

# ORDER PAPER

## POLICY/PLANNING COMMITTEE MEETING

**Date:** Thursday, 12 August 2021  
**Time:** 1.00 pm  
**Venue:** Council Chamber  
Rangitikei District Council  
46 High Street  
Marton

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**Chair:** Cr Angus Gordon

**Deputy Chair:** Cr Tracey Hiroa

**Membership:** Cr Cath Ash  
Cr Nigel Belsham  
Cr Fi Dalgety  
Cr Gill Duncan  
Cr Richard Lambert  
Cr Waru Panapa  
Cr Dave Wilson  
Mr Chris Shenton (TRAK representative)  
HWTM Andy Watson

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**Notice is hereby given that a Policy/Planning Committee Meeting of the Rangitikei District Council will be held in the Council Chamber, Rangitikei District Council, 46 High Street, Marton on Thursday, 12 August 2021 at 1.00 pm.**

## **Order Of Business**

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## **AGENDA**

### **1 Welcome**

### **2 Apologies**

### **3 Public Forum**

### **4 Conflict of Interest Declarations**

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**

Representatives from the Taihape Community Development Trust (TCDT) and Bulls and District Community Trust (BDCT) will be joining the meeting at 1.15 pm, to discuss the MoU Partner Organisations (item 10.1).



## **6 Confirmation of Minutes**

### **6.1 Confirmation of Policy/Planning Minutes**

**Author:** Ash Garstang, Governance Administrator

#### **1. Reason for Report**

- 1.1 The minutes from the Policy/Planning meeting held on 17 February 2021 are attached.

#### **Attachments**

1. Policy/Planning Minutes - 17 February 2021

#### **Recommendation**

That the minutes of the Policy/Planning meeting held on 17 February 2021 [as amended/without amendment] be taken as read and verified as an accurate and correct record of the meeting.



# Rangitikei District Council

## Policy and Planning Committee Meeting

Minutes – Wednesday, 17 February 2021 – 1:00 pm

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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.

**Present:**

- Cr Tracey Hiroa (Chair)
- Cr Dave Wilson
- Cr Nigel Belsham
- Cr Richard Lambert
- Cr Fiona Dalgety
- Cr Gill Duncan
- Cr Waru Panapa
- His Worship the Mayor, Andy Watson
- Cr Cath Ash via Zoom
- Cr Angus Gordon via Zoom
- Mr Chris Shenton

**In attendance:**

- Mr Peter Beggs, Chief Executive
- Mr Dave Tombs, Group Manager – Finance and Business Support
- Mrs Carol Gordon, Group Manager Democracy & Planning
- George Forster, Policy Analyst
- Mrs Gaylene Prince, Group Manager Community Services
- Ms Nardia Gower, Community Development Manager
- Mr Jaime Reibel, Strategic Advisor Economic Development

## 1 Welcome

## 2 Public Forum

Nil.

## 3 Apologies/Leave of Absence

Nil.

## 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

The order of business was confirmed.

## 6 Confirmation of Minutes

His Worship the Mayor has requested that it is noted on the previous minutes that he was on council business and therefore couldn't attend the meeting.

**Resolved minute number**                      **21/PPL/066**

That the Minutes of the 'Policy/Planning Committee' meeting held on 10 December 2020 as amended be taken as read and verified as an accurate and correct record of the meeting.

Cr Lambert/Cr Wilson Carried

## 7 Chair's Report

Via zoom Cr Gordon read his report.

**Resolved minute number**                      **21/PPL/067**                      **File Ref**

That the 'Chair's Report' to the 17 February 2021 Policy/Planning Committee meeting be received.

Cr Gordon/Cr Panapa Carried

Mr Shenton arrived at 1.12 pm.

## 8 Follow-up Items from Previous Meetings

Mrs Gordon took the report as read.

Cr Dalgety asked if His Worship the Mayor could continue to put his report in the Hunterville Bulletin, it has been in there previously and it is a widely read document. His Worship the Mayor was happy to do that but just needed to know the deadline for inclusion into the Bulletin.

**Resolved minute number**                      **21/PPL/068**                      **File Ref**                      **3-CT-13-1**

That the report 'Follow-up Items from Previous Meetings' to the 17 February 2021 Policy/Planning meeting be received.

Cr Duncan/Cr Wilson Carried

Cr Panapa arrived at 1.22 pm

## **9 Speed Limit Bylaw 2009 Review**

The report was taken as read.

The current bylaw is under review, one of the changes has been suggested by the Community and Police to help increase safety. NZTA haven't firmed up a view of which suggestions they will support.

Once the issue was raised in Hunterville the community approached the Police so the proposed changes are mainly based on Police advice.

We need to ensure we go into the consultation process with clear information.

**Resolved minute number**                      **21/PPL/069**                      **File Ref**                      **1-DB-1-7**

1. That the report 'Speed Limit Bylaw 2009 Review' be received
2. That the Policy/Planning Committee recommends to Council, that in accordance with section 155 of the Local Government Act 2002, a Speed Limit Bylaw is the most appropriate way to address the problems identified, is the most appropriate form of bylaw, and does not give rise to implications under the New Zealand Bill of Rights Act 1990.
3. That the Policy/Planning Committee considers that the proposed changes to the draft amended Speed Limit Bylaw 2009 will not have a significant impact on the public and therefore, consultation will occur in accordance with Section 82 of the Local Government Act 2002, Section 22AD of the Land Transport Act 1998 and Land Transport Rule: Setting of Speed Limits 2017.
4. That the Policy/Planning Committee recommends to Council that the draft amended Speed Limit Bylaw 2009 be adopted for consultation.

Cr Belsham/Cr Dalgety Carried

5. That the Policy/Planning Committee recommends to Council that the draft amended Speed Limit Bylaw 2009 be amended to include speed limit options for Taihape State Highway 1, south entrance, as proposed by the Taihape Community Board.

Cr Duncan/Cr Gordon Carried

## 10 Democracy & Planning Group – Operational Update

Mrs Gordon took her report as read.

### Communications Update:

It was suggested that there could be more engagement on Facebook and social media platforms as well as council's website. We need to broaden our spectrum to include everyone within the district, if you look at who puts submissions in, they are generally older or retired people.

Mr Beggs suggested His Worship the Mayor could provide a sentence periodically to be put onto Twitter, staff would run the Twitter account.

**Resolved minute number**                      **21/PPL/070**

That the report 'Operational Update to Policy/Planning Committee Meeting' be received.

HWTM/Cr Wilson Carried

## 11 Community Programmes - Operational Update

Ms Gower took her report as read, noting that the Mahi Tahi programme is tracking well with 113 work placements.

The township signage is still in progress, Leah is helping out but she's exceptionally busy at the moment. A suggestion was made to have signage at public rest areas also, with stories on the back of the signs. Ms Gower met with the Rangitikei Heritage Group to identify and tell stories of Heritage sites; we have a great opportunity to include both and it could also align with the Visit Rangitikei website.

In the Youth Council space, there have been 16 applicants for the youth council (all girls) and there are only 6 places available.

Jaime Reibel advised that he has met with social housing groups, churches and Marton Christian Welfare. In a previous meeting there was a desire to meet the CEO of Housing Aotearoa, at this stage scheduling a meeting to get everyone together is proving difficult. There is a meeting scheduled with Oceania Healthcare on 9<sup>th</sup> March 2021.

**Resolved minute number**

**21/PPL/071**

**File Ref**

**1-CO-4-8**

That the 'Community Programmes Operational Update' to the 17 February 2021 Policy/Planning meeting be received.

Cr Dalgety/Cr Duncan Carried

## 12 Group of Activity Updates

The report was taken as read. The Hunterville St Johns Operational Building funding request is a topic for the LTP workshop.

It was noted there are delays in the consenting processes so Councillors asked what they could do to assist.

The discussions included the following:

- We have not lost staff yet and are actively advertising for roles but a lot of the applicants don't have the skills required;
- The issue with hiring apprentices is that you require a staff member that has the capacity to train the apprentice, currently none of the team have capacity;
- Some time ago there was a suggestion of consenting online, they have been assisting with processing consents but they are also assisting 35 other councils and are now overloaded themselves;
- Central Government has a big part to play in this issue, we need to come up with the best pathway to work towards;
- Councillors said thank you for all the work being done in the building consent space, it is appreciated.

**Resolved minute number 21/PPL/072**

That the report 'Group of Activity Updates' to the 17 February 2021 Policy/Planning meeting be received.

Cr Belsham/Cr Panapa Carried

## 13 Late items

As agreed in Item 5.

## 14 Next meeting

Thursday, 8 April 2021 – 1.00 pm

## 15 Meeting closed

The meeting closed at 2.52 pm.

## **7 Follow-up Action Items from Previous Meetings**

### **7.1 Follow-up Action Items from Policy/Planning Meetings**

**Author:** Ash Garstang, Governance Administrator

#### **1. Reason for Report**

- 1.1 On the list attached are items raised at previous Policy/Planning meetings. Items indicate who is responsible for each follow up, and a brief status comment.

#### **2. Decision Making Process**

- 2.1 Staff have assessed the requirements of the Local Government Act 2002 in relation to this item and have concluded that, as this report is for information only, the decision-making provisions do not apply.

#### **Attachments**

1. Follow-up Actions Register

#### **Recommendation**

That the report 'Follow-up Action Items from Policy/Planning Meetings' be received.



## Current Follow-up Actions

From Meeting Date	Details	Person Assigned	Status Comments	Status
17-Feb-21	Speed Limit Bylaw Review - Ensure that traffic maps have all been updated before it goes out for consultation - Make sure the consultation clearly defines the Community Board / Council's position	George Forster	The proposed Bylaw has been deferred until further work is undertaken by Waka Kotahi. Council will inform/work with Waka Kotahi on the issues raised in Hunterville and Taihape that fall outside of Councils jurisdiction.	In progress
17-Feb-21	Comms Report - In future reports, please provide the date for the social media posts with the most engagement	Carol Gordon	Noted and actioned.	Closed
17-Feb-21	The Hunterville St Johns Operational Building funding - an update to be provided to elected members on this	Graeme Pointon	Email sent to all elected members on 3 March outlining the current position of this.	Closed
17-Feb-21	Building officer apprenticeships - this option to be looked at in future	Johan Cullis	Noted.	Closed
2020	Council Policy on Koha & Cultural / Iwi Remuneration	Lequan Meihana	This was approved by the Executive Leadership Team and presented to TRAK for their consideration 06 April.  The Policy is now being woven into the 'Sensitive Expenditure Policy' as extra wording and an Appendix	Closed
2020	Policy on Disposal of Surplus Land and Buildings requires consideration of "cultural significance to hapu and iwi"	Graeme Pointon / Lequan Meihana	A review of the Treaty Settlement legislation is being undertaken in light of the request from Ngāti Parewahawaha for the deferral of the sale of Bulls property. The draft Suplus Lands Policy will go to the ELT then Council. Update: An item will be included on a future Council agenda	In progress
2020	Traffic and Parking Bylaw	George Forster	This bylaw will be reviewed in 2021. It is noted that Cr Belsham and the CE, Peter Beggs will be included to take part in the review. Update: review yet to start	In progress
2020	Look at ways to profile Councillors more in Council's publications	Carol Gordon / Leah Johnston	Staff to look at ideas and options in early 2021 for publications throughout 2021. Update: Suggestion to profile one Elected Member in each issue of Rangitikei Connect. Happy for other suggestions to come from Elected Members also.	Closed

## **8 Chair's Report**

### **8.1 Chair's Report - August 2021**

**Author:** Angus Gordon, Chair

#### **1. Reason for Report**

- 1.1 The Chair will provide a verbal report at the meeting.

#### **Recommendation**

That the Chair's Report – August 2021 be received.

## 9 Reports for Decision

### 9.1 Local Approved Products Policy

**Author:** George Forster, Policy Advisor

**Authoriser:** Katrina Gray, Senior Strategic Planner

#### 1. Executive Summary

- 1.1 The purpose of this report is to provide the Policy/Planning Committee with an overview of the options associated with reviewing of the Local Approved Products Policy (the Policy). The Policy/Planning Committee has been provided with three options, that is, retain the Policy in its current form, undertake a full review and consultation, or revoke the policy.
- 1.2 Officers recommend that the Policy is retained in its current form, and a review be undertaken only if an application is received by the Psychoactive Substances Regulatory Authority to have a product approved for sale.
- 1.3 Council first adopted the Policy in December 2014. A review of this Policy is required every five years under Section 69 of the Psychoactive Substances Act 2013 (the Act). However, the Policy does not cease to have affect if it is not reviewed within the five year timeframe. The Policy was adopted to permit areas (schedule 1 of the Policy) where retailer or wholesalers could sell approved psychoactive substances such as party pills, herbal highs, and synthetic cannabis (which are not classified as controlled drugs).

#### 2. Legislation Context

- 2.1 The Psychoactive Substances Act 2013 was passed by the Government in response to growing concerns regarding the harm psychoactive substances were causing communities. In May 2014 the Psychoactive Substances Amendment Act 2014 was passed which resulted in the removal of all interim approvals and licences from the New Zealand market. In essence this meant a recall of all stock and that no psychoactive substances could be sold.
- 2.2 Under the Psychoactive Substances Act 2013, it is illegal to import, manufacture, sell, or possess a psychoactive substance unless it has been approved for use by the Psychoactive Substances Regulatory Authority. Importers, retailers, and manufacturers must also apply to this Authority for a licence if they wish to make or sell an approved product. There have been no applications made to the Psychoactive Substances Regulatory Authority since its establishment in July 2013 to have a psychoactive product approved for sale. Therefore, no products are available to be sold in New Zealand.
- 2.3 The Psychoactive Substances Act 2013 regulates the availability of psychoactive substances to only those people over the age of 18 and prohibits the sale of these substances from dairies, convenience stores, grocery stores and supermarkets; service stations; liquor outlets; premises that are not a fixed permanent structure<sup>1</sup>; vehicles or

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<sup>1</sup> E.g. tents and street carts

## ITEM 9.1

other conveyances<sup>2</sup>; and any other place or premises specified or described in the Regulations.

- 2.4 The Psychoactive Substances Amendment Regulations 2016 provide for applications to sell approved products by retail or wholesale to be made to the Psychoactive Substances Regulatory Authority. There have been no applications made to Psychoactive Substances Regulatory Authority to have a psychoactive product approved for sale. An approval process would take at least a year to be completed and have a decision.
- 2.5 If a retail shop/business wished to sell an approved product it would come with an annual license fee of \$12,000 and \$7,000 for wholesalers. Additionally, retailers would incur a levy fee of \$7,000 and \$6,000 for wholesalers.

### 3. Local Approved Products Policy

- 3.1 Under Section 66 of the Psychoactive Substances Act 2013 local authorities are empowered to develop a Local Approved Products Policy. While local authorities cannot prohibit the sale of approved products, a policy does enable geographic restrictions to be placed on selling psychoactive products within the District. This includes their proximity to other premises the selling of such substances, and their proximity to premises of a particular kind e.g. kindergartens, early childhood centres, schools, places of worship, or other community facilities.
- 3.2 Council adopted a Local Approved Products Policy in 2014. A review of this Policy is required every five years under Section 69 of the Psychoactive Substances Act 2013 (the Act). However, the Policy does not cease to have affect if it is not reviewed within the five year timeframe. The Policy was adopted to permit areas (schedule 1 of the Local Approved Products Policy) where retailer or wholesalers could sell approved psychoactive substances such as party pills, herbal highs, and synthetic cannabis (which are not classified as controlled drugs).
- 3.3 The Policy aims to minimise the potential for adverse effects upon the wider Rangitikei community caused by the use of psychoactive products by limiting the location and density of licensed sellers of approved products within the District.

The Policy allows for premises to sell approved products on the main street of the 'central business district' of Taihape and Marton, excluding corner sites (schedule 1 of the Policy).

No premises licenced to sell approved products is to be situated within 50 metres of another retail premises licenced to sell approved products.

No premises licenced to sell approved products is to be situated within 50 metres of an existing Sensitive Site.

### 4. Consultation

- 4.1 Pre-engagement has been undertaken with the Whanganui District Health Board and the Ministry of Health. Both of whom have commented that it is highly unlikely that the Psychoactive Substances Regulatory Authority will receive any applications in the near future.

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<sup>2</sup> Mobile street carts

## 5. Significance of Decision

- 5.1 The below considerations of significance have been made in accordance with Councils Significance and Engagement Policy.

If the Policy/Planning Committee recommend to Council to keep the Policy in its current form the decision would be considered of low significance. It would be considered of low significance as it is unlikely a psychoactive substance would be lodged for approval with the Psychoactive Substances Regulatory Authority, and due to the already restrictive nature of the Policy. It would also be considered as low significance as the Policy will remain in place unless revoked using the Special Consultative Procedure.

## 6. Options

The Policy/Planning Committee has three options available.

Option one (preferred option): Retain the Local Approved Products Policy in its current form and do not undertake a formal review or public consultation.

This option involves the Policy/Planning Committee recommending to Council that the Local Approved Products Policy remain in its current form, and that a review is only undertaken if the Psychoactive Substances Regulatory Authority receives an application to have a psychoactive substance approved. This option does not mean adopting the Policy without consultation, it means the Policy will remain as is for the foreseeable future and that only once the Psychoactive Substances Regulatory Authority (Ministry of Health) receive an application to have a psychoactive substance approved Council would undertake a full review including using the Special Consultative Procedure.

Both the Whanganui District Health Board and the Ministry of Health have informed staff that it is highly unlikely that the Psychoactive Substances Regulatory Authority will receive any applications in the near future for a psychoactive substance to be approved.

Option two: Review and consult on the Local Approved Products Policy

This option involves the Policy/Planning Committee formally reviewing the Local Approved Products Policy.

This option would involve publicly consulting on the Local Approved Products Policy. Whilst this would allow for public feedback to the Local Approved Products Policy, any changes would not have any impact until any products are approved by the Psychoactive Substances Regulatory Authority.

Option three: Revoke the Local Approved Products Policy

This option involves the Policy/Planning Committee recommending to Council that the Local Approved Products Policy be revoked. Revocation of the Policy requires public consultation using the Special Consultative Procedure.

This option is not recommended, whilst unlikely, if a product were to be approved without a policy in place, a retailer or wholesaler would have the ability to open anywhere in the District, so long as it complies with the Psychoactive Substances Act 2013.

## Attachments

1. Local Approved Products Policy

## Recommendation

**ITEM 9.1**

That the report Local Approved Products be received

That the Policy/Planning Committee support the Local Approved Products Policy remaining in its current form, and that a full review be undertaken if an application to the Psychoactive Substances Regulatory Authority (Ministry of Health) is lodged to have a product approved for sale.

**OR**

That the Policy/Planning Committee recommend that the Local Approved Products Policy is reviewed and request a further report back to the Policy/Planning Committee.

**OR**

That the Policy/Planning Committee recommend to Council that the Local Approved Products Policy be consulted on to be revoked.

# **RANGITIKEI DISTRICT COUNCIL**

## **LOCAL APPROVED PRODUCTS POLICY**

<b>Policy Title</b>	Rangitikei District Council Local Approved Products Policy
<b>Date of Adoption by Council</b>	11 December 2014
<b>Resolution No.</b>	14/RDC/275
<b>Date by which review must be completed</b>	11 December 2019
<b>Statutory reference for adoption</b>	Psychoactive Substances Act 2013
<b>Statutory reference for review</b>	Psychoactive Substances Act 2013 Section 69 Local Government Act 2002 Section 83

### **1. INTRODUCTION**

Rangitikei District Council has developed a Local Approved Products Policy pursuant to Section 66 of the Psychoactive Substances Act 2013. This Policy contains those matters permitted under Section 68 of the Act. The Policy has been developed following consultation with various interested parties in order to be able to respond to community concerns about retail selling of psychoactive products

As required by Section 69 of the Act the Policy has been adopted in accordance with the special consultative procedure prescribed by Section 83 of the Local Government Act 2002.

### **2. POLICY PURPOSE AND OBJECTIVE**

The purpose of this Policy is to provide the Psychoactive Substances Regulatory Authority with a clear framework for it to apply to all applications that it considers when granting licences for premises to sell approved products within Rangitikei district.

The objectives of this Policy are to:

- a) Protect the health of, and minimise harm to individuals who use psychoactive substances.
- b) Minimise harm to the community caused by approved products by defining the area where retail premises will be permitted within Rangitikei district.
- c) Ensure that Council and the community has a voice and is able to influence the location and density of retailers of approved products within the Rangitikei district.
- d) Minimise the potential for adverse effects upon the wider Rangitikei community caused by the sale and use of approved products.

- e) Minimise exposure to the selling of approved products and the potential harm these products can cause to vulnerable / sensitive sections of our community such as children, young adults and families.

Not having this Policy would mean that licenced retailers of approved products would be free to locate wherever they wish within the Rangitikei district with no restrictions.

### 3. DEFINITIONS

When interpreting this Policy, unless the context requires otherwise, the definitions of words or terms used in this Policy that are also used in the Act are those defined in the Act. Otherwise, use the definitions set out below:

**“Act”** means Psychoactive Substances Act 2013.

**“Authority”** means Psychoactive Substances Regulatory Authority.

**“Council”** means Rangitikei District Council.

**“Policy”** means Local Approved Products Policy.

**“Sensitive Site”** means early childcare centres as defined in section 310 of the Education Act 1989; primary, intermediate, secondary and kura kaupapa schools; public libraries, marae and dispensing pharmacies.

### 4. POLICY

Council proposes the following requirements for licenced retail premises of approved products within the Rangitikei district:

#### 4.1 Location of premises from which approved products may be sold

- 4.1.1 Retail premises licenced to sell approved products are only permitted on the main street of the ‘central business district’ of Taihape and Marton, excluding corner sites as shown on the maps attached as Schedule 1.

*Section 68(a) of the Act provides for Council to determine the location of premises from which approved products may be sold by reference to broad areas within the district.*

#### 4.2 Location of retail premises in relation to premises or facilities of a particular kind or kinds

- 4.2.1 No retail premises licenced to sell approved products is to be situated within 50 metres of an existing Sensitive Site.

For the purpose of clause 4.2 the separation distance between the retail premises licenced to sell approved products and a Sensitive Site shall be measured from the principal entrance to principal entrance(s) along the footpath, service lane or road.

*Section 68(b) of the Act empowers Council to determine the location from which approved products may be sold by reference to proximity to other premises from which approved products are sold within the district.*



#### **4.3 Location of retail premises in relation to other retail premises from which approved products may be sold**

No retail premises licenced to sell approved products is to be situated within 50 metres of another retail premises licenced to sell approved products.

For the purpose of clause 4.3 the separation distance between retail premises licenced to sell approved products shall be measured from the principal entrance(s) to principal entrance(s) along the footpath, service lane or road.

*Section 68(c) of the Act empowers Council to determine the location of premises from which approved products may be sold by reference to proximity to premises or facilities of a particular kind or kinds within the district (for example, kindergartens, early childhood centres, schools, places of worship, or other community facilities).*

#### **5. REVIEW**

This Policy will be reviewed every five (5) years of it taking effect as required by Section 69(4) of the Act, or earlier at the request of Council, or in response to changed legislative and statutory requirements.

#### **6. ADOPTION AND COMMENCEMENT**

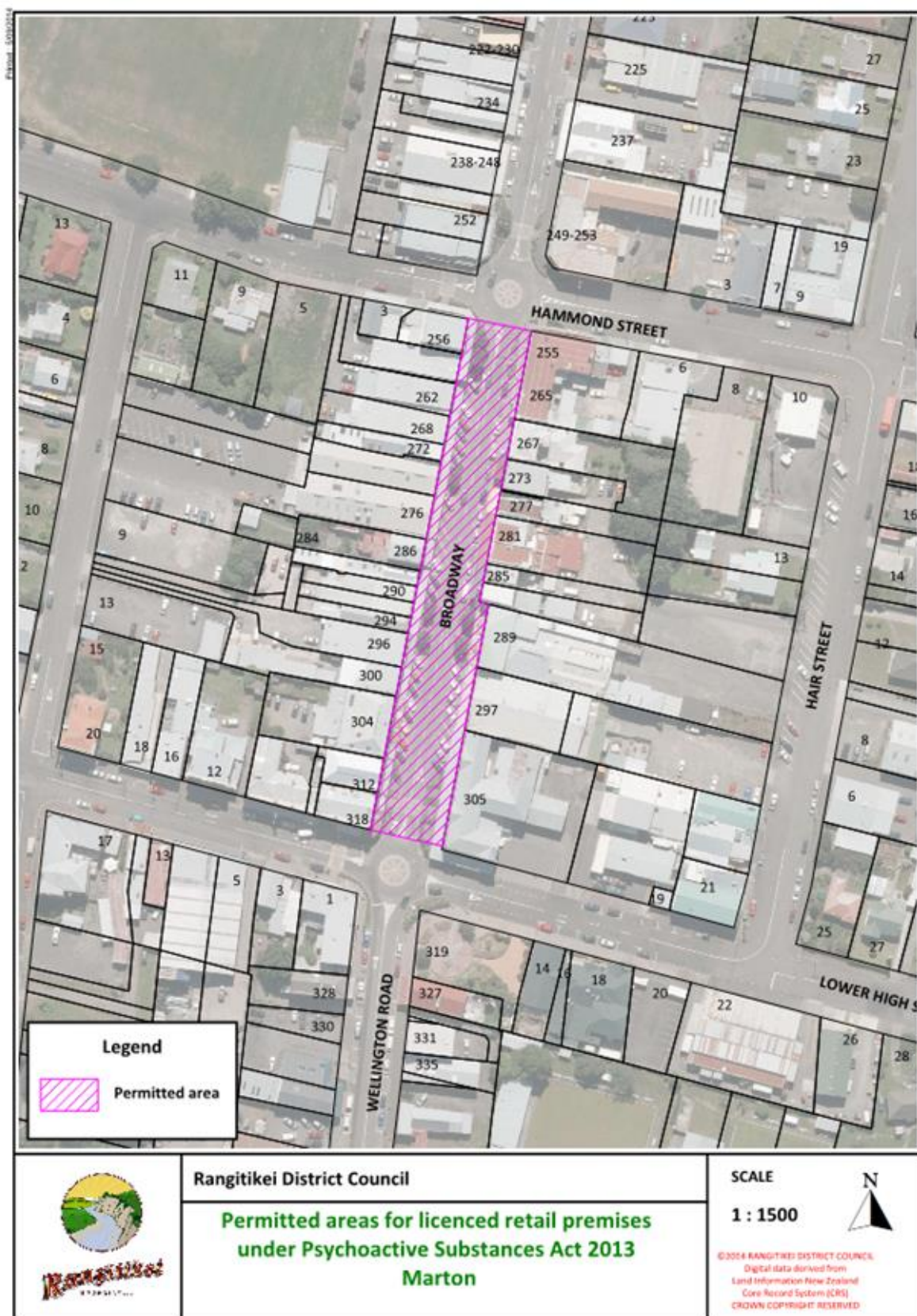
This Policy was duly adopted by Rangitikei District Council by a resolution passed on the 11<sup>th</sup> day of December 2014, following the use of the special consultative procedure as set out in Section 83 of the Local Government Act 2002.

#### **7. RELEVANT LEGISLATION**

- Psychoactive Substances Act 2013.
- Resource Management Act 1991.
- Hazardous Substances and New Organisms Act 1996.
- Customs and Excise Act 1996.
- Any applicable statutory regulation including Council bylaws.

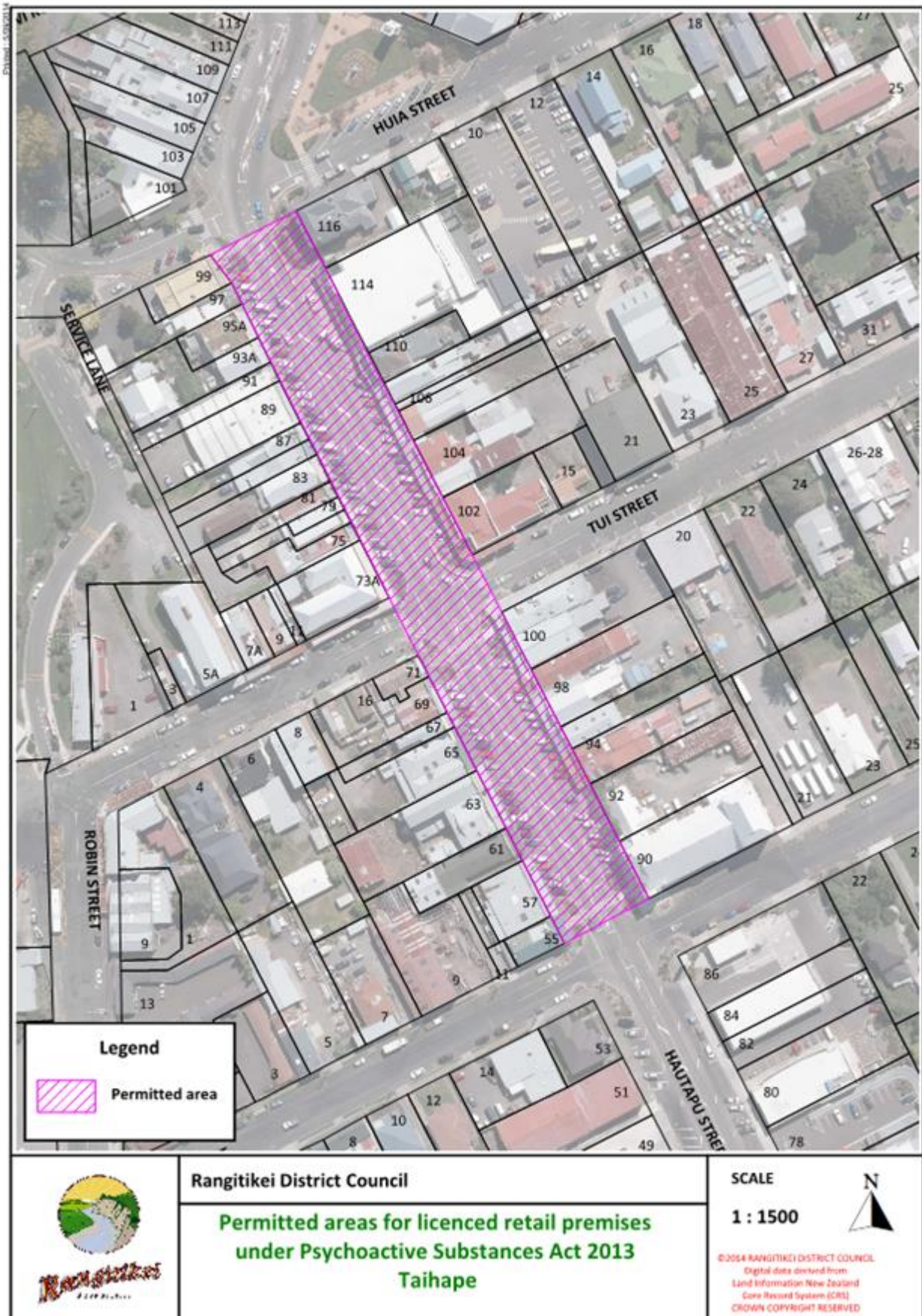
# SCHEDULE 1

## CENTRAL BUSINESS DISTRICT OF MARTON (Broadway between the High Street and Follett Street)





**CENTRAL BUSINESS DISTRICT OF TAIHAPE  
(SH1 between Kuku Street and Huia Street)**



**9.2 Animal Control Bylaw - Cats****Author:** George Forster, Policy Advisor**Authoriser:** Katrina Gray, Senior Strategic Planner**1. Executive Summary**

- 1.1 The purpose of this report is for Elected Members to consider whether or not an amendment should be proposed to the Animal Control Bylaw (the Bylaw) around provisions for cats to be de-sexed and microchipped.

The Policy/Planning Committee has two options presented in this report; that either no changes are made to the Bylaw, or an amendment is proposed around de-sexing and microchipping.

Officers recommend that no amendment is proposed for provisions around de-sexing and microchipping of cats.

**2. Background**

- 2.1 The Bylaw was adopted on 7 October 2013. The purpose of the Bylaw is to control the keeping of animals within the District to ensure they do not create nuisance or endanger health, enable enforcement officers to manage animal nuisance and to regulate the slaughtering of animals in urban areas.
- 2.2 Marton Moggies presented to Elected Members in December 2020 on the issue of cats in the District, specifically Marton. They requested new provisions were added into the Animal Control Bylaw to require cats to be de-sexed (unless kept for breeding purposes) and microchipped.
- 2.3 Marton Moggies are now located in Palmerston North, with one person still doing rescues in Marton.
- 2.4 Key points highlighted by Marton Moggies presentation:
- Aware of two colonies that are a direct result of cats not being de-sexed
  - De-sexing has a positive effect on the community by lowering the stray cat population
  - New Zealand Animal Companion Register
  - Have kittens at four months old de-sexed
  - Cost to Council of administering a clause of this sort
  - A need for further awareness and education
  - SRVS de-sexing, male cat is \$75.00 and female is \$125.00
  - Cost of microchipping is \$50.00-\$60.00
  - SPCA occasionally do Snip and Chip programmes
- 2.5 The issue of stray cats in our communities has been facing Council for a number of years. In August 2018, during the review of the Bylaw, the Mayor wrote to the Minister of Local Government raising concerns about stray cats (letter and response are attached) and requesting Central Government take a lead role in addressing the issue.

