, Enjoying life in the Rangitikei

Activity: Economic development and District Promotion

Council's intended Level of Service is to:	Contract with local organisations to provide a website that is a gateway to the District, with links through to more local web pages, and social media opportunities.
Action	Cumulative progress for this period
1. Update the Taihape Community Development Trust on activities, events and programmes to publish through their media (i.e. social media, websites etc.)	<p>Mokai Patea Services has provided information regarding our regular programmes through to Taihape Community Development Trust within the June–July timeframe.</p> <p>Mokai Patea Services also utilises its own communication strategy via facebook, email, bi- monthly panui and also face to face contact within the Taihape Community. This information includes events that are planned within our local community but also initiatives and events that maybe occurring region wide or nationally. As far as providing another avenue or gateway for information to go out District wide, we are certainly providing this opportunity via our own facebook page and have direct links into the many facebook/ websites of local Marae and Runanga that reside within this rohe to ensure that information shared. The following list shows information that has been fed via our facebook page/emails or panui in this timeframe and items that we have promoted.</p> <p>February MPS/Iwi – Tamariki Mentoring Programme – Panui no TMP,</p> <p>Local – Rangitikei / Ruapehu Plunket – re branding, REAP – NZTA technical issues, NZ Gumboot Day – colouring competitions, REAP – Taniko Wananga</p>

	<p>Regional – WRHN – Health Matters Poster, Jigsaw Whanganui – Building Awesome Whanau workshop, Healthy families Whanganui – suicide prevention workshop (Taihape), childrensday.org.nz – Free Entry to Taihape & Marton swim centres, Rural Games event</p> <p>RDC - RDC – Event grants poster, RDC – Creative communities scheme, RDC – Rangitikei fire ban, RDC – closure for training, RDC – water restrictions in Taihape, RDC – Water restrictions Marton & Taihape</p> <p>March MPS/Iwi – MPS – Business Continuity Plan, MPS COVID 19 Response</p> <p>Local – Tie Happy Tie drive – Heartlands, THL – Gastro bug information, THL – coughs and cold information, THL – Update re COVID 19 and Flu shot, THL – CBAC clinic</p> <p>Regional – Start to screen – smear campaign, Te Kotuku Hauora – Rongoa Day, WRHN – Health Matters Poster, Whanganui Cancer Society – Marathon in a Month, WDHB – Corona Virus updates, NZ Herald – WDHB Corona Virus emergency centre article, WDHB – Hauora Maori scholarships, WDHB – Corona virus emergency centre, Te Oranganui – Covid19 website, WDHB – How corona virus is spread, UNITE AGAINST COVID 19 - website, Video re Social Distancing, UNITE AGAINST COVID 19 – alert system, Te Oranganui – COVID 19 level 3 + 4, Adrian Rurawhe – Contact list of service, MSD message, WDHB – Managing COVID 19, Anne Kauika – healthy lifestyles, TVNZ – Les mills timetable</p> <p>RDC - RDC – Event grants poster, RDC – Creative communities scheme, RDC – re amenities block Taihape, RDC – Taihape water shutdown, RDC – Taihape water level restrictions, RDC – council facility closures, RDC – Waste transfer / kerbside collection,</p> <p>April MPS/IWI Video from GM, Story time video – MPS Staff, He noho kainga, he ora tangata video, Thank you Panui, Poppy making video – Kerira, Thank you Panui</p> <p>LOCAL Taihape New World - hours, Taihape Pharmacy – hours, Taihape Community page – ANZAC day Panui, THL – CBAC update,</p>
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	<p>REGIONAL WDHB – Media advisory, MSD – regular updates link, Te Oranganui – Update Covid 19 cases Whanganui region, CBAC info for Whanganui region, Te Oranganui – essential travel, WDHB – Washing hands poster, regional Police FB page shared, CBAC – closures over Easter, Ngati Rangi – press release, Hete Maori school – weaving course, MOE – home learning info, E Tu Whanau – Video from Kim, Regional Police – scams, WDHB – recovered case in our region, WDHB – Re recovered people in Ruapehu district, WDHB – 1 new case, WDHB – COVID testing in the Rangitikei, Nga Wairiki – press conference, Te Oranganui – Alert level 3, WDHB – probable case in the region, Nga Wairiki – CBAC clinic Marton, ANZAC day promo, WDHB – Whanganui emergency operations centre media advisory, Te Oranganui – level 3 panui,</p> <p>RDC RDC – council services resuming at level 3</p>
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Activity: Community Partnerships

Council's intended Level of Service is to:	Facilitate and lead on a Positive Ageing Strategy that aims to enhance quality of life for older people in the District.
Action	Cumulative progress for this period
1. To provide an independent welfare services to tenants over the age of 55 years in Councils Taihape based Community Houses.	Still under negotiation
Council's intended Level of Service is to:	Facilitate and lead on a Youth Action Plan that aims to enhance quality of life for children and young people in the District
Action	Cumulative progress for this period
1. To provide staff or an approved person to open and be present in the Taihape Youth zone between the hours of 3-5pm during weekdays.	Appendix attached with information around this action.

2. To encourage Youth to be involved in making submissions to Council regarding Youth Development.	This has not been explored in this timeframe
3. To meet and collaborate with Councils Strategic Advisor: Youth/Rangatahi in Taihape on a regular basis.	Email contact made with Strategic Advisor to advise of February and March Lobby attendance figures. Contact also made in March during Level 2 seeking confirmation of shut down process due to implementation of Alert Level 4.
4. To work with Councils Strategic Advisor: Youth/Rangatahi to explore funding for youth events and programmes	This has not been explored in this timeframe

Appendix 3

STRATEGIC PERFORMANCE FRAMEWORK MOU ORGANISATIONS

Partnering Organization: Taihape Community Development Trust

Period under review: Work Plan 2019 to 2021 – Feb/Mar/April 2020

Group of Activities: Community Well-being

- Attracting people to the Rangitikei to live (or to stay living here)
- Contribution to community outcomes: A buoyant District economy, Enjoying life in the Rangitikei

Activity: Economic development and District Promotion

Council's intended Level of Service is to:	Contract with local organisations to develop and deliver events, activities and projects to enliven the towns and District.	
Deliverables	Activities Undertaken	Outcomes
Design, lead and project manage 1 large scale event annually within the Taihape Ward.	Gumboot Day 2020 March 7 th . Focusing on family fun and a balance of free children's activities, this year's event once again partnered with NZBTA North Island Champs.	The Taihape Community, with a noticeable increase in children numbers, enjoyed a beautiful day with a mix of free, creative, activities and \$1 ticketed entertainment. Discussions began with the aim to collaborate more fully with A&P, NZBTA, Taihape Shearing and Equestrian NZ going forward, led by the Trust. It was acknowledged that local numbers are insufficient to sustain two full-scale "Shows" in a two month period within the town.

Deliverables	Activities Undertaken	Outcomes
Support and collaborate on place making activities within the Taihape Ward.	The Trust met with a local Historian who wishes to create story boards featuring local identities to be displayed in our main street. This project will also potentially have TCB involvement.	Increased collaboration and information sharing between the Trust and TCB and local Historian Peter Arthur-Kipling telling stories of our local identities thereby raising awareness of achievers and their achievements, local history and self-esteem in residents of Taihape. Finished plaques will add interest to the town for travelers and tourists, encouraging them to stay longer, and feed into the “Gumboot Walk” around the town. There is exciting potential to link this project and it’s outcomes into the Trust’s “Tell Me More” project that seeks to produce a book of local’s life stories.

Update collective Welcome Pack for persons moving to Taihape.	Working with TCB and RDC to update and refresh the Welcome Pack. The Trust is also developing the idea of a Taihape Directory including businesses, community contacts and a map with the assistance of Rotary.	Have contacted partnering organizations for their current brochures for updating and collation. Ongoing.
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Council's intended Level of Service is to:	Contract with local organisations to provide a range of information, such as: * Up-to-date calendar of events, and * Community newsletters	
Deliverables	Activities Undertaken	Outcomes
Produce and manage a regular community newsletter within the Taihape Ward.	The Trust continues to produce "Talk Up Taihape" (TUT) a 28page newsletter in booklet form with local news, business advertising and an increased RDC presence. Despite the difficulties TUT was prioritized during Covid-19 to assist in keeping the community informed online and in print.	Local clubs are increasingly using TUT along with regular advertisers support. The need for paper communication corresponds to the gap in internet access and literacy with the older population particularly keen on receiving TUT. Advertising revenue dropped off due to businesses being closed during Covid-19, however, the Trust was able to distribute via NW Taihape and Mobil along with some rural delivery. Community feedback has been extremely positive as it filled the void from the District Monitor and made it an even more valued "go-to".
Deliverables	Activities Undertaken	Outcomes
Facilitate and manage an online and social media presence that integrates all the 'intended level of service' deliverables within the work-plan.	We have formally engaged expertise to help with updating our webpage.	This platform compliments other forms of communication styles the Trust uses to reach the Taihape community. TaihapeNZ continues to be updated with businesses, TUT and events. The Facebook page also features regular updates and is shared to other local noticeboard pages and links to the RDC page.

Activity: Community Partnerships

Council's intended Level of Service is to:	Facilitate and lead on a Youth Action Plan that aims to enhance quality of life for children and young people in the District	
Deliverables	Activities Undertaken	Outcomes
<p>Support the aspirations of Council on Youth development and the provision of opportunities within in the Taihape Ward.</p> <p>(excluding Youth Zone)</p>	<p>Gumboot Day volunteers included a team of Youth from Taihape Area School who were given specific tasks and catered for throughout the day.</p>	<p>Working with TAS senior school (yrs 9-13) and teachers, a group of Youth were organized into smaller cells to support activities throughout the day. Co-supervision of ticketing, soap carving and other free creative activities meant that the students were able to assist in sales and information, organizing queues and equipment. Key outcomes: Youth engagement and responsibility; social interaction between demographics and team building.</p>

Attachment 7

Report

TO: Policy/Planning Committee

FROM: Nardia Gower, Strategy & Community Planning Manager

DATE: 9 July 2020

SUBJECT: Policy & Community Planning Project and Activity Report March - June 2020

FILE: 1-CO-4-8

1 Background

- 1.1 This report summarises the programmes, activities and focus areas of staff within the Policy & Community Planning Team. 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 March - June 2020.

2 Economic Development

- 2.1 At the 20 November 2020 Council workshop the Economic Development Strategy was reviewed by Councillors. While at the time Councillors agreed to the draft strategic direction presented, the COVID-19 pandemic event has since changed the landscape of the economy. Council has employed a Strategic Analyst on a fixed term basis who will review the current strategy within this new context, sourcing and utilising data and comparison information to present a revised Economic Development Strategy identifying specific areas of sector support and prioritisation for Council's consideration. This is anticipated to be a 3-4 month project. The alignment of the draft Economic Development Strategy with Council's 30 year Strategic Vision is being considered by the Executive Management team.
- 2.2 Below are activities undertaken or initiated as part of Council's COVID-19 Recovery.

Programme/Activity	
Business Support	<p>Business Support page created on Council's website as a resource for the business and farming community to find the latest business support from Government, Economic Development Agencies and innovative solutions from other businesses.</p> <p>Central Economic Development Agency (CEDA) has been funded through central government to deliver Regional Business Programmes in Rangitikei. The following figures show the direct support to Rangitikei companies post COVID-19 through these programmes, and excludes support such as referrals:</p>

Programme/Activity	
	<ul style="list-style-type: none"> • Been Engaged – 10 companies have received RBP funding for access to service providers. • Engaged in Research and Development – 1 company is in the process of project grant submission and 1 company may be eligible for funding (under assessment stage) • Had Mentor/Mentee match – 3 companies have been matched with mentors (one of which received COVID-19 support) <p>Council is forming relationships with Te Mana Atatū, the Whanganui Māori Business, and exploring the Network creation of a Maori owned business database for the Rangitikei Region.</p>
Surveys	<p>A number of regional-wide business surveys have been circulated through our district business database by Council on behalf of CEDA to better understand the Impact of COVID-19 on our Business Community</p> <p>Three surveys in total were circulated and were open during the time periods 9-15 March, 27 March – 9 April. A fourth survey is due to be circulated in the coming weeks. The summary of each are attached as <u>Appendix 1</u>.</p> <p>Council circulated its own survey to capture businesses that were interested in having direct discussions with Council. Of the 70 respondents, 46 requested contact which His Worship the Mayor personally undertook.</p>
Shop Local Rangitikei	<p>During Level three lockdown Council started the Shop Local Rangitikei Facebook Group. The purpose of this group is to promote local business and encourage community to shop local first, promote what businesses were operating during various lock down stages, allow businesses to advertise district wide and give a wider platform to those businesses that may not have shop frontage.</p> <p>Supporting the Shop Local Rangitikei initiative Emily Rayner and Lindsey Robinson created the event Doors Open Marton. The aim was to encourage people into town and to spend with local retailers, including those at the local market on the Village green, and to acknowledge essential workers of COVID-19 lockdown the event started with an Essential Workers parade. A video of the parade can be found at https://www.facebook.com/106785684394808/videos/299967997717001/</p>
Branding	<p>At the 28 May 2020 Council meeting Cr's Duncan, Lambert, Dalgety, Dunn and Ash were delegated to work with Council staff in finalising and approving the branding for the District promotional video and www.rangitikei.com. It became apparent that more time was required to ensure the branding is the best reflection of the district and, in the context of how Council started this process, continue engaging genuinely with iwi. Based on that, a short term campaign has been developed and will launch in July. A short presentation will be made to the meeting.</p>
Mahi Tahī	<p>In May 2020 Rangitikei District Council was successful in securing funding for the Mayor's Task Force for Jobs (MTJF) Community Recovery Pilot supported by the Ministry of Social Development (MSD). This pilot was offered to four councils with populations of 20,000 or less, the others being Ōpōtiki, South Wairarapa</p>

Programme/Activity											
	<p>and Central Hawkes Bay. The \$100,000 funding was to assist with the employment of 30 people into Small and Medium Enterprises (SME's) either casual, part-time or full-time by 30 June 2020. The target group for this programme are New Zealanders displaced from their employment due to COVID-19, with a focus on youth not in education, employment, or training (NEETS).</p> <p>To deliver this programme Council employed James Towers on 27 May 2020. Mr Towers came with experience as a previous MSD employee and strong local and regional business connections.</p> <p>The programme has been named Mahi Tahi – Rangitikei Employment Programme and is being delivered in partnership with Te Rūnanga o Ngā Wairiki Ngāti Apa and their Te Puna - Education, Training and Employability branch, Mayor's Taskforce for Jobs and the Ministry of Social Development (MSD), with potential for further partnerships to develop with other organisations. Two events were held in the first week of programme delivery, one each in Marton and Taihape, where attending youth were invited to complete a Mahi Tahi Course in work preparedness. 10 of those youth have completed C.V's, computer training, financial literacy & budgeting training, wellbeing and fitness activities, first aid training and cultural sessions. In addition, we are assisting them to gain driver licences. A Jobs Evening was held on 10 June 2020 at Te Poho O Tuariki with over 80 people in attendance. The event included promotion of Mahi Tahi, registering of jobseekers and advertising of employment opportunities.</p> <p>Mahi Tahi has gained large interest amongst the community. Due to this and the partnership in which Mahi Tahi is delivered, employment brokering assistance was also provided to all those that registered, some whom were not displaced by COVID-19 or NEETS. This was discussed and reported to MTJF. The below graph shows the workplacement as at 31 July 2020</p> <div data-bbox="536 1408 1501 2063"> <p style="text-align: center;">WORK PLACEMENTS - 30</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>CV 19 Displaced</td> <td>14</td> </tr> <tr> <td>Youth</td> <td>7</td> </tr> <tr> <td>Other</td> <td>6</td> </tr> <tr> <td>Pilot Work exp</td> <td>3</td> </tr> </tbody> </table> </div>	Category	Count	CV 19 Displaced	14	Youth	7	Other	6	Pilot Work exp	3
Category	Count										
CV 19 Displaced	14										
Youth	7										
Other	6										
Pilot Work exp	3										

Programme/Activity	
	Due to the success of the pilot programme Central Government has announced they will fund 23 rural Council for the year beginning July 2020 up to \$500,000

3 Community Engagement & Development

3.1 The following highlights the key programmes, activities and progress of staff in this area.

Programme/Activity	Progress For This Period
Township Signage	<p>The District's township signage project was delayed due to the events of COVID-19. The following updates for each time include newly adjusted timeframes.</p> <p><u>Taihape</u> Completed.</p> <p><u>Mangaweka</u> Staff await the Heritage Committee to provide their chosen icon/symbol for Mangaweka. They have been requested to offer icon suggestions before the end of July. Completion is anticipated to be end of August 2020.</p> <p><u>Huntermville</u> Completed.</p> <p><u>Marton</u> Council staff have been made aware of previous feedback from the community indicating a preference for the township signs to include additional information indicating the upcoming turn-off to Marton and icons depicting what Marton offers. These cannot be displayed within one sign as it exceeds NZTA rules regarding maximum number of words and/or symbols. However, there is allowance to have more than one sign on a structure. Council has worked with Project Marton on the upcoming turn-off wording with "Explore Marton Township" and "Next Left/Right" being their preference. Further feedback on preferred icons for the town offerings is being sought from the business community. The collated feedback will be tabled at the Marton Community Committee meeting 8 July 2020, and to this Policy Planning Committee meeting.</p> <p>In exploring the utilisation of Project Marton's State Highway sign structures, as requested by the Marton Community Committee, Council was advised by a qualified builder that the structures require rebuilding to ensure they can withstand weather and wind. Project Marton requested that room for event signage remain available beneath the township the sign. NZTA regulations limit the height of the structure to 3 metres. This would result in any event signage attached covering the additional signs noted above. Should community feedback be in favour of the additional signs, Council will erect new structures to cater for the additional signage while allowing Project Marton and other event organisers</p>

Programme/Activity	Progress For This Period
	<p>to utilise the current Project Marton structures for advertising community activities and events. Conversations with landowners are currently underway for the potential new State Highway sign structures. Council staff are meeting with the Lions Club of Marton on Tuesday 14 July to negotiate the use of their brick frames on the inward bound roads to house the new signs</p> <p><u>Bulls</u> Staff await the design of the Bulls Signage from the Bulls Community Committee/Bulls and District Community Trust co-design; as approved by Council. Feedback from the design group is that new town logo design is anticipated to be ready for presentation to Council's August 27 meeting.</p> <p><u>Turakina</u> Completed.</p> <p><u>Koitiata</u> Completed.</p> <p><u>Rātana</u> Completed.</p> <p><u>Whangaehu</u> The community have been presented with visual options of their conceptions for community consideration. Staff are seeking a decision from the community by end of July 2020.</p> <p><u>Scott's Ferry</u> Completed.</p>
Programme/Activity	Upcoming
Township Signage	All township signage to be complete and installed by September 2020.
District Signage	Develop District Signage concepts to Council for comment.

