

ORDER PAPER

POLICY/PLANNING COMMITTEE MEETING

Date: Thursday, 14 April 2022
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 Dave Wilson
Mr Chris Shenton (TRAK representative)
HWTM Andy Watson

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Locations:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <u>Marton</u> Head Office 46 High Street, Marton </td> <td style="width: 50%; border: none; vertical-align: top;"> <u>Bulls</u> Bulls Information Centre- Te Matapihi 4 Criterion Street, Bulls </td> </tr> <tr> <td style="border: none; vertical-align: top;"> <u>Taihape</u> Taihape Information Centre - Taihape Town hall 90 Hautapu Street (SH1), Taihape </td> <td style="border: none;"></td> </tr> </table>	<u>Marton</u> Head Office 46 High Street, Marton	<u>Bulls</u> Bulls Information Centre- Te Matapihi 4 Criterion Street, Bulls	<u>Taihape</u> Taihape Information Centre - Taihape Town hall 90 Hautapu Street (SH1), Taihape	
<u>Marton</u> Head Office 46 High Street, Marton	<u>Bulls</u> Bulls Information Centre- Te Matapihi 4 Criterion Street, Bulls				
<u>Taihape</u> Taihape Information Centre - Taihape Town hall 90 Hautapu Street (SH1), Taihape					
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Notice is hereby given that a Policy/Planning Committee Meeting of the Rangitikei District Council will be held in the Council Chamber, Rangitikei District Council, 46 High Street, Marton on Thursday, 14 April 2022 at 1.00 pm.

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AGENDA

1 Welcome

2 Apologies

3 Public Forum

No 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 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 10 February 2022 are attached.

Attachments

1. **Policy/Planning Committee Meeting - 10 February 2022**

Recommendation

That the minutes of the Policy/Planning Committee meeting held on 10 February 2022, **[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, 10 February 2022

Time: 1.00 pm

Venue: Council Chamber
Rangitikei District Council
46 High Street
Marton

Present

Cr Angus Gordon
Cr Cath Ash [via Zoom]
Cr Fi Dalgety [via Zoom]
Cr Gill Duncan [via Zoom]
Cr Richard Lambert
Cr Dave Wilson
Mr Chris Shenton (TRAK representative)
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 [via Zoom]
Ms Gaylene Prince, Group Manager – Community Services [via Zoom]
Mrs Sharon Grant, Group Manager – People and Culture [via Zoom]
Ms Katrina Gray, Senior Strategic Planner
Ms Anne McLeod, Acting Manager Community Development
Mr Jaime Reibel, Strategic Advisor – Economic Development
Ms Jen Britton, Strategic Advisor – District Promotions
Ms Melanie Bovey, Team Leader Library Services [via Zoom]
Ms Aly Thompson, Welcoming Communities Coordinator [via Zoom]
Mr Ash Garstang, Governance Advisor

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1 Welcome

The meeting opened at 1.06 pm.

2 Apologies

Resolved minute number 22/PPL/001

That the apologies for His Worship the Mayor (away on Council business), Cr Tracey Hiroa and Cr Nigel Belsham be received.

Cr A Gordon/Cr D Wilson. Carried

3 Public Forum

No public forum.

4 Conflict of Interest Declarations

No conflicts of interest were declared.

5 Confirmation of Order of Business

No changes to the order of business.

6 Confirmation of Minutes

Resolved minute number 22/PPL/002

That the minutes of the Policy/Planning Committee meeting held on 09 December 2021, 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.

Amendment: Typo for resolution 21/PPL/035 (two movers and seconders).

Cr D Wilson/Cr R Lambert. Carried

7 Follow-up Action Items from Previous Meetings

7.1 Follow-up Action Items from Policy/Planning Meetings

Staff will formally advise the next Policy/Planning Committee (April 2022) of the amount of unspent funds from the MOU for Project Marton.

In response to a query about the unspent MOU funds for Project Marton, Ms McLeod recommended that a formal resolution be made to carry the funds forward once the exact amount of remaining funds is confirmed to the Committee.

Mr Benadie advised that several Bulls properties (the old information centre and the old town hall) will be listed on the market in mid-February. Mr Beggs advised that the Mayor had contacted the relevant iwi groups and advised them of Council's intent with these properties - he does not recall there being any objection to Council's plan to sell them.

Mr Shenton joined the meeting at 1.18 pm.

Resolved minute number 22/PPL/003

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

Cr R Lambert/Cr F Dalgety. Carried

8 Chair's Report

8.1 Chair's Report - February 2022

Taken as read.

Resolved minute number 22/PPL/004

That the Chair's Report – February 2022 be received.

Cr A Gordon/Cr D Wilson. Carried

9 Reports for Decision

9.1 Rates Remission Policy for Maori Freehold Land

Mr Shenton advised that the amendments to this policy were received favourably by the Te Roopuu Ahi Kaa Komiti.

Resolved minute number 22/PPL/005

That the 'Rates Remission Policy for Maori Freehold Land' report be received

Cr D Wilson/Cr G Duncan. Carried

Resolved minute number 22/PPL/006

That the Policy/Planning Committee recommend to Council that the Rates Remission Policy for Maori Land be adopted for public consultation.

Cr G Duncan/Mr C Shenton. Carried

10 Reports for Information

10.1 Democracy & Planning Group - Operational Update

Mrs Gordon advised that staff have followed up on the request to Ngāti Waewae, regarding the offer of a Rangitikei River Accord.

HWTM joined the meeting at 1.35 pm.

Mr Shenton noted that it would be important to consider farmers within the catchment.

Resolved minute number 22/PPL/007

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

Cr R Lambert/Cr G Duncan. Carried

10.2 Community Development Update - December 2021 and January 2022

In response to a query, Ms Prince advised that the new space in Taihape for the library and facilities centre was mostly up and running, although wifi and wall shelves still needed to be installed. Staff also have access to the Kokako St Pavilion for confidential meetings.

It was noted by the Committee that section 3.2 of this report should read as "... a negative *rapid antigen test*" (rather than a negative PCR test).

In response to a query, Ms McLeod advised that the Youth Council is currently open for nominations.

Regarding the Marton Harvest Festival, Ms Britton advised that staff are open to joining local events if the COVID-19 situation permits this.

Cr Duncan advised staff that the take-away activity packs for primary school aged students have not reached children in Taihape. Ms Bovey advised that these had intended to be distributed prior to Christmas 2021, but the closing of the Taihape Town Hall had interrupted this work. She will try and get these into the Taihape library as soon as possible.

The Mayor advised that there was not going to be a TUIA applicant this year. He also advised that the Ratana Community Board are considering organising a matariki celebration and/or something in conjunction with the new playground.

Welcoming Communities

Ms Thompson advised that she is currently reaching out to community members and seeing if there are opportunities for collaboration with coordinators in other areas (e.g., Palmerston North and

Wellington). She indicated that she was open to guidance from Committee members to help her engage with the wider community.

Cr Gordon advised that the community development trusts used to distribute welcome packs for new residents, and he suggested that this could be a useful initiative as part of the Welcoming Communities Programme. Ms Thompson agreed.

Cr Dalgety indicated that she would contact Ms Thompson privately and pass on some contacts for local farming communities.

Resolved minute number 22/PPL/008

That the report 'Community Development Update - December 2021 and January 2022' be received.

Cr D Wilson/Cr A Gordon. Carried

10.3 Economic Development Update - December 2021 and January 2022

Mr Reibel advised that he has since drafted the survey questions on behalf of the Taihape housing steering group and will distribute this survey within Taihape shortly.

In response to a query, Mr Reibel advised that a 'shared house' is a place with multiple individuals living there independently, but with shared communal areas.

Mr Reibel advised that the General Services Building in Taihape could be redeveloped, although the hospital has first choice for this location (depending on their need for capacity).

Resolved minute number 22/PPL/009

That the 'Economic Development Update - December 2021 and January 2022' be received.

Cr R Lambert/Cr C Ash. Carried

The meeting closed at 2.11 pm.

The minutes of this meeting were confirmed at the Policy/Planning Committee held on 14 April 2022.

.....
Chairperson

7 Follow-up Action Items from Previous Meetings

7.1 Follow-up Action Items from Policy/Planning Meetings

Author: Ash Garstang, Governance Advisor

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

Item	From Meeting Date	Details	Person Assigned	Status Comments	Status
1	10-Feb-22	As per Cr Duncan's advice - children in Taihape had not received the take-away activity packs (for primary school aged children). Staff indicated that they would follow up on this and try and get them into the library facility asap.	Mel Bovey	Activity packs have been assembled by the Taihape staff and are ready for April school holidays to be distributed from Taihape Library.	Closed
2	9-Dec-21	HWTM and Cr Gordon requested that staff arrange a workshop for Elected Members, to focus on housing within the district.	Jaime Reibel	The 1st of 2 housing workshops with Elected Members was held on 17th February, and the 2nd was held on 17th March.	Closed
3	9-Dec-21	Cr Ash requested that staff seek the final AGM and/or financials, and information on unspent funds, from Project Marton for the 2020/21 year. Update 10 Feb 22: For both the 2019/20 year and 2020/21 year.	Jen Britton	Staff are working towards the AGM minutes from 2019/2020 financial year, Project Marton did not hold a AGM for the financial year 2020/2021 but held a general meeting to take the vote to wind up as a charitable trust. Financials and other information is not yet available as this process is not complete.	In progress
4	9-Dec-21	Cr Belsham requested that if the Harvest Fair does not take place, that options around unspent MOU funds for Marton are advised back to the Committee. Update 10 Feb 22: Staff requested to formally advise the amount of unspent funds from the MOU for Project Marton to the Policy/Planning Committee in April 2022.	Jen Britton	Marton Harvest Festival 2022 wont be going ahead this year due to being in the red traffic light system. Some funds are being spent on maintaing the martonnzn.com website and hosting as well as delivering the scarecrow competition. Projected unspent funds for the financial year 2021/2022 is \$30,099. Update 16 Mar 22: Confirmed unspent funds are \$27,000.	Closed
5	2020	Regarding the sale of Bulls properties (under the Policy on Disposal of Surplus Land and Buildings). The old information centre and the old town hall.	Arno Benadie	These properties have been split up and will go to market independantly in mid-February. They will go to market for six weeks, and it will be brought back to Council after that.	In progress
6	2020	The 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. A letter was sent to Ngāti Parewahawaha 08 Apr 21. 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
7	2020	Traffic and Parking Bylaw	Katrina Gray	This Bylaw will be reviewed in 2022. It is noted that Cr Belsham and the CE, Peter Beggs will be included to take part in the review. A review will commence when the Corporate Planning Advisor starts.	In progress

ITEM 8.1

8 Chair's Report

8.1 Chair's Report - April 2022

Author: Angus Gordon, Councillor

1. Reason for Report

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

Recommendation

That the Chair's Report – April 2022 be received.

9 Reports for Decision

9.1 Revised Procurement Policy

Author: Jessica McIlroy, Operations Manager

Authoriser: Dave Tombs, Group Manager - Corporate Services

1. Reason for Report

- 1.1 In early 2021 it was identified that Council's Procurement Policy should be updated now that a Project Management Office is in place and as part of regular review of policies.
- 1.2 A draft new Procurement Policy has been prepared that aligns closely with the current Government Procurement Rules (4th edition, 2019). The new policy was reviewed by the Executive Leadership team in November 2021.
- 1.3 Feedback of the new Policy was sought from the Audit and Risk Committee at the December 2021 meeting. One change was recommended, and this change has been made.
- 1.4 Feedback was sought from the Te Roopuu Ahi Kaa Komiti on 12 April 2022. That feedback will be collated and discussed at this Policy and Planning Committee.
- 1.5 Following adoption of the Policy, a Strategy and Procedures Manual will be prepared as indicated in the Policy.

Attachments

1. [Draft Procurement Policy_2021](#) ↓

Recommendation 1

That the report 'Revised Procurement Policy' be received.

Recommendation 2

That the Policy and Planning Committee review and provide feedback on the draft revised Procurement Policy.

OR

That the Policy and Planning Committee review and endorse the draft revised Procurement Policy for adoption.



Procurement Policy

Approved	xx/xx/2020
Approved by	The Executive Leadership Team
Updated	
Next review	/xx/2024
Version number	0.1 (Draft)
Who is responsible	Operations Manager

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1. Introduction

Rangitikei District Council (Council) spends approximately \$50 million annually on a wide range of works, goods and services that enable the delivery of community infrastructure, facilities and services for the communities of Rangitikei District.

The impact of Council’s approach to procurement not only has a budgetary impact, but can also have a significant impact on our local communities, our quality of life, and our economy. Council is also accountable to its rate payers for the manner in which it spends its funds.

Council aims to deliver the best public value for residents, recognising the potential for broader outcomes beyond value for money.

The purpose of this policy is to:

- Define ‘procurement’ in the context of Council;
- Align procurement with Council’s vision and outcomes as set out in the Long Term Plan;
- Define the concepts of Public Value and Broader Outcomes;
- Highlight key legislation and policies that procurement activities must align with.

2. Scope

This Procurement Policy covers all activities associated with purchasing by, or on behalf of, Rangitikei District Council. It applies to all employees, management, and consultants engaged to assist with procurement, elected Council members and Community Board members.

For Council Controlled Organisations (CCOs) this policy shall only apply where Rangitikei District Council (as the majority shareholder) is the controlling entity.

This policy applies to all procurement activity undertaken by Council, with the exception of:

- Acquisition of art and similar unique items of interest.
- Employment.
- Grants and sponsorship.
- Land acquisition.
- Leasing of Council-owned property and the leasing of property to the Council.
- Payments to government and regulatory bodies.
- Procurement undertaken by Council Controlled Organisations that is not on behalf of the Council.
- Tax.
- Treasury and financial instruments.
- Unsolicited proposals.

3. Interpretation

Public Value	The principle of public value is not solely focused on price but is about getting the best possible result over the whole-of-life of the goods, services or works. This includes using resources effectively, economically, and without waste, and taking into account the total costs and benefits (total cost of ownership), and its contribution to the results Council is trying to achieve (such as social or environmental outcomes).
Broader Outcomes	The concept that procurement can and should be used to support wider social, economic, cultural and environmental outcomes that go beyond the immediate purchase of goods and services.
Probity	The quality of having strong moral principles; honesty and decency.