- 2.6 During the Long Term Plan Council received three submissions in relation to stray cats. The deliberations report acknowledged the current situation and that this report would be presented to the Policy/Planning Committee.
- 2.7 A presentation from staff was made to the Policy/Planning Committee at its 14 February 2019 meeting and highlighted the below key points.
- Council was considering assisting the community by offering limited, reduced rate, de-sexing for cats.
  - It was noted that Feilding and Bulls vets were concerned short term investment in de-sexing cats does not work.
  - The New Zealand Cat Management Strategy Discussion Paper 2017, noted that for desexing to be effective, it must be long term.
  - Cats are not an Animal Control function.
- 2.8 At the 14 February 2019 Policy/Planning Committee meeting the below resolutions were made.

*Resolved minute number                      19/PPL/005                      File Ref*

*That a 50% subsidy for de-sexing and microchipping cats be implemented as a trial, to qualify a person must have a community services card.*

*Cr Platt / Cr Aslett. Carried*

The trial was advertised but there was no uptake on this.

- 2.9 This issue of de-sexing and micro-chipping cats was raised through submissions in the 2019/20 Annual Plan. The following recommendations were made during the 2019 Annual Plan Deliberations.

*Resolved minute number                      19/RDC/145                      File Ref*

*That Council does not provide \$5,000 funding for the de-sexing and micro-chipping of cats (not including unwanted) for a period of three weeks following extensive public notification.*

*Cr Ash / Cr Rainey. Carried*

The below was noted in the minutes in the minutes of the meeting.

*Helping with euthanising cats*

*It was noted that dumping of unwanted cats is a problem in the rural areas, and was raised at a number of the public meetings in the rural communities.*

*Resolved minute number                      19/RDC/146                      File Ref*

*That Council approves a trial period of four weeks up to \$1,600 covering the full cost of euthanising unwanted cats trapped in Council traps following extensive publicity and officers report back.*

*His Worship the Mayor / Cr McManaway. Carried*

The programme was publicised after the resolution was passed but there was no uptake. Further investigation was carried out on the euthanising of cats, and it was determined to

be a complex issue. Vets within the District were not in favour of people presenting them with 'unwanted cats' for euthanising.

### 3. Animal Control Bylaw

#### 3.1 The Bylaw has the following provisions on cats.

*7.1. No person shall keep more than three cats over three months of age on any household unit in any urban area, unless given a written dispensation by an enforcement officer.*

*7.2. Clause 7.1 shall not apply to any veterinary clinic, SPCA shelter, or registered breeder as accredited under the Cattery Accreditation Scheme operated by the New Zealand Cat Fancy.*

*Note: Boarding or breeding establishments for more than 15 cats require resource consent under the operative District Plan.*

### 4. Legislation

#### 4.1 There are a number of provisions within the Animal Welfare Act 1999 on the disposal of animals, directly in relation to cats.

Section 141(1) sets out the responsibilities of approved organisations (in this case Council) that accepts custody of an animal into its care from an external source, or takes any animal into its custody, that approved organisation:

- a. must take reasonable steps to identify the owner of the animal; and
- b. may take such steps as it considers necessary or desirable to prevent or mitigate any suffering of the animal.

Section 141(1A) & (1B) sets out what conditions must be met by the approved organisation before the animal can be sold, re-homed or disposed (including destroyed) of. The key components are that an arrangement exists for the return of the animal to the owner if known, or the approved organisation has taken reasonable steps to locate and contact the owner if unknown.

#### 4.2 Holding of cats

Section 141(2) details what actions must be taken if a cat was to be handed over to Council and the owner is unknown, this includes holding the animal (cat) in custody for at least 7 days. Council does not have facilities to house cats. Cats would therefore need to be put into catteries for the 7 days presenting a complexity of issues mainly catteries requiring vet books of vaccination history, availability at short notice. Staff have contacted the cattery in Marton who only have availability for 8 cats at one time. Only after 7 days can Council approach a veterinarian to euthanise cats who would have right of refusal.

### 5. Significance

#### 5.1 The below considerations of significance have been made in accordance with Councils Significance and Engagement Policy.

The decision not to amend the Bylaw can be considered as low. It can be considered low because Council would not be changing its level of service or requirements of the community to comply with a new provision in the Bylaw.

## 6. Options Available

### Option 1 (preferred) – Status Quo

- 6.1 This option involves retaining the current provisions set out in the Bylaw, which are included in this report in Section 3.1 and that no amendment would be proposed to the Bylaw. This means there would also be no changes to Council's level of service.
- 6.2 Making amendments to the Bylaw proposed by Marton Moggies are unlikely to address the key issue of stray cats. An amendment to the Bylaw to require de-sexing and microchipping of cats would be difficult to enforce and is unlikely to achieve the desired outcome.
- 6.3 Marton Moggies would be informed of the decision and no further steps would be taken.

### Option 2 – Amendment to the Animal Control Bylaw

- 6.4 This option would involve consulting on a proposed amendment to the Bylaw requiring the microchipping and de-sexing of cats.
- 6.5 In choosing this option staff would report back with proposed wording for an amendment along with material for consultation under the Special Consultative Procedure.
- 6.6 Marton Moggies would be informed of the decision that a further report would come back to the Policy/Planning Committee.

## 7. Analysis

### 7.1 Process

If Elected Members resolved that an amendment be made to the Bylaw staff would draft wording and present it back to be adopted for public consultation. As is required by the Local Government Act 2002 Council would need to undertake consultation using the Special Consultative Procedure.

### 7.2 Advantages

The desexing of cats, where they are not intended to be used for breeding, limits the potential for further breeding and nuisance from overpopulation of companion animals; and stray or feral cats. New Zealand Cat Management Strategy Discussion Paper 2017, noted that for desexing to be effective, it must be long term which would be influenced by community uptake.

Micro-chipping would help with identification of cats however Council would not be able to read the micro-chips, only vets would have this access.

### 7.3 Enforcement

An amendment to the Bylaw introducing mandatory micro-chipping and de-sexing (excluding cats who would be bred from) makes the Bylaw more restrictive. An amendment of this sort would be hard for the Animal Control Team to enforce, if there is non-compliance, the only way to enforce compliance is through prosecution. If the cats are stray then there is no one to enforce against. If there was someone to enforce against, Council cannot remove 'uplift' the cats for non-compliance.

Palmerston North City Council, Wellington City Council and Whanganui District Council have adopted provisions of this kind to their respective Animal Control Bylaws. Advice from

**ITEM 9.2**

Officers at both Palmerston City Council and Whanganui City Council raised concerns around the practicality and ability to enforce their bylaws.

**7.4 Risk**

A more restrictive Bylaw could also lead to an initial dumping of cats. Most responsible animal owners look after their pets and a bylaw amendment is likely to increase Council costs, without addressing the issue. There is also a risk that amending the bylaw could give residents the perception that Council will be able to uplift cats or address the issue of stray cats.

**Attachments**

- 1. Animal Control Bylaw**
- 2. Letter on Stray Cats to the Minister for Local Government**
- 3. Response from the Minister for Local Governemtn on Stray Cats**

**Recommendation 1**

That the report on Animal Control Bylaw - Cats be received.

**Recommendation 2**

That no amendment is made to the Animal Control Bylaw to require the de-sexing and microchipping of cats.

**OR**

That the Policy/Planning Committee recommend Officers provide a further report to the Committee with proposed wording and consultation documents for an amendment to the Animal Control Bylaw requiring the de-sexing and microchipping of cats.



**REGULATORY SERVICES**

# **ANIMAL CONTROL BYLAW**

**Date of adoption:** 31 January 2019

Resolution number: 19/RDC/015

Date review due: Prior to 31 January 2029

Relevant legislation: Sections 145 and 146(a)(v)  
of the Local Government  
Act 2002

Statutory/Policy: Statutory Authority

# 1 COMMENCEMENT

1.1 This bylaw comes into force on 11 February 2019.

# 2 SCOPE

2.1 This bylaw is made under the authority given by:

a) Sections 145 and 146(a)(v) of the Local Government Act 2002; and

# 3 PURPOSE

3.1 The purpose of this bylaw is to:

a) Control the keeping of animals within the district to ensure they do not create a nuisance or endanger health;

b) Enable Enforcement Officers to manage animal nuisance in the urban area; and

c) Regulate the slaughtering of animals in urban areas.

3.2 This Bylaw does not apply to dogs, the control of which is provided for under the Rangitikei District Council Control of Dogs Bylaw and relevant legislation.

# 4 INTERPRETATION

4.1 For the purposes of this bylaw, the following definitions apply:

ENFORCEMENT OFFICER means an authorised officer of Rangitikei District Council or an officer of the New Zealand Police.

HOUSEHOLD UNIT means all land and buildings within a single rating unit.

NUISANCE means, without limiting the term “nuisance” any unreasonable interference with the peace, comfort or convenience of another person, whether by way of excessive noise, offensive odours, accumulation of deposits, or the keeping of any animal carcass, or part of a carcass as determined by an enforcement officer.

POULTRY means caged or free range poultry, and includes chickens, peacocks, geese, ducks, turkeys and domestic fowls of all descriptions.

URBAN AREA includes any property zoned as Residential, Commercial and Industrial under the operative District Plan (i.e. does not include Rural Living and Rural Zones), but excludes the properties in Crofton, Mataroa, and Turakina zoned Residential.

STOCK means cattle, sheep, horses, deer, donkeys, mules, goats, pigs, alpacas, llamas, of any age or gender.

STOCK UNIT (SU) is taken to have the same meaning as in the Statistics New Zealand Glossary, i.e. one 55 kg ewe rearing a single lamb. Under this definition, for example, 1 hogget = 0.7 SU; 1 Jersey cow = 6.5 SU; 1 mature Red Deer stag = 1.5-2.0 SU

DISPENSATION means every dispensation under this Bylaw. All dispensations will be reviewed at least every three years.

## 5 KEEPING OF ANIMALS

- 5.1 No person shall keep any animal in such a manner or in such conditions, which in the opinion of an enforcement officer, creates a nuisance or causes a threat to public health or safety.
- 5.2 It is the responsibility of any person keeping an animal to confine the animal within the boundaries of the premises where the animal is being kept, except for bees or where an animal is being led, driven, ridden or exercised.

## 6 CATS

- 6.1 No person shall keep more than three cats over three months of age on any household unit in any urban area, unless given a written dispensation by an enforcement officer.
- 6.2 Clause 6.1 shall not apply to any veterinary clinic, SPCA shelter, or registered breeder as accredited under the Cattery Accreditation Scheme operated by the New Zealand Cat Fancy.

NOTE: Boarding or breeding establishments for more than 15 cats requires resource consent under the operative District Plan.

## 7 POULTRY

- 7.1 No person shall keep more than 12 head of poultry on any household unit in any urban area, unless given a written dispensation by an enforcement officer.
- 7.2 No poultry house shall be erected or maintained so that any part of it is within 10 metres from any dwelling in an urban area, or within 2 metres of any property boundary.
- 7.3 Every poultry house and poultry run shall be maintained in good repair, and in a clean condition free from any offensive smell or overflow, and free from vermin.

7.4 No person shall keep any rooster in any urban area, unless given a written dispensation by an enforcement officer.

7.5 No person shall keep a rooster in such a manner that at any time the rooster can come within 100 metres of a boundary with any urban area, unless given a written dispensation by an enforcement officer.

## 8 BEES

8.1 No person shall keep bees in any urban area, unless given a written dispensation by an enforcement officer.

8.2 When considering whether to grant a written dispensation, the authorised officer will take into account potential nuisance issues or the potential effects of the beehives on people with serious bee allergies.

8.3 Beehives must be setback at least 5 metres from any road boundary.

## 9 PIGS

9.1 No person shall keep pigs within any urban area, unless given a written dispensation by an enforcement officer.

9.2 No person shall keep pigs in such a manner that at any time the pigs can come within 25 metres of a boundary with any urban area, unless given a written dispensation by an enforcement officer.

## 10 GRAZING STOCK IN URBAN AREAS

10.1 No person shall keep stock at a stocking rate greater than 1 stock unit per 1000 square metres of grazeable pasture within any urban area, unless given a written dispensation by an enforcement officer.

NOTE: Refer to the Rangitikei District Council Stock Droving and Grazing Bylaw for regulations on the grazing of road reserves and movement of stock within the District.

## 11 ANIMAL SLAUGHTER

11.1 No person shall slaughter any stock in any urban area, unless given a written dispensation by an enforcement officer.

11.2 No person shall slaughter any stock within 100 metres of a boundary with any urban area, unless given a written dispensation by an enforcement officer.

NOTE: It is an offence under the Health Act 1956 to leave animals or animal carcasses in a state where they are offensive or injurious to health. It is an offence under the Resource Management Act 1991 to contaminate waterways with animal remains. It is an offence under the Biosecurity (Meat and Food Waste for Pigs) Regulations 2005 to feed pigs untreated meat or untreated food waste. It is an offence under the Rangitikei District Council Control of Dogs Bylaw to allow any dog to be fed or have access to any untreated sheep or goat meat.

## 12 OFFENCES AND PENALTIES

### 12.1 Everyone commits an offence against this Bylaw who:

- a) Does, or causes to be done, or permits or suffers to be done, or is concerned in doing, anything whatsoever contrary to or otherwise than as provided for in this Bylaw.
- b) Omits, or neglects to do, or permits, or suffers to remain undone, anything which according to the true intent and meaning of this Bylaw, ought to be done at the time and in the manner therein provided.
- c) Does not refrain from doing anything which under this Bylaw they are required to refrain from doing.
- d) Permits or suffers any condition of things to exist contrary to any provision contained in this Bylaw.
- e) Refuses or neglects to comply with any notice duly given under this Bylaw.
- f) Obstructs or hinders any enforcement officer in the performance of any duty to be discharged by such officer under or in the exercise of any power, conferred by this Bylaw.
- g) Fails to comply with any notice or direction given in this Bylaw.

### 12.2 Any breach of this bylaw is an offence and liable to summary conviction and a fine not exceeding \$20,000, in accordance with Section 242(4) of the Local Government Act 2002.



**RANGITIKEI**  
DISTRICT COUNCIL

FROM THE  
OFFICE OF THE MAYOR

16 August 2018

File Ref: 1-DB-1-9

Hon Nanaia Mahuta  
Minister of Local Government  
Private Bag 18888  
Parliament Buildings  
**WELLINGTON 6160**

Dear Nanaia

**Stray Cats – Central Government leadership requested**

Council is currently reviewing its Animal Control Bylaw and has been discussing the issue of stray cats in urban areas. These cats are causing both nuisance issues and adverse effects on ecosystems. This is a complex issue which can only be addressed with a collaborative, long-term approach between all stakeholders.

Council is concerned that there are currently limited powers available for local government to address the issue of stray cats in urban areas. Council's existing Bylaw limits the number of cats per property; however, Council does not consider that extending these restrictions further would be viable. Palmerston North City Council has recently introduced provisions in their bylaw for the microchipping and de-sexing of cats. However, the enforcement of these provisions is questionable, particularly given that Council has no powers to remove cats which are non-compliant.

Council is aware of the considerable work done in developing a national cat management strategy and the desire from the New Zealand Companion Animal Council to see permanent identification of companion animals and mandatory desexing of cats (and dogs) prior to sexual maturity except when part of an accredited breeding programme or where there are valid health reasons. Council would like Central Government to make serious consideration of taking a lead role in addressing the issue and increasing mechanisms available to do so. So, Council suggests Central Government consider:

- Implementing legislation to control cats (possibly similar to that provided for dogs), which could require mandatory de-sexing and microchipping of cats/kittens at the point of sale,
- Providing increased funding for non-profit organisations involved with de-sexing programmes,
- Implementing national education programmes, and
- Introducing permanent identification.

We look forward to your response.

Yours sincerely

Andy Watson  
**Mayor of Rangitikei**

*Making this place home.*



# Hon Nanaia Mahuta

**MP for Hauraki-Waikato**

Minister for Māori Development

Minister of Local Government

Associate Minister for the Environment



**14 SEP 2018**

Andy Watson  
Mayor of Rangitikei  
Private Bag 1102  
MARTON 4741  
andy.watson@rangitikei.govt.nz

Tēnā koe Andy

Thank you for your letter dated 16 August 2018 about legislation and funding solutions to the issue of stray cats. I acknowledge the difficult position for councils in balancing competing interests regarding companion and stray cats, and the effects of cats on ecosystems.

I note that the Department of Conservation (DOC) and the Ministry for Primary Industries have been involved as observers of the National Cat Management Strategy Group during the development of the National Cat Management Strategy. The ecological knowledge that both these agencies hold places them in a strong position to participate in this work. DOC's work managing feral cats on public conservation land has, for example, spill-over benefits and useful knowledge for the management of stray cats in urban areas.

I read your suggestions for action to address this issue with interest. Programmes for the de-sexing and microchipping of cats are undoubtedly an effective strategy for managing populations of stray cats. Education programmes are also important and an integral part of promoting responsible cat ownership.

I can advise that further legislation relating to the management of feral cats is not being considered by the Government at this time. However, I note that in July 2017 Local Government New Zealand (LGNZ) passed a remit to promote national legislation to manage cats, including cost recovery. This is a useful vehicle for initiating the conversation with central government and exploring options for cat management. I encourage you to engage with LGNZ to ensure this work remains a priority for the sector.

Thank you again for writing.

Heoi anō

A handwritten signature in black ink, appearing to read 'Nanaia Mahuta'.

Hon Nanaia Mahuta  
**Minister of Local Government**

### 9.3 Food Business Grading Bylaw

**Author:** George Forster, Policy Advisor

**Authoriser:** Katrina Gray, Senior Strategic Planner

#### 1. Executive Summary

- 1.1 The Food Business Grading Bylaw (the Bylaw) (Attachment 1) is overdue for review. Under Section 155 (1) of the Local Government Act 2002, when undertaking a review, the Council must assess whether a bylaw *'is the most appropriate way of addressing a perceived problem'*. This report will provide the information for elected members to determine whether or not to retain our current approach of having a bylaw in place or only use the Food Act 2014 (the Act) provisions and not continue with the Bylaw.
- 1.2 This report outlines three available options:
  - Do not consult on revoking the Bylaw and do not undertake a review of the Bylaw therefore in accordance with Section 160A of the Local Government Act 2002 the Bylaw would automatically be revoked on 30 January 2022.
  - Consult on revoking the Food Business Grading Bylaw. This option involves Council consulting on no longer having a Bylaw for food business grading and Environmental Health Officers will solely use the Act to undertake their duties.
  - Retain and amend the Bylaw so that it fully complies with the Act. This option will mean amendments are made to the Bylaw so that it is not inconsistent with the Act.

#### 2. Background

- 2.1 Council first adopted the Bylaw in 2014, with its commencement being 30 January 2015. The Local Government Act 2002 requires territorial authorities to review a bylaw every five years therefore the Bylaw is overdue for review. Section 160A of the Local Government Act 2002 allows for a further two years before a bylaw is automatically revoked.
- 2.2 The purpose of the Bylaw was to address the perceived problem of encouraging a safe and healthy community, enhancing public confidence, improving standards within food businesses. The Bylaw created a framework for grading food businesses and requires them to display a grade. It also sets out requirements for compulsory food safety training and staff sickness policies.

#### 3. Legislation

- 3.1 The Act came into force in 2016. The Act introduced a risk-based approach to food safety and requires most food businesses to be registered with the Ministry for Primary Industries (MPI) or Council and be verified by Council or third-party verifiers.
- 3.2 The Act overhauled the food safety legislation in New Zealand, where previously bylaws were the main form of local government regulation, and provides a National Database of all registered operators. This provides a facility to check that a food operator is registered and provides details about food businesses, including who is checking the operator's food safety systems.



- 3.3 The Act does not require food businesses to display any public information about their registration or verification status, such as a certificate.

#### 4. Analysis

##### Inconsistencies with the Act

- 4.1 Under Section 446 of the Act, Council must not make a bylaw that is inconsistent with the Act or documents made under it.
- 4.2 Since the adoption of the Bylaw, the Act has seen a number of amendments made to it. This has resulted in inconsistencies between the two, including:
- Not all food businesses require grading.
  - Inspections/audits would receive a grade within six weeks not three months.
- 4.3 Whilst not inconsistent with the Act the National Programme sets out processes and procedures for staff sickness in food businesses. A review would propose removing this section.
- 4.4 The current purpose of the Bylaw is no longer appropriate, a review would propose removing a), b) and d).

##### Grading

- 4.5 The Bylaw aimed to provide information to customers with the use of a grading structure of A, B, D and E. The grading is based on the matrix (appendix one of the Bylaw). The score determines what grade (and subsequently the certificate) they receive. The food grade given by Council represents a snapshot in time of when the audit took place. In some instances, operators may be too highly focused on the grade rather than meeting the requirements under the Act.
- 4.6 The lower risk operators using a Food Control Plan or National Plan 1 only have one food safety visit every 12 months and if the audit requirements are met then no further checks are necessary and they then retain that grade for 12 months. Those using National Plan 2 or National Plan 3 may only have a visit between two and three years.
- 4.7 Under the Act, a portion of food operators in our District are not registered by Council or do not have their food safety systems checked by Council, such as Subway and McDonalds who are registered with the Ministry of Primary Industries. This means they have no Council registration or food grade to display.

##### Consumers/Public

- 4.8 Consumers or members of the public may make a decision on whether or not to frequent a food business based on the certificate grading displayed. A risk is that a decision may be made on the certificate that is displayed however this may have been issued several months prior and may not reflect the current state of the business.

## 5. Options

5.1 There are three options for the Committee to consider:

### 5.2 Option one (preferred) – Do Nothing (allow the Bylaw to be automatically revoked)

The Bylaw is not consulted on to be revoked and not reviewed.

This option involves the Committee recommending that the Bylaw is not consulted on for revoking, and not reviewed, causing it to be automatically revoked on 30 January 2022 under Section 160A of the Local Government Act 2002.

This option will mean that Environmental Health Officers continue to undertake their duties in accordance with the Act as they currently do. It also means that food businesses will no longer receive a grade to display from Environmental Health Officers.

There are no negative impacts to food safety systems in choosing this option.

### 5.3 Option two – Consult on Revoking the Bylaw

The Committee recommend to Council that the Bylaw be revoked.

This option involves the Bylaw being revoked in accordance with the Special Consultative Procedure and Environmental Health Officers solely using the Act, which covers all the food safety requirements. This option means that food businesses would no longer be issued or display a food grading certificate.

Some food operators and the community may prefer to have a grading system.

There are no negative impacts to food safety systems in choosing this option.

### 5.4 Option three – Review the Bylaw

The Committee request staff undertake a full of review the Bylaw.

The Bylaw has a number of inconsistent with the Act that would need to be addressed. If Elected Members resolved to keep the Food Bylaw amendments would need to be made so as to ensure that it is not inconsistent with the Act.

There are no negative impacts to food safety systems in choosing this option.

In choosing this option staff would report back with an amended Bylaw to Council to be adopted for public consultation along with supporting material.

## 6. Significance

6.1 The below considerations of significance have been made in accordance with Councils Significance and Engagement Policy.

6.2 If the Policy/Planning Committee decided not to consult on revoking the Bylaw and not to undertake a review or if the Committee recommend to Council that the Bylaw be revoked the decision could be considered of low significance. The reason it would be considered medium to low significance is because;

- Environmental Health Officers can carry out inspections and other requirements to operate a food business under the Act.
- There are no inconsistencies with legislation if it changes before the next review is due.
- Food businesses currently receiving a grade would no longer get this certificate, businesses may or may not like this approach.

- There is no requirement to have the Bylaw.
- The general public would no longer see a food business grading certificate.

6.3 If the Policy/Planning Committee recommend a full review of the Bylaw, with amendments being made, so that there are no inconsistencies with the Act, the decision would be considered low significance, as staff would report back with a proposed Bylaw for public consultation.

## **7. Consultation**

- 7.1 A bylaw that is adopted may be revoked if it is inconsistent with the Act. A local authority need not use the Special Consultative Procedure if this is the case. Whilst there are inconsistencies with the Act it is only sections of the Bylaw and not the whole Bylaw. This means the Special Consultative Procedure would be required to revoke the Bylaw unless Council wait until 30 January 2020 when it would be revoked by the Local Government Act 2002.
- 7.2 If the Bylaw is to be amended (a full review) full public consultation will be undertaken using the Special Consultative Procedure. This would be recommended at a future meeting if Elected Members resolve to amend the Bylaw.

## **Attachments**

### **1. Food Business Grading Bylaw 2014**

## **Recommendation 1**

That the report on Review of the Food Business Grading Bylaw be received.

## **Recommendation 2**

That the Food Control Bylaw 2015 is not consulted on to be revoked or reviewed, allowing it to be revoked under the Local Government Act.

**OR**

That the Policy/Planning Committee recommend to Council that the Food Business Grading Bylaw be consulted on being revoked.

**OR**

That the Policy/Planning Committee recommend that a full review of the Bylaw be undertaken, noting that an amended Bylaw and supporting information would be reported to Council to be adopted for public consultation.

## **RANGITIKEI DISTRICT COUNCIL**

### **FOOD BUSINESS GRADING BYLAW 2014**



**Rangitikei**  
UNspoilt...

#### **1 TITLE**

- 1.1 This bylaw shall be known as the Rangitikei District Council Food Business Grading Bylaw 2014.

#### **2 COMMENCEMENT**

- 2.1 This bylaw comes into force on 30 January 2015.

#### **3 SCOPE**

- 3.1 This bylaw is made under the authority given by sections 145 and 146(a)(v) of the Local Government Act 2002.
- 3.2 This bylaw applies to:
- a) Premises for which Council is the Registration Authority.
  - b) Food Businesses that are registered with another Authority and request a grading inspection.

#### **4 PURPOSE**

- 4.1 The purpose of this bylaw is to:
- a) To ensure that all food businesses comply with minimum standards under legislation regulating the sale of food to the public.
  - b) To introduce a grading system that will allow the community to make informed decisions in respect to food businesses.
  - c) Support Council's role in monitoring and enforcing legislation and regulations governing food businesses.
  - d) Establish a methodology for determining a business' grade.

## 5 INTERPRETATION

### 5.1 For the purposes of this bylaw the following definitions apply:

**AUDIT** means an assessment by an Authorised Officer to establish the level of conformance with a documented Food Safety Programme and compliance with the Food Act 2014.

**AUTHORISED OFFICER** means an Environmental Health Officer warranted by the Rangitikei District Council.

**COUNCIL** means the Rangitikei District Council.

**FOOD** shall have the same meaning as in Section 9 of the Food Act 2014 or any subsequent legislation.

**FOOD HANDLER** means any person who is directly involved with the handling, packaging, preparation and/or cooking of food for human consumption.

**FOOD BUSINESS** shall have the same meaning as in Food Act 2014.

**GRADE and GRADING** means the grade allocated to a food business following an inspection by an Authorised Officer in accordance with the matrix in Appendix 1. The definition of the grades awarded under this bylaw are listed below:

**GRADE A** means Excellent – with a premises score rating of 24 to 30.

**GRADE B** means Good – with a premises score rating of 18 to 23.

**GRADE D** means Sub-standard – with a premises score rating of 12 to 17.

**GRADE E** means Unacceptable – with a premises score rating of 0 to 11.

**GRADE N** means New – where premises are new or have transferred operator, and are awaiting grading.

**GRADING CERTIFICATE** means the certificate issued to a food business following an inspection or a re-inspection, stating the grade allocated to the premises by an Authorised Officer.

**INSPECTION** means an assessment by an Authorised Officer to establish the level of compliance with the current food safety legislation applicable to the food business.

**OPERATOR** shall have the same meaning as in section 8 of the Food Act 2014 or any subsequent legislation.

**OFFENCE** means a failure to comply with the requirements of this bylaw.

**RE-INSPECTION** means a follow up inspection by an Authorised Officer to determine if the remedial works/actions identified at a previous inspection have been rectified.

**RE-GRADING** means a re-assessment of a food business for grading purposes.

**STAFF SICKNESS POLICY** means a policy implemented in the food business to prevent anyone who is carrying a communicable disease from contaminating food

## **6 COMPULSORY FOOD SAFETY TRAINING**

- 6.1 All Food Handlers must be trained to a level commensurate to their responsibilities and work activities, through internal and/or formal training.
- 6.2 The operator of every food business shall ensure that adequate records are kept relating to staff training and that copies of all certificates gained by staff are kept on the premises for perusal by any Authorised Officer upon request.
- 6.3 If during an inspection/audit an Authorised Officer is satisfied that the person working in a food business has not demonstrated the competencies necessary for that role, they may require that person to undertake further training. This request may include the need to complete and pass formal training such as Unit Standard 167 or 198 or equivalent.

## **7 STAFF SICKNESS POLICY**

- 7.1 Every food business must have a written staff sickness policy that identifies the circumstances in which staff should be excluded from the food business, food handling and/or seek medical advice.
- 7.2 The staff sickness policy must be kept on the food business premises at all times.
- 7.3 It is the responsibility of the operator to ensure that all staff read, understand and adhere to the staff sickness policy.

## **8 GRADING**

- 8.1 All food businesses will be allocated a grade at least once annually.
- 8.2 A new food business or a food business that has had a change of operator will receive a grading inspection/audit within three months of continuous operation.
- 8.3 Grades will be calculated using the criteria in Appendix 1. Due to the food safety importance of sections 1 to 4 of Appendix 1. Any food business scoring 3 or below in any one of these sections will be ineligible for the award of an “A” grade and any score of 1 or below in any one of these sections will result in a “E” grade.
- 8.4 A grading certificate shall be issued to the operator of a food business as soon as practicable following an inspection/audit, but no longer than twenty working days following an assessment.
- 8.5 The current grade certificate must be displayed at each public entrance of the business, so as to be readily visible from the exterior of the premises.
- 8.6 The grading certificate shall be current for a period not exceeding 12 months from the date of issue or such lesser time if it is amended, cancelled or withdrawn by an Authorised Officer following a subsequent grading or other inspection.
- 8.7 Grading certificates are not transferable from one operator to another.

## **9 RE-GRADING**

- 9.1 The operator of the food business may apply in writing to the Council at any time for re-grading inspection.
- 9.2 Re-grading inspections will take place within 20 working days of receipt of a written request.
- 9.3 A grading certificate will be issued within twenty working days following the re-grading inspection/audit.
- 9.4 Any re-grading/re-inspections shall be charged at the rates set by the Council.

## **10 APPEALS**

- 10.1 Any Operator of a Food Business may appeal against any grading or against any requirement made by an Authorised Officer in accordance with this bylaw.
- 10.2 An appeal must be directed to the Council in writing and must be received within ten working days of notification of the grade and/or requirement.
- 10.3 The decision of an Authorised Officer shall stand until such time as the Council determines the matter. The right of appeal under this bylaw is in addition to any other statutory right made available to the Operator.
- 10.4 Council's Hearings Committee will determine the appeal.

## **11 Fees**

- 11.1 Fees are set by resolution of Council.

## **12 Penalties**

- 12.1 In accordance with section 239 of the Local Government Act 2002, every person who breaches this bylaw commits an offence and is liable on summary conviction to the penalty set out in section 242(4) of that Act (being a fine not exceeding \$20,000).



## APPENDIX 1

### ENVIRONMENTAL HEALTH FOOD BUSINESS INSPECTION MATRIX

Section 1	ASSESSMENT OF PERSONAL HYGIENE PRACTICES	Score
	Excellent standard of personal hygiene, all required tools provided to a high Standard, food business has a documented staff sickness policy.	5
	Good standard of personal hygiene, wash hand basins fully equipped, food business has a documented staff sickness policy.	4
	Acceptable standard of personal hygiene, wash hand basins fully equipped, food business has a documented staff sickness policy.	3
	Personal hygiene needing improvement, wash hand basins not fully equipped, food business has a documented staff sickness policy.	2
	Lack of understanding of personal hygiene requirements, wash hand basins are not fully equipped.	1
	Serious breaches of hygiene practice requirements	0

Section 2	ASSESSMENT OF TEMPERATURE CONTROL	Score
	Written temperature monitoring programme, procedures relating to temperature control in place and fully implemented.	5
	Temperature monitoring programme and procedures relating to temperature control in place, but not fully documented.	4
	Minimal risk of temperature abuse. Temperatures in compliance with requirements	3
	Temperature control generally good, but some significant gaps in procedures	2
	Some evidence of temperature abuse and food potentially contaminated	1
	Serious breaches of temperature control	0

Section 3	ASSESSMENT OF FOOD PROTECTION	Score
	Documented systems in place and evidence that procedures have been implemented	5
	Food protected and systems in place, but not documented	4
	Some systems in place, food unlikely to be exposed to contamination	3
	Systems needing improvement, risk that food exposed to contamination	2
	Lack of food protection and evidence that food exposed to contamination	1
	Serious breaches of food protection requirements	0

Section 4	ASSESSMENT OF CLEANING AND SANITISING	Score
	Excellent overall standard of cleanliness, documented cleaning schedule in place.	5
	Excellent overall standard of cleanliness but no documented cleaning schedule in place.	4
	Good standard of cleanliness	3
	General standard of cleanliness reasonable – improvement needed to prevent a fall in standards	2
	Premises in a poor condition, general lack of effective cleaning	1
	Premises in an unacceptable condition, almost total non-compliance with food protection requirements.	0

Section 5	ASSESSMENT OF PREMISES (STRUCTURAL)	Score
	Excellent overall condition, maintenance programme in place	5
	Very good overall condition, regular maintenance	4
	Good overall condition, suitable for purpose	3
	Reasonable overall condition, but improvements needed to prevent a fall in standards	2
	Poor overall condition and general lack of maintenance	1
	Serious structural deficiencies and premises not suitable to be used as food premises	0

Section 6	ASSESSMENT OF TRAINING	Score
	Records of training. Evidence that all staff trained commensurate to their roles.	5
	Training programme in place but not fully documented	4
	Supervision of staff, but limited training programme	3
	Key staff trained and some supervision, but no training programme for other staff	2
	Key staff trained, but lack of supervision and training	1
	Evidence that lack of training likely to result in serious breaches of food safety	0



**Rangitikei**  
UNSPOILT...

# Andy's Nosh Shop

This food operation has been awarded the  
following grade

PREVIOUS GRADE

**B**

**Excellent**

This certificate was issued

**MAY 2015**

If there has been a change in the grade of this operator's grade it is because:

Improved cleanliness.

