



**RANGITIKEI**  
DISTRICT COUNCIL  
*Making this place home.*

# ORDER PAPER

## HUNTERVILLE COMMUNITY COMMITTEE MEETING

**Date:** Monday, 7 August 2023

**Time:** 6.30pm

**Venue:** Hunterville Town Hall  
Bruce Street  
Hunterville

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**Chair:** Ms Karen Kennedy

**Deputy Chair:** Ms Kelsey Smith

**Membership:** Ms Sandra Carroll  
Ms Charissa Lawlor  
Ms Lynette Thompson  
Ms Jane Watson  
Cr Richard Lambert  
Cr Fi Dalgety (Alternate)  
HWTM Andy Watson

## Purpose of the Committee

- To provide a local link and point of contact for Council liaison with the community.
- To provide for the exchange of information, communication, and to assist with the Council's consultative processes.
- To exercise delegated authority for the annual allocation of \$1.00 per rateable property for "defined small local works" in line with the guidelines provided<sup>1</sup>.
- Particularly, to help ensure that any minor remedial or renewal works are brought to Council's attention through the Request for Service procedure, by promoting its use and advising community members on how to use it.
- To be the first point of contact (prior to Council) for community groups. Where this is not possible, the Committee will be informed of the approach by the community group to the Council.
- Applications for the Parks Upgrade Partnership Fund are considered and commented on by the Committee prior to the application being considered by Council.
- Placemaking initiatives that are taking place on Council land will be considered and commented on by the Committee before the application is considered by the Chief Executive.
- To engage with wider/small communities of the ward represented.

## Quorum

The quorum for the Huntermville Community Committee is 4.

Council's Standing Orders (adopted 31 October 2019) 11.2 provide: The quorum for Council committees and sub-committees is as for Council, i.e. half the number of members if the number of members (including vacancies) is even or a majority if the number of members is odd.

At least 1 Elected Member must be present at the meeting.

For any enquiries regarding this agenda, please contact:

Kezia Spence, Governance Advisor, 0800 422 522 (ext. 917), or via email

[kezia.spence@rangitikei.govt.nz](mailto:kezia.spence@rangitikei.govt.nz)

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<sup>1</sup> Appended to the Delegations Register

**Notice is hereby given that a Huntermville Community Committee Meeting of the Rangitikei District Council will be held in the Huntermville Town Hall, Bruce Street, Huntermville on Monday, 7 August 2023 at 6.30pm.**

**Order Of Business**

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## **AGENDA**

### **1 Welcome**

### **2 Apologies**

### **3 Public Forum**

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

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

### **5 Confirmation of Order of Business**

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 as a late item at this meeting.

## 6 Confirmation of Minutes

### 6.1 Confirmation of Minutes

**Author:** Kezia Spence, Governance Advisor

#### 1. Reason for Report

- 1.1 The minutes from **Huntermville Community Committee Meeting held on 12 June 2023** are attached.

#### Attachments

1. **Huntermville Community Committee Meeting - 12 June 2023**

#### Recommendation

That the minutes of Huntermville Community Committee Meeting held on 12 June 2023 [**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.

ITEM 6.1

# MINUTES



ATTACHMENT 1

## **UNCONFIRMED: HUNTERVILLE COMMUNITY COMMITTEE MEETING**

**Date:** Monday, 12 June 2023  
**Time:** 6.30pm  
**Venue:** Hunterville Town Hall  
Bruce Street  
Hunterville

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**Present**

- Ms Karen Kennedy
- Ms Kelsey Smith
- Ms Sandra Carroll
- Ms Lynette Thompson
- Ms Jane Watson
- Ms Charissa Lawlor
- Cr Richard Lambert
- HWTM Andy Watson

**In attendance**

**Order of Business**

**1 Welcome / Prayer ..... 3**

**2 Apologies ..... 3**

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Unconfirmed

## 1 Welcome / Prayer

## 2 Apologies

No apologies received. HWTM late arrival

## 3 Public Forum

## 4 Conflict of Interest Declarations

## 5 Confirmation of Order of Business

## 6 Confirmation of Minutes

Apologies to include Sheryl Srohj.

**Resolved minute number 23/HCC/013**

That the minutes of Huntermville Community Committee Meeting held on 17 April 2023 **as amended** 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.

Ms K Kennedy/Ms L Thompson. Carried

### 7.1 Follow-up Action Items from Huntermville Community Committee Meetings

Amendment: Item 3 / 4, address to read 5 Paraekaretu Street.

**Resolved minute number 23/HCC/014**

That the report 'Follow-up Action Items from Huntermville Community Committee Meetings' be received.

Ms K Kennedy/Ms J Watson. Carried

## 7 Chair's Report

### 8.1 Chair's Report - April 2023



No report.

### **Recommendation**

That the verbal Chair's Report – June 2023 be received.

## **8 Reports for Decision**

### **9.1 Mayor's Report - May 2023**

HWTM spoke to the item

A further update about the Otara bridge reopening date was provided by HWTM to Mrs K Smith.