4 Youth/Rangatahi Development

4.1 The following highlights the key programmes, activities and progress of staff in this area.

Programme/Activity	Progress For This Period
Youth Space - Taihape	The Lobby Taihape is run through the MoU agreement with Mokai Patea Services. The Taihape Lobby was closed during Lockdown reopening 18 May 2020 with restriction on numbers, social distancing and hygiene. Promotional events are in discussion to build interest and awareness of the space, with the intention of expanding what is offered to young people for a broader range of interests.
Youth Space - Marton	The Lobby Marton is run by staff and volunteers, 3-5pm each weekday.
Youth Council	Due to COVID, all face to face activities with Youth Council were postponed. During lockdown, Youth Council produced videos and posters highlighting the importance of staying home to save lives and encouragement to other youth holding onto positive outcomes personal to them during the time of lockdown. These were published on social media.
Youth/TRYB Website	TRYB website. Staffing constraints have resulted in limited updating by staff, however new staff member Kelly Widdowson has scheduled an update.
Networking Meetings	Local skills and talent hui – Whanganui Youth Council Collaboration MDC - Feilding Young people in apprenticeships – Nga Wairiki O Ngait Apa
Youth Opportunities and Support	Te Oranga Nui and Healthy Families hosted a successful Rangatahi workshop day in March at Te Poho o Tuariki. Council staff provided support in registering rangatahi and assisted on the day, seeing 35 rangitahi come together to share their thoughts and inputs on the current frame.
Programme/Activity	Upcoming
Youth/TRYB Website	Update and promote
Youth Council	Youth Council training and intergral meeting to be held 4 July in Chambers. The postponed River Valley event to take place Nov/Dec 2020.
Youth Opportunities and Support	The John Turkington Youth Awards 2020 open for nominations July 13 th – August 10 th . Youth Awards evening to be held 27 th August. Business sponsorship for each category sourced, with the addition of a new category sponsor – Rangitikei Anglican Parish. Posters are attached as <u>Appendix 2</u>

5 Iwi/Hapū Engagement & Development

5.1 The following highlights the key programmes, activities and progress of staff in this area.

Programme/Activity	Progress For This Period
Internal Organisation development	<p>The Māori Competency Framework for internal employees and elected members is nearing completion.</p> <p>Council has 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 been drafted so staff are aware of their obligations for 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.</p> <p>An MoU (Tutohinga) has been signed to acknowledge the Internal processes regarding iwi consultation and requirements.</p> <p>Ngā Puna Rau o Rangitikei Project Governance Group met with Ministry of Primary Industries and One Billion Trees Representatives recently to discuss their funding application with the PGF. Their application was focused around the health and wellbeing of the Rangitikei River. Council will investigate what support is needed for each marae following their PGF outcome.</p> <p>Discussions with stakeholders including Robert Martin and WSP. Talks around proposed walk bridge, appropriate planting and art placement.</p> <p>A project to have art of cultural significance for the district adorning the walls of the Marton Council Chambers was initiated with the three district high schools late last year, with the intention of students completing this project in 2020. Due to COVID-19 the timeframe for this project is being considered for 2021 or 2022.</p> <p>Ngā Wairiki Ngāti Apa and Parewahawaha have worked collaboratively with Council on the visual representation of iwi for the Bulls Community Centre Project, including appropriate artwork/carvings/taonga.</p> <p>Working with Horizons and Council's Assets and Infrastructure department on Lake Waipu / Ratana meeting on FIF update. Council has identified a potential parcel of land for disposal. We are in negotiation with MfE to change funding arrangements to allow securing land by methods other than outright purchase.</p>

Programme/Activity	Progress For This Period
	The Local Government (Rating of Whenua Maori) Amendment Bill is expected to be enacted in August 2020. This will mean some changes to Council's policy.
Oranga Marae Programme	<p>Council are aware that a number of marae have submitted applications to the Provisional Growth Fund (PGF) for Marae Development. Council will investigate what support is needed for each marae following their PGF outcome.</p> <p>However, conversations are being had with Ngā Hau e Wha to identify the development of an Urban Marae at Wilson Park, Marton. The full process for each Oranga Marae project takes approximately 10 – 12 months depending on the commitment level of each marae.</p> <p>Council is working with Te Puni Kokiri on Marae preparedness in a Civil Defence Emergency.</p>

6 Policy and Bylaw Programme

- 6.1 The following highlights activities of staff in this area. The work programme for Policy and Bylaw 2020 is attached at **Appendix 3**.

Programme/Activity	Progress For This Period
Water Related Services Bylaw	Council formally adopted the Water Related Services Bylaw at its April meeting.
Dangerous and insanitary Buildings Policy	Council formally adopted the Dangerous and Insanitary Buildings Policy at its June meeting.
Rates postponement policy	Council formally adopted the Rates postponement policy (a new policy) at its June meeting

7 Funding

- 7.1 An update on all funding applications is summarised in **Appendix 4**.

8 Recommendations

- 8.1 That the 'Policy & Community Planning Project and Activity Report March – June 2020' to the Policy/Planning Committee on 9 July 2020 be received.

Nardia Gower

Strategy & Community Planning Manager | Kaiwhakahaere Rautaki me te Hāpori

Appendix 1

Business Survey Insights

Impact of COVID-19

First Survey
Manawatū-Whanganui

9 – 15 March 2020

Introduction

The survey was sent out as part of CEDA’s COVID-19 response to survey the impact of the initial stages of the COVID-19 pandemic on businesses in the region. The survey results ensure CEDA can provide tailored support, guidance and information to our wider business community while capturing the pulse of our region’s economy to help inform the recovery planning.

The purpose of this report is to provide an overview of the key findings and insights collected, and to outline the types of support required, and challenges faced, by our business community.

Methodology

The survey was sent out to the business community across the Manawatu-Whanganui Region on the 9th March 2020 and closed on the 15th March 2020. The survey was undertaken before the announcement of the Governments COVID-19 Alert Levels, and was sent out via CEDA's regional partners and through CEDA's newsletters and databases and shared via social media channels.

This survey was the first in a series of surveys that CEDA is undertaking to understand the impacts, challenges and themes across our economy as the COVID-19 pandemic and its subsequent impact evolves.

The survey comprised 9 key questions developed based on anecdotal information that CEDA was receiving from the business community on the challenges that were impacting their businesses and the rapidly evolving level of impact COVID-19 was having on New Zealand’s economy.

There were 313 businesses who responded to this survey.

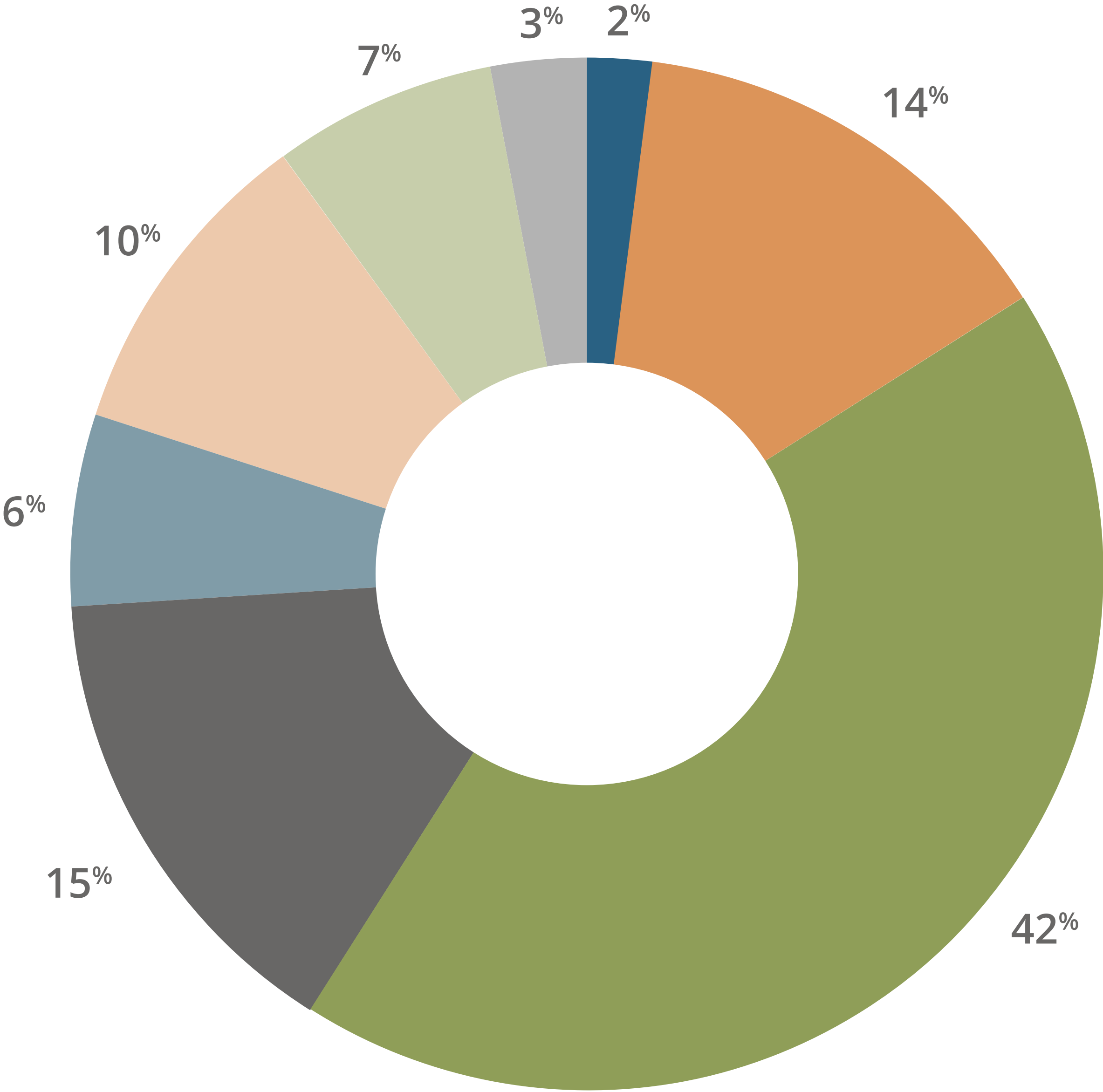
28 FEBRUARY	First case of COVID-19 reported in New Zealand
9 MARCH	● CEDA First Survey commenced
11 MARCH	WHO declares COVID-19 as an official pandemic
15 MARCH	Travel restrictions come into effect; events cancelled
17 MARCH	Governments support package announced, including wage subsidy
18 MARCH	<u>COVID-19 support hub</u> goes live on CEDA.nz
19 MARCH	Border closers announced

Regional Breakdown

Respondents were from across the Manawatū-Whanganui region, with a high concentration of businesses from Palmerston North city, Rangitikei and and Manawatū districts.

- Horowhenua
- Manawatū
- Palmerston North
- Rangitikei
- Ruapehu
- Tararua
- Whanganui
- Other

Figure 1: Regional Breakdown of Survey Respondents



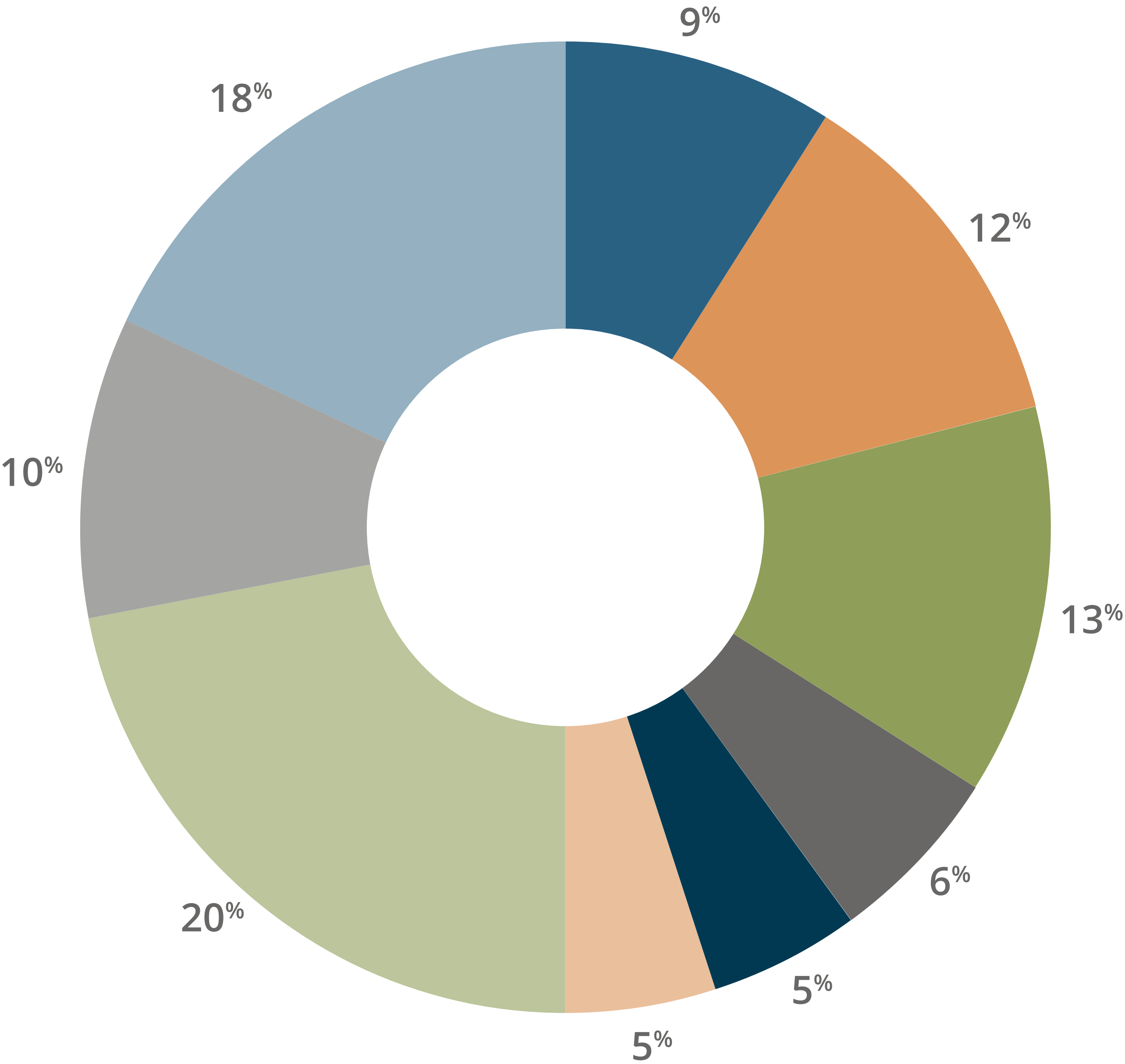
Sectors

The sectors provided in the survey questions are based on the regions key sectors of strength and the sectors in which CEDA’s business support work is primarily undertaken. The breakdown by sector represented in the survey is as follows.

- Tourism
- Hospitality
- Manufacturing
- Primary Industries
- Education
- Information Communication Technology
- Professional Services
- Retail
- Other

Note: Professional services includes accounting, legal, engineering and consulting services.

Figure 2: Breakdown by Sector



Impact of COVID-19 on Businesses

29% of respondents were significantly concerned ie “a great deal’ or “a lot” about the impact of COVID-19 whilst 41% were moderately concerned.