# Dean's Dream Burgers

Hunterville



This food operation has been awarded the  
following grade

PREVIOUS GRADE

A

**B**  
Good

This certificate was issued:

**JUNE 2015**

If there has been a change in the grade of this operator's grade it is because:

Poor Food Handling Practise

Signed: *Bob Smith* Bob Smith Environmental Health Officer Date: 1/11/2012



# Lynne's Lovely Tea Rooms

**Rangitikei**  
UNSPOILT...

Marton

This food operation has been awarded the  
following grade

PREVIOUS GRADE

**B**

**Sub Standard**

This certificate was issued:

**JUNE 2015**

If there has been a change in the grade of this operator's grade it is because:

Poor temperature control posing a risk to food hygiene

Signed: *Bob Smith* Bob Smith Environmental Health Officer Date: 1/11/2012

# Montizuma's Revenge

Taihape



**Rangitikei**  
UNSPOILT...

This food operation has been awarded the  
following grade

PREVIOUS GRADE

**D**

**Unacceptable**

This certificate was issued:

**JUNE 2015**

If there has been a change in the grade of this operator's grade it is because:

Vermin infestation, poor hygiene

## 10 Reports for Information

### 10.1 MoU Partner Organisations

**Author:** Nardia Gower, Manager - Community Development

**Authoriser:** Gaylene Prince, Group Manager - Community Services

#### 1. Context

- 1.1 During the Long Term Plan 2021-2031 planning process Elected Members participated in a workshop facilitated by staff to consider the ongoing funding for MoU Partner Organisations in Taihape, Marton and Bulls.
- 1.2 The workshop outcome was to continue funding the Taihape Community Development Trust (TCDT), Project Marton, and Bulls and District Community Trust (BDCT) on the understanding that Council's investment is supplemented by further external funding grants applied to by the organisations.
- 1.3 Mokai Patea Services were contracted through an MoU agreement for the past last three years to provide supervision in the Taihape Youth Lobby. The Mahi Tahi Rangitikei Employment Programme will be operating from this location in the coming months with staff supervising the 3-5 pm Monday to Friday youth dedicated service.

#### 2. Funding Allocation

- 2.1 The total district-wide investment for Partner Organisations is \$85,500. Feedback from Elected Members was that each town's allocation be a consideration of both workplan deliverables and population. Statistics NZ has shown the following estimated population trend for the past 2 years

	<b>Town</b>	<b>2018</b>	<b>2020 (estimates)</b>
•	Taihape	1716	1790
•	Marton	5268	5470
•	Bulls	1935	2150

- 2.2 The 2020-2021 allocation of funds was:

•	Mokai Patea Services (Taihape)	\$8,500
•	Taihape Community Development Trust	\$20,000
•	Project Marton	\$30,500
•	Bulls Community Development Trust	\$26,500

- 2.3 To adjust the 2021-2022 funding allocations purely on population growth would result in a disadvantage to Taihape, which has not experienced the same level of population increase as Marton and Bulls. Taihape has the same deliverables as Bulls, with Marton traditionally delivering an additional large-scale event. For that reason, staff considered the overall deliverables, ensuring Council is funding each for success, and has made the following allocation for each town for 2021-2022:

•	Taihape	\$27,200
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## ITEM 10.1

- Marton \$31,100
- Bulls \$27,200

- 2.4 Elected Members acknowledged that MoU funding is primarily used for the purpose of staff wages and administration costs, both of which are difficult to secure through other funding avenues. However, for accountability to residents, set outcomes and outputs would be agreed to through an MoU Workplan that align to the organisation's own workplan deliverables, and Council's Community Wellbeing aspirations.
- 2.5 Council staff have worked with TCDT and BDCT to develop each MoU Workplan and Reporting Framework, along with the accompanying Partner Organisation MoU Agreement for the 2021-2022 financial year. **Attachment 1.**

### 3. Previous Funding Accountability and Presentations

- 3.1 In the financial year 2020-2021 Council had MoU Agreements with four Partner Organisations:
- Taihape Community Development Trust (TCDT)
  - Mokai Patea Services
  - Project Marton
  - Bulls and District Community Trust

A full year's reporting against each MoU Workplan is attached as **Attachment 2.**

- 3.2 The Taihape Community Development Trust and Bulls and District Community Trust will present to this Policy/Planning Committee meeting, highlighting activities undertaken by their organisation, with particular focus on those funded by Council and noted in their attached MoU Workplan report, including the organisation's workplan aspirations for 2021-22.
- 3.3 Mokai Patea Services staff are attending a Waitangi Tribunal hearing on 12 August and will be unable to present.
- 3.4 Each presentation has been allocated a maximum of 10 minutes, including questions from Elected Members.

### 4. Project Marton

- 4.1 On 20 June 2021, paid members of Project Marton voted in a public meeting to terminate the Incorporated Society. His Worship the Mayor, Cr Wilson, Cr Duncan and Council's Community Development Manager, Nardia Gower, attended the meeting
- 4.2 His Worship the Mayor and Council staff were aware of the Committee's consideration in the month leading up to the public meeting, and while support offered included discussing alternative solutions, such decisions are solely the responsibility of any independent organisation and its members.
- 4.3 All accountability due by Project Marton for Council's 2020-21 MoU Agreement and funding have been received and assessed as complete by Council's Community Development Manager. Due to the cessation of the organisation, no presentation will be made to the Policy/Planning Committee.



- 4.4 Post the 20 June 2021 public meeting a community-led meeting was held to gauge the appetite to establish a new community organisation in place of Project Marton. This meeting was attended by His Worship the Mayor and Council's Community Development Manager. To date no new group has been formalised.
- 4.5 Council recognises the economic, social and cultural wellbeing impact of the three main events Project Marton delivered, being Marton Market Day, Harvest Fair and the Christmas Parade, and has agreed to ensure their continuation for the next twelve months while a new group is established. Along with the events Council will also ensure the distribution of the Welcome Pack and will temporarily manage the Project Marton Facebook Page and [www.martonnz.com](http://www.martonnz.com) website. To achieve this Council will use 50-100% of the allocated Marton MoU funding, dependant on when a new group is established, and agreements confirmed.

### Attachments

1. TCDT and BDCT 2021-2022 Workplans and MoU Agreement
2. Collated 2020-2021 MoU Reports

### Recommendation

That the report 'MoU Partner Organisations' be received.

# TAIHAPE COMMUNITY DEVELOPMENT TRUST – MoU WELL-BEING WORKPLAN & REPORT

Well-being	Output/Outcome	Specific Activity, Purpose and Target Results (Projected)	Quantitative Results Data (Actual)	Qualitative Results Data (Actual)	Impact	Lessons Learnt
<b>SOCIAL WELL-BEING</b>  Create opportunities for the Taihape Community to connect, build a sense of belonging and pride and have a say in issues that matter to them.	<b>1: One Annual Event</b>  Output: Deliver one event that creates social connectivity through attendance, volunteering and attracts visitors.  <i># Visitors being any attendee from out of town</i>  This event will not be eligible for additional financial funding from Council.	<ul style="list-style-type: none"> <li>Name of event. <b>Gumboot Day</b></li> <li>Targeted audience, number of attendees (both local and visitor) number of volunteers, to raise profile of town or district. <b>Targeted audience includes locals and regional visitors. We have previously estimated 1800 attendees and are anticipating to increase that to 2500 due to the events growing profile and additional activities on the day.</b></li> <li>What other community groups are involved? <b>Local sports clubs – netball, rugby, Boot throwing association, Wood Chopping, Horse jumping displays, interactive activities on the day, Local business groups – at home and shop owners. Local service providers – Police, Fire Service, RDC, St Johns Ambulance, Mokai Patea Services. Regional business groups – Mobile (travelling) businesses, shop owners.</b></li> <li>Desired well-being impact.</li> </ul>	<ul style="list-style-type: none"> <li>Number and brief description of Stalls/Event participants/Event activities</li> <li>Numbers reached through Social Media, new followers (any other data analytics)</li> <li>Economic data (from Council)</li> </ul>	<ul style="list-style-type: none"> <li>Approximate number and demographic (if applicable) of attendees (separated by local and visitor if possible)</li> <li>Feedback from attendees, stall holders, volunteers, social media, local businesses and ward councillors.</li> </ul>	Has any short medium or long-term impact been achieved?	What improvements can be made for next time?  Variances (timing, budget, results)

		<p>There will be Economic wellbeing impacts through the Shop Local campaign and through an increase in both local and visitor attendance. TCDT anticipate significant social and cultural wellbeing impacts by creating an event that brings the community together, welcoming visitors. Ensuring the continuation of this event will develop and celebrate a more inclusive and ethnically diverse culture.</p> <ul style="list-style-type: none"> <li>How will you measure success?</li> </ul> <p>TCDT will measure success through attendance numbers and numbers of event participants (partners and stall holders) and through feedback sought.</p>				
	<p><b>2: Community Newsletters &amp; Social Media</b></p> <p>Output: Produce a Monthly newsletter and regular social media posts that inform and connect the community.</p> <p>Output: Complete one annual survey seeking satisfaction levels and improvements to the Newsletter and Social Media Platforms</p>	<ul style="list-style-type: none"> <li>What's the purpose of the Newsletter? <b>Talk Up Taihape is printed vehicle to keep the Taihape community connected both with social activities and business offers.</b></li> <li>How many printed copies, how often and to what target audience? <b>A monthly production of 1230 copies</b></li> <li>What is the targeted content (events, Community activities, advertise businesses/groups)? <b>Local clubs, services, events, public notices, advertisements, Council announcements, local writeups and our sponsors.</b></li> </ul>	<ul style="list-style-type: none"> <li>Numbers reached through Social Media, new followers (any other data analytics)</li> <li>Number of QR code click throughs</li> </ul>	Feedback from readers, advertisers, community groups, businesses, new residents and ward councillors.	Has any short medium or long-term impact been achieved?	<p>What can be done better next time? Summary of the survey</p> <p>Variances (timing, budget, results)</p>

	These activities are not eligible for additional financial funding from Council	<ul style="list-style-type: none"> <li>How will you measure success?</li> </ul> <p>TCDT measure the success of the publication by the number of click throughs to our website/QR code/anecdotal feedback form, businesses/clubs</p>				
	<p><b>3: Assist Council with Community Engagement</b></p> <p>Outcome: Ensure that the Taihape community are aware of Council's matters of interest, consultations, and ways in which to engage.</p>	<ul style="list-style-type: none"> <li>What avenues/activities will be used to engage the Taihape Community?</li> </ul> <p>TCDT will use its online and printed platforms to inform the Taihape Community of Councils announcements and consultations.</p> <ul style="list-style-type: none"> <li>How will you measure your reach (attendee numbers and meetings/ submissions made to Council)?</li> </ul> <p>TCDT understands that as appropriate Council will inform the Trust on the number of Taihape submissions to consultation.</p> <ul style="list-style-type: none"> <li>How will you measure success?</li> </ul> <p>TCDT in return will monitor attendance of any TCDT organised events held to promote Council activities/consultation.</p>	<ul style="list-style-type: none"> <li>What were the specific Consultations?</li> <li>How many Taihape residents made submissions for each?</li> </ul>	Feedback from community, ward councillors and council staff	Has any short medium or long-term impact been achieved?	<p>What improvements can be made for next time?</p> <p>Variances (timing, budget, results)</p>

Well-being	Output/Outcome	Specific Activity, Purpose and Target Results (Projected)	Quantitative Results Data (Actual)	Qualitative Results Data (Actual)	Impact	Lessons Learnt
<b>ENVIRONMENTAL WELL-BEING</b>  Create opportunities for the Taihape Community to connect with and enhance our natural world	<b>1. Natural World Connection/Enhancement</b>  Output: Undertake or support one event or activity that connects members of the Taihape community with, and/or enhances, the natural world. ie: track clean up, pest control, community garden, overnight bush/park camping event, upgrade to natural area/reserve, regenerative planting.  This activity may be eligible for additional financial funding from Council.	<ul style="list-style-type: none"> <li>What is the activity or event?</li> <li>Who are you going to partner with to deliver?</li> <li>Who is the targeted audience? Who are anticipated participants?</li> <li>What is the desired well-being impact?</li> <li><i>How will you measure success?</i></li> </ul> <p><b>This outcome is still in development with relevant groups in Taihape</b></p>	<ul style="list-style-type: none"> <li>How many people (and who) were involved in the project?</li> <li>What extra resources (including financial) was raised to complete the project</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from participants, partners, community, and ward councillors.</li> </ul>	Has any short medium or long-term impact been achieved?	What improvements can be made for next time?  Variances (timing, budget, results)

Well-being	Output/Outcome	Specific Activity, Purpose and Target Results (Projected)	Quantitative Results Data (Actual)	Qualitative Results Data (Actual)	Impact	Lessons Learnt
<b>CULTURAL WELL-BEING</b>  Create an inclusive town that celebrates diversity and the heritage and culture of all its people	<b>1: Welcoming Communities Programme</b>  Output: Working with Council's Community Development Team to develop and deliver a Welcoming Communities output:  Examples: *New Residents Tour *New Residents Network  This activity may be eligible for additional financial funding from Council.	To be developed with Council's Community Development Team  <i>How will you measure success?</i>  <b>This outcome is still in development with Councils Community Development Team</b>	<ul style="list-style-type: none"> <li>How many new residents have participated, where have they come from?</li> <li>How many existing residents and/or organisations have participated</li> </ul>	Feedback from new residents, community, and ward councillors	Has any short medium or long term impact been achieved?	What improvements can be made for next time?  Variances (timing, budget, results)
	<b>2. Welcome Packs</b>  Output: Working with Council's Economic Development Team compile and distribute Welcome Packs to Schools, Information Centre/Library, Real Estate Agents, Council's Main Customer Service office in Marton.	<ul style="list-style-type: none"> <li>What information is contained within ie business, clubs, Council information, recreational info, service clubs, schools?</li> </ul> <b>Each pack contains a Welcome letter from the Mayor and TCDT, Brochures with information, things to do and places to visit, doggy bag (note from council).</b> <ul style="list-style-type: none"> <li>Who do you plan to disperse the packs to?</li> </ul> <b>Our packs will be dispersed to Schools, Real Estate Agents (purchased/rentals), Information</b>	<ul style="list-style-type: none"> <li>To who and how many have been dispersed within the community.</li> <li>Number of QR click throughs</li> <li>Number of transfer station coupons.</li> </ul>	Feed back from businesses, clubs and new residents	Has any short medium or long term impact been achieved?	What improvements can be made for next time?  Variances (timing, budget, results)

	<p>Council will supply TCDT with Welcome Pack Folders and some content. This activity is not eligible for additional financial funding from Council.</p>	<p><b>Centre/Library, Local Business owners with rentals and Councils main customer service office in Marton. TCDT estimates 30 to 40 new resident households per year</b></p> <ul style="list-style-type: none"> <li>How will you measure success?</li> </ul> <p>By meeting with new residents and seeking feedback on usefulness of the information contained in the packs, and if it has contributed in any way to making them feel welcome.</p>				
	<p><b>3. Puanga Matariki Celebration or other cultural celebration (Māori or non-Māori)</b></p> <p>Output: Working with iwi/hapu and community create or support an event or activity that celebrates Puanga Matariki or other cultural celebration (Māori or non-Māori)</p> <p>This activity may be eligible for additional financial funding from Council.</p>	<ul style="list-style-type: none"> <li>Name of event/activity <b>Festival of Cultural Food Celebration</b></li> <li>Targeted audience, number of attendees or participants (both local and visitor) targeted number of volunteers, to target locals and/or raise profile of town or district</li> </ul> <p><b>Our target audience will be those attending the Spring Fling including residents of all ethnicities and visitors.</b></p> <ul style="list-style-type: none"> <li>What other community groups are involved?</li> </ul> <p><b>We will work with the different ethnic communities of Taihape and the Whanganui/Rangitikei Multi Cultural Society.</b></p> <ul style="list-style-type: none"> <li>Desired well-being impact.</li> </ul> <p><b>TCDT is anticipating this to be an opportunity to connect with each other, build relationships with other cultures and continue to grow a sense of belonging within the community.</b></p>	<ul style="list-style-type: none"> <li>Name and brief description event activities</li> <li>Who (iwi/hapu/groups) were involved?</li> <li>Number of participants (if exact number known)</li> </ul>	<ul style="list-style-type: none"> <li>TCDT's involvement and responsibilities.</li> <li>Approximate number and demographic (if applicable) of attendees (separated by local and visitor if possible)</li> <li>Feedback from attendees, partners, volunteers, community, local businesses and ward councillors.</li> </ul>	<p>Has any short medium or long term impact been achieved?</p>	<p>What improvements can be made for next time?</p> <p>Variances (timing, budget, results)</p>

# BULLS & DISTRICT COMMUNITY TRUST

## WELL-BEING WORKPLAN & REPORTING FRAMEWORK

Well-being	Output/Outcome	Specific Activity, Purpose & Target Results (Projected)	Quantitative Results Data (Actual)	Qualitative Results Data (Actual)	Impact	Lessons Learnt
<b>SOCIAL WELL-BEING</b>  Create opportunities for the Bulls Community to connect, build a sense of belonging and pride and have a say in issues that matter to them.	<b>1: One Annual Event</b>  Output: Deliver one event that creates social connectivity through attendance, volunteering and attracts visitors.  <i># Visitors being any attendee from out of town</i>  This event will not be eligible for additional financial funding from Council.	<ul style="list-style-type: none"> <li>Name of event.</li> <li>Targeted audience, number of attendees (both local and visitor) number of volunteers, to raise profile of town or district.</li> <li>What other community groups are involved?</li> <li>Desired well-being impact.</li> <li>How will you measure success?</li> </ul> <p>Rhythm in Bulls Targeted audience includes locals and visitors. We have previously estimated 350 number of attendees and anticipate increasing that to 450 due to the events growing profile and additional activities on the day.</p> <p>Other community groups that will be involved in planning and on the day: Aotea Maori Wardens Bulls Rugby Club Ohakea Airforce Parewahawaha Marae</p> <p>There will be Economic wellbeing impacts through the Shop Local campaign and</p>	<ul style="list-style-type: none"> <li>Number and brief description of Stalls/Event participants/Event activities</li> <li>Numbers reached through Social Media, new followers (any other data analytics)</li> <li>Economic data (from Council)</li> </ul>	<ul style="list-style-type: none"> <li>Approximate number and demographic (if applicable) of attendees (separated by local and visitor if possible)</li> <li>Feedback from attendees, stall holders, volunteers, social media, local businesses and ward councillors.</li> </ul>	Has any short medium or long-term impact been achieved?	What improvements can be made for next time?  Variances (timing, budget, results)



		<p>through an increase in both local and visitor attendance.</p> <p>BDCT anticipate significant social and cultural wellbeing impacts by creating an event that brings the community together, welcoming visitors with a celebration of our inclusive and ethnically diverse culture.</p>				
	<p><b>2: Community Newsletters &amp; Social Media</b></p> <p>Output: Produce a Monthly newsletter and regular social media posts that inform and connect the community.</p> <p>Output: Complete one annual survey seeking satisfaction levels and improvements to the Newsletter and Social Media Platforms</p> <p>These activities are not eligible for additional financial funding from Council</p>	<ul style="list-style-type: none"> <li>What's the purpose of the Newsletter?</li> <li>How many printed copies, how often and to what target audience?</li> <li>What is the targeted content (events, Community activities, advertise businesses/groups)?</li> <li><i>How will you measure success?</i></li> </ul> <p>The purpose of the Bulls Bull-it-inn is to produce printed to keep the Bulls and wider community connected both with social activities and updates from local community groups.</p> <p>Showcased in each monthly production of 1400 printed copies are local clubs, services, and events from local groups, as well as district wide.</p> <p>BDCT measure the success of the publication by the number of click through Facebook and feedback from businesses/clubs/general public.</p>	<ul style="list-style-type: none"> <li>Numbers reached through Social Media, new followers (any other data analytics)</li> <li>Number of QR code click throughs</li> </ul>	Feedback from readers, advertisers, community groups, businesses, new residents and ward councillors.	Has any short medium or long-term impact been achieved?	<p>What can be done better next time?</p> <p>Summary of the survey</p> <p>Variances (timing, budget, results)</p>

	<p><b>3: Assist Council with Community Engagement</b></p> <p>Outcome: Ensure that the Bulls community are aware of Council's matters of interest, consultations, and ways in which to engage.</p>	<ul style="list-style-type: none"> <li>• What avenues/activities will be used to engage the Bulls Community?</li> <li>• How will you measure your reach (attendee numbers and meetings/ submissions made to Council)?</li> <li>• <i>How will you measure success?</i></li> </ul> <p>BDCT will use its online and printed platforms to inform the Bulls and wider community of Councils announcements and consultations.</p> <p>BDCT understand that as appropriate Council will inform the Trust on the numbers of Bulls submissions to consultation.</p> <p>BDCT will continue to monitor attendance of any of their organised events held to promote Council activities/consultation.</p>	<ul style="list-style-type: none"> <li>• What were the specific Consultations?</li> <li>• How many Bulls residents made submissions for each?</li> </ul>	<p>Feedback from community, ward councillors and council staff</p>	<p>Has any short medium or long-term impact been achieved?</p>	<p>What improvements can be made for next time?</p> <p>Variances (timing, budget, results)</p>
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Well-being	Output/Outcome	Specific Activity, Purpose & Target Results (Projected)	Quantitative Results Data (Actual)	Qualitative Results Data (Actual)	Impact	Lessons Learnt
<b>ENVIRONMENTAL WELL-BEING</b>  Create opportunities for the Bulls Community to connect with and enhance our natural world	<b>1. Bulls River Group</b>  Output: To participate in the Bulls River User Group  Output: Undertake one upgrade of the river reserve, walking/driving track or picnic area.  This activity may be eligible for additional financial funding from Council.	<ul style="list-style-type: none"> <li>Who are the other participants in the group and what is the purpose of the group, how often do you meet?</li> </ul> <p><b>Upgrade:</b></p> <ul style="list-style-type: none"> <li>What is the upgrade project?</li> <li>Who are anticipated participants?</li> <li>What is the desired well-being impact?</li> <li><i>How will you measure success?</i></li> </ul> <p><b>This outcome is still in development with the Bulls River Group.</b></p>	<ul style="list-style-type: none"> <li>How many Bulls River Group Meetings were held, who attended?</li> </ul> <p><b>Upgrade:</b></p> <ul style="list-style-type: none"> <li>How many people were involved in the project?</li> <li>What extra resources (including financial) was raised to complete the project</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from the Bulls River Group on participation of the BCDT.</li> </ul> <p><b>Upgrade:</b></p> <ul style="list-style-type: none"> <li>Feedback from community, user group members, and ward councillors.</li> </ul>	Has any short medium or long-term impact been achieved?	What improvements can be made for next time?  Variances (timing, budget, results)

Well-being	Output/Outcome	Specific Activity, Purpose & Target Results (Projected)	Quantitative Results Data (Actual)	Qualitative Results Data (Actual)	Impact	Lessons Learnt
<b>CULTURAL WELL-BEING</b>  Create an inclusive town that celebrates diversity and the heritage and culture of all its people	<b>1: Welcoming Communities Programme</b>  Output: Working with Council's Community Development Team to develop and deliver a Welcoming Communities output:  Examples: *New Residents Tour *New Residents Network  This activity may be eligible for additional financial funding from Council.	To be developed with Council's Community Development Team  <i>How will you measure success?</i>  <b>This outcome is still in development with Councils Community Development Team</b>	<ul style="list-style-type: none"> <li>How many new residents have participated, where have they come from?</li> <li>How many existing residents and/or organisations have participated</li> </ul>	Feedback from new residents, community, and ward councillors	Has any short medium or long term impact been achieved?	What improvements can be made for next time?  Variances (timing, budget, results)
	<b>2. Welcome Packs</b>  Output: Working with Council's Economic Development Team compile and distribute Welcome Packs to Schools, Information Centre/Library, Real Estate Agents, Council's Main Customer Service office in Marton.	<ul style="list-style-type: none"> <li>What information is contained within ie business, clubs, Council information, recreational info, service clubs, schools?</li> <li>Who do you plan to disperse the packs to?</li> <li><i>How will you measure success?</i></li> </ul> <b>BDCT estimate 20 to 30 new residents to Bulls per year.</b>  <b>Our packs will be dispersed to Real Estate Agents, Schools, Ohakea Airforce, Bulls Medical</b>	<ul style="list-style-type: none"> <li>To who and how many have been dispersed within the community.</li> <li>Number of QR click throughs</li> <li>Number of transfer station coupons.</li> </ul>	Feed back from businesses, clubs and new residents	Has any short medium or long term impact been achieved?	What improvements can be made for next time?  Variances (timing, budget, results)

	<p>Council will supply BDCT with Welcome Pack Folders and some content. This activity is not eligible for additional financial funding from Council.</p>	<p><b>Centre, Information Centre/Library for distribution to new residents and locums to Bulls.</b></p> <p>Each pack contains:  <b>Welcome letter from the Mayor and Chief Executive</b>  <b>Welcome letter from BDCT</b>  Recent copies of the Bullitinn  Merchandise from local businesses  <b>Map and guide for Bulls and Rangitikei</b>  <b>Information on things to do, see, eat in Bulls</b></p>				
	<p><b>3. Puanga Matariki or other cultural celebration (Māori or non-Māori)</b></p> <p>Output: Working with iwi/hapu and community create or support an event or activity that celebrates Puanga Matariki or other cultural celebration (Māori or non-Māori)</p> <p>This activity may be eligible for additional financial funding from Council.</p>	<ul style="list-style-type: none"> <li>Name of event/activity</li> <li>Targeted audience, number of attendees or participants (both local and visitor) targeted number of volunteers, to target locals and/or raise profile of town or district</li> <li>What other community groups are involved?</li> <li>Desired well-being impact.</li> <li><i>How will you measure success?</i></li> </ul> <p><b>Matariki Concert</b>  <b>Collaboration with Bulls and Clifton Schools and Parewahawaha Marae.</b></p> <p><b>Our target audience are parents, caregivers, grandparents as well as local residents of all ethnicities, and visitors.</b></p>	<ul style="list-style-type: none"> <li>Name and brief description event activities</li> <li>Who (iwi/hapu/ groups) were involved?</li> <li>Number of participants (if exact number known)</li> </ul>	<ul style="list-style-type: none"> <li>BDCT's involvement and responsibilities.</li> <li>Approximate number and demographic (if applicable) of attendees (separated by local and visitor if possible)</li> <li>Feedback from attendees, partners, volunteers, community, local businesses and ward councillors.</li> </ul>	<p>Has any short medium or long term impact been achieved?</p>	<p>What improvements can be made for next time?</p> <p>Variances (timing, budget, results)</p>

		BDCT is anticipating this to be an opportunity for the community to connect with each other, build relationships with other cultures and continue to grow a sense of belonging within the community.				
Well-being	Output/Outcome	Specific Activity, Purpose & Target Results (Projected)	Quantitative Results Data (Actual)	Qualitative Results Data (Actual)	Impact	Lessons Learnt
<b>ECONOMIC WELL-BEING</b>  Support opportunities to create economic prosperity in benefit of the Bulls Community	<b>1: Support one annual Shop Local Rangitikei campaign/event</b>  Output: Working with Council's Economic Development Team develop and deliver a shop local campaign or event.  This activity may be eligible for additional financial funding from Council.	<ul style="list-style-type: none"> <li>Describe the campaign or activity.</li> <li>What is the desired impact?</li> <li><i>How will you measure success?</i></li> <li><b>This outcome is still in development with Councils Economic Development Team</b></li> </ul>	<ul style="list-style-type: none"> <li>Number of participants (separated by local and visitor if possible)</li> <li>Number and brief description of participating businesses</li> <li>Numbers reached through Social Media, new followers (any other data analytics)</li> <li>Economic data (from Council)</li> </ul>	Feedback from businesses, shoppers	Has any short medium or long term impact been achieved?	What improvements can be made for next time?  Variances (timing, budget, results)

		<ul style="list-style-type: none"> <li>How will you measure success?</li> </ul> <p>TCDT will measure success through attendance numbers and numbers of event participants (partners and stall holders) and through feedback sought.</p>				
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Well-being	Output/Outcome	Specific Activity, Purpose and Target Results (Projected)	Quantitative Results Data (Actual)	Qualitative Results Data (Actual)	Impact	Lessons Learnt
<b>ECONOMIC WELL-BEING</b>  Support opportunities to create economic prosperity in benefit of the Taihape Community	<b>1: Support one annual Shop Local Rangitikei campaign/event</b>  Output: Working with Council's Economic Development Team develop and deliver a shop local campaign or event.  This activity may be eligible for additional financial funding from Council.	<ul style="list-style-type: none"> <li>Describe the campaign or activity.</li> <li>What is the desired impact?</li> <li>How will you measure success?</li> </ul> <p>This outcome is still in development with Councils Economic Development Team</p>	<ul style="list-style-type: none"> <li>Number of participants (separated by local and visitor if possible)</li> <li>Number and brief description of participating businesses</li> <li>Numbers reached through Social Media, new followers (any other data analytics)</li> <li>Economic data (from Council)</li> </ul>	Feedback from businesses, shoppers	Has any short medium or long term impact been achieved?	What improvements can be made for next time?  Variances (timing, budget, results)

## Partner Organisation Memorandum of Understanding (MoU)

Agency Name:	xxxxxx
Address:	xxxxxxx
Ward/Township for Service:	xxxxxx
Duration of Agreement:	1 July 2021 - 30 June 2022

### 1. Background

- a) The Rangitikei District Council (Council) has a long-term commitment to improve the social, cultural, environmental, and economic wellbeing of its communities, now and for the future. Council understands that it is only one of many contributors in achieving this outcome and seeks open and robust working relationships with Partner Organisations in which many of the District's residents are involved, connected and receive benefit.
- b) Through the 2021/2031 Long Term Plan Council has committed to make a financial contribution to key Partner Organisations in the districts three largest towns being Taihape, Marton and Bulls.
- c) For the first three years of the 10-year Long Term Plan Council has a particular interest in strengthening its working relationship and supporting (*Bulls and District Community Trust / Taihape Community Development Trust*), through this MoU agreement and subsequent funding, due to the significant contribution they intend to make towards wellbeing outcomes benefiting their town's residents. The yearly MoU agreement confirmation and grant will be subject to an agreed workplan, prior performance, and completed accountability requirements.
- d) Council understands (and indeed expects) that the Partner Organisations will have access to other funding. As a result, the Council grant may not be the sole source for funding of any particular project, event or activity within the MoU Workplan.
- e) The intent of this MoU is to provide a framework for strengthening the relationships and setting expectations by ensuring a shared understanding of:

- **Collaboration**

Councils' expectation of how Partner Organisations work with other groups and how Council intends to work with Partner Organisations, and

- **MoU Workplan**

how Partner Organisation intends to use Council's grant, and

- **Reporting**

how Council will be made aware of and consider the outcomes from this expenditure.



## **2. Collaboration**

- a) Council expects Partner Organisations to work supportively with
- other MoU Partner Organisations to promote and maximise leverage from events both for Rangitikei residents and for visitors from other districts;
  - groups, organisations, businesses and Iwi/hapu to increase wellbeing outcomes for the community including but not limited to other local community initiatives and projects not run by the Partner Organisation;
- b) Council undertakes to provide nominated officers to –
- meet quarterly with each Partner Organisation co-ordinator to assess progress against their MoU Workplan, identify and mitigate potential concerns, and seek opportunity to facilitate additional support where possible;
  - facilitate combined meetings involving all Partner Organisations twice a year. This does not limit Partner Organisations in seeking their own collaborative meetings more frequently;
  - discuss provision of services and facilities so that (within the limitations of Council's resources) they provide the most useful support to the Partner Organisations in achieving their objectives;
  - meet with the governing bodies of any Partner Organisation as requested.
- c) Council requires Partner Organisations to work collaboratively with their respective community board/committee to –
- ensure the local community boards/committees (though an agenda item at formal meetings) are able to make comment on, and offer support to, the annual MoU Workplans; *this does not include the organisations own workplan activities that are not included in the MoU Workplan (as defined in the appendix).*
  - ensure the local community boards/committees are informed of any event or activity being undertaken to which they may have an interest in participating;
  - potentially secure additional funding from the community board/committee and/or connect those within the community to the community boards/committees Small Projects Grant Scheme;
- d) Council encourages each of the Partner Organisations to raise opportunities or concerns with Council's Community Development Manager as soon as practicable.

## **3. MoU Workplan**

- a) Each of the Partner Organisations will provide to Council's Community Development Manager the organisations own upcoming yearly work plan no later than 1 March highlighting which specific well-being activities within it they are seeking funding through the MoU agreement. The finalisation of the MoU Workplan will be assisted by Council's Community Development Manager and agreed to and signed by Council's Chief Executive.

- b) The Chief Executive may require clarification before accepting and signing the MoU Workplan and agreement.
- c) The agreed years workplan may be subject to variation by prior agreement between the Partner Organisation and Council's Community Development Manager, with final approval and signed agreement by Council's Chief Executive.