An update on the repairs and ongoing issues regarding Turakina Valley Road and Pohonui Road, was provided by HWTM to Mrs K Smith.

#### **Resolved minute number 23/HCC/015**

That the Mayor's Report – May 2023 be received

Ms K Kennedy/Ms S Carroll. Carried

## **9 Reports for Information**

### **10.1 Funding Schemes Update - June 2023**

Taken as read.

#### **Resolved minute number 23/HCC/016**

That the Funding Schemes Update – June 2023 be received.

Ms K Kennedy/Ms J Watson. Carried

### **10.2 RDC Engagement and Consultations**

Taken as read.

#### **Resolved minute number 23/HCC/017**

That the report 'RDC Engagement and Consultations' be received.

Ms K Kennedy/Ms K Smith. Carried

**10.3 Small Projects Fund Update - April 2023**

The Dog tags have been installed, many thanks to Lynette, Jane and Kevin Green.

The HCC discussed future winners' dog tags and who would pay for these. Charissa will consult with the Hunterville Huntaway Shemozzle committee regarding the payment of the tags going forward.

RDC Governance Advisor, K Spence provided a breakdown of the yearly allocation from 21/22, 22/23. The amount of \$214.00 is still earmarked for the exploration of dog tags. Mrs S Srhoj will obtain clarification from RDC if we need a recommendation regarding this money.

**Resolved minute number 23/HCC/018**

That the report 'Small Projects Fund Update – June 2023' be received.

Ms K Kennedy/Ms S Carroll. Carried

Late Items

10.4 Mrs S Carroll provided an article from Neighbourly regarding a Resene promotion and suggested this be placed into U Know U are from Hunterville Facebook page. K Kennedy will do this.

10.5 Mrs S Carroll supplied a commercial ramp design that may be appropriate for the Hunterville Town Hall. Mrs S Srhoj will consult with the RDC properties team.

10.6 Xmas tree for Hunterville, Mrs S Carroll suggested we have a tree similar to Marton. After discussion it was decided to continue with the current system. Have a Xmas tree each year outside the Town Hall.

10.7

Blackberry and fallen trees.

Mrs S Srhoj will liaise with RDC regarding the spraying of blackberry throughout our township and also the removal of the fallen tree beside the 50km sign south of Hunterville.

10.8 Good News items

Mrs S Srhoj will take any good news items we have.

10.9 Hunterville Bulletin

The committee discussed the lack of news items in the Hunterville Bulletin. We will contact local organizations for any news they may have and give these to the editor for inclusion in the bulletin.

10.10 Queens Park Sign

1. Meeting with Mr C MacKay.
2. Agreed sign is outdated.
3. Discussed renewing with laser printed sign
4. Consult with the Hunterville School, obtain student participation.
5. Waiting for C MacKay to contact the committee.

The meeting closed at 8.06pm.

The minutes of this meeting were confirmed at the Huntermville Community Committee held on 7 August 2023.

.....  
Chairperson

ITEM 6.1 ATTACHMENT 1

Unconfirmed

## 7 Follow-up Action Items from Previous Meetings

### 7.1 Follow-up Action Items from Huntermville Community Committee Meetings

Author: **Kezia Spence, Governance Advisor**

#### 1. Reason for Report

1.1 On the list attached are items raised at previous Huntermville Community Committee meetings. Items indicate who is responsible for 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** [↓](#)

#### Recommendation

That the report 'Follow-up Action Items from Huntermville Community Committee Meetings' be received.

## Current Follow-up Actions

Item	From Meeting Date	Details	Person Assigned	Status Comments	Status
1	12-Jun-23	Breakdown of allocations for the small projects fund 21/22 and 22/23	Kezia Spence	This is included in the small projects fund report.	Complete
2	13-Feb-23	Fi Dalgety to approach Andy Justice (Chair Kiwiburn) & set up sub-committee (Steve/Kelsie) to get positive outcome for the Community. Wish to engage with Kiwiburn more re art installations & positive interactions with retailers.	Fi Dalgety		
3	1-Aug-22	Cr Dalgety requested that Rural Water Scheme staff remove items of piping and drainage left behind the shed. Ms Srhoj advised that she will follow-up with the appropriate staff member.	Sheryl Srhoj	This request has been passed onto Councils Chief Operating Officer to action.	Complete
4	6-Dec-21	That RDC clears the blackberry next to the creek at 5 Paraekaretu Street.	Murray Phillips	The large stump that was discovered amongst the black berry clump between the Squash club and stream has been ground down. When conditions allow, the site will be levelled and sown with grass seed. The sprayed black berry has been cut back. The planned removal of the established row of flax bushes and black berry debris has been delayed due to the extremely wet ground conditions. This is now unlikely to occur until late summer 2023 which means the planting scheduled for July 2022 will now be pushed back to June/July 2023. Have spoken with Hazel Richardson from the Hunterville Squash club and updated her on proceedings and planting plan/time line.	Complete
5	6-Dec-21	That RDC initiates native planting next to the creek at 5 Paraekaretu Street.	Murray Phillips	Due to extremely wet ground conditions, we have postponed the planting operation until June/July 2023.	In progress

**ITEM 8.1**

## **8 Chair's Report**

### **8.1 Chair's Report - August 2023**

**Author: Karen Kennedy, Chair**

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

- 1.1 The Chair may provide a verbal update.