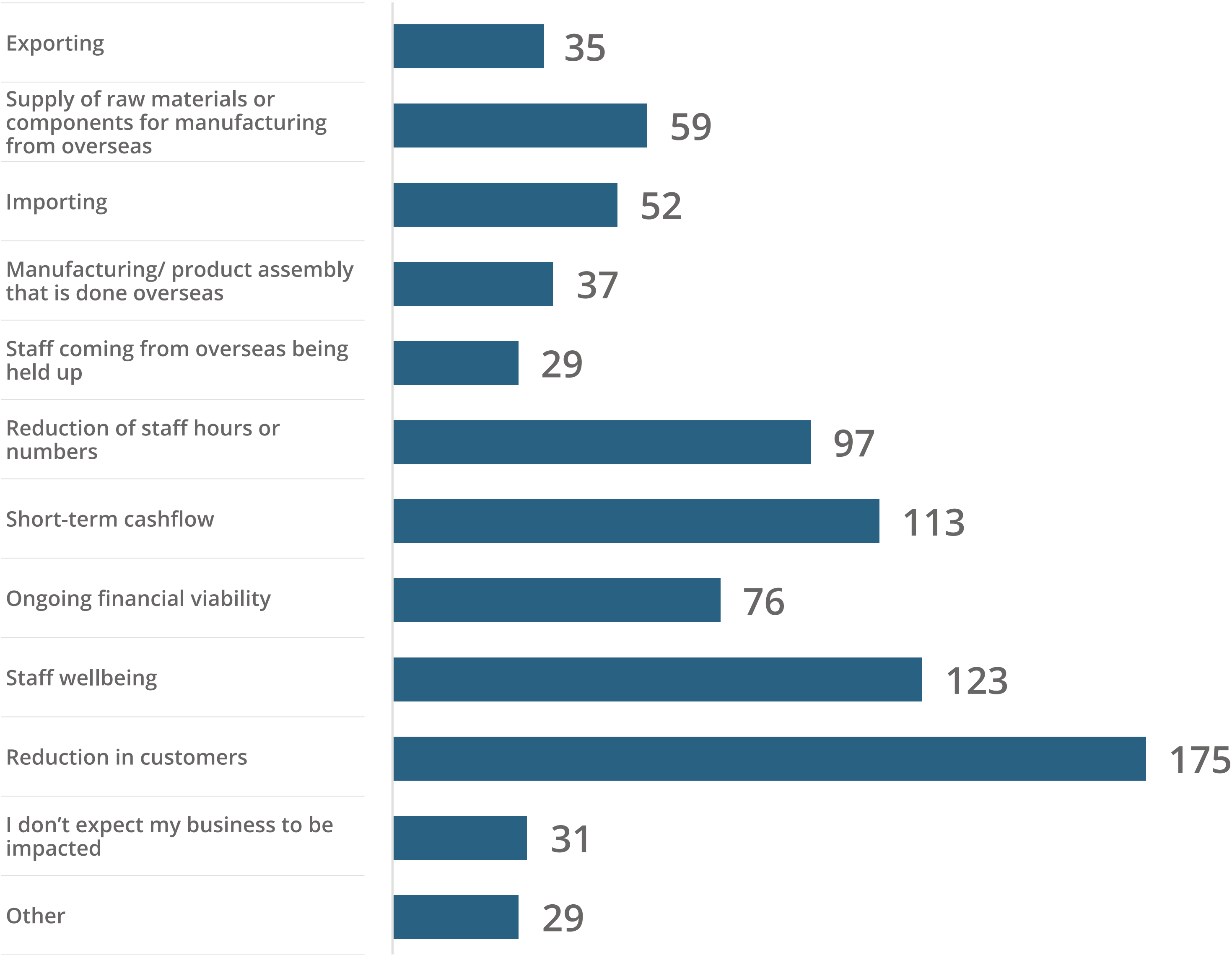
The respondents were asked to select which areas of their business was being impacted, or is likely to be impacted, through a multiple-choice question. The top six areas of impact reported by businesses, in order of importance, were:

- A reduction in customers
- Staff wellbeing
- Short-term cashflow
- Reduction of staff hours or numbers
- Ongoing financial viability
- Supply of raw materials/components for manufacturing from overseas

Additional comments were provided by businesses on the impacts they were experiencing, key themes of which included a loss of earnings, concern over the timing of the minimum wage increase, cancellation of bookings and concern on the ability to pay staff wages.

● Respondents

Figure 3: Impact of COVID-19 on Businesses 9th March – 15th March



Impact of COVID-19

If analysed by sector the key impacts varied slightly, as outlined below, with **reduction in customers** being the common thread:

Tourism

Reduction in customers, short-term cash flow and staff wellbeing.

Hospitality

Reduction in customers, reduction of staff hours or numbers, and staff wellbeing.

Manufacturing

Supply of raw materials/components for manufacturing from overseas, short-term cash flow, reduction in customers, and a reduction of staff hours or numbers. Exporting was a further area of concern raised.

Education

Reduction in customers, staff wellbeing and a reduction of staff hours or numbers.

A number of companies were unsure as to what the impact of COVID-19 will be since New Zealand was only just starting to experience its first few cases at the time this survey was undertaken, whilst some respondents reported specific impacts on their businesses and support needed:

Business viability and cash flow impact

Businesses expressed the need for temporary tax relief to aid with cashflow, support for business planning and strategy, and financial planning and business forecasting advise. A number of businesses raised the need for a postponement of the minimum wage increase. Some businesses identified tax relief as important.

Reduction of customers

Some businesses, especially in the tourism sector, reported customer cancellations.

Staff wellbeing

Concerns were raised that if staff were to become sick, who would pay the employees sick leave, or in the circumstance of requiring to self-isolate.

Supply of raw materials

Manufacturers raised concerns about supply chain impacts. One business raised the question of hazards with respect to handling import cargo. Businesses that export were impacted due to market demand dropping and businesses that import machinery and inputs raised supply chain concerns.



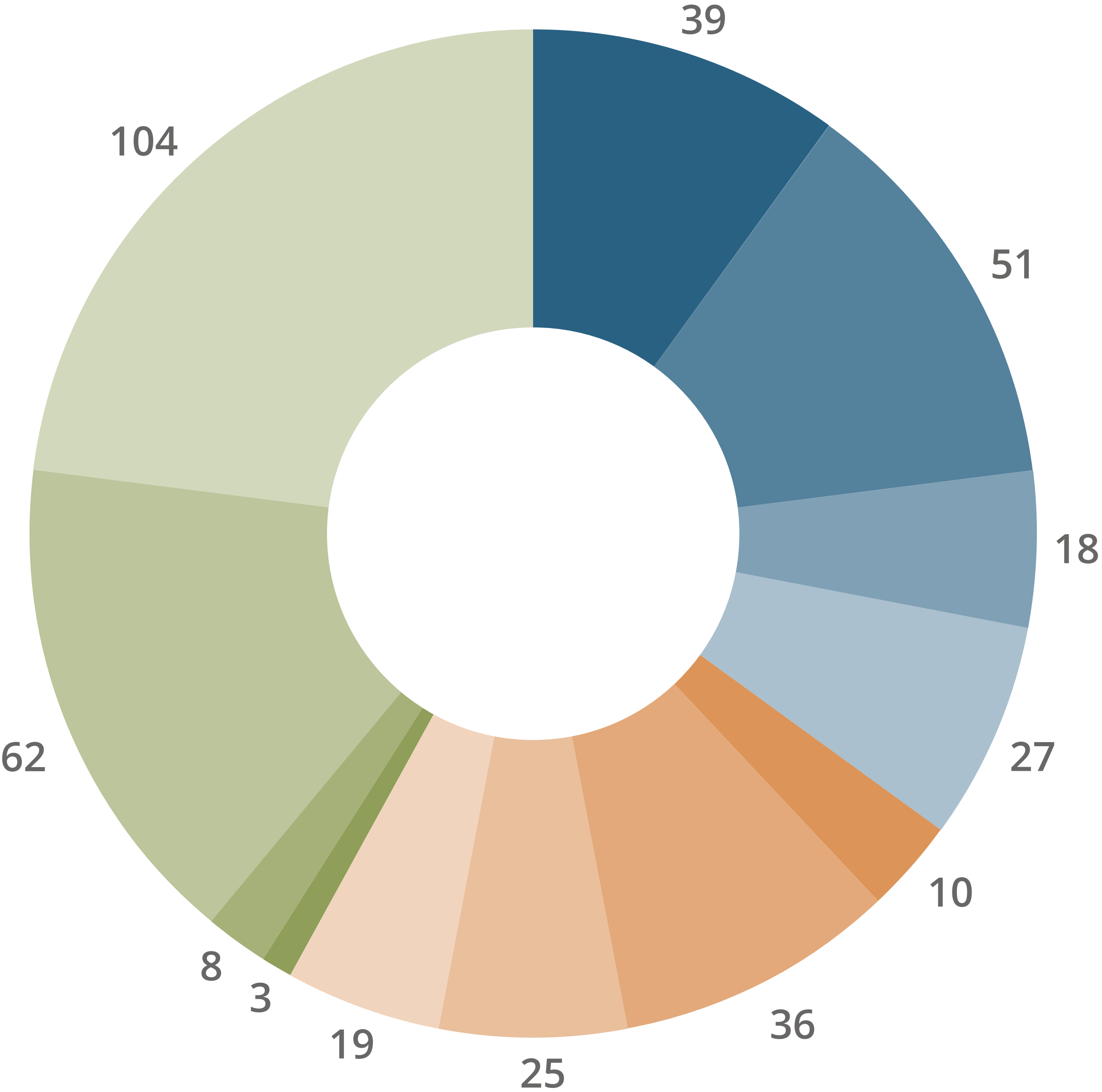
Support Required

Across all sectors, the key area of support that stood out was the requirement for support in communications and messaging regarding COVID-19 for both staff and customers, and as shown in the open text comments, a strong demand for up to date information and messaging from central and local government on COVID-19 and the response plan. The second highest response was around financial support, particularly regarding staff wages and financial aid. Another key theme was for support in business continuity planning.

- Business strategy and planning
- Business continuity planning
- Supply chain management
- Financial advice
- Leadership
- Marketing
- People management
- Legal advice
- Manufacturing
- Recruitment
- Financial support
- Communications, messaging - specific to the impact of COVID-19

Note: respondents were able to select multiple answers

Figure 4: Support Required by Businesses



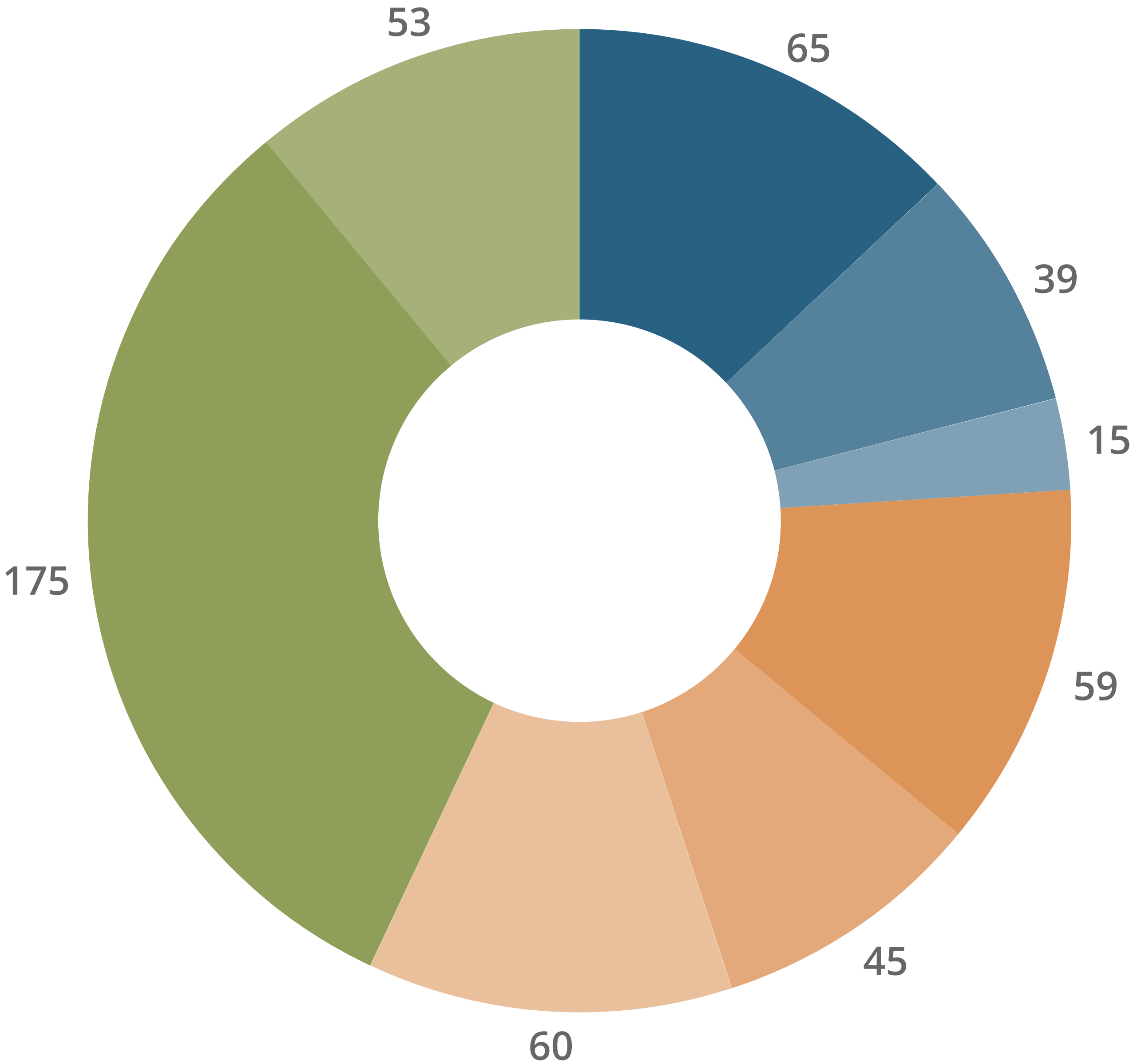
Preferred Delivery Method

In terms of the delivery method for available support, respondents were asked to select their preferred method of receiving support for their business. The most popular methods were online resources, forums and discussion groups, calling an advice line and meetings with professional service advisors as their preferred method of receiving business support.

- Forums and discussion groups
- Workshops
- Training course
- Meetings with professional service advisors
- One-one-one mentoring
- Calling an advice line
- Online resources
- Other

Note: respondents were able to select multiple answers

Figure 5: Preferred Delivery Methods



Summary of Key Survey Insights

- The above results need to be interpreted with some caution. It is worth noting that the drought was having a significant impact on farms and agri-processing companies in some parts of the Manawatu-Whanganui region and this would have compounded the impact of COVID-19. Since the outbreak of COVID-19 in New Zealand had just begun, some businesses were also unsure as to what the impact will be.
- Businesses that did report impacts reported a reduction of customers which resulted in cash flow and financial viability issues. Concerns were also raised about staff wellbeing.
- Businesses strongly expressed the need for support in communications and messaging with customers, stakeholders and staff, and a number of businesses expressed the need for accurate information on COVID-19.
- Quite a few businesses raised the need for a postponement of the minimum wage increase.
- Some businesses identified tax relief as important along with help with wages. This was prior to the announcement of the Governments initial support package of \$8.7 billion, announced on 17th March 2020, which included the wage subsidy support.



Implications for CEDA’s COVID-19 Response

In terms of the preferred delivery method for support there was significant demand for on-line resources. Forums or discussion groups, calling an advice line and meetings with professional advisors also featured strongly.

The above results guided CEDA in delivering the following support to businesses:

- The delivery of the [COVID-19 business support hub](#) on CEDA.nz.
- Developing and launching the “[Navigating COVID-19](#)” webinar series, with topics determined from the survey results and through our direct engagements with businesses.
- The selection of specialist service providers for the roll-out of support which involves connecting businesses to business advisors, through the Regional Business Partners programme, which CEDA delivers.

0800 CEDA SUPPORT (233 278)

Business Survey Insights

Impact of COVID-19

Third Survey
Manawatū-Whanganui

1 May – 15 May 2020

Introduction

CEDA has released a business survey to assess the impact of COVID-19 on businesses during each of the national alert level phases. This is the third survey in the series. The surveys are intended to understand the impacts, challenges and themes across our economy. The results ensure CEDA can provide tailored support, guidance and information to our wider business community while capturing the pulse of our region’s economy to help inform the recovery effort underway.

Methodology

The survey was sent out to the business community across the Manawatū-Whanganui Region on 1st May and closed off on the 15th May. The survey was undertaken whilst New Zealand was in Alert Level 3 and was sent out via CEDA’s regional partners and through CEDA’s newsletters, databases and social media channels.

The survey covered 16 main questions and was completed by 271 respondents. The questions examine the economic impact of COVID-19 on businesses as well as the support that businesses require, and for this third survey additional questions were included regarding revenue and employment impact, as well as questions on digital marketing platforms being used. This survey also looked at how visible businesses are on-line.

28 FEB	First case of COVID-19 reported in New Zealand
9 MAR	● CEDA First Survey commenced
11 MAR	WHO declares COVID-19 as an official pandemic
15 MAR	Travel restrictions come into effect, events are cancelled
17 MAR	Governments support package announced, including wage subsidy
19 MAR	Border closers announced
23 MAR	Alert Level 3 implemented
24 MAR	State of Emergency declared in New Zealand
25 MAR	Alert Level Four begins at 11:59pm
27 MAR	● CEDA Second Survey commenced
6 APR	New Zealand reaches 929 cases of COVID-19
9 APR	CEDA Second Survey ends
20 APR	Alert Level Four extended, with a date given for Alter Level 3
26 APR	New Zealand reports 310 cases of COVID-19
28 APR	New Zealand entered into Alert Level 3
1 MAY	● CEDA Third Survey commenced
5 MAY	New Zealand reaches 1,487 cases of COVID-19
9 MAY	New Zealand records its first day of no new COVID-19 cases
13 MAY	New Zealand entered into Alert Level 2 at 11:59pm
14 MAY	Minister of Finance budget speech; additional support announced
15 MAY	CEDA Third Survey ends
21 MAY	4 days without any new COVID-19 cases

The first survey Business Impact Survey conducted by CEDA was undertaken from 9th – 15th March.

