

ORDER PAPER

POLICY/PLANNING COMMITTEE MEETING

Date: Thursday, 14 October 2021

Time: 1.00 pm

Venue: Council Chamber
Rangitikei District Council
46 High Street
Marton

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
HWTM Andy Watson (ex officio)

For any enquiries regarding this agenda, please contact:

Ash Garstang, Governance Advisor, 0800 422 522 (ext. 848), or via email

ash.garstang@rangitikei.govt.nz

Contact:	0800 422 522 info@rangitikei.govt.nz www.rangitikei.govt.nz (06) 327 0099
Locations:	<div><div><u>Marton</u> Head Office 46 High Street, Marton</div><div><u>Bulls</u> Bulls Information Centre- Te Matapihi 4 Criterion Street, Bulls</div><div><u>Taihape</u> Taihape Information Centre - Taihape Town hall 90 Hautapu Street (SH1), Taihape</div></div>
Postal Address:	Private Bag 1102, Marton 4741
Fax:	(06) 327 6970

Notice is hereby given that a Policy/Planning Committee Meeting of the Rangitīkei District Council will be held in the Council Chamber, Rangitīkei District Council, 46 High Street, Marton on Thursday, 14 October 2021 at 1.00 pm.

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AGENDA

1 Welcome

2 Apologies

3 Public Forum

Hearing of Submissions – Food Business Grading Bylaw and Representation Review Initial Proposal.

Time	Submitter	Topic
1.00pm	Balam Singh	Food Business Grading Bylaw
1.10pm	Charlie Mete, Ratana Community Board	Representation Review Initial Proposal

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

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

6 Confirmation of Minutes

6.1 Confirmation of Minutes

Author: Ash Garstang, Governance Advisor

1. Reason for Report

- 1.1 The minutes from the Policy/Planning Committee meeting held on 12 August 2021 are attached.

Attachments

1. **Policy/Planning Committee Meeting - 12 August 2021**

Recommendation

That the minutes of the Policy/Planning Committee meeting held on 12 August 2021, **[as amended/without amendment]**, be taken as read and verified as an accurate and correct record of the meeting, and that the electronic signature of the Chair of this committee be added to the official minutes document as a formal record.

MINUTES

UNCONFIRMED: POLICY/PLANNING COMMITTEE MEETING

Date: Thursday, 12 August 2021

Time: 1.00 pm

Venue: Council Chamber
Rangitikei District Council
46 High Street
Marton

Present

- Cr Angus Gordon
- Cr Cath Ash
- Cr Nigel Belsham
- Cr Fi Dalgety
- Cr Gill Duncan
- Cr Richard Lambert
- Cr Dave Wilson
- Mr Chris Shenton
- HWTM Andy Watson

In attendance

- Mr Peter Beggs, Chief Executive
- Mr Arno Benadie, Chief Operating Officer
- Mrs Carol Gordon, Group Manager – Democracy and Planning
- Mr Dave Tombs, Group Manager – Corporate Services
- Mr Johan Cullis, Manager – Regulatory
- Ms Katrina Gray, Senior Strategic Planner
- Mr George Forster, Policy Advisor
- Ms Nardia Gower, Manager – Community Development
- Ms Jen Britton, Strategic Advisor – District Promotions
- Mr Jaime Reibel, Strategic Advisor – Economic Development
- Mr Ash Garstang, Governance Administrator

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1 Welcome

The meeting was opened by Cr Gordon at 1.01 pm.

2 Apologies

Resolved minute number 21/PPL/001

That the apologies for Cr Hiroa and Cr Panapa be received. The Mayor will arrive at the meeting late, as he is away on Council business.

Cr A Gordon/Cr C Ash. Carried

3 Public Forum

There was no public forum.

4 Conflict of Interest Declarations

There were no conflicts declared.

5 Confirmation of Order of Business

Pania Winiata (representative from the Taihape Community Development Trust) and Bonnie Clayton (representative from Bulls Community Development Trust), presented to the Committee in relation to item 10.1 (MoU Partner Organisations). This took place after item 8.1 (Chair's Report) and before item 9.1 (Local Approved Products Policy).

3.15pm: Daniel O'Regan (Communications Contractor) will present the Communications and Marketing Strategy, and the Social Media Policy (item 11.1).

6 Confirmation of Minutes

6.1 Confirmation of Policy/Planning Minutes

Resolved minute number 21/PPL/002

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

Cr D Wilson/Cr N Belsham. Carried

7 Follow-up Action Items from Previous Meetings

7.1 Follow-up Action Items from Policy/Planning Meetings

Taken as read.

Resolved minute number 21/PPL/003

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

Cr F Dalgety/Cr G Duncan. Carried

8 Chair's Report

8.1 Chair's Report - August 2021

The Chair tabled his report.

Resolved minute number 21/PPL/004

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

Cr A Gordon/Cr C Ash. Carried

9 Reports for Decision

9.1 Local Approved Products Policy

Mr Forster provided some background on this policy, and advised that it was initially implemented as a response to the widespread sale of synthetic products in the early 2010's. No new product has been applied for by a retailer within the district since 2014, as an application fee was high. Mr Forster recommended that the Committee retain the policy in its present state.

Resolved minute number 21/PPL/005

That the report Local Approved Products be received.

Cr N Belsham/Cr C Ash. Carried

Resolved minute number 21/PPL/006

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.

Cr N Belsham/Cr G Duncan. Carried

9.2 Animal Control Bylaw - Cats

Mr Cullis advised that so far in 2021 there have been four complaints about cats; three of them for the same premises.

In response to a query, Mr Cullis advised that Horizons Regional Council only deal with feral cats – not dumped cats. Cages can be provided to people to try and trap stray cats.

In response to a query about Councils ability to enforce the bylaw, Mr Cullis advised that while we have the ability to prosecute, this has never been done. He noted that staff were unable to issue infringement notices.

Resolved minute number 21/PPL/007

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

Cr D Wilson/Cr N Belsham. Carried

Resolved minute number 21/PPL/008

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

Cr D Wilson/Cr R Lambert. Carried

9.3 Food Business Grading Bylaw

Mr Forster advised that there are several concerns with the current bylaw, specifically with regards to the fairness of the system. For example, large supermarkets do not have grades displayed.

In response to a query, Mr Cullis advised that customer complaints about food health and safety may either come to Council or to the Ministry of Primary Industries, depending on who was responsible for regulating the specific premises.

In response to a query, Mr Forster confirmed there was a cost to Council for implementing this bylaw. An environmental health officer was employed from outside the district to conduct site inspections.

It was noted by the Mayor that an 'opt-in' or 'opt-out' approach could have negative consequences, as food vendors that do not have a food grading (noting that there is a cost to attaining this from Council) may risk losing customers due to a perception that the absence of a Council issued food grading is because of negative food health and safety practices.

Resolved minute number 21/PPL/009

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

Cr A Gordon/Cr D Wilson. Carried

Resolved minute number 21/PPL/010

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.

Cr N Belsham/Cr C Ash. Carried

10 Reports for Information

10.1 MoU Partner Organisations

Taihape Community Development Trust (TCDT)

Pania Winiata presented to the Committee. A highlight last year was the A&P show. There were some new events, such as woodchopping and shearing. Their newsletters and social media platforms are well established, and community engagement with Council is already underway. The Spring Fling event is in September and TCDT are striving to engage with different ethnicities in Taihape and regionally. In their newsletter they will profile a local shop and any specialties being provided.

Cr Gordon asked how the new welcome pack has been received by new people to the town. Ms Winiata advised that it has been fantastic with property brokers, not just sales but also for rentals. It has been posted to the Taihape Health and the school, and TCDT contacts people about once a month to see if more packs are required.

Bulls Community Development Trust (BCDT)

Bonnie Clayton spoke to her presentation.

Cr Dalgety asked if their river group was working with the Rangitikei Catchment Collective. Ms Clayton advised that she was not aware of them, but would take down their contact details.

Cr Belsham asked how much external funding had been brought into the group. Ms Clayton could not provide exact numbers, but stated that they did apply continuously for external funding. Cr Belsham commented that it would be good to know, as the amount of work BCDT managed to achieve was very impressive. Ms Clayton advised that she will get this information and forward it to Cr Belsham.

Mr Shenton asked if BCDT had been in touch with Ngati Parewahawaha and other relevant groups, as there was a lot of good work being done in this space. He was happy to connect Ms Clayton to these groups.

Ms Gower advised that quarterly reporting had been replaced with six monthly and annual reporting, as this was quite a large task for the community groups to complete. Ms Gower advised that more meetings with the community development team will fill this gap.

The Committee advised that they would like to see the AGM minutes and financial statements from MOU Partners included in future Policy/Planning Order Papers.

In response to a query, Ms Gower advised that Council will be utilising either 50% or 100% of the funds that were under Project Marton for the Harvest Fair event. Ms Gower further clarified that staff had decided to incorporate Project Marton's plans into the Community Development teams next 12 month work plan.

In response to a query, Ms Gower advised that staff had decided to combine the Youth space in Taihape with the Mahi Tahī Rangitikei Employment Programme, and deliver this as a one-stop shop. This moved the cost for this to the Mahi Tahī programme.

The Committee queried the present state of Project Marton and the work that they were doing. Ms Gower advised that Project Marton's work had been incorporated by Council, but that the communications that Project Marton delivered have not yet been picked up. There is another group considering a revitalisation of this space, but staff did not want to directly establish anything – it was over to the community to do this if they wished to.

Resolved minute number **21/PPL/011**

That the report 'MoU Partner Organisations' be received.

Cr N Belsham/Cr F Dalgety. Carried

10.2 Community Development Update for April, May and June 2021

Ms Gower advised that the recent Matariki celebrations were held at Te Matapihi. The Committee noted that Te Matapihi was seeing significant usage and that it was good to see this growing. The Committee also requested that information regarding feedback on Te Matapihi is included in future Community Development Updates.

In response to a query, Ms Gower advised that the digital engagement had seen a good uptake and that she will include numbers on this in a future report.

It was requested that both the McIntyre Reserve and Hautapu River Park be added to the bullet point list of current projects that are "of interest for development".

In response to a query about whether the 'DRAFT Community-Led Development Guide 2021' had been distributed to community committees, Ms Gower advised that she had wanted it to come to the Policy/Planning Committee first, but that she is happy to now circulate it to the community committees via email.

There was some discussion among Committee members about Council's financial commitment to community-led projects, specifically in the area of ongoing maintenance. Mr Beggs noted that page 4 of the draft document states that the Executive Leadership team will consider ongoing costs.

In response to a query, Ms Gower confirmed that currently there are no formal volunteer procedures, but she will complete a draft for these and bring it to the next Committee meeting in October.

Resolved minute number **21/PPL/012**

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

Cr N Belsham/Cr A Gordon. Carried

10.3 Youth Development Update Jan-Jul 2021

Ms Gower advised that staff are going to revitalise the Youth Advisory Group, with a stronger local focus.

Ms Gower clarified that staff do not have a lot to do with the pre-school Swim For All Programme and that this has been funded by Gallaghers. Staff report on primary school aged children who attend the swim centres for free. His Worship the Mayor will engage with Richard Coxon around the Swim For All programme.

Resolved minute number **21/PPL/013**

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

Cr A Gordon/Cr G Duncan. Carried

Cr Gordon adjourned the meeting at 2.57 pm and re-convened at 3.08 pm.

10.4 Economic Development Update April, May and June 2021

Mr Reibel advised that the Community Development Team attended a housing tour in Hastings, and visited a range of housing developments. He stated that the housing strategy appears to be two or three years in advance of ours and that it will be helpful to learn from their experience.

Ms Gower advised that our district had the second most stable employment under the Mahi Tahi – Employment Programme. She advised that there was a lot of value in this programme and that staff have had success in guiding youth into training and further employment.

Resolved minute number **21/PPL/014**

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

Cr C Ash/Cr R Lambert. Carried

Resolved minute number **21/PPL/015**

That a letter of appreciation be sent from His Worship the Mayor to the Mahi Tahi project team.

HWTM A Watson/Cr A Gordon. Carried

10.5 Rangitikei Destination Management Plan 2050

Ms Britton advised that initial engagement has begun with the Te Roopuu Ahi Kaa Komiti, the Santoft Domain Management Committee, the Turakina Community Committee and the Ratana Community Board. She welcomed input from elected members and advised that a workshop on this will be held on 09 September 2021.

There was some discussion among Committee members about ensuring that prior work in this space was being utilised, where able. Ms Britton responded to this and advised that staff were using some old material, although there were restrictions with this (e.g. pixilation in old pictures).

In response to a query about the impact of COVID-19, Ms Britton advised that it has changed the way that staff promote tourism and that there have been changes coming out of central government as well. Mr Beggs added to this and stated that central government have signalled that Destination Management Plans will be vital documents that enable Councils to source funding from central government.

There was some discussion among Committee members about how to ensure that Council gets value out of this document and that our tourism plans are implemented. Mr Beggs noted that this document will be a conduit to economic development, and will be useful in promoting our district for tourist operators. It was agreed that this would be a key issue to be discussed at the workshop scheduled for 09 September 2021.

Resolved minute number **21/PPL/016**

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

Cr R Lambert/Cr D Wilson. Carried

11 Discussion Items

11.1 Democracy & Planning Group - Operational Update

Communications and Marketing Strategy and Social Media Policy

Mr Daniel O'Regan (communications contractor) presented the Communications and Marketing Strategy. He advised that there is also a "tone of voice" document that is currently with the executive team and will be rolled out to the Customer Services and Regulatory teams once finalised.

