

ORDER PAPER

TURAKINA COMMUNITY COMMITTEE MEETING

Date: Thursday, 2 December 2021
Time: 7.30 pm
Venue: The Anglican Church Hall, St George's
State Highway 3
Turakina

Chair: Ms Laurel Mauchline Campbell

Deputy Chair: Mr James Bryant

Membership: Mr Duran Benton
Ms Carol Neilson
Ms Linda O'Neill
Ms Anne Rice
Ms Tina Duxfield
Cr Brian Carter
Cr Waru Panapa
HWTM Andy Watson

Purpose of the Committee

- To provide a local link and point of contact for Council liaison with the community.
- To provide for the exchange of information, communication, and to assist with the Council's consultative processes.
- To exercise delegated authority for the annual allocation of \$1.00 per rateable property for "defined small local works" in line with the guidelines provided¹.
- Particularly, to help ensure that any minor remedial or renewal works are brought to Council's attention through the Request for Service procedure, by promoting its use and advising community members on how to use it.
- To be the first point of contact (prior to Council) for community groups. Where this is not possible, the Committee will be informed of the approach by the community group to the Council.
- Applications for the Parks Upgrade Partnership Fund are considered and commented on by the Committee prior to the application being considered by Council.
- Placemaking initiatives that are taking place on Council land will be considered and commented on by the Committee before the application is considered by the Chief Executive.
- To engage with wider/small communities of the ward represented.

Quorum

The quorum for the Turakina Community Committee is 5.

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

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

For any enquiries regarding this agenda, please contact:

Ash Garstang, Governance Administrator, 0800 422 522 (ext. 848), or via email
ash.garstang@rangitikei.govt.nz

¹ Appended to the Delegations Register

Notice is hereby given that a Turakina Community Committee Meeting of the Rangitīkei District Council will be held in the The Anglican Church Hall, St George's, State Highway 3, Turakina on Thursday, 2 December 2021 at 7.30 pm.

Order Of Business

1	Welcome	4
2	Apologies	4
3	Public Forum	4
4	Conflict of Interest Declarations	4
5	Confirmation of Order of Business	4
6	Confirmation of Minutes	5
	6.1 Confirmation of Minutes	5
7	Chair's Report	12
	7.1 Chair's Report - December 2021	12
8	Mayoral Update	13
	8.1 Mayoral Update - November 2021	13
9	Reports for Information	20
	9.1 Council's Social Media Policy - Provided for Information	20
	9.2 Small Projects Fund Update - December 2021	27
	9.3 Funding Schemes Update - December 2021	28
10	Next Meeting	30
11	Meeting Closed	30

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 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 Turakina Community Committee meeting held on 07 October 2021 are attached.

Attachments

1. Turakina Community Committee meeting - 07 October 2021

Recommendation

That the minutes of the Turakina Community Committee meeting minutes held on 07 October 2021, **[as amended/without amendment]**, be taken as read and verified as an accurate and correct record of the meeting, and that the electronic signature of the Chair of this committee be added to the official minutes document as a formal record.

MINUTES



UNCONFIRMED: TURAKINA COMMUNITY COMMITTEE MEETING

Date: Thursday, 7 October 2021
Time: 7.30 pm
Venue: The Anglican Church Hall, St George's
State Highway 3
Turakina

Present Ms Laurel Mauchline Campbell
Mr James Bryant
Mr Duran Benton
Ms Carol Neilson
Ms Linda O'Neill
Cr Waru Panapa

Order of Business

1	Welcome	3
2	Apologies	3
3	Public Forum	3
4	Conflict of Interest Declarations	3
5	Confirmation of Order of Business	3
6	Confirmation of Minutes	3
7	Chair’s Report	3
	7.1 Chair's Report - October 2021.....	3
8	Mayoral Update	4
	8.1 Mayoral Update - September 2021.....	4
9	Reports for Information	4
	9.1 Community-led Development of Council Owned Facility Guide	4
	9.2 Update on the Proposed Dry Vault Toilet in Turakina	4
	9.3 Funding Schemes Update - October 2021	5
	9.4 Small Projects Fund Update - October 2021	5
10	Discussion Items	5
	10.1 Representation Review 2021 - Initial Proposal	5

1 Welcome

2 Apologies

Resolved minute number 21/TCC/019

That the apologies of Anne Rice, Tina Duxfield and Cr Brian Carter be received.

Ms L Mauchline Campbell/Mr J Bryant. 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 21/TCC/020

That the minutes of the Turakina Community Committee meeting minutes held on 05 August 2021, 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.