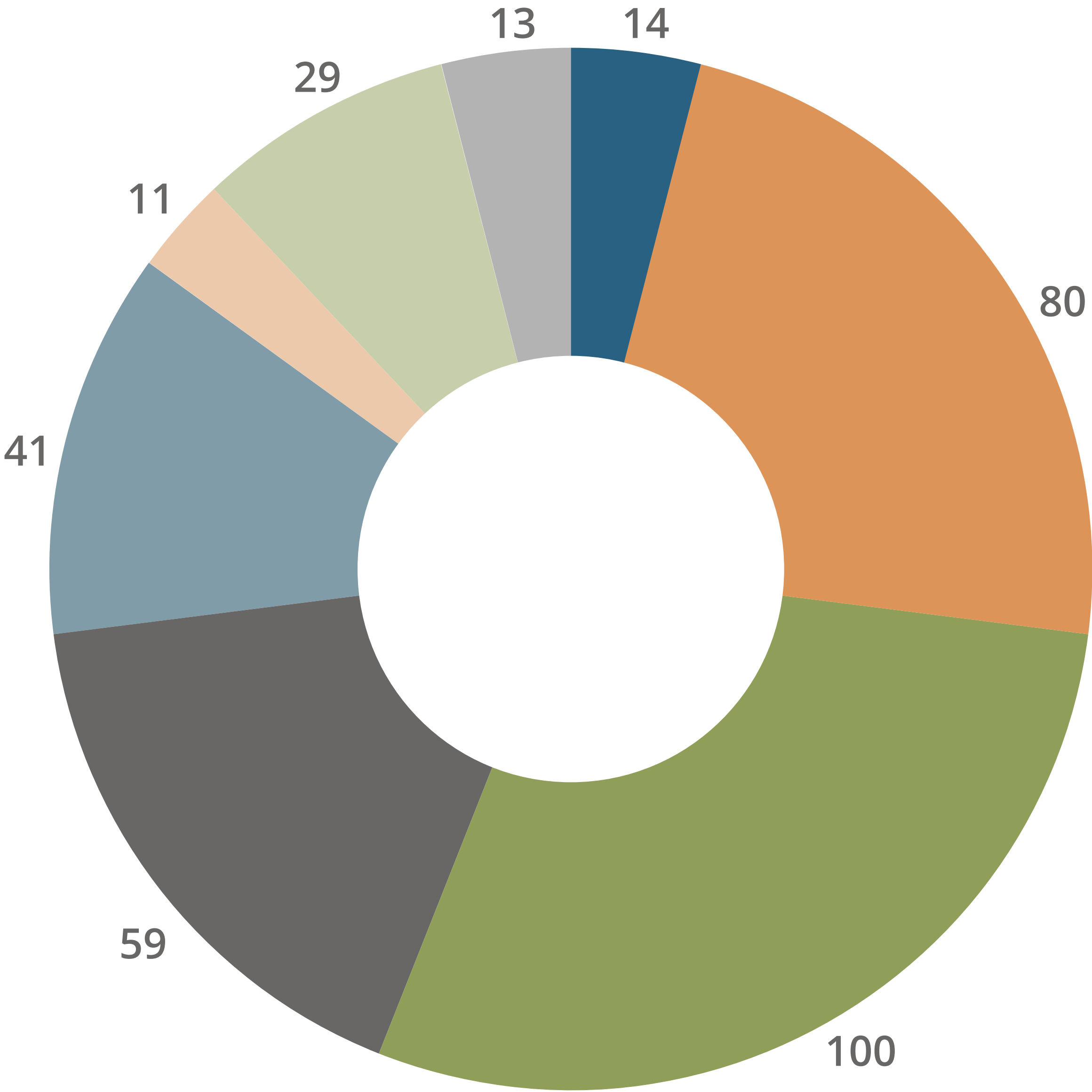
Regions

Respondents were from the Manawatū-Whanganui region, with a high concentration of businesses from Palmerston North city, Manawatū and Rangitikei districts. Businesses from Rangitikei and Ruapehu had a higher representation in this survey compared to the first and second surveys.

- Horowhenua
- Manawatū
- Palmerston North
- Rangitikei
- Ruapehu
- Tararua
- Whanganui
- Other

Note: Some companies selected more than one location due to the distribution of their businesses across regions.

Figure 1: Regional Breakdown of Survey Respondents



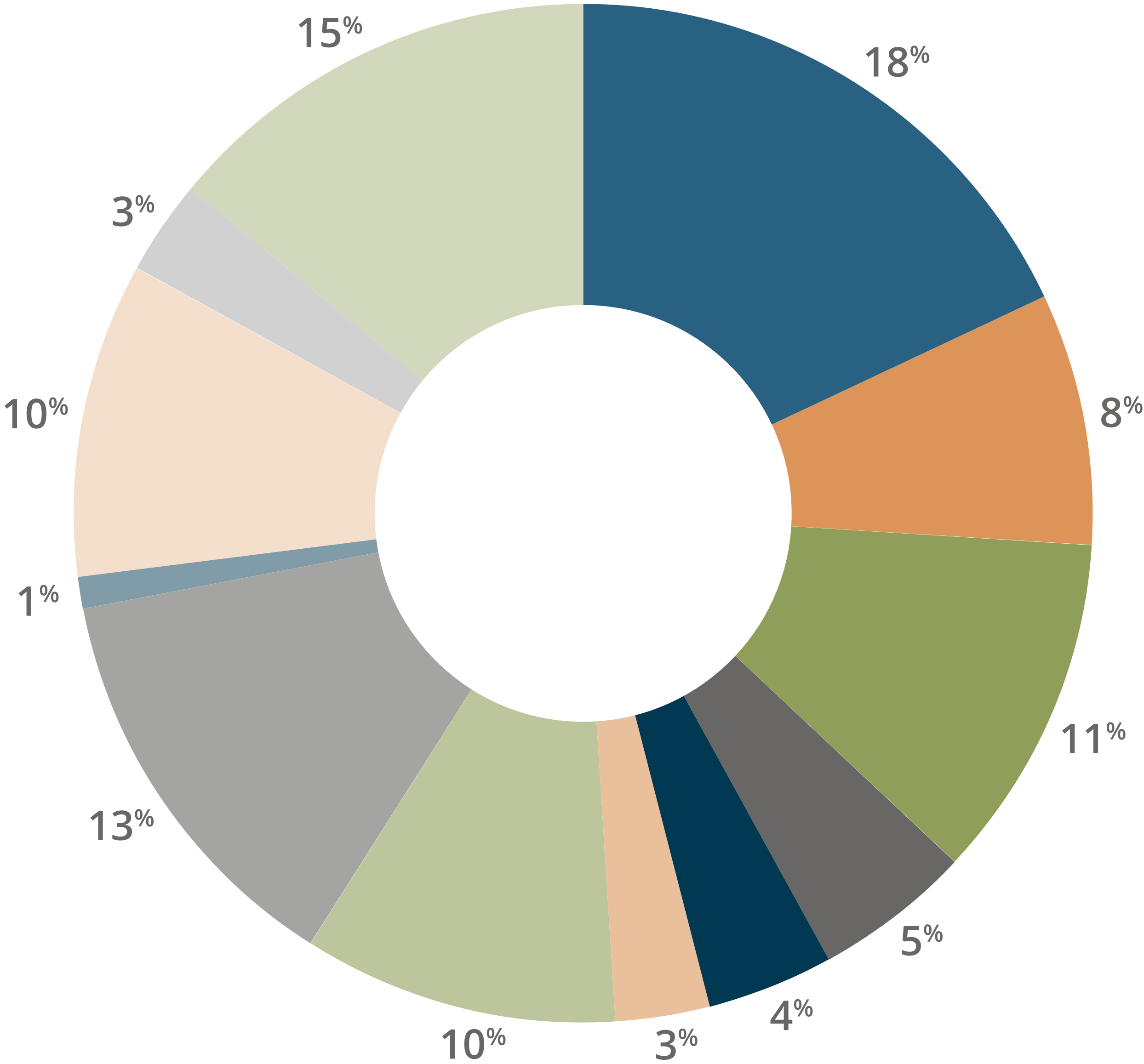
Sectors

The sectors provided in the survey questions are based on the regions key sectors of strength and the sectors in which CEDA’s business support work is primarily undertaken. The breakdown by sector represented in the survey is as shown.

The hospitality sector had the largest representation (18%) in terms of responses, followed by retail trade 13%, manufacturing 11%, professional, scientific and technical services 10%, and construction and trades 10%. Fifteen percent of businesses selected “other”, with responses including real estate, recruitment, and business services such as marketing.

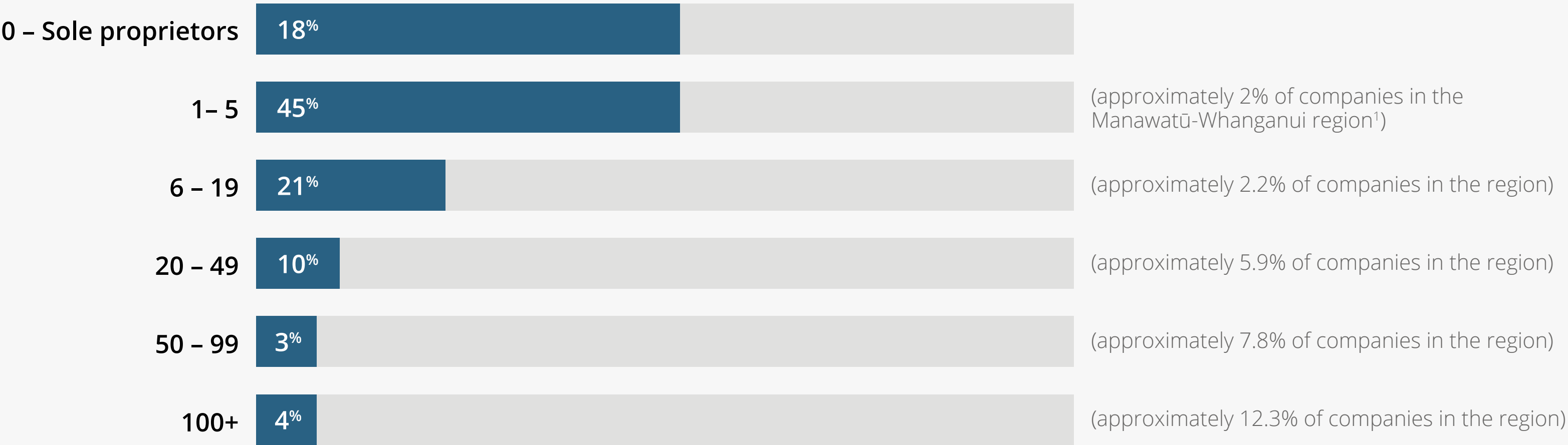
- Hospitality - Accommodation and Food
- Tourism, Conference and Events
- Manufacturing
- Primary Industries
- Education and Training
- Information Communication Technology
- Professional, Scientific and Technical Services
- Retail Trade
- Transport and Logistics
- Construction and Trades
- Health and Fitness including Gyms
- Other

Figure 2: Breakdown by Sector



Business Demographics

Respondents by size of business, or number of Full Time Equivalent (FTE), staff were:



The majority of businesses were Limited Liability Companies (69%), with the remainder being made up of Sole Trader businesses (15%), partnerships (6%), Charitable Trusts, and Incorporated Societies.

Seven percent of respondents identified as a Māori business.

1. Stats NZ (2018)



On-line Visibility of Businesses

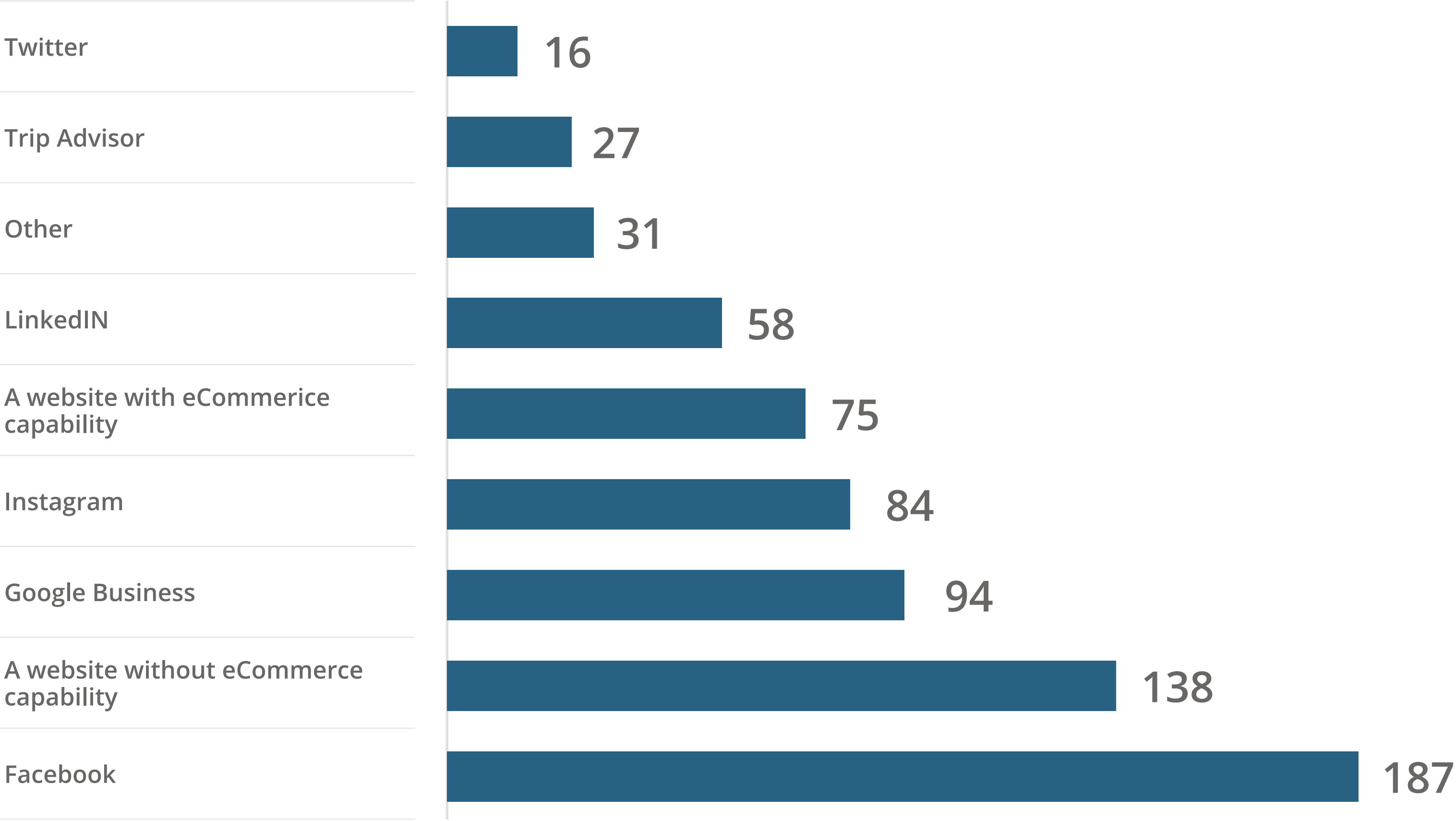
With the strong request for communications support coming through in the previous surveys, we included questions to understand what the digital ‘footprint’ of our business community is when it comes to their profile online. The survey examined to what extent businesses are visible on-line, and which channels or mediums were most used. This will inform our tools and templates that we make available, and some of the training resources.

The most frequently selected responses are Facebook and websites without e-commerce capability.

● Respondents

Note: respondents were able to select multiple answers.