The Mayor noted that there could be an opportunity to erect an electronic billboard in Taihape, that shared news about local activities in the community. Mr O'Regan advised that he had seen a similar thing in Horowhenua, but that specific electronic billboard is owned by an external company, as the costs of erecting it are high.

In response to a query, the Mayor noted that there were restrictions on what councillors could say on social media regarding Council business, and that there was an expectation that anything would be run by both himself and the Chief Executive first.

The Committee noted that Council should promote good-news stories about Council activities and work that is being completed. Mr Beggs advised that this does often take place and Mr Benadie confirmed that promotion of work is included in some of Council's contracts with external contractors.

The Committee acknowledged the difficulty of getting community engagement right, and that sometimes engagement provided via formal and written submissions differed from what elected members hear informally from their communities. The Mayor noted that this was one of the

difficulties that faced our district, due to the huge land area and presence of small towns and communities.

Mr Shenton suggested that the culture pillar should also relate to contemporary culture, as he believed that in its present state it read as having a lean towards heritage culture. Mrs Gordon acknowledged his comments and advised that she would take this on board.

The Committee requested that staff distribute an abbreviated version of the draft Social Media Policy to Community Committees, Community Groups and our MoU Partners.

Rates Feedback

Cr Belsham asked what sort of feedback staff had received around the rates increase. Mr Beggs advised that as of 01 July 2021, Council had employed a Complaints Officer. He further advised that in general there has not been a large amount of complaints, although there have been several with regards to the removal of the 2.5% discount for full-year rates payments.

Resolved minute number **21/PPL/017**

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

Cr C Ash/Cr N Belsham. Carried

The meeting closed at 4.23 pm.

The minutes of this meeting were confirmed at the Policy/Planning Committee held on 14 October 2021.

.....
Chairperson

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
12-Aug-21	The Committee would like to receive AGM reports and financial statements for our MOU partners, to be included in future 'MOU Partner Organisations' reports, on an annual basis.	Nardia Gower	Noted.	Closed
12-Aug-21	That a full review of the Food Business Grading Bylaw be undertaken, noting that an amended Bylaw and supporting information would be reported to Council to be adopted for public consultation.	George Foster	Consultation on the Bylaw is underway. Oral submissions will be heard by the Policy/Planning Committee	Closed
12-Aug-21	Regarding the Community Development Update - staff to report an update on uptake numbers for the digital engagement to the next Policy/Planning Committee meeting.	Nardia Gower	Noted.	Closed
12-Aug-21	Regarding the Community Development Update - McIntyre Reserve and Hautapu River Park to be added to the bullett point list of current projects that are "of interest for development".	Nardia Gower	This has been actioned.	Closed
12-Aug-21	Regarding the Community Development Update - staff to circulate the DRAFT Community-Led Development Guide 2021 to community committees.	Nardia Gower	This is in the process of being actioned as Community Committee and Community Board meetings are held.	In progress
12-Aug-21	Regarding the Community Development Update - staff to add the line " <i>We will help you complete this section</i> " to page 8 of the draft document (under the Project Site heading).	Nardia Gower	This has been actioned.	Closed
12-Aug-21	Regarding the Community Development Update - staff to include information regarding feedback on Te Matapihi in future Community Development Updates.	Nardia Gower	Noted.	Closed
12-Aug-21	For the next Policy/Planning Committee meeting, have a draft of volunteer procedures for the Committees comment.	Nardia Gower	This has been drafted and is with Mrs Grant for a Health and Safety Review. The completed draft will go to the December Policy/Planning meeting.	In progress

12-Aug-21	His Worship the Mayor will engage with Richard Coxon around the Swim For All programme.	HWTM	This is in the process of being actioned.	In progress
12-Aug-21	His Worship the Mayor will send a letter of appreciation to the Mahi Tahī project team.	HWTM / Karen Cowper	This is in the process of being actioned.	In progress
12-Aug-21	That an item be added to the agenda for the 09 September workshop, to consider the next stage of the completed Rangitikei Destination Management Plan document and how it is promoted to potential tourist operators.	Nardia Gower / Jen Britton	This workshop was held via zoom.	Closed
12-Aug-21	The Committee requested that staff distribute an abbreviated version of the Social Media Policy to Community Committees, Community Groups and our MoU Partners.	Carol Gordon	It would be of value for the committees, groups and MOU partners to see a copy of the final complete Policy so this will be added to agendas for future meetings.	Closed
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.	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 Surplus 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

8 Chair's Report

8.1 Chair's Report - October 2021

Author: Ash Garstang, Governance Administrator

1. Reason for Report

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

Recommendation

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

9 Reports for Decision

9.1 Local Easter Sunday Trading Policy Review

Author: George Forster, Policy Advisor

Authoriser: Carol Gordon, Group Manager - Democracy & Planning

1. Reason for Report

The purpose of this report is to provide the Policy / Planning Committee with the draft Local Easter Sunday Trading Policy.

Amendments to the Shop Trading Hours Act 1990 (the Act) in 2016 enabled territorial authorities to adopt a Local Easter Sunday Policy permitting retailers in the District to open. Council's Local Easter Sunday Trading Policy (the Policy) allowing retailers across the whole District to open was adopted in 2016. Section 5C of the Act requires a review of the Policy be undertaken every five years.

2. Context

Section 5A(1) of the Act allows for a territorial authority to adopt a Local Easter Sunday Trading policy.

When adopting a policy under Section 5A(1) a territorial authority must decide whether or not the Policy should apply to all or part of the district. Council decided in 2016 that the Policy would apply to the whole Rangitikei District.

A policy adopted under Section 5A(1) must include either (or both) a map of the area the policy will apply and/or a clear description of the boundaries of the area.

A policy adopted under Section 5A(1) may not:

- a) permit shops to open only for some purposes; or
- b) permit only some types of shops in the area to open; or
- c) specify times at which shops may or may not open; or
- d) include any other conditions as to the circumstances in which shops in the area may open.

The Policy will not apply to the sale or supply of alcohol which is regulated under the Sale and Supply of Alcohol Act.

The Policy has no effect on garden centres, which already have an exemption to trade on Easter Sunday. In addition, service stations, fast food outlets and cafes, souvenir shops, campground shops, shops in airports and railway stations or pharmacies already have a general exemption and can open on Easter Sunday, Christmas Day or the morning of Anzac Day.

The Act allows workers/employees to refuse to work on Easter Sunday without giving a reason; and to bring a personal grievance against an employer who compels them to work or who treats them adversely because of their refusal to work on Easter Sunday.

Many retail businesses in the District CBD areas are already able to be open for business. It is a relatively small group of businesses that do not currently have the option to open on Easter Sunday. Holiday periods are often the busiest times for retail businesses.

3. Consultation

A review of the Policy must be undertaken in accordance with the Special Consultative Procedure (Section 83 of the Local Government Act 2002).

When the Policy is adopted the Chief Executive of MBIE must be notified.

4. Options

Council has three options when reviewing the Policy:

1. Continue with the current Policy allowing all shops in the District to open on Easter Sunday.
2. Amend the Policy so that it only applies to certain parts of the District.
3. Revoke the Policy, effectively prohibiting Easter Sunday shop trading throughout the District (noting the exceptions already provided for and noted in section 2 above).

Continuing to have the Policy in place enables trading throughout the District over the Easter period of which Rangitikei townships, specifically Bulls, Hunterville and Taihape receive a large amount of traffic. The ability to continue to operate supports the local economy to maximise benefits of holiday traffic travelling through our townships.

As noted in Section 2 of the report it would not require employees to work if they did not want to.

The recommended option is to consult on the Policy without amendment, enabling all shops in the District to open on Easter Sunday.

Attachments

1. Local Easter Sunday Trading Policy

Recommendation 1

That the report Local Easter Sunday Trading Policy be received.

Recommendation 2

That the Policy/Planning Committee recommend to Council that the Local Easter Sunday Trading Policy is adopted for consultation in accordance with Section 83 of the Local Government Act 2002 with the following amendments: / without amendment [**delete one**].



LOCAL EASTER SUNDAY TRADING POLICY

Date of adoption by Council	
Resolution Number	
Date by which review must be completed	Within 5 years
Relevant Legislation	Shop Trading Hours Act 1990 (Part 2 s5A)
Statutory or Operational Policy	Statutory
Included in the LTP	No

1 Introduction and Background

- 1.1 The Shop Trading Hours Act 1990 (the Act) provides for restricted trading days on Anzac Day morning, Good Friday, Easter Sunday and Christmas Day. The Act allows shops selling certain types of goods (for example, dairies, service stations, pharmacies, take away bars, restaurants, cafes, souvenir stores and garden centres) to remain open on the restricted trading days.
- 1.2 The Act was amended in 2016 to enable territorial authorities to create local policies to allow shop trading across their entire district or in limited areas on Easter Sunday.
- 1.3 Rangitikei District Council recognises the importance of the retail trade to our District, and specifically the trade associated with passing traffic on state highways 1 and 3.

2 Scope of the Policy

- 2.1 This Policy applies to the whole of the Rangitikei District (see map attached).
- 2.2 For the purposes of this policy, the meaning of a shop is the same as defined in section 2 of the Act:

- a building, place, or part of a building or place, where goods are kept, sold, or offered for sale, by retail; and includes an auction mart, and a barrow, stall, or other subdivision of a market; but does not include—

(a) a private home where the owner or occupier's effects are being sold (by auction or otherwise); or

(b) a building or place where the only business carried on is that of selling by auction agricultural products, pastoral products, and livestock, or any of them; or

(c) a building or place where the only business carried on is that of selling goods to people who are dealers, and buy the goods to sell them again

- 2.3 Under the Act, a local Easter Sunday Shop Trading Policy may not—
- (a) permit shops to open only for some purposes; or
 - (b) permit only some types of shops in the area to open; or
 - (c) specify times at which shops may or may not open; or
 - (d) include any other conditions as to the circumstances in which shops in the area may open.
- 2.4 This Policy does not apply to the sale or supply of alcohol. Alcohol sale and supply is regulated under the Sale and Supply of Alcohol Act.

3 Shop trading permitted

- 3.1 Shop trading is permitted on Easter Sundays throughout the Rangitikei District (see map attached).

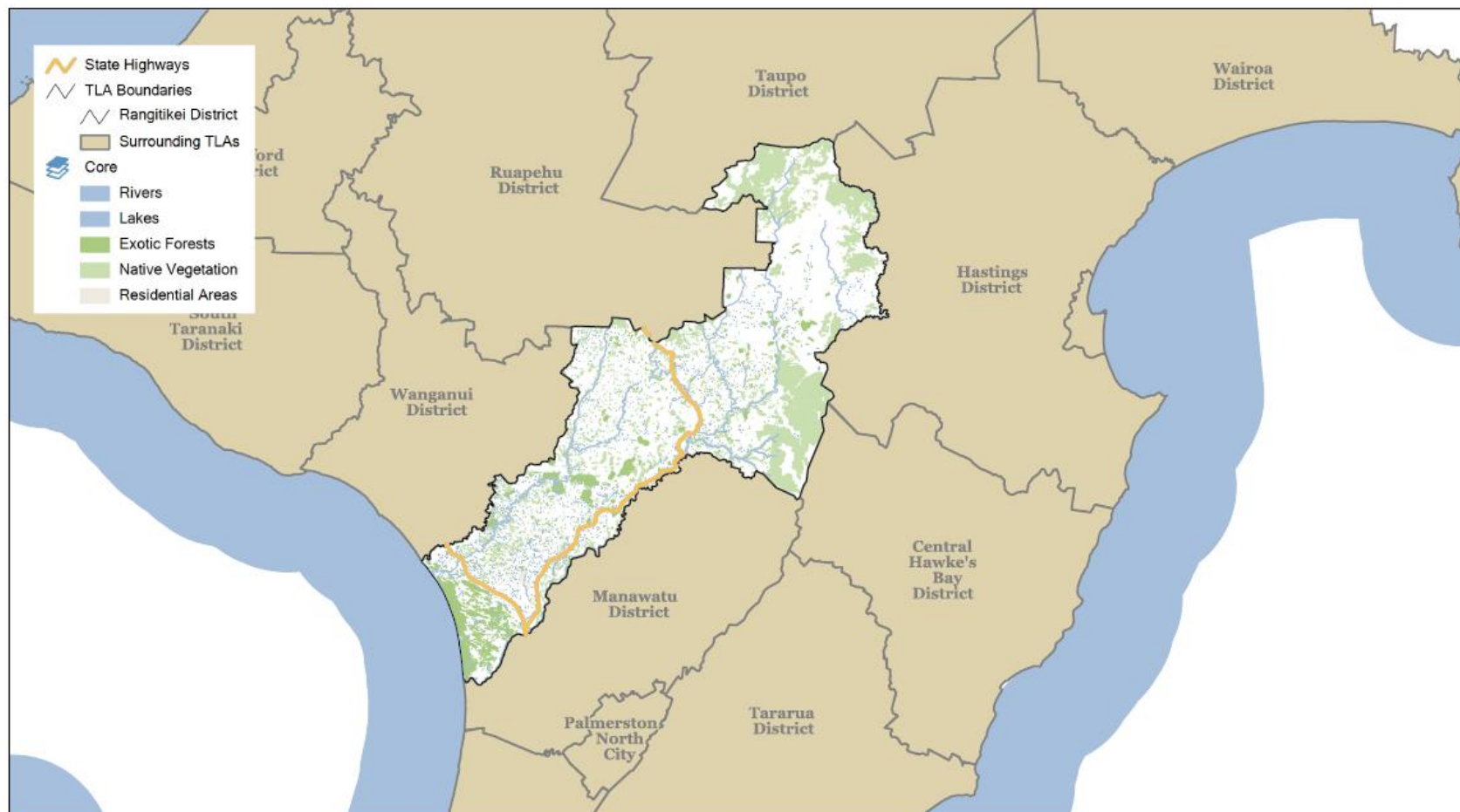
4 Shop employees' right to refuse to work

- 4.1 All shop employees have the ability to refuse to work on Easter Sunday without providing a reason to their employer. There are "right to refuse" provisions in the Act which means that all employees will have the ability to refuse to work on Easter Sunday without any repercussions for their employment relationship.