#### **Recommendation**

That the verbal Chair's Report – August 2023 be received.

## 9 Reports for Decision

### 9.1 Review of Committee's Terms of Reference

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

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

#### 1. Reason for Report

- 1.1 The Committee is asked to review its Terms of Reference now that they have been in place for a number of months.
- 1.2 A change has been proposed to the previous way the annual allocation is provided, given the changes to the Council's Ward structure last year. This is now provided to the Committee for their consideration.

#### 2. Context

- 2.1 The current Terms of Reference for each Community Committee has been in place for a number of years, it is timely for this Committee to review these and suggest any changes.
- 2.2 Once agreed, the Terms of Reference will be uploaded to Council's website – under a new format called a Governance Structure. This will be where all ToRs for committees and an outline of Council's Governance Structure will be kept updated.

#### 3. Annual Allocation to the Committee

- 3.1 Staff have done an analysis of the annual allocation to each community committee following the review of the Council's ward structure which took effect from the 2021 elections. As boundaries for wards changed this altered the amounts for the allocations to community committees. To ensure the allocations are equitable and largely in line with previous allocations it is suggested that, for certainty, a yearly allocation be provided to committees. The allocation if the old system was used would now be \$889, it is proposed this be increased to \$900 for the 2023/24 financial year.
- 3.2 If Community Committees want these amounts increased they are encouraged to provide a submission, from the Committee to the Council, via the Long Term Plan Submission process. This is expected to be March / April 2024.

#### Attachments:

1. **Huntermville CC - Terms of Reference** [↓](#)

#### Recommendation 1:

That the Huntermville Community Committee consider their Terms of Reference and provide any suggested changes to staff.

#### Recommendation 2:

That the Huntermville Community Committee agree to a yearly allocation of \$900 for the 2023/24 financial year.

**HUNTERVILLE COMMUNITY COMMITTEE  
TERMS OF REFERENCE**

Purpose	<ul style="list-style-type: none"> <li>• To provide a local link and point of contact for Council liaison with the community.</li> <li>• To also provide for the exchange of information, communication, and to assist with the Council’s consultative processes.</li> <li>• To exercise delegated authority for the annual allocation of <del>\$1.00 per rateable property</del> <del>\$900</del> for “defined small local works” in line with the guidelines.</li> <li>• Particularly, to help to ensure that any minor remedial or renewal works are brought to Council’s attention through the Request for Service procedure in the appropriate manner through promoting the use of the Request for Service procedure and advising community members on how to use the Request for Service procedure.</li> </ul>
Field of Activity	Community liaison between the Council and the Huntermville community.
Membership	<ul style="list-style-type: none"> <li>• The number of members elected to serve on the Committee shall be a minimum of seven and a maximum of ten.</li> <li>• Each Committee to comprise one Councillor appointed from the Central Ward.</li> <li>• The Council will call nominations to each Committee within thirty days after each triennial local government election.</li> <li>• Where between seven and ten nominations are received by the closing date, those people will be declared elected;</li> <li>• Where more than ten nominations are received by the closing date, the Council will call a public meeting and conduct an election by secret ballot;</li> <li>• Where fewer than seven nominations are received by the closing date, the Council will call a public meeting to seek additional nominations. If the total nominations received prior to and at the public meeting exceed ten, the Council will conduct an election at the public meeting by secret ballot;</li> <li>• Where fewer than seven nominations have been received at the public meeting called to seek additional nominations, the Council will declare the Community Committee unformed for the triennium.</li> <li>• A minimum of 20 eligible voters are required to be present at any public meeting called to seek further nominations, or to elect members, to form a Community Committee.</li> <li>• The Committee, once formed, has the power to co-opt additional members provided that the total elected membership does not exceed ten.</li> <li>• The Council will publicly notify the results of the call for nominations within seven days after the close of nominations and (if applicable) after the public meeting called to form the Committee.</li> </ul>



- Procedures for election will generally follow those laid down in the Local Electoral Act 2001. Elections will be the responsibility of the Council’s Electoral Official.
- Those nominated for the 2022-25 triennium Community Committee election must be elected by residents on the most recent District electoral roll and live within the ward that the principal town that the community committee represents.
- Those who are nominated and people nominating them must reside within that area.
- The Chairperson of each Community Committee to be appointed from within the Committee itself by the Committee members.

Terms of Reference

Committees will generally follow the Terms of Reference as listed below:

- The term of membership of each Committee shall generally coincide with Local Government terms of office, i.e. three years. The Committees shall be disestablished at each triennial election, the same as all other Committees of Council. The Council will call public meetings in each Ward in order to elect Committees as soon as practicable after each general Local Government election.
- Each Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups.
- One/Two liaison Councillor(s) is/are to be appointed by the Council to serve on each Committee, in order to provide a formal link with the Council at an elected member level.
- Committees will have sole discretion as to when the Committee meets, how often, and its administrative procedures.