Figure 3: On-line Visibility



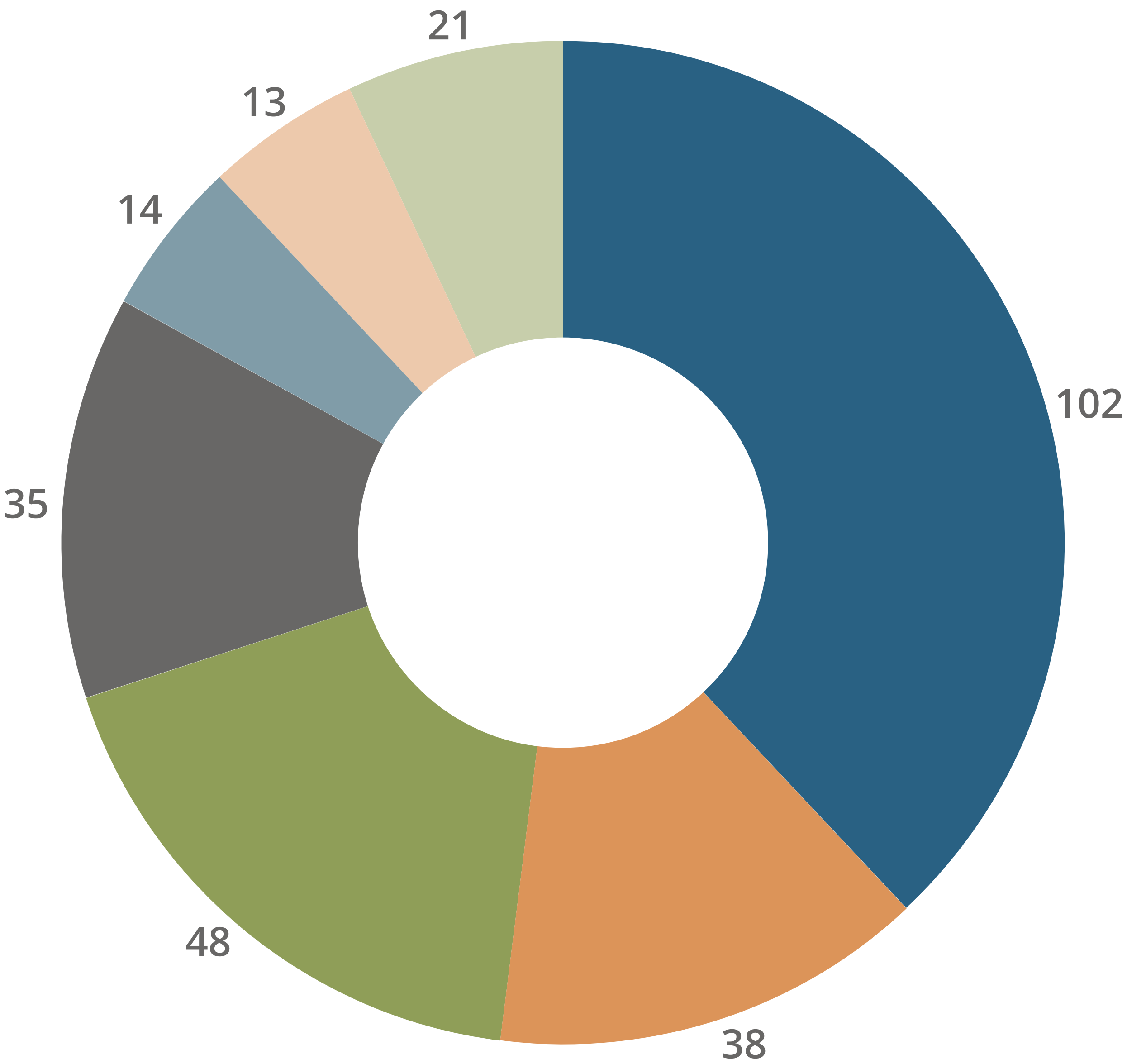
Impact of COVID-19 on Businesses

56% of respondents indicated that they are significantly concerned about the Impact of COVID-19 on their businesses, with the level of concern being ‘a great deal’ or ‘a lot’. This has decreased from the second survey which showed that 70% of respondents were significantly concerned. The first survey found that 28% of businesses were significantly concerned. In this third survey, larger businesses with over 50 employees and businesses with employees between 1 to 5, and 6 to 19, had the highest levels of concern.

This survey measured the revenue impact on businesses.

- 76% or more
- 56% to 75%
- 36% to 55%
- 26% to 35%
- 11% to 25%
- 10% or less
- 0 %

Figure 4: Revenue Impact on Businesses



Impact of COVID-19

Most businesses have experienced a revenue impact. The above graph shows that 102 businesses have had a revenue impact of 76% or more, 38 had a revenue impact of between 56% to 75% and 48 businesses have had a revenue impact of 36% to 55%.

For this survey, intentions to reduce staff numbers or staff hours did not feature prominently across respondents. Most businesses (59%) intend to maintain staffing levels, whilst only some intend to reduce staff (13%). Of the businesses that intend to reduce staff, 20% intend to reduce staff by 76% or more, 9% by 56% to 75%, and 29% by 36% to 55%.

Respondents indicated that their businesses were mostly impacted in the following areas:

Table 1: Top Six Business Areas Impacted

Rank	Impact on Businesses
1	Reduction in customers
2	Short-term cash flow
3	Ongoing financial viability
4	Reduction of staff hours and numbers
5	Staff wellbeing
6	Importing



Impact of COVID-19

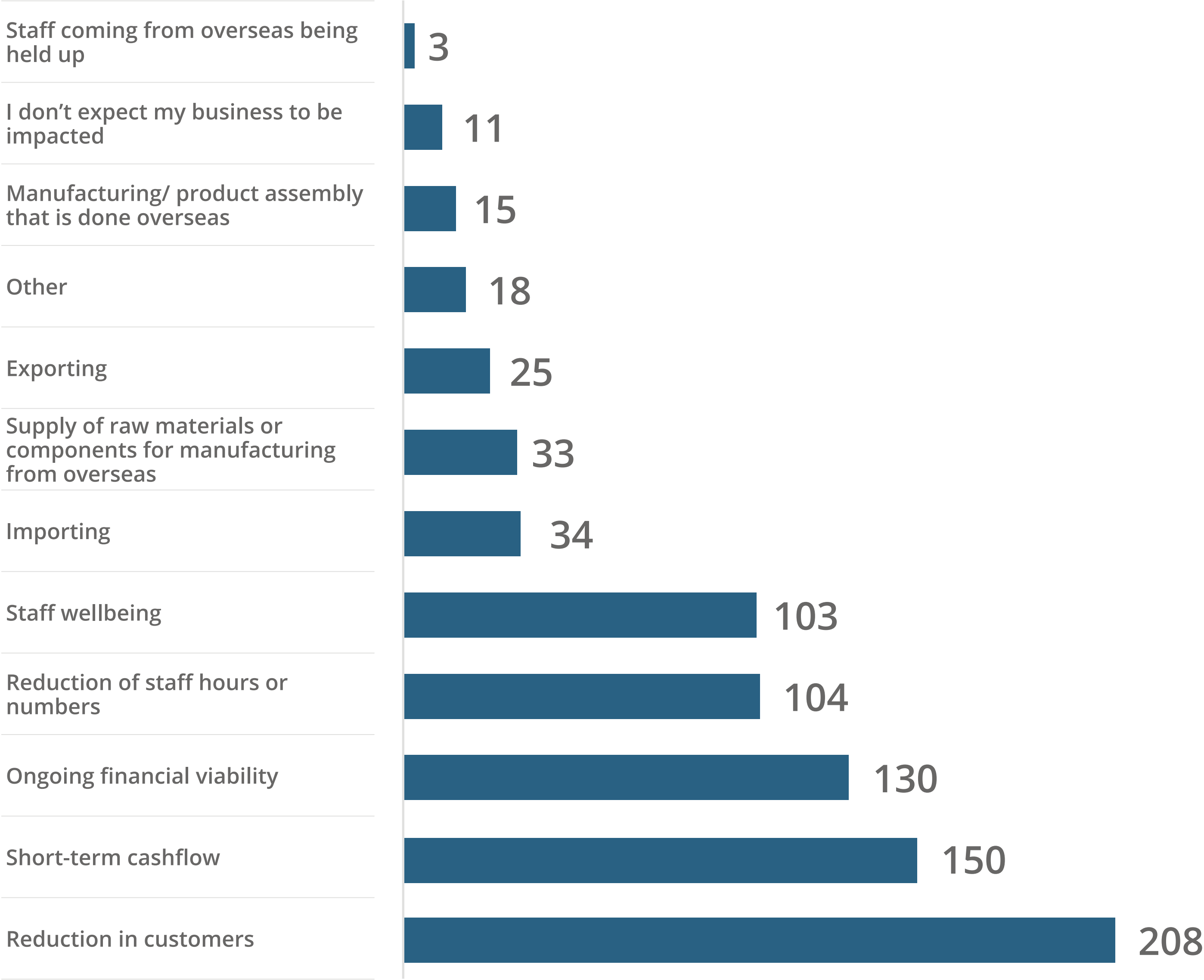
The top five key areas of impact mirror the results of the second survey. In the second survey the ‘supply of offshore raw materials’ ranked sixth whilst importing has ranked sixth in this survey.

Reductions in staff hours or numbers is ranked as number 4 whilst the overall survey results show that companies do not generally intend to reduce staff going forward. An explanation could be that companies may have already reduced staff hours or numbers and the question about whether there are intentions to reduce staff is forward looking.

● Respondents

Note: respondents were able to select multiple answers.

Figure 5: Impact of COVID-19 on Businesses



Impact of COVID-19

When analysed by sector, the key areas of impact varied slightly. The following summarizes the areas of impact for some of the biggest representative sectors.

Hospitality (accommodation and food)

Key areas of impact are a reduction in customers, financial viability, short-term cashflow and a reduction in staff hours or numbers. 63% of businesses in this sector have experienced a revenue impact of 76% or more and 15% of businesses have had a revenue impact of 56% to 75%. 25% of respondents in this sector indicated that they intend to reduce staff.

Tourism, conference and events

Key areas of impact are a reduction in customers, on-going financial viability, reduction in staff hours or numbers, and staff wellbeing. 78% of businesses have had a revenue impact of 76% or more. 30% of companies intend to reduce staff.

Manufacturing

Key areas of impact are a reduction in customers, a reduction in staff hours or numbers, on-going financial viability and staff wellbeing. 23% of businesses have had a revenue impact of 76% or more, and 19% had a revenue impact of between 56% and 75%. 23% of respondents in this sector indicated that they intend to reduce staff.

Health and fitness

Key areas of impact are a reduction in customers, short-term cash flow, on-going financial viability and staff wellbeing. 29% of respondents have had a revenue impact of 76% or more, and 43% had a revenue impact of between 56% and 75%. None of the respondents in this sector intend to reduce staff numbers or hours.

A common theme amongst respondents in the above sectors is a reduction in customers, ongoing financial viability and a reduction in staff hours and numbers. Staff wellbeing also featured prominently in three of these four key sectors.

There were only two transport and logistics companies, so the sample size was too small to draw definitive conclusions. The impact on these two companies was a reduction of customers, on-going financial viability and importing.



Support Required

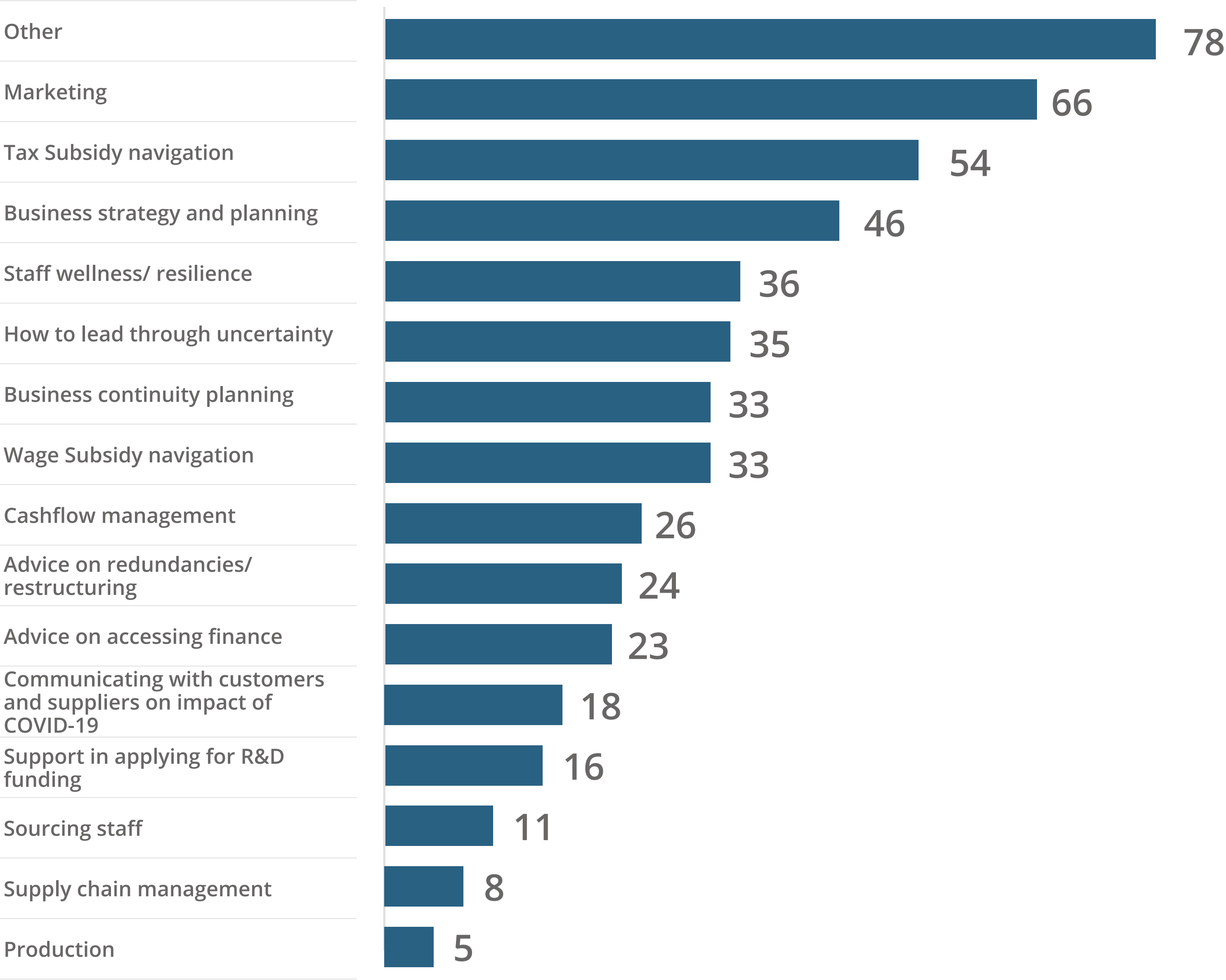
Businesses require support across a number of areas. Across all sectors and respondents, marketing featured highly, along with support needed in tax subsidy navigation and business strategy and planning:

● Respondents

Note: respondents were able to select multiple answers.

A large number of respondents selected “other” under support required. Individual responses included the need for rates relief from local council, support with e-commerce, the need for on-going market information and a requirement for certainty from central Government. Some respondents indicated that no support is required and intend to ride the impact of COVID-19 out.

Figure 6: Support Required by Businesses



Delivering Support

Respondents were asked what their preferred method of delivery is. The preferred methods are, in order of priority:

- 1. Online resources
- 2. Webinars
- 3. Online workshops
- 4. Mentoring (by phone or on-line)
- 5. On-line meetings with professional advisors and training courses

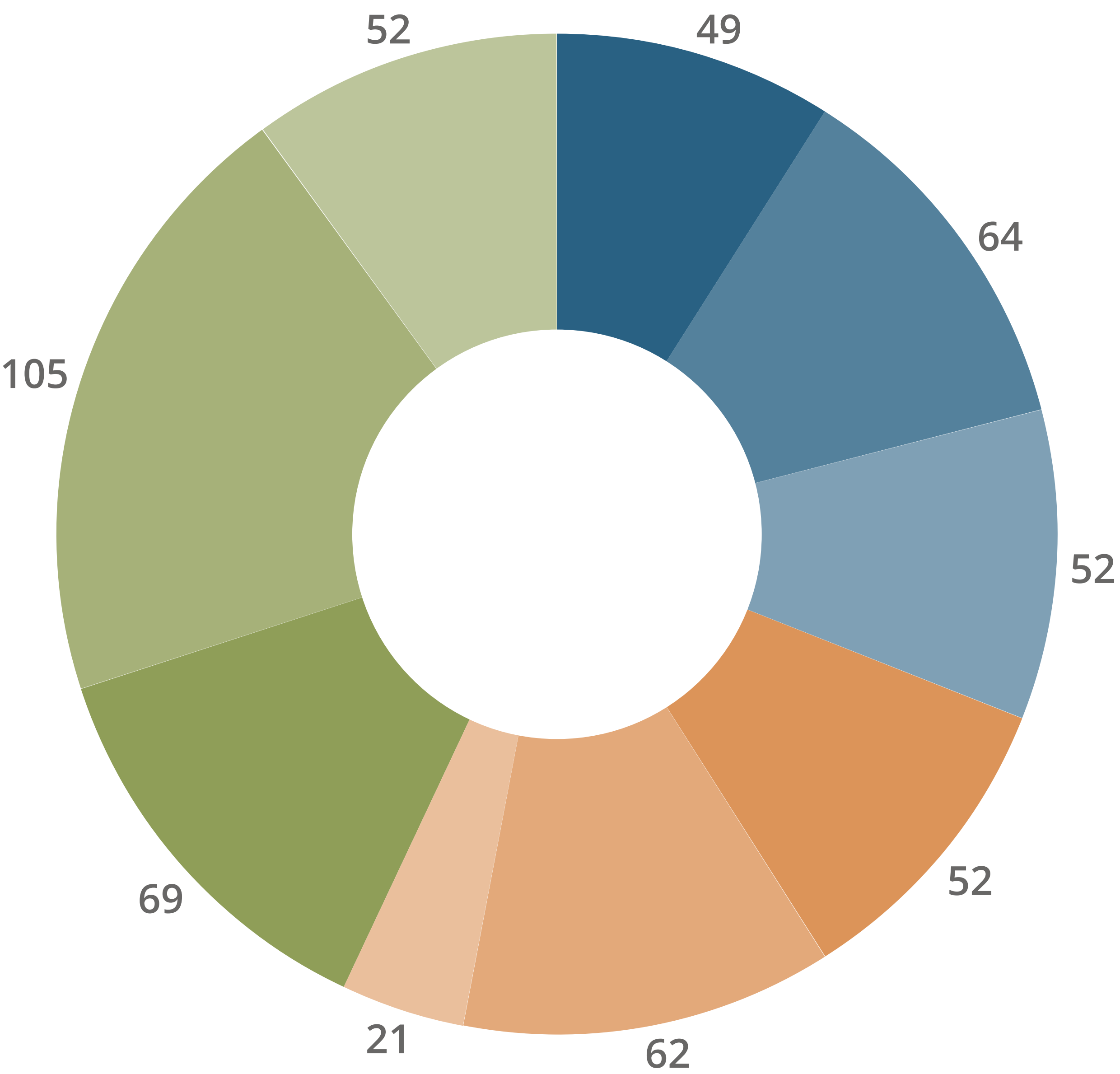
The “other” category was selected fairly frequently, with the responses including need for on-line and social media support, direct credit from IRD without companies applying, face-to-face discussions with like-minded groups and physical workshops.