4. Policy Statement

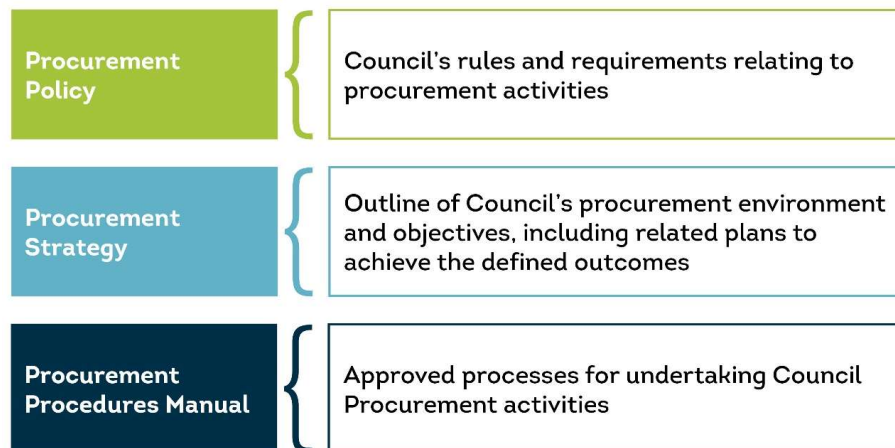
The term ‘procurement’ covers all aspects of acquiring works, goods and services, including every aspect of the procurement lifecycle (plan, source, manage), and ends with the completion of the service contract or the disposal or repurposing of an asset at the end of its useful life.

All procurement should:

- Meet a justifiable and approved business purpose,
- Be fully accountable and conducted within the requirements of funding agencies,
- Appropriately manage risk,
- Provide the best public value over the whole of life of the goods, service or asset,
- Be conducted with integrity and in a fair and transparent manner,
- Support effective competition, while minimising relationship costs, ongoing operation costs and consequential costs,
- Allow for full and fair opportunity for local suppliers,
- Deliver broader outcomes through the consideration of economic, environmental, social and cultural impacts, and
- Be within the law and in accordance with Councils legal responsibilities.

To maintain Councils integrity, accountability and probity, all procurement activity within Council must be undertaken in accordance with this policy, performed as per the relevant processes documented in the Council Procurement Procedures Manual (2022), and adhere to Council’s Procurement Strategy (2022).

The diagram below shows the relationship between the Procurement Policy, Procurement Strategy and Procurement Procedures Manual.



5. Mandate and Commitment

The Project Management Office and Group Manager Corporate Services are responsible for the development and oversight of the procurement strategy, policy and procedures for Council. The team will provide expertise, guidance, advice and support to employees undertaking procurement in the achievement of Council objectives.

6. Principles

Council applies the 'The Five Principles of Government Procurement' and takes into consideration the Government procurement charter and rules, as set out in the Government Procurement Rules (4th Edition) 2019, published by the Ministry of Business, Innovation and Employment (MBIE). Council recognises this publication as providing a best practice framework to guide Council in the delivery of the best 'public value' through its procurement, and to drive innovation and performance. Council is also guided by the Government Procurement Rules for sustainable and inclusive procurement.

7. Public Value

When assessing procurement options, employees should use 'public value' as a means of determining the best outcome from funds spent.

The value factors not directly linked to price include environmental, social, economic and cultural outcomes. These are considered 'broader outcomes' and can have a profound effect on the local economy and the wellbeing of the community. Council does not place an obligation on employees to use a process that only accepts the lowest quote or tender from a supplier; however, reasons for accepting a tender that is not the lowest priced should be transparent and justified on a 'whole of life' public value basis.

8. Broader Outcomes

Procurement must be undertaken in line with the broader outcomes as outlined in Rule 16 of Government Procurement Rules (4th ed, 2019).

9. Locally-based Suppliers

The overarching requirement for Council procurement activities is to optimise public value, which includes promoting the economic growth and wellbeing of Rangitikei district. This broader outcome can be achieved through sourcing goods and services through local suppliers where practicable.

A 'local supplier' is defined as a supplier of goods and services operating or based in the Rangitikei, and employing and developing local people.

Council will foster and encourage a viable and competitive supply market that is able to provide goods and services now and into the future, ensuring the optimisation of public value for ratepayers and service users.

Employees undertaking procurement should choose to procure goods and services from locally-based suppliers where:

- The public value offered by the locally-based supplier is as good as suppliers based outside the District; and/or
- There is a need to ensure market capacity and capability in the long-term; and/or
- The community will benefit from selection of a local provider, through stronger commitment and/or local accountability, employment growth or other social benefit.

When it is practical Council will also bundle its procurement activities in such a way that ensures opportunities for locally-based (smaller) suppliers, i.e. where it is cost effective and does not compromise efficient management systems.

10. Delegated Financial Authorities

All employees who make purchases, enter into financial / contractual agreements, give refunds or sign off or approve any form of expenditure are limited in their authority to enter into a Council procurement activity. These limits are recorded in the register of Delegated Financial Authority held by the Group Manager Corporate Services.

Employees must comply with their applicable financial delegations when they procure goods or services.

Employees at all levels of Delegated Financial Authority must comply with the procurement and tender award financial procedures set out in the Procurement Procedures Manual (2022).

11. Emergency Expenditure

The delegated financial authorities identify which employees can exceed their level of financial authority for:

- Declared emergencies.
- Rural fire, Civil Defence and hazardous substances emergencies.
- Emergency work to prevent immediate risk to public health, or public safety, or to prevent damage to public property or Council assets, and the environment.

Expenditure in these circumstances must be in accordance with the appropriate emergency expenditure procedures rather than the strict requirements of the policy and the related strategy and procedures.

12. Using Consultants to Procure on Councils Behalf

If a consultant is engaged to assist Council in a procurement process, the consultant must observe the same ethical standards, principles and behaviours set out within this document. An employee with the appropriate delegated financial authority must brief and work with the consultant.

13. Risk Management

Risk is inherent in all procurement activities and effective risk management is required to ensure that Council and its ratepayers are not exposed to significant unmitigated risk and future liability. Employees shall proactively identify, evaluate and manage any risks, opportunities and issues at all stages of the procurement process.

14. Legal and Ethical Considerations

Council must act ethically and with integrity when procuring goods and services. Employees must:

- Act, and be seen to be acting, in a fair, open and unbiased manner; and
- Observe ethical standards, principles, and behaviour throughout the procurement process.

15. Compliance with Legislation

In addition to policy and rules, anyone involved in procurement must be aware of relevant statutes that relate to Local Government, contracting, and the common law of contracts. Employees must ensure they comply with all applicable legislation throughout the procurement process. Legislation that may apply to Council procurement activities includes, but is not limited to:

- [Commerce Act 1986](#)
- [Construction Contracts Act 2002](#)
- [Contracts and Commercial Law Act 2017](#)
- [Health and safety at Work Act 2015](#)
- [Fair Trading Act 1986](#)
- [Land Transport Management Act 2003](#)
- [Local Authorities \(Members' Interests\) Act 1968](#)
- [Local Government Act 2002](#)
- [Local Government Official Information & Meetings Act 1987](#)
- [Official Information Act 1982](#)
- [Public Audit Act 2001](#)
- [Public Bodies Contracts Act 1959](#)
- [Public Finance Act 1989](#)
- [Public Records Act 2005](#)
- [Trade \(Anti-dumping and Countervailing Duties\) Act 1988](#)

16. Contractual Considerations

Council must comply with all relevant law on the formation and performance of contracts. Legal risks may exist when procuring through a competitive tender or proposal process. Employees must follow the evaluation process that was set out in the invitation or request for tender.

Council's PMO provides a suite of approved procurement contracts, however it is accepted that in some instances a supplier contract may be more suitable.

Where a supplier contract is used, the agreement should be reviewed by the appropriate Group Manager to ascertain its suitability.

17. Public Law Considerations

Council is a public body and as such its tendering processes can be scrutinised by judicial review. Employees should always take into account the risk that its procurement actions and decisions could be subject to judicial review, or a complaint to the Ombudsman or to the Office of the Auditor General.

18. Intellectual Property Risks

Where procurement involves the purchase of intellectual property rights, such as designs or computer software development, employees need to determine whether the intellectual property rights should belong to Council or to the supplier. Relevant factors may include the effect on the price of the contract and the ongoing ability of the parties to develop innovations.

Employees should refer to [Government Rules of Procurement - Rule 63: Intellectual Property](#) for guidance in preparing a Request for Proposal or Request for Tender where intellectual property is likely to be developed or created during the delivery of outcomes.

19. Liability

When contracting for goods or services suppliers may look to limit their liability under a contract.

Employees should take a risk-based approach when considering an exclusion or limitation on a supplier's liability.

All procurement contracts should state:

- The scope and limit of liability
- Events that might cause liability to be incurred; and
- Number of events to be covered.

Without a limit defined in the contract, the supplier's liability will be determined by general law. In circumstances where there is a limit on a supplier's liability, associated costs to Council should be taken into account when considering that supplier's goods or services.

20. Conflicts of Interest

As part of Council's obligation to act fairly and openly, employees must take care that decision-making cannot be challenged on the basis of actual or potential bias and/or conflicts of interests. Conflicts of Interest may relate to Council Officers who make decisions relating to procurement, including governance, management, operational employees and the person approving the procurement.

Any conflicts of interest identified through the risk management process shall be handled in accordance with the Council's Code of Conduct.

21. Confidentiality

Confidentiality is a common characteristic of competitive procurement processes and employees should take particular care when handling commercially sensitive information; confidentiality obligations can apply throughout the entire procurement process including after the contract has terminated or expired.

Employees must:

- Respect the confidentiality and sensitivity of information received in the course of their work
- Not use this information for personal gain
- Not use confidential information to influence, disadvantage, or advantage other participants; and
- Always communicate information accurately, impartially, and in a manner not designed to mislead, to all interested participants.

22. Disclosure under Law

There are times when Council's obligations to ratepayers, under either the [Official Information Act 1982](#) or the [Local Government Official Information and Meetings Act 1987](#), might override the interests of confidentiality. These Acts mean that Council is not able to give suppliers comprehensive assurances about the protection of sensitive information. Note that there are relevant grounds for withholding information under those Acts, such as unreasonable prejudice to the commercial position of a potential supplier, but these can be overridden if there is greater public interest in disclosing the information.

23. Fraud and Corruption

Council regards fraud and corruption as totally unacceptable and will apply a 'Zero Tolerance' approach to fraudulent behaviour, misuse of funds, or corruption.

24. Supplier Complaints

All supplier complaints are managed in accordance with the [Government Rules of Procurement – Rule 50: Supplier Complaints](#).

25. Documentation and Publication Requirements

Adequate records must be kept of procurement decisions in accordance with [The Public Records Act 2005](#) and in accordance with normal prudent business practice. Information to be retained should include decisions, actions, minutes, reports and correspondence relating to the procurement lifecycle stages of plan, source and manage.

All documentation relating to procurement should be saved to the appropriate location in Council's record management system for a minimum of seven years.

Council will ensure its Procurement Policies, Strategy and Procedures are publically available and current at all times.

26. Waka Kotahi Documentation and Publication Requirements

Council receives funding from Waka Kotahi to undertake some transportation projects. The [NZTA Procurement Manual Amendment 5](#) outlines Council's requirements under *Rule 10.6: Documentation and Publication Requirements*, which may also include compliance with the Government Rules of Procurement. Council employees will comply with the relevant rules of the NZTA Procurement Manual and the Government Rules of Procurement.

27. Roles and Responsibilities

Role	Responsibility
All Employees	<ul style="list-style-type: none"> Undertake all procurement activities in line with the Procurement Strategy, Policy and Procedures.
Project Management Office	<ul style="list-style-type: none"> Work to continuously improve Council's procurement and contract management processes, ensuring compliance with all relevant policy and legislative requirements. Maintain the Procurement Strategy to reflect Council's objectives and budgets, and any changes to relevant policy. Ensure robust policies, procedures, and templates are available to employees to undertake procurement within Council principles. Provide guidance and support to staff to ensure compliance with Council's procurement processes.
Managers	<ul style="list-style-type: none"> Ensure employees are aware of their procurement requirements as relevant to their role. Support employee development to ensure their capability aligns with the requirements of their role.
Group Manager, Corporate Services	<ul style="list-style-type: none"> Provide oversight of the Procurement function. Review and approval of the Procurement Policy, Strategy and Procedures.

28. Review

This policy will be reviewed every three years or at the request of Council or in response to changes to legislative and statutory requirements.

10 Reports for Information

10.1 Democracy & Planning Group - Operational Update

Author: Carol Gordon, Group Manager - Democracy & Planning

Authoriser: 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 Current Consultation – Annual Plan and Simultaneous Consultation

On 31 March 2022 Council adopted its Consultation Document “Framing 2022/23” along with supporting information (2021-31 Long Term Plan and draft Annual Plan 2022/23) for public consultation.

There are also a number of other documents that will be consulted on, alongside the Annual Plan Consultation Document, these are:

- Proposed Schedule of Fees and Charges for 2022/23
- Draft Rates Remission Policy
- Draft Rates Remission Policy for Māori Freehold Land

The consultation period for all the above consultations is from 8 April to 9 May 2022. Oral hearings are scheduled for 19 May. Council will deliberate on all submissions on 9 June, with the final Annual Plan (and simultaneous consultations) being adopted on 30 June 2022.

2.2 Iwi/Hapū Engagement and Development

Recently completed Marae Water Assessments throughout the entire district. Council staff are currently going back to each marae with the findings and recommendations from those assessments.

Staff are currently in discussions and working with iwi (Ngāti Hauiti) regarding the Mangaweka Bridge Project. An opening date will be set shortly.

2.3 Policy and Bylaw Programme

As noted above, the draft Rates Remission Policy for Māori Freehold Land and draft Rates Remission Policy are currently out for community consultation simultaneously with the Annual Plan.