## 9.2 Mayor's Report - 25 July 2023

**Author: Andy Watson, His Worship the Mayor**

### 1. Reason for Report

This will be the last full Council meeting for Peter Beggs our Chief Executive before he takes up his new position in Christchurch. I and Council would like to thank Peter for his time in the Rangitikei and wish him well. His guidance of Council has been excellent and has come at a challenging time due to the many Government reforms which have been difficult to navigate for all Councils. Thankfully Peter will still be here for the opening of the new amenities block in Taihape, Nga Awa, on 12 August – another major project he has helped drive. It is a pity though that the industrial plan change and rail hub, a project that was instrumental in attracting Peter to the district and has taken a huge amount of his time, will be passed on to this replacement to oversee. Peter's last day with Council will be 18 August, less than a month away. The recruitment of a new Chief Executive with the assistance of Jackson Stone recruitment agency will take some time, and so Council has made the decision to employ Kevin Ross, a previous Chief Executive of Whanganui District Council, as an interim or acting Chief Executive until the position is filled.

On 6 July Councillors and senior staff had an amazing day out. Te Rūnanga o Ngā Wairiki Ngāti Apa hosted us first at Te Poho o Tuariki at Hendersons Line and later on a bus trip to visit a couple of their commercial developments of their dairy farm at Te Hou (Flockhouse) and their strawberry venture at Kaitoke. Pahia (Chair) and Grant (CE) took us through the history of loss of their lands, the process of settlement with the Crown and subsequent commercial developments and land purchases. It has been a story of poor treatment by the Crown and New Zealand and a fantastic development post-settlement. They are one of our biggest companies and are the largest dairy farming operation in our district. They have a policy of only investing in their rohe (area) and have chosen to invest in community outcomes of employment and health. Their purchase and operation of the Stewart Street medical surgery in Marton is a stand out decision that I applaud them for. For me, the visit to Te Hou, the old Flockhouse farm in partnership initially with the Dalrymples and Ātīhau-Whanganui Incorporation was a standout. To see a new 80 stand rotary dairy shed being constructed and to see the care taken to make the farm a New Zealand sector leader was remarkable. I thank Pahia and Grant for the day.

The John and Angela Turkington Youth Awards were held at Te Matapihi on 30 June. Thank you to the Turkingtons for continuing their sponsorship of not only this event but also for the numerous other events they support. There were a large number of local companies that supported different category awards on the night and I congratulate the Youth Council for running the event. Kelly Widdowson and Kayla Hyland lead the Youth Council and this event was amazingly achieved on a \$3000 budget – how they did that I don't quite understand but I thank them for it. The overall Youth of the Year winner was Rebekah Gribbon. Rebekah is the young founder, owner and operator of Highland Evolution which offers highland dancing lessons, opportunity for leadership and overseas participation in competition for youth and young ladies involved. Rebekah is an incredibly well deserved winner.

Te Matapihi was also used to host the staff awards on 7 July. The awards termed the "Matariki Stars of Council" helped celebrate Matariki, the Maori new year, and recognise winners and nominations from across Council. Christin Ritchie was the supreme award winner of the night. Congratulations to all on your excellence.

It feels as though every Council report includes mention from me about Three Waters and the water entities. Government has now settled on 10 entities rather than 4 as the option and invited public and Council submissions. I submitted on behalf of Council and used the time to argue for the removal of the rural water schemes from their transition to the entity and questioned Government on detail, particularly how true regional representation will be facilitated. The reality is that Government is moving at a 'break-neck' pace to have the legislation in place before the house rises for the general election. We are truly on a set course dictated by Government.

This report was written on 18 July and precedes a presentation meeting on the 24<sup>th</sup> at Te Matapihi from Crown, or specifically The Office for Maori Crown Relations – Te Arawhiti. The meeting will be to discuss presumably the Mokai Patea treaty settlement negotiations. I will look forward to updating Council verbally on the meeting direction and outcomes. Mokai Patea are a grouping of 4 iwi – Ngati Te Ohuake, Ngati Hauti, Ngati Tamakōpiri and Ngati Whitikaupeka. Many issues will undoubtedly be raised. I and Council will be particularly interested in the recognition of the land locked lands and how they are to be accessed as for many many years Iwi have been denied any resolution on these matters. How Iwi and Council work together and recognise the injustices of the past to forge future relationships is incredibly important.

On 26 July I will be attending the Local Government Conference in Christchurch along with Deputy Mayor Dave Wilson and senior staff. This conference comes at a time where a number of Councils are questioning the approach and style of our representative body Local Government New Zealand (LGNZ). Some Councils have withdrawn their membership from the body and I feel that we are at a threshold moment. The election of the presidency will be a critical moment and the prospective nominees will be questioned around the need for change. I believe we need unity that has been challenged under "Three Waters" – we need to unite and move forward together and that will involve the need for changes in how the sector operates.