The delivery methods have stayed consistent compared to the second survey.

- Online forums of discussion groups
- Online workshops
- Online training course
- Online meetings with professional service advisors
- By phone or online one-on-one mentoring
- Calling an advice line
- Webinars
- Online resources
- Other

Note: respondents were able to select multiple answers

Figure 7: Preferred Support Delivery Methods



Summary of Key Survey Insights

- The level of concern under COVID-19 Alert Level 3 has been lower than that shown under Alert Level 4 in the second survey.
- Most businesses have experienced a revenue impact, with 38% of businesses having experienced a revenue impact of 76% or more, 14% experiencing a revenue impact of between 56% to 75% and 18% of businesses experiencing a revenue impact of between 36% to 55%.
- Intentions to reduce staff numbers or staff hours did not feature prominently across all survey respondents. Most businesses (59%) intend to maintain staffing levels, whilst 13% intend to reduce staff.
- The most reported areas of business impact were a reduction in customers, short-term cashflow, ongoing financial viability, a reduction of staff hours or numbers, staff wellbeing and importing. This mirrors the top five business areas impacted that were reported in the second survey.
- The main sectors impacted were hospitality (accommodation and food); tourism, conference and events; manufacturing; and health and fitness. This compares to the second survey which found that the top six sectors impacted were: tourism and hospitality; construction and trade; manufacturing; professional, scientific and technical services; retail; and primary industries as impacted sectors.
- Businesses require support in a number of areas, with the key themes being marketing, tax subsidy navigation and business strategy and planning.



Implications for CEDA's COVID-19 Response

- Online resources have featured prominently in terms of the support required from businesses. The [COVID-19 business support hub on CEDA.nz](#) continues to be relevant for businesses. The support hub provides access to the latest Government information on support to industry, resources for businesses, CEDA's webinars, economic impact data, business survey results and the latest news. CEDA will also be launching a tools and templates page as an additional resource for businesses.
- CEDA continues to roll-out the [Navigating COVID-19 for Businesses](#) webinar series that was launched on 2nd April to provide expert advice and information to businesses. Topics have included business continuity planning, financial management, communicating in a crisis, leadership resilience, business planning, managing supply chain risk, team management, employment law, marketing, director responsibilities/company insolvency, practical implementation of LEAN, cash flow management and accessing financing and tax schemes.
- The demand for mentoring support through the Business Mentors New Zealand (BMNZ) programme under the Regional Business Partner (RBP) Programme continues at an unprecedented level.
- On-line meetings with professional advisors and training courses both rank fifth in terms of preferred delivery mechanism. The RBP programme that CEDA implements includes significant support for companies to access professional advisors, and the uptake from the business community has been significant.
- It is encouraging to see that businesses are using social media for marketing. eCommerce is also going to be increasingly important due to the changing nature of business transactions and customer requirements. MBIE is currently developing a support mechanism to support digital capability enhancement for SMEs and this support is likely to be welcomed by businesses. CEDA are looking to further develop their tools and resources available for businesses to help address the need for further digital marketing support and guidance, and will work with partners to do so.

If you'd like to be involved in future surveys, or hear about the work underway to support businesses during the COVID-19 situation, please contact communications@ceda.nz

For further information, business support and the latest news on our economy visit [CEDA.nz](#) or call **0800 CEDA SUPPORT** (233 278).

For specific COVID-19 impacted business support please go to [ceda.nz/covid-19-business-support](#) for information available or if you would like us to contact you for support complete the following support request form [ceda.nz/covid-19-business-support/how-ceda-can-help](#)

Business Survey Insights

Impact of COVID-19

Second Survey
Manawatū-Whanganui

27 March – 9 April 2020

Introduction

CEDA set out to understand the challenges our business community are facing as a result of the evolving COVID-19 pandemic. The survey results ensure CEDA can provide tailored support, guidance and information to our wider business community while capturing the pulse of our region’s economy to help inform the recovery planning.

The purpose of this report is to provide an overview of the key findings and insights collected, and to outline the types of support required, and challenges faced, by our business community.

Methodology

The survey was sent out to the business community across the Manawatū-Whanganui Region on the 27th March and closed off on the 9th April. The survey was undertaken while New Zealand was in Alert Level 4 and was sent out via CEDA's regional partners and through CEDA’s newsletters, databases and shared via social media channels.

This was the second in a series of surveys that CEDA has undertaken to understand the impacts, challenges and themes across our economy as the COVID-19 pandemic and its economic impact evolves.

The survey covering 15 key questions was completed by 382 respondents. The survey built on the original set of questions included in the initial survey based on the evolving challenges we were seeing in the business community and the rapidly evolving level of impact COVID-19 was having on New Zealand’s economy.

28 FEBRUARY	First case of COVID-19 reported in New Zealand
9 MARCH	● CEDA First Survey commenced
11 MARCH	WHO declares COVID-19 as an official pandemic
15 MARCH	Travel restrictions come into effect, events are cancelled
17 MARCH	Governments support package announced, including wage subsidy
19 MARCH	Border closers announced
23 MARCH	Alert Level 3 implemented
24 MARCH	State of Emergency declared in New Zealand
25 MARCH	Alert Level Four begins at 11:59pm
27 MARCH	● CEDA Second Survey commenced
6 APRIL	New Zealand reaches 929 cases of COVID-19
9 APRIL	CEDA Second Survey ends
20 APRIL	Alert Level Four extended, with a date given for Alter Level 3
26 APRIL	New Zealand reports 310 cases of COVID-19
28 APRIL	New Zealand entered into Alert Level 3

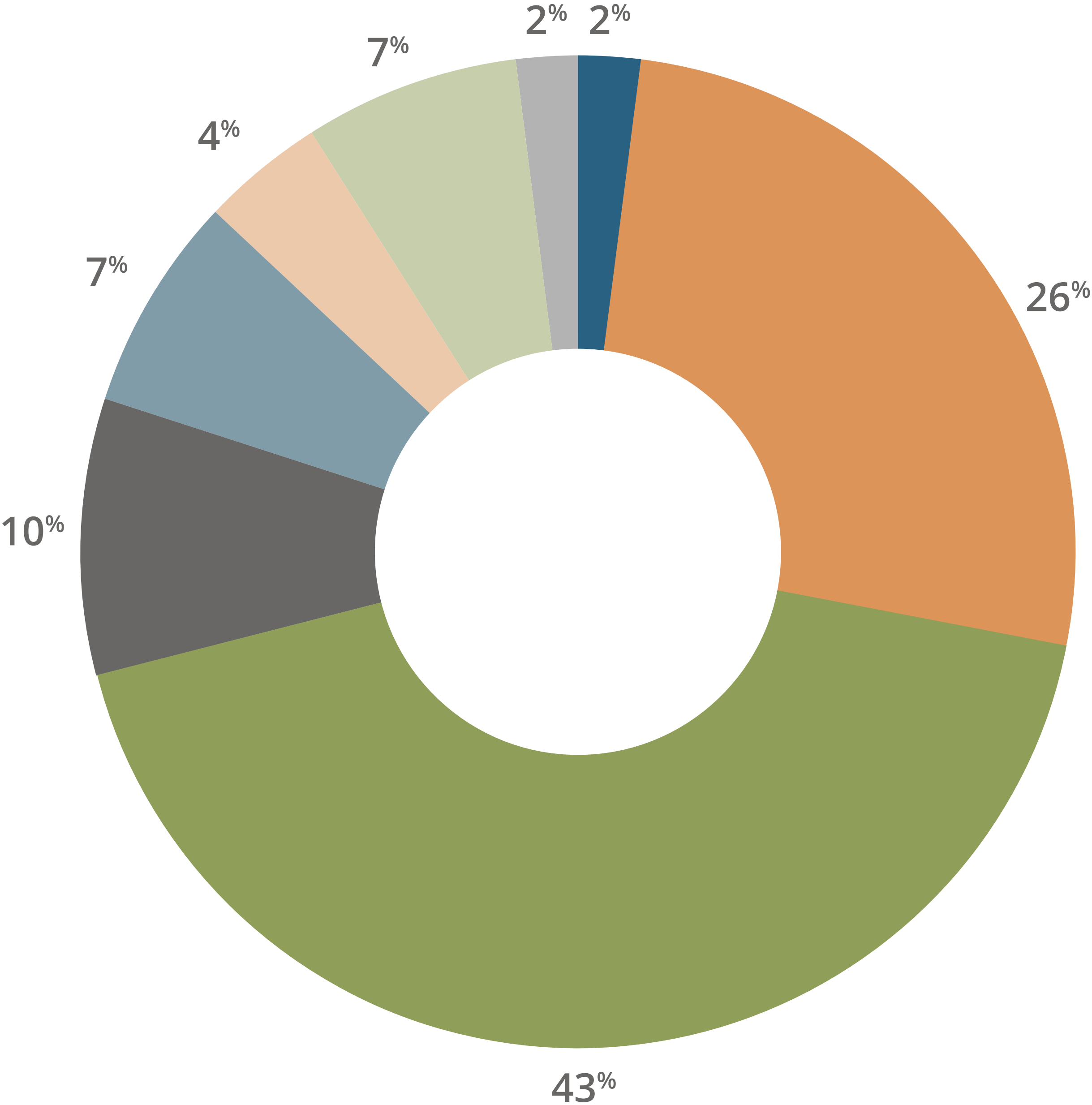
The first survey Business Impact Survey conducted by CEDA was undertaken from 9th – 15th March.

Regions

Respondents were from across the Manawatū-Whanganui region, with a high concentration of businesses from Palmerston North city and Manawatū district.

- Horowhenua
- Manawatū
- Palmerston North
- Rangitikei
- Ruapehu
- Tararua
- Whanganui
- Other

Figure 1: Regional Breakdown of Survey Respondents



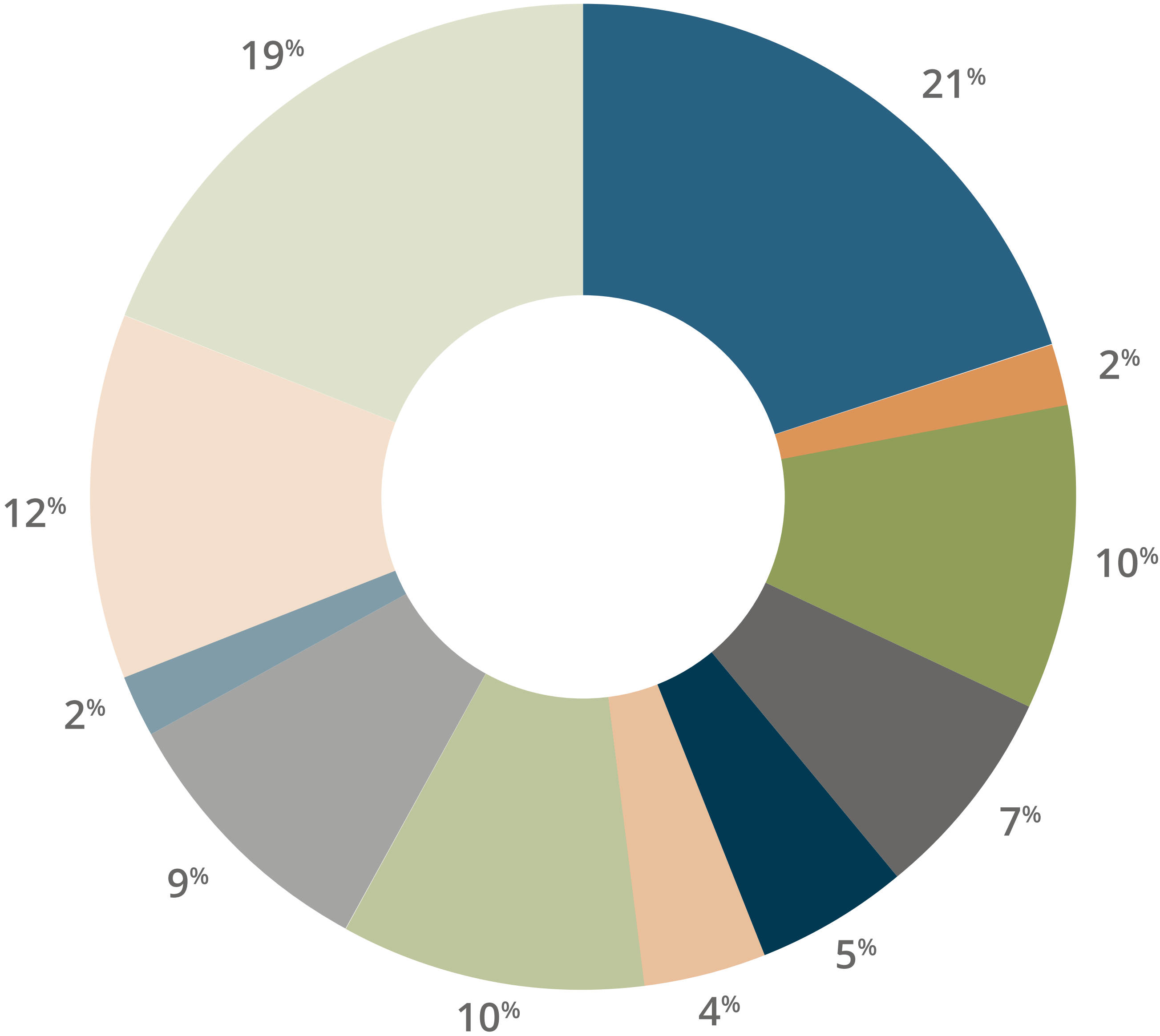
Sectors

The sectors provided in the survey questions are based on the regions key sectors of strength and the sectors in which CEDA’s business support work is primarily undertaken. The breakdown by sector represented in the survey is as shown.

Responses were mainly from the tourism and hospitality (21%), construction and trades (12%), manufacturing (10%) and professional, scientific and technical services (10%) sectors. Nineteen percent of respondents selected ‘Other’ for their sector, and individual responses within this category showed a significant amount of businesses from the health and wellbeing businesses, industry including fitness, beauty, sports and personal coaching.

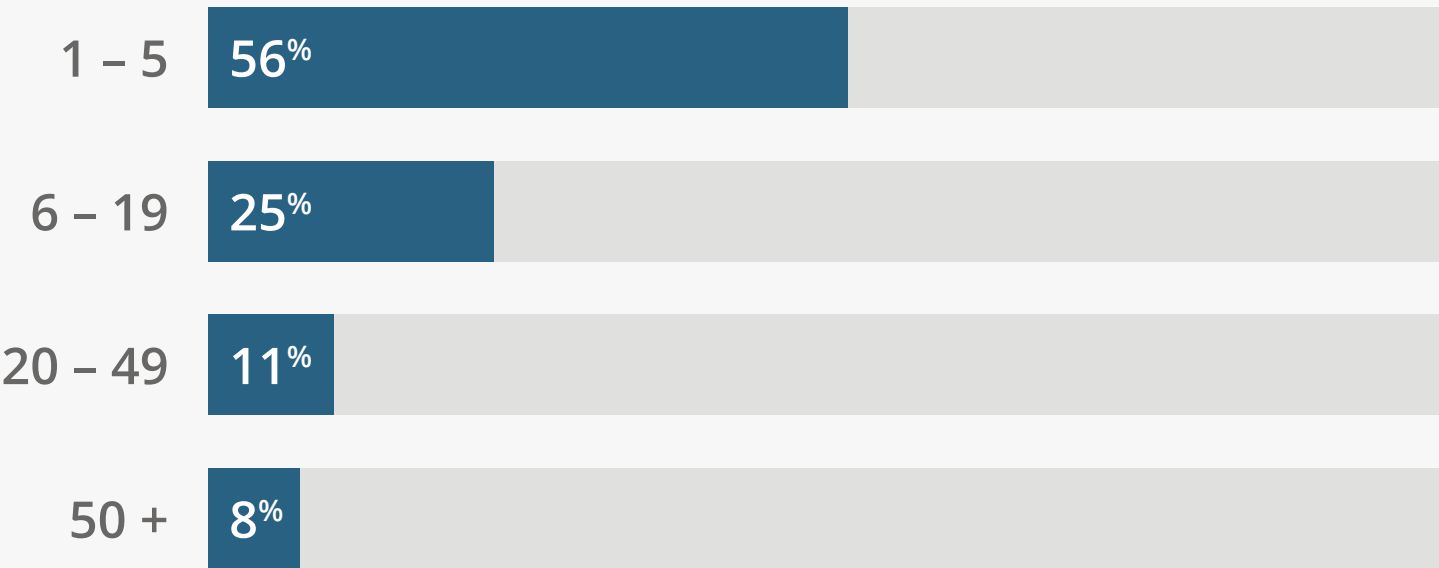
- Tourism and Hospitality
- Conferences and Events
- Manufacturing
- Primary Industries
- Education and Training
- Information Communication Technology
- Professional, Scientific and Technical Services
- Retail Trade
- Transport and Logistics
- Construction and Trades
- Other

Figure 2: Breakdown by Sector



Business Demographics

Respondents by size of business, or number of full time Equivalent staff were:



The majority of businesses were Limited Liability Companies (76%). The remainder were Sole Trader businesses (11%), partnerships (7%) and a small mix of Trusts and Incorporated Societies. Five percent of respondents identified as a Maori business.