There are quite a few policies and bylaws due for review or development on the work programme. Before any new reviews commence, Officers intend on reviewing and re-

prioritising the work programme to ensure the policies or bylaws of highest priority are completed first, and that reviews occur as efficiently as possible.

The revised policy and bylaw work programme will be provided to the June Policy/Planning Committee meeting.

Georgia Ethridge starts in the role of Corporate Planning Advisor (replacing George Forster) on 19 April.

2.4 Communications Update – February and March 2022

An update on Communications activity for the months of February and March are attached (Attachments 1 and 2). Tiana Nepe started in the Communications and Engagement Advisor role in March, she will be providing updates to the Committee in future reports.

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. **Communications Update - February 2022** [↓](#)
2. **Communications Update - March 2022** [↓](#)

Recommendation

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

Te Whakawhitiwhiti / Communications

February 2022 Update

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



News Media Activity

The table below outlines the media activity during February:

- Rangitikei Connect was published twice in the District Monitor and once in the Feilding-Rangitikei Herald in February.
- Council News published once each in community newsletters - Talk Up Taihape and Bulls Bull-it-inn.

Date	Media Channel	Article Heading and Topic
01/02/2022	Whanganui Chronicle	Covid: Omicron locations of interest list grows. Rangitikei mayor philosophical about fact that area is central, so people pass through. "We are a couple of hours from Wellington and a couple of hours away from Taupo. People are going to stop; it is always going to happen. There is a degree of inevitably around this". – Andy Watson.
17/02/2022	Whanganui Chronicle	Council preparing for Omicron possibilities. "We're confident we have the staff resources to continue to provide essential services" – Andy Watson
17/02/2022	Rangitikei District Monitor	'Genie out of bottle' Mayor warns of significant Covid cluster as Marton cases increase. "It is sad, and I have been concerned for quite some time about the low level of scanning in our district... but contact tracing with the numbers we are seeing now may be difficult".
01/02/2022	Whanganui Chronicle	Bookings open after upgrade at hall. Stage one of the Marton RSA and Citizens Memorial Hall upgrade.

Date	Media Channel	Article Heading and Topic
17/02/2022	Rangitikei District Monitor	Taihape Grandstand assessed as earthquake-prone but will remain open. A report outlining the full costs of strengthening the building will go to the council for consideration. The Grandstand remains still open for the public with warning signs about the danger.
24/02/2022	Rangitikei District Monitor	What's up with Marton water? A protest on Monday outside the RDC office about the quality of Marton water and an online petition. Mayor Watson will answer questions next week.

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.

- February 3 **Amendments and correction to meetings**
Audit & Risk - new day
Marton Community Committee - cancelled
- February 10 **Notice of Meetings** - Santoft Domain Management Committee
- February 24 **Notice of Meetings** - March Meetings

Electronic Direct Mail (EDM) Activity

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

- Community Database - **590 people**
- Te Hononga Database - **122 people**
- Staff Database - **185 people.**

Date	Article Heading	Opens	%
8 February	Staff Email - Korero Mai	40	22.6%
18 February	Rangitikei Connect_ Issue 39	246	47.7%
18 February	Rangitikei Connect_ Issue 39 (correction)	284	55.1%

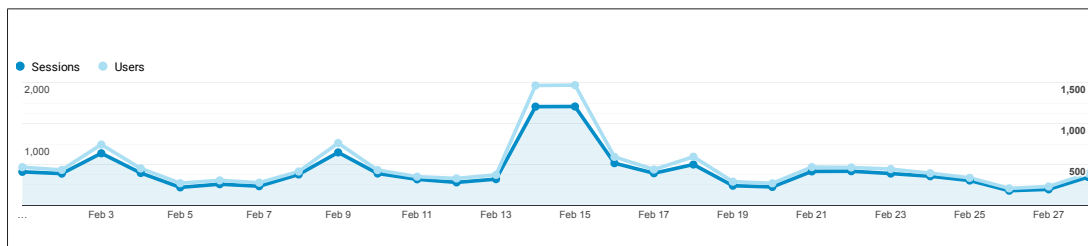
LGOIMA Requests

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

At the end of February, **13 requests** for official information have been received so far this year.

Website Statistics

The graph below outlines the website activity during February:



Activity on Council's website for 1 - 28 February 2022:

In February 70.9% of those who visited Council's website were new visitors to the site.

Top 10 Council pages visited (February)

1. /homepage
2. /news/2022/update-on-councils-response-to-omicron
3. /council/careers/current-vacancies
4. /services/rates/search
5. /services/gis
6. /status/covid-19-information
7. /council/about/contact-us
8. /services/rubbish-recycling/transfer-stations/marton-transfer-station
9. /services/cemeteries/database
10. /council/publications/district-plan

News items

There were **9 News Items** posted to our home page.

Date	Article Heading
February 02, 2022	Corporate Planning Advisor Vacancy
February 03, 2022	Water restrictions implemented in Marton
February 08, 2022	Water Restrictions lifted for Marton Residents
February 08, 2022	Building Control Officer Vacancy
February 14, 2022	Youth Advisor – Programme Delivery Job Opportunity
February 14, 2022	Update on Council's Response to Omicron
February 21, 2022	Why does Marton water sometimes look and taste bad...
February 22, 2022	Bulls Reservoir and Water Tower Artwork Project
February 24, 2022	Building Control Officer

Social Media Activity

The table below outlines Facebook activity during February:

There were **12 posts** made to our Council Facebook page.

Date	Article Heading and Topic	Type
21 February	HEADS UP: The Taihape transfer station will have no power on Sunday.	Post
21 February	Do you have expert knowledge of Building Act/Code, regulations and standards, as well as bylaws and the District Plan? Job Vacancy	Post
23 February	REMINDER: The Marton Service Centre will be closed from next week. - Work and Income	Post
23 February	Rangitikei District Council was live.	LIVE
24 February	Rangitikei District Council was live.	LIVE
24 February	Rangitikei District Council was live.	LIVE
24 February	Bulls Community Committee and Rangitikei District Council are collaborating on a project to beautify the Bulls Reservoir and Bulls Water Tower.	Post
24 February	Are you passionate about Business? Business Advisor Vacancy	Post

Post with the most Engagement: 21 February

Bulls Community Committee and Rangitikei District Council are collaborating on a project to beautify the Bulls Reservoir and Bulls Water Tower. The project will be funded by community fundraising and support. So, we're keen to know from the Bulls community what ideas you have and if you can help in any way with this project. Fill in our questionnaire and help get this project started. <https://www.Rangitikei.govt.nz/BullsArtwork> - **Post**

- 3,108 People reached
- 21 Reactions, comments & shares
- 83 Comments
- 3 Shares

Facebook insights: (February 2022)

- People reached (The number of people who saw any of your posts at least once): **10,726 people up 167%**
- Page visits (The number of times that your Facebook Page was visited): **2,478 up 681.7%**
- New Facebook page likes: **72**

Total page followers: 4,700

Operations Activity

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

Community and Leisure

- Taihape Library and Information Signs

Strategy and Community Planning

- Libraries and Info (Teddys Party)
- Libraries and Info (Community Movies)

Democracy & Planning

- LGOIMA Requests Policy
- Event Sponsorship Scheme Promotion
- Local Easter Sunday Trading Policy

Finance and Support

- Annual Report
- Summary Annual Report

Regulatory

- Noise Control Brochure

Infrastructure

- Marton Water Conservation
- Taihape Grandstand Earthquake-Prone Signs
- Bruce Road Omaha Bridge Sign
- Marton RSA and Citizens Memorial Hall Signs

People and Culture

- RDC Covid-19 Vaccination Policy
-

Te Whakawhitiwhiti / Communications

March 2022 Update

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



News Media Activity

The table below outlines the media activity during March:

- Rangitikei Connect was published twice in the District Monitor and once in the Feilding-Rangitikei Herald in March.
- Council News published once each in community newsletters - Talk Up Taihape and Bulls Bull-it-inn.

Date	Media Channel	Article Heading and Topic
02/03/2022	Manawatu Standard	Mayor apologises to Lake Alice patients. Rangitikei District mayor Andy Watson has apologised to former patients of the Lake Alice psychiatric hospital near Marton.
02/03/2022	Whanganui Chronicle	Incredible opportunities. Push for rail hub continues while appeal outcome awaited.
04/03/2022	Whanganui Chronicle	From Bulls 'mushroom' to location beacon. The council's district promotions strategic adviser, Jen Britton, said the inspiration behind the collaboration came from telling the story of mana whenua and the community's unique identity.
08/03/2022	Manawatu Standard	Ratana set for cleaner wastewater disposal. The Ratana church movement is a step closer to having its wastewater discharged away from Lake Waipu.
09/03/2022	Manawatu Standard	Rangitikei starts population growth planning. More intensive housing may be needed if Marton's growing population is to stay within walking distance of the town centre.
14/03/2022	Whanganui Chronicle	Water Woes: Significant commitment to upgrade water supply. RDC is investing \$11 million to fix Marton's water problems.

Date	Media Channel	Article Heading and Topic
17/03/2022	District Monitor	Marton Rail Hub plans progress. The project, which has attracted more than \$9 million in government funding.

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.

- **March 3** **Pae Tawhiti Rangitikei Beyond**
Community Engagement
- **March 17** **Notice of Meeting Cancellation**
Youth Council Committee
- **March 24** **Notice of Meetings - April Meetings**
- **March 31** **Water Supply Shutdown Notice - Bulls Water Supply**
Notice of Meeting change of venue - Youth Council
Intention to close roads to Vehicular Traffic - ANZAC Parades

Electronic Direct Mail (EDM) Activity

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

- Community Database - **590 people**
- Te Hononga Database - **122 people**
- Staff Database - **185 people.**

Date	Article Heading	Opens	%
8 March	Staff Email - Korero Mai	40	22.6%
18 March	Rangitikei Connect_ Issue 39	246	47.7%
18 March	Rangitikei Connect_ Issue 39 (correction)	284	55.1%

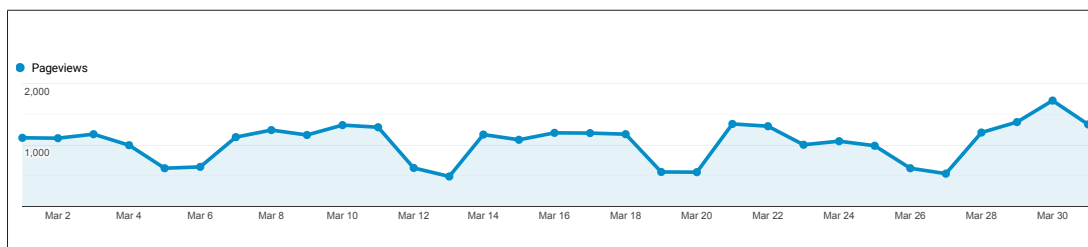
LGOIMA Requests

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

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

Website Statistics

The graph below outlines the website activity during March:



Activity on Council's website for 1 - 31 March 2022:

In March 69.4% of those who visited Council's website were new visitors to the site.

Top 10 Council pages visited (March)

1. /homepage
2. /services/rates/search
3. /council/about/contact-us
4. /council/strategies-plans-policies-bylaws/strategies/pae-tawhiti-Rangitikei-beyond
5. /services/cemeteries/database
6. /services/rubbish-recycling/transfer-stations/marton-transfer-station
7. /district/projects/marton-rail-hub
8. /council/publications/district-plan
9. /services/gis
10. /council/meetings

News items

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

Date	Article Heading
March 01, 2022	\$3.5 million Powerco upgrade begins
March 03, 2022	Taihape Swim Centre Closed for Maintenance
March 03, 2022	Online Payment Issues Identified
March 08, 2022	Rangitikei residents to have say on where growth should occur
March 10, 2022	Community Initiatives Fund Applications Closing Soon
March 14, 2022	Youth Council Committee Meeting Cancelled
March 14, 2022	Update on Mangaweka Bridge Project
March 21, 2022	Improved telecommunications service is coming to Western Bulls.
March 21, 2022	Applications for Sport NZ Rural Travel Fund Close Soon
March 25, 2022	Manager Financial Services Vacancy
March 28, 2022	Rongoiti Road Taihape Resealing Works
March 28, 2022	Appeal to conserve water for Taihape residents
March 28, 2022	Water Supply Shutdown Notice for Hunterville
March 29, 2022	Executive Assistant – Group Managers Job Vacancy
March 31, 2022	Road works for Broadway, Marton
March 31, 2022	Water Supply Shutdown Notice for Bulls

Social Media Activity

The table below outlines Facebook activity during March:

There were **26 posts** made to our Council Facebook page.