This week Peter as Chief Executive, Arno and I met with a local contractor from Huntermville who has come up with some refinement/cost saving measures to cope with low value roading maintenance and repair on our minor rural roads. It is easy to say that there are difficulties with process and there are, but we need to find solutions. If there can be more empowerment given to local input, a greater working relationship with local farmers including the establishment of more local approved dump sites, we should at least look at these options ahead of our roading procurement. We will not get a better chance.

Finally, I attended the Powhiri for the Spanish Women's Football Team in Palmerston North on 17 July. The FIFA Women's World Cup is a major world event and I hope that we as New Zealanders attend in numbers, enjoy the spectacle and support it for if we don't, never again will we get the chance to host these sorts of events.

## Mayors Engagement

July 2023

ITEM 9.2

1	Attended Manawatu Toy Dog Club championship show
3	Attended weekly LTP update with staff
4	Attended Zoom with Sam Broughton re LGNZ presidency Attended weekly meeting with Chief Executive Attended Climate Change catchup Zoom with LGNZ Attended Housing Business Case discussion with elected members and staff Attended weekly meeting with Deputy Mayor
5	Attended monthly ELT meeting – governors Q&A Attended meeting with ratepayer in Taihape Attended parliamentary oral submission to Water Services Entities Bill Attended online focus group: Supergood on behalf of LGNZ
6	Attended Te Runanga o Nga Wairiki Ngati Apa day tour with elected members and staff
7	Attended meeting with Ministry of Education Attended meeting with Interim Chief Executive Attended Matariki Stars of Council Awards
9	Attended planting day at B&C Dams
11	Attended meeting with Craig Nash Accelerate25 Attended Future for Local Government Zoom Attended weekly meeting with Deputy Mayor Attended McIntyre Reserve Management Committee Meeting
12	Attended Assets & Infrastructure Meeting Attended LTP Workshop with Council Attended Bulls Community Committee Meeting
13	Attended 9 month check-in workshop with councillors and senior management Attended meeting with Interim Chief Executive
17	Attended breakfast meeting with Mayor Helen Worboys Attended Powhiri for FIFA Women’s World Cup – Spanish Women’s Team Attended weekly LTP meeting with staff Attended roading meeting Attended Huntermville Rural Water Supply Sub Committee Meeting
18	Attended meeting with Deputy Mayor
19	Attended weekly meeting with Chief Executive Attended RMA Reform Emergency Works Amendments Meeting Attended Santoft Domain Management Committee Meeting

20	<p>Attended online Regional Leadership Group Hui</p> <p>Attended online meeting with Mayor Neil Holdom re LGNZ elections</p> <p>Attended meeting with elected members re Chief Executive recruitment process</p>
24	<p>Attended weekly LTP meeting with staff</p> <p>Attended meeting with Interim Chief Executive</p> <p>Attended Mokai Patea Nui Tonu Treaty Settlement Negotiation presentation/discussion</p>
25	<p>Attended Regional Transport Matters – Regional Chief’s Online Meeting</p> <p>Attended Mayors Taskforce for Jobs meeting</p> <p>Attended Council Meeting</p> <p>Attended weekly meeting with Deputy Mayor</p>
26	To attend 2023 LGNZ AGM
27	To attend 2023 LGNZ Conference
28	To attend 2023 LGNZ Conference
31	<p>To attend weekly LTP meeting with staff</p> <p>To attend monthly RDC/Police zoom</p> <p>To attend industry working group meeting</p>

**Attachments:**

- 1. Elected Member Attendance Oct 22-Jul 18** [↓](#)

**Recommendation**

That the Mayor’s Report – 25 July 2023 be received.