5 Review

- 5.1 This policy will be reviewed within five years of adoption.

Print Date: 16/09/2016
Print Time: 3:47 PM



Scale: 1:1244962
Original Sheet Size A4

Projection: NZGD2000 / New Zealand Transverse Mercator 2000
Bounds: 1683925.09805825,5506483.98433306
2022544.11702395,5693251.47825674

Digital map data sourced from Land Information New Zealand. CROWN COPYRIGHT RESERVED.
The information displayed in the GIS has been taken from Rangitikei District Council's databases and maps.
It is made available in good faith but its accuracy or completeness is not guaranteed.
All excavations near council assets to be undertaken with due care. Contractors will be liable for damages.
If the information is relied on in support of Resource Consent it should be verified by independent survey.

10 Reports for Information

10.1 Democracy & Planning Group - Operational Update

Author: Carol Gordon, Group Manager - Democracy & Planning

1. Reason for Report

- 1.1 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 and Communications.

2. Operational Updates

2.1 Iwi/Hapu Engagement and Development

A review of the Māori Responsiveness Framework is currently being undertaken, this will be completed prior to the December Te Roopuu Ahi Kaa meeting and a revised version will be presented to the Komiti for their feedback.

Engagement with hapū and iwi regarding the Rātana Waste Water Treatment Plant is underway with a workshop planned for November at Rātana Pā.

Ngāti Tamakōpiri have been contacted by Council's Project Team requesting their expertise and knowledge for the purpose and development of the Taihape Amenities Building Project.

2.2 Policy and Bylaw Programme

One submitter has elected to speak to their submission on the Food Business Grading Bylaw. The speakers submissions is attached (Attachment 1). Following the hearings, a deliberations report will be presented to full Council for all submissions to be considered and a final decision made on whether or not to adopt the Bylaw.

A report on the draft Local Easter Sunday Trading Policy is included in the order paper.

A review of the Rates Remission for Māori Freehold Land Policy has begun within initial conversations being held with Te Roopuu Ahi Ka.

The policy and bylaw work programme is attached (Attachment 2).

2.3 Communications Update – August, September 2021

An update on Communications activity for the months of August and September are attached (Attachments 3 and 4).

2.4 HappyOrNot Engagement Tool

A new engagement tool is being used to capture real-time user feedback from our residents and ratepayers. The HappyOrNot system has been installed at High Street Marton, Marton Library, Taihape and Te Matapihi plus there is portable device for using

ITEM 10.1

at events. Users can choose a face to indicate what their experience has been like (ranging from very happy to unhappy). The system allows for customised questions to be added to provide a short text response with further information. The portable device will be used regularly at locations like sportsfields, swim centres, campgrounds, and taken to events held across the District (e.g. Harvest Festival) to get direct user feedback. Attachment 5 shows an example of a report that can be generated from this system. This report shows information from 1 – 7 October over the four locations. A monthly report will be provided to the Finance / Performance Committee from the end of October.

2.5 CouncilMARK

Council was scheduled to undertake its CouncilMARK assessment on 23/24 August but due to Covid lockdown restrictions this could not take place. The assessment has been rescheduled for 30 November and 01 December 2021.

3. Significance

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

Attachments

1. **Balam Singh submission Food Business Grading Bylaw**
2. **Policy and Bylaw Work Programme**
3. **Communications Update Dashboard - August 2021**
4. **Communications Update Dashboard - September 2021**
5. **HappyOrNot Management Report**

Recommendation

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

Submission 3

Consultation	Food Business Grading Bylaw Submission
Full name	Balam Singh
Organisation	
Postal address	
Phone	
Email	
Do you agree or disagree that Council should continue to have its Food Business Grading Bylaw?	Agree
Comments on continuing with bylaw	
If you agree with retaining the Food Business Grading Bylaw do you agree or disagree with the amended Bylaw	Agree
Comments on amended bylaw	
Any further comments	
I wish to speak to my submission	Yes
Keep Details Private	Yes

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
Control of Dogs Bylaw	Policy/Regulatory	Operational	Dog Control Act 1996		
Annual Residents Survey 2020	Policy	Operational/Research			
Significance and Engagement Policy	Policy	Statutory	Local Government Act 2002		
Animal Control Bylaw	Policy/Regulatory	Statutory	Local Government Act 2002		
Local Approved Products Policy	Policy/Regulatory	Operational	Psychoactive Substances Act 2013		
Food Business Grading Bylaw	Policy/Regulatory	Statutory	Local Government Act 2002	Hearings Octber PPL - Deliberations October Council	
Annual Residents Survey 2021	Policy	Operational/Research		August-September	Consultation closed. Focus areas to Committees
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		Report to TRAK - October and December
Road Naming Policy	Policy/legal	Operational			
Policy on Disposal of Surplus Lands and Buildings	Policy/legal	Operational			
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	

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

News Media



6

NEWSPAPER ARTICLES



2

PUBLIC NOTICES



5

EDM (BULK EMAILS)

Council Website



20

TOTAL NEWS ITEMS



7,579

▼ 163

NEW USERS



13,342

▲ 1166

TOTAL (SESSION) VISITS

Social Media



52

TOTAL POSTS



4,482

▲ 45

FACEBOOK FOLLOWERS



12,473

▲ 432

PEOPLE REACHED

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

News Media Activity

The table below outlines the media activity during August:

- Rangitikei Connect was published in the District Monitor twice in August.
- Rangitikei Connect was published in the Feilding-Rangitikei Herald once in August.
- Council did contribute articles to the monthly community newsletters in Taihape, Hunterville and Bulls.

Date	Media Channel	Article Heading and Topic
9/8/2021	Whanganui Chronicle	Suggest a name RDC is asking for public suggestions for a name for Taihape's new amenity building, and its four changing rooms.
7/8/2021	Whanganui Chronicle	Boots and All RDC has committed \$50,000 to the Taihape playground group, who plan to follow in the footsteps of Marton Development group.
24/8/2021	Whanganui Chronicle	Planting project revitalises park Community turns out in droves to restore neglected Taihape park.
12/08/2021	District Monitor	Cabinet art spreading in Rangitikei Chorus is working with RDC to extend its cabinet art programme in the district and is calling for designs from local artists.
31/8/2021	Manawatū Standard	Community-led solution costly A rural community has come up with its own solution to install changing rooms at Te Matapihi.

Date	Media Channel	Article Heading and Topic
31/8/2021	Whanganui Chronicle	Council seeks feedback on format Council's representation review details four options which include establishing Māori wards.

Public Notices

The list below outlines the public notices placed in the District Monitor:

Council also advertises in the Whanganui Chronicle and Feilding-Rangitikei Herald when required.

- August 05 **Intention to Close Road to Vehicular Traffic**
 Targa Rally 2021
 Spring Fling
- August 26 **Notice of Meetings**
 Monthly Council/Committee/Board meeting dates/times

Electronic Direct Mail (EDM) Activity

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

- Community Database - **588 people**
- Te Hononga Database - **122 people**
- Staff Database - **174 people**.

Date	Article Heading	Opens	%
August 6	Rangitikei Connect_ Issue 28	229	43.2%
August 18	RDC _ Alert Level 4	242	46.0%
August 18	Strengthening Earthquake-prone Buildings Invitation (Postponed)	220	41.7%
August 19	Rangitikei Te Hononga_Issue 4	48	47.5%
August 20	Staff Email (10) - Working from Home	64	39.8%

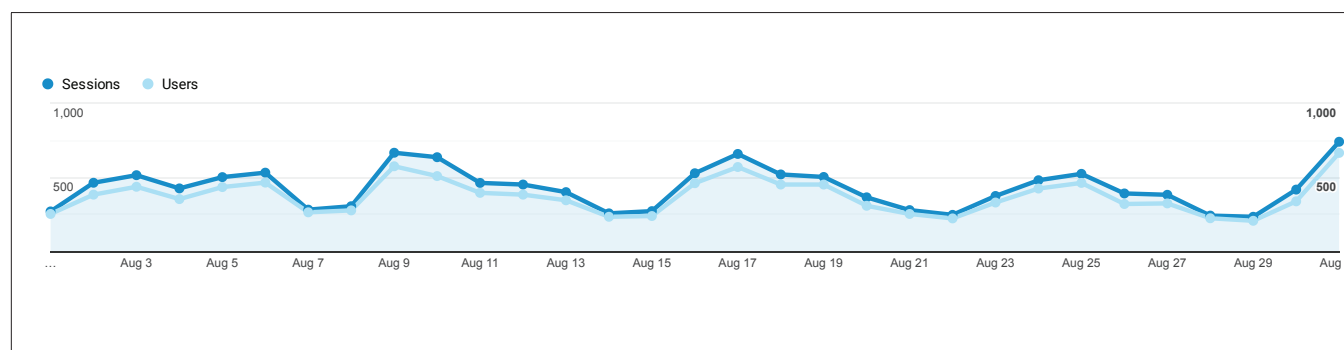
LGOIMA Requests

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

At the end of August, **59 requests** for official information have been received so far this year

Website Statistics

The graph below outlines the website activity during August:



Activity on Council's website for 1 - 31 August 2021:

In August 73.4% of those who visited Council's website were new visitors to the site.

Top 10 Council pages visited (August)

1. /homepage
2. /services/rates/search
3. /library
4. /services/cemeteries/database
5. /covid-19/council-services-under-covid-19-level-4
6. /council/about/contact-us
7. /services/rubbish-recycling/transfer-stations/marton-transfer-station
8. /council/publications/district-plan
9. /services/gis/rangitikei-district-gis-map
10. /council/meetings

News items

There were **20 News Items** posted to our home page.

Date	Article Heading and Topic
August 02, 2021	Wilson Place, Marton street tree planting
August 04, 2021	Naming of Taihape Amenities building
August 05, 2021	Marton Rail Hub project makes progress
August 09, 2021	Taihape Napier Road Closure
August 09, 2021	Regulatory Officer Vacancy
August 10, 2021	Senior Resource Management Planner Vacancy
August 12, 2021	Taihape to Napier Route open to High Productivity Motor Vehicles (HPMV)
August 12, 2021	New Zealand's first release of gall mite to tame Old Man's beard starts in our District
August 18, 2021	COVID-19 Alert Level 4
August 18, 2021	Council Services under Alert Level 4
August 18, 2021	Do you need to contact Council?
August 18, 2021	Information Regarding Council rates
August 20, 2021	Help with business support and guidance
August 23, 2021	Covid Restrictions Cause Delays with Processing Consents
August 24, 2021	Welcoming Communities Officer Vacancy
August 27, 2021	Management and Systems Accountant
August 30, 2021	More Vaccination Clinics added in Marton
August 30, 2021	Waste Transfer Stations under COVID Alert Level 3

Date	Article Heading and Topic
August 31, 2021	Notice of changes to Meetings
August 31, 2021	Customer Experience Officer Vacancy

Social Media Activity

The table below outlines Facebook activity during August:

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

Title	Article Heading and Topic	Type	Date
COVID-19 - Samoan	"la faia o tatou tui puipui e puipuia mai ai oe ma lou aiga I le Koviti-19. Getting vaccinated will help protect you and your family against Covid-19.	Video	08/31/2021
Creative Communities Scheme	Creative Communities Scheme funding applications are now open.	Link	08/31/2021
Council Services under Alert Level 3	"We've moved to Level 3! Our mahi is paying off,	Link	08/31/2021
COVID-19	"REMINDER Wage subsidy applications close	Photo	8/01/2021
Level 3 Council Services	We're back on the mowers! Our Parks team will recommence maintenance from today (Level 3).	Photo	08/31/2021
Casual Customer Experience Officer Vacancy	We have two Customer Experience positions available at our Marton office.	Link	08/31/2021
Customer Experience Officer Vacancy	Are you a people person with amazing customer service skills.	Link	08/31/2021
COVID-19	Kia ora koutou, another Vaccine Clinic will be open on Thursday to meet high demand.	Photo	08/31/2021
Alert Level 3 boundaries	Hey folks, just a reminder there are now Alert Level boundaries in place.	Photo	08/31/2021
COVID-19	Need a refresher on what Level 3 means?	Other	08/31/2021
Waste Transfer Stations under COVID Alert Level 3	Our Waste Transfer Station will be open but with restrictions when we move to COVID Alert Level 3.	Link	08/31/2021
COVID-19	Just a reminder everyone 30+ can book a vaccine now	Photo	08/31/2021
COVID-19	Stay in your bubble...some wise words from legendary David Tua	Link	08/31/2021
COVID-19	It's okay to not be okay....	Link	08/31/2021
COVID-19	New Zealand will remain at Alert Level 4 until 11.59pm Tuesday 31 August.	Photo	08/31/2021
Management and Systems Accountant	Hey folks, is this you? We are looking for an experienced Management and Systems Accountant	Link	08/31/2021
COVID-19	Awesome initiative...contactless pickups from Food Pantrys in Bulls and Marton	Link	08/31/2021
COVID-19	Know someone dealing with domestic violence?	Link	08/31/2021
COVID-19	Hear from a survivor of Covid-19	Video	08/31/2021
RDC Council Zoom Meeting	Council Meeting - 26 August	Live video	08/31/2021
RDC Council Zoom Meeting	Kia ora koutou, Council will be live-streaming here at 1pm.	Photo	08/31/2021
COVID-19	Lockdown can be tough on various levels....	Photo	08/31/2021