Date	Article Heading and Topic	Type
2022-03-02T14:00:02	PLANNED WORKS: Work is about to begin on upgrading the electricity network in Rangitikei, to continue to keep Bulls and surrounding communities' homes and businesses powered now and in the future.	Post
2022-03-03T14:00:08	The Taihape Swim Centre will be undergoing some pool maintenance work on Monday 7 March 2022.	Post
2022-03-06T13:47:04	We're creating a district-wide spatial strategy and plan that will identify how we want our communities to develop to 2050 and beyond.	Post
2022-03-07T18:23:01	Kia ora Rangitikei, Our district is growing, and we want to hear your thoughts on future development for the place we all call home.	Post

Date	Article Heading and Topic	Type
2022-03-09T12:59:50	Rangitikei District Council was live - Audit and Risk meeting	LIVE
2022-03-10T13:30:07	MARTON RAIL HUB UPDATE: Council commissioned an updated economic report on the impacts the rail hub will have on our economy.	Post
2022-03-10T14:00:03	Applications close soon for our Community Initiatives Fund.	Post
2022-03-10T15:26:02	COVID19 UPDATE: Isolation period for positive cases and household contacts change from midnight tonight.	Post
2022-03-10T16:33:02	Kia ora Taihape. Taihape is growing and we're creating a spatial plan to identify what's important to the community and where future growth should go.	Video
2022-03-10T16:38:34	Hello there. Do you recognise me or know who my owners might be?	Post
2022-03-13T13:00:02	MARTON RAIL HUB UPDATE: We've had a field survey undertaken over summer to determine activity levels and habitat values for roosting long tailed bats in the area of the Marton Rail Hub.	Post
2022-03-13T18:00:03	Hey folks, we recently had the children's rocking Panda and Duck refurbished from the playground of Memorial Park, Taihape.	Post
2022-03-14T14:10:15	Kia ora Bulls, we're creating a spatial plan to identify what's important to the community and where future growth should go.	Video
2022-03-14T14:31:49	Bulls Rapid Antigen Test (RAT) distribution will be available in Criterion Street next to Te Matapihi tomorrow.	Post
2022-03-15T19:32:38	TAIHAPE - Come down to the triangle Have your say about the future of your town!	Post
2022-03-16T15:08:00	Kia ora Koitiata and Scott's Ferry, We're creating a spatial plan to identify what's important to the community now and for the next 30 years.	Video
2022-03-16T18:32:03	Bulls Bus Lane Opening Soon We are pleased to announce that the new Bulls Bus Lane is now complete and ready for use from Monday 21 March 2022.	Post
2022-03-20T15:16:03	RURAL SPORTS COACHES/TEAM MANAGERS/PLAYERS: Applications close in two weeks - Sunday 3 April	Post
2022-03-22T19:00:20	Kia ora Hunterville, It's time to have your say on the future of your town.	Video
2022-03-23T14:59:56	REMINDER Applications close today for our Community Initiatives Fund.	Post
2022-03-23T21:00:04	Our GeoHub platform has had an upgrade	Post
2022-03-24T14:21:12	Improved telecommunications service is coming to Western Bulls.	Post
2022-03-24T18:46:05	Come work for us! We celebrate individuality. Diversity is at the heart of what we do, and we believe in bringing together thoughts, perspectives, and expression from all kinds of backgrounds. - Job Vacancy	Post
2022-03-24T23:02:22	Kia ora Mataroa, Moawhango, Utiku and Ohotu, What are your aspirations for the future?	Video
2022-03-26T14:39:13	Taihape residents - please conserve water - water levels in the town are low - thanks for your co-operation.	Post
2022-03-26T23:00:59	Bulls it's your turn to have your say. Come along to our drop in session.	Video

Post with the most Engagement: 16 March

Bulls Bus Lane Opening Soon. We are pleased to announce that the new Bulls Bus Lane is now complete and ready for use from Monday 21 March 2022. Please check with your bus company, they will advise you when to use the new bus lane for pick up and drop off. The town square is also nearing completion with an expected finish date of Friday 1 April 2022. A blessing for the artwork will be held once it has been installed. We'll provide more information closer to the time. <https://www.Rangitikei.govt.nz/district/projects/bulls-bus-lane-and-town-square>

- Post

- 5,327 People reached
- 56 Reactions, comments & shares
- 20 Comments
- 10 Shares

Facebook insights: (March 2022)

- People reached (The number of people who saw any of your posts at least once): **4,299 people down 1.9%**
- Page visits (The number of times that your Facebook Page was visited): **346 up 52.4%**
- New Facebook page likes: **6 down 40%**

Total page followers: 4,726

Operations Activity

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

Community and Leisure

- Taihape Library and Information Signs

Strategy and Community Planning

- Libraries Click and Collect
- Libraries and Info Services (Ian McKelvie)
- Libraries and Info Services (Glen Colquhoun)
- CD Sandbagging
- CD Taihape Community Response Plan
- Welcoming Communities
- CD Koitiata Community Response Plan
- Forge Youth Boxing

Democracy & Planning

- RDC Strategic Framework
- RDC Staff Whakatau
- RDC Fundraising Opportunities Brochure

Finance and Support

- GeoHub Site Icons
- Rates Remission Policy
- Fraud Policy
- Risk Management Policy

Regulatory

- GoShift Vetting Form
- RDC Siting Form
- RDC Inspection Memo

Infrastructure

- Bulls Bus Lane
 - PMO Taihape Projects Update
 - Tamatea Pokai Whenua (Cairn Sign)
-

10.2 Libraries & Information Centres Update - February/March 2022**Author: Melanie Bovey, Manager Library Services****Authoriser: Gaylene Prince, Group Manager - Community Services****1. Reason for Report**

- 1.1 This report covers the operational areas of Library and Information services undertaken by the Libraries Team during the months of February and March 2022.

2. Te Matapihi – Events and Venue Activity

- 2.1 Te Matapihi is still being used as a venue and is open for bookings even though public access to the building stopped mid-February. Staff are working with users to ensure their bookings can go ahead safely. Booking numbers for February and March were 17 and 19 respectively. Bookings included weekly vaccination clinics hosted by the Whanganui DHB, a wedding on-site, Council bookings, and community group bookings. We are regularly getting bookings for businesses for meetings, staff training and interviews. Ongoing bookings are still in place for vaccination clinics for the upcoming months. Over 55% of the bookings are for Council related activities such as meetings and training sessions.

We have recently started advertising Te Matapihi on Shared Space which is a website/app that provides information to people looking for a meeting/venue space. We have had 757 views so far – our listing:

[Sharedspace > Meeting Space > Te Matapihi - Bulls Community Centre](#)

3. Libraries

- 3.1 Due to the number of Covid-19 cases in our district, our libraries and information centres closed to the public on the 15th of February 2022. The decision is due to be reviewed again on Tuesday 19 April. Once the facilities open back up to the public, My Vaccine Passes will not be required for entry.
- 3.2 The Taihape Library and Service Centre site has now had its APNK (Public Internet and Wi-Fi) connection installed. We have been able to re-use some of the fittings from both the Taihape Town Hall building and former Bulls Library building. Wall shelving that has been taken from the former Bulls Library will be re-purposed and installed in the Taihape Library in April.
- 3.3 RFID (Radio Frequency Identification) Implementation at Marton and Taihape Libraries – The installation of the tagging unit in Taihape went ahead in February. The stock at the Taihape Library has been tagged, with the Marton Library stock still being progressed; the check-out units will be installed in April. Once the units have been in use for a couple of weeks, we plan to turn on the “check-in” feature so users can be more self-sufficient. This will free-up staff time to run more programmes and outreach services.
- 3.4 Community Engagement with Libraries (Position funded by NZLPP) – Lynda Hunter has been a regular visitor to the Hunterville and Mangaweka Libraries offering support to both libraries.

- 3.5 Mrs Hunter has been in contact with local schools and community groups and has been driving the online story-times on our Facebook page. Mrs Hunter administered the Harvest Festival Scarecrow competition this year, arranging posters, entry forms and publicity which has been well received by the Community. This will now be a regular event run by our Libraries.
- 3.6 Digital Co-ordinator update (position funded by NZLPP) – Rashmi Natarajan has been keeping in touch with her digital learners, supporting them as much as she can while our Libraries have been closed. Ms Natarajan has offered online help and has also been putting together short “how-to videos” on using our online resources.
- 3.7 New services and on-line content – A “Click & Collect” service started in late December and the uptake has been growing. We are also offering a home delivery to those who are unable to collect items from our libraries, this has been very well received by the community. We have also been adding more online content through our Libraries Facebook page – with story times, how-to videos, reviews and recommendations and updates on services.
- 3.8 Publicity opportunity – In March we were approached by 7 Sharp from TVNZ. They were putting together a story about Libraries in New Zealand who had gone fine free and had discovered that Rangitīkei Libraries were one of the first in New Zealand to do this. We went fine free in 2008 which was well ahead of most other Libraries in the country. They sent a camera operator to film the interview at Te Matapihi on the 14th of March and interviewed the Manager - Library Services, Melanie Bovey about why Council had taken that step. It was a great opportunity for Council to be recognised for removing this barrier to accessing our services. [Watch Seven Sharp Forking out for a late library book return | TVNZ OnDemand](#)
- 3.9 Events and Holiday Programmes – as our Libraries are currently closed, we have been producing more content for more on-line engagement. We have prepared and will distribute “take-away” activity packs for the school holidays at Bulls, Marton and Taihape Libraries.

Recommendation

That the report ‘Libraries and Information Centres – February/March 2022’ be received.

10.3 MoU Partner Organisations Update - April 2022

Author: Jo Manuel, Manager Community Development

Authoriser: Gaylene Prince, Group Manager - Community Services

1. Context

1.1 This report is to provide an update to the Policy Planning Committee on the MoU (Memorandum of Understanding) Partner Organisation workplans, and to hear from the Partners with respect to their proposed workplans for 2022/23.

2. Background

2.1 As part of the Long-Term Plan (LTP) 2021-2031 Elected Members agreed to continue funding the Taihape Community Development Trust (TCDT), Project Marton, and Bulls and District Community Trust (BDCT) for delivery of an agreed workplan, on the understanding that Council's investment is supplemented by further external funding grants applied to by the organisations.

2.2 Elected Members acknowledged that Council's MoU funding is primarily used for the purpose of staff wages and administration costs, both of which are difficult to secure through other funding avenues. However, for accountability to residents, set outcomes and outputs would be agreed to through an MoU Partner Organisation Workplan and Reporting Framework, and MoU agreement.

2.3 A generic version of the 2021-2022 MoU agreement is included as **Attachment 1**.

2.4 MoU Partner Organisations are independent entity's that establish their own vision and purpose, including an annual workplan for community wellbeing, activities, and programmes. Council's Community Development Manager works with each organisation prior to the beginning of the financial year to extract key deliverables from the organisations workplan to include in the 'MoU Partner Organisation Workplan and Reporting Framework' to which Council funding is tied. Not all the organisations individual workplan deliverables are included in the MoU Partner Organisation Workplan and Reporting Framework.

2.5 The total district-wide investment for Partner Organisations is \$85,500, with each town's allocation a consideration of both workplan deliverables and population.

2.6 The 2021-2022 allocation of funds is:

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

2.7 Shortly after the funding allocation was made Project Marton Inc ceased to operate.

3. Reporting requirements and updates

3.1 As per the MoU agreements, the Co-ordinators of the respective Trusts are required to submit a written progress report against their MoU Workplan to Council in March each

year. This is in addition to the verbal updates provided to the Community Development Manager at quarterly partnership meetings.

- 3.2 The new Community Development Manager has had her first verbal updates from TCDT and BCDT Trusts representatives. Written updates have also been received from both Trust Co-ordinators and are attached to this report as **Attachments 2 and 3**.
- 3.3 The MoU agreement provides for a ten-minute annual presentation to the Policy/Planning Committee by representatives from the respective Trusts. These presentations are an opportunity for the partner organisations to showcase their achievements as well as signalling their workplan aspirations for the coming year. Discussions between the Community Development Manager and the Co-ordinators for the TCDT and BCDT have highlighted timing issues for both the Trusts as their AGMs are typically held later in the calendar year. To align better with the partner organisations planning cycles it is proposed that the ten-minute presentations be deferred until the August Policy Planning/Committee meeting. Annual Reports and Financial Statements will also be submitted at this time, if available.

4. COVID-19 restrictions and subsequent event cancellations.

- 4.1 COVID-19 restriction levels and uncertainty have had a significant impact on community events.

- 4.2 As previously reported, COVID-19 restrictions have resulted in the cancellation of:

TCDT

- Spring Fling 2021 (included in the MoU Workplan under Cultural Wellbeing)
- Gumboot Country Day (included in the MoU Workplan under Social Wellbeing)
- 2021 Christmas Parade (not included in the MoU Workplan)

Marion (2021/22 events agreed to be delivered by Council)

- Marion Market Day 2021
- 2021 Christmas Parade
- 2022 Harvest Festival

BCDT

- 2021 Christmas Parade and Whanau Day (not included in the MoU Workplan)

- 4.3 Council's Community Development Manager is in discussion with TCDT and BCDT about alternative MoU Workplan deliverables. The Policy/Planning Committee will be informed should there be any changes to the MoU Partner Organisation Workplan and Reporting Framework because of these discussions.

Attachments

1. **2021-2023 MOU Partner Organisation Agreements - General** [↓](#)
2. **BCDT - Workplan March 2022** [↓](#)
3. **TCDT - Workplan March 2022** [↓](#)

ITEM 10.3

Recommendation

That the report 'MoU Partner Organisations Update - April 2022' be received.



Partner Organisation Memorandum of Understanding (MoU)

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

1. Background

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

2. Collaboration

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

3. MoU Workplan

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

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

4. Reporting

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

5. Annual review

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

6. Grant allocation, payment and office space

ITEM 10.3 ATTACHMENT 1

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

Signed on behalf of (Agency) on (date): _____

Signed: _____

Name
Title

Signed on behalf of Rangitikei District Council on (date): _____

Signed: _____

Chief Executive, Rangitikei District Council

Appendix 1: Workplan and Working Relationship Defined

1.1 Workplan Definitions

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

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

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

1.2 Nominated Officer

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

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

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

1.3 Community Committee/Board Relationship

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

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

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

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

***BULLS & DISTRICT COMMUNITY TRUST
WELL-BEING WORKPLAN & REPORTING FRAMEWORK***

Well-being	Output/Outcome	Specific Activity, Purpose & Target Results (Projected)	Quantitative Results Data (Actual)	Qualitative Results Data (Actual)	Impact	Lessons Learnt
<p>SOCIAL WELL-BEING</p> <p>Create opportunities for the Bulls Community to connect, build a sense of belonging and pride and have a say in issues that matter to them.</p>	<p>1: One Annual Event</p> <p>Output: Deliver one event that creates social connectivity through attendance, volunteering and attracts visitors.</p> <p><i># Visitors being any attendee from out of town</i></p> <p>This event will not be eligible for additional financial funding from Council.</p>	<ul style="list-style-type: none"> Name of event. Targeted audience, number of attendees (both local and visitor) number of volunteers, to raise profile of town or district. What other community groups are involved? Desired well-being impact. <i>How will you measure success?</i> <p>Rhythm in Bulls Targeted audience includes locals and visitors. We have previously estimated 350 number of attendees and anticipate increasing that to 450 due to the events growing profile and additional activities on the day.</p> <p>Other community groups that will be involved in planning and on the day: Aotea Maori Wardens Bulls Rugby Club Ohakea Airforce Parewahawaha Marae</p> <p>There will be Economic wellbeing impacts through the Shop Local campaign and</p>	<ul style="list-style-type: none"> Number and brief description of Stalls/Event participants/Event activities Numbers reached through Social Media, new followers (any other data analytics) Economic data (from Council) <p>Scheduled for March 2022</p> <p>March update: Due to covid restrictions the event was unable to proceed.</p> <p>December Update: Discussion on COVID Red light impact on events and consideration of a final date to call the event as going ahead or not.</p>	<ul style="list-style-type: none"> Approximate number and demographic (if applicable) of attendees (separated by local and visitor if possible) Feedback from attendees, stall holders, volunteers, social media, local businesses and ward councillors. 	<p>Has any short medium or long-term impact been achieved?</p>	<p>What improvements can be made for next time?</p> <p>Variances (timing, budget, results)</p>