Elected Members

Date	Meeting	HWTM	Wilson	Calkin	Carter	Daigety	Duncan	Hiroa	Lambert	Loudon	Maughan	Raukawa	Wong	Notes
25-Oct-22	Council (Inaugural)	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	
03-Nov-22	Council	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	
14-Nov-22	Creative NZ Committee	PR					PR							
16-Nov-22	Audit and Risk	PR	PR	AT		PR		PR		AT	AT			
21-Nov-22	HRWS	PR							PR		AT			
23-Nov-22	Finance/Performance	PR	PR	AP	PR	PR	PR	AP		PR	PR		PR	There was confusion re membership of the committee
23-Nov-22	Council	PR	PR	PR	PR	PR	PR	AP	PR	PR	PR	AP	PR	HWTM was late due to Council business
29-Nov-22	ERWS	AP									PR		AT	Meeting not held due to lack of quorum
29-Nov-22	Bulls													
30-Nov-22	Santoft DMC	PR		PR	PR									
01-Dec-22	Turakina CC	PR			PR									
12-Dec-22	Hunterville CC	PR				PR			PR					
13-Dec-22	TRAK	PR					PR							
14-Dec-22	Taihape CB	PR					PR						PR	
14-Dec-22	Marton CC													Meeting not held due to lack of quorum
15-Dec-22	Finance/Performance	PR	PR	PR	PR	PR	AT			PR	PR		PR	
15-Dec-22	Council	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	
20-Dec-22	Ratana CB	PR	AT		AT									
26-Jan-23	Workshop	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	
01-Feb-23	Santoft DMC	PR		AT	PR									
08-Feb-23	Taihape CB	PR					PR	AT					PR	
08-Feb-23	Marton CC	CB	AB								AB			
09-Feb-23	Workshop	PR	AP	PR	PR	PR	PR	PR	PR	PR	PR	AP	PR	
09-Feb-23	Turakina CC	PR			PR									
13-Feb-23	Hunterville CC	CB				PR			PR					
14-Feb-23	Ratana CB	PR						PR						
16-Feb-23	Workshop	PR	PR	PR	PR	PR	PR	AP	PR	PR	PR	AP	PR	
22-Feb-23	Finance/Performance	PR	PR	AP	PR	PR				PR	PR		PR	
22-Feb-23	Council	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	AP	PR	
1 Mar 23	Workshop	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	AP	PR	
07 Mar 23	ERWS	PR									PR		PR	
09 Mar 23	A&I Workshop	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	
09 Mar 23	P&P	PR	PR				PR	PR	PR		AP			
13 Mar 23	HRWS	CB				PR			PR					
14 Mar 23	BCC	PR		PR	PR									
15 Mar 23	R&A	PR	PR	AT		PR		AP		PR				
15 Mar 23	Council	PR	PR	PR	PR	PR	PR	AP	PR	PR	PR	PR	PR	
20 Mar 23	Youth	PR					PR						PR	
30-Mar-23	Finance/Performance	PR	PR	PR	PR	PR				AP	PR		PR	
30-Mar-23	Council	PR	PR	PR	PR	PR	PR	PR	PR	AP	PR	PR	PR	

4-Apr-23	Ratana CB	CB						PR						
6-Apr-23	Turakina CC	PR				PR								
11-Apr-23	TRAK	PR						PR	PR					
11-Apr-23	Maori Rates Remission	PR					PR		PR					PR
11-Apr-23	Omatane RWS							PR						
12-Apr-23	Taihape CB	PR						PR						PR
12-Apr-23	Marton CC	CB	PR				AT					PR		
13-Apr-23	Assets/Infrastructure	PR	PR			PR	PR		PR	PR	PR			PR
17-Apr-23	Youth							PR						PR
17-Apr-23	Hunterville CC	CB	AT				AP			PR				
20-Apr-23	Workshop	PR	PR	PR	PR	PR	PR	AP	PR	PR	PR	AP	AP	PR
26-Apr-23	Council	PR	PR	PR	PR	PR	PR	AP	PR	PR	PR	PR	PR	PR
27-Apr-23	Sport NZ RTF	CB	AT	PR	AT							PR		
27-Apr-23	Finance/Performance	CB	PR	PR	PR	PR	AP				PR	PR		PR
10-May-23	Bulls CC	AP				PR								
11-May-23	Annual Plan Hearings	PR	PR	PR	PR	PR	PR	AP	PR	PR	PR	PR	AP	PR
11-May-23	Annual Plan Hearings	PR	PR	AP	PR	PR	PR	AP	PR	PR	PR	PR	AP	PR
15-May-23	HRWS	PR					PR			PR				
15-May-23	Youth	PR					PR	AP						PR
18-May-02	Workshop	PR	PR	PR	PR	PR	PR	AP	AP	PR	PR	AP	PR	PR
24-May-23	Finance/Performance	PR	PR	AP	PR	PR					PR	PR		PR
24-May-23	Council	PR	PR	AP	PR	PR	PR	AP	PR	PR	PR	PR	PR	PR
1-Jun-23	Council	PR	PR	PR	PR	PR	PR	AP	AP	PR	PR	PR	AP	PR
6-Jun-23	ERWS	PR										PR		PR
6-Jun-23	ORWS	PR						PR						
7-Jun-23	Creative NZ Committee	CB						PR						
8-Jun-23	Turakina CC	PR				PR								
12-Jun-23	Hunterville CC	PR								PR				
13-Jun-23	Ratana CB	PR												
14-Jun-23	Taihape CB	CB						PR	AT					AP
14-Jun-23	Marton CC	PR	PR								PR			
15-Jun-23	Workshop	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	AB	PR
15-Jun-23	Policy / Planning	PR	PR				AT	PR	PR	PR		PR		
19-Jun-23	Youth Council	PR						PR						PR
20-Jun-23	TRAK	PR						PR	PR					
22-Jun-23	R&A	PR	PR	AT		PR			PR		PR			
22-Jun-23	Council	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR
29-Jun-23	Finance/Performance	PR	PR	PR	PR	PR					PR	PR		PR
29-Jun-23	Council	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR
11-Jul-23	McIntyre Reserve	PR												PR
12-Jul-23	Assets/Infrastructure Meeting	PR	PR			AP	PR	PR		PR	PR	AP		PR
12-Jul-23	Workshop	PR	PR	PR	AP	PR	PR	PR	PR	PR	PR	AP	AB	PR
12-Jul-23	Bulls CC	PR				PR							AT	
13-Jul-23	Workshop	PR	PR	PR	AP	PR	AP	PR	PR	PR	PR	PR	AP	PR