Title	Article Heading and Topic	Type	Date
COVID-19	Staying safe during a lockdown means looking after your mental health....	Photo	08/31/2021
Cabinet art is spreading in Rangitikei	Jazz up this dull cabinet! We've connected with Chorus and are looking for artwork to beautify our community. Anyone can submit their artwork - Come on let's get creative...	Link	08/31/2021
COVID-19	During Alert Level 4 all playgrounds and skate parks	Photo	08/30/2021
COVID-19	"If you're facing issues getting food, visit our welfare and support page and scroll to the bottom.	Photo	08/31/2021
Welcoming Communities Officer Vacancy	Kia ora koutou, We have an exciting new job opportunity within our Community Development Team for a Welcoming Communities Officer. Read more and apply online >	Link	08/31/2021
COVID-19	"It sure feels like Spring is here....	Photo	08/31/2021
COVID-19	Kia ora whānau, the current Alert Level 4 situation can make life a bit harder for some of us	Photo	08/31/2021
COVID-19	Details of Covid testing stations across our rohe from our friends at Whanganui DHB	Photo	08/31/2021
COVID-19	Hey folks, just a heads up due to COVID-19 Level 4 restrictions there will be delays with our consenting process. We apologise for the inconvenience...	Link	08/31/2021
COVID-19	We've been advised that kerbside rubbish collections will continue throughout the District at Level 4	Photo	08/31/2021
COVID-19	"We've heard this afternoon that a new location of interest has been identified in Bulls.	Photo	8/01/2021
COVID-19	A message from our Economic Development team:	Link	08/31/2021
COVID-19	Welfare Support: If you have immediate welfare needs this lockdown	Photo	08/31/2021
COVID-19	Help for Employees - The Wage Subsidy	Photo	08/31/2021
Information Regarding Council rates	Rates are due 20 August. Council is, however, looking at alternative ways of dealing with the penalties	Link	08/31/2021
Strengthening Earthquake-prone Buildings - Rangitikei	**** POSTPONED! *** Due to New Zealand going into COVID-19 Level 4 lock down. This event has been postponed.	Link	08/31/2021
How to contact Council?	Do you need to get hold of us? Are offices are closed but we are here to answer your queries...	Link	08/31/2021
Council Services under Alert Level 4	New Zealand is in Level 4 lock down for the next three days.	Link	08/31/2021
COVID-19	Kia kaha Aotearoa. Let's act fast to beat COVID-19 again.	Photo	08/31/2021
Taihape Amenities Building.	"What's in a name? Have your say on the new names for the Taihape Amenities Building.	Photo	08/31/2021
Regulatory Officer Vacancy	A strong team player needed! Do you have practical experience in regulatory practices and policies.	Photo	08/31/2021
Taihape Napier Road Update	Taihape Napier Road will re-open at 2.30pm. Our team have now completed snow ploughing	Photo	08/31/2021
Senior Resource Management Planner Vacancy	Do you want an opportunity as the Senior Resource Management Planner to diversify your experience? Apply for this role now...	Link	08/31/2021
Digital Drop-in Sessions	We'll help your register for myIR. Get your tax info, proof of income, Rates Rebate Scheme	Photo	08/31/2021
Taihape Napier Road	ROAD CLOSED: The Taihape Napier Road was closed early this morning due to snow	Photo	8/01/2021

Title	Article Heading and Topic	Type	Date
COVID-19	If you're aged 55 or older you can reserve your spot for a COVID-19 vaccination now.	Photo	08/31/2021
Hautapu River Park Commemorative Planting Day	Kia ora whānau, don't forget there is a Commemorative Planting Day tomorrow Saturday 7 August	Link	08/31/2021
Marton Rail Hub project makes progress	Our Marton Rail Hub project is making great progress	Link	08/31/2021
Taihape's new Amenities building	"Hey folks, we're looking for name suggestions	Photo	08/31/2021
Community Initiatives Fund	Our Community Initiatives Fund (Round 1) is now open.	Link	08/31/2021

Post with the most engagement: 5 August

Hey folks, we're looking for name suggestions for Taihape's new Amenities building. What are your thoughts? - **Post**

- 2904 People reached
- 161 Reactions, comments & shares
- 20 Comments

Facebook insights: (August 2021)

- People reached (The number of people who saw any of your posts at least once): **12,473 people up 91%**
- Post Engagements (the number of times people engaged through posts through reactions, comments, shares and likes): **8364 down 432%**
- Total page likes: **36**

Total page followers: 4482

Operations Activity

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

Assets & Infrastructure

- Tailhape Conserve Water

Community and Leisure

- Te Matapihi Ohakea Wall Mural
- Rata Meeting Room Signs
- Te Matapihi Satisfaction Survey

Strategy and Community Planning

- Digital Engagement Certificates
- Digital Essentials
- Internet Banking Course
- Lego Club
- Regional Business Partnership Seminar

People and Culture

- Standards of Integrity and Conduct Policy

Democracy & Planning

- He Rourou Aroha Resource Booklet

Finance and Support

- Password Policy Rollout
- Ratepayers Information Flyer
- Rates Rebate Flyer
- Information Backup and Restore Policy
- IT Asset Replacement Policy

Executive

- Gallagher Frame
 - Mayors for Peace webpage
-

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

News Media



6

NEWSPAPER ARTICLES



3

PUBLIC NOTICES



3

EDM (BULK EMAILS)

Council Website



15

TOTAL NEWS ITEMS



6,343

▼ 1236

NEW USERS



12,009

▼ 1333

TOTAL (SESSION) VISITS

Social Media



52

TOTAL POSTS



4,482

▲ 45

FACEBOOK FOLLOWERS



12,473

▲ 432

PEOPLE REACHED

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

News Media Activity

The table below outlines the media activity during September:

- Rangitikei Connect was published in the District Monitor twice in September.
- Rangitikei Connect was published in the Feilding-Rangitikei Herald twice in September.
- Council did contribute articles to the monthly community newsletters in Taihape, Hunterville and Bulls.

Date	Media Channel	Article Heading and Topic
2/09/2021	Feilding- Rangitikei Herald	Community-led solution costly A rural community has come up with its own solution to install changing rooms at Te Matapihi.
02/09/2021	Whanganui Chronicle	Councils' services will operate at limited capacity at level 3 District councils across the wider Whanganui region are still operating at limited capacity despite the shift to level 3.
2/09/2021	Feilding-Rangitikei Herald	Two Maori wards for Rangitikei Council is seeking public feedback on its recommendation for two Maori wards.
21/09/2021	Whanganui Chronicle	Water 'disaster' Rangitikei Mayor blasts Three waters consultation
24/09/2021	Whanganui Chronicle	Bulls crossroads spot makes vaccines vital Bulls has popped up as a location of interest by a truck driver that had stopped at BP Petrol station.
28/9/2021	Manawatū Standard	Marton residents travel for water to avoid drinking town supply Council has installed a free filtered tap for resident however it is closed during Level 2.

Public Notices

The list below outlines the public notices placed in the District Monitor:

Council also advertises in the Whanganui Chronicle and Feilding-Rangitikei Herald when required.

- September 02 **Notice of Council Meeting**
Additional Council Meeting, Hunterville Community Committee Cancelled
- September 04 **Management and System Account Job Vacancy**
- Whanganui Chronicle
- September 09 **Notice of Consultations**
Representation Review, Initial Proposal. Draft Food Grading Bylaw

Electronic Direct Mail (EDM) Activity

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

- Community Database - **588 people**
- Te Hononga Database - **122 people**
- Staff Database - **171 people**.

Date	Article Heading	Opens	%
September 3	Rangitikei Connect_ Issue 30	248	47.1%
September 10	Staff Email (11)	55	34.4%
September 17	Rangitikei Connect_ Issue 31	244	46.5%

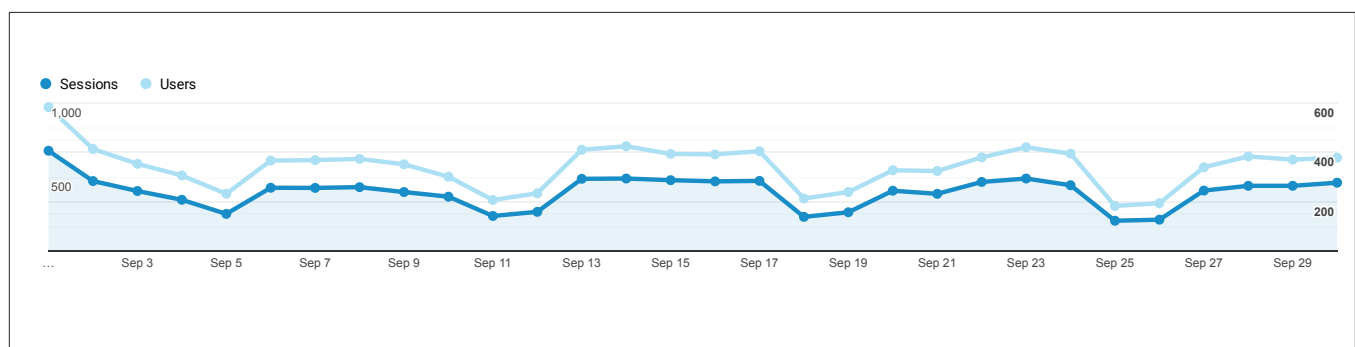
LGOIMA Requests

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

At the end of September, **60 requests** for official information have been received so far this year.

Website Statistics

The graph below outlines the website activity during September:



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

In September 71.3% of those who visited Council's website were new visitors to the site.

Top 10 Council pages visited (September)

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 **15 News Items** posted to our home page.

Date	Article Heading
September 01, 2021	Creative Communities Scheme applications are now open
September 02, 2021	Casual Customer Experience Officer Vacancy
September 02, 2021	Cabinet art is spreading in Rangitikei
September 06, 2021	Ruahine Road Closure – the Bluffs
September 07, 2021	Rangitikei Destination Management planning is underway
September 08, 2021	Council Services under Alert Level 2
September 10, 2021	Consultation has began for our Initial Proposal
September 10, 2021	We're seeking feedback on our Food Business Grading Bylaw
September 14, 2021	Youth Council Meeting Postponed
September 14, 2021	Three Waters Reform Survey
September 15, 2021	Financial Accountant Vacancy
September 23, 2021	Surveying begins for Marton Rail Hub
September 24, 2021	Three Waters Reform
September 30, 2021	Community Engagement Librarian
September 30, 2021	Delayed opening for Marton Swim Centre

Social Media Activity

The table below outlines Facebook activity during September:

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

Title	Article Heading and Topic	Type	Date
We're at Alert Level 3	We've moved to Level 3! Our mahi is paying off	Post	1 September
Customer Experience Officer Vacancy	Are you a people person with amazing customer service skills. We might have the job for you?	Post	1 September
Covid Vaccine	The vaccine protects all of us - Samoan	Video	
Covid Update	We're back on the mowers		1 September
Creative Communities Scheme	Applications are now open	Post	2 September
Covid Update	Alert Level Boundaries	Post	2 September
Manawatū Ethnic Groups	Virtual Hui	Post	2 September
Casual Customer Experience Vacancy	Do you have experience within Customer service...	Post	3 September
Draft Food Grading Bylaw	Consultation has began	Post	3 September
Covid Vaccine	The vaccine protects all of us	Post	3 September
Covid Welfare	Rural Support Trust - Help and Support information	Post	6 September
Representation Review	Kōrero mai! - Have your say on our Initial Proposal for Council's Representation Review.	Post	6 September
Covid Vaccine	Kia ora koutou, Everyone in Aotearoa New Zealand aged 12 years and over can book their free COVID-19 vaccination now	Post	6 September
Road Closure	Ruahine Road closed due to landslip	Post	6 September
Destination Management Plan	We're putting a plan together	Post	7 September
Covid Welfare	Wage Subsidy Support	Post	7 September
Covid Update	We're moving to Alert Level 2	Post	8 September
Council Meeting	Live Streaming Soon	Post	9 September
Council Meeting	Live	Video	9 September
Te Ahuru Mowai	Public Toilets Closed	Post	11 September
Covid Vaccine	The Vaccine protects all of Us - Lisa (Youth)	Video	13 September
Flood Update	A lot of rain has fallen today...	Post	13 September
Flood Update	Roads Closed	Post	14 September
Three Waters Reform	Update - Rangitikei residents will be receiving a letter, Survey open.	Post	15 September
Taihapa Library	Closed due to internet connect issues	Post	15 September
Three Waters Reform	Join us for LIVE Q&As reminder	Post	15 September
Three Waters Reform	LIVE Session	Video	16 September
Three Waters Reform	Survey reminder	Post	21 September
Covid Vaccine	Bookmyvaccine.nz	Post	21 September
Food Business Grading Bylaw	Consultation reminder	Post	21 September
Representation review	Consultation reminder	Post	22 September

Title	Article Heading and Topic	Type	Date
Destination Management Plan	Consultation Reminder	Post	23 September
Project Update	Marton Rail Hub development is underway with surveyors starting work along Makirikiri Road and Wings Line...	Post	24 September
Community Initiatives Fund	Application closes soon reminder	Post	24 September
Mental Health Awareness Week	Take time to kōrero - Mā te kōrero, ka ora. It's Mental Health Awareness Week!	Post	27 September
Food Business Grading Bylaw	Consultation reminder	Post	27 September
Covid Vaccines	Upcoming Vaccinations	Post	28 September
Council Meeting	LIVE	Video	30 September
Community Engagement Librarian Vacancy	We're looking for an amazing person to be our new Community Engagement Librarian!	Post	30 September
Marton Pool	Delayed Opening for Marton Swim Centre	Post	30 September

Post with the most engagement: 13 September

A lot of rain has fallen today and we are receiving reports of some surface flooding across our District, especially in Marton. We have roading crews out and about as we are aware some manhole lids are lifting, so please if you have to use the roads, drive slowly and safely.