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		<p>through an increase in both local and visitor attendance.</p> <p>BDCT anticipate significant social and cultural wellbeing impacts by creating an event that brings the community together, welcoming visitors with a celebration of our inclusive and ethnically diverse culture.</p>				
	<p>2: Community Newsletters & Social Media</p> <p>Output: Produce a Monthly newsletter and regular social media posts that inform and connect the community.</p> <p>Output: Complete one annual survey seeking satisfaction levels and improvements to the Newsletter and Social Media Platforms</p> <p>These activities are not eligible for additional financial funding from Council</p>	<ul style="list-style-type: none"> What's the purpose of the Newsletter? How many printed copies, how often and to what target audience? What is the targeted content (events, Community activities, advertise businesses/groups)? How will you measure success? <p>The purpose of the Bulls Bull-it-inn is to produce printed to keep the Bulls and wider community connected both with social activities and updates from local community groups.</p> <p>Showcased in each monthly production of 1400 printed copies are local clubs, services, and events from local groups, as well as district wide.</p> <p>BDCT measure the success of the publication by the number of click through Facebook and feedback from businesses/clubs/general public.</p>	<ul style="list-style-type: none"> Numbers reached through Social Media, new followers (any other data analytics) Number of QR code click throughs <p>March: Business as usual. Elderly community members rely on written communication and updates.</p> <p>Newsletters are reportedly being well supported by the community. Provided to the community in both printed and electronic version.</p> <p>Reminders are sent to Council for inclusion of any public information.</p> <p>No further support required by Council.</p> <p>December: Business as usual, still very well supported and appreciated by the community.</p>	<p>Feedback from readers, advertisers, community groups, businesses, new residents and ward councillors.</p>	<p>Has any short medium or long-term impact been achieved?</p>	<p>What can be done better next time?</p> <p>Summary of the survey</p> <p>Variances (timing, budget, results)</p>

	<p>3: Assist Council with Community Engagement</p> <p>Outcome: Ensure that the Bulls community are aware of Council's matters of interest, consultations, and ways in which to engage.</p>	<ul style="list-style-type: none"> What avenues/activities will be used to engage the Bulls Community? How will you measure your reach (attendee numbers and meetings/ submissions made to Council)? <i>How will you measure success?</i> <p>BDCT will use its online and printed platforms to inform the Bulls and wider community of Councils announcements and consultations.</p> <p>BDCT understand that as appropriate Council will inform the Trust on the numbers of Bulls submissions to consultation.</p> <p>BDCT will continue to monitor attendance of any of their organised events held to promote Council activities/consultation.</p>	<ul style="list-style-type: none"> What were the specific Consultations? How many Bulls residents made submissions for each? <p>March:</p> <ul style="list-style-type: none"> Pae Tawhiti Spatial plan consultation Improved telecommunications notice <p>Feb:</p> <ul style="list-style-type: none"> Bulls Reservoir consultation Closure of Te Matapihi to the public Rangitikei Youth Council applications Welcoming Communities Click & Collect service at District Libraries Better Digital Futures for Seniors <p>Jan:</p> <ul style="list-style-type: none"> Story time at Te Matapihi <p>Trust has informed the community of the following</p> <p>Dec:</p> <ul style="list-style-type: none"> Easter Trading Consultation Temporary Road Closures Waste Transfer hours during Christmas period <p>Nov:</p> <ul style="list-style-type: none"> Bulls Bus Lane <p>October:</p>	<p>Feedback from community, ward councillors and council staff</p>	<p>Has any short medium or long-term impact been achieved?</p>	<p>What improvements can be made for next time?</p> <p>Variations (timing, budget, results)</p>
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			<ul style="list-style-type: none">• Better Digital Futures for Seniors• Representation Review September <ul style="list-style-type: none">• Creative Communities Scheme• Destination Management Plan• COVID impact – Waste transfer stations July <ul style="list-style-type: none">• Annual Residents Survey• Event Sponsorship Scheme			
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Well-being	Output/Outcome	Specific Activity, Purpose & Target Results (Projected)	Quantitative Results Data (Actual)	Qualitative Results Data (Actual)	Impact	Lessons Learnt
<p>ENVIRONMENTAL WELL-BEING</p> <p>Create opportunities for the Bulls Community to connect with and enhance our natural world</p>	<p>1. Bulls River Group</p> <p>Output: To participate in the Bulls River User Group</p> <p>Output: Undertake one upgrade of the river reserve, walking/driving track or picnic area.</p> <p>This activity may be eligible for additional financial funding from Council.</p>	<ul style="list-style-type: none"> Who are the other participants in the group and what is the purpose of the group, how often do you meet? <p>Upgrade:</p> <ul style="list-style-type: none"> What is the upgrade project? Who are anticipated participants? What is the desired well-being impact? How will you measure success? <p>This outcome is still in development with the Bulls River Group.</p>	<ul style="list-style-type: none"> How many Bulls River Group Meetings were held, who attended? <p>Upgrade:</p> <ul style="list-style-type: none"> How many people were involved in the project? What extra resources (including financial) was raised to complete the project <p>March: Trust is developing new group. Council have forwarded contact details for Trust to investigate.</p> <p>December Notes: Key stakeholders being Ohakea personal are under restricted with interacting with non-based personal. There for this project is on hold.</p> <p>September: Trust is continuing to work with community and key stakeholders on development of riverside walking track</p>	<ul style="list-style-type: none"> Feedback from the Bulls River Group on participation of the BCDT. <p>Upgrade:</p> <ul style="list-style-type: none"> Feedback from community, user group members, and ward councillors. 	<p>Has any short medium or long-term impact been achieved?</p>	<p>What improvements can be made for next time?</p> <p>Variations (timing, budget, results)</p>

Well-being	Output/Outcome	Specific Activity, Purpose & Target Results (Projected)	Quantitative Results Data (Actual)	Qualitative Results Data (Actual)	Impact	Lessons Learnt
<p>CULTURAL WELL-BEING</p> <p>Create an inclusive town that celebrates diversity and the heritage and culture of all its people</p>	<p>1: Welcoming Communities Programme</p> <p>Output: Working with Council’s Community Development Team to develop and deliver a Welcoming Communities output:</p> <p>Examples: *New Residents Tour *New Residents Network</p> <p>This activity may be eligible for additional financial funding from Council.</p>	<p>To be developed with Council’s Community Development Team</p> <p><i>How will you measure success?</i></p> <p>This outcome is still in development with Councils Community Development Team</p>	<ul style="list-style-type: none"> How many new residents have participated, where have they come from? How many existing residents and/or organisations have participated <p>March update: Aly Thompson has made contact. Trust have shared Welcoming Communities information via email and social media to seek volunteers.</p> <p>December update: Nardia noted that Aly Thompson has started and is developing the plan for Welcoming Communities delivery.</p> <p>September Update: Trust is awaiting appointment of Councils Welcoming Communities Co-ordinator</p>	<p>Feedback from new residents, community, and ward councillors</p>	<p>Has any short medium or long term impact been achieved?</p>	<p>What improvements can be made for next time?</p> <p>Variations (timing, budget, results)</p>
	<p>2. Welcome Packs</p>	<ul style="list-style-type: none"> What information is contained within ie business, clubs, Council information, 	<ul style="list-style-type: none"> To who and how many have been dispersed within the community. 	<p>Feed back from businesses, clubs and new residents</p>	<p>Has any short medium or long term impact been achieved?</p>	<p>What improvements can be made for next time?</p>

	<p>Output: Working with Council's Economic Development Team compile and distribute Welcome Packs to Schools, Information Centre/Library, Real Estate Agents, Council's Main Customer Service office in Marton.</p> <p>Council will supply BDCT with Welcome Pack Folders and some content. This activity is not eligible for additional financial funding from Council.</p>	<p>recreational info, service clubs, schools?</p> <ul style="list-style-type: none"> Who do you plan to disperse the packs to? How will you measure success? <p>BDCT estimate 20 to 30 new residents to Bulls per year.</p> <p>Our packs will be dispersed to Real Estate Agents, Schools, Ohakea Airforce, Bulls Medical Centre, Information Centre/Library for distribution to new residents and locums to Bulls.</p> <p>Each pack contains: Welcome letter from the Mayor and Chief Executive Welcome letter from BDCT Recent copies of the Bullitinn Merchandise from local businesses Map and guide for Bulls and Rangitikei Information on things to do, see, eat in Bulls</p>	<ul style="list-style-type: none"> Number of QR click throughs Number of transfer station coupons. <p>March update: 7x packs have been delivered to Ohakea personnel to distribute to newcomers relocating to the air base.</p> <p>10x packs have been delivered to local real estate agent to distribute to new home buyers.</p> <p>These continue to be supplied. Exact numbers were not available at the time.</p> <p>December Update: Co-ordinator about to put a further 13 together for Ohakea and Local Real Estate Agent. Bonnie to check with school supply of packs in new year.</p>			<p>Variances (timing, budget, results)</p>
	<p>3. Puanga Matariki or other cultural celebration (Māori or non-Māori)</p> <p>Output: Working with iwi/hapu and community create or support an event or activity that celebrates Puanga Matariki or other</p>	<ul style="list-style-type: none"> Name of event/activity Targeted audience, number of attendees or participants (both local and visitor) targeted number of volunteers, to target locals and/or raise profile of town or district What other community groups are involved? Desired well-being impact. 	<ul style="list-style-type: none"> Name and brief description event activities Who (iwi/hapu/groups) were involved? Number of participants (if exact number known) 	<ul style="list-style-type: none"> BDCT's involvement and responsibilities. Approximate number and demographic (if applicable) of attendees (separated by local and visitor if possible) Feedback from attendees, partners, 	<p>Has any short medium or long term impact been achieved?</p>	<p>What improvements can be made for next time?</p> <p>Variances (timing, budget, results)</p>

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	<p>cultural celebration (Māori or non-Māori)</p> <p>This activity may be eligible for additional financial funding from Council.</p>	<ul style="list-style-type: none"> <i>How will you measure success?</i> <p>Matariki Concert Collaboration with Bulls and Clifton Schools and Parewahawaha Marae.</p> <p>Our target audience are parents, caregivers, grandparents as well as local residents of all ethnicities, and visitors.</p> <p>BDCT is anticipating this to be an opportunity for the community to connect with each other, build relationships with other cultures and continue to grow a sense of belonging within the community.</p>	<p>March Update: Scheduled for June, location to be confirmed once confirmed by schools and other partners.</p> <p>Scheduled for 2022</p> <p>December Update: Still on schedule.</p>	<p>volunteers, community, local businesses and ward councillors.</p>		
Well-being	Output/Outcome	Specific Activity, Purpose & Target Results (Projected)	Quantitative Results Data (Actual)	Qualitative Results Data (Actual)	Impact	Lessons Learnt

<p>ECONOMIC WELL-BEING</p> <p>Support opportunities to create economic prosperity in benefit of the Bulls Community</p>	<p>1: Support one annual Shop Local Rangitikei campaign/event</p> <p>Output: Working with Council's Economic Development Team develop and deliver a shop local campaign or event.</p> <p>This activity may be eligible for additional financial funding from Council.</p>	<ul style="list-style-type: none"> Describe the campaign or activity. What is the desired impact? How will you measure success? <p>This outcome is still in development with Councils Economic Development Team</p>	<ul style="list-style-type: none"> Number of participants (separated by local and visitor if possible) Number and brief description of participating businesses Numbers reached through Social Media, new followers (any other data analytics) Economic data (from Council) <p>March Update: Campaign completed in October.</p> <p>December Update: Event well received by businesses, however feedback from retailers requesting that Council support future events further with increased social media advertising of event and the winner of promotion.</p> <p>Shop Local Campaign scheduled for October.</p> <p>Shop Local Facebook page shared on trust Facebook page.</p>	<p>Feedback from businesses, shoppers</p>	<p>Has any short medium or long term impact been achieved?</p>	<p>What improvements can be made for next time?</p> <p>Variations (timing, budget, results)</p>
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TAIHAPE COMMUNITY DEVELOPMENT TRUST – MōU WELL-BEING WORKPLAN & REPORT

Well-being	Output/Outcome	Specific Activity, Purpose and Target Results (Projected)	Quantitative Results Data (Actual)	Qualitative Results Data (Actual)	Impact	Lessons Learnt
<p>SOCIAL WELL-BEING</p> <p>Create opportunities for the Taihape Community to connect, build a sense of belonging and pride and have a say in issues that matter to them.</p>	<p>1: One Annual Event</p> <p>Output: Deliver one event that creates social connectivity through attendance, volunteering and attracts visitors.</p> <p><i># Visitors being any attendee from out of town</i></p> <p>This event will not be eligible for additional financial funding from Council.</p>	<ul style="list-style-type: none"> Name of event. Gumboot Country Day January 29 Saturday 2022 Targeted audience, number of attendees (both local and visitor) number of volunteers, to raise profile of town or district. Targeted audience includes locals and regional visitors. We have previously estimated 1800 attendees and are anticipating to increase that to 2500 due to the events growing profile and additional activities on the day. What other community groups are involved? Local sports clubs – netball, rugby, Boot throwing association, Wood Chopping, Horse jumping displays, interactive activities on the day, Local business groups – at home and shop owners. Local service providers – Police, Fire Service, RDC, St Johns Ambulance, Mokai Patea Services. Regional business groups – Mobile (travelling) businesses, shop owners. Desired well-being impact. 	<ul style="list-style-type: none"> Number and brief description of Stalls/Event participants/Event activities Numbers reached through Social Media, new followers (any other data analytics) Economic data (from Council) <p><i>Quarter 3 Update</i> <i>As reported in the December update to the Committee, the annual Gumboot Country Show scheduled for 29/1/22 had to be cancelled due to the uncertainties associated with COVID and the restrictions under the traffic light system. (Note: This project is a collaboration with the Taihape A&P Society)</i></p> <p><i>Council staff and the Trust Co-ordinator have committed to work</i></p>	<ul style="list-style-type: none"> Approximate number and demographic (if applicable) of attendees (separated by local and visitor if possible) Feedback from attendees, stall holders, volunteers, social media, local businesses and ward councillors. 	<p>Has any short medium or long-term impact been achieved?</p>	<p>What improvements can be made for next time?</p> <p>Variations (timing, budget, results)</p>