#### **4. Reporting**

- a) Verbal updates on progress against the MoU Workplan will be provided to the Community Development Manager at each quarterly meeting. This is also an opportunity to bring issues to Council's attention.
- b) A written progress report against the MoU Workplan and Reporting Framework, is due to the Community Development Manager by 1 March of each year, describing results and outcomes noting and explaining variances to the proposed activities in terms of timing, budget and results. Failure to provide the report may jeopardise the continuation of the agreement and funding for the following year.
- c) A 10 minute presentation will be made once a year by representatives of each Partner Organisation to Council's Policy/Planning committee at its scheduled April or May meeting (depending on meeting schedule), with the above mentioned progress report supplied as supporting documentation. This presentation gives opportunity to highlight activities undertaken by the organisation, with particular focus on those funded by Council and noted in the MoU Workplan. It is also expected that the presentation will include the organisations workplan aspirations for the following year. Failure to present may jeopardise the continuation of the agreement and funding for the following year.
- d) A full years written report against the MoU Workplan and Reporting Framework, is due to the Community Development Manager by 5 July of each year, describing results and outcomes noting and explaining variances to the proposed activities in terms of timing, budget and results. Failure to provide the report may jeopardise the continuation of the agreement and funding for the following year.
- e) A copy of each organisation's annual report, including the annual accounts, as presented to the Annual General Meeting will be provided to the Community Development Manager, in PDF format.

#### **5. Annual review**

- a) The Council will review progress at the April or May meeting of the Policy/Planning Committee (depending on meeting schedule).
- b) The Policy/Planning Committee may request further investigation and a report from the Chief Executive before forming its view regarding progress, against the MoU Workplan and the continuation of the agreement and funding for the following year.

#### **6. Grant allocation, payment and office space**

- a) The funding grant to (*Bulls and District Community Trust / Taihape Community Development Trust*), for the period July 2021 to June 2022 is \$27,200.
- b) While the funding seeks outcomes and outputs as agreed through the Annual Workplan Council understands and permits that the funding granted be used for staff wages and administration costs.
- c) Council will make an annual assessment to determine the amount granted to the Partner Organisations to undertake the agreed work plan.
- d) Provided the required reporting and accountability has been completed for previous years, and the upcoming workplan agreed to, grants will be paid in one instalment on 31 July of each year.
- e) This MoU agreement includes free office space, as designated by the Community Services Team Leader, in (*The Taihape Town Hall / Te Matapihi Bulls Community Centre*). There will be no utility costs charged on to the organisation.

Signed on behalf of (Agency) on (date): \_\_\_\_\_

Signed: \_\_\_\_\_

Name  
Title

Signed on behalf of Rangitikei District Council on (date): \_\_\_\_\_

Signed: \_\_\_\_\_

Chief Executive, Rangitikei District Council



## Appendix 1: Workplan and Working Relationship Defined

### 1.1 Workplan Definitions

Rangitikei District Council acknowledges that they are only one of several external funders supporting Partner Organisations and that the funding granted is only for some of the overall yearly activities undertaken by the organisations. Council further acknowledges that its funding will be primarily used to support administrative costs rather than direct input into each outcome activity. To best support each Partner Organisation Council will seek key activities with wellbeing outcomes from the organisation own workplan to develop the MoU Workplan funded by Council.

**The organisations own workplan:** The organisations full set of activities as decided by their governing board/committee.

**The MoU Workplan:** The set of agreed activities of Council and the Partner Organisation, which Council financially contributes to and requires reporting and accountability for.

### 1.2 Nominated Officer

Rangitikei District Council provides the Community Development Manager as their nominated officer, to act as:

- the first point of contact between the Partner Organisations and Council;
- the officer meeting with the Partner Organisations on a regular basis, as defined in Section 2 above;
- the officer to whom the Partner Organisations raise opportunities or concerns with as soon as practicable.

If requests or directives are being made to the Partner Organisations by staff or elected members of Council or the respective community committee/board, the Partner Organisations shall notify that party or individual to relay their request through the Community Development Manager.

### 1.3 Community Committee/Board Relationship

The following are the baseline requirements for the Partner Organisations in working collaboratively with their respective community board/committee:

- Partner Organisations are to provide a copy of their annual MoU Workplan to their respective community board/committee at their first meeting of the financial year; allowing the community board/committee to pass their comments and offer support;
- Partner Organisations are to provide copies of their MoU Workplan progress and full year reports via the Community Development Manager, to Council's Chief Executive and General Manager of Democracy and Planning. In conjunction with this, the reports are to be included in the respective community board/committee order papers - giving updates where necessary;

- community boards/committees should be informed of any event or programme being undertaken to which they may have an interest in supporting or participating.

Please note, community boards/committees are not delegated to approve any MoU Workplan, event or activity, nor approve the use of, or grant access to any of Council's community assets or facilities (halls, information centres, parks, pools, libraries etc.).

# STRATEGIC PERFORMANCE FRAMEWORK MOU ORGANISATIONS

## Partnering Organisation: Mokai Patea Services

Period under review: Work Plan 2020-2021

### Reports Due

- 1 November 2020 and will report on July, August and September 2020
- 1 February 2021 and will report on October, November and December of 2020.
- 30 April 2021 and will report on January, February, March 2021
- 30 July 2021 and will report on April, May, June 2021
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With each update ensure previous update font is black and each new reporting period the font must be blue

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><b>Mokai Patea Services has provided information regarding our regular programmes through to Taihape Community Development Trust during the year.</b></p> <p><b>Mokai Patea Services also utilises its own communication strategy via facebook, email, bi- monthly panui and 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</b></p>

	<p>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><b>October</b></p> <p><b>MPS / Iwi</b></p> <p>MPS - Photo of receptionist voting encouraging whanau to get out and vote, TRO cancelation panui, Photo of kaimahi for pink shirt day (anti bullying day), Panui Whanau Ora Unit closure till 4pm due to kaimahi training, EOI advert for Receptionist / Admin Support, EOI advert for WINOR.</p> <p><b>Local</b></p> <p>THL – Poster of early signs for spotting melanoma.  TCDT – Poster for Taihape Christmas in the park.  Panui from Joe Byford looking for volunteers to help make new walking track from Papakai park to memorial park.</p> <p><b>Regional</b></p> <p>WDHB – Measle immunisation information poster, Breast Cancer awareness foundation – Breast Cancer awareness month promotional poster.  Te Runanga o Nga Wairiki Ngati Apa – link to job application Tamariki Ora.  MAHI TAHI – Panui that every second Monday from 16<sup>th</sup> November MAHI TAHI will be based in the Lobby for over 16 who are interested in employment / training opportunities.</p> <p><b>November</b></p> <p><b>MPS/IWI</b></p> <p>MPS Job application panui for Receptionist / Admin Support, Job application panui for WINOR, TRO cancelation panui.</p> <p><b>LOCAL</b></p> <p>TCDT – Panui for Kaumatua Christmas at Rata Marae, Taihape Christmas in the Park Panui, Taihape Christmas Parade Panui.</p> <p><b>REGIONAL</b></p>
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	<p>Ministry of Health – short video of how parents can help ease the stress with their rangatahi during exam time.</p> <p><b>December</b>  <b>MPS/IWI</b>  MPS Panui for Christmas Closure with closure date re open and emergency contact procedures.</p> <p><b>LOCAL</b>  TCDT Christmas luncheon Panui/Invitation.</p> <p><b>REGIONAL</b>  Mental Health Foundation Panui with wellbeing tips.</p> <p><b>January</b>  <b>MPS/IWI</b>  Mokai Patea Waitangi Big Day Out Promotional Panui  Mokai Patea WBDO promotional video save the date  Mokai Patea WBDO Colouring in Comp promo video  Mokai Patea WBDO new location promo video (Kokako St Hall)  Mokai Patea WBDO Kohatu Aroha promo video  Mokai Patea WBDO Mahi Raranga promo video  Mokai Patea WBDO promo video encouraging whanau to bring picnic blankets, hats, water bottles to Waitangi Big Day Out event</p> <p><b>LOCAL</b>  REAP – Defensive Driving Course poster, Raranga Worksop poster</p> <p><b>REGIONAL</b>  Healthy Families – Post about He Puna Ora and photos of the workshops being held with kaimahi  Nga Tangata Tiaki o Whanganui – Post about new Covid Case, encouraging whanau to use the covid tracing app</p>
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	<p><b>February</b></p> <p><b>MPS/IWI</b>  Mokai Patea Waitangi Big Day Out Promotional Panui,  Mokai Patea WBDO kaimahi doing a tour of the venue (Kokako St Hall) encouraging whanau to come along,  Post about reminding whanau to remain vigilant with COVID 19  Video footage of WBDO kaupapa and activities Bowel Screening Promo at the event</p> <p><b>LOCAL</b>  REAP – Poster CLAW workshop about Enduring Power of Attorney</p> <p><b>REGIONAL</b>  Jigsaw Whanganui – Poster for Programme Building Awesome Families at the lobby.  Unite Against Covid 19 – Poster of Alert Level changes, Poster of Alert Level changes  Te Runanga o Nga Wairiki Ngati Apa – Promo of an open day</p> <p><b>RDC</b>  Alert level changes with COVID 19</p> <p><b>March</b></p> <p><b>MPS/IWI</b>  WBDO post thanking Kemp Dryden and all our whanau who helped with kai on the day  MPS acknowledgment to THL Social worker Del Davis on her retirement,  Owhaoko B&amp;D Trust – Agenda for Owners hui  MPWCT – Post about the confirmation of the Mandate strategy,</p> <p><b>LOCAL</b>  THL – ‘Smear your mea’ Cervical Screening Campaign Promotion  Free Shingles Vaccine Promo for 65-80 yr olds  Recruitment new position advertised for THL for Kaiawhina  REAP – Defensive Driving Course poster,</p>
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	<p><b>REGIONAL</b></p> <p>MOH – Covid Vaccine Prom video how the roll out of the vaccine will work etc,</p> <p><b>RDC</b></p> <p>LTP Hui-a-Marae at Winiata Marae advertised 30<sup>th</sup> March: 72 people reached on Facebook.  LTP Community meeting at Moawhango Hall advertised 30<sup>th</sup> March: 78 people reached on Facebook.  LTP Hui-a-Marae at Moawhango Marae advertised 26<sup>th</sup> March: 95 people reached on Facebook.  LTP Community meeting at Taihape Town Hall advertised 26<sup>th</sup> March: 87 people reached on Facebook.</p> <p><b>April</b></p> <p><b>MPS/IWI</b></p> <p>E tu Whanau poster: 210 people reached on Facebook.  Anzac Dawn Service attended by Kaimahi Mel Pera: 485 people reached on Facebook.  Mother’s Day Hamper Giveaway: 2,645 people reached on Facebook.</p> <p><b>LOCAL</b></p> <p>Ruapehu Reap poster for Drivers and Vehicle Licensing: 340 people reached on Facebook.  THL – Flu Vaccine information for over 65: 116 people reached on Facebook.  Taihape Service centre closure for renovations: 366 people reached on Facebook.</p> <p><b>May</b></p> <p><b>MPS/IWI</b></p> <p>Te Roopu Oranga Tai Chi and Sit &amp; be Fit Panui: 202 people reached on Facebook.  Mother’s Day Hamper Giveaway reminder video: 517 people reached on Facebook.  Mother’s Day Hamper winner announced: 535 people reached on Facebook.  Professional Development by Kaimahi in Whanganui for E tu Whanau project: 700 people reached.  Matariki colouring competition: 689 people reached on Facebook.</p> <p><b>LOCAL</b></p> <p>St Margaret’s art exhibition: 279 people reached on Facebook.  Ruapehu Reap Food Safety Training: 97 people reached on Facebook.  THL Flu Vaccine information for under 65 and covid vaccine rollout information.</p>
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	<p><b>REGIONAL</b> Pride in our land: A cheeky chat with Matt Chisolm: 117 people reached on Facebook.</p> <p><b>RDC</b> Framing our future video: 109 people reached.</p> <p><b>June</b> <b>MPS/IWI</b> E Tu Whanau Mokopuna FB post: 105 people reached. Matariki colouring competition, first entry received: 751 people reached. Matariki colouring competition reminder: 200 people reached. Te Roopu Oranga Tai Chi and Sit and be Fit Panui: 142 people reached. Matariki Colouring Competition, winners announced: 393 people reached.</p> <p><b>LOCAL</b> Ruapehu Reap: AA Mobile Unit's 2021 scheduled visits to Taihape: 128 people reached. Taihape Fire Station blessing of work site: 355 people reached. Ruapehu Reap, Harakeke Fascinator course: 268 people reached.</p> <p><b>REGIONAL</b> Matariki Te Whetū o te Tau, Free online seminar: 214 people reached. NZ Garden Bird Survey: 278 people reached. Whanganui Regional Museum, Puanga Matariki programme: 177 people reached. Covid 19- Alert Level changes in the Wellington district: 123 people reached. Waka Kotahi NZ Transport Agency, Central North Island severe weather warning: 194 people reached.</p>
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## 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
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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.	<p>We continue to encourage and promote our rangatahi to put in their suggestions to council via the Council Suggestion box that is kept at The Lobby.</p> <p>This activity has also been promoted through Youth Council members.</p>
3. To meet and collaborate with Councils Strategic Advisor: Youth/Rangatahi in Taihape on a regular basis.	Council staff have organised alternate supervision during periods when MPS have been unable to provide
4. To work with Councils Strategic Advisor: Youth/Rangatahi to explore funding for youth events and programmes	In this timeframe we have not had any conversations regarding funding opportunities to support Youth events or programmes with the Strategic Advisor.

## STRATEGIC PERFORMANCE FRAMEWORK MOU ORGANISATIONS

Partnering Organisation: Taihape Community Development Trust

Period under review: Work Plan 2020-2021

### Reports Due

- 1 November 2020 and will report on July, August and September 2020
- 1 February 2021 and will report on October, November and December of 2020.
- 30 April 2021 and will report on January, February, March 2021
- 30 July 2021 and will report on April, May, June 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: 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.
Action	Cumulative progress for the Year
Design, lead and project manage 1 large scale event annually within the Taihape Ward.	<p>The Trust along with the Taihape A&amp;P show, Taihape Shearing, NZBTA to collaborated on a one stop shop show for the Taihape community. Feedback received from the last Gumboot day had a strong message from the Taihape community that it is important that we should be working with these groups to make a fun filled community focus event and provide it over the same weekend.</p> <p>Planning included contacting 32 Stallholders, Interactive activities for all ages, static displays, live bands / entertainment, food stall holders and trader stall holders.</p> <p>COVID 19 impacted on early plans and discussions, however perseverance prevailed.</p> <p>The group agreed that the Trust staff would manage the organisation and administration of the event, communication was key so that each group's needs were met. The group decided to name the combined event the "Go Throw Show". Funding applications for both TCDT and A&amp;P were approved.</p>

	<p>On the day was successful with an estimated 1800 attendees. The gates were managed by the Taihape Rotary Club and the Taihape Maori Wardens. Gate entry was a gold coin as well as the rides, from Family Fun Entertainment, the Fonterra Train and the Big Dig for our younger generation which was a big plus for the families. The variety of food stall holders which went well to the point of a few being sold out of certain meats and seafood. The trade stall holders enjoyed the day with a few sales but also with orders taken. The shearing, wood chopping, Taihape Museum Vintage Cars, Home Industries, petting animals, NZBTA and the Static Displays all had a great day. Exact measures were not taken of how many people passed through the two gates on the day, but what we do know is that all the side streets linking to the street to Memorial Park were full. TCDT, A&amp;P, NZBTA, met in February for a de-brief. The first combined event, we know there is always room for improvement, for our next combined event. All feedback welcomed from the many volunteers and stall holders in attendance, the main point was the date of the event which limited the involvement of the school students and potential volunteers, it is an important factor for the next event.</p>
Support and collaborate on place making activities within the Taihape Ward.	<p>Although not strictly placemaking TCDT has been working with local Historian Peter Arthur-Kipling to research the lives of people from Taihape who have left their mark on the world. Then place plaques around the town to commemorate the lives of these people and to enable any resident or visitor to Taihape to become more aware of the heritage and the contribution to a wider world that people from our area have made.</p> <p>TCDT has been in conversation with an “interested” group to revitalise the look of the Taihape playgrounds, with requests been made of the trust to help raise funds on behalf and provide support when required.</p>

Support and collaborate with relevant parties to produce a collective Welcome Pack for persons moving to Taihape.	<p>Welcome Pack / Info packs were distributed on demand and available at Info Centre, Medical Centre, Real Estate offices and Lawyers office.</p> <p>These welcome packs are highly sought after from real estate agencies as their sales are sustaining. TCDT continually seeks opportunities to improve the pack to be more reflective of our community and to try and engage residents more of what is happening in the Taihape district and ward. Maintaining working relationships with TCB and RDC to keep information current.</p> <p>A new initiative of the Business Directory is still in the developmental stage and we are still working with the local rotary club of Taihape.</p> <p>RDC have been in discussions with the Co-ordinators to streamline the Welcome Packs to include on-line and reducing the number of brochures that are included in the hard copy welcome packs.</p>
Support the aspirations of Council on the Economic Development activities being undertaken in the Taihape Ward.	<p>During the year Council underwent some significant changes to ED staff and further the community felt the economic uncertainty resulting from COVID-19.</p> <p>We welcomed council's initiative of the Shop Local Rangitikei Facebook page and informed staff of Taihape businesses to add. In line with Shop Local Rangitikei movement we ran a Spring Fling best dressed window, which had a record number of entries from local shops and clubs and was featured in our local newsletter and regionally in the Fielding herald newspaper outlet.</p> <p>TCDT assisted Council with advertising the BA5 event, which was well attended and has since resulted in local businesses organising their own network meetings.</p> <p>During the latter part of the financial year the trust and the two Council staff working on economic development have meet on numerous occasions to discuss topics such as housing, event impact on businesses and better marketing opportunities, Destination Management Plan, and future Shop Local Rangitikei campaign ideas.</p>
Council's intended Level of Service is to:	<p>Contract with local organisations to provide a range of information, such as:</p> <ul style="list-style-type: none"> <li>* Up-to-date calendar of events, and</li> <li>* Community newsletters</li> </ul>
Action	Cumulative progress for the Year



Design, produce and manage a regular community newsletter within the Taihape Ward.	Talk Up Taihape is printed vehicle to keep the Taihape community connected both with social activities and business offers, with a monthly production of 1230 copies It remains in high demand throughout the year and was instrumental in helping the service networks communicate during COVID 19 with our residents that cannot be reached via the internet media streams.
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 the Year
Facilitate and manage an online and social media presence that integrates all the 'intended level of service' deliverables within the workplan.	TCDT maintained a strong presence online and networked with the community service support groups during the lockdown giving a well followed platform to connect community with social services updates.  All TCDT activities and those asked to be promoted by Council were loaded to the FB page and when appropriate the website. The Facebook page is also well utilised by clubs and service groups to as a way to connect with the wider community.

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 the Year
Support the aspirations of Council on Youth development and the provision of opportunities within in the Taihape Ward. (excluding Youth Zone)	<p>This year proved challenging to connect with youth due the impact that COVID -19 and the various lockdowns had on their wellbeing and workload.</p> <p>It is important to note that we require consistent and regular contact with the students to develop the space of our Youth for Youth programs in keeping of their requirements this has greatly been hampered by the restrictions of COVID-19. An aggressive strategy needs to be developed to bring this program into the timelines required from our different sponsors.</p> <p>While relationships remain strong youth and the school we didn't run any programmes as seen in the previous year. We invited Youth to again assist with the towns main event now named the Go Throw Show which had reasonable uptake.</p> <p>We supported the Youth Awards by advertising the nomination process and encouraging locals to enter acknowledging the work our rangatahi do in the community.</p>

## STRATEGIC PERFORMANCE FRAMEWORK MOU ORGANISATIONS

Partnering Organisation: Project Marton

Period under review: Work Plan July 2020- June 2021

With each update ensure previous update font is black and each new reporting period the font must be blue

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 2 large scale events annually within the Marton Ward.	<b>Marton market day - NOV 2020</b>	222 stall sites – record number of visitors and increased town centre business participation. <b>Marketing</b> –undertaken throughout the lower north island Taranaki – Taupo – Hawkes Bay and down, well reported by Wanganui chronicle and across STUFF + New Zealand herald. Free entertainment and family activities well utilised with event feedback across social media being overwhelmingly good.

	<b>Marton Harvest Festival (in conjunction with Pedals for Pleasure) – March 2021</b>	160 stalls sites total with a record number of attendees, celebrity persona & cook off a hit among visitors and well talked about, local voluntary community & social services utilised the event for promotion and awareness. <b>Advertising</b> - undertaken throughout the lower north island Taranaki – Taupo – Hawkes Bay and down, well reported by Wanganui chronicle and New Zealand herald and multiple other outlet sharing the story again. Local businesses gain exposure via the celebrity with promotion happening on RNZ radio show.
Support and collaborate on place making activities within the Marton Ward.	<b>Village Green.</b> Working with community to install stage area in the Village Green. (old elm site)	Conversations with Marton rotary and Randall McIlwaine took place about the building of the stage. A place making application was submitted
Support and collaborate with relevant parties to produce a collective Welcome Pack for persons moving to Marton.	<b>Info packs</b> are going out successfully to all lawyers & real estate agents. All information to ensure new comers are welcomed to the town, and know what to expect, and where to find it	Info packs continued to be distributed and updated
Collaborate with other organisations and businesses to support the aspirations of	<b>BA5</b>	1 BA5 was held in the last quarter of 2020 and sponsored by Treadwell and Gordon.

the business community and an After 5 networking group.		
Support and collaborate with Council on the 'Four Well-being' development activities being undertaken in the Marton Ward.	<b>Health Network meeting</b>  <b>Community Garden</b>	<p>Health network meetings continued and were held via zoom and in person with a couple meetings not taking place due to circumstances out of our control.</p> <p>Marton Community garden has regular monthly working bees that are well attended and garners good feedback from the community. Youth from Nga Tawa and Rangitikei College regularly volunteer in the garden with learnings happening around sustainability and permaculture. The garden continues to be an inclusive community space.</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	
<b>Deliverables</b>	<b>Activities Undertaken</b>	<b>Outcomes</b>
Design, produce and manage a regular community newsletter within the Marton Ward.	120 copies of MCN printed each month and delivered to each café/takeaway bar, hairdressers, doctors, libraries. 11 months of year	MCN. Increased numbers of printed MCN – attracting good feedback. Community is more connected with people knowing what to expect in the coming weeks and months, and how they can participate within the community

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.	
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.	5 pages continue to be administered. Project Marton, Harvest Festival, Marton Market Day, Marton Community Garden, , #Food Is Free.	Pages remained to have a steady interest with Market Day and Harvest Festival gaining more interest upwards to 50k views around event timings.

## 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
Support and refer (to the Strategy & Community Planning Manager) the needs and aspirations of Youth within the Marton Ward.	Youth volunteered for both Market Day and Harvest festival	Youth assisted the event with Marshalling and Logistics, Mapping, Creatives, The support helped with the smooth delivery of the event, whilst learning new skills, and nurturing a healthy work ethic and spirit of community participation.

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
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 Marton Ward.	<p><b>Performances at Market Day</b></p> <p><b>Engagement at Harvest &amp; M Day for all groups</b></p>	<p><b>Samoan Engagement.</b> Living hope youth are actively engaged and perform regularly at market day giving them a platform to share their art and culture.</p> <p><b>Culturally diverse entertainment</b> – Entertainment from diverse culture perform, with performances from Brazilian drummers, Japanese drummers, &amp; Samoan youth performances</p> <p><b>Event engagement.</b> Groups actively access opportunities to connect with community through events growing their own profile for greater</p>

	Connector platforms	<p>community awareness and economic activity through utilising the opportunity to be a part of the events.</p> <p><b>MCN.</b> Support of all groups through the newsletters produced, giving them a place to seek information and share information.</p>
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# STRATEGIC PERFORMANCE FRAMEWORK MOU ORGANISATIONS

Partnering Organisation: Bulls & District Community Trust

Period under review: Work Plan 2020-2021

## Reports Due

- 1 November 2020 and will report on July, August and September 2020
- 1 February 2021 and will report on October, November and December of 2020.
- 30 April 2021 and will report on January, February, March 2021
- 30 July 2021 and will report on April, May, June 2021

With each update ensure previous update font is black and each new reporting period the font must be blue

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. <b>Rhythm in Bulls</b>	<p><b>October – complete</b> Art 4 Arts Sake Exhibition</p> <p><b>November – complete</b> Annual Bulls 143<sup>rd</sup> Rose and Flower Show</p> <p><b>December – complete</b> Bulls Christmas Parade, Market and Whanau Day</p>	<p><b>Rhythm In Bulls</b> Collaboration with the Trust, Bulls Rugby Club, Ohakea Air Base, and Maori Wardens saw a highly successful free family community concert.</p> <p>Fantastic attendance of more than 500 people despite high profile concerts happening on the same date, people came from near and far. Opening acts included local Te Tini o Rehua Kapa Haka who hail from Parewahawaha, Rowan Gower from Hunterville and Sophie Toyne, local Rangitikei schoolgirl from Whanganui.</p>

	<p><b>February - complete</b> Rhythm in Bulls – Free Family Concert</p> <p><b>May - complete</b> Shocking Pink Breast Cancer Fundraiser</p> <p><b>June – in progress</b> Tradies Breakfast Matariki Concert</p>	<p>3x food vendors, 2x children’s activities, plus access to the park.</p> <p>Feedback was positive, with some saying it was the best community concert to date and they can’t wait for the next one.</p>
Design, lead and manage the A-Bull branding programme for the businesses and community groups within the Bulls Ward.	<b>A-Bull branding</b>	<p>Continued interest and uptake from businesses and individuals with the branding.</p> <p>2020/21 newly registered A-Bull names: MO-BULL Reuse-A-Bull Appriase-A-Bull Buy-A-Bull Market-A-Bull Sell-A-Bull</p>
Facilitate and integrate the Bulls township brand on promotional material <sup>1</sup> within the Bulls Ward.	<b>Updated Bulls branding</b>	<p>Collaboration with the Bulls Community Committee and RDC saw the Bulls Town signs updated with new branding. The Trust is waiting on branding designs for templates which can be used on other promotional material such as merchandising.</p>

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<sup>1</sup> This is for material and work contracted by Rangitikei District Council. Inclusion on externally funded projects will be at the discretion of the trustees.

Support and collaborate on place making activities within the Bulls Ward.	<p><b>Placemaking</b> Placemaking is normally in collaboration with the BCC.</p> <p>Our place making focus has been more with the Bulls River Users Group. We have a planting plan, upkeep the Picnic area and generally try and maintain this space.</p>	<p>We partner with Dept. of Corrections to maintain the Picnic area, our volunteers plant trees with repairs and maintenance when required. This area has positive health and wellbeing outcomes for all those that use the area for recreational and fitness purposes. It also provides a great outdoor learning environment for our Schools (part of our volunteer base) and Corrections community service workers. The continued beautification of our part of the River have enormous benefit to the Bulls community and offers a pleasant place to rest for travellers.</p>
<p>Support and collaborate with relevant parties to produce a collective Welcome Pack for persons moving to Bulls.</p> <p><b>Welcome Packs in collaboration with What-a-load of Bull and Remax, the Trust, RDC and Neighbourhood Support (Whanganui)</b></p>	<p><b>July-September</b> Remax are provided with welcome packs as required for new residents moving to Bulls. The welcome packs are replenished as required.</p> <p><b>January-March</b> Property Brokers opened an office in Bulls and have established a relationship with the Trust. They</p> <p><b>October-December</b> In December, we provided Bulls Medical Centre 10 welcome packs for incoming locums.</p> <p><b>April-June</b> Provided John Sula from Ohakea Airbase 6 welcome packs for personal moving from Whenuapai to Ohakea/Bulls.</p>	<p>New residents receive relevant and up to date information regarding the community and district. These packs provide greater information about the community groups that are available to join and upcoming events and activities within the town.</p> <p>This allows new residents to feel more connected to their new communities. Personalising the packs gives residents the correct information required for them and their families.</p> <p>The packs are updated on a monthly with the latest Bull-it-inn.</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.	<b>Bulls Bull-it-inn Monthly newsletter</b>	<p>1400 paper copies of the Bull-it-inn distributed to Businesses and households in Bulls, RD1 Bulls and Scotts Ferry residents, Ohakea Airbase, and rural properties outside of Ohakea Airbase 11 months of the year.</p> <p>Electronic copies are sent out to an email distribution list of 160 people. This list has recently been updated to include staff at Stroke Central, Whanganui. A newly formed relationship.</p> <p>It is also uploaded to the Bulls NZ Facebook page which is seen by our followers of over 2900.</p> <p>Our elder community members have made mention that they prefer the Bull-it-inn as their method of communication on what is happening in the library and around town.</p> <p>Increased content from local groups and Council is advertised in the Bull-it-inn. We are always looking for new ways to engage with the community.</p>

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.	
Deliverables	Activities Undertaken	Outcomes
<p>Facilitate and manage an online and social media presence that integrates all the 'intended level of service' deliverables within the workplan.</p>	<p><b>Website Bulls.NZ / Bulls.co.nz</b></p> <p><b>Bulls NZ Facebook Page</b></p> <p><b>Bulls Food Pantry Facebook Page</b></p>	<p><b>Website</b> Our website <a href="http://www.bulls.kiwi">www.bulls.kiwi</a> has recently gone offline and we are trying to correct this.</p> <p>Our future plan is to upgrade the operating system that runs our website to include a complete information site on What to do in Bulls; Events; Business's; organisations and community groups and clubs with all their information. A one stop site for everything you want to know about what is happening in Bulls.</p> <p><b>Facebook</b> Bulls NZ Facebook page has increased to more than 2900 followers.</p> <p>Reaching approx. 2000 people with consistent Facebook posts advertising Trust events, district events, community development, new businesses, etc</p> <p>Our posts are shared to local Bulls pages, as well as Sanson community pages.</p> <p>The Bulls Food Pantry Facebook page was created in early March, we have a current following of 193 people, which increases weekly.</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 &amp; Community Planning Manager) the needs and aspirations of our NZ European, Māori, and Pacifica Communities and Groups within the Bulls Ward.</p>	<p><b>Pasifika Community</b></p> <p><b>Matariki Concert in collaboration with Bulls and Clifton Schools, Iwi</b></p> <p><b>Whanau Day</b></p> <p><b>Bulls Food Pantry</b></p>	<p>Many of our Pasifika community are well involved with our sports clubs. By collaborating with WDHB, and ANZCO, we will be attending sporting events and health meetings to ensure our Pasifika community are heard and have access to resources within the community.</p> <p>The annual Matariki Concert showcases our cultural heritage and diversity in Aotearoa with collaboration with Bulls and Clifton Schools and Iwi. The concert is well received from the whole community.</p> <p>Whanau day follows on from our Christmas Parade, the afternoon brings people from all ethnicities and backgrounds together for a free, fun day out, for all to enjoy at what can be an expensive time of year for many. The more we can provide free of charge or for a gold coin donation, means the more people we can reach. Watching parents, grand parents and caregivers relax while children are enjoying themselves with their peers is uplifting.</p> <p>The opening of the Bulls Food Pantry saw regular clients attending each week, the non-judgmental service which focuses on reducing food waste serves on average 15 different families a week and is increasing. We have had several requests for food parcels outside of our operating hours, which confirms we have a need within the community. We also partner with the Bulls Rugby Football Club with welfare packs for those players who get long term injuries and find it difficult to feed their families until their ACC payments come through.</p>

**10.2 Community Development Update for April, May and June 2021****Author:** Nardia Gower, Manager Community Programmes**Authoriser:** Gaylene Prince, Group Manager - Community Services**1. Reason for Report**

- 1.1 This report covers the areas of Social and Cultural Community Well-being activities undertaken by the Community Development team with separate reports elsewhere in the order paper updating both Economic and Youth Development.

**2. Social Wellbeing**

- 2.1 Below are activities undertaken or initiated as part of Council's Social Wellbeing development.

**Te Matapihi - Events and Venue Activity**

- Bookings numbers for April and May were 21 and 20 respectively with June hosting 24 bookings throughout the building including conferences, meetings, a band album launch show, local church services, local community groups and businesses, and COVID vaccinators using the facility.
- An upcoming busy period of community use is expected including the Bulls Art Exhibitions, the Bulls Rose Show, and school concerts.
- With the completion of the fixed term role for the Events Co-ordinator Clare Manners, bookings are now administered by Jody Burt, Information Officer at Te Matapihi, assisted by Millie Dewar a short-term cadet.

**Libraries**

ePukapuka eBook/eMagazines consortium – Overdrive, the eBook supplier to the ePukapuka consortium, has been retained as the preferred supplier to the group, further buying out the eMagazine supplier resulted in a significant reduction in costs and an increase in magazines options. Raewyn Timmins, Marton Library, is now assisting the consortium with purchasing for the group.

Bulls Whare Ako – Learning Centre in Te Matapihi - Te Matapihi Whare Ako – Learning Centre staff are now visiting both Bulls schools for class reading each week during school term time – this has been well received and is helping to build the teams growing relationship with the local children. The space continues to be well used after school and in the holidays.

Events/Programmes - Staff across the District worked collaboratively to put together a programme of events for Easter, Matariki and school holidays. All programmes were very well received across the three libraries.

Staff – Katie Brenkley has left Marton Library to pursue a new career. Her role has been split to enable Kym Glasgow to increase her days, now working two days at Te Matapihi

and two days at Marton Library. Sara-Jane Sowden has permanently moved from Te Matapihi to fill the rest of Katie's hours at Marton.

RFID Implementation (Radio Frequency Identification) – The Te Matapihi RFID self-check station continues to see an increase in usage by patrons. Staff are preparing for the district-wide roll-out of this technology by tagging all new items ensuring minimal delays in getting the two new stations for Marton and Taihape operational.