Our team will be monitoring the situation closely and provide updates if they are required - **Post**

- 4957 People reached
- 103 Reactions, comments & shares
- 0 Comments

Facebook insights: (September 2021)

- People reached (The number of people who saw any of your posts at least once): **11,839 people down 8%**
- Post Engagements (the number of times people engaged through posts through reactions, comments, shares and likes): **3657 down 57%**
- Total page likes: **46**

Total page followers: 4536

Operations Activity

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

Regulatory

- Corridor Access Request Form

Strategy and Community Planning

- Mahi Tahi Job Advert
- Community Led Development Guide Book

People and Culture

- CD_ Bulls Community Response Plan
- CD_ Hunterville Community Response Plan
- CD_ Marton Community Response Plan
- CD_ Ratana Community Response Plan

Democracy & Planning

- Community Initiatives Fund
- Creative Communities Scheme
- Food Business Grading Bylaw
- Comms and Marketing Strategic Plan
- RDC Face Mask
- Social Media Policy
- Te Wiki o te reo Maori

Finance and Support

- Rates Rebate Letter
 - Gifts and Hospitality Policy
 - Sensitive Expenditure Policy
-

Please rate our service today



69%
50 resp.



16%
12 resp.



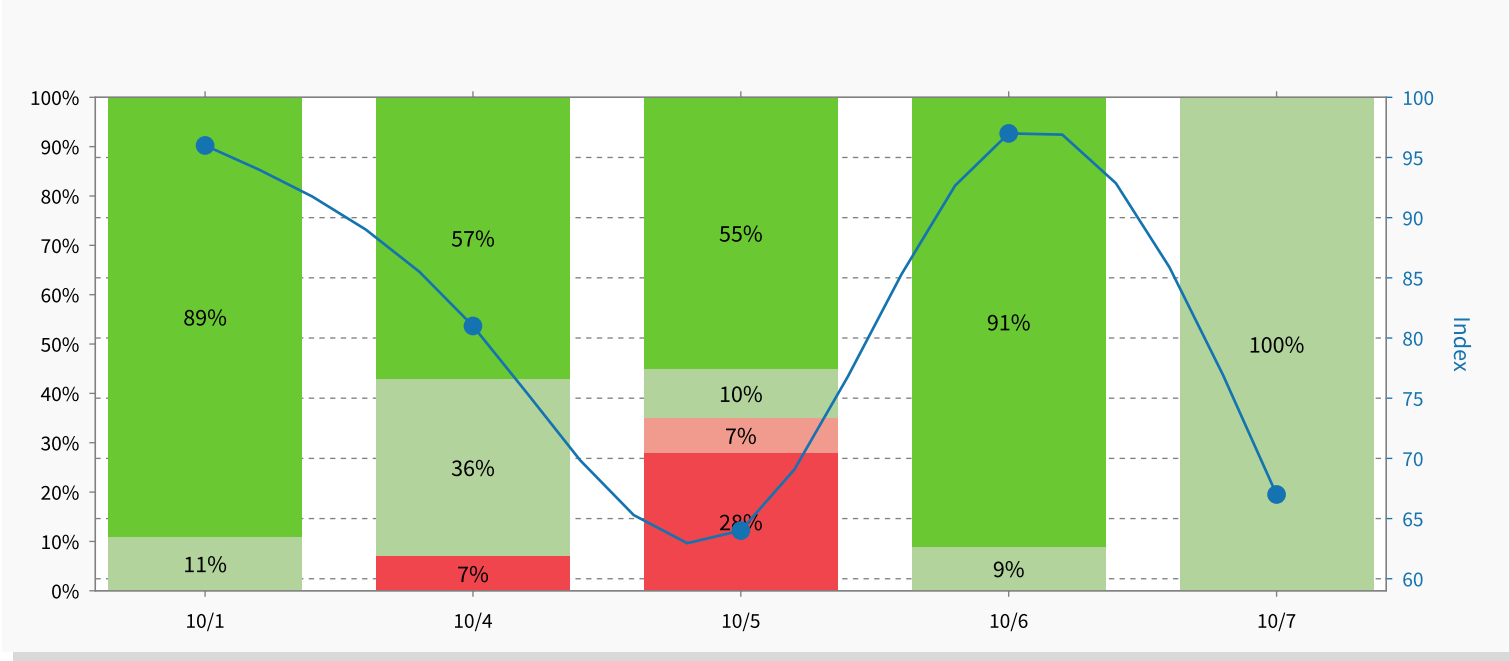
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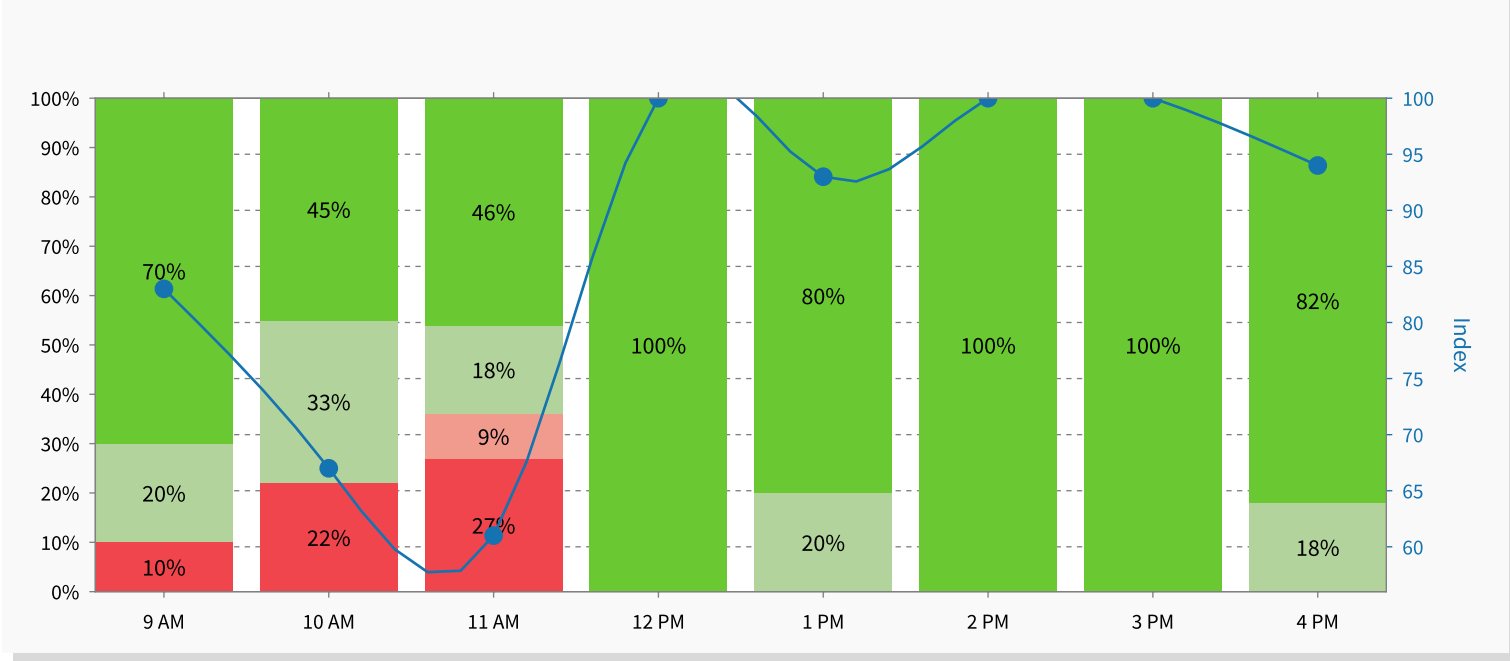
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Index: 80.0
Responses: 73

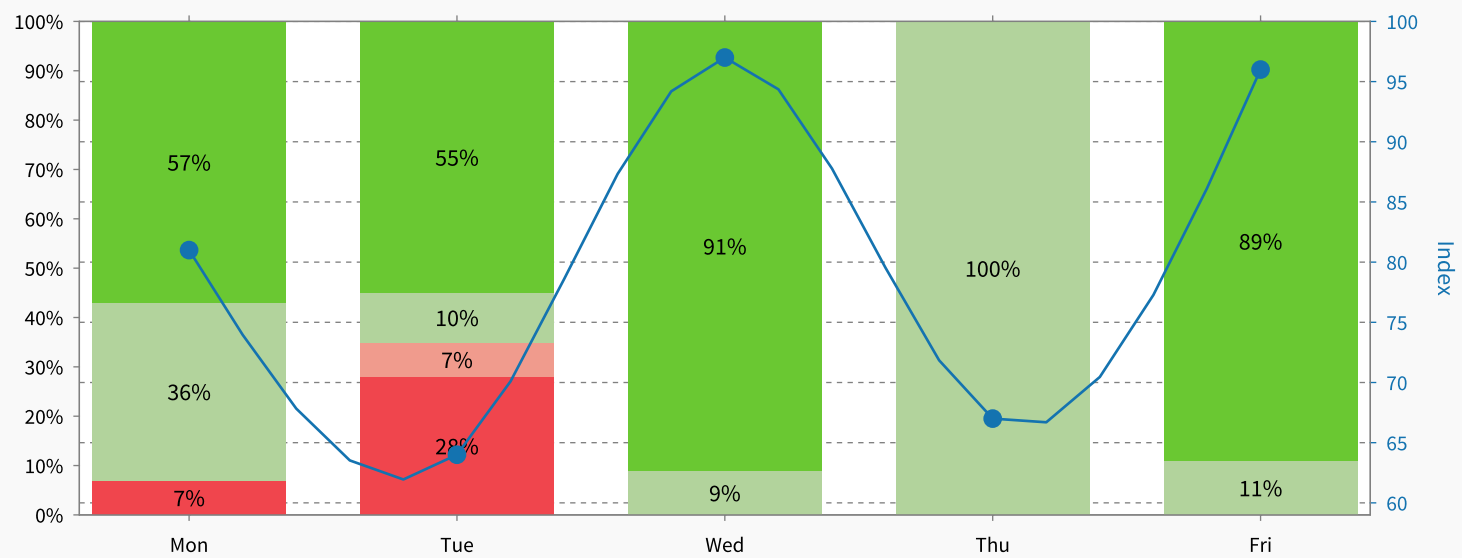
All units combined - daily distribution



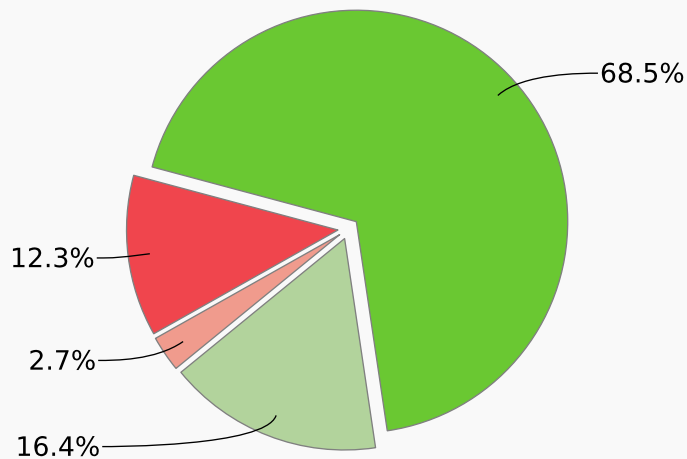
All units combined - hourly distribution



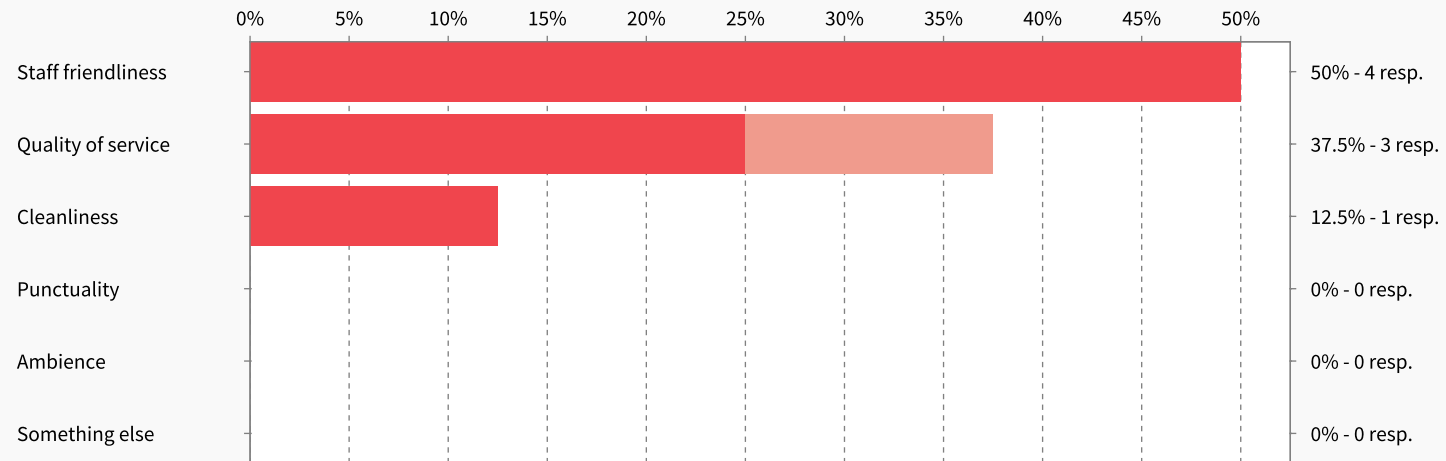
All units combined - weekday distribution