		<p>There will be Economic// /wellbeing impacts through the Shop Local campaign and through an increase in both local and visitor attendance. TCDT anticipate significant social and cultural wellbeing impacts by creating an event that brings the community together, welcoming visitors. Ensuring the continuation of this event will develop and celebrate a more inclusive and ethnically diverse culture.</p> <ul style="list-style-type: none"> How will you measure success? <p>TCDT will measure success through attendance numbers and numbers of event participants (partners and stall holders) and through feedback sought.</p>	<p><i>together to identify an alternative deliverable.</i></p>			
	<p>2: Community Newsletters & Social Media</p> <p>Output: Produce a Monthly newsletter and regular social media posts that inform and connect the community.</p> <p>Output: Complete one annual survey seeking satisfaction levels and improvements to the Newsletter and Social Media Platforms</p>	<ul style="list-style-type: none"> What's the purpose of the Newsletter? Talk Up Taihape is printed vehicle to keep the Taihape community connected both with social activities and business offers. How many printed copies, how often and to what target audience? A monthly production of 1230 copies What is the targeted content (events, Community activities, advertise businesses/groups)? Local clubs, services, events, public notices, advertisements, Council announcements, local writeups and our sponsors. 	<ul style="list-style-type: none"> Numbers reached through Social Media, new followers (any other data analytics) Number of QR code click throughs <p><i>Quarter 3 Update The Trust continue to receive positive verbal feedback for the newsletter. Numbers produced fluctuate but typically 1,230 plus are printed and hand delivered to mail-boxes.</i></p> <p><i>Urban and rural newsletter deliveries cover the area from Taihape to</i></p>	<p>Feedback from readers, advertisers, community groups, businesses, new residents and ward councillors.</p>	<p>Has any short medium or long-term impact been achieved?</p>	<p>What can be done better next time? Summary of the survey</p> <p>Variations (timing, budget, results)</p>

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	<p>These activities are not eligible for additional financial funding from Council</p>	<ul style="list-style-type: none"> How will you measure success? TCDT measure the success of the publication by the number of click throughs to our website/QR code/anecdotal feedback form, businesses/clubs 	<p><i>Mangaweka and include RD No's 1 – 4). Monthly content reminders are sent to all clubs, service groups and Council. The newsletter contains 3 pages of information about RDC projects in and around Taihape. This includes the page for the Mayoral Update.</i></p> <p><i>The Co-ordinator has been actively encouraging sports groups provide newsletter content and Trust is keen for these groups to make better use of this service to promote their activities.</i></p>			
	<p>3: Assist Council with Community Engagement</p> <p>Outcome: Ensure that the Taihape community are aware of Council's matters of interest, consultations, and ways in which to engage.</p>	<ul style="list-style-type: none"> What avenues/activities will be used to engage the Taihape Community? TCDT will use its online and printed platforms to inform the Taihape Community of Councils announcements and consultations. How will you measure your reach (attendee numbers and meetings/ submissions made to Council)? TCDT understands that as appropriate Council will inform the Trust on the number of Taihape submissions to consultation. How will you measure success? TCDT in return will monitor attendance of any TCDT organised events held to promote Council activities/consultation. 	<ul style="list-style-type: none"> What were the specific Consultations? How many Taihape residents made submissions for each? <i>Quarter 3 Update Housing In conjunction with Council, monthly housing meetings have been hosted. The meetings have been informative and recently included presentations from Habitat for Humanity, Community Housing Aotearoa and MSD.</i> <i>Talk Up Taihape has helped with the distribution of Council's accommodation needs survey for seniors shared accommodation and a visit to Ohakune to look at</i> 	<p>Feedback from community, ward councillors and council staff</p>	<p>Has any short medium or long-term impact been achieved?</p>	<p>What improvements can be made for next time? Variances (timing, budget, results)</p>

			<p><i>recently constructed social housing units is also planned.</i></p> <p><i><u>Destination Management</u> Support has been given with engagement related to the Draft Destination Management Plan.</i></p> <p><i><u>Spatial Plan</u> The Trust has helped advertise Council's work on the spatial plan for the District.</i></p>			
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Well-being	Output/Outcome	Specific Activity, Purpose and Target Results (Projected)	Quantitative Results Data (Actual)	Qualitative Results Data (Actual)	Impact	Lessons Learnt
<p>ENVIRONMENTAL WELL-BEING</p> <p>Create opportunities for the Taihape Community to connect with and enhance our natural world</p>	<p>1. Natural World Connection/Enhancement</p> <p>Output: Undertake or support one event or activity that connects members of the Taihape community with, and/or enhances, the natural world. ie: track clean up, pest control, community garden, overnight bush/park camping event, upgrade to natural area/reserve, regenerative planting.</p>	<ul style="list-style-type: none"> • What is the activity or event? • Who are you going to partner with to deliver? • Who is the targeted audience? Who are anticipated participants? • What is the desired well-being impact? • <i>How will you measure success?</i> <p>This outcome is still in development with relevant groups in Taihape</p>	<ul style="list-style-type: none"> • How many people (and who) were involved in the project? • What extra resources (including financial) was raised to complete the project <p>Quarter 3 Update <i>This quarter the Trust's role has been one of support. Contact details for local environment groups are being collated. Once completed the Trust is looking to bring these groups together to share information and facilitate collaboration.</i></p>	<ul style="list-style-type: none"> • Feedback from participants, partners, community, and ward councillors. 	<p>Has any short medium or long-term impact been achieved?</p>	<p>What improvements can be made for next time?</p> <p>Variations (timing, budget, results)</p>

	This activity may be eligible for additional financial funding from Council.					
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Well-being	Output/Outcome	Specific Activity, Purpose and Target Results (Projected)	Quantitative Results Data (Actual)	Qualitative Results Data (Actual)	Impact	Lessons Learnt
<p>CULTURAL WELL-BEING</p> <p>Create an inclusive town that celebrates diversity and the heritage and culture of all its people</p>	<p>1: Welcoming Communities Programme</p> <p>Output: Working with Council's Community Development Team to develop and deliver a Welcoming Communities output:</p> <p>Examples: *New Residents Tour *New Residents Network</p> <p>This activity may be eligible for additional financial funding from Council.</p>	<p>To be developed with Council's Community Development Team</p> <p><i>How will you measure success?</i></p> <p>This outcome is still in development with Councils Community Development Team</p>	<ul style="list-style-type: none"> How many new residents have participated, where have they come from? How many existing residents and/or organisations have participated <p><i>Quarter 3 Update</i> The Trust Co-ordinator has liaised with the Welcoming Communities Officer. However, Covid has limited wider engagement on the programme. Working with Council staff will be a focus for the remainder of the year to assist with reaching out local ethnic and other communities.</p> <p>Independently, the Trust Co-ordinator has made contact with a Whanganui/Rangitikei multi-cultural group who may be able to assist with engagement events.</p>	<p>Feedback from new residents, community, and ward councillors</p>	<p>Has any short medium or long term impact been achieved?</p>	<p>What improvements can be made for next time?</p> <p>Variations (timing, budget, results)</p>

	<p>2. Welcome Packs</p> <p>Output: Working with Council’s Economic Development Team compile and distribute Welcome Packs to Schools, Information Centre/Library, Real Estate Agents, Council’s Main Customer Service office in Marton.</p> <p>Council will supply TCDT with Welcome Pack Folders and some content. This activity is not eligible for additional financial funding from Council.</p>	<ul style="list-style-type: none"> What information is contained within ie business, clubs, Council information, recreational info, service clubs, schools? <p>Each pack contains a Welcome letter from the Mayor and TCDT, Brochures with information, things to do and places to visit, doggy bag (note from council).</p> <ul style="list-style-type: none"> Who do you plan to disperse the packs to? <p>Our packs will be dispersed to Schools, Real Estate Agents (purchased/rentals), Information Centre/Library, Local Business owners with rentals and Councils main customer service office in Marton. TCDT estimates 30 to 40 new resident households per year</p> <ul style="list-style-type: none"> How will you measure success? <p>By meeting with new residents and seeking feedback on usefulness of the information contained in the packs, and if it has contributed in any way to making them feel welcome.</p>	<ul style="list-style-type: none"> To who and how many have been dispersed within the community. Number of QR click throughs Number of transfer station coupons. <p><i>Quarter 3 Update</i> <i>Planned monthly catch ups have been held with real estate agents, health service organisations, the Police and other agencies to identify numbers and track new residents.</i></p> <p><i>Generally, 5 to 6 new resident packs are distributed per month. However, recently there was a request for 48.</i></p> <p><i>In light of the Welcoming Communities Programme the content of the Welcome Pack may need to be reviewed and revised.</i></p>	<p>Feed back from businesses, clubs and new residents</p>	<p>Has any short medium or long term impact been achieved?</p>	<p>What improvements can be made for next time?</p> <p>Variations (timing, budget, results)</p>
	<p>3. Puanga Matariki Celebration or other cultural celebration (Māori or non-Māori)</p> <p>Output: Working with iwi/hapu and community create or support an event or activity that celebrates Puanga Matariki or other</p>	<ul style="list-style-type: none"> Name of event/activity <p>Festival of Cultural Food Celebration</p> <ul style="list-style-type: none"> Targeted audience, number of attendees or participants (both local and visitor) targeted number of volunteers, to target locals and/or raise profile of town or district <p>Our target audience will be those attending the Spring Fling</p>	<ul style="list-style-type: none"> Name and brief description event activities Who (iwi/hapu/ groups) were involved? Number of participants (if exact number known) 	<ul style="list-style-type: none"> TCDT’s involvement and responsibilities. Approximate number and demographic (if applicable) of attendees (separated by local and visitor if possible) Feedback from attendees, partners, 	<p>Has any short medium or long term impact been achieved?</p>	<p>What improvements can be made for next time?</p> <p>Variations (timing, budget, results)</p>

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	<p>cultural celebration (Māori or non-Māori)</p> <p>This activity may be eligible for additional financial funding from Council.</p>	<p>including residents of all ethnicities and visitors.</p> <ul style="list-style-type: none"> What other community groups are involved? <p>We will work with the different ethnic communities of Taihape and the Whanganui/Rangitikei Multi Cultural Society.</p> <ul style="list-style-type: none"> Desired well-being impact. TCDT is anticipating this to be an opportunity to connect with each other, build relationships with other cultures and continue to grow a sense of belonging within the community. How will you measure success? <p>TCDT will measure success through attendance numbers and numbers of event participants (partners and stall holders) and through feedback sought.</p>	<p>Quarter 3 Update</p> <p><i>The Trust is undertaking preliminary planning for the 2022 Spring Fling and looking to connect with the Mult Cultural Society Whanganui-Rangitikei (see note above under 1. Welcoming Communities).</i></p> <p><i>The Trust is looking at supporting the holding of the Taihape annual community Xmas dinner in July during Mataariki. The 2021 Xmas event was cancelled due to Covid 2.</i></p>	<p>volunteers, community, local businesses and ward councillors.</p>		
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Well-being	Output/Outcome	Specific Activity, Purpose and Target Results (Projected)	Quantitative Results Data (Actual)	Qualitative Results Data (Actual)	Impact	Lessons Learnt
<p>ECONOMIC WELL-BEING</p> <p>Support opportunities to create economic prosperity in</p>	<p>1: Support one annual Shop Local Rangitikei campaign/event</p> <p>Output: Working with Council’s Economic Development Team develop</p>	<ul style="list-style-type: none"> Describe the campaign or activity. What is the desired impact? How will you measure success? <p>This outcome is still in development with Councils Economic Development Team</p>	<ul style="list-style-type: none"> Number of participants (separated by local and visitor if possible) Number and brief description of participating businesses 	<p>Feedback from businesses, shoppers</p>	<p>Has any short medium or long term impact been achieved?</p>	<p>What improvements can be made for next time?</p> <p>Variations (timing, budget, results)</p>

<p>benefit of the Taihape Community</p>	<p>and deliver a shop local campaign or event.</p> <p>This activity may be eligible for additional financial funding from Council.</p>		<ul style="list-style-type: none"> Numbers reached through Social Media, new followers (any other data analytics) Economic data (from Council) <p>Quarter 3 Update <u>Business Event</u> <i>Assisting Council to engage with the Taihape businesses will be a focus over coming months. Trustees and the Trust Co-ordinator will work with the Strategic Advisor - District Promotions on a possible event to begin building relationships with the local business community.</i></p> <p><u>Plaque Project</u> <i>The Trust have embarked on a Plaque Project to tell the stories of local people (who have passed) who have had success nationally/internationally. Plaques will be on display in different shops and will educate visitors about the rich history of Taihape people and places. Inclusion of relevant information on the Taihape town visitor map may also be explored with Info Centre staff.</i></p>			
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10.4 Community Development Update - February and March 2022**Author: Jo Manuel, Manager Community Development****Authoriser: Gaylene Prince, Group Manager - Community Services****1. 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 February and March 2022, with separate reports updating Economic Development and District Promotions.