New Zealand Libraries Partnership Programme – Extra funding granted by NZLPP has allowed Council to purchase Lego for the three libraries with staff establishing Lego Clubs. Further purchases include three Chromebook laptops for the Digital Co-ordinator to use for Code Clubs and Digital training courses, and Te Reo and Samoan language resources.

Digital Engagement – (position funded by NZLPP) Rashmi Natarajan, has developed and delivered successful programmes to help build digital capability in the district's communities. To date these include

- internet banking courses in Bulls, Marton, Ratana and Taihape
- code clubs in Bulls, Marton, Ratana and Taihape

New programmes are being developed in line with feedback and suggestions received via the Community Digital Survey including a "Better Digital Futures for Seniors" programme which is part of the Digital Inclusion Alliance. Joining the Alliance allows Council to apply for up to \$3000 of funding towards resources for Digital Engagement.

Community Engagement with Libraries – (position funded by NZLPP) The previous appointment of Neil Westwood ceased, being replaced by previous employee Gioia Damosso. Gioia is currently working with the community, both users and traditional non-users, to understand how we can make Library spaces more welcoming and appealing. Relationships are building with local groups, schools and individuals to collect and analyse feedback on what the community need from the physical spaces now and in the future and to seek input into services including book collections, e-resources, and activities.

#### Dudding Trust funding Application

As part of Council's annual funding application to the Dudding Trust for Library support, which has historically focussed on books and administration, has this year included funding requests for STEAM resources (Science, Technology, Engineering, Arts, and Mathematics education), bilingual library signage (identified as an outcome in Council's Strategic Vision 2020) and a mural on the external east wall of Marton library embracing the diverse ethnicity of the town. These new requests address community feedback collected by the two NZLPP funded officers.

#### **Community Led Development of Council Owned facilities**

A draft document for facilitating and supporting community groups in their aspirations to lead development of Council owned facilities, while considering the impact such development has on Council resources and the wider district, is attached. This will



eventually be supported by strategies, policy and measures in which Council can analyse and prioritise projects.

Through the Long Term Plan 2021-2031 deliberations Council endorsed the development of a 'Parks, Open Spaces and Sporting Facilities Strategy' that would assist council and the community to plan and prioritise future locations, quantity and investment in such assets. It is the advice of General Manager, Arno Benadie, that any upcoming development of Council owned parks, open spaces and sporting facilities wait until the completion of the strategy to facilitate better investment decisions and better community outcomes.

The following list are current projects the community have raised with Council or council staff as being of interest for development:

- Continued development of Taihape Memorial Park
- Ratana Playground
- Sir James Wilson Park Velodrome, Marton
- Sir James Wilson Park development, Marton
- Continued development of Centennial Park, Marton
- Tūtaeporoporo Action Trail, Marton
- Bulls Domain development

Two other Leisure Facility projects that are in the planning stage are:

- Taihape Squash Club building extension including an additional court. Council has approved a variation to their Lease Deed for additional land from some of the land formerly used by the Taihape Bowling Club
- Hunterville Squash Club building extension including an additional court

*Both are club owned and managed facilities on land leased from Council.*

### **Volunteer Procedures**

Staff are creating procedures to support and protect both volunteers and Council for projects where volunteers undertake work on land that Council either owns or has responsibility for.

## **3. Cultural Wellbeing**

3.1 Below are activities undertaken or initiated as part of Council's Cultural Wellbeing development.

### **Welcoming Communities**

Council was successful in its application to participate in Immigration New Zealand's (INZ) Welcoming Communities Programme and will receive funding of \$50k per year for three years, starting in July 2021.

Current staff continue to meet with other Welcoming Communities Coordinators from around the country.

This role will be advertised in the coming month with the following initial undertaking planned:

**ITEM 10.2**

- understand the newcomers in district now – who are they, where are they, what are their issues and barriers to participating fully in the community
- connect with councils already in the programme to get first-hand knowledge on how the programme works on the ground
- gather information and examples, supported by INZ, on what's required – for example, a stocktake report and a Welcoming Plan
- identify internal and external champions to promote the programme
- socialise the objectives and principles of the programme with local residents to both grow awareness of the programme and get them thinking of ways they can be involved once the programme is underway.

**Attachments****1. DRAFT Community-led Development Guide 2021****Recommendation**

That the 'Community Development Update for April, May and June 2021' be received.

# Community-Led Development of Council owned Facilities



**RANGITIKEI**  
DISTRICT COUNCIL

*making this place home*

AUGUST 2021





## So, you have an idea on how you would like to develop an area in your town!

There is lots to consider and we have written this guide and project application to help you, and guide us, as we explore your idea together.

Council understands the importance and positive well-being impact of having community spaces and facilities where people feel they belong and can connect to one another. Community facilities contribute to building strong, healthy and vibrant communities and foster resilience, belonging and pride. They bring a wide range of social, cultural, environmental and economic benefits for Rangitikei and residents and are an important part of realising Councils 2020 Strategic Vision

Council values working with community in developing community facilities and spaces to be what the community want and need, after all these are community assets. Bringing resources, knowledge and passion together in partnerships can result in multiple sources of investment, effort and expertise to deliver community outcomes. This is even more important in a context of financial constraints, growing demand and increasing diversity in our district. Giving our communities a lead role in these projects can empower and enable communities, building community capacity and resilience. Such projects also provide platforms to honour our commitment to work with Mana Whenua.

Council seeks to optimise our existing facility network, and invest in places where people already are, and by working alongside the community Council can be faster and more flexible in meeting needs.

However, Council must be fiscally responsible and before agreeing to any new development must consider; staff capacity to support the project, the rating impact of ongoing maintenance, replacement cost, and depreciation value. There are a number of community groups activating to develop spaces in their part of the district, Council may need to consider prioritisation of developments to address the greatest needs and gaps first, leaning on reserve management plans and strategic asset planning documents that look at the district as a whole.

We are excited to hear about your idea and help you navigate the first steps.

The following pages contain:

- Initial Project Check List
- A flow chart of different stages that make up the full Community-led Development journey
- Blank pages with key questions that will guide our discussions.
- The contact details of your Council Support Team
- Next Steps
- Potential funders for your project



# Initial Project Checklist

Here's the first check list: Your Council Project Advisor can help you answer some of these questions. At the bottom of this page is an area to jot down any questions or notes.



Is this area you want to develop public land that is owned or controlled by Council?

That means it's not privately owned or owned by a government agency.



Are there any other Community Groups already working on developing this area?

If yes, have you discussed your plans with them? You might be able to join forces and work together if there is.



Do you have support of the wider community?



Council has limited finance to support developments, are you prepared to do the work to fundraise, write grant applications and/or secure in-kind support such as materials and labour?

**If you answered yes to these questions you are off to a great start, lets dive deeper!**

**Notes:**

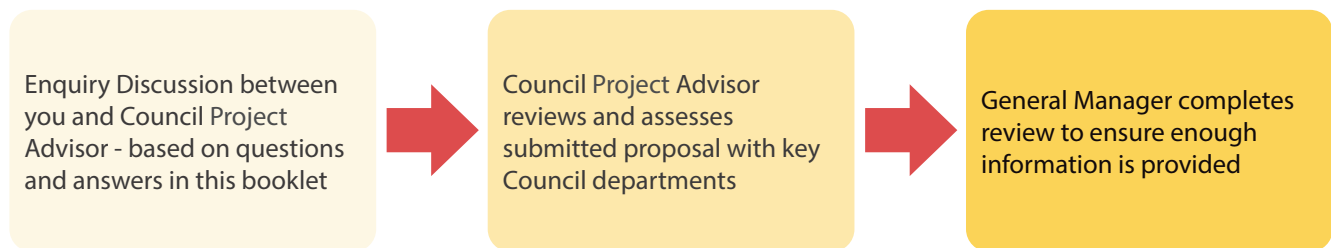
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Your **Rangitikei District Council Project Advisor** is your first contact with Council and can help you navigate this **Project Guide and Application**:

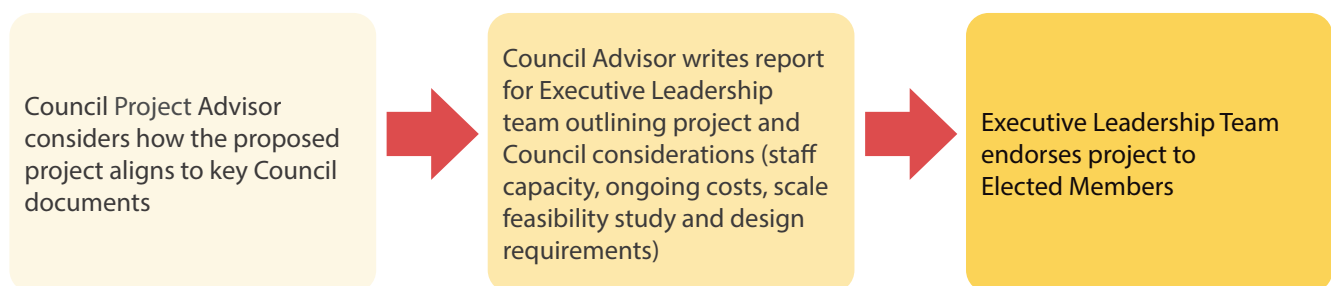
<b>Name:</b>	
<b>Position:</b>	
<b>Phone:</b>	
<b>Email:</b>	

# Flow Chart of Stages for your Community-Led Development Project

## Stage One - Introduction & initial exploration



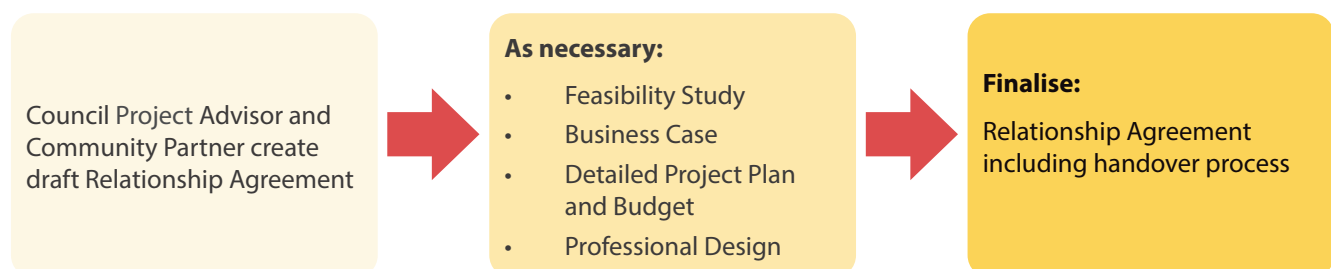
## Stage Two - Strategic Assessment



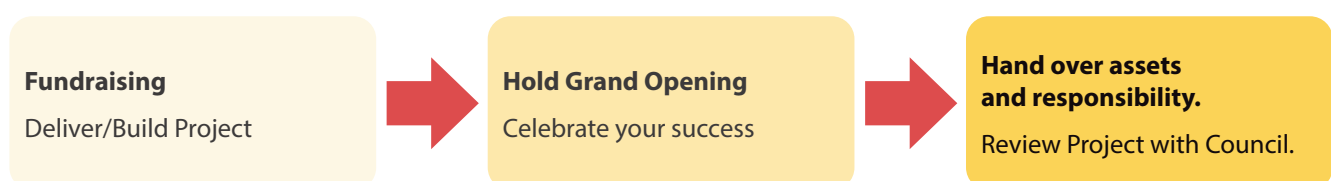
### You may be asked to present your idea to Councillors in a public meeting.

Your Council Project Advisor can guide you on what you might want to include. Councillors will be provided with a corresponding report that informs Council of staff recommendations for the project, including ongoing maintenance cost and depreciation considerations. These both have a rate impact.

## Stage Three - Scope and Plan If Elected Members approve project



## Stage Four - Execution, Review, Handover



## Project Contact Details

<b>Project Name:</b>		
<b>Project Location:</b>		
<b>Name (Individual or Group)</b>		
<b>Lead Person</b>		
<b>Email</b>		
<b>Phone</b>		
<b>Legal Status</b>	<i>(if any ie: Incorporated Society, Trust)</i>	
<b>Committee Members</b> <i>List any specific skills or affiliations</i>	<b>Name</b>	<b>Skills or affiliations</b>
<b>Key Stakeholders</b>	<i>Mana whenua, Users and user groups, cultural groups, different age demographics, local residents, Ward councillor/s, Local Community Committee/Board</i>	

# Project Vision

*What do you want to do, how did you identify the need and come up with the solution, what community support do you have, who has been engaged with to date, how will the development benefit the community, have you consulted with mana whenua, does it fit with Council's strategies, plans and policies including: Council's 2020 Strategic Vision and the four well-being aspirations, Parks, Opens Spaces and Sports Facilities Strategy, District Plan, Reserve Management Plan, Play and Active Recreation Plan, Regional Sport Facility Plan*



Project Vision



# Project Scale - size, cost, time

*What is the overall budget, what are your funding options, can you source in-kind material and/or labour, are you better to do the project in one go or stage the development, what is your time frame, does it need require a feasibility study, does it trigger Councils requirement to have a professional designer?*



## Project Size

## Project cost

## Project time

# Project Site - impact on site, infrastructure, consents



*What is underground, is the drainage adequate, does it flood, is it an historical dump site, is it wahi tapu.  
Do you need building or resource consents?*

Project Site

## Project Team - Council Staff

**Who from Council will help you complete and assess your application?**

*We will help you complete this section*



Role	
Project Manager	
Project Advisor	
Parks & Reserves	

### What support do you want from Council?

*Project management, funding, planning.*

Support required

# Council may insist on level or type of support to ensure quality assurance

# Project - Next Steps

You've completed the questions and have a clear path forward, what's the next steps?

Council staff will help you with this section.



Next Steps

# Potential Funders

Fund	Applied for ✓
Council - Parks Partnership Upgrade Fund	
Whanganui Community Foundation	
Duddings Trust	
Sport NZ	
<i>more to add</i>	



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

P 06 327 0099 | 0800 422 522 (24 hrs)

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

46 High Street, Private Bag 1102, Marton 4741

*Making this place home.*

**10.3 Youth Development Update Jan-Jul 2021****Author:** Kelly Widdowson, Strategic Advisor - Youth**Authoriser:** Nardia Gower, Manager Community Programmes**1 Background**

This report summarises the programmes and activities undertaken or initiated as part of Council's Youth Development during the period January - July 2021.

**2 Rangitīkei Youth Council**

During the inaugural meeting held at River Valley in March 2020 Rangitīkei Youth Council (RYC) developed their years workplan, which has strong alignment to key deliverables of Council's own youth development.

The following list of activities were supported and/or initiated by Youth Council during this reporting period and are described in greater detail further in the report:

- John Turkington Rangitīkei Youth Awards 2021
- Community Twilight Netball Competition
- Expressions Hub (poetry/art club)
- Re-design of the Marton Lobby
- Holiday activities through the Marton Lobby
- Community Open Mic day
- Networking & building collaborative relationship with other organisations

Rangitīkei Youth Council continue to meet monthly to discuss issues pertaining to our district and involving youth.

**2.1 John Turkington Rangitīkei Youth Awards – 8<sup>th</sup> July 2021 Te Matapihi**

The John Turkington Rangitīkei Youth Awards recognise the achievements and contribution of youth in the district, through 11 categories, each sponsored by businesses and organisations. Supported by the Strategic Advisor for Youth, the Rangitīkei Youth Council design and lead this event, including management and operation on the night. The evening's entertainment was provided by local youth including Rohan Gower, the Rangitīkei College Pacifica Aiga performance group and motivating speakers Tayler Burke and Jordy Peters. The two Master of Ceremonies were youth councillor Waiaatatia Karehana-Ratana supported by her father, Steven.

Post event Youth Council have identified the need to raise awareness and engagement in the Youth Awards to increase numbers of nominee's and event attendance.

Our winners and runner ups for John Turkington Rangitikei Youth Awards 2021, are listed below.

**ITEM 10.3****Fortuna Forest Products Youth in Employment**

Winner: Sarah Kim Squires  
Runner up: Rebekah Louise Johnston

**Marton Rotary Leadership**

Winner: Atawhai McDonnell  
Runner up: Sophia Lewis

**River Valley Eco Warrior**

Winner: Jake Banks  
Runner Up: Lisa Cruywagen

**Hautapu Pine Youth in Sport**

Winner: Kaleb Ngatoa  
Runner Up: Emma Ferguson

**The Downs Group Giving Back**

Winner: Jessica Lord  
Runner Up: Kate Ferguson

**New World Marton Youth For Youth**

Winners Equal: Onyx Lye & Leyte Samar

**Fortuna Forest Products Youth Group**

Winner: Salt Youth Group  
Runner up: Samantha Nicolson & The Nga Tawa Scholars Society

**Nga Wairiki O Ngati Apa Youth in Apprenticeship**

Winner: Tayne Halpin

**BJW Change Maker**

Winner: Atawhai McDonnell

**Rangitikei Anglican Parish Wairua for Wellbeing**

Winner: Christian Folau  
Runner up: Atawhai McDonnell

**OVERALL YOUTH OF THE YEAR AWARD**

Atawhai McDonnell





## 2.2 Community Twilight Netball Competition

As part of the focus area of community engagement, Youth Council agreed to run a community netball competition. Nine teams have entered for the 10 week Sunday night competition in Marton. This is facilitated by the Strategic Advisor for Youth, with Youth Council members supporting by way of administration, time keeping, umpiring and promotions. The competition has been popular with additional teams seeking to register that will be accommodated in the next round. This has proved a successful initiative to increase awareness of Rangitikei Youth Council and create community social wellbeing through active connection.



## 2.3 The Lobby Youth Spaces

**Taihape** - The Taihape Lobby is in the process of transition, soon to be the location of the Taihape branch of Mahi Tahī – Rangitikei Employment programme including being an off-site location for Ministry for Social Development (MSD) brokers and Youth Service Officers. This will bring to fruition the aim of creating the Lobby as a venue that promotes pathways to career and training aspirations. Councils Digital Engagement Co-ordinator continues to utilise the space for Taihape's Internet Banking and Digital Capability workshops, along with other community organisations, becoming an additional community hub for Taihape.

**Bulls** – The Santoft Room of Te Matapihi is used sporadically by youth afterschool as a hang out room offering free wifi and Wii games. Bulls library staff have run well attended holiday programmes within Te Matapihi and are developing ideas with the Strategic Advisor for Youth for family events run in conjunction with youth.

**Marton** – 'Expressions Hub' has started every second Monday. The initiative was created by one of the younger youth councillors to engage youth in poetry and art offering the opportunity to explore a new interest and meet likeminded people. Each fortnight new pieces of participants poetry and art are displayed and promoted through youth council communication platforms including Facebook.

During the July school holidays Marton Youth Councillors ran a week of programmes that included painting a mural, now hanging on the Lobby wall, and hosted a charity group from Wellington researching youth spaces across the country. It was a great opportunity to share ideas with, and gather feedback from, an outside source.

## 2.4 Community Open Mic

Working with staff from Te Rununga o Ngā Wairiki Ngāti Apa, the Strategic Advisor for Youth supported by Youth Council held a Community Open-Mic event in May on the Village Green in Marton. This was attended by approximately 100 people.

### **3 Forge boxing – Pilot programme started 4 May 2021**

This boxing initiative was in response to the growing number of concerning violent incidents involving youth (mostly a specific group of young men aged between 13-16 years old), within the Marton community starting in late 2020. Police were continually apprehending these young men for fighting or committing crime, with no re-course, consequence, or options to redirect them. Schools were further reporting lack of attendance with truancy punishment being ineffective. In early December 2020 council staff held a meeting at Te Poho o Tuariki with key stakeholders to discuss options and community solutions to address this issue. One solution raised at the hui, supported by Police, was the establishment of a specialised boxing programme. After researching similar programmes targeting at risk youth, council staff saw this as an opportunity to develop a programme to build resilience and self-worth in young people through self-discipline and physical challenge. Onyx Lye (Champion boxer living in Marton) agreed to teach this programme, alongside his dad Lewis. Both men have a wealth of knowledge and experience in the boxing circuit, a genuine interest in seeing youth succeed, and the ability to relate to the boys in this programme.

Mahi Tahi supported the establishment of the programme currently running from Marton Scouts Hall on Cuba Street as a temporary venue until the RSA Marton Memorial Hall building work is completed and the programme relocated to the mezzanine floor.

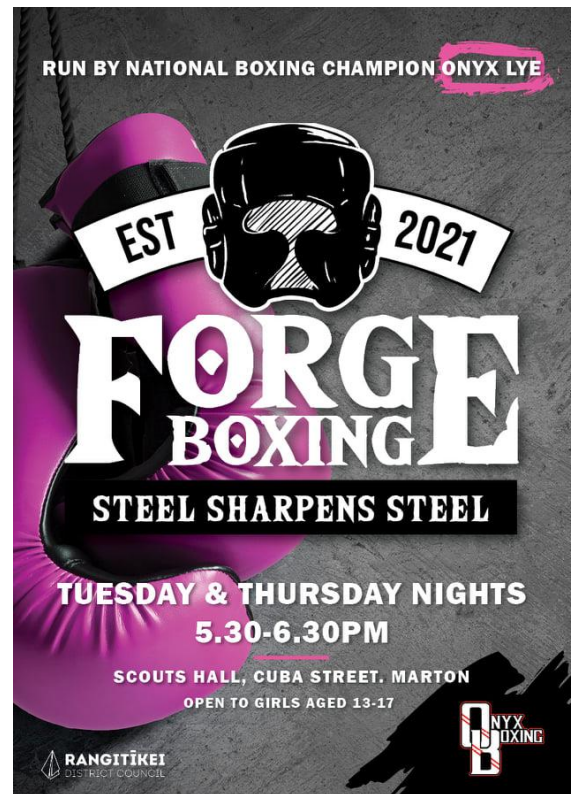
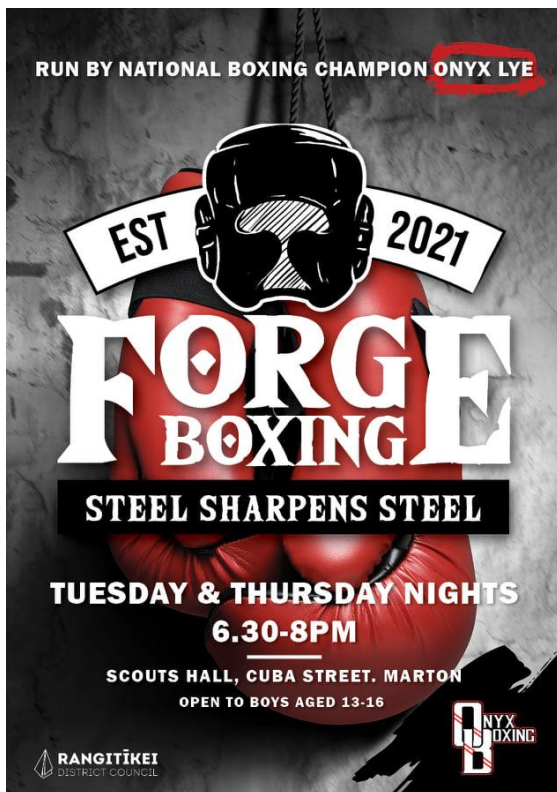
The boxing pilot has had successful outcomes, running 2 nights per week for 9 weeks over term two, school and police report that since the start of the programme, truancy and police intervention has been almost nil.

The programme has had consistent attendance of 9-10 young men between the ages of 13-17 (8 of whom were the original targeted group) who have had additional sparring at partner gyms since week 6, with some showing immense potential. Term three involves additional boxing challenges for this group including agility, balance training and regular sparring matches at the programmes partner gyms. The young men are also offered opportunities to travel to different regional events for boxing, to watch, learn and develop new technique.

As news of the programme and outcomes circulated, young women asked to participate resulting in a separate class specifically for them held before the young men sessions with 5-6 regular attendees.



ITEM 10.3





#### 4 Community network for Rangitīkei youth

Council staff continue to liaise with Te Runanga o Ngā Wairiki Ngāti Apa, Te Oranga Nui, MOE and various other agencies building a framework to address gap areas in services, education, personal growth development, resilience building and accessibility for our youth within the Rangitīkei. As initiatives are developed and offered, they will be reported through Councils Youth Development reporting framework 2021-22.

To improve communication and ongoing collaboration Council is re-establishing a Youth Advisory Group consisting of school representatives, iwi organisations and key agencies that work directly with youth in Rangitīkei.

#### 5 Youth Development 2021-2022

Through Councils Long Term Plan 2021-2031 development process that included a councillor workshop and engagement with key stakeholders the attached operational-level Youth Development Workplan and Reporting Framework has been developed. This Work Plan will be used for future operational reporting, with Council, community and key stakeholders receiving a higher-level written narrative that will document the outcomes and outputs and impacts of activities as they occur.

Additionally, the role of Strategic Advisor for Youth has increased to a full-time role after being reduced to a .5 FTE for the past financial year 2020-2021.

#### Attachments

##### 1. Youth Development Operational Work Plan and Reporting Framework 2021 - 2022

#### Recommendation

That the report 'Youth Development Update January to July 2021' to the 12 August 2021 Policy/Planning Committee be received.

## ITEM 10.3 ATTACHMENT 1

Youth Development Workplan and Reporting Framework 2021-2022						
Youth Development Work Plan 2021/22	Youth Development Work Plan 2022	Sub-Activities 2021-2022	Quarterly Work Schedule			
			July - Sept 2021	Oct - Dec 2021	Jan - Mar 2022	Apr - Jun 2022
Health and Wellbeing	Performance Areas, Outcomes, Outputs and Measures					
<p>Council will work with service providers, agencies and funders to ensure that all young people have full access to services that cover all areas of health and wellbeing.</p> <p>Council acknowledges that many services are regionalised and controlled outside of the Council's remit. Council will ensure that all young people have full access to services that cover all areas of health and wellbeing.</p>	<p>Agencies/Services</p> <p>Youth agencies and organisations in any local, regional or national context that are funded to, or promote to, deliver outcomes to young people in the Rangitikei.</p>	Identify and continually update a detailed list of agencies and services that are funded to and actively operate in Rangitikei.	✓	✓	✓	✓
		Where possible, measure the number of Rangitikei Youth engaged by (and by which) agencies and services.			✓	✓
		Request and analyse the accountability of the outcomes and services in the area.			✓	✓
		Work collaboratively to ensure that any barriers to service delivery are solved and seek opportunities for collaborative programmes.	✓	✓	✓	✓
		Establish and facilitate a district-wide Youth Advisory group consisting of school representatives, local organisations and key agencies that work directly with youth in Rangitikei to improve communication and ongoing collaboration.	✓	✓	✓	✓
		Promote agencies and services through Council platforms.	✓	✓	✓	✓
	<p>Programmes and events</p> <p>i.e.:</p> <ul style="list-style-type: none"> <li>1 Mental Health Awareness Week</li> <li>2 Suicide Prevention</li> <li>3 Red Bull Youth</li> <li>4 Festival for the Future</li> <li>5 Career Excess and workshops</li> </ul>	Collate and continually update a list of programmes delivered in the district, regionally and nationally, including those by the DHB and Central Government.	✓	✓	✓	✓
		Working with the youth and key stakeholders promote an annual programme calendar.	✓	✓	✓	✓
		Measure success of engagement by number of attendees against a target (specific to programme).	✓	✓	✓	✓
	<p>Swim 4 All</p>	Measure the number of Rangitikei primary schools and students that participate in the Swim 4 All programme and the level of reimbursement raised and paid.				✓
		Source funding to subsidise travel costs for all schools that participate in Swim 4 All.		✓	✓	✓
		Investigate opportunities to expand Swim 4 All Programme to include moving waterskill building. <a href="https://www.mta.govt.nz/river-safety-programme">https://www.mta.govt.nz/river-safety-programme</a>	✓	✓	✓	✓
Youth Voice	Performance Areas, Outcomes, Outputs and Measures					
<p>Council will work with youth to provide them with opportunities to be heard, have a say and contribute the world they live in.</p> <p>Council acknowledges the importance of youth voice, taking the experts of their own solutions, and that the world is shaped by the young people of today, tomorrow and the future.</p>	<p>Youth Council</p> <p>Youth Council - 11 diverse members from across the district that meet every month from March to October to discuss and deliver on Council and community matters.</p>	Seek and attract Youth Council members for 2022.		✓	✓	✓
		Measure the number of Youth Council applications.		✓	✓	
		Youth Council to collaborate and drive the annual Rangitikei Youth Awards 2022.				✓
		Youth Council to develop and deliver an annual work plan (based on Calendar Year).	✓	✓	✓	✓
	<p>Youth School Committees (this outcome depends on Youth Council's appetite to coordinate)</p> <p>Youth School Committees active at each high school that meet every month (or as soon as possible) to provide a wider youth voice to Youth Council members and subsequently Council, a direct support of Youth Council within the community.</p>	Establish Youth Committees at each high school.			✓	✓
		Measure the number of meetings and youth engaged in School Youth Committees.			✓	✓
	<p>Youth Council Regional Forums/Conferences</p>	Collaborate with the regional Council staff that support Youth Council/Body to plan and deliver a regional Youth Council Conference to share ideas, lessons, create joint plans and discuss issues to raise with local/central government.	✓	✓	✓	✓
		Measure the individual attendance to as a result of Regional Forums/Conferences held each year and how many Youth Council/Body from various districts participate.			✓	✓
		Report on outcomes.			✓	✓

	Surveys i.e.: * Activities * Events and Activities * Well-being	Decide what information is to be sought identifying purpose and outcome of feedback.							
		Co-design surveys with youth and key stakeholders that can capture snapshots of youth opinion.							
		Collate a list (assisted by schools and students) of what surveys are currently conducted.							
		Understand what data is already available from Central Government, agencies not tell unit, comparative to what Council wants to collect							
		Seek opportunities for data collection collaboration.							
		Measure the ongoing trends of youth opinion, analysing opportunities for improvement	Scheduled for 2021-23 onwards						
Training, Education & Employment	Performance Areas, Outcomes, Outputs and Measures								
Council will work with local business, education providers, and training agencies to ensure youth have opportunities for growth and development, on both professional and personal levels.  Council acknowledges its role in helping youth alongside the community, empowering them to make positive decisions for their futures	Main Task - Rights to Employment Programme	Measure the number of youth assisted into education, training and employment through the Main Task Programme							
		Support existing agencies and partners that increase opportunity for youth employment and creation of career pathways							
	SEAG- The Skills and Talent Working Group  A representative body of key stakeholders offered to provide strategic advice, drive and coordinate with the development of skills, training and employment outcomes across the Warrington Borough district. And further to feed information relevant to our district through the SEAG to the Regional Skills and Talent Group (RSTG)	Report on outcomes on RSTG Quarterly updates							
	Life Skills (new deliverable) i.e.: * Budgeting/ Financial Literacy/ Debt * Food, housing and cooking * Car maintenance * Personal finance	Co-design and deliver, with youth and key stakeholders, skills building opportunities and activities.  Measure success of engagement by number of attendees against a target (specific to programme)							
Opportunities, Activities & Events	Performance Areas, Outcomes, Outputs and Measures								
Council will work with local business, education providers, and training agencies to ensure youth have opportunities for growth and development, on both professional and personal levels.  Council acknowledges its role in helping youth alongside the community, empowering them to make positive decisions for their futures	At Risk Youth i.e.: * Mentoring * Bowling * Programmes to enhance confidence and self-esteem * Opportunities to meet mentors	Develop relationships with key stakeholders that is a needed relationship in at risk youth.  Seek opportunity to develop, assist, nurture and support groups delivering events and regular programmes with stakeholders that will benefit the most vulnerable (such as the Cactus programme) <a href="https://www.felddagbusinessinitiative.com/post/felddag-cactus-programme">https://www.felddagbusinessinitiative.com/post/felddag-cactus-programme</a>							
		Collate and update a list of programmes specific to At Risk Youth that are offered in District							
		Measure the engagement of Youth in all the above programmes (as available)							
		Monitor success and challenges of programmes seeking opportunity for improvements or increased support.							
	Youth Spaces Times, locations and bills Provide youth with a safe space to hang out with other youth that is open at a minimum of 3-5 pm Monday to Friday.	Seek feedback from youth on activities and facilities they would like offered and deliver opportunities, activities and events from the youth spaces  Measure the number of programmes/events and engagement in such, delivered in the Youth Spaces							
	Youth Awards	Working with the community and sponsor support Youth Council in leading the Youth Awards event. Report - update on progress.							

## ITEM 10.3 ATTACHMENT 1

		Nurture stakeholder relationships and seeking continued sponsorship from local business and organisations. Report to confirm stakeholders.	✓	✓	✓	✓	
		Measure number of non-officers for youth awards search category	✓	✓	✓	✓	
	Year-round Events and Holiday Programmes	Develop and promote activities and events for youth to attend in collaboration with key stakeholders	✓	✓	✓	✓	
	<ul style="list-style-type: none"> <li>• Outdoor movie nights</li> <li>• Food Parties</li> <li>• Scavenger Hunts</li> <li>• Jeopardy Quiz nights</li> <li>• Open mic night for youth</li> <li>• Food truck nights with live music</li> </ul>	Continue to seek youth feedback and opportunities for improvements	✓	✓	✓	✓	
	Mayors Task Force for Jobs (MTFJ) - Outward Bound	Promote MTFJ Outward Bound Scholarships through schools, and Councils communication platforms.	✓	✓	✓	✓	
		Facilitate interviews with Mayor and prospective applicant.	✓	✓	✓	✓	
		Measure the number of youth that apply and are awarded a scholarship from MTFJ to attend Outward Bound	✓	✓	✓	✓	
	Mayors Task Force for Jobs (MTFJ) - Tūia Programme	Lead Mayor and Strategic Advisor for Mana Whenua in sound sustainable Tūia applicants		✓	✓		
		End of year Report from Tūia. Assign task on inspect from attending and participating in the programme		✓			
	MTFJ Trades and Services Graduation	Working with key partners to acknowledge the accomplishment of people within the district that have graduated from a Trade or Service by organising a "Graduation Event"		✓			
	To acknowledge the accomplishment of people within the district that have graduated from a Trade or Service	Report on the Trades and Services graduates		✓			



**10.4 Economic Development Update April, May and June 2021****Author:** Jaime Reibel, Strategic Advisor - Economic Development**Authoriser:** Nardia Gower, Manager - Community Development**1 Background**

This report summarises the programmes, activities and focus areas undertaken or initiated as part of Council's Economic Development work during the months of April, May, and June 2021.