Only 42 respondents answered this question.



Impact of COVID-19 on Businesses

Seventy percent of respondents indicated that they are significantly concerned about the impact of COVID-19 on their businesses, being concerned “a great deal” or “a lot”. This is compared to twenty eight percent of businesses that were significantly concerned in the previous survey, dated 9th – 15th March 2020.

Respondents indicated the areas of their business being impacted, or likely to be impacted, through a multiple-choice question. The top six areas of impact reported by businesses, in order of importance, were:

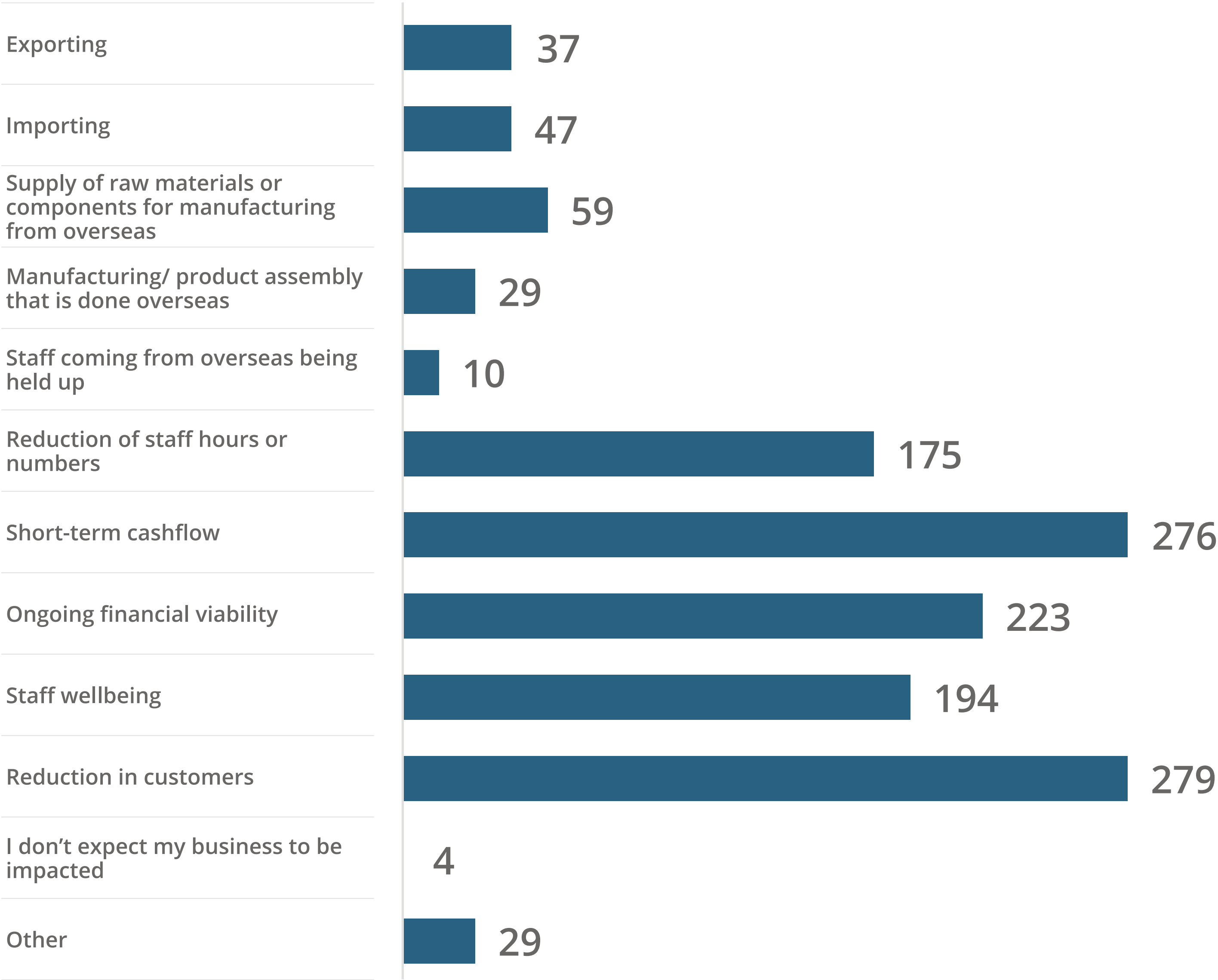
- A reduction in customers
- Short-term cash flows
- Ongoing financial viability
- Staff wellbeing
- A reduction in staff hours or numbers
- Offshore supply of materials

Additional comments were received, in response to the ‘Other’ response option, with the key themes showing a significant drop in income and concerns on retaining customers post lockdown. This is something that CEDA will seek to understand further in the next survey, which will go live on the 1st May.

● Respondents

Note: respondents were able to select multiple answers.

Figure 3: Impact of COVID-19 on Businesses 27th March – 9th April



Impact of COVID-19

The key areas of impact on businesses were consistent to the first survey. If analysed by sector the key impacts varied slightly, however **a reduction in customers and short-term cash flow** remained a priority for most sectors impacted:

Tourism and hospitality

Reduction in customers, short term cash flow, on-going financial viability.

Construction and trade

Short term cash flow, reduction in customers, and reduction of staff hours or numbers.

Manufacturing

Staff wellbeing, short term cash flow, and supply of raw materials/components from overseas.

Professional, scientific and technical services

Short term cash flow, reduction in customers and reduction of staff hours or numbers.

Retail

A reduction in customers, short term cash flow and on-going financial viability.

Primary Industries

Short-term cash flow, staff wellbeing and reduction in customers.

Some respondents also reported specific impacts on their businesses.

Business viability and cash flow impact

Anecdotally, respondents showed concern or frustration around the definition of essential businesses under Alert Level 4. Further to this, several businesses have experienced customers cancelling contracts, or customer business failure.

Business uncertainty

Businesses expressed concern as to whether they will be able to remain viable if the lockdown should continue beyond the four-week period, as well as how they will operate under Alert Levels 3 and 2.

Human resource issues and staff wellbeing

Some respondents reported difficulty in communicating with some staff and the need for advice on staff wellbeing and training.

Export markets

Challenges faced by businesses who traditionally rely on the supply of international product and raw materials were reported by some businesses, something which has completely stopped at the time of the survey for many markets.

Supply chain

Concerns were raised by some businesses regarding supply chain issues, including local produced materials and the import of machinery, equipment and inputs.



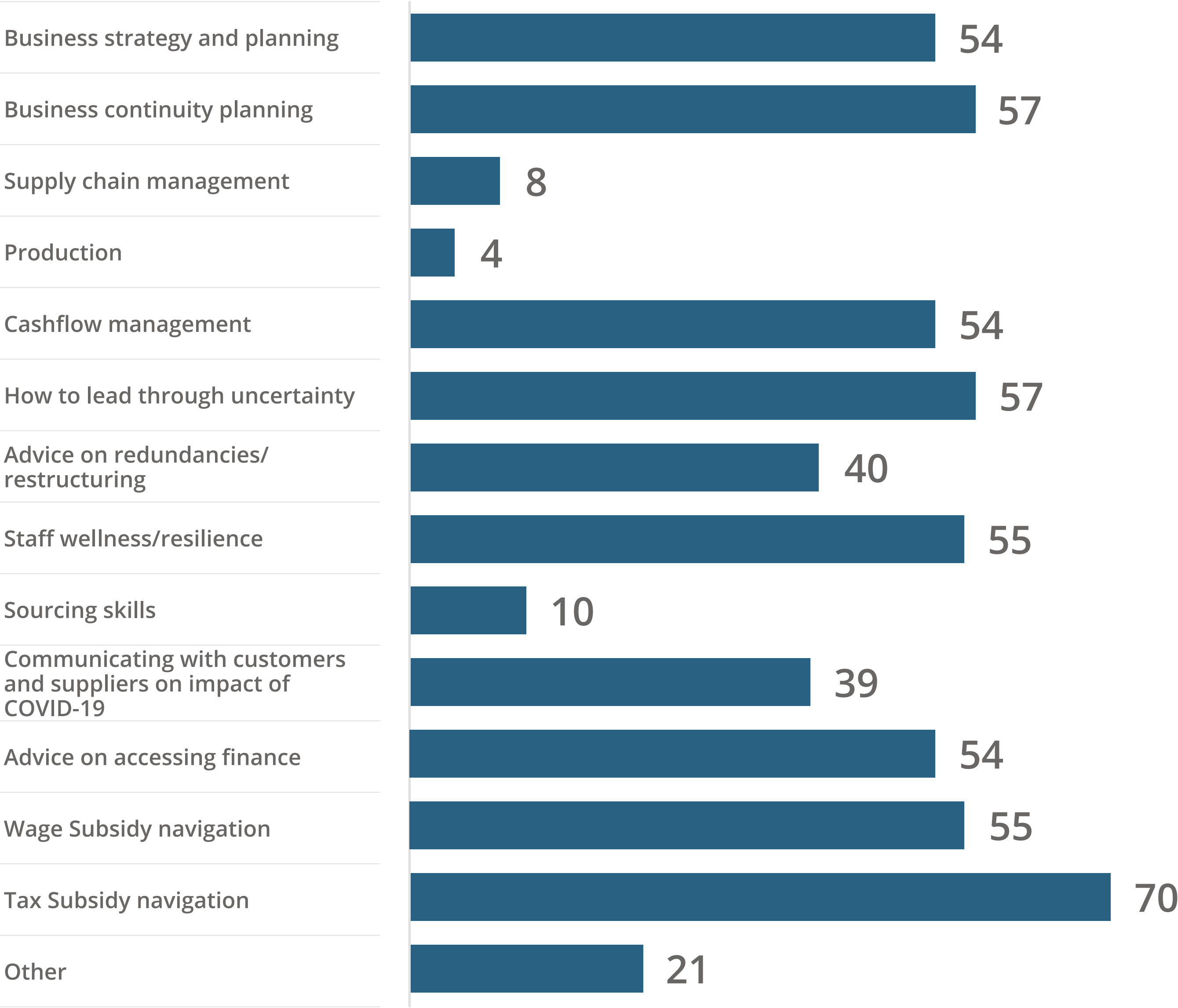
Support Required

Across all sectors, a common requirement that stood out is the need for support with navigating the government tax subsidy. Other important areas of support included business continuity planning; how to lead through uncertainty; wage subsidy navigation; advice on accessing finance; staff wellness and resilience; and cash flow management.

● Respondents

Note: respondents were able to select multiple answers.

Figure 4: Support Required by Businesses



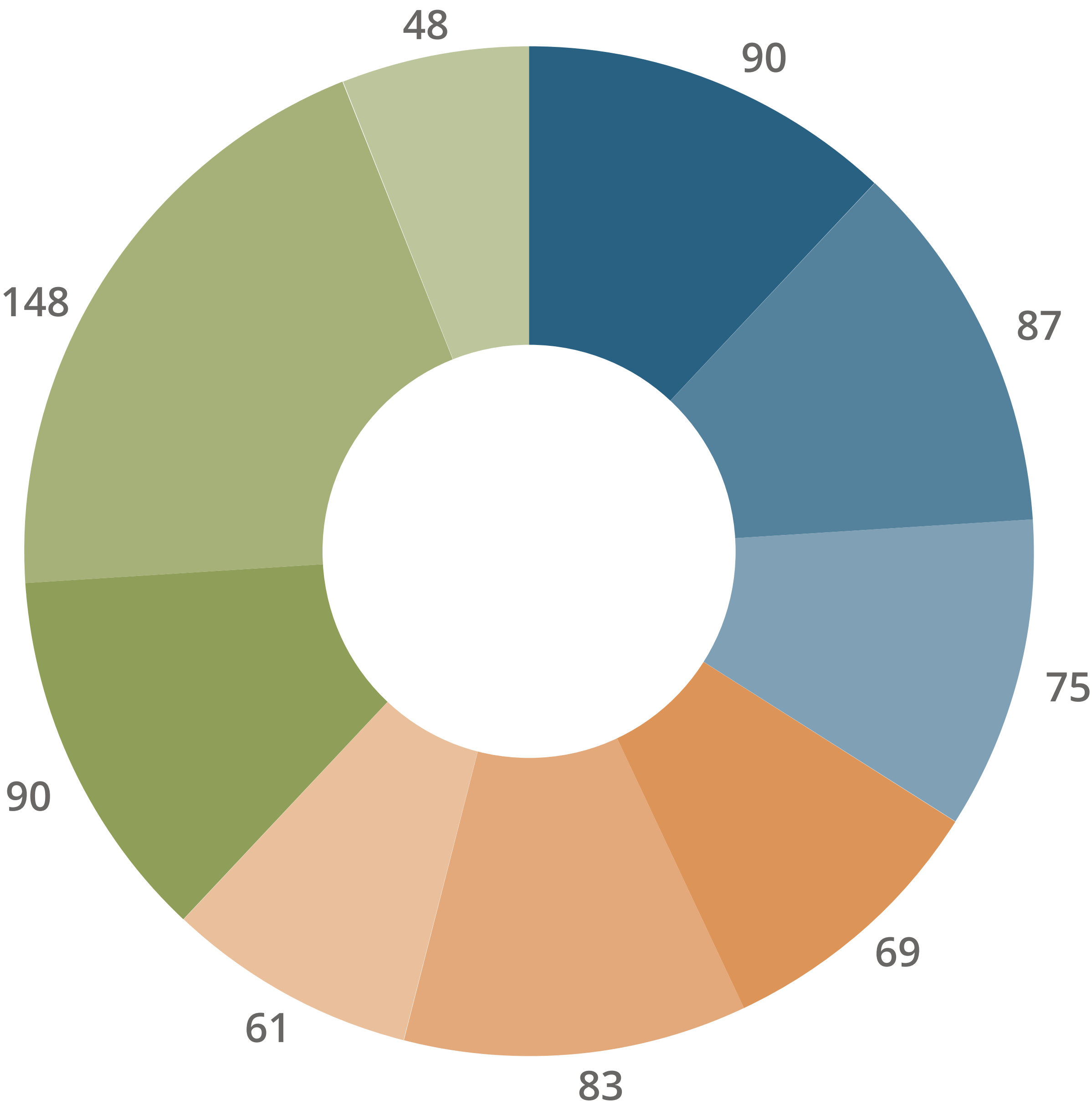
Preferred Delivery of Support

To ensure that the support and tools developed and provided by CEDA are fit for purpose, and to ensure we are meeting the needs of our business community, respondents were asked what their preferred method of support delivery would be. Online support was the biggest choice of delivery, through online resources, workshops, webinars, online forums or discussion groups, online workshops, and business mentoring. This response may have been significantly impacted due to being at Alert Level 4 at the time of survey.

- Online forums or discussion groups
- Online workshops
- Online training course
- Online meetings with professional service advisors
- By phone or online one-one-one mentoring
- Calling an advice line
- Webinars
- Online resources
- Other

Note: respondents were able to select multiple answers

Figure 5: Preferred Support Delivery Methods



Summary of Key Survey Insights

- Businesses have a much greater level of concern during the COVID-19 Alert Level 4 lockdown period than was demonstrated in the first survey, before there was an Alert Level system in place.
- Customer reductions, cash flow and viability issues are major impacts, especially represented in the high proportion of tourism and hospitality companies amongst respondents.
- Supply chain issues featured within the manufacturing sector, especially the imports of machinery and equipment and inputs.
- Concerns about a reduction in customers and short term cash flow were raised across the main sectors impacted.
- There was an identified need for the government to be clear in its messaging in matters such as definitions of businesses that can operate, with respondents indicating the information was hard to navigate.
- Tax subsidy navigation stood out strongly as an area of support needed, and one that needed clearer information and messaging.
- Advice on accessing finance was another strong theme from some respondents.



Implications for CEDA's COVID-19 Response

- Online resources have featured prominently in terms of the support required from businesses. The [COVID-19 business support hub on CEDA.nz](#) has been and continues to be a crucial aspect of the response, and is continually updated and added to, to ensure it is relevant, clear and that it adds value to our business community.
- The demand for webinars featured strongly, and in response to this CEDA launched a series of webinars called [Navigating COVID-19 for Businesses](#) on 2nd April, which set out to provide immediate support and information to the key impact areas felt by our businesses based on the survey data as well as real time feedback we are collating as we work directly with our business community to provide additional support and advice, through the Regional Business Partner programme for the Manawatū-Whanganui region. The uptake of the webinars has been positive and continues to grow. The topics include tax subsidy navigation, communications, employment law, advice on accessing finance, and cash flow management.
- There is strong demand from our business community for mentoring, also evidenced by the increase in mentee registrations under the Business Mentors New Zealand, programme, which CEDA delivers.
- Whilst online meetings with professional service providers do not feature as strongly, there has been major demand on the ground for this type of support. This could be as a result of Governments announcement on additional funding via NZTE for the Regional Business Partners programme which has provided funding for businesses to access service providers.
- Anecdotaly, CEDA is aware that the conference and events sector has been significantly impacted, but the sample size is too small to draw definitive conclusions from the data.

If you'd like to be involved in future surveys, or hear about the work underway to support businesses during the COVID-19 situation, please contact communications@ceda.nz

For further information, business support and the latest news on our economy visit [CEDA.nz](#) or call **0800 CEDA SUPPORT** (233 278).