2. Community Development - Overview

- 2.1 February and March have been very active months for Community Development both in terms of work undertaken and in recruitment to accommodate staff changes.
- 2.2 A significant milestone has been reached in terms of destination management and district promotion with the drafting of the Destination Management Plan. Its companion document, the Events Management Strategy, has also been progressed. The Destination Management Plan is the subject of a separate report to the Committee.
- 2.3 Housing has been a particular and increasing focus in the economic development portfolio. Following on from the adoption of the Housing Strategy in June 2021, workshops were held in February and March 2022 for Council to explore the range of roles it could play in housing. Matters relating to housing are covered in more detail in the Economic Development Update to the Committee.
- 2.4 The Committee will be aware that Joanne (Jo) Manuel commenced work as Manager - Community Development at the beginning of March 2022. Other staff additions in the Community Development Team include Kelly Widdowson, Council's Strategic Advisor – Youth, temporarily moving to part-time. Kayla Hyland has been engaged as Youth Advisor part time for a fixed term period.
- 2.5 Aly Thompson, Welcoming Communities Officer, has indicated that she will be leaving at the end of the 2021/22 financial year. Her replacement, Rhianna Flaherty, will be working alongside Aly up until her departure to ensure an effective hand-over. In addition, Aly will be working full time up until 30 June 2022 to advance the implementation of the Welcoming Communities programme in the Rangitikei. Funding for this work is provided for via the Immigration New Zealand grant for the programme.
- 2.6 Good progress has been made in both the Youth Development and Welcoming Communities portfolios and are reported on below.

3. Youth Development

3.1 Rangitikei Youth Council

A total of seven young people applied for the 2022 Rangitikei Youth Council (RYC), and all have been appointed. They will join the four existing members who are carrying on from 2021.

The inaugural meeting of the new Council, originally planned for March, will take place on Tuesday 12 April having had to reschedule due to the impact of Covid-19. It is anticipated that the RYC members will undertake a shortened training induction prior to the first meeting on 9 April. This replaces the full weekend session that has been held in previous years.

Staff are looking forward to working with the new RYC and the diverse range of talents they offer.

3.2 FORGE Boxing

As previously reported, FORGE boxing had outgrown premises – a testament to the success of the Kaupapa of the programme, the dedication of the trainers and an engaged and supportive community. To accommodate the programme's growth a three-year lease has been entered into to occupy the former Marton wrestling club premises, backing onto Marumaru Street. The former gym required a lot of work and with the generosity of many individuals and organisations the new premises are now in action.

An open day for the new premises was held on 26 February 2022. Those who attended were able to see first-hand the transformation in the building – a transformation only possible because of the many individuals, businesses and organisations who donated time and resources to the project. Special credit needs to be given to Onyx Lye, Kelly Widdowson and the Forge Boxing community.

For insight into the transformation refer to link below:

<https://www.youtube.com/watch?v=x3DvftSp8k>

3.3 Taihape Lobby

Covid-19 restrictions have continued to be a challenge for consistent availability of the Taihape Lobby. With the changes in the traffic light system and the appointment of the additional Youth Advisor, it is hoped that the Lobby can resume more regular hours and an evaluation of how best to deliver services to Taihape rangatahi can be undertaken.

4. Welcoming Communities

4.1 A Welcoming Communities Rangitikei advisory group has been established with 13 members so far. Terms of Reference have been drafted (see attachment). Note Section 4 that states that new members can still join the group. We are currently lacking some ethnic representation, so referrals or recommendations are welcome.

4.2 The stocktake process is underway:

4.2.1 Meetings have been held with some key employers of migrant / RSE workers.

4.2.2 Outreach to key community organisations has started, with several meetings coming up.

4.2.3 Interactive displays will be installed in our libraries when they're open again. A migrant survey is being developed to gather information about newcomer

experiences; this will form the basis for interview conversations, but as a last resort may also be circulated electronically.

4.2.4 It should be noted that Covid-19 has caused some delays so project timelines will likely be adjusted accordingly

- 4.3 The Welcoming Communities Statement of Commitment was circulated for signature electronically, due to the challenges of getting everyone in one place to sign in person. Two signatures are outstanding. When this is complete, we will be eligible to apply for Phase 1 of the formal accreditation.

Attachments

1. Welcoming Communities Rangitikei advisory group terms of reference (draft) [↓](#)

Recommendation

That the report 'Community Development Update - February and March 2022' be received.

Welcoming Communities Rangitikei Advisory Group

Terms of reference | February 2022

1. Background

Welcoming Communities is a programme coordinated by Immigration New Zealand that “puts the welcome mat out to newcomers: recent migrants, former refugees and international students.” In Rangitikei Welcoming Communities also extends to existing ethnic migrant communities and domestic migrants, such as our newcomers to Ohakea, the agricultural and horticultural industries, and those anticipated to work in new business developments.

Communities that make newcomers feel welcome are likely to enjoy better social outcomes, and stronger economic growth.

Rangitikei District Council was successful in applying to join the Welcoming Communities programme in July 2021. The programme now consists of 16 Councils and 11 regions across New Zealand. The work programme referred to in this document is detailed in the attached project plan.

The Welcoming Communities Standard identifies eight outcome areas important to creating a welcoming and inclusive environment. These are:

1. Inclusive Leadership
2. Welcoming Communications
3. Equitable Access
4. Connected and Inclusive Communities
5. Economic Development, Business and Employment
6. Civic Engagement and Participation
7. Welcoming Public Spaces
8. Culture and Identity

Each Council prepares a Welcoming Plan that sets out the community’s planned activities, that seek to deliver on the eight outcomes.

Councils can also apply for formal accreditation as a Welcoming Community. Accreditation has the following four stages:

- Stage 1 — a Committed Welcoming Community
- Stage 2 — an Established Welcoming Community
- Stage 3 — an Advanced Welcoming Community
- Stage 4 — an Excelling Welcoming Community

2. Purpose of advisory group

The purpose of the Welcoming Communities Rangitikei Advisory Group (the "Advisory Group") is to:

- Guide the Welcoming Communities programme in Rangitikei and ensure a collaborative approach is taken
- Support the Welcoming Communities Officer employed by Rangitikei District Council to execute the Welcoming Communities Rangitikei work programme and develop a Welcoming Plan for Rangitikei

3. Roles and responsibilities

Welcoming Communities Officer, Rangitikei District Council

- Coordinate Advisory Group meetings, including circulating agendas and meeting minutes
- Promote Welcoming Communities and opportunities for communities to contribute
- Facilitate delivery of Welcoming Plan initiatives within Council and support delivery of initiatives outside of Council as needed

Advisory Group members

- Attend Advisory Group meetings and corresponding activities as often as possible and act as a sounding board to test the thinking behind aspects of the programme's delivery
- Contribute ideas and insights, and seek input from their respective sectors and communities, to inform the Welcoming Communities Rangitikei work programme
- Provide cultural guidance relevant to the programme's development
- Assist in benchmarking practices against the eight outcome elements of the Welcoming Communities Standard
- Participate in decision-making in relation to the Welcoming Communities Rangitikei work programme
- Promote Welcoming Communities Rangitikei and mobilise the wider community to engage with the programme and Welcoming Plan activities
- Help identify and secure resources to assist the Welcoming Communities programme
- Form project groups where appropriate to support and facilitate Welcoming Plan activities
- Identify and manage risks and issues
- Dedicate sufficient time to carry out their role effectively

4. Membership

Membership on the Advisory Group is voluntary.

Representatives have self-nominated based on having a personal interest in welcoming newcomers to our community, or having been a newcomer to our community at some point.

Members were initially invited to register expressions of interest by 28 February 2022. Additional members may join after this date, if further expressions of interest are received.

New expressions of interest will be presented to the Advisory Group at the next meeting opportunity and representatives will be accepted to the group unless an existing member expresses a valid reason to decline them.

In the event that the Advisory Group exceeds 18 members, all Advisory Group members may be reviewed, with priority given to people who have lived a newcomer experience at some point in their lives. Individuals who represent the same or similar interest groups will be asked to come to a mutual decision about how to represent those groups effectively.

Members may opt to leave the Advisory Group at any time. It is appreciated if reasonable notice is given, and where possible, support provided to find a replacement.

5. Reporting

The Welcoming Communities Officer will provide monthly status reports to the Advisory Group covering progress, any decisions to be made, and any issues that may arise.

Through the Welcoming Communities Officer, the Advisory Group will:

- Report periodically to project stakeholders, including Council's Policy/Planning committee and Te Roopu Ahi Kaa.
- Report six-monthly to Immigration New Zealand

Advisory Group members will report periodically to their relevant sectors and communities covering progress, any decisions to be made, and any issues that may arise.

6. Meetings and decision-making

Regular meetings will be held on the first Thursday of each month, at 5pm, via Zoom.

Ad-hoc meetings will be held on occasion at times agreed by a majority of Advisory Group members.

Topics for the agenda will be collected by the Welcoming Communities Officer two weeks prior to meetings.

Decisions will be made by vote. Each member and the Welcoming Communities Officer have one vote. Votes may be submitted in meetings, ahead of meetings, or within one week after meetings are held.

Upcoming decisions will be notified in the agenda of each meeting, including voting options, to enable any members not in attendance to contribute their opinion.

Decisions pertaining to the stocktake process are considered informal and based upon as many votes as submitted.

Decisions pertaining to the Welcoming Plan are considered formal and require votes from at least six of the Advisory Group members, in addition to the Welcoming Communities Officer,

7. Term and review

Membership of the Advisory Group is from 1 March 2022, or the date of joining, until the conclusion of the first Rangitikei Welcoming Plan.

The representatives on the advisory group will:

- review the relevance and value of its work on an ongoing basis, and
- review the terms of reference annually in February

DRAFT

10.5 Economic Development Update - February and March 2022**Author:** Jaime Reibel, Strategic Advisor - Economic Development**Authoriser:** Gaylene Prince, Group Manager - Community Services**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 February and March 2022.

2. Meetings/Events Attended

- Taihape Rural Health Centre Integrated Redevelopment – coordination meeting
- Door of Hope Rangitikei Charitable Trust (DoHR) - several board meetings
- Taihape Housing Steering Group (THSG) - board meeting
- Taihape Ministers monthly meeting – discussion of need for social and rental housing in town and agreement to become members of THSG
- Community Housing Aotearoa - orientation for DoHR and THSG concerning Central Government housing programmes
- Habitat for Humanity New Zealand – discussion of its programmes with DoHR, THSG and the Samoan community
- Ministry of Social Development (MSD) – discussion of the real scale of the need for social housing in the district with DoHR, THSG and the Samoan community
- Ministry of Housing & Urban Development (HUD)/MSD/Kaīnga Ora – meeting to focus central Government attention on the district's social housing needs
- Te Rūnanga O Ngā Wairiki Ngāti Apa – discussions concerning collaboration with Council to address housing needs in the district

3. Business Support

- 3.1 Meetings/conversations were held during the reporting period to support the following businesses (excluding those that are commercially sensitive):
- an industrial manufacturer (Marton)
 - an engineering firm (Marton)
 - two real estate agents (Bulls and Marton)
 - a hospitality business (Marton)
 - an automotive business (Taihape)

4. Housing

4.1 Senior and Elderly Shared Accommodation/Group Home (Taihape)

4.1.1 A survey was developed and published in the March issue of Talk Up Taihape describing how a shared accommodation/group home functions, the facilities it offers, its cost and a resident profile to determine the level of interest of independent, mobile seniors and elderly in Taihape to live with others like themselves.

4.1.2 An effort to increase the number of survey responses began in mid-March and will continue into April by engaging with local Taihape clubs with senior and elderly members. Collaborating clubs will publicise the survey internally and promote a response from their members.

4.1.3 By the end of March approximately sixteen survey responses had been received.

4.2 Council Housing Workshops

4.2.1 Two Council housing workshops were held during the reporting period. The first workshop in February defined Council roles (facilitator, enabler, partner, and implementer) and sub-activities under them in each of the eight housing sectors. The second workshop in March linked Council's roles to housing needs in each sector.

4.2.2 The four roles' sub-activities were agreed, as follows:

- Facilitator – empowerment & capacity building; advice & mentoring; group process & consensus building; consultation with residents; development of the district spatial plan; build linkages & relationships; provide best practice and access to data & information.
- Enabler – create linkages & relationships; recognition, endorsement & advocacy; ensure social equity & inclusion; better communication about infrastructure; development of the district spatial plan; more housing choice in resource & building consents; good understanding of housing demographic data; broaden development agreements and investment incentives.
- Partner (in a development group) – provide \$ and/or land; serve as a consortium member guiding housing mix & development; develop business cases & conduct due diligence; participate in project planning, management & governance; participate as a member of an investor group generating profit and expand the provision of housing stock.
- Implementer (as a stand-alone developer) - same as the Partner roles, with two important changes, which include instead of guiding housing mix & development, *to directly determine them*; and rather than participate in project planning, management & governance, *to control them*.