**2 Events/Meetings Attended**

- Beef & Lamb Aginnovation Conference 2021
- Land Diversification Forum (Alternative Land Use report)
- LGNZ Community Development Forum
- EDNZ 2021 Conference
- Regional District Development Forum
- Whanganui & Partners Farm Succession Planning Workshops
- MBIE Kānoa - Regional Economic Development & Investment Unit
- Tradies' Breakfast
- Whanganui & Partners Recording Animal Movements & Carbon Farming seminar

**3 Business Support**

Meetings were held during the reporting period to support the following businesses (excluding those that are commercially sensitive):

- a start-up nursery/vineyard (Bulls)
- a social enterprise bakery (Marton)
- an after-school programme (Marton)
- a plumbing business (Taihape)

**Surveys**

- The Rangitikei business database was updated and expanded during the period April – June.

**Housing**

- In April, Hope Simonsen, National Manager Housing Trust, Emerge Aotearoa, addressed a Council-sponsored meeting to talk about Emerge's transitional social housing initiatives and how it set up as a Community Housing Provider.
- Council-facilitated social housing meetings led to the formation/strengthening of the Door of Hope Rangitikei Charitable Trust (southern Rangitikei) and the Northern Rangitikei Housing Steering Committee (Taihape).
- Housing meetings were held in April & June with the Taihape Friendship Club and the Taihape Women's Club.
- Papakāinga housing was discussed with Tini Waitara Marae in a May site visit.
- The idea of a group home/shared living facility for seniors/elderly located in the general practice building at the Taihape Hospital grounds was suggested to the boards of the Whanganui Regional Health Network, Mokai Patea Services, and the Taihape Community Trust.

**Shop Local Rangitikei**

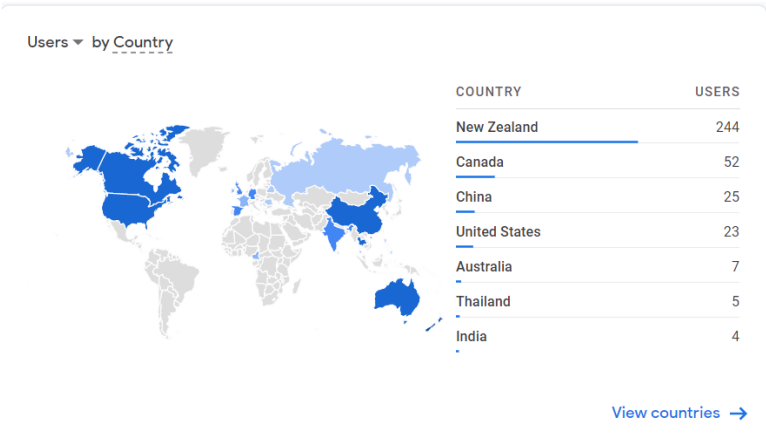
- Local businesses continued to be promoted via the Shop Local Facebook group, with businesses submitting their own updates for approval.
- A shop local campaign for the Hunterville Huntaway Festival, Taihape Spring Fling & Marton Market Day is being planned and will be delivered collaboratively between council, relevant MoU Partner Organisations, and local businesses.
- A new business directory website is in development with the domain name of [www.shoplocalrangitikei.nz](http://www.shoplocalrangitikei.nz). The website is expected to go live during the next reporting period and will eventually be a part of the [www.visitrangitikei.nz](http://www.visitrangitikei.nz) website to create a cohesive one-stop-shop for district-related information.

**Branding and District Promotion**

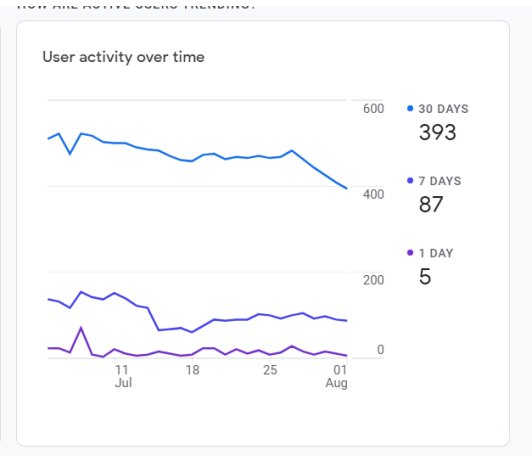
The new Visit Rangitikei website [www.visitRangitikei.nz](http://www.visitRangitikei.nz) continues to be developed, with cosmetic changes and updated information. Any [www.rangitikei.com](http://www.rangitikei.com) searches land on the new page.

Website analytics are available, with the following to report:

User by country



Users over the last 30 days



While reporting numbers appear small, it is worth noting that no work has been done to actively promote the website and all traffic is strictly organic movement via Google search or Facebook.

Facebook & Instagram continue to be used via individual post and the Stories feature.

‘Our stories’ section of the visit Rangitikei website will continue to be encouraged and utilised by visitor-based businesses to help tell our district’s story.

The Ohakea 5 Squadron Relocation project, which is being undertaken in conjunction with CEDA, Whanganui and Manawātū District Councils and Palmerston North City Council, is awaiting a terms of reference for the working group to be drafted by CEDA. We continue to wait for direction as to what phase two of the relocation might entail.

Work has begun to plan community, Iwi and stakeholder engagement sessions for the Destination Management Plan that is expected to be developed during August/September/October.

### Coordination with Regional Economic Development Agencies

A collaborative regional economic hui was held in Whanganui during this reporting period and hosted by Whanganui & Partners, with CEDA, RDC, MDC, Te Mana Atatu and Ngā Wairiki Ngāti Apa in attendance. Discussion focused on how we can formalise the group's role and what direction it should take, including acting as a ground-level advisor to Accelerate 25.

Staff continue to promote and link business with the Regional Business Partners (RBP) Network, with options for future work in this space being explored.

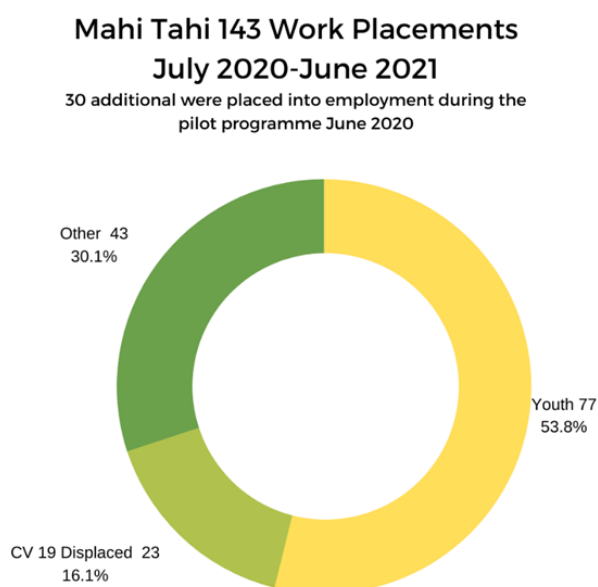
More about this service can be found at <https://www.regionalbusinesspartners.co.nz/>

## 4 Mahi Tahi – Employment Programme

In 2020–2021, the Rangitīkei District Council was one of twenty-three rural councils that successfully secured \$500,000 each from the Mayor's Task Force for Jobs (MTJF) Community Recovery Programme, supported by the Ministry of Social Development (MSD), and tasked with getting a minimum of 50 people into employment in the fiscal year. The target demographic for the programme was NEETS (Youth Not in Employment, Education or Training) and those displaced by COVID-19; however, Council agreed to not turn any job seekers away, regardless of their age.

Council branded this initiative Mahi Tahi – Rangitīkei Employment Programme and employed James Towers to run it in conjunction with Te Rūnanga O Ngā Wairiki Ngāti Apa, working closely with Louise McCoard, the MSD area Work Broker, and operating from Te Poho o Tuariki.

The final total of job placements for 2020-2021 may be found in the graph below.



Council has secured the same level of funding for 2021-2022, with MTFJ seeking the same number of employment outcomes but with an additional focus on job seekers with disabilities. Further programme development during the year will see a Taihape branch established in the Youth Lobby.

## 5 Township Signage

Mangaweka – Meetings will take place through the next reporting period to establish a location for these signs.

Bulls – Two of the three township signs have been erected and are awaiting the installation of their white timber frames. The final sign location on SH3 entering Bulls is in negotiation.

Marton – Signs on State Highway 1 & 3 have been erected.

Whangaehu - Staff are meeting with the members of the sign committee to confirm the location.

## 6 Economic Development Reporting 2021-2022

Through the increased budget for Economic Development that was approved in the Long Term Plan 2021-2031 consultation and deliberation processes, staff have developed the attached operational-level workplan and reporting framework for Council's Economic Development 2021-2022 financial year. This is based on the prioritised actions identified in the Strategic Vision 2020, the Economic Development Strategy 2020 - 2050, the Housing Strategy 2021-2031 and the Long Term Plan 2021-2031 consultation document. The Economic Development Work Plan will be used for future operational reporting, with Council and community receiving a higher-level written narrative that will document the strategic impact and outcomes of activities as they occur.

Feedback was received through the Long Term Plan 2021 – 2031 submission process that the community want to be informed of progress achieved in Economic Development. To be responsive to this request staff are developing a page on Council's website dedicated to Economic Development that, amongst other items, will provide a regular update of results achieved to-date linked to the Annual Work Plan.

Additionally, the role of Strategic Advisor – District Promotions has been filled internally with the appointment of Jen Britton.

### Attachments

#### 1. Economic Development Work Plan and Reporting Framework 2021-2022

### Recommendation

That the 'Economic Development Update for April, May and June 2021' be received.

Economic Development Workplan and Reporting Framework 2021-2022																	
Economic Development Work Plan 2021/22	Economic Development Work Plan Sub-Activities 2021 - 2022	Quarterly Work Schedule (Indicating when work takes place)				Measurable Results (What's being measured)	Measurable Results Definitions	Reporting (Please note that commercially sensitive information will not be reported in this document)	Key Performance Indicators (KPIs)								
		July - Sept 2021	Oct - Dec 2021	Jan - Mar 2022	Apr - Jun 2022				Projected Results	Actual Results	% Achieved	Projected Results	Actual Results	% Achieved	Projected Results	Actual Results	% Achieved
		Half year ending Dec 2021							Half year ending June 2022			Full year 2021/22					
Business Growth & Value Addition (ED Strategic Priority 6 & 8)																	
Identify anchor businesses, strengthen value chains, create linkages	Anchor businesses identified	✓	✓			Number of anchor businesses identified	Anchor business = a large business that is key to a region, sector or economy that often has well-developed forward and backward value chain linkages or alternatively, and less frequently, is vertically integrated.	Anchor businesses to be named	4		0%	n/a	n/a	n/a	4	0	0%
	Anchor business value chain opportunities identified				✓	Number of value chain opportunities identified	Value chain = the linkages that describe how a company's suppliers supply inputs and services with increased value addition as they move closer to it and enable it to create products (backward linkages) and how the company's agents and distributors add value to what it produces by providing services to deliver its products to market (forward linkages) to satisfy demand.	Value chain opportunities to be listed	2		0%	2		0%	4	0	0%
	New business investment facilitated by Council				✓	Number of new business investments facilitated		New investments will be listed	n/a	n/a	n/a	1		0%	1	0	0%
	New jobs created/existing jobs retained by anchor businesses + local value chain firms		✓	✓	✓	Number of jobs created/retained		The number and type of jobs will be provided	10		0%	20		0%	30	0	0%
	Local value chain firms linked to anchor businesses by Council				✓	Number of value chain firms linked to anchor businesses			n/a	n/a	n/a	2		0%	2	0	0%
	Contracts issued to local value chain firms by anchor businesses				✓	Number of contracts issued		Contracts will be specified (if possible)	n/a	n/a	n/a	1		0%	1	0	0%
Identify & promote key growth sectors & cluster firms within key sectors	Key growth sectors identified	✓	✓			Number of key growth sectors identified	Key growth sectors = the most important business categories that contribute to a region's economic growth, measured by GDP, turnover, employment, etc.	Key growth sectors will be identified	2		0%	n/a	n/a	n/a	2	0	0%
	New business attraction incentives agreed within key growth sectors				✓	Number of incentives agreed	Business incentives = anything that reduces a business's costs or provides it with something of value that encourages it to do something that Council wishes.		3		0%	n/a	n/a	n/a	3	0	0%
	New businesses attracted within key growth sectors				✓	Number of businesses attracted		New businesses attracted within key growth sectors will be listed	n/a	n/a	n/a	1		0%	1	0	0%
	Clustering facilitated within key growth sectors				✓	Number of key growth sector businesses that join a cluster	Cluster = a concentration of businesses located close to each other that work in the same sector, and possibly with each other, that together have a larger impact on the economy than they could on an individual basis.	Key growth sector businesses that join a cluster will be identified	n/a	n/a	n/a	1		0%	1	0	0%
Housing (ED Strategic Priority 5)																	
Annual housing stock take	Annual housing stock take conducted.	✓	✓			Housing stock-take conducted Yes = 1 No = 0	Annual housing stock take = a yearly estimate of the number and type of residential dwellings in the district derived from Stats NZ data.	The annual housing stock take will be submitted	1		0%	n/a	n/a	n/a	1	0	0%
Facilitate the establishment of Community Housing Providers in the district	A social housing group works with Community Housing Aotearoa to develop its Community Housing Provider registration submission to CHRA	✓	✓	✓	✓	Number of social housing groups that work with Community Housing Aotearoa to develop Community Housing Provider registration submissions to CHRA	Social housing = subsidised rental housing occupied by low-income individuals and families in the district.  Community Housing Aotearoa (CHA) = the peak body representing social housing providers in New Zealand.  Community Housing Regulatory Authority (CHRA) = The department in the Ministry of Housing and Urban Development that registers and regulates Community Housing Providers (CHPs) that offer social housing in New Zealand.	The progress made by Community Housing Providers in the district (to register with the CHRA and enter into funding contracts with MSP, purchase land, build social housing and initiate activities)	0.5		0%	0.5		0%	1	0	0%
	A social housing group submits a request to CHRA to register with it as a CHP				✓	A social housing group submits a request to CHRA to register with it as a CHP Yes = 1 No = 0		"	n/a	n/a	n/a	1		0%	1	0	0%
	Social housing group registered as a Community Housing Provider by the CHRA					Number of social housing groups registered as Community Housing Providers (CHPs) by the CHRA		"	Likely to occur in 2022/23								

	Registered Community Housing Provider signs contract with MSD to raise funds to purchase land and build social housing					Number of registered CHPs that sign contracts with MSD to raise funds from Income Related Rent (IRR) subsidies to purchase land and build social housing	Registered CHP = registered with the Community Housing Regulatory Authority. IRR subsidy = an MSD subsidised rent programme for Public Housing Register (social housing) tenants with low incomes in which the rental subsidy is calculated on a household's income and type.	"	Likely to occur in 2022/23								
District Plan reviewed and modified as part of the Spatial Plan	Input provided to Spatial Planner, as required	✓	✓	✓	✓	To be determined			To be determined								
<b>Strengthen Town Business Centres</b> (ED Strategic Priority 7)																	
Needs assessment (survey) of businesses and services residents want in town business centres	Needs assessment designed	✓				Needs assessment designed Yes = 1 No = 0			1		0%	n/a	n/a	n/a	1	0	0%
	Needs assessment administered		✓			Needs assessment administered Yes = 1 No = 0			1		0%	n/a	n/a	n/a	1	0	0%
	Needs assessment results analysed			✓		Needs assessment results analysed Yes = 1 No = 0	Needs assessment results analysis will be reported		n/a	n/a	n/a	1		0%	1	0	0%
Stock take of existing businesses and services in town business centres	Stock take designed		✓			Stock take designed Yes = 1 No = 0			1		0%	n/a	n/a	n/a	1	0	0%
	Stock take administered			✓		Stock take administered Yes = 1 No = 0			1		0%	n/a	n/a	n/a	1	0	0%
	Stock take results analysed			✓		Stock take analysed Yes = 1 No = 0	Stock take results analysis will be reported		n/a	n/a	n/a	1		0%	1	0	0%
Gap analysis of town business centres	Gap analysis conducted			✓		Gap analysis conducted Yes = 1 No = 0			n/a	n/a	n/a	1		0%	1	0	0%
	Community consultation to discuss the results				✓	Number of community consultations undertaken			n/a	n/a	n/a	2		0%	2	0	0%
	Report to Council with results of gap analysis/ consultations				✓	Report to Council concerning gap analysis/ consultations Yes = 1 No = 0	Gap analysis and consultation results will be reported		n/a	n/a	n/a	1		0%	1	0	0%
	Design project to implement approved gap analysis recommendations					Project designed to implement approved gap analysis recommendations Yes = 1 No = 0	Project design to implement approved gap analysis recommendations will be described		Likely to occur in 2022/23								
Promotion, retention & attraction of businesses in town business centres	Council business promotion, retention & attraction tools identified				✓	Number of Council business promotion, retention & attraction tools identified	Council business promotion, retention & attraction tools will be listed		n/a	n/a	n/a	2		0%	2	0	0%
Determine optimal distribution of space & activities in downtown business centres	Optimal distribution of space & activities determined for town business centres					To be determined			Likely to occur in 2022/23								
<b>Capacity Building</b> (ED Strategic Priority 2 & 8)																	
Business capacity building	Facilitation of advice, Business Development Services, TA and training for local businesses	✓	✓	✓	✓	Number of businesses for which Council facilitates advice, Business Development Services, TA and training	The number of businesses and types of advice, Business Development Services, TA and training offered them will be reported		10		0%	10		0%	20	0	0%
Business After 5 Events	Support, as required	✓	✓	✓	✓	To be determined			To be determined								
Mahi Tahi	Support, as required	✓	✓	✓	✓	To be determined			To be determined								
<b>Institutional Strengthening</b> (ED Strategic Priority 10)																	
Facilitate establishment of business membership associations in the district	Engage with key local businesses & organisations to promote the formation of northern & southern Rangitikei business membership associations	✓	✓	✓	✓	Number of business membership associations established in the district	The business membership associations established in the district will be listed		n/a	n/a	n/a	1		0%	1	0	0%

	Provide guidance to develop business membership association constitutions, foundation documents & governance mechanisms			✓	✓	Number of Council suggestions concerning business membership association constitutions, foundation documents & governance mechanisms approved by their boards		<i>The number and type of Council suggestions concerning business membership association constitutions, foundation documents &amp; governance mechanisms approved by their boards will be described</i>	n/a	n/a	n/a	2		0%	2	0	0%
Scoping exercise to determine the institutional strengthening and capacity building that business membership associations in the district need	Develop a ToR for an institutional strengthening/capacity building scoping exercise delivered by Council			✓		ToR developed Yes = 1 No = 0			n/a	n/a	n/a	1		0%	1	0	0%
	Conduct the scoping exercise				✓	Scoping exercise conducted Yes = 1 No = 0		<i>The results of the institutional strengthening/capacity building scoping exercise delivered by Council will be reported</i>	n/a	n/a	n/a	1		0%	1	0	0%
	Facilitate development of a plan to address the needs identified in the scoping exercise					Number of plans developed to address the needs identified in the scoping exercise		<i>The number of plans developed to address the needs identified in the scoping exercise, and their content, will be reported</i>	Likely to occur in 2022/23								
Institutional strengthening and capacity building of business membership associations in the district	Facilitate access to sources of funding, TA, training and mentoring for business membership associations				✓	Number of sources of funding, TA, training and mentoring for business membership associations facilitated		<i>The number of sources of funding, TA, training and mentoring for business membership associations that Council has facilitated access to will be reported</i>	n/a	n/a	n/a	1		0%	1	0	0%
Economic development engagement & partnership with Hapū, Iwi and the Ratana community	Meetings held by Hapū, Iwi and the Ratana community with Council to discuss their ED strategies and plans	✓	✓	✓	✓	Number of meetings held with Council by Hapū, Iwi and the Ratana community to discuss their ED strategies and plans		<i>The number of meetings held with Council by Hapū, Iwi and the Ratana community to discuss their ED strategies and plans will be reported</i>	1		0%	2		0%	3	0	0%
	Council-facilitated capacity development in support of Hapū, Iwi and Ratana community-led and owned development & improvement of their ED strategies and plans			✓	✓	✓	Number of Council-facilitated capacity development sessions in support of Hapū, Iwi and Ratana community-led and owned development & improvement of their ED strategies and plans	<i>The number of Council-facilitated capacity development sessions in support of Hapū, Iwi and Ratana community-led and owned development &amp; improvement of their ED strategies and plans will be reported</i>	1		0%	1		0%	2	0	0%
Information Gathering, Analysis & Liaison with Support Organisations (ED Strategic Priority 1, 2, 7, 8, 9)																	
District-wide business baseline survey	Survey designed	✓				Survey designed Yes = 1 No = 0			1		0%	n/a	n/a	n/a	1	0	0%
	Survey administered		✓			Survey administered Yes = 1 No = 0			1		0%	n/a	n/a	n/a	1	0	0%
	Survey results analysed				✓	Survey results analysed Yes = 1 No = 0		<i>The analysis of the business baseline survey will be reported</i>	n/a	n/a	n/a	1		0%	1	0	0%
Identify/analyse key sectors, leading anchor businesses & SMEs to determine their needs	Baseline survey follow-on interviews to determine business needs				✓	✓	Number of business interviews	<i>The number of business interviews will be reported</i>	n/a	n/a	n/a	10		0%	10	0	0%
	Analysis & aggregation of business needs identified in the interviews & recommendation of solutions to address them					✓	Number of recommended solutions to business needs	<i>The number and kind of recommended solutions to business needs will be reported</i>	n/a	n/a	n/a	10		0%	10	0	0%
Primary producers' needs assessment	Needs Assessment designed			✓		Needs assessment designed Yes = 1 No = 0	Needs assessment = a process to determine how to move from a business' current status to a desired one in the future.		1		0%	n/a	n/a	n/a	1	0	0%
	Needs Assessment conducted				✓	✓	Needs assessment conducted Yes = 1 No = 0		n/a	n/a	n/a	1		0%	1	0	0%
	Needs Assessment analysed				✓	✓	Needs assessment analysed Yes = 1 No = 0	<i>The primary producers needs assessment analysis will be reported</i>	n/a	n/a	n/a	1		0%	1	0	0%
	Potential support activity designed from needs assessment results					✓	Support activity designed Yes = 1 No = 0	<i>Potential support activity designed from the needs assessment results will be described</i>	n/a	n/a	n/a	1		0%	1	0	0%
Coordination with local, regional & national business support organisations	Ongoing liaison & referral of district businesses to business support organisations	✓	✓	✓	✓	Number of district businesses referred to business support organisations		<i>The liaison and referral of district businesses to business support organisations will be described</i>	10		0%	10		0%	20	0	0%
Economic development & growth discussions & events	Ongoing economic development & growth discussions and engagements, representing Council	✓	✓	✓	✓	Number of economic development & growth discussions held with non-Council individuals or organisations	Discussion = a private economic development conversation that Council holds with 1 or more individuals or organisations.	<i>The number and type of economic development &amp; growth discussions held with non-Council individuals or organisations will be reported</i>	5		0%	5		0%	10	0	0%



	Economic development presentations, workshops, seminars, events sponsored by Council	✓	✓	✓	✓	Number of economic development presentations, workshops, seminars sponsored by Council	Presentations, workshops, seminars, events = formal economic development meetings that Council holds with invitees or the general public.	The number of economic development presentations, workshops, seminars sponsored by Council will be listed	3		0%	3		0%	6	0	0%
<b>District Promotion &amp; Management</b> (ED Strategic Priority 3)																	
<b>District Management Plan</b>	Facilitate community & stakeholder engagement to understand their aspirations	✓	✓			Number of community and stakeholder engagement sessions facilitated by Council		The number of community and stakeholder engagement sessions facilitated by Council will be reported	10		0%	n/a	n/a	n/a	10	0	0%
	Adoption of final District Management Plan				✓	Elected members adopt the final District Management Plan Yes = 1 No = 0			n/a	n/a	n/a	1		0%	1	0	0%
<b>District promotion activity</b>	Ongoing promotion of the district through <a href="http://www.visitrangitikei.nz">www.visitrangitikei.nz</a>	✓	✓	✓	✓	Number of individual site visits to <a href="http://www.visitrangitikei.nz">www.visitrangitikei.nz</a>		Google analytics will be utilised to report the number of website visitors, their origin, device use and whether they are new or repeat visitors	6,000		0%	8,000		0%	14,000	0	0%
	Develop and implement two seasonal marketing campaigns promoting the district to domestic and international tourists		✓		✓	Summer & winter marketing campaigns promoting the district are developed and implemented	Marketing campaign = paid marketing across all media (digital, print, billboards, strategic promotions, etc.)	A description of the media utilised for summer & winter marketing campaigns will be provided	3		0%	3		0%	6	0	0%
	Implement Shop Local Rangitikei campaigns, working with key stakeholders where possible	✓	✓	✓	✓	Number of Shop Local Rangitikei campaigns implemented during large local events		A description of the Shop Local Rangitikei campaigns implemented during large local events will be provided	3		0%	n/a	n/a	n/a	3	0	0%
<b>Events strategy</b>	Facilitate community & stakeholder engagement to understand their aspirations	✓	✓	✓		Number of community and stakeholder engagement sessions facilitated by Council		The number and type of community and stakeholder engagement sessions facilitated by Council will be reported	5		0%	5		0%	10	0	0%
	Adoption of Events Strategy				✓	Elected Members adopt the events strategy Yes = 1 No = 0			n/a	n/a	n/a	1		0%	1	0	0%

**10.5 Rangitikei Destination Management Plan 2050****Author: Jen Britton, Strategic Advisor - District Promotions****Authoriser: Nardia Gower, Manager - Community Development****1. Background**

- 1.1 With the increased budget for Economic Development approved through the Long Term Plan (LTP) 2021-2031 consultation and deliberation the development of a Destination Management Plan (DMP) has commenced. The aim of the DMP is to assist Council and community to shape and grow the visitor economy within our district, identify business opportunities, explore what barriers might exist for this growth, and put a plan together for the district to be sustainable and resilient into the future while keeping the community at heart.
- 1.2 This Project is a key action from LTP 2021 -2031 and will uncover three key components in the development of the plan:
- 1.3 Understanding of the Rangitikei experience – our ‘DNA’, future aspirations, and expectations of the visitor sector in the district, how Council can facilitate sustainable growth while understanding the infrastructure impacts of increased visitor growth and offer solutions to maintaining infrastructure, minimise negative impact to the community, and share ‘our’ story with the visitor.
- 1.4 Determine who our ideal visitor might be, what target segments resonate most with the district and how we (Council and community) attract the right visitor base while being aware of and protecting the interests of residents.
- 1.5 Identify business and experience opportunities that might exist in growing the visitor economy in the district to facilitate sustainable growth while taking into account urban and rural development, spatial planning, and key environmental factors.
- 1.6 From this key priority actions will result forming future work activities and will give Council direction in the way it invests in district promotion, events, urban and public spaces that align with the visitor space.

**2. National Context**

- 2.1 Having a Destination Management Plan enables Council to apply for funding from the Tourism Levy fee (and possibly opens up other funding sources).
- 2.2 MBIE are encouraging districts, regions and or organisations to undertake a destination management plan to support sustainable growth, improved productivity, share the environment, culture and history, and leverage the visitor sector to positively support the wellbeing of our communities (social & economic wellbeing) and aligns with the New Zealand – Aotearoa government tourism strategy launched in May 2019 which aims to enrich New Zealand through sustainable tourism growth, underpinned by productive,

sustainable and inclusive tourism. *For further reading on this MBIE destination Management guidelines are attached under a separate cover.*

- 2.3 Destination management plans are a key priority for Tourism Industry Aotearoa's (TIA's) strategy 'Tourism 2025 and beyond – A Sustainable Growth Framework'
- 2.4 Council staff have engaged TRC Tourism to co-create this work with Council and the community. TRC is a leading international tourism, recreation and conservation planning consultancy based in Australia and New Zealand.
- 2.5 TRC Tourism lead consultant Kylie Ruwhiu-Karawana comes with 20 years' experience working in the tourism sector and is a tourism marketing specialist and has passion and expertise in values-based tourism, specifically Māori and Indigenous tourism experiences. She is also the lead consultant for the Whanganui Destination Management Plan and the Ruapehu Destination Management Plan which offers the benefit of understanding the wider strategic context.

### 3. Objectives

- 3.1 To deliver a Destination Management plan that:
  - Provides an integrated and achievable plan for Council to facilitate and encourage sector growth, sustainable and environmental tourism, and develop pride of place in our communities.
  - Provides a relatable plan for across Council and external stake holders can take ownership of.
  - Identifies barriers for growth in the public/private sector.
- 3.2 Run a process that:
  - Aids in improving relationships between Council, its stakeholders and the community.
  - Gives Council a better understanding of aspirations in the community in relation to destination management.
  - Will be delivered within budget and on time.

### 4. Strategic Alignment

- 4.1 The Rangitikei Destination Management Plan is a key priority in the Long Term Plan 2021 – 2031 activity of economic development and will provide an input to the Rangitikei Beyond 2050 project.
- 4.2 It supports the implementation of Priority 3 from the Economic Development Strategy (District Promotion and Destination Management).

- 4.3 The DMP also supports the implementation of Councils Strategic Vision 2020 - 2050 which identifies the importance of accommodating *“greater boutique tourism (small and bespoke) that leverages our remoteness and ‘heartland’ living”*. The Strategic Vision 2020 also states *“The District will have a thriving visitor industry that leverages the diversity and beauty of Rangitikei’s natural landscapes from the ocean to the Kaimanawa Ranges, outstanding fresh produce from local farmers, as well as other unique rural tourism and events opportunities such as cycling, 4-wheel drive adventures, rafting, hunting, fishing, golfing, walking, tramping, farm stays, boutique accommodation and camping”*
- 4.4 Actions within Councils Strategic Vision 2020 – 2050 that further align to the development of the DMP are:
- Ensure our strategies plans and policies are permissive and promote development and growth, to encourage new business and enterprises to our district
  - Recognize the important role heritage has as part of our culture
  - Be innovative and look for ways to continue to incentivize growth in our district.
  - Maintain mindfulness of adapting to the effects of climate change in the context of destination management and tourism.
  - Our policy settings are agile that enable us to adapt to changing trends in how people live, work and play.

## 5. Financial Implications

- 5.1 Costs associated are budgeted in Year 1 of the LTP 2021 – 2031.

## 6. Milestones

Milestone	Timeframe/Deadline	Who
Confirmed Project Scope	July 2021	Project Lead
Internal Stakeholder Engagement	August 2021	Project lead
Community Engagement	September – October 2021	Project Manager / Manager Community Development
Completion of draft Destination Management plan	December 2021	Project Manager / Lead Consultant
Community Consultation?	February/ March 2022	Project Manager
Adoption of Destination Management plan	April-May 2022	Council

## 7. Resources

Name	Role	Responsibilities
Council	Governance	Membership (1-2 Elected Members) on ongoing Advisory Group.  Adoption of final DMP.
Te Roopu Ahi Kaa	Governance	Guidance on Iwi engagement Input into draft DMP.
Executive Leadership Team	Project input	Key internal stakeholders
Nardia Gower	Project Sponsor	Overall oversight of the project.
Jen Britton	Project Manager	Communications Successful completion of the project on time and within budget.
<b>TBC end of August after officer stakeholder workshops</b>	Project Team	Development of the DMP. Community engagement. Project management.
Arno Benadie, Carol Gordon, Gaylene Prince, Leah Johnston, Lequan Meihana, Murray Phillips, Info Centre staff, Jaime Reibel, Nardia Gower, Mel Bovey, ELT.	Officer stakeholder engagement	Input into the development of the DMP and subsequent documents/strategies
Leah Johnston	Graphic Design/comms	Any visual design elements Communication

## 8. Engagement

8.1 Below is a summary of proposed engagement and its timeline.

Social Pin Point – is an online engagement tool that comes as part of the package with TRC Tourism, this will enable the wider community to have input and engage with Council through the process from the comfort of where they sit.

*Please note – stakeholder/iwi/community engagement is the first step in this process and the information gathered makes up some of the data that informs the overall document*

**ITEM 10.5**

Engagement	Timeframe/Deadline	Who
Council Staff (identified stakeholders) Infrastructure, Communications, spatial plan, Mana whenua, Economic Development, Community Development	August 2021	Kylie / Jen
Te Roopu Ahi Kaa Komiti/Iwi/hapu	August-September-October 2021	Kylie/Jen/Lequan/Nardia
Community Engagement (1 in person session in each town)	September 2021	Jen/Nardia/Kylie/Gaylene
Eat/Stay/Do business focused sessions	September 2021	Jen/Nardia/Kylie
Event organiser	September 2021	Jen/Kylie
Community committees/boards	August-September-October 2021	Jen
Youth (Yr 12 & 13)	August-September 2021	Jen/Kelly
Social Pin Point An online engagement platform for wider community and stakeholder input	September	Online

**Attachments**

- 1. MBIE destination Management Guidelines 2020 (under separate cover)**

**Recommendation**

That the report 'Rangitikei Destination Management Plan 2050' be received.