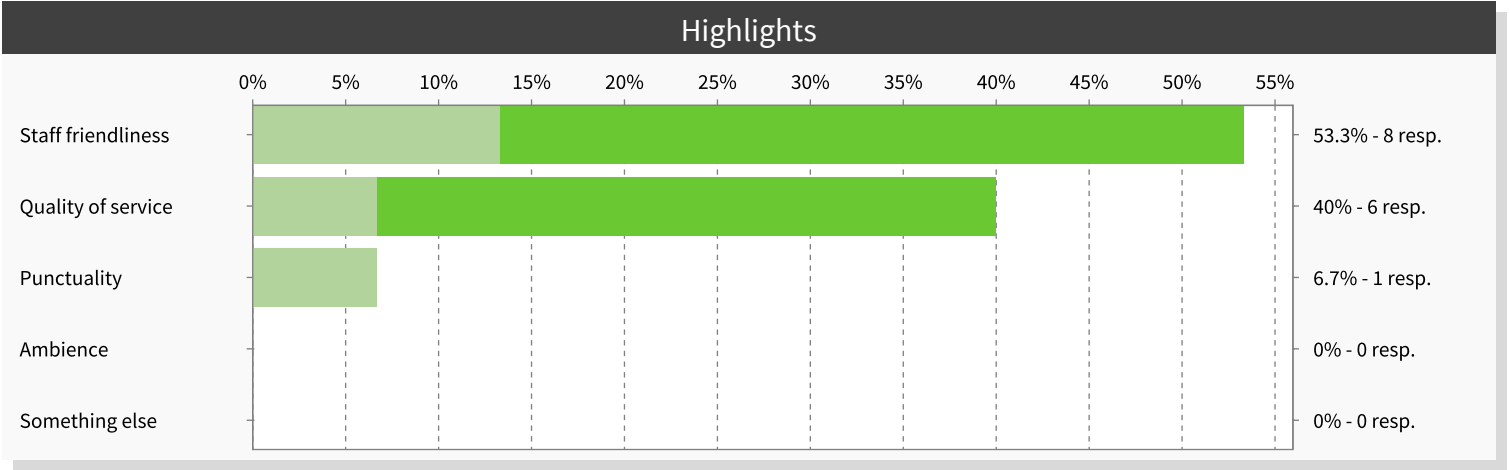


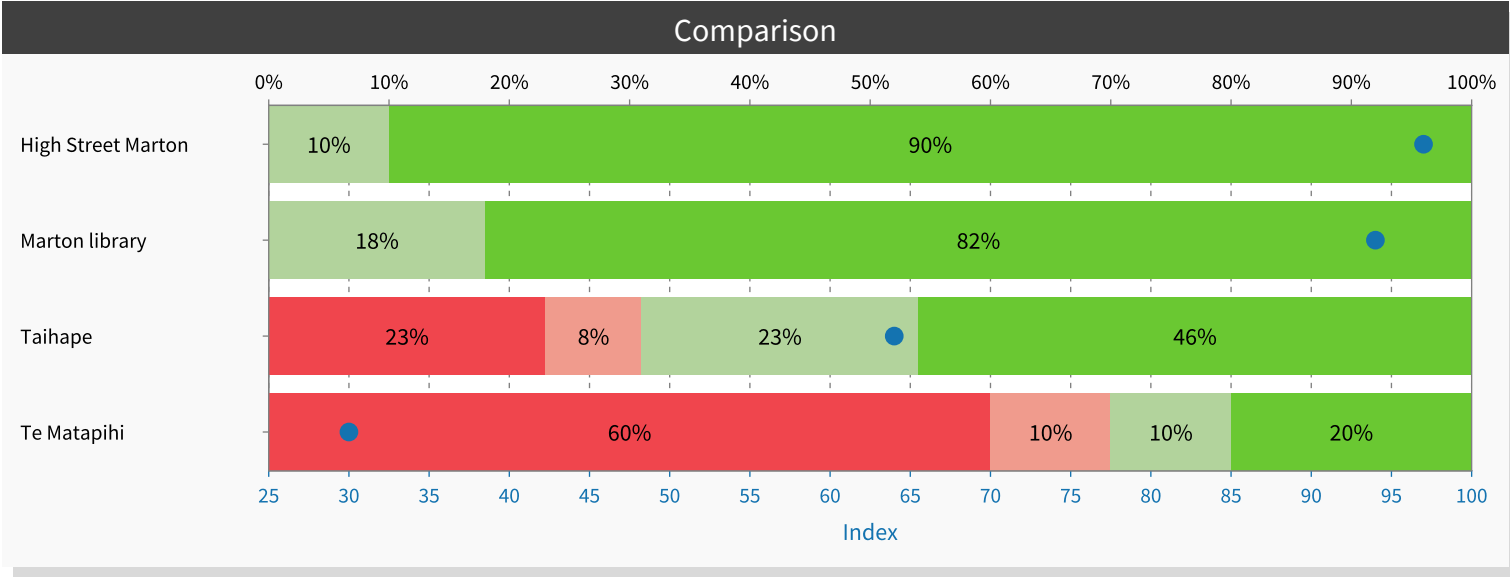
Total results



Pain Points







10.2 Economic Development Update August and September 2021**Author: Jaime Reibel, Strategic Advisor - Economic Development****Authoriser: Nardia Gower, Manager - Community Development****1. Reason for Report**

- 1.1 This report summarises the programmes, activities and focus areas initiated or undertaken as part of Council's Economic Development work during the months of August and September 2021.

2. Meetings/Events Attended

- Whanganui & Partners Farm Succession Planning workshops
- Hastings District Council Housing Forum visit
- Taihape Hospital Campus Collaborative Development Group meetings
- Kānoa Regional Economic Development & Investment Unit meetings for the Manawatu-Whanganui region

3. Meetings/Events Organised

- 3.1 Rangitīkei Real Estate Agents' Meeting attended by the Strategic Advisor for Economic Development, Strategic Advisor for District Promotions, and the Senior Strategic Planner.

Key Points/Suggestions raised by agents:

- Pent-up demand exists for small lifestyle blocks of ½ hectare.
- There's a shortage of rural lifestyle blocks from 1-15 hectares.
- It's expensive to sub-divide in the flood zone and difficult to get insurance.
- Leniency should be shown on a change of use from commercial to residential.
- House sales are taking longer than earlier in the year, requiring an average of 26 days and two Open Homes.
- Government actions are beginning to impact the number and frenzy of house sales, with more conditions placed on offers, but properties still attract multiple offers.
- People who want to sell have nowhere to move to within the district and there's currently a shortfall of hundreds of homes, with no lessening of demand from buyers.
- Marton should become the new Feilding by 2050. To achieve this the downtown centre of town needs to be made more attractive, the playground and walk around the reservoir should be promoted, the swimming pool needs to be heated and open all year around, the signs directing travellers to Marton on State Highway 1 need to be improved, and more major events should be offered (a regular Saturday crafts/farmers market, rock 'n roll weekends, etc.)

- 3.2 Tradies Staff Recruitment Meeting (Marton) attended by the Strategic Advisor for Economic Development, Strategic Advisor for District Promotions, and the Strategic Advisor – Rangitikei Employment Programme, along with the local MSD Work Broker.

Key Points/Suggestions raised by tradies in attendance:

- There is a serious shortage of licenced staff in most trades that limits the number of jobs firms can take on, as well as their growth.
- Hiring of apprentices is at a stand-still due to the shortage of licenced staff to supervise and train them.
- Companies are stealing licenced staff from each other, offering more and more pay, pushing costs up and creating a work environment that rewards a lack of long-term commitment.
- Many trades employees who live in the Rangitikei travel to Palmerston North and Whanganui to work. If it's possible to identify them, it would be worth finding out if they would like to work locally.

- 3.3 Strengthening of Earthquake Prone Buildings Presentation (Marton)

- The presentation was postponed due to the Covid-19 lockdown and will be rescheduled once the Alert Level drops to Level 1.

- 3.4 Regional Business Network Partner (RBP) Discussion (Taihape)

- The presentation was postponed due to the Covid-19 lockdown and will be rescheduled once the Alert Level drops to Level 1.

4. Business Baseline Survey

- 4.1 Council would like to strengthen the support it offers businesses within the district - one of the five key Economic Development Strategy 2020 – 2050 priorities that appear in the recently adopted Long Term Plan 2021 - 31: *Identify and facilitate opportunities for business growth... to grow and diversify the District's economy.*
- 4.2 The draft Rangitikei Business Baseline Survey **Attachment 1** aligns with this key ED Strategy priority and is presented for Councillors' interest and comments. It incorporates comments and suggestions made by the Executive Leadership Team (ELT) in its meeting of 6/10/2021 and from the Senior Strategic Planner.
- 4.3 The survey will be submitted to Te Roopuu Ahi Kaa for members' discussion and comments in the December TRAK meeting.
- 4.4 The survey will provide a detailed picture of businesses in the district, complementing the basic name and contact information held in the Rangitikei Business Database, which was updated in April – June 2021. This in-depth data will enable Council to better support and engage with local businesses, assisting them to access information, training, technical assistance, mentoring, marketing support, linkages and grants.
- 4.5 The Information Services Team advises that all the survey data can be stored securely in a cloud system in line with Council's obligations under the Privacy Act (2020) and compliant with the Government's guidelines on the use of cloud services by the public sector. Access to the data will only be granted to approved staff. Any personal information will be removed before responses are downloaded for analysis.

- 4.6 The survey will commence in February 2022, with responses received over a six-week period. It will be administered online, contacting businesses by e-mail, placing the survey on Council's website and in hard copy, using telephonic follow-up by a temporary enumerator hired through the Mahi Tahī - Rangitīkei Employment Programme, as necessary.

5. Housing

5.1 Door of Hope Rangitīkei Community Trust (DHRCT)

- Several DHRCT Board meetings were held during the reporting period to discuss its Strategic Plan and the drafting of a submission to the Community Housing Regulatory Authority (CHRA) to become a registered Community Housing Provider.
- Guidance was received from Community Housing Aotearoa, the national peak body for Community Housing Providers, and the CHRA, concerning the application process to register as a Community Housing Provider.
- DHRCT is discussing broadening its representation and strengthening alignment with the community by appointing additional Board members from the Samoan community, Te Runanga o Ngā Wairiki Ngāti Apa, another local church and the Northern Rangitīkei Housing Steering Committee.

5.2 Senior and Elderly Shared Accommodation/Group Home Organisational Meeting (Taihape)

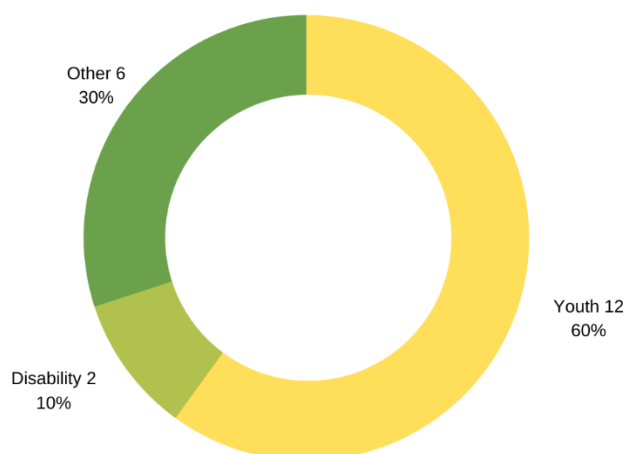
- With facilitation from Council's Economic Development Department, key community stakeholders, met to discuss the formation of a volunteer organisation to create, raise funding for and manage a shared accommodation/group home for independent and mobile seniors and the elderly located at the hospital campus in Taihape.
- Abbyfield New Zealand Ltd has expressed interest in assisting a Taihape volunteer organisation to incorporate under its umbrella (as a trust), and to support it with its systems, policies, procedures and ongoing guidance and advice.
- Meeting attendees discussed the refurbishment and use of the General Services building at the hospital campus as the shared accommodation/group home on a long-term lease with Otaihape Health Trust (OHT). The General Services building is owned by the Taihape community and is administered by OHT.
- OHT is in the process of receiving the hospital campus infrastructure (buildings, grounds, amenities, etc.) on a long-term, peppercorn lease from the Whanganui District Health Board (WDHB), the owner of the assets, and will manage the campus in the future.

6. Mahi Tahī – Rangitīkei Employment Programme

- 6.1 Mahi Tahī – Rangitīkei Employment Programme is a Mayor's Task Force for Jobs (MTJF) Community Recovery Programme, supported by the Ministry of Social Development (MSD). Participating councils are tasked with getting a minimum of 50 people into employment in the 2021-2022 fiscal year.