ITEM 9.2

ATTACHMENT 1

Present (and is a member of the committee)	PR
Apology	AP
Absent - no apology received	AB
Not a member of the committee	
Not a member of the committee (but still attended)	AT
Not present as on Council business	CB
Attended via Zoom <i>[this indicator is no longer used]</i>	ZM



## 10 Reports for Information

### 10.1 Funding Schemes Update - July 2023

**Author:** Kezia Spence, Governance Advisor

#### 1. Overview

- 1.1 Council currently administers five funding schemes for the Rangitikei District:
  - a. Community Initiatives Fund
  - b. Events Sponsorship Scheme
  - c. Creative Communities Scheme
  - d. Sport NZ Rural Travel Fund

#### 2. Community Initiatives Fund

- 2.1 This is a Council fund intended to support community-based projects in the Rangitikei District that develop community cohesion and community resilience.
- 2.2 Council allocated \$30,000 to this fund annually, to be distributed across two separate funding rounds.
- 2.3 Round one for 2023/24 opened on 28 April 2023 and will close 04 August 2023. Decisions will be made at the Finance and Performance meeting on the 31 August 2023.

#### 3. Events Sponsorship Scheme

- 3.1 This is a Council fund intended to support events in the district that help to develop community cohesion and reinforce economic growth.
- 3.2 Council has allocated \$25,000 to this fund annually, to be distributed across two separate funding rounds.
- 3.3 Round one for 2023/24 opened on 28 April 2023 and will close 04 August 2023. Decisions will be made at the Finance and Performance meeting on the 31 August 2023.

#### 4. Creative Communities Scheme

- 4.1 This fund is supplied by Creative NZ and administered by Council. Applications are encouraged from community groups and individuals whose projects:
  - Demonstrate growth over time
  - Develop and support local artistic communities
  - Encourage a transfer of artistic skills
  - Support diversity and inclusion
  - Projects with a youth focus are also encouraged
- 4.2 Creative NZ typically allocates \$24,090 (+ GST) to the Rangitikei District Council on an annual basis, and this is distributed across two separate funding rounds.

#### 5. Sport NZ Rural Travel Fund

- 5.1 This fund is supplied by Sport NZ and administered by Council. The fund is targeted at young people aged between 5 and 19 years, and is open to rural sport club teams and rural school club teams with eligible members who require subsidies to assist with transport expenses to local sporting competitions.

**ITEM 10.1**

- 5.2 Sport NZ typically allocates \$9,500 (+ GST) to the Rangitikei District Council on an annual basis. There is one funding round per year. This year the fund increased to \$12,825.
- 5.3 The funding round is open for applications 19 May 2022 and will close 04 April 2023.

**6. Further Information**

- 6.1 More details about these funding opportunities can be found on the Council website (link below) and this is also where applications can be submitted:  
<https://www.rangitikei.govt.nz/district/community/grants-funding>

**Recommendation**

That the Funding Schemes Update – August 2023 be received.

**10.2 RDC Engagement and Consultations****Author:** Kezia Spence, Governance Advisor**1. Reason for Report**

- 1.1 Attached is the most recently updated schedule for RDC Engagement and Consultations. This schedule is updated on a monthly basis, prior to going to full Council for receipt.

**2. RDC Website**

- 2.1 Council's website lists all open and recently closed consultations (see the below weblink). This is also where individuals can make submissions.

<https://www.rangitikei.govt.nz/council/consultation/current-consultations>

**Attachments:**

1. RDC Engagement and Consultations Schedule - Updated July 2023 [↓](#)

**Recommendation**

That the report 'RDC Engagement and Consultations' be received.

# Engagement / Consultations - 2023/24

## RANGITĪKEI DISTRICT COUNCIL

TOPIC	Staff (Lead)	Elected Member (Lead)	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Three Waters	Arno						NEXT STEPS TO BE CONFIRMED									
Speed Management Plan (Urban and Rural)	Arno					Public Consultation										
Long Term Plan	Carol											Public Consultation				
Public Places Bylaw	Georgia					Public Consultation										
Control of Advertising Bylaw	Georgia					Public Consultation										
Trading in Public Places Bylaw	Georgia					Public Consultation										
Flying Drones in Council Parks	Georgia					Public Consultation										

**Key**

- Stakeholder Engagement (by other orgs)
- Stakeholder Engagement (RDC)
- Public Consultation
- Public Engagement
- Public Consultation (by Central Government)
- Local and national campaign

ITEM 10.2 ATTACHMENT 1

**10.3 Small Projects Fund Update - August 2023**

**Author:** Kezia Spence, Governance Advisor

**1. Allocation**

1.1 The yearly allocation of the 2023/24 Small Projects Fund for the Huntermville Community Committee is \$900.

**2. Breakdown**

2.1 No payments have been made in the 2023/24 financial year.

2.2 The below payment was earmarked in 2021/22 but has not yet been paid. Payment for this will come from the 2021/22 budget.