## 11 Discussion Items

### 11.1 Democracy & Planning Group - Operational Update

**Author:** Carol Gordon, Group Manager - Democracy & Planning

**Authoriser:** Carol Gordon, Group Manager - Democracy & Planning

#### Reason for Report

This report provides the Committee with an update on key operational activities across the Democracy and Planning Group of the organisation. This covers Iwi/Hapu Engagement and Development; Policy and Bylaw Programme; Communications; and an update on funding applications.

#### Iwi/Hapu Engagement and Development

At a previous Te Roopuu Ahi Kaa meeting a number of comments were made by the Komiti about the current Māori Responsiveness Framework. These comments included adding a section on housing; adding comments about engagements that have been undertaken, including what results or outcomes have come out of these engagements; and ensuring the framework is more results focussed. It was proposed that a review be undertaken of the current framework, this will now be done prior to the next Te Roopuu Ahi Kaa meeting and a revised version will be present to the Komiti for their feedback.

#### Policy and Bylaw Programme

The policy and bylaw work programme is attached ([Attachment 1](#)). With the completion of the Long Term Plan 2021-31 the Policy/Planning Committee have two bylaws and one policy reports being presented today, they are as follows:

- Animal Control Bylaw
- Food Business Grading Bylaw
- Local Approved Products Policy

With changes to legislation a review of the Rates Remission for Māori Freehold Land Policy will need to be undertaken and completed by 1 July 2022. This has been added to the work programme with an initial report scheduled to go to Te Roopuu Ahi Kaa Komiti in October.

In keeping with consistency of other documents that Council publishes, policies and bylaws will now have their titles translated into Te reo Māori. This also acknowledges the growth Council is taking in this space. The translation will be added when a document is being reviewed.

#### Communications Update

##### 1. Communications and Marketing Strategy

Council has previously had a Communications Strategy. This has been updated to include Marketing elements also ([Attachment 2](#)). The purpose of this strategy is to guide the Council's communication

**ITEM 11.1**

and engagement activities, so they support the Council's community outcomes and improve public participation in a democratic body that shapes the future of our district.

The Committee are asked to review and provide feedback on the draft Strategy (attached), which will then go to Council for adoption.

2. Social Media Policy

The Social Media Policy (**Attachment 3**) has been revised and developed to provide:

- Clear requirements and guidelines for the management of Council's social media accounts
- Clarity about expectations and rules that govern the Council's social media pages
- Understanding of Council's expectations when using social media.

The draft Policy is attached for the Committee to provide feedback. Once the Policy has been adopted by Council it will go on Council's website and used as an internal Policy to guide staff.

3. Communications Activity – April, May, June and July 2021

An update on Communications activity for the months of April, May, June and July are attached (**Attachments 4 – 7**).

**Significance**

This item is not considered to be a significant decision according to the Council's Policy on Significance and Engagement.

**ATTACHMENTS**

1. Policy and Bylaw Work Programme
2. Communications and Marketing Strategic Plan
3. Social Media Policy (Draft)
4. Communications Update Dashboard - April 2021
5. Communications Update Dashboard - May 2021
6. Communications Update Dashboard - June 2021
7. Communications Update Dashboard - July 2021

**Recommendation**

That the report 'Democracy & Planning Group – Operational Update' be received.



Policy and Bylaw Work Programme

Policy Work Schedule 2019-2022

KEY					
		Complete	Underway	Upcoming	Future work
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	
Dangerous and Insanitary Buildings Policy	Policy/Regulatory	Statutory	Building Act 2004	Council adopted 25 June 2020	
Control of Dogs Bylaw	Policy/Regulatory	Operational	Dog Control Act 1996	Council adopted December 2020	
Annual Residents Survey 2020	Policy	Operational/Research		Improvement plans presented to respective Committees	
Significance and Engagement Policy	Policy	Statutory	Local Government Act 2002	Council adopted June 2021	
Animal Control Bylaw	Policy/Regulatory	Statutory	Local Government Act 2002	August	
Food Business Grading Bylaw	Policy/Regulatory	Statutory	Local Government Act 2002	August	
Annual Residents Survey 2021	Policy	Operational/Research		August-September	Consultation closed. Analysis underway.
Local Approved Products Policy	Policy/Regulatory	Operational	Psychoactive Substances Act 2013	August	
Local Easter Trading Policy 2016	Policy	Statutory	Shop Trading Hours Act 1990	October	
Rates Remission for Maori Freehold Land Policy	Policy	Statutory	Local Government Act 2002	December	Report to TRAK - October
Traffic and Parking Bylaw 2017	Policy/Regulatory	Statutory	Land Transport Act 1998	2022	
Speed Limits Bylaw	Policy/Roading	Statutory	Land Transport Act 1998	TBC	On hold. Further work to be done with Waka Kotahi
Flying Drones on Council Parks - Interim Guideline	Policy/Roading/Regulatory	Operational	Civil Aviation Authority	2021	

# Ngā Whakawhitiwhiti me Ngā Whakatairanga

## Communications and Marketing

Strategic Plan 2021 – 2023

DRAFT



**RANGITIKEI**  
DISTRICT COUNCIL

*making this place home*



## Introduction & Purpose

This document has been prepared for Rangitikei District Council by a consultant who has reviewed the last two resident surveys, existing plan, communication resources, policies, platforms and collateral.

It is an internal document that will guide officers of the Council to fulfil the vision and direction of the Council as set out in the Rangitikei District Council Strategic Vision and 2021-2031 Long Term Plan.

This strategic plan provides the focus for our communications activities over the next three years and covers:

- Introduction and purpose
- Risks
- What guides us
- Principles
- Strategic Action Plan
- Measurement
- Appendices

The purpose of the document is to guide the Council's communication and engagement activities, so they support the Council's community outcomes and improve public participation in a democratic body that shapes the future of our district. Internal Communications actions have been incorporated to support the external communications and marketing actions.

The document has been created to provide guidance to officers of the Council, Elected Members and members of the public.

## Risks

- Print media is in decline
- The Council's vision and outcomes are not publicised
- Public engagement and communication expectations are growing – as are Central Government's expectations
- Local radio is too diversified and the district's topography doesn't allow for full coverage
- The online and mobile world is growing however district's topography makes it too hard for some to participate
- The relevancy of the Council to the public may change if and when Three Waters management moves on
- Doing what we've always done marginalises our audience and excludes the generations coming through

# What Guides Us

Rangitikei – Making this place home			
<p><b>Vision</b></p> <p><i>He oranga whenua, he oranga tangata, he oranga wairua, tīhei mauriora!</i></p> <p>If our land is cared for, if our people are looked after, if the spirit is strong, we can build a better future for all, let there be life!</p>			
The Wellbeing pillars			
			
<p><b>Economic</b></p> <p>An inclusive, productive and growing, innovative economy that benefits all.</p>	<p><b>Social</b></p> <p>We embrace our diversity of ethnicity, age and backgrounds by being a connected, progressive and resilient community where we enjoy living, working and playing together; where we actively help those who are vulnerable; where we have opportunities to extend our skills, knowledge and awareness; and where we take pride in our own and others' achievements.</p>	<p><b>Environmental</b></p> <p>We are recognised as having the lead facilitation role as kaitiaki of the Rangitikei District.</p>	<p><b>Cultural</b></p> <p>The Rangitikei District is a heartland. It has an inclusive and diverse culture that recognises the heritage of the district and its people. It is permissive and is a sought-after place to live and work due to the employment, education and recreation activities within the District and its close neighbours. Our heritage is part of our charm.</p>
Community Outcomes			
			
<p><b>Healthy and resilient communities</b></p> <ul style="list-style-type: none"> <li>• We advocate for the wellbeing of our communities.</li> <li>• We ensure our infrastructure services are appropriate and affordable and we aim to reduce the risk from earthquake-prone buildings.</li> <li>• We support and manage events, activities and facilities that meet the needs of our community and make people proud to live here.</li> <li>• We work with cultural groups and new residents to ensure they are welcomed and we aim to keep communities well-informed and engaged in decision-making.</li> </ul>	<p><b>Healthy and improving environment</b></p> <ul style="list-style-type: none"> <li>• We are proud of our natural environments and will work towards more sustainable use of resources.</li> <li>• We aim to reduce our carbon footprints, reduce waste to landfill and plan for the projected impacts of climate change.</li> </ul>	<p><b>Prosperous economy</b></p> <ul style="list-style-type: none"> <li>• We facilitate growth and support commercial and industrial investments and the visitor sector.</li> <li>• We value the rural economy and support primary sector productivity.</li> <li>• We aim to ensure rate levels are prudent and we seek housing solutions that support the community.</li> </ul>	<p><b>Partnership with iwi</b></p> <ul style="list-style-type: none"> <li>• We work with iwi on projects and plans that are important to them before carrying out public engagement.</li> <li>• We work with tangata whenua to identify and protect areas of cultural importance and we help tangata whenua tell their stories of the land and history.</li> </ul>





## Principles

Communication is undertaken by the Council through a variety of channels and formats (Appendix One).

Irrespective of the nature of the communication approach, we will promote good news and not shy away from communicating bad news. The following principles will guide all our communications:

- Open, honest and accurate
- Clear, simple, consistent, regular and timely
- Accessible to, and visible in our communities
- Relevant, innovative and legitimate

## Communications and Marketing Strategic Action Plan

### Objectives:

- Lift awareness of the Council's purpose, vision, outcomes and values
- Lift understanding of the Council and the work it does
- Get our house in order
- Improve the reputation of Rangitikei as a good place to live, learn, work, play and visit
- Increase engagement participation numbers by 50% by 2023
- Introduce continuous improvement to Communications and engagement

<b>Objectives:</b> Lift awareness of the Council's purpose, vision, outcomes and values Lift understanding of the Council and the work it does				
<b>Strategies:</b> Market them to officers and the public Revamp existing channels to improve communications in general				
Issue	Risk	Output	Outcome	When
Our vision/purpose/values and outcomes are not visible	There are no visual reminders Neither our people nor our audiences will keep them in mind/be aware of them	Create posters for internal offices and rooms where community committees meet Create version in Te Reo and Samoan as well	Officers and volunteers have a visual reminder	2021
		Change the About page on the website to include vision/pillars and community outcomes (note contact info on this page is also on contact us page – we only need it in one location)	The public has access to it	
		Create our value posters for internal council offices	Officers have a visual reminder of the Council's values	2021
A month is too long between emails sent from the Chief Executive (CE Blog) and the length of the email is too long Officers are your biggest champions – arm them with the wording to help drive the Council	Officers requested an email/blog – however, length, format and time is detrimental to good communications Now that values are in place they need to live in the Council's communications	Investigate better ways of communicating to officers	Officers feel better informed Awareness of values grows	2021
The intranet is not fit for purpose and doesn't talk to vision and values	Missed opportunity to lift and keep awareness high Better access to templates, resources and policies so that it is easier for officers to do their job	Revamp intranet	Usage of intranet increases	2022
Contractor infrastructure work may not be seen as funded by the Council	Missed opportunity to lift awareness of the work we do/fund	Create collateral for: Infrastructure work signs – funded by, delivered by	Public visually see what their rates fund	2022

Objectives: Get our house in order				
Strategies: Put the right policies, strategies and plans in place so the team can do its job				
Issue	Risk	Output	Outcome	When
Creation of a calendar so key officers know when policies/plans and strategies need updating or creating	Policies or strategies become out of date	Consider Appendix Three and update where necessary and put into the online calendar	We know what we need, when we will do it and when it needs to be maintained	2021
The media policy is unwritten Social media policy needs updating	The team doesn't have the direction to get on with the job or to manage awkward issues such as trolling or bloggers posing as journalists	Create the Media Policy Update the Social Media Policy	Officers have the confidence to proceed with the job at hand	2021
ALGIM require a strategy that directs the development of the website Websites have become service tools first and foremost followed by information platforms	The website is updated on an ad-hoc basis Residents are not aware of online services	Update the website strategic plan to direct the management of the website Promote online services Improve information provided on the Council's services particularly infrastructure and projects Introduce annual maintenance programme – every page reviewed, links checked, image captions reviewed Introduce feedback options on each page	More people use online services Officers have up-to-date public information that they can direct the public to without having to ask senior managers for responses LGOIMA responses are posted on the Council's website with redactions where necessary so everyone has access to the information The public is more easily able to find correct information by themselves The website ranking improves The useability of the website is consistent	2022
The Council's messaging is not consistent which can cause misunderstandings and damage reputation	Mixed messaging causes mixed public sentiment The wording used across the Council's publications/letters/emails/platforms is only understood by those 50 years and older	Create a tone of voice document and implement it across collateral, plans, policies and engagement activities as well as the website Implement it across teams in the Council, including training sessions especially for the front of house, regulatory and infrastructure teams – the intent is to improve service and cultural capacity	Officers have the tools to aid good communications Those under 45, Maori and Samoan are better able to understand the Council's messages Customer service experience improves Regulatory responses are kind as well as compliant with legislation	2021/22
Annual or triennial requirements creep up and catch the team unawares	Officers are reactive rather than proactive	Create a comms calendar (Appendix Two)	Key Officers are better prepared for the work ahead and can plan for external support when required	2021

**Objectives:**

Improve the reputation of Rangitikei as a good place to live, learn, work, play and visit

**Strategies:**

Connect and promote what we have  
Establish an ongoing campaign to lift audience numbers  
Promote/advertise external events in the district

Issue	Risk	Output	Outcome	When
We have a great site ( <a href="https://visitrangitikei.nz">https://visitrangitikei.nz</a> ) that is sitting out on its own	Too few people know the website exists or that we have a variety of events	Put a link to <a href="https://visitrangitikei.nz">https://visitrangitikei.nz</a> on the website Promote the page in Rangitikei Connect regularly	It's easier for locals to see the effort we put into attracting people to the district More locals can share with visitors what our district has to offer	2021
We don't have anything to drive people to visit <a href="https://visitrangitikei.nz">https://visitrangitikei.nz</a>		Create a regular social media campaign that connects to <a href="https://visitrangitikei.nz">https://visitrangitikei.nz</a> – regular posts and some competitions - \$500 budget to promote	We reach more people to showcase our district	
Support is provided but it's not known how it is used or the effect of the investment and the Council's support is not visible		In addition to funding/ or inclusive of event, funding create a small budget (\$1000-\$2000) to promote key events via social media and google and advertise across the region	Local event organisers feel supported More people see that there are things to do in Rangitikei More people visually see the Council's contribution	2022 if not earlier
		Create collateral that can be used – wayfinding stickers with the Council's logo on them Require the Council's logo on event collateral Attend events with the Council's pop-up tent and Elected Members		
We have nothing to give to people thinking of moving here or moving here	People find other places to live without realising what we have to offer	Produce a small booklet that showcases what Rangitikei has to offer new residents \$5,000	We have something to give those thinking of moving here – particularly the Air Force	2022



Very little economic information has been communicated with residents to date	More ratepayer funds are about to be spent on economic development – residents will want to see value for money	Update economic information on the website Incorporate quarterly economic reporting to Rangitikei Connect and explain why economic development is important Support networking events through the provision of marketing and key speakers Market projects provided by the central govt to aid business	The public see and feel value in return for increased rates	2021-22
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<b>Objectives:</b> Increase engagement participation numbers by 50% by 2023				
<b>Strategies:</b> Target those underrepresented in engagement activities – those under 45, Māori and Samoan members of the community				
Issue	Risk	Output	Outcome	When
Doing what we've always done focuses on an ever-decreasing number of people – the elderly	Generations coming through won't value councils	Roll out the Council voice across all communications including regulatory, infrastructure and front of house	Younger people feel more at home with the language used	2021/22
Fewer people vote	Half the community votes for people like them leading to further disengagement from those who don't participate or see candidates like them	Create a three-pronged election campaign: <ul style="list-style-type: none"> <li>• Registration</li> <li>• Nomination</li> <li>• Vote</li> </ul>	More locals are registered to vote, more people from various backgrounds stand and more people vote	2022
Our engagement activities are mostly based on inform and involve	By only undertaking one form of engagement – inform and involve community groups that are ready for more leadership can't grow and other groups have nothing to aspire to	Use the aspects of the Marton Civic Centre project as a means to explore a collaborative engagement process – particularly for the public spaces, front of house, chamber, and library.	The community feels a higher degree of ownership of the outcome	2022
We have momentum due to increased effort around engagement but it's a long game to seriously lift participation	The increase in effort stagnates or wanes and Elected Members lose faith in engagement activities	Create engagement plans for major projects, policies and plans – see draft calendar (Appendix Two) Use a variety of tools supported by good quality collateral online and offline to enable people to engage Take the engagement to the people as well as usual committees.	Engagement participation grows More people are involved and interested in their community and see their thoughts and opinions are valued People no longer see involvement as being onerous	Ongoing

Objectives: Improve the resilience of our communities				
Strategies: Planning with key leaders in each community and iwi liaison group Promote to lower socio-economic groups, on under 45s, Māori and Samoan members of the community				
Issue	Risk	Output	Outcome	When
A Civil Defence event will occur it's just a matter of when. The only way to mitigate the effect on the Council during an event is to be prepared and for people in the community to know what to do	There currently is no communications plan	Create an Emergency Management Communications Plan and review it every three years – note the plan should sit over the community plans and include community engagement activities aimed at increasing preparedness of young families, hapū members and students	More people are better prepared	2021/22
	Plans sit on a shelf	Continue the current approach so Communities feel ownership of their plan/ preparedness and add in promotion of the plans as and when they are completed with reminders planned	Communities own their plans and more people are aware of them	2021-23
	During an event, the Council's social media channels will be key for those with wifi/ coverage and the Council might not be able to handle requests of service	Include social media training during emergency management training – particularly for front of house team members	Officers are ready and able to respond to increased social media traffic during an event	2022 onwards

Objectives: Introduce continuous improvement to Communications and engagement				
Strategies: Move to real-time information gathering. Establish monthly reporting				
Issue	Risk	Output	Outcome	When
Existing residential surveys are costly and produce similar results	We only know about issues that affect those who know how to complain Identifying issues annually and then rectifying them is not good customer service	Provide public with the opportunity to take part	We can identify issues, fix issues, improve what we do earlier	Already underway
		Investigate introducing feedback on each page of the website		2022
		Review comments from engagement activities		2021

## Measurement

The effectiveness of our communications is measured through:

- Monthly reports on:
  - Website analytics
  - Newspaper stories and tone
  - Stories in Rangitikei Connect
  - Facebook and Instagram reach and discussions
  - Real-time surveys of customers
  - Engagement participation numbers.
- Review of plan and update actions in line with the Council's Long Term Plan cycle in 2023
- Introduction of real-time feedback on the website in 2022

# Appendices

## Appendix One

### Communication Methods

The following table sets out the platforms and tools used to communicate with identified audiences. This is in addition to minimum statutory communication and consultation requirements, such as public notices in newspapers, which the Council will continue to meet.

External Communications and Marketing									
Audience	Website(s)	Meetings/ Briefings	Rangitikei Connect	Media Statements	Pop up window displays	Targeted Newsletters	Happy or Not User Feedback System	Social Media	Radio/TV
Residents	✓	✓	✓	✓	✓	✓	✓	✓	Limit to emergency comms only
Ratepayers	✓	✓	✓	✓	✓	✓	✓	✓	
Businesses	✓	✓	✓	✓	✓				
Community Groups	✓	✓	✓	✓					
General Public	✓	✓	✓	✓	✓	✓	✓	✓	
Government Agencies	✓	✓	✓					✓	
Media	✓	✓	✓	✓				✓	
Community Boards & Committees	✓	✓	✓						

External Communications and Marketing						
Audience	Council Website(s)	Meetings/ Briefings	Intranet	CE monthly email	Email	Media Releases
Elected Members	✓	✓	✓	✓	✓	✓
Officers	✓	Key officers only	✓	✓	✓	✓

## Appendix Two

### Communications Calendar – a starting point

Category	Action
Dog licence fees	Promote
Rates instalments – quarterly	
Swimming pool seasons	
Annual Plan 22-23, 23-24	Consult in accordance with section 93A of the Local Government (LG) Act
Long Term Plan 24-34	Consult in accordance with section 93A of the LG Act
Bylaw Reviews	Special Consultative Procedure, when applicable
Policy creation / reviews	In accordance with Significance & Engagement Policy and Section 82 of LG Act
Changes to levels of service	Publicised as appropriate per legislative requirements
Infrastructure projects	Communications/engagement plans are put in place for key projects or projects where the public is affected to ensure regular comms to key audiences This information is then used to update the website and made available via social media and on public notice boards
Large projects - Marton Rail Hub - Marton Civic Centre - Taihape Memorial Park	Communications Engagement Plan for each project
Smaller but controversial projects: - Bus lane in Bulls - Putorino landfill cleanup - Te Matapihi greenspace	
Spatial Plan and District Plan	Create communications engagement plan and once completed specifically explore how they can be displayed online so it's easily accessible ongoing
Elections public awareness campaign	To arrest voter decline, create: <ul style="list-style-type: none"> <li>• Enrolment awareness campaign – focused on youth/Māori and Pasifika</li> <li>• Encouragement to stand campaign including candidates guide</li> <li>• Pre-election Report</li> <li>• Voting campaign</li> </ul>
Promote Council-funded community events	Widely share information, on all available channels, to promote and raise awareness
Three Waters comms support	Work to ensure a smooth transition of services
Enforcement Officer	Support understanding of the role to limit backlash
Iwi history	Support creation of stories and role out across web and collateral and in parks and reserves

## Appendix Three

### Channel Maintenance and Training

Category	Action
Media releases	Media policy is created and adopted Proactively release information to the public via media Relationships with journalists are maintained and nurtured
Rangitikei Connect (print and mailchimp email)	Key outcomes from the Council meetings Stories relating to comms calendar Promotion of events and online services
Website Intranet – Sharepoint 365	Website strategy updated and adopted Information and links are correct and up-to-date – each page reviewed every two years Information is available on all of the Council's services Captions are on all images Consideration of libraries having their own site or at least its page being updated and made to be more engaging Give events a higher placing on the website Consider adding a page review option – i.e. was this page useful Consider maximising taxonomy menu Engage officers to redesign the Intranet
Social Media <ul style="list-style-type: none"> <li>Facebook (Council, Libraries, Visit Rangitikei)</li> <li>LinkedIn (Council)</li> <li>Instagram (Council &amp; Rangitikei_nz)</li> <li>Twitter (Council)</li> <li>Youtube (Council)</li> <li>PageFreezer</li> </ul>	Social media policy is updated and adopted Facebook, Twitter is used as appropriate Increase use of videos and interactive polling Regular posts about services, infrastructure projects, officer profiles, things to do/visit/participate in
PIM	Training occurs annually Annually check websites ability to turn into CD website and that the team have the ability to load content during an event
Branding	The branding document is followed Collateral is reviewed every few years to ensure (about 80% there now) it is aligned with the brand Introduce brand guidelines for signage – parks and reserves and infrastructure projects
Internal Communications Strategy	Develop a strategic plan – three-yearly Develop a new intranet – to be updated every three years and renewed every five years Officer survey – every two years Kete review – every three years
Media training	Every three years for Leadership Team and Elected Members

## Appendix Four:

### **Te Matapihi – Bulls Community Centre Social Media Accounts**

This Appendix was created to provide guidance for the management of the social media accounts associated with Te Matapihi – Bulls Community Centre.

Originally established to aid the development of the centre, the Facebook account has grown to more than 700 followers and the more recently established IG account has 50 followers.

Te Matapihi is unique in that other libraries do not have individual accounts. However, Te Matapihi is more than just a library, it is also a venue and has meeting rooms for hire. Given that, it is recommended the accounts are continued with the primary intent of increasing bookings, and library use, and to help bring about community pride.

#### **General guide for Te Matapihi Social Media Accounts:**

Posts to both accounts should be equally divided along the lines of:

- Library: events, books, authors, notices
- Events: Post about the events that are being held – pre-event awareness, share pics/video during event, reshare several months later as a flashback
- General Bulls community news – either related to the Council, general public and history.

#### **Promotion of posts:**

- Should occur for meeting room notices and venue hire and these should be targeted at executive assistant/secretarial officers through social media promotion in particular google adverts









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*Making this place home.*

RANGITĪKEI DISTRICT COUNCIL

# SOCIAL MEDIA POLICY

DRAFT

Approved:	xx
Approved by:	Executive Leadership Team
Next review:	xx
Version number:	1.0
Who is responsible:	Group Manager Democracy and Planning

# Social Media Policy

## PURPOSE

This document has been created to provide clear requirements, guidance and rules to:

- the public who use social media platforms managed by the Council
- officers of the Council who have social media responsibilities as part of their role.
- all officers of the Council when using social media in a personal capacity.

## CONTEXT

Social media platforms:

- enable two-way communication – the public can comment and connect with the Council, and the Council can broadcast its messages out into the community
- increasingly require paid-for advertising
- are part of the Council's communication toolkit.

## 1. THE POLICY

### 1.1. Relevant Acts of Parliament

The Public Records Act 2005 requires officers to maintain records, this includes online social media activities. Posts and conversation strings should be recorded and saved. While the public can access all online conversations on social media it could be that a request regarding the Council's social media activities is made through the Local Government Official Information and Meetings Act (1987).

### 1.2. Social media platform requirements

All of the Council related social media accounts must include:

- The correct logo and spelling of the organisation
- A brief descriptor of the organisation
- State its relationship to Rangitikei District Council
- Public Conditions of Use linked to the Council's website where the Social Media Policy is.

### 1.3. What is not permitted?

The Council does not permit the publishing of the following information:

- a) Intellectual property, confidential information, or customer data
- b) Company sensitive matters such as employment issues, In-Committee information, draft documents (strategies, policies, plans and publications) and embargoed announcements
- c) Information regarding candidates during an election period.

### 1.4. Requests for Service made via Messenger receive an automated response directing the person to the Council's online Fix It Form.

### 1.5. Civil Defence

During an emergency event, the Council's social media content is the responsibility of the Civil Defence Public Information Manager. Social media channel activity increases significantly during an event, so other officers will help respond to requests.

### 1.6. Council Officer's personal use of their own social media

The lines between personal and professional are easily blurred. What is said online is public, therefore, it has the potential to have consequences. The Council considers you to be using social media in a professional capacity if you are:

- discussing the business of Council via a Council-managed social media platform
- sharing professional opinions or discussing the business of Council via a personal social media where you have stated or could reasonably be known to be an officer of the Council.

Please refer to Appendix II which was created to help officers navigate social media.

### 1.7. References and Resources

- Local Government information:  
[https://taituara.org.nz/Attachment?Action=Download&Attachment\\_id=1596](https://taituara.org.nz/Attachment?Action=Download&Attachment_id=1596)
- Government Information Services  
Office of the Privacy Commissioner | Home  
<https://www.publicservice.govt.nz/resources/social-media-guidance/>  
<https://www.dia.govt.nz/Social-media-platforms>  
<https://www.legislation.govt.nz/act/public/2015/0063/latest/whole.html>  
[Requests made online: A guide to requests made through fyi.org.nz and social media | Ombudsman New Zealand](#)

## 2. GUIDING PRINCIPLES

The following principles were created to guide officers of the Council who have delegation to post and respond on social media:

- Be credible – accurate, fair, thorough and transparent
- Be consistent – encourage constructive criticism, be cordial, courteous and professional
- Be responsive – respond to posts, questions and issues within a timely manner (even if it is just an acknowledgement). For specific issues in isolated cases, consider asking them to direct message the Council so that the matter can be dealt with one-to-one
- Be integrated – align online activities with offline communication activities
- Be an Officer of the Council – maintain professionalism, be transparent and refer those who post political questions to elected representatives
- Be a good custodian – monitor social media activity regularly and consistently
- Tone – respond in a casual yet professional tone of voice, the use of Te Reo is encouraged as are colloquialisms and word contractions
- Sharing – sharing of content from the Council social media accounts is encouraged
- Sourcing – Provide sources by including hyperlinks, video, images, or other references.

Please refer to Appendix I to for the full guide.

### 3. PROCEDURE

#### 3.1. Offences and repercussions

The Council's social media channels are a safe place where users are encouraged to communicate respectfully. Those who participate in engaging through the Council's social media channels are asked to be respectful of each other, officers and Elected Members. All users should be aware that officers monitor all social media activity associated with the Council. The Council will comply with the Harmful Digital Communications Act 2015. Council has three categories regarding inappropriate commentary and repercussions. They are:

1. **Minor Level** – general name-calling – Repercussion: The comment will be hidden
2. **Major Level** – unacceptable language, inappropriate imagery or repeated breaches of Level 1 – Repercussion: the comment is deleted, and a direct message is sent to advise:  
The comment has been deleted per the Council's Social Media Policy  
That a condition of use of Council's social media platforms is that users are respectful to each other, officers and Elected Members  
That a further breach may lead them to be banned from the social media channel
3. **Extreme Level** – threatening or explicit commentary and/or images, or repeated breaches of Level 2 – Repercussion: The post is deleted, a direct message is sent to the person advising they will be banned from the page for no less than 3 years. Consideration will be given to alerting the appropriate authorities:
  - illegal activities to the New Zealand Police
  - racism to the Race Relations Commissioner
  - privacy breaches of an individual to the Office of the Privacy Commissioner
  - sexism or homophobic to the Human Rights Commissioner.

**Pseudonyms** – the Council does not have to actively engage with accounts where a pseudonym is used – Repercussion: the account is either blocked or the post is ignored.

**Trolls** – The term Troll relates to social media account users who regularly instigate conflict, hostility, or arguments in an online platform – Repercussion: If troll-like behaviour is observed then the account user is banned from the social media account for a period no longer than three years.

#### 3.2. Local Government Election Campaign rules regarding social media:

During the four months leading up to any Local Government Election, the Council will remove any post, statement or image in a comment that relates to a candidate whether they are a current Elected Member or not. Please refer to Appendix III for Elected Member social media guidelines.

### 4. ROLES AND RESPONSIBILITIES

The Group Manager Democracy and Planning is responsible for all of the Council social media accounts and activities. The activation of the Council's social media accounts is carried out by officers of the Council both within the Democracy and Planning Team and Libraries.

### 5. BREACH OF SOCIAL MEDIA POLICY

Breach of this policy by officers of the Council may be addressed as a disciplinary matter.



## APPENDICIES

### Appendix I: The Council's social media management guide

The following is a guide for officers with social media responsibilities as to how to post on behalf of, and represent the views of Rangitikei District Council:

The following is a guide for officers with social media responsibilities as to how to post on behalf of, and represent the views of Rangitikei District Council:

- All social media posts that officially represent the Council, come through those who manage the Council's social media platforms to ensure a consistent voice. Other officers are encouraged to suggest content – for example, project updates, interesting facts about something they are working on, or an interesting photo they have taken during the day
- As a representative of the Council, you must act with honesty and integrity in all matters. In addition, those who manage the Council's platforms must be aware of the Electronic Communications Policy which defines acceptable use of the internet, the Privacy Act, the Public Records Act 2005 and Local Government Official Information and Meetings Act
- Remember you are here to help our customers
- Be respectful of all individuals, races, religions and cultures
- Keep records of posts and conversation strings
- Use sound judgement and common sense, and if there is any doubt, do not post it. If you ever feel unsure about how to respond to a post seek advice from your manager
- If you are using another party's content, make certain that they are credited for it. Do not use the copyrights, trademarks, publicity rights, or other rights of others without permission
- Once information is published online, it is essentially a permanent record, even if you "remove/delete" it later or attempt to make it anonymous
- Provide links to our website when more information is available there.

### Appendix II: Guidelines for personal use of social media by officers of the Council

- All officers are subject to the Council's policies. In addition, legislation such as the Privacy Act and LGOIMA govern the disclosure of information
- Anything you post on a personal account that can potentially damage the Council's image will ultimately be your responsibility. We do encourage you to participate in the social media space but urge you to do so properly, exercising sound judgement and common sense
- Officers are personally responsible for their words and actions, wherever they are. It is your responsibility to ensure that your posts are accurate, do not mislead, or reveal sensitive or confidential information about the Council, our ratepayers/residents or officers. If you ever feel unsure about how to respond to a post, seek advice from your manager
- If you come across positive or negative remarks about the Council, please share them with those who manage our social media platforms
- The Council respects the free speech rights of its officers, key partners and representatives, but you must remember that customers, colleagues and managers often have access to online content you post. In personal posts, titles and logos of the Council must not be used – unless you are sharing a story from a social media platform managed by the Council platform that includes these
- We encourage everyone to exercise sound judgement and common sense to prevent online social media sites from becoming a distraction at work
- Do not post about sensitive or confidential information such as public excluded reports, contract agreements and/or commercially sensitive information
- Be aware that taking public positions online that are contrary to the Rangitikei District Council's interests may lead to a disciplinary process
- Keep use of social media platforms at work to a minimum.

### **Appendix III: Rangitikei District Council's Social Media Guidelines for Candidates**

Candidates must comply with the following guidelines for social media use and presence related to campaigning:

- Election advertising, using any media, including social media, must identify the person under whose authority they have been produced - as is the case with all election advertising
- Social media accounts managed by the Council and Libraries, including but not limited to Facebook, Twitter, Instagram and LinkedIn, are not permitted to be used as a communications channel by anyone (candidates or members of the public) for promotion, electioneering or campaigning. It is the responsibility of candidates to check if a social media account is one of the Councils
- Any campaign-related or electioneering content posted to the Council's platforms will be removed
- Rangitikei District Council will unfollow all candidate social media profiles three months before the election date. This protocol is in line with the Local Electoral Act 2001
- Candidates cannot rate, review, check-in or tag the Council's social media channels

The Council's social media accounts will remain neutral. However, the Council will promote nominations, enrolments and the elections.