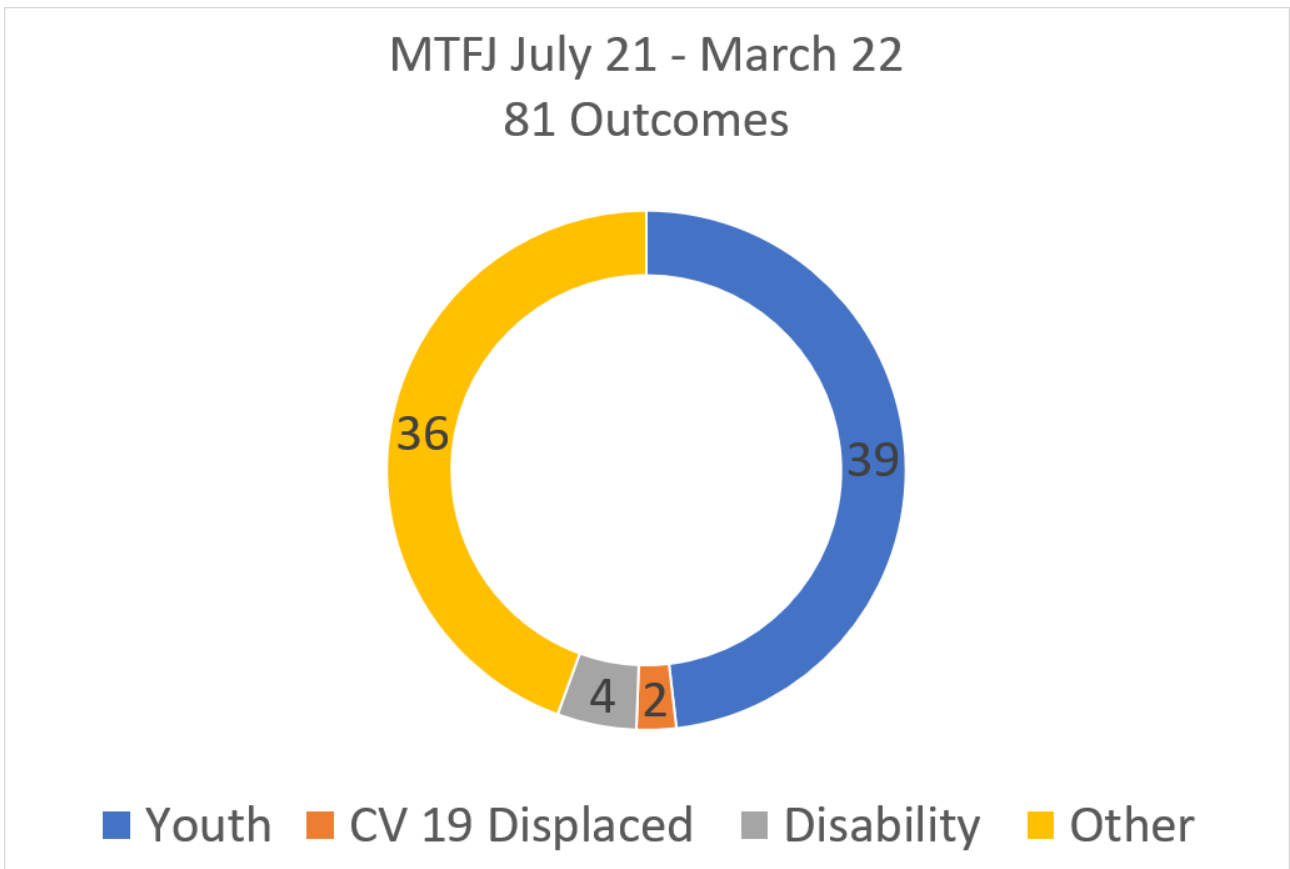
4.2.3 It was agreed that Council already works as a Facilitator and Enabler in all housing sectors and has been an Implementer for many years in the Community Housing (pensioner flats) sector.

4.2.4 A consensus was reached that Council could potentially:

- Expand its role of Implementer in the Community Housing (pensioner flats) sector.

- Take on the role of Partner in the Social Housing (subsidised rentals) sector (see further below).
 - Whether Council would play the role of Partner in a shared accommodation/group home (a sub-group of the Social Housing sector) is not clear at this stage and further discussion may be held, pending the results of the survey of Taihape seniors and elderly to determine their interest in residency in such a facility (see point 4.1 above).
- 4.2.5 There was robust discussion of sector housing needs by Elected Members and the priorities. Over the next six months staff will work on two high level business cases for Council's consideration. The first will be a business case for Community Housing in Taihape (the possibility of building pensioner flats at 22 Tui Street) and the second a business case for social housing (subsidised rentals) throughout the district.
- 4.3 Discussions with MSD concerning the Public Housing Register
- 4.3.1 Meetings were held in February and March with Chris Feron, the Regional Housing Advisor for Taranaki, King Country, Whanganui (including Rangitikei).
- 4.3.2 It was agreed that Council will link Chris to key community representatives and organisations throughout the district, including iwi, churches, social service providers and motel operators to receive an orientation and be connected by them to individuals and groups, such as the Samoan community, who need social housing but are not on the Public Housing Register.
- 4.3.3 In clarification, Council's role is to facilitate MSD contact with local community representatives and organisations, who in turn will introduce MSD to Rangitikei residents who need social housing and are not currently on the Public Housing Register. Council will not contact people concerning their social housing needs, nor will it collect their names or personal information – that will be undertaken by MSD.
- 4.4 Housing collaboration with Te Rūnanga O Ngā Wairiki Ngāti Apa
- 4.4.1 In March, Council's Strategic Advisor, Economic Development agreed with the Group Chief Executive Officer, Ngā Wairiki Ngāti Apa to explore collaboration between Ngāti Apa and the Council to jointly promote housing solutions in the district.
- 4.4.2 Discussions concerning papakainga housing, social housing (subsidised rentals), market-related rentals, rent-to-buy and shared equity private housing options and other housing sectors will commence in the next reporting period. This will lead to the drafting of an agreement of how to work together, responsibilities and resources that will be contributed and the outcomes that will be produced.
- 4.4.3 During the initial collaboration meeting both organisations agreed that there is not enough known about the scale of demand in each housing sector in the district. By the end of March, as the first tangible expression of this collaboration, a draft joint housing survey was produced, which will be administered in early April to a focus group of Ngāti Apa to fine-tune it. Once their suggestions (if any) are received and incorporated the survey will be circulated to residents throughout the district.

- 4.5 Offer to collaborate from Habitat for Humanity New Zealand
- 4.5.1 In a meeting facilitated by Council at the end of March with DoHR and THSG, Nic Greene, Chief Executive, Habitat for Humanity Central Region, described how Habitat has entered into collaborative working agreements with social housing providers throughout the country to leverage its Community Housing Provider (CHP) registration with the Ministry of Housing and Urban Development's Community Housing Regulatory Authority (CHRA).
- 4.5.2 Given the difficult and time-consuming process to gain CHP registration with the CHRA, Nic's offer to serve as a pass-through for DoHR and THSG to access MSD funding for the 25 – 30 years of advance Income Related Rent (IRR) funding it is willing to provide for the purchase of land and building of social housing stock, was a real revelation.
- 4.5.3 The two emerging Rangitikei social housing providers have indicated that they are keen to take up Nic's offer and will begin discussion of a collaborative agreement with Habitat for Humanity in April. If they can reach agreement to work together, it is likely that this will speed-up the provision of social housing in the district by several years.
- 5. Mahi Tahi – Employment Programme**
- 5.1 The Mahi Tahi Programme placed seven youth and older persons in employment during February and eight in March. This positive outcome was achieved despite increasing Covid 19 challenges forcing staff to work from home and minimising engagement with the community.
- 5.2 This brings the total number of jobs filled from July 2021 – 31 March 2022 to 81, which is 162% of the annual target of 50 sustainable jobs (defined as 30 hours/day x 30 days).
- 5.3 During the period placements were made in the services (civil construction, early childhood education and training), science (R&D), primary production (food processing and horticulture) and hospitality sectors.
- 5.4 Mahi Tahi continues to have many more jobs available than applicants to fill them and anticipates a big increase in vacancies over the next reporting period as the kiwi fruit season begins.



6. Town Signage

- 6.1 Whangaehu – A location has been agreed in principle with a member of the town signage committee and staff are engaging with Waka Kotahi for approval.
- 6.2 Mangaweka – The sign at the southern entrance will be erected during the next reporting period, with the northern sign location still in discovery phase.
- 6.3 Bulls – signage is awaiting the white frames that will be made in the next reporting period, while the 3rd sign location on SH 3 is still in negotiation.

7. District Promotion

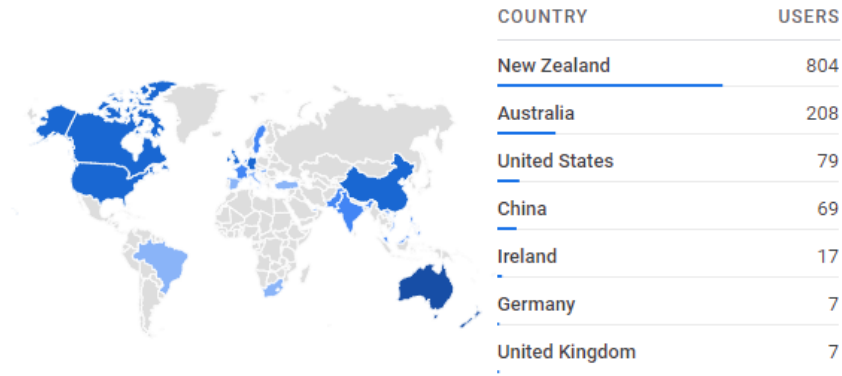
- 7.1 Visit Rangitikei Website
 - 7.1.1 Number of website visits during the period February 21 – March 28, 2022

ITEM 10.5



7.1.2 Where our visitors came from

Users ▾ by Country



[View countries →](#)

8. Shop Local Rangitikei

- 8.1 Businesses continue to utilise and be promoted in the Shop Local Rangitikei Facebook group.

Recommendation

That the 'Economic Development Update - February and March 2022' be received.

10.6 Destination Rangitikei – Draft Destination Management plan document

Author: Jen Britton, Strategic Advisor - District Promotions

Authoriser: Jo Manuel, Manager Community Development

1. Reason for Report

1.1 This report is to provide Policy and Planning with the *draft* Destination Rangitikei – Rangitikei destination Management Plan and seeks a recommendation from the Committee for the *draft* Document to go to the April Council meeting for adoption. The report also addresses implementation of the plan and next steps.

2. Background

2.1 As a part of Council's Long-Term Plan (LTP) it was agreed to develop a destination management plan (DMP) in the 2021/22 year. In July 2021, Kylie Ruwhiu–Karawana from TRC Tourism was contracted to work alongside staff to engage with the community and stakeholders to prepare a draft document.

2.2 Preparation of the Destination Rangitikei document was a collaborative process involving inclusive and coordinated leadership and oversight. Over a 3-month period (October to December 2021), engagement was undertaken with the public alongside different community sectors including iwi/hapu/marae as well as internal and external stakeholders. A cross sector advisory group was also established made up of Council staff, businesses, community representatives, Te Roopuu Ahi Kaa Members and elected representatives.

2.3 The purpose of the engagement was to listen, understand and gather community sentiment and aspirations about the Rangitikei. This information was then used to frame the key concepts underpinning the *draft* Destination Rangitikei document and shape the broad actions needed for its implementation.

2.4 An initial *draft* of the Destination Rangitikei document was released for review, firstly by members of the advisory group, internal staff, iwi/hapu/marae and key external stakeholders through focus group sessions in early March 2022. This enabled staff and TRC to canvass whether the spirit of the destination had been captured and determine whether key stakeholders were confident that the actions in the *draft* Destination Rangitikei document could be delivered.

2.5 Overall, there was strong support for the flavour and direction of the *draft* Destination Rangitikei document from all community sectors and external stakeholders. Internal stakeholders were also supportive and noted the importance of alignment between this plan and other Council strategies, plans and policies. Minor changes have been made to the draft based on these review session and subsequent feedback received.

3. Destination Rangitikei

3.1 Completion of the *draft* Destination Rangitikei plan is an important milestone for Council and the wider community, and its delivery has met the expected timeframes and

budget¹. A copy of the *draft* Destination Rangitīkei document and its appendices are attached to this report.

- 3.2 Briefly, the *draft* Destination Rangitīkei sets out the district's aspirations and shared vision for the Rangitīkei. Having identified key principles to guide action plans for reaching the shared vision, the plan builds on the local strengths of Rangitīkei's people and its landscape to cement the district's position as an integral part of the premier destination that is the Central North Island.
- 3.3 Clear opportunities for the Rangitīkei are identified and in particular, the alignment of Māori tourism experiences with the aspirations shared by all stakeholders. However, there are also a number of challenges including stretched resources and the limited physical and digital connectivity across the district. The broad action plans in the latter section of the document are focussed on building on the opportunities and tackling the challenges.
- 3.4 Once Council's approval of the Destination Rangitīkei document has been obtained, attention will shift to more detailed work around implementation and the long-term governance the document.

4. Plan Implementation and Next Steps

- 4.1 The *draft* Destination Rangitīkei plan is a strategic document, designed to give both Council and stakeholders an agreed direction and a broad pathway for the Rangitīkei within a central New Zealand context. Effective delivery will require:
 - 4.1.1. A more detailed implementation plan setting out the priorities and timing as well as assigning roles and responsibilities.
 - 4.1.2. Ongoing oversight from industry and community partners to drive the agreed actions and champion the district.
- 4.2 During the next reporting period (April/June 2022), staff and the current advisory group will work toward developing an implementation project plan covering the next 12 months – 5-year period, aiming to provide continuity across political and planning cycles to identify where additional resources may be required.
- 4.3 The implementation plan will be a living document to help inform Long Term Planning (LTP), Annual Planning and provide direction, in part, for the work of the Strategic Advisor – District Promotions. It will also help external stakeholders identify opportunities for collaboration.
- 4.4 A collective governance approach with a diverse member base will need to be formalised to work in partnership to manage both the destination and implementation plan. It is proposed that staff will work with the current advisory group to develop a working model to drive the implementation and outcomes suggested in the Destination Rangitīkei draft document.

¹ Refer the Strategic Advisor's report to the December 2021 Policy/Planning Committee meeting.

Implementation Stakeholders



5. Consultation and ongoing engagement

- 5.1 Consultation on the *draft* Destination Rangitikei Document has taken place via focus group review sessions with a broad range of stakeholders.
- 5.2 Over the next 12 months engagement of the adopted Destination Rangitikei document will continue with the wider public via an online platform and in conversation allowing ongoing input as the public become aware of a destination management approach and what it is, this engagement will help to inform future implementation plans.

6. Conclusion

- 6.1 The *Draft* Destination Rangitikei – Destination Management Plan is now ready for adoption by Council. Together with TRC Tourism, staff have undertaken a robust engagement process with community sectors, iwi/hapu/marae and internal and external stakeholders to produce a quality document that reflects the personality of the district.
- 6.2 Following the adoption of the plan, a more detailed implementation action plan will be developed. The vehicle for the long-term governance will also be shaped, building on the collaborations that have evolved during the preparation of the draft. Both the implementation plan and governance structure will be reported to the Policy and Planning Committee meeting in June.

Attachments

1. **Destination Management Plan - Final Report (under separate cover)**
2. **Destination Management Plan – Appendix (under separate cover)**

Recommendation 1

That the report 'Destination Rangitikei – Draft Destination Management plan document' be received.

Recommendation 2

That the Policy/Planning Committee recommend the Destination Rangitikei – draft destination management plan goes to council for adoption.

11 Next Meeting

The next Committee meeting is scheduled for Thursday, 09 June 2022 at 1.00 pm.

12 Meeting Closed