2.2.1 \$214 to explore the concept of generating brass dog name tags on Huntaway Festival dog honours board.

2.2.2 A resolution is required for the earmarked payment, if this payment is to be changed.

**3. Previous Allocation**

3.1 Below is previous allocation from the past two financial years:

<b>2021/22</b>	\$857
<b>2022/23</b>	\$889

**Recommendation**

That the report ‘Small Projects Fund Update – August 2023’ be received.

## 11 Discussion Items

### 11.1 Discussion Items

**Author:** Karen Kennedy, Chair

ITEM 11.1

#### 1. Reason for Report

1.1 The below items be included as discussion items for the order paper.

1.1.1 Response from Shemozzle committee on winners' tags going forward.

1.1.2 Developing a plan for Hunterville going forward

- Where we are.
- Community feedback
- What we have in progress
- Surveys etc
- What next
- Create a plan from responses.

#### Recommendation

If needed:

**11.2 Community Partner update- Request for Service**

**Author:** Kezia Spence, Governance Advisor

**1. Reason for Report**

1.1 Discussion item

**Attachments:**

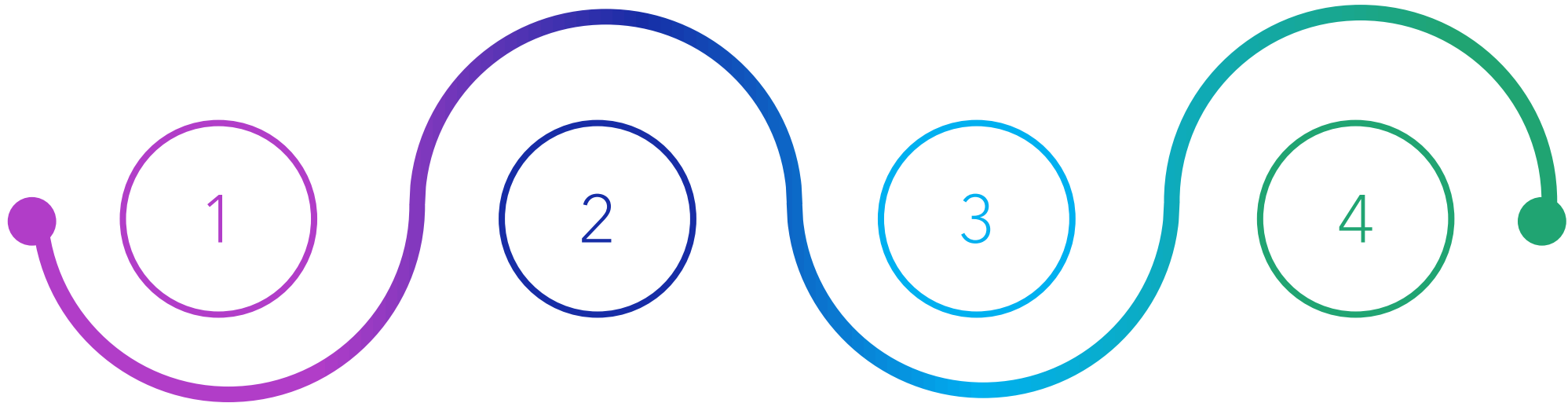
1. Request for Service Roadmap Summary [↓](#)

**Recommendation**

If needed:

**ITEM 11.2**

# REQUEST FOR SERVICE ROADMAP SUMMARY



## Points of Contact

Requests can be made via multiple options:

- Phone calls
- Online request form
- Email ([info@rangitikei.govt.nz](mailto:info@rangitikei.govt.nz))
- Fax
- Physical Mail

Capturing the details is the most important part, as this ensures the correct issue is identified including the exact location. Staff are trained to ask the relevant questions to suit the issue at hand.

## Logging a Request

The request details are entered into a system named MagiQ and this allows Customer Experience staff to select the correct categories and assign the relevant officers to the job, this includes internal staff and external contractors.

MagiQ has "job types" inbuilt that determine how long a request should take to be complete and these are determined by ELT direction, DIA guidelines, and other legislation/Acts.

\*Customers are issued an RFS# for future reference

## Completing a Request

Staff and contractors receive RFS's and at this point, they can:

- Reassign the job to another staff member
- Contact the customer for further information
- Record any actions taken i.e. site visits.
- And/or sign the request off as complete

(in some cases where there is no budget assigned for the requested work, it may be added to a future work schedule (mainly for roading assets due to a cost that may need to be approved).

\*Customers can call to get updates using the RFS#

## Closing the Loop

Over the years we have adapted our process to keep the customers in the loop and while this can be a laborious task, we have implemented an automated Text and Email notification that can be opted in/out at the time of logging the request, this is aimed to provide a short outcome summary to be sent to the customer on closure of the job.

Acknowledging that in cases where jobs are completed by contractors, text and emails may be delayed as admin support members first have to manually enter the details into the system after the request is complete.



**12 Meeting Closed.**