This report provides the Committee with an update on communications and media activity.

## News Media



12

NEWSPAPER ARTICLES



4

PUBLIC NOTICES

## Council Website



8,739

▲ 839

NEW VISITORS



15,107

▲ 2,438

TOTAL (SESSION) VISITS

## Social Media



23,988

▲ 128%

PEOPLE REACHED

The number of people who saw any of our posts at least once this month.



4,086

▼ 156

FACEBOOK FOLLOWERS

## News Media Activity

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

- Rangitikei Connect was published twice in April.
- Council did contribute articles to the monthly community newsletters in Taihape, Hunterville and Bulls.

Date	Media Channel	Article Heading and Topic
1/04/2021	District Monitor	<b>At the Council - Council roundup</b> HRC has approved resource consents needed for contractors to start work on fixing the historic landfill on Putorino Road.
1/04/2021	Feilding-Rangitikei Herald	<b>Changing room to be costed</b> Whether Te Matapihi gets a changing room or not will be decided by the end of July, one year after the issue was initially raised.
07/04/2021	Whanganui Chronicle	<b>Council offers computer-banking crash course as retail banks pull out of region</b>
13/04/2021	Whanganui Chronicle	<b>Rangitikei District Council proposes rate increase</b>
14/04/2021	Whanganui Chronicle	<b>Planning for pump</b> RDC is undertaking the next step to decide on the location of a new wastewater pump station for Taihape.
15/4/2021	Feilding-Rangitikei Herald	New water strategy in the works
14/04/2021	Whanganui Chronicle	<b>Landfill job is on</b> Remediation of the former Putorino landfill has started.
16/04/2021	Whanganui Chronicle	<b>Whoa! Hold you horses</b> A plan change that could convert 40ha of rural land to a site for timber processing and a large rail yard has been appealed and is headed to mediation in the Environment Court.
22/04/2021	Feilding-Rangitikei Herald District Monitor Whanganui Chronicle	<b>Marton's \$1.3m playground opens</b>
23/04/2021	Whanganui Chronicle	<b>Bus lane on hold</b>



Date	Media Channel	Article Heading and Topic
27/04/2021	Whanganui Chronicle	<b>Tower gains consent</b> A Vodafone Communications tower has been granted by RDC to be built in Bulls.
28/04/2021	Whanganui Chronicle	<b>Water staying on</b> Water shut down that was planned for Tutaenui Road in Marton has been postponed due to technical issue with pipeline.

## Public Notices

- April 07 **RESCHEDULE OF COUNCIL MEETING** - Council meeting scheduled for Thursday 8 April 2021 has been rescheduled to 11am Monday 12 April.
- April 15 **NOTICE OF MEETINGS** - All meetings April 2021
- April 15 **CONSULTATION BEGINS ON THE LONG TERM PLAN  
SIMULTANEOUS CONSULTATION**
  - Draft Significance and Engagement Policy
  - Draft Revenue and Financing Policy
  - Draft Schedule of Fees and Charges
- April 22 **TEMPORARY CLOSURE OF VARIOUS ROADS TO VEHICULAR TRAFFIC** - Anzac Parades

## LGOIMA Requests

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

At the end of April, **21 requests** for official information have been received so far this year.

## Electronic Direct Mail (EDM) Activity

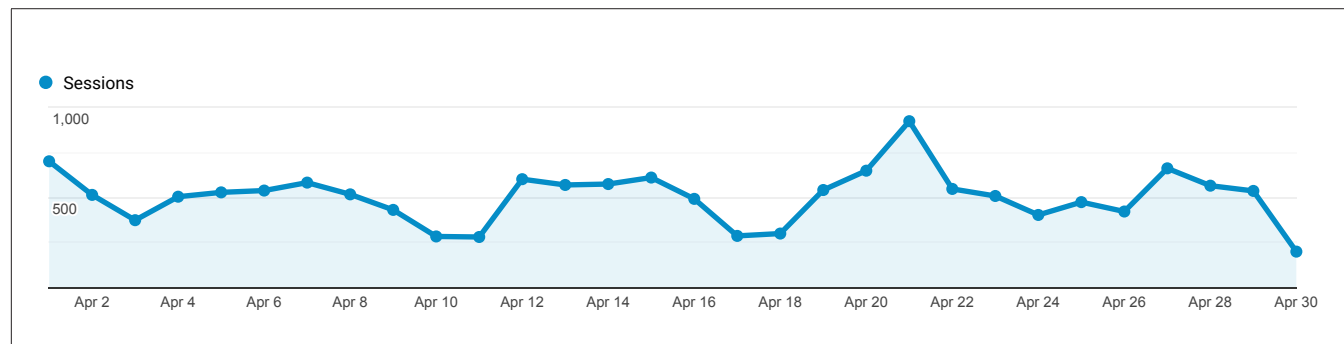
The table below outlines the Council bulk email activity sent in during April;

- Community Database - **419 people**
- Te Hononga - **121 people**
- Staff Database - **161 people**.

Date	Article Heading	Opens	%
April 8th	Rangitikei Connect_ Issue 20	301	54.9%
April 9th	Rangitikei Te Hononga_Issue 2	57	53.8%
April 13th	Framing our Future/LTP (FOF) - Email (4)	241	44.3%
April 19th	Rangitikei Connect_ Issue 21	259	47.6%
April 20th	FOF - Email (5) (Week 1)	258	47.5%
April 30th	FOF - Email (6) (Week 2)	247	45.7%

## Website Statistics

The graph below outlines the website activity during April:



### Activity on Council's website for 1 - 30 April 2021:

In April 74.9% of those who visited Council's website were new visitors to the site.

### Top 10 Council pages visited (April)

1. /homepage
2. /library
3. /services/rates/search
4. /services/rubbish-recycling/transfer-stations/marton-transfer-station
5. /services/cemeteries/database
6. /council/consultation/current-consultations/framing-our-future
7. /services/gis/rangitikei-district-gis-map
8. /council/careers/current-vacancies
9. /council/meetings
10. /council/about/contact-us

### News items

There were **16 News Items** posted to our home page.

Date	Article Heading and Topic
April 01, 2021	Reschedule of Council meeting
April 08, 2021	Regulatory Compliance Officer Vacancy
	Casual Library Officer Vacancy
	High Street Toilets Closed
April 12, 2021	Framing our Future
April 14, 2021	Creative Communities Scheme
	Rangitikei Heritage weekend
April 15, 2021	Anzac Dawn Parade 2021 - Marton
April 20, 2021	Bulls Bus Lane & Town Square Update
	Framing our Future - Ratana Hui-a-marae rescheduled
April 21, 2021	Anzac Day 2021 Commemorations
April 23, 2021	Building Compliance Officer Vacancy
	Resource Management Planner Vacancy
	Executive Assistant – Group Managers Vacancy
	Vodafone Tower in Bulls
April 29, 2021	Pedestrian Crossing Maintenance Work

## Social Media Activity

The table below outlines Facebook activity during April:

Date	Article Heading and Topic	Type
1 April	Dog owners, we recently sent letters to all dog owners in our district	Post
	Digital Inclusion Survey	Post
7 April	LTP Online Meeting LIVE	LIVE
8 April	High Street Public Toilets CLOSED	Post
12 April	Regulatory Compliance Officer Vacancy	Post
	Take part in Framing our Future	Post
13 April	Casual Library Officer	Post
	We have officially kicked off the Framing our Future consultation	Post
14 April	Creative Communities Scheme	Post
	Let us know what you think (FOF)	Post
	LIVE Online Meeting	LIVE
15 April	Changes to Anzac Commemoration	Post
20 April	Bulls Bus Lane and Town Square Update	Post
21 April	Gas bottle stolen from Marton Memorial Hall	Post
	Anzac Day Commemorations	Post
	FOF - First week of school holidays	Post
22 April	FOF - What is a Long Term Plan	Post
26 April	FOF - Free Wifi zones	Post
	Marton Water shut down Tutaenui Road	Post
	Creative Communities Grant now open	Post
27 April	Marton Water Shut down Tutaenui Road - Postponed	Post
	What will your rates look like	Post
	FOF - Funding for economic development	Post
28 April	FOF Internet access	Post
	Executive Assistant role	Post
	FOF - 10 Year Plan	Post
29 April	Resource Management Planner Vacancy	Post
	FOF - Sponsorship	Post
	LIVE Council Meeting	LIVE
30 April	FOF - Taihape Grandstand	Post

**Total Posts made: 30**

### Post with the most engagement: 14 April

Let us know what you want for our District's future and take part in Framing Our Future, the consultation for our Long Term Plan. Visit [www.framingourfuture.nz](http://www.framingourfuture.nz) and make a submission before 10 May. - **FOF Video**

- 6707 People reached
- 335 Reactions, comments & shares
- 6 Comments

### Facebook insights: (April 2021)

- Post reach (The number of people who saw any of your posts at least once): **23,988 people up 128%**
- Post Engagements (the number of times people engaged through posts through reactions, comments, shares and likes): **8,097 down 123%**
- Total page likes: **3,910**

**Total page followers: 4,086**

---

## Operations Activity

**The information below outlines design and marketing activity completed during April:**

### Community Services

- Open Mic day 2021
- Harvest Festival tees
- Creative Community Scheme
- Community Initiative Funds
- Community Groups (project template)

### People and Culture

- Drug and Alcohol Policy
- Voluntary Involvement in Emergency Policy

### Parks and Reserves

- GPS Monitored Bumper Stickers
-

This report provides the Committee with an update on communications and media activity.

## News Media



5

NEWSPAPER ARTICLES



2

PUBLIC NOTICES

## Council Website



7,411

▼ 1,328

NEW VISITORS



13,51

▼ 1,590

TOTAL (SESSION) VISITS

## Social Media



23,988

▲ 128%

PEOPLE REACHED

The number of people who saw any of our posts at least once this month.



4,086

▼ 156

FACEBOOK FOLLOWERS

## News Media Activity

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

- Rangitikei Connect was published twice in May.
- Council did contribute articles to the monthly community newsletters in Taihape, Hunterville and Bulls.

Date	Media Channel	Article Heading and Topic
4/5/2021	Whanganui Chronicle	<b>'be brave' Rangitikei votes to establish Maori wards</b> RDC has voted unanimously in favour of establishing a Maori ward in time for next year's local body elections.
6/5/2021	Feilding-Rangitikei	Mayors' concern over water reforms
3/5/2021	Herald	Ratepayers in dark on 'biggest change'
3/5/2021	Whanganui Chronicle Manawātū Standard	<b>District Mayors feel left in the dark</b> RDC Mayor Andy Watson has concerns about the effect losing control of water infrastructure would have on councils
14/6/2021	Whanganui Chronicle	<b>Rangitikei mulls plans for future</b> Residents speak at Councils long term plan hearings.

## Public Notices

- May 20 **NOTICE OF MEETINGS** - All meetings June 2021
- May 28 **SANTOFT DOMAIN CLOSURE**

## LGOIMA Requests

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

At the end of May, **26 requests** for official information have been received so far this year.

## Electronic Direct Mail (EDM) Activity

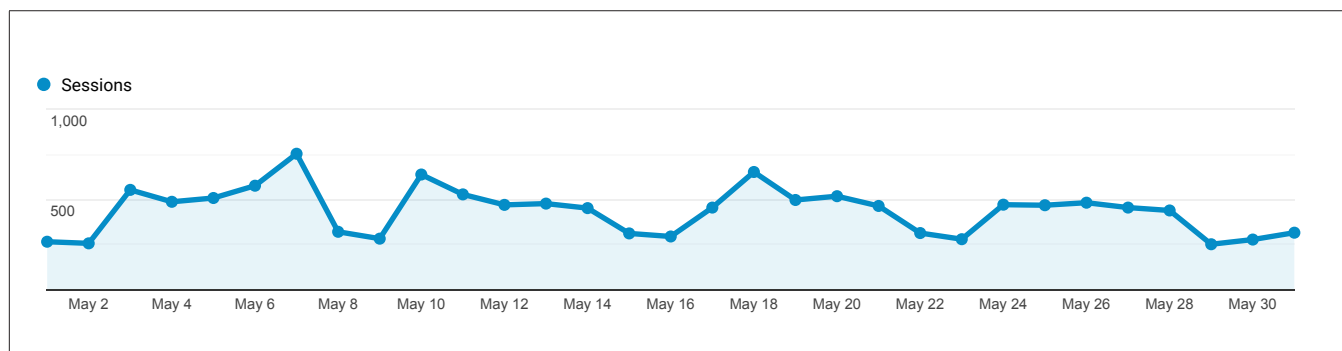
The table below outlines the Council bulk email activity sent in during May;

- Community Database - **419 people**
- Te Hononga Database - **121 people**
- Staff Database - **161 people**.

Date	Article Heading	Opens	%
May 6	Rangitikei Connect_ Issue 22	242	44.6%
May 21	Rangitikei Connect_ Issue 23	248	45.8%
May 21	Staff Email (7) (Pink Shirt Day)	38	25.2%
May 19	Staff Email (8) (Korero mai)	50	33.1%

## Website Statistics

The graph below outlines the website activity during May:



Activity on Council's website for 1 - 30 May 2021:

In May 74.1% of those who visited Council's website were new visitors to the site.

### Top 10 Council pages visited (May)

1. /homepage
2. /library
3. /services/rates/search
4. /council/careers/current-vacancies
5. /services/cemeteries/database
6. /council/meetings/council/council-meetings
7. /council/meetings
8. /services/gis/rangitikei-district-gis-map
9. /council/about/contact-us
10. /services/rubbish-recycling/transfer-stations/marton-transfer-station

## News items

There were **16 News Items** posted to our home page.

Date	Article Heading and Topic
May 03, 2021	Marton Swim Centre Closed
May 04, 2021	Tutaenui Road Water Shutdown
May 05, 2021	Council votes for Māori Wards
May 06, 2021	New-look Long Term Plan Consultation Document receives praise
May 07, 2021	Closure of Lower High Street Toilets
May 07, 2021	Te Matapihi - Temporarily Closed
May 10, 2021	Rātana Community Board
May 12, 2021	Congratulatory Messages
May 13, 2021	Youth Awards 2021
May 19, 2021	Progressive Home Ownership Fund
May 20, 2021	Kuripapango Bridge Strengthening
	Community Centre wins awards
May 26, 2021	Senior Customer Experience/Complaints Officer Vacancy
May 27, 2021	Santoft Domain Closure
	Public Toilets open 24 hours
May 28, 2021	Postponement of Erewhon Meeting

## Social Media Activity

The table below outlines Facebook activity during May:

Date	Article Heading and Topic	Type
1 May	FOF - Want to talk about rates	Post
3 May	FOF - We know Ohakea Air Force base is expanding	Post
	Looking for a new Job - Building Compliance Vacancy	Post
	FOF - Should the Council join LGFA?	Post
4 May	FOF - Do you have question about the LTP	Post
	FOF - There's only six days left...	Video
	FOF - I mohio ranei koe ka taea e koe te tuku...	Post
	Tutaenui Road Planned Water shutdown	Post
5 May	FOF - The provisions of services for Three Waters	Post
	EA to Group Managers Vacancy	Post
	FOF - Reminder five days to go	Video
6 May	Current Vacancies	Post
	FOF - Still have time to share your thoughts	Post
7 May	FOF - keep moving forward, a huge range of infrastructure to deliver	Post
	Te Matapihi Closed - Road Accident	Post
	Today's the last day for Creative Community applications	Post
	Lower High Street Public Toilets closed	Post
8 May	FOF - Roding in our District	Post
10 May	FOF - Last day for submissions	Post
11 May	FOF - Consultation is now closed	Post

Date	Article Heading and Topic	Type
14 May	Kuripapango Bridge Update	Post
18 May	Rangitikei Code Club	Post
	Reminder Tutaenui Road Planned Water Shutdown	Post
19 May	Te Ahuru Mowai - Playground of the year nomination	Post
21 May	Pink Shirt Day	Video
	Te Matapihi win awards	Post
26 May	EA to Group Managers Vacancy	Post
	Follett Street Public Toilets closed overnight	Post
27 May	Council Meeting - LIVE STREAMED	Post
28 May	Te Matapihi toilet open 24hrs	Post

**Total Posts made: 30**

### **Post with the most engagement: 5 May**

Reminder: We have 5 days left until submissions close at 5pm, Monday 10 May! Make sure you have your say on the future of Rangitikei District. [www.framingourfuture.nz](http://www.framingourfuture.nz) - **FOF Video**

- 1744 People reached
- 34 Reactions, comments & shares
- 2 Comments

### **Facebook insights: (May 2021)**

- Post reach (The number of people who saw any of your posts at least once): **27,621 people down 11%**
- Post Engagements (the number of times people engaged through posts through reactions, comments, shares and likes): **4,935 down 49%**
- Total page likes: **3,924**

**Total page followers: 4,306**

## **Operations Activity**

The information below outlines design and marketing activity completed during May:

### **Community Services**

- Visit Rangitikei Info tees
- Youth Awards
- Forge Boxing
- Youth Council Twilight Netball
- Wilson Park Development Group
- Code Club
- Shop Local Rangitikei Flags/Banner
- RDC Sponsorship Boards



## **Executive**

- District Monitor Homes Advert
- Crimestoppers Wall Planner Advert

## **People and Culture**

- Unacceptable Customer Conduct Policy
- Complaints and Issue Resolution Policy
- Civil Defence Ratana Community Response Plan
- Health and Safety in the Workplace Policy
- Te Matapihi (Venue Form)
- Kōrero mai - Staff Campaign
- Remote and Flexible Work Policy
- Pink Shirt Day

## **Regulatory**

- Building Consents update pages on website
  - RDC LIM Form
-

This report provides the Committee with an update on communications and media activity.

## News Media



4

NEWSPAPER ARTICLES



5

PUBLIC NOTICES

## Council Website



6,727

▼ 684

NEW VISITORS



12,176

▼ 1,334

TOTAL (SESSION) VISITS

## Social Media



31,102

▲ 28%

PEOPLE REACHED

The number of people who saw any of our posts at least once this month.



4,416

▲ 330

FACEBOOK FOLLOWERS

## News Media Activity

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

- Rangitikei Connect was published twice in June.
- Council did contribute articles to the monthly community newsletters in Taihape, Hunterville and Bulls.

Date	Media Channel	Article Heading and Topic
05/6/2021	Whanganui Chronicle	<b>Marton Hall revamp</b> Work continues at Marton Memorial Hall renovations.
24/6/2021	District Monitor	<b>Community committee gets second chance</b> A public meeting on Tuesday night decided to have one more attempt to get the Marton Community committee operating again.
24/6/2021	Feilding-Rangitikei Herald	<b>Lessons to be learned from group's demise</b> Project Marton wrapped up and RDC Mayor Andy was confident if a new group was formed, council would support them
30/06/2021	Whanganui Chronicle	<b>Mayors shocked by roading budget cuts</b> There are concerns that the central north islands roading infrastructure could suffer as NZTA moves to slash funding for local councils responsible for the upkeep of roads

## Public Notices

- June 03 **SANTOFT DOMAIN CLOSURE**
- June 17 **Notice of July Meetings**
- June 17 **Dog Control Fees 2021/22**
- June 24 **Notice of impounding and of proposed sale of impounded stock**  
1x ram

## LGOIMA Requests

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

At the end of June, **45 requests** for official information have been received so far this year.

## Electronic Direct Mail (EDM) Activity

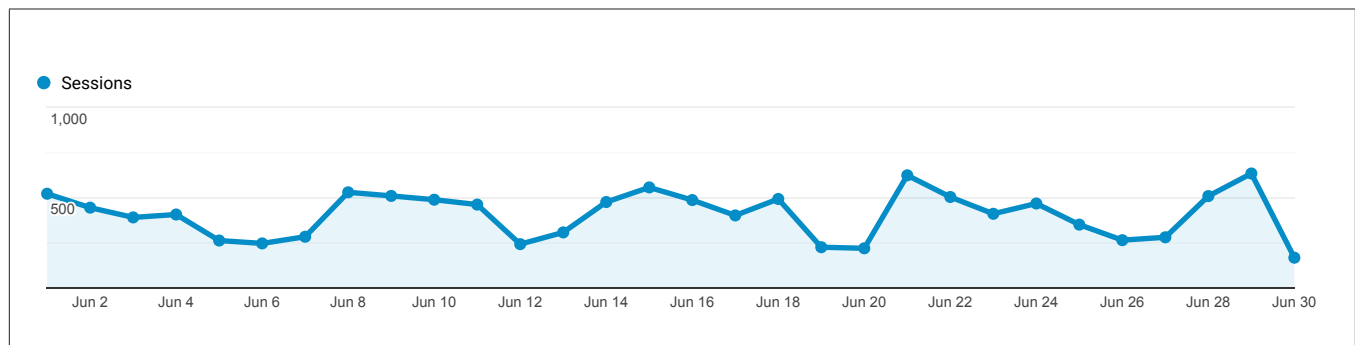
The table below outlines the Council bulk email activity sent in during June;

- Community Database - **417 people**
- Te Hononga Database - **121 people**
- Staff Database - **167 people**.

Date	Article Heading	Opens	%
June 4	Rangitikei Connect_ Issue 24	234	43.7%
June 11	Rangitikei Te Hononga_Issue 3	50	48.5%
June 21	Rangitikei Connect_ Issue 25	261	48.8%

## Website Statistics

The graph below outlines the website activity during June:



Activity on Council's website for 1 - 30 June 2021:

In June 74.1% of those who visited Council's website were new visitors to the site.

### Top 10 Council pages visited (June)

1. /homepage
2. /library
3. /services/rates/search
4. /services/cemeteries/database
5. /council/careers/current-vacancies
6. /council/meetings
7. /council/about/contact-us
8. /council/meetings/council/council-meetings
9. /services/gis/rangitikei-district-gis-map
10. /services/rubbish-recycling/transfer-stations/marton-transfer-station

## News items

There were **13 News Items** posted to our home page.

Date	Article Heading and Topic
June 01, 2021	Community Committees are your local voice!
June 02, 2021	Marton COVID-19 Vaccine Clinic
June 09, 2021	Parks Assistant Vacancy
June 10, 2021	Matariki 2021
June 11, 2021	Mill Street, Marton - Water Main Renewal
June 15, 2021	Property Officer Vacancy
June 15, 2021	Installation of Pedestrian Bridge at Marton B and C Dams
June 18, 2021	Rangitikei Connect
June 18, 2021	Local students meet the Mayor
June 25, 2021	Casual Cleaner Vacancies
June 28, 2021	TAIHAPE-NAPIER ROAD CLOSURE
June 29, 2021	Repair of Pukenua Road Over Bridge
June 30, 2021	Digital Engagement Coordinator bridging the gap

## Social Media Activity

The table below outlines Facebook activity during June:

There were **13 posts** made to our Council Facebook page.

Date	Article Heading and Topic	Type
1 June	Be part of the future of your community - Community Committees	
2 June	Marton Covid-19 Vaccine Clinic	
3 June	Suzuki 4x4 Extreme Challenge Event	
4 June	Marton Covid-19 Vaccine Clinic Extra Day	
9 June	Council's Long Term Plan Deliberations - Live Streaming soon	
9 June	Council's Long Term Plan Deliberations	
10 June	Park Assistant Vacancy	
10 June	Matariki - Libraries	
11 June	Rates rebate reminder	
11 June	Queens Park Public Toilets Rubbish Dumping	
11 June	Works - Mill Street and Wellington Road	
13 June	Tutaenui Reservoir Bridge Replacement	
15 June	Tutaenui Reservoir Bridge Media Release	
21 June	Annual Residents Survey	
23 June	Covid-19 - Wellington Region - Alert level 2	
24 June	Council Meeting - Live Streaming soon	
24 June	Council Meeting	
25 June	Casual Cleaner Vacancy	
28 June	Reminder Rates Rebate deadline	
28 June	Taihape-Napier Road Closure - Snow	
29 June	Severe Weather Warning	
30 June	Pukenua Road Over Bridge - Closure for repairs	

## Post with the most engagement: 28 June

ROAD CLOSURE: 28 June - 3.30pm

With snow and cold conditions in the forecast down to 600m in the Taihape region early tomorrow morning, we will be closing the Taihape-Napier road today at 4pm. Barriers will be in place at Taihape, Moawhango Settlement, Mangaohane/ Taihape Napier Road Junction and at Fernhill. Our closure point at Moawhango will be unmanned overnight but will be manned during daylight hours tomorrow. We will have inspectors out to check the road at 5am tomorrow morning, an update on the road status at will be given 8am. - **Post**

- 28348 People reached
- 510 Reactions, comments & shares
- 27 Comments

## Facebook insights: (June 2021)

- Post reach (The number of people who saw any of your posts at least once): **30,673 people up 28%**
- Post Engagements (the number of times people engaged through posts through reactions, comments, shares and likes): **4,273 up 6%**
- Total page likes: **4,019**

**Total page followers: 4,416**

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## Operations Activity

The information below outlines design and marketing activity completed during June:

### Assets & Infrastructure

- PMO Templates

### Corporate Services

- Happy or Not Podium
- Complaints and Issues Policy
- Information Security Policy
- Remote and Flexible Working Policy
- Significance and Engagement Policy
- Unacceptable Customer Conduct Policy

### Regulatory

- Dog Refund Form
- Dog Registration Form
- Supervision Guide Booklet
- Building Consent Website update
- Water Meter Reading Card

## **Community Services**

- AMP Community Leisure
- Library Flags and Bags
- Libraries Matariki
- Mahi Tahi Lanyards
- Mahi Tahi Road Trip
- Rangitikei Rural Shirts Logo
- Do not Disturb Sign
- Economic Development Strategy
- Housing Strategy
- Te Matapihi Book Return Decal
- Youth Council Twilight Netball
- Visit Rangitikei Digi Screen

## **People and Culture**

- Korero Mai Staff
  - Ara Poutama
  - Health and Safety in the Workplace
  - Kete Mautauranga (Staff)
-

This report provides the Committee with an update on communications and media activity.

## News Media



4

NEWSPAPER ARTICLES



5

PUBLIC NOTICES

## Council Website



7579

▲ 852

NEW VISITORS



12,176

▲ 1083

TOTAL (SESSION) VISITS

## Social Media



7869

▼ 77%

PEOPLE REACHED

The number of people who saw any of our posts at least once this month.



4437

▲ 21

FACEBOOK FOLLOWERS

## News Media Activity

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

- Rangitikei Connect was published twice in July.
- Council did contribute articles to the monthly community newsletters in Taihape, Hunterville and Bulls.

Date	Media Channel	Article Heading and Topic
27/7/2021	Feilding-Rangitikei Herald	<b>District braces for population boom</b> Rates in Rangitikei are rising in the name of future-proofing the districts infrastructure, says the mayor.
22/7/2021	Manawatu Standard	<b>Rangitikei rates increase</b>
14/7/2021	Whanganui Chronicle	<b>Council rescues the Marton Market Day</b>
8/7/2021	District Monitor	<b>New era coming for Marton</b> RDC has approved a new strategy for Marton's water supply

## Public Notices

- July 01 **Notice of meetings**  
Sport NZ Rural Travel Fund  
Council (Adoption of Long Term Plan)
- July 01 **Temporary closure of various roads to vehicular traffic**  
for the purpose of Kiwi Rail to repair the Pukenua Road Rail Bridge
- July 15 **Notice of August Meetings**
- July 22 **Notice of Council Meeting**  
Tentative Council meeting scheduled for 29 July 2021
- July 29 **Council Meeting (Time Correction)**  
incorrectly advertised to start at 11am

## LGOIMA Requests

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

At the end of July, **47 requests** for official information have been received so far this year.

## Electronic Direct Mail (EDM) Activity

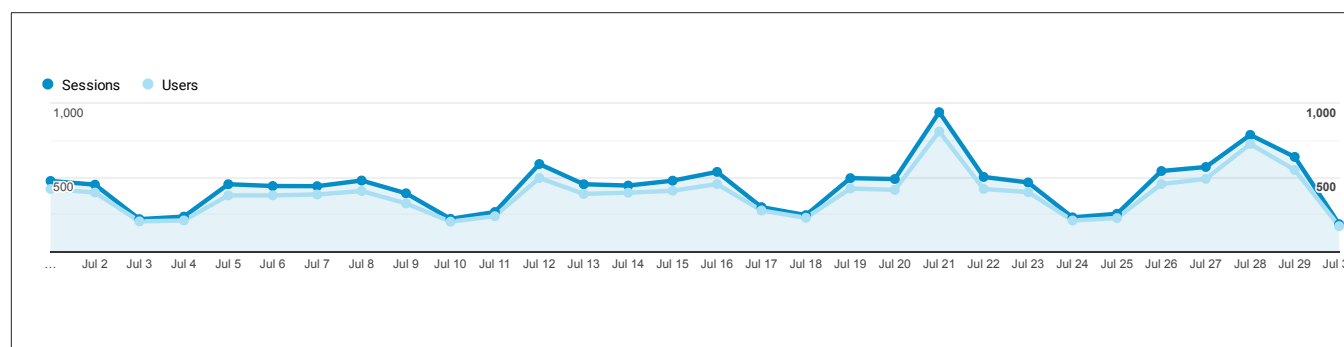
The table below outlines the Council bulk email activity sent in during July;

- Community Database - **466 people**
- Te Hononga Database - **121 people**
- Staff Database - **177 people**.

Date	Article Heading	Opens	%
July 2	Rangitikei Connect_ Issue 26	245	46.1%
July 16	Rangitikei Connect_ Issue 27	246	46.2%
July 23	Annual Residents Survey 2021	212	39.8%
July 28	Strengthening Earthquake-prone Buildings Invitation	231	43.6%
July 30	Staff Email (9) (Staff Pizza Night)		

## Website Statistics

The graph below outlines the website activity during July:



Activity on Council's website for 1 - 30 July 2021:

In July 74.1% of those who visited Council's website were new visitors to the site.

### Top 10 Council pages visited (July)

1. /homepage
2. /library
3. /services/rates/search
4. /services/cemeteries/database
5. /services/gis/rangitikei-district-gis-map
6. /services/rubbish-recycling/transfer-stations/marton-transfer-station
7. /council/about/contact-us
8. /council/meetings
9. /council/publications/district-plan
10. /council/careers/current-vacancies



## News items

There were **12 News Items** posted to our home page.

Date	Article Heading and Topic
July 02, 2021	In case of an emergency... Civil Defence
July 02, 2021	Clarification of Dog Registration
July 05, 2021	Council joins the Welcoming Communities programme
July 07, 2021	Sport NZ Rural Travel Fund Rescheduled
July 09, 2021	Marton Market Day will be back for 2021!
July 15, 2021	Youth Awards 2021 Winners
July 16, 2021	Maintenance Officer Vacancy
July 26, 2021	July Council Meeting - Time Correction
July 26, 2021	Hautapu River Park Commemorative Planting Day
July 27, 2021	Strengthening of Earthquake-prone Buildings
July 28, 2021	Appeal for Taihape residents to conserve water
July 29, 2021	Dog Registration reminder

## Social Media Activity

The table below outlines Facebook activity during July:

There were **19 posts** made to our Council Facebook page.

Date	Article Heading and Topic	Type
1 July	Event Sponsorship Scheme	Post
2 July	In case of an emergency... Civil Defence	Post
2 July	Internet Banking Course	Post
2 July	Dog registration clarification	Post
4 July	Pukenaua Road Closure Reminder	Post
8 July	Council Extraordinary Meeting	LIVE
12 July	Eww Yuk. Scoop the Poop reminder	Post
12 July	Marton Market Day will be back	Post
15 July	Annual Residents Survey Reminder	Post
16 July	Youth Awards	Post
16 July	Maintenance Officer Vacancy	Post
19 July	Event Sponsorship Scheme Extended	Post
20 July	Annual Residents Survey Reminder	Post
26 July	Hautapu River Park Collective - Planting Day	Post
27 July	Strengthening Earthquake-prone Buildings	Post
28 July	Taihape Resident appeal to conserve water	Post
29 July	Dog Registration reminder	Post
29 July	Taihape Resident appeal to conserve water: Urgent Request	Post
29 July	Council Meeting	LIVE

## Post with the most engagement: 8 July

Ewww yuk! We've had number of complaints about the amount of dog poo on our footpaths and council berms. Please do the right thing and clean up after your dog. Scoop the poop! - **Post**

- 3269 People reached
- 57 Reactions, comments & shares
- 6 Comments

## Facebook insights: (July 2021)

- Post reach (The number of people who saw any of your posts at least once): **7919 people down 77%**
- Post Engagements (the number of times people engaged through posts through reactions, comments, shares and likes): **1866 down 60%**
- Total page likes: **18**

**Total page followers: 4437**

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## Operations Activity

The information below outlines design and marketing activity completed during July:

### Assets & Infrastructure

- PMO Project web pages
- Taihape Amenities Building Survey

### Regulatory

- Waste Transfer Station Booklet
- RDC LIM Form
- RDC Dog Refund Form

### Community Services

- AMP Community Leisure
- Mahi Tahi Vocational Road Trip
- Facilities Maintained Signs

### People and Culture

- Mahere Ako Plan Booklet
- RDC Unacceptable Customer Conduct Policy
- Youth Awards

### Democracy & Planning

- Event Sponsorship Scheme
- Significance and Engagement Policy
- Framing our Future - Long Term Plan
- Iwi Hapu Marae map
- He Rourou aroha (Maori Resource Booklet)
- Revenue and Finance Policy
- Development Contributions Policy
- Annual Residents Survey 2021

### Executive

- Staff Pizza Night Email
  - RDC Scholarship Video
  - Commemorative Planting Day
-

## **12 Next Meeting**

The next meeting is scheduled for Thursday, 14 October 2021, at 1.00 pm.

## **13 Meeting Closed**