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Appendix 2



JOHN
TURKINGTON
FORESTRY

RANGITĪKEI

Youth AWARDS

AWARD EVENING
THU 27 AUGUST 2020
5.30PM MARTON MEMORIAL HALL

**CATEGORIES \$500
CASH PRIZE EACH**

FORTUNA FOREST PRODUCTS Youth In Employment
MARTON ROTARY Leadership
RIVER VALLEY Eco Warrior
HAUTAPU PINE Youth In Sport
THE DOWNS GROUP Giving Back
NEW WORLD MARTON Youth For Youth
FORTUNA FOREST PRODUCTS Youth Group
NGĀ WAIRIKI NGĀTI APA Youth In Apprenticeship
BJW MOTORS Change Maker
RANGITĪKEI ANGLICAN PARISH Wairua for Well-being

NOMINATIONS OPEN 13 JULY
CLOSE 10 AUGUST

**Youth
week**

CELEBRATING YOUTH
AGED 12-24 YEARS

Appendix 3

Policy Work Schedule 2019-2022

Policy/Bylaw/Work	Responsible	Rationale	Main Legislation	Dates	Workshop/Comment
Rates Remission Policy	Policy/Finance	Operational	Local Government Act 2002	Council adopted 25 June 2020	
Rates Postponement Policy	Policy/Finance	Operational	Local Government Act 2002	Council adopted 25 June 2020	
Significance and Engagement Policy	Policy	Statutory	Local Government Act 2002	2020/21	
TAB Venue Policy	Policy/Regulatory	Statutory	Gambling Act 2003	Council adopted September 2019	
Gambling Venue (Class 4) Policy	Policy/Regulatory	Statutory	Gambling Act 2003	Council adopted December 2019	
Dangerous and Insanitary Buildings Policy	Policy/Regulatory	Statutory	Building Act 2004	Council adopted 25 June 2020	
Water Related Services Bylaw	Policy/Infrastructure	Statutory	Local Government Act 2002	Council adopted April 2020	
Speed Limits Bylaw	Policy/Roading	Statutory	Land Transport Act 1998	Late 2020 Policy Planning	Yes - Dates TBC
Food Business Grading Bylaw	Policy/Regulatory	Statutory	Local Government Act 2002	Late 2020 Policy Planning	
Youth Strategy	Policy/Youth Advisor	Strategic Direction for Youth	N/A	Initial Staff Scoping	Yes - Dates TBC
Naming of Streets and Roads	Policy/Roading/Regulatory	Operational	Local Government Act 1974	2020 Policy Planning	Consult on names for a register
Flying Drones on Council Parks - Interim Guideline	Policy/Roading/Regulatory	Operational	Civil Aviation Authority	Late 2020	
Street Tree Policy	Policy/Parks and Reserves	Operational	N/A	Late 2020	
Local Approved Products Policy	Policy/Regulatory	Operational	Psychoactive Substances Act 2013	Early 2020 Policy Planning	

Appendix 4

Fund	Project description	How much	Desired outcomes and milestones	Lead Agency	Council role	Policy Team Role	Status	Final report due
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. Grant paid once evidence of Council having land title.	30-Jun-20
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	To be advised
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
Lottery Heritage	Proposed new Marton Civic Centre - contribution to heritage assessment in preparing concept designs	\$ 50,000.00	Design options for Cobbler/Davenport/Abraham & Williams include assessment of heritage (external and internal)	RDC	Lead agency, fundholder	None	Successful (but a lesser amount than requested)	Following project completion
Te Uru Rākau	Marton B&C Dam Development	\$ 73,000.00	Contribution for a native planting restoration programme	RDC	Lead agency, fundholder	None	Successful - Pending Works	To be advised
Whanganui Community Foundation	Swim 4 All Programme	\$5,000 requested \$10,000	Contribution to schools transport costs	RDC	Lead agency, fundholder	Prepared application, holds funds, manages project, reports back to funder	Successful	To be advised
Mayors Task For Jobs / MSD	Community recovery Programme (Mahi Tahī)	\$100,000	30 employment placements by end June 2020 pPrimary focus Youth not in employment or Education (NEETS) and those displaced by COVID	RDC	Lead agency, fundholder	Prepared application, holds funds, manages project, reports back to funder	Successful	Jun-21

Attachment 8

COMMUNITY LEADERSHIP GROUP OF ACTIVITIES 2019/20						Jun-20
Major programmes of work outlined in the Annual Plan 2019/20						
What are they:	Programme/Activity	Status	Progress for this reporting period	Start Date	Completion Date	Planned for the next two months
Strategic Planning Activity	Annual Report 2018/19	Adopted 31 October 2019				
	Annual plan 2020/21	Adopted 25 June 2020	Discussion with appointed group of Elected Members, finalisation of budgets, preparation of rates resolution			Final document is being produced and will be available by mid-July.
	Delivery of programme of policy and bylaw review		Reported below.			Reported below
	Section 17A reviews Pools and waste transfer station	Pools in progress	Scope redefined in conjunction with peer review. Discussions with Manawatu District Council on a shared service option		Jan-20	Report to Council 26 March 2020
		Not yet started	Council confirmation that the review is to be completed by 30 June 2021			
	Respond to climate change by continuing to maintain and upgrade its infrastructure.	Ongoing				Collaboration with other councils in the Horizons region on the vulnerability assessment project. Agenda item to TRAK meeting in July.
Elections	Prepare the pre-election report (for the 2019 election)	Completed.				Complete
	Conduct the 2019 elections	Completed.	Election was held, very successfully. Induction programme was undertaken, new Council, Community Boards and Committees are now in place.			Election process completed.
Council	Induction of Council, Community Boards/Committees for the 2019-21 triennium	Training, tours, inaugural meetings organised. Strategic thinking from November reviewed and extended by Executive Leadership Team and validated at workshop, 30 January 2020	Chair training for Community Boards, Community Committees and Reserve Committees also attended by some elected members			Completed
	Prepare the Local Governance Statement and update the Elected Members' Handbook	Completed				Completed
	Preparation of order papers that ensure compliant decision-making	Ongoing	Order papers prepared for Council, Council Committees, Community Boards, Community Committees			Order papers prepared as required. Focus on ensuring recommendations (other than simply receipt) contain rationale.
	Internal Audit programme	Pending	None			Determine work programme (for consideration at Audit/Risk June 2020 meeting)
	Engagement with sector excellence programmes	Confirmed	Preliminary discussion with LGNZ on expectations and timing			Set time for assessors' visits and prepare documentation for them
	Draft submissions to government proposals and plans	As required	Local Government (Rating of Whenua Maori) Amendment Bill			
Iwi Liaison	Te Rōpū Ahi Kā strategic plan – implementing actions	In preparation	MoU: Tūtohunga has been signed in February - Nothing to report for this period			Workshop with Te Rōpū Ahi Kā on implementing actions to be scheduled
	Confirming Te Rōpū Ahi Kā membership for the 2019-21 triennium	In preparation	Completed			Completed
	Meet with representatives from the Kauangaroa Marae to discuss helping support the relocation of the Marae		Discussions around suitable land have taken place within the hapū setting			Hapū and Council to meet and discuss options.
Carry forward programmes from 2018/19						
What are they:	Programme/Activity	Status	Progress for this reporting period	Start Date	Completion Date	Planned for the next two months
Managing Risk	Legal Compliance Project -Four areas for updated analysis identified - Building consents, Enforcement, Health and safety, Resource consents		No progress to report.			No work planned.
Bylaw	Review Water Related Services Bylaw	Completed	Formally adopted by Council		2020	Completed
TRAK	Te Roopu Ahi Kaa Strategic Plan - review		Internal review, and a position from TRAK is pending and with the appropriate reporting completed. MoU: Tūtohunga has been signed			Workshop with Te Rōpū Ahi Kā on implementing actions to be scheduled
Policy on Council's relationships with community organisations in the District			No progress to report.			Reassessment of need
Policy, Bylaw & Strategy Review/Development	Programme/Activity	Status	Progress for this reporting period	Start Date	Completion Date	Planned for the next two months
	Reported through Policy and Bylaw work programme					
Other pieces of work						
Annual Resident Survey 2020	Programme/Activity	Status	Progress for this reporting period	Start Date	Completion Date	Planned for the next two months
			Survey has been distributed, and open for submissions.			Development of the final report with improvement actions
LTP	Kerbside Rubbish/Recycling		Put on hold pending Central Government position on recycling.			Monitor initiatives taken by MfE, MW LASS and Central Government

COMMUNITY WELL-BEING GROUP OF ACTIVITIES 2019/20					Jun-20	
Major programmes of work outlined in the Annual Plan 2019/20						
What are they:	Programme/Activity	Status	Progress for this reporting period	Start Date	Completion Date	Planned for the next two months
Community Partnerships	Contract with local organisations to develop and deliver events, activities and projects to enliven the towns and District					Bi-monthly catch-up with the township coordinators
	Contract with local organisations to provide a range of information, such as: Up-to-date calendar of events, and community newsletters					Bi-monthly catch-up with the township coordinators
	Investigate contribution to the Marton and Districts Historical Society for their expenses (to be brought back to Council for a decision)	Background information being gathered	Nothing to update			Schedule meetings with key stakeholders
	Investigate funding assistance for the new Hunterville St John Operational building					
Economic development and district promotion	Management of Rangitikei.com	Live-Work-Play database major update started. R.com Facebook actively employed to promote district. All other activity suspended while website under review.	No activity.			Reported through Finance/Performance committee.
	Implementation of Economic Development Strategy		Revised strategy (in line with the Council's overall strategic vision) reviewed and accepted by Executive Leadership Team.			Reassessment of action plan and means of delivery in light of the impact of COVID-19
Youth Development	Youth Committee and networking meetings		The Youth training weekend and inaugural meeting was postponed due to COVID-19. A number of informal youth Zoom meetings were held to keep the group connected with each other and Council during this period			Undertake training and inaugural meeting.
	Establishment of a Youth Zone in Bulls	This is in development phase as part of the New Community Centre build				Engage with Bulls Youth and Ohakea regarding design of space.
	Ongoing facilitation of the Youth Zones in Taihape, and Marton		Well Utilised			Reported through Policy/Planning Committee
Emergency Management	Civil Defence - increasing the District's resilience		Contract continues to remain in place with HRC.			Progress with community response plans
Key elements of the work outlined in Path to Well-being, Rangitikei Growth Strategy, MOU work plans and Annual Plan						
What are they:	Programme/Activity	Status	Progress for this reporting period	Start Date	Completion Date	Planned for the next two months
Advocacy to support the economic interests in the District at regional and national level Timely and effective interventions that create economic stability, opportunity and growth A wide range of gainful employment opportunities in the District	Develop collaborative economic development and District promotion services across the Horizons region		Ongoing activity.			Continued engagement between the regional collaborators on developing the economic development portfolio within Council. This will take on a new lens in light of COVID 19 impacts
	Progress solutions to water availability in area between Marton and Hunterville		PGF application approved for progressing Tutaenui rural water scheme			
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) Continue to discuss the concepts around the Marton Heritage precinct, particularly with business/property owners		Marton - decision on concept design study and application to Lotteries Environment and Heritage, from which a \$50,000 grant was approved to partly fund this work.			Public engagement on the options
	Place-making support in Marton, Bulls, Taihape, Turakina, Hunterville		Marton - Interest has been shown in a placemaking initiative on the former Elm Church site known as The Village Green. This has gained approval by the Marton Community Committee and Elected Members. A formal application to the Chief Executive is yet to be received. Hunterville - interest has been received in a placemaking initiative on the former Forestation Site adjacent to the Town Hall. This is yet to go before the Hunterville Community Committee for comment.			Create an advertising campaign for 2020 recapping what placemaking is and how to apply. Targeting already established Placemaking groups.
	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 decision meeting held in April.			Preparation for next funding round - decision on 22 September 2020.
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		Not business as usual - all Library/Info sites closed for the COVID shutdown. Some staff were either working from home and/or volunteering or part of Council Welfare response. At Level restrictions staff returned to our Libraries and did a stocktake and massive weed of our Library collections. Library staff also contacted			

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		Enhancements (both content and design) will continue during 2020 across the whole website, including more online applications and forms. It was excellent to see our website was ranked number 17 in the ALGIM rankings.			COVID-19 recovery page being created to reflect recovery operations across our region. Focus on good news items for the front page reflecting Council's business. ALGIM website audit to be completed by the end of July.
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. Council staff have engaged with senior community housing tenants to assess who would like a support service.			Finalise senior community housing tenants who would like a support service.
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.		Supporting community -led project for the development of youth and family friendly areas in both Marton and Ratana.			Support Youth Council 2020 Open Youth Award 2020 Nominations Meet with Bulls Youth to discuss their vision for the youth space in the new Bulls Community Centre
A more equal and inclusive community where all young people are thriving, irrespective of their start in life	Coordinate a Swim-4-All programme 2019/20 Investigate and open water safety strategy		Received some participation forms from schools that plan on participating in 2019-2020 swim season and estimated travel costs. Application to Kiwi Sport was declined. Application to Whanganui Community Foundation -received \$5000 of the \$10000 requested.			Collate Swim for all accountability forms and subsidize travel.
Cohesive and resilient communities that welcome and celebrate diversity	Implement Heritage Strategy Development of a heritage inventory of Maori narratives and collections 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: - Continue to produce and distribute the Theme Group newsletter - Be involved with environmental projects as required		No progress during this period			To arrange the next Treasured Natural Environment Group Meeting.
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		Two rounds of funding run each year for community organisations. Event sponsorship and Community initiatives. Individuals and organisations can also apply for the Creative Communities scheme. Workshop on Grants process was held with elected members. Resolved for Community Assessors to make decision on applications and funding allocations and for SmartyGrants to be used for the administration process. Events Sponsorship Scheme opened			Event sponsorship scheme to close and decision meeting held in April. Up skill staff on Smarty Grants, training assessors and advertise successful applicants
	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		Results of all successful applications are presented to the Council, and Finance/performance Committees, in the form of applications, summaries and accountability forms, twice a year.			
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	Committee meeting held on 2 September 2019. Council will participate 17 October National Shake out.				Exercise to promote understanding of roles

ENVIRONMENTAL AND REGULATORY SERVICES GROUP OF ACTIVITIES 2019/20						Jun-20
Major programmes of work outlined in the Annual Plan 2019/20						
What are they:	Programme/Activity	Status Year to Date	Progress for this reporting period	Start Date	Completion Date	Planned for the next two months
Building Accreditation Reassessment			Accreditation confirmed until 2021			N/A
Implementation of the Building (earthquake-prone buildings) Amendment Act	Issuing notices of potentially earthquake-prone buildings		60 inspections done for this financial year (155/207 assessments now done)			1 day per week set aside for EPB assessments
Trial period of four weeks (up to \$1,600) covering the full cost of euthanising cats trapped in Council traps following extensive publicity and offers' report back						
Carry forward programmes 2018/19						
What are they:	Programme/Activity	Status Year to Date	Progress for this reporting period			Planned for the next two months
Implementation of the GoShift Initiative (i.e. electronic processing of building consents)	Implement Go shift following review of pilot programme		Budget allocation in 2020/21 and included in the Information Services Strategic Plan			Project planning
Other regulatory functions						
What are they:	Targets	Year to Date	Statistics for this month			Narrative (if any)
Building Consents	Report on number of building consents processed, the timeliness and the value of consented work	302 BC granted, 84.77% completed on time, value of work is \$24,449,378	52 BC granted, 90.38% completed on time, value of work is \$3,769,859			7 new houses valued at \$2,743,749, 2 relocated houses valued at \$280,000. All the rest of the work was house alterations /additions /fires and pole sheds etc.
	Code of Compliance Certificates, Notices to Fix and infringements issued.	282 CCC issued, 96.44% on time, 0 NTF issued, no infringements issued	31 CCC issued, 96.77% on time, 0 NTF issued, no infringements issued			
Resource Consents	Report on: a) number of land use consents issued and timeliness	27 Land Use RC granted, 77.78% on time, 12 Permitted Boundary RC granted , 3 Compliance certificates issued 66.667% on time	5 Land Use RC granted, 80% on time, 0 Permitted Boundary RC granted			
	b) subdivision consents and timeliness	46 Subdivision RC granted, 56.52% on time	3 Subdivision RC granted, 66.67% on time			
	c) section 223 and 224 certification and timeliness,	29 s223 and 30 s224 certificates granted	5 s223 and 5 s224 certificates granted			
	d) abatement and infringements issued.		0 Abatement & 0 Infringement			
Dog Control	Report on dog registrations current and unregistered, dogs impounded, dogs destroyed and infringements issued.	604 registered, 4474 Unregistered, 6 Impounded, 1 Deceased	604 Registered, 4474 Unregistered, 12 Infringements, 96 Impounded, 57 Deceased			
Bylaw enforcement	Enforcement action taken		none			
	Report on number and type of licences issued	1 Club Renewal, 1 New Off , 1 New On , 2 Manager Renewals, 2 Specials	5 Temporary Authorities, 29 Specials, 6 New On Licence, 1 New Off Licence, 3 Off Renewals, 3 Renewals On Licence, 34 Manager Renewals, 17 New Managers, 5 Club Renewals			
Building Warrant of Fitness renewals	Report on overdue BWOF, audits, Notices to Fix and infringements issued.	35 Renewals, 11 Overdue	No Audits			
Swimming Pool Barriers	Report on number of pool barrier inspections done, Notices to Fix and infringements issued.	14 done to date	0 done this month			