- 6.2 The target demographic for the programme is NEETS (Youth Not in Employment, Education or Training), jobseekers with disabilities and those displaced by COVID-19; however, RDC have agreed to not turn away any job seekers, regardless of their age, and job seekers who are not youth or disabled are noted in the below graphic as “other”.
- 6.3 Council’s Strategic Advisor for the Rangitikei Employment Programme James Towers works closely with Louise McCoard, the MSD Area Work Broker, and key staff from Te Rūnanga O Ngā Wairiki Ngāti Apa.
- 6.4 The main office operates from Te Poho o Tuariki with two support staff: Dana Abraham, Employment Co-ordinator, and Isabel Maka-Kea, Pastoral Care Worker.
- 6.5 In October, the Taihape branch will start operating from the Taihape Lobby, with two support staff - Kayla Hyland and Danae Sciascia – both working as Employment Co-ordinators and Lobby Supervisors.
- 6.6 The following graph reports job placements since 1 July 2021, seven of which have been achieved during the month of September, which has been heavily affected by COVID-19 restrictions.

Mahi Tahi 20 Work Placements
July -September 2021
 note there have been no placements for
 COVID Displaced Jobseekers to date for this financial year



7. Township Signage

- 7.1 Mangaweka – sign locations have been established, with the existing Managweka sign entering from the south chosen as one of them, with the northern location awaiting confirmation.
- 7.2 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.
- 7.3 Whangaehu - Meetings have been postponed due to the recent COVID-19 lock down.

8. Shop Local Rangitīkei

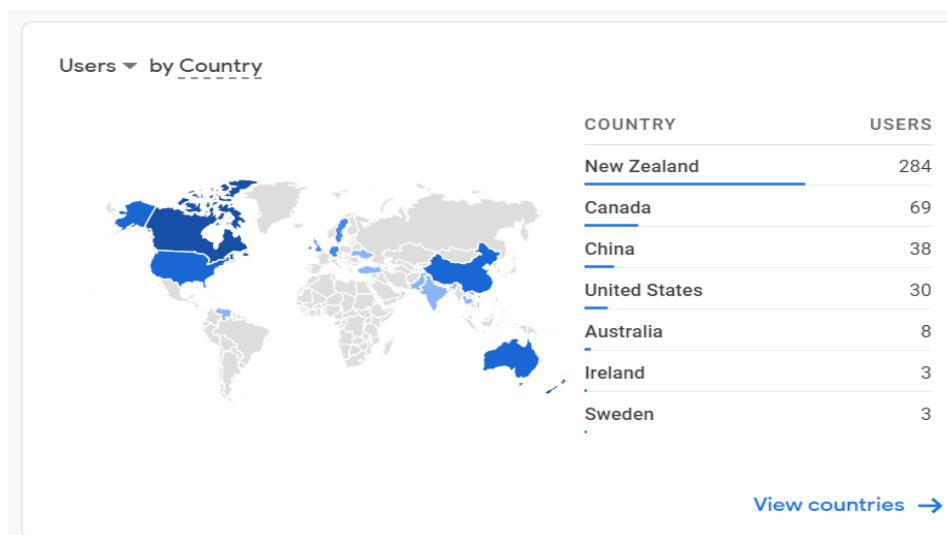
- 8.1 Local businesses continue to be promoted via the Shop Local Facebook group.

- 8.2 Shop Local campaign – With support from the Bulls Community Development Trust, Council staff have created a competition to encourage visitors to spend locally that will run during the Arts 4 Arts Sake event.
- 8.3 The business directory website is scheduled to go live by the end of October.

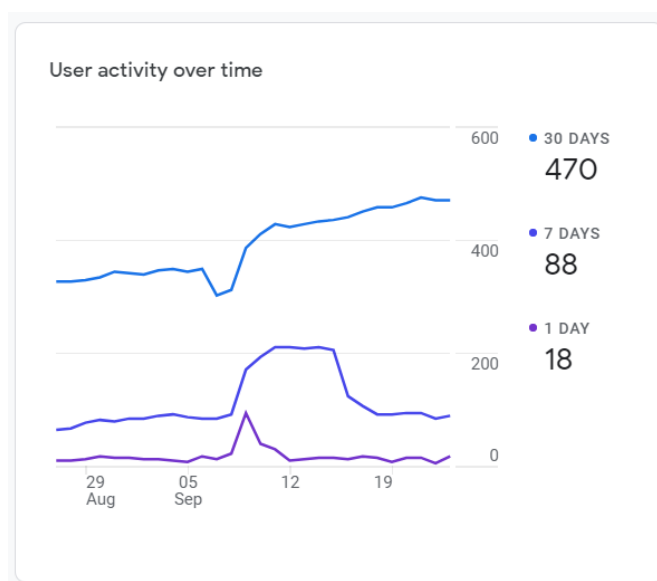
9. Branding and District Promotion

- 9.1 The new Visit Rangitikei website www.visitRangitikei.nz continues to be improved, with cosmetic changes and updated information.
- 9.2 Website analytics are shown in the following two reports:

User by country



Users over the previous 30 days



- 9.3 The Destination Management Plan will allow Council to better target marketing of the website to achieve the highest impact with the budget available. Meanwhile, Facebook marketing is being generated by staff, with further organic growth being achieved via Google search or Facebook. Facebook & Instagram continue to be used via individual post and the Stories feature.
- 9.4 The Ohakea 5 Squadron Relocation project, which is being undertaken in conjunction with CEDA, Whanganui and Manawatu District Councils and Palmerston North City Council, now has a Terms of Reference and is awaiting confirmation of dates for phases 2.1. and 2.2. and clear direction from CEDA and Ohakea.

10. Coordination with Regional Economic Development Agencies (EDAs)

- 10.1 Staff continue to engage with neighbouring EDAs concerning Regional Business Partners Network (RBP) delivery and the upcoming three-year tender. The discussion includes programme delivery and how the EDAs can improve delivery.
- 10.2 RDC is scheduled to host the next Regional Economic Development Forum at Te Matapihi during October, COVID-19 levels permitting.

11. Destination Management Plan

- 11.1 Initial engagement has taken place with the following groups:
- Santoft Domain Committee
 - Turakina Community Committee
 - Ratana Community Board
 - Key stakeholder businesses
 - Iwi representatives
 - Elected members via meetings and elected member workshops, with His Worship the Mayor joining both the key stakeholder and Iwi engagement sessions.
- 11.2 Social PinPoint is live and receiving community aspirations, ideas and suggestions, which can be tracked on: <https://trc.mysocialpinpoint.com.au/rangitikei-destination-management-plan/ideas#/sidebar/tab/about>
- 11.3 Upcoming engagement through October and November with the following groups and platforms:
- Taihape Community Board
 - Marton Community Committee
 - Bulls Community Committee
 - Rangitikei Youth Council
 - Youth in schools
 - Targeted business sessions
 - General public drop-in sessions throughout the district
 - Iwi/Hapū/Marae

ITEM 10.2

- 11.4 COVID-19 restrictions have affected the consultation timeline, resulting in limited numbers attending engagement sessions and the postponement of drop-in engagement sessions. Staff have altered plans accordingly, with consultation open longer than originally planned. The draft document is expected to be completed in January 2022. To-date engagement has been positive, innovative and constructive, with common themes starting to emerge.

Attachments

1. **Rangitikei Business Baseline Survey**

Recommendation

That the Economic Development Update August and September 2021 be received.

Rangitikei District Council Business Baseline Survey

Purpose

The Rangitikei District Council would like to strengthen the support it offers businesses within the district - one of the five key Economic Development Strategy 2020 – 2050 priorities that appear in Council's recently adopted Long Term Plan 2021 - 31: *Identify and facilitate opportunities for business growth... to grow and diversify the District's economy.*

To strengthen business support Council recognises that it needs more detailed information than it presently holds in the Rangitikei Business Database, which was updated from April – June 2021.

A fuller picture of businesses would include such information as the type of business, legal structure, number and kind of employees, where it operates from, how long it has operated, how it markets its products and services and where its markets are located, whether it's growing and what it needs to become more viable. This in-depth data will enable Council to better support and engage with local businesses, assisting them to access information, training, technical assistance, mentoring, marketing support, linkages and grants.

Why a Baseline Survey?

In order to provide appropriate support to the large number and kinds of businesses in the district Council needs a starting point of knowledge about them. That starting point is the baseline of information that Council hopes to generate from this survey. From an analysis of the baseline Council will determine the best way to share information, design programmes, create linkages and provide assistance to district businesses that share common needs, even though they may operate in different sectors, at different scales of activity and with different business models.

Filling in the Survey

Respondents are encouraged to answer all questions but are free to exclude any that they feel reveal confidential or proprietary information or that they are uncomfortable with.

Confidentiality

All information provided in survey responses will remain confidential, other than that which is already found in the public domain and will not be distributed to or shared with sources outside of the Rangitikei District Council.

Clarification/Enquiries

Should you wish to clarify anything in the survey or to enquire about the use of its results, please contact Jaime Reibel, Strategic Advisor, Economic Development, Rangitikei District Council on 027 233 6764 or at jaime.reibel@rangitikei.govt.nz.

Rangitikei District Council Business Baseline Survey

Who are you?	Business Name:	Name of Owner(s)/Manager(s) – please specify:
Where are you?	Address:	Are you located in the town centre? Yes <input type="checkbox"/> No <input type="checkbox"/>
How can you be reached?	Tel. #:	E-mail:
What do you do?	Description: _____	
What sector do you work in?	Please v all that apply: Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Distribution <input type="checkbox"/> Manufacturing <input type="checkbox"/> Services <input type="checkbox"/> Primary Production (Livestock <input type="checkbox"/> Horticulture <input type="checkbox"/> Fruit <input type="checkbox"/> Honey <input type="checkbox"/> Poultry/Eggs <input type="checkbox"/> Fishing/Fish Farming <input type="checkbox"/> Forestry <input type="checkbox"/> Other <input type="checkbox"/> Processing <input type="checkbox"/> Transport <input type="checkbox"/> Mining <input type="checkbox"/> Finance/Financial Services <input type="checkbox"/> Education <input type="checkbox"/> Creative Industries/the Arts <input type="checkbox"/> Medical/Health <input type="checkbox"/> IT/Knowledge/Data Management <input type="checkbox"/> Consulting <input type="checkbox"/> Other <input type="checkbox"/> If Other, please provide more detail: _____	
What kind of business are you?	Please v all that apply: Survivalist (in business to meet immediate personal or family expenses) <input type="checkbox"/> For-Profit <input type="checkbox"/> Not-for-Profit <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Family Business <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Franchise <input type="checkbox"/> Cooperative <input type="checkbox"/> Community Organisation <input type="checkbox"/> Charity/Trust <input type="checkbox"/> Iwi/Hapū-owned <input type="checkbox"/> Māori-owned <input type="checkbox"/> Pasifika-owned <input type="checkbox"/> Publicly-owned <input type="checkbox"/> Public/Private Partnership <input type="checkbox"/> Other <input type="checkbox"/> If Other, please provide more detail: _____	
Who works with you?	No. of staff: No. full-time: No. part-time: No. seasonal: No. of women? No. of men?	Type of Staff (v all that apply): Managerial <input type="checkbox"/> Admin <input type="checkbox"/> Financial <input type="checkbox"/> Labourers <input type="checkbox"/> Technical <input type="checkbox"/> Consultants <input type="checkbox"/> Sales <input type="checkbox"/> Creative <input type="checkbox"/> Other <input type="checkbox"/> If Other, please provide more detail: _____
What is the scale of your business?	Micro (0-5 employees, including the owner) <input type="checkbox"/> Small (6-19 employees) <input type="checkbox"/> Medium (20-99 employees) <input type="checkbox"/> Large (100 or more employees) <input type="checkbox"/>	
Where does your business operate from?	Please v all that apply: Owned premises <input type="checkbox"/> Leased premises <input type="checkbox"/> Shared premises <input type="checkbox"/> From home <input type="checkbox"/> Online <input type="checkbox"/> Other <input type="checkbox"/> If Other, please specify: _____	
Where are your customers located?	Please v all that apply: Locally <input type="checkbox"/> Within the District <input type="checkbox"/> Within the region <input type="checkbox"/> Within New Zealand <input type="checkbox"/> Internationally <input type="checkbox"/> Online <input type="checkbox"/> Please provide more detail: _____	
How long have you run the business?	Less than 1 year <input type="checkbox"/> 1 – 3 years <input type="checkbox"/> 3 – 5 years <input type="checkbox"/> 5 – 10 years <input type="checkbox"/> 10+ years <input type="checkbox"/>	
Is the business growing?	Please v all that apply: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, how do you know? (Increased turnover <input type="checkbox"/> More profit <input type="checkbox"/> More staff <input type="checkbox"/> Increasing demand <input type="checkbox"/> More clientele <input type="checkbox"/> Other <input type="checkbox"/>) If No, why not? (I'm comfortable with its present size <input type="checkbox"/> I don't want the additional work <input type="checkbox"/> I don't want the additional risk <input type="checkbox"/> There is no additional demand for what the business does <input type="checkbox"/> Other <input type="checkbox"/>) If Other, please provide more detail: _____	
What does your business need to become more sustainable?	Please v all that apply: Training/Capacity Building in Financial Management <input type="checkbox"/> Administration <input type="checkbox"/> Marketing <input type="checkbox"/> Sales <input type="checkbox"/> HR <input type="checkbox"/> Sourcing/Supply Chain Management <input type="checkbox"/> Governance <input type="checkbox"/> Better Access to Finance <input type="checkbox"/> Improved technology <input type="checkbox"/> Improved publicity/visibility <input type="checkbox"/> Expanded markets <input type="checkbox"/> Increased sales <input type="checkbox"/> New products <input type="checkbox"/> Other <input type="checkbox"/> If Other, please provide more detail: _____	
How can Council help your business?	Description: _____	

Thank you for participating in this survey!

10.3 Community Development Update for August - September 2021**Author:** Nardia Gower, Manager Community Programmes**Authoriser:** Gaylene Prince, Group Manager - Community Services**Reason for Report**

- 1.1 This report covers the operational areas of Social and Cultural Community Well-being activities undertaken by the Community Development team during the months of August and September 2021, with separate reports updating Economic Development and Youth Development activities.

Social Wellbeing

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

2.2 Te Matapihi - Events and Venue Activity

- Booking numbers August were 22 with September scheduled to host 31 bookings prior to the Level 4 Lockdown announcement on 18 August. August bookings included meetings, church services, and multi-day courses, along with a very successful ticketed event with 200 plus attendees. Organisations operating COVID-19 vaccine clinics continue to use the facility weekly, including through all Alert Levels. Additional clinics are booked through October and November.
- Due to COVID-19 restrictions affecting bookings most organisers have rescheduled for a later date rather than cancel.

2.3 Libraries

- 2.3.1 Libraries closed to the public during Alert level 4 and 3. At Alert Level 3 a small number of staff attended to administration tasks at Marton Library maintaining the recommended restriction guidelines. Under Level 2 all Library and Information sites re-opened, complying with Government guidelines for such facilities, creating a busy couple of days with users eager to get new reading material.
- 2.3.2 ePukapuka eBook/eMagazines consortium – There has been a significant increase in eBook issues in the period August to September. The groups collection had over 50,000 issues in a 30-day period for the first time with demand growing. Rangitikei has access to the full consortium collection. Additionally, Council has purchased "Advantage" which contains popular titles and is available to our Rangitikei users only. This helps to reduce wait times, reportedly a frustration to users of the e-Resources across the group.
- 2.3.3 Events/Programmes/School Holidays – Due to the popular school holiday programmes reported previously that resulted in sessions quickly reaching capacity, staff are considering a booking system for the upcoming holiday periods (with consideration to pending COVID-19 Alert levels) and are preparing individual activity packs if Alert Level 2 or above remain.

During Te Wiki o Te Reo Māori held in September Taihape Librarian, David Coronel, created a series of Facebook videos promoting the Libraries Te Reo resources, and read stories in Te Reo Māori.

2.3.4 Staff – Two Te Matapihi cadets Mille Dewar, and Jon Michielsen completed their cadetship in August and September respectively, with new cadets Lynda Hunter and Robert Simon starting at the end of September. Our cadets are a valuable resource allowing staff to work on outreach activities that wouldn't be possible without the extra staffing. The cadetships also provide an opportunity for those staff to gain skills.

2.3.5 RFID Implementation (Radio Frequency Identification) –Te Matapihi RFID self-check station continues to increase in usage. This has been particularly useful at Level 2 allowing library users to have contactless item issues. The two new RFID units for Marton and Taihape are scheduled for October delivery. Tagging of existing collections in Taihape and Marton has commenced with the target of a fully operational system by end of year.

2.3.6 New Zealand Libraries Partnership Programme – Extra funding granted by NZLPP has allowed Council to purchase several items for our Libraries, including a portable projector and screen, an Apple TV casting device, six tablets, three Chromebook laptops, which have been used by the Digital Co-Ordinator, Rashmi Natarajan, in Code Clubs, and other community programmes. As part of the funding Council has made additional purchases of titles in both Te Reo Māori and Samoan. This diversification is a great addition to our collection.

The Digital Co-ordinator has developed Digital Capability building programmes for the community, outlined in the graphs below, in line with feedback and suggestions received via the Community Digital Survey.

Programme Title: Internet Banking Course

Venue	No. of classes run	No. of attendees	Dates
Taihape	24	14	13 Apr – 10 Aug
Marton	6	5	7 Apr – 21 Jul
Bulls	5	4	22 Apr – 12 Aug
Ratana	19	10	16 Apr – 6 Aug
	Total: 54	Total: 33	

Programme Title: Code Club

Venue	No. of classes run	No. of attendees	Dates
Taihape	8	9	18 May – 10 Aug
Marton	9	5	26 May – 11 Aug
Bulls	11	10	20 May – 12 Aug
Ratana	10	10	14 May – 6 Aug

	Total: 38	Total: 34	
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Programme Title: Digital Essentials – Get to know your Smart Device

Venue	No. of classes run	No. of attendees	Dates
Ratana	1	4	13 Aug

These, and recently developed programmes, have been postponed until Level 1 due to Level 2 social distancing requirements. During this time the Digital Co-ordinator is creating on online tutorials and keeping in regular contact with course attendees, helping remotely until on-site classes recommence.

2.3.7 Community Engagement with Libraries – (position funded by NZLPP) The Community Engagement Librarian, Gioia Damosso, resigned. The role is currently being advertised.

2.4 Community Led Development of Council Owned facilities

2.4.1 A finalised 'Community-Led Development of Council Owned Facilities Guide' presented to the Policy Planning Committee at their August meeting has been circulated to Community Boards and Committees, MoU Partner Organisations, and Elected Members. It can also be obtained through Councils main office and will be loaded to the Council website.

2.4.2 The following list of current projects the community have raised with Council or council staff as being of interest for development, has been updated since the August Policy/Planning meeting (with additional projects noted in blue):

- 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
- Hautapu River Park, Taihape
- McIntyre Reserve, Ohingaiti
- Santoft Domain, Santoft

The last two have their own Management Committee with delegated authority and reserve account.

2.4.3 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.

ITEM 10.3**2.5 Volunteer Health and Safety Procedures**

- 2.5.1 An initial draft document outlining procedures and considerations to support and protect both volunteers and Council for projects where volunteer workers undertake work on land that Council either owns or has responsibility, was circulated to key staff. Following which, further additions have been considered such as inclusion of Civil Defence volunteers, and incorporation of the organisational values and health and safety aspirations.
- 2.5.2 A working group of key staff who engage volunteers are scheduled to meet to input into the final draft, and an update will be presented as part of the quarterly Health and Safety Reporting to the Audit and Risk Committee. Sharon Grant, Group Manager People and Culture, will lead the completion of the document.

Cultural Wellbeing

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

3.2 Welcoming Communities

- 3.2.1 Interviews for the Welcoming Communities Co-ordinator are scheduled for October.
- 3.2.2 Current staff continue to meet with other Welcoming Communities Coordinators from around the country.

Recommendation

That the Community Development Update for August - September 2021 be received.

10.4 Youth Development Operational Report Aug-Sep 2021**Author:** Kelly Widdowson, Strategic Advisor - Youth**Authoriser:** Nardia Gower, Manager - Community Development**1. Reason for Report**

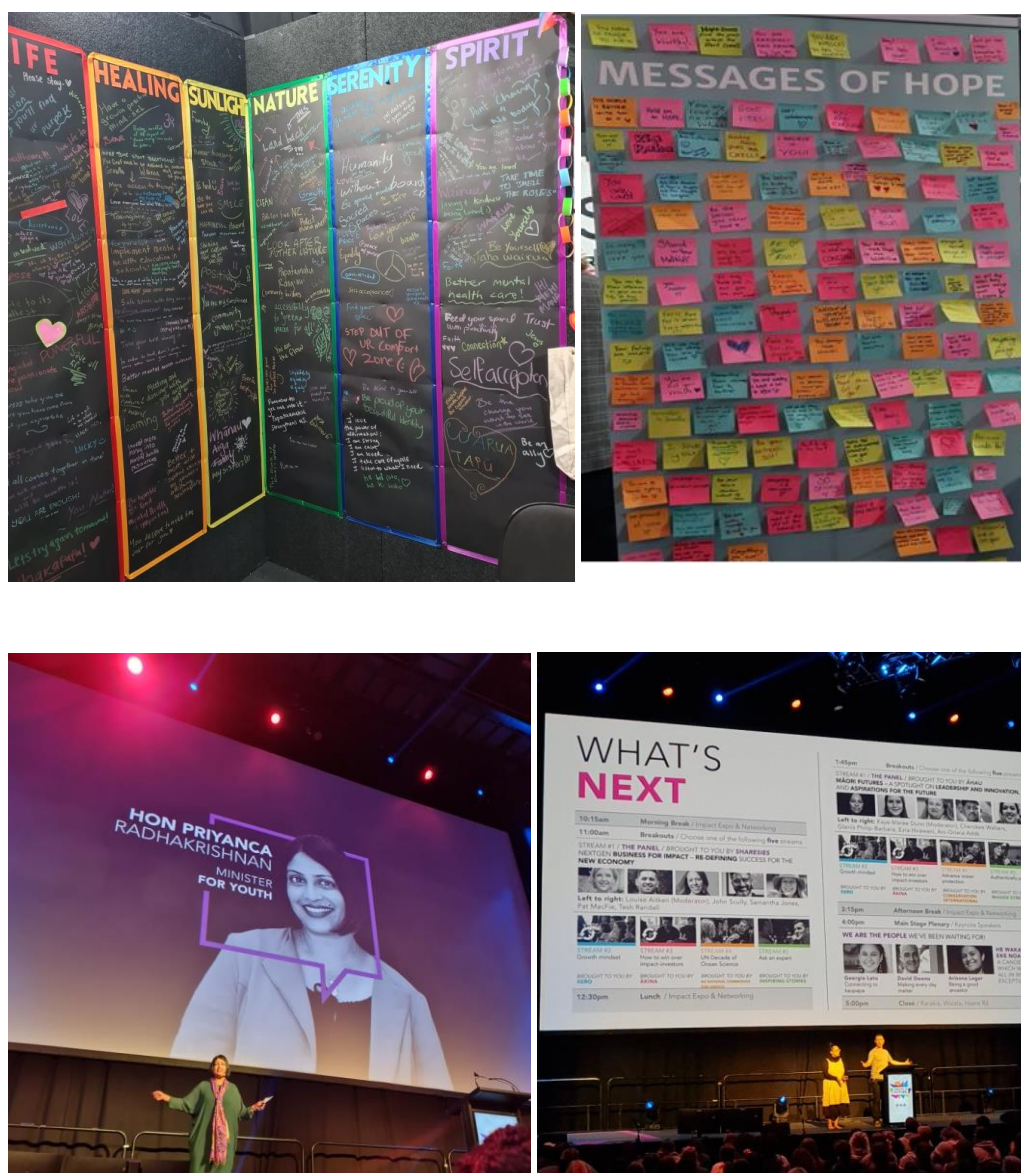
- 1.1 This report summarises the programmes and activities undertaken or initiated as part of Council's Youth Development during the period Aug-Sep 2021.

2. Festival for the Future

- 2.1 Organised and delivered by Inspiring Stories, Festival for the Future took place 30 July – 1 August at the TSB Arena, Wellington. Nine youth attended, seven of those being youth council members, along with the Strategic Advisor for Youth and another support adult.
- 2.2 The three-day summit has been called New Zealand's most inspiring event. Festival for the Future is a carefully tailored fusion of inspiring speakers, workshops, entertainment, and a festival marketplace activation space for social innovation. Guest speakers included politicians, TV personalities, authors, business owners, and change makers with a particular focus on diversity and inclusion, climate, economy and sustainability for our future.
- 2.3 The youth who attended thoroughly enjoyed the experience, igniting courageous conversations such as the rights of the LGBTQ+ community in New Zealand.



ITEM 10.4



3. Rangitikei Youth Council

- 3.1 The Rangitikei Youth Council meeting scheduled for September was suspended due to COVID-19 Alert Level 2, and the attendee number restrictions in place for Marton Council Chambers.
- 3.2 The upcoming 12 October meeting has been relocated to Te Matapihi Hall, to allow for the required 2-meter distancing should Alert Level 2 remain due to the unfeasibility of meeting social distancing requirements.
- 3.3 The Taihape and Marton Lobby's remain closed until Alert level 1.
- 3.4 The following activities were supported by Youth Council during this reporting period, adhering to COVID-19 Alert Level restrictions:
 - Community Twilight Netball Competition
 - Networking & building collaborative relationship with other organisations
- 3.5 Due to COVID-19 alert level 4 and 3 restrictions and occasional weather cancellations, this competition finish date has been extended to 10 October 2021, to ensure a full 10

week competition. Positive feedback has been received from the community, requesting the continuation of this initiative into the warmer months.



4. Community network for Rangitikei youth

- 4.1 Council staff continue to liaise with Te Runanga o Ngā Wairiki Ngāti Apa, Te Oranganui, 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 Rangitikei. As initiatives are developed and offered, they will be reported through Councils Youth Development reporting framework 2021-22.
- 4.2 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 Rangitikei.
- 4.3 The Strategic Advisor for Youth, Kelly Widdowson, and the Community Development Manager, Nardia Gower, met with Craig Dredge, Principal of Taihape Area School and have scheduled further meetings with him, and his staff including plans to have to regular interactions within the school with student groups.
- 4.4 The Strategic Advisor for Youth has established connections with Gary Johnson and Kat Stoney who run separate youth programmes in and around Taihape township.

Recommendation

That the Youth Development Update Aug-Sept 2021 be received.

11 Next Meeting

The next meeting is scheduled for Thursday, 09 December 2021.

12 Meeting Closed