Mr D Benton/Ms C Neilson. Carried

7 Chair's Report

7.1 Chair's Report - October 2021

- The current situation with Covid 19 is leading to a changed and uncertain future that we will all have to navigate with care.
- One house has sold rapidly in the village and a new house has been built. It will be interesting to see if there is any more development in the village.
- RDC is introducing a system for rating your experience using Council services. This is based on a happy / sad face. At present it is unclear if the system will also allow comments by users but this should become clear once it is in place. This will replace the annual residents survey.
- Michelle Fanin and myself will be working with the Finance / Performance Committee on Community Grants. We were able to do our assessments for the Events Grant but were not able to attend the meeting to talk to the assessment until some other processes are put in place to allow this.

Resolved minute number 21/TCC/021

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

Ms L Mauchline Campbell/Ms L O'Neill. Carried

8 Mayoral Update

8.1 Mayoral Update - September 2021

Resolved minute number 21/TCC/022

That the Mayoral Update – September 2021 be received.

Mr J Bryant/Cr W Panapa. Carried

9 Reports for Information

9.1 Community-led Development of Council Owned Facility Guide

Resolved minute number 21/TCC/023

That the report 'Community-Led Development of Council Owned Facilities Guide', including the attachment, to the Turakina Community Committee 7 October 2021 meeting be received.

Ms L Mauchline Campbell/Ms C Neilson. Carried

9.2 Update on the Proposed Dry Vault Toilet in Turakina

It was noted that the service station had already said that they would not be interested in a cleaning contract and this information had been passed onto RDC. There is a local community member who would be interested in taking this on and this information will be passed to RDC.

Resolved minute number 21/TCC/024

That the report "Update on the Proposed Dry Vault Toilet in Turakina" be received.

Mr D Benton/Ms L O'Neill. Carried

9.3 Funding Schemes Update - October 2021

Resolved minute number 21/TCC/025

That the Funding Schemes Update – October 2021 be received.

Ms L O'Neill/Ms C Neilson. Carried

9.4 Small Projects Fund Update - October 2021

The bench seats for the Reserve have been ordered now that we have found out how payment is to be made.

Resolved minute number 21/TCC/026

That the 'Small Projects Fund Update – October 2021' report be received.

Ms L Mauchline Campbell/Mr J Bryant. Carried

10 Discussion Items

10.1 Representation Review 2021 - Initial Proposal

The review and reasons for it were discussed. Everyone was in agreement with the Maori Wards but the new placement for the boundary for the Southern ward was an issue. This splits farms and means that families living in multiple houses on farms will be in different wards. Also one family who has a strong community link to the village would be in the Central Ward which they do not have a community of interest in.

A small change to the boundary will be put in with our submission requesting that it goes along Bruce Road rather than the rail line. This will only involve 2 properties (10 People) and will mean that they are included in their community of interest.

Resolved minute number 21/TCC/027

That the report 'Representation Review 2021 - Initial Proposal' be received.

Mr D Benton/Mr J Bryant. Carried

The meeting closed at **enter time**.

The minutes of this meeting were confirmed at the Turakina Community Committee held on 2 December 2021.

.....
Chairperson

UNCONFIRMED

ITEM 7.1

7 Chair's Report

7.1 Chair's Report - December 2021

Author: Laurel Mauchline Campbell, Chair

1. Reason for Report

1.1 The Chair will provide a verbal report.

Recommendation

That the verbal Chair's Report – December 2021 be received.

8 Mayoral Update

8.1 Mayoral Update - November 2021

Author: Andy Watson, His Worship the Mayor

1. As I write this report it is pouring outside and has done so for the last couple of days. While any rain at this time of the year is appreciated, as we need to desperately build up soil moisture levels, at the moment this is the cropping window for our district. The crops being planted are vulnerable for a very short time before germination has occurred and there will be a large number of cropping farmers nervous. While I'm on the farming sector that we absolutely rely on for our district I will make comment around where the markets are at. The red meat sector, driven by freezing works schedules, is incredibly buoyant, dairy payments are high and virtually every sector is showing somewhere between a 20-30% increase on last year. However, the cost of raw supply has also dramatically increased, the cost of freight and fertiliser in particular means that the net benefit over the last year is there but only to a slight extent.
2. What we are now seeing is the slow crawl of Covid southwards from Auckland. It is a matter of when not if we have Covid within the Rangitikei. It is now in the Wairarapa, South Taranaki Tararua and Taupo Districts and it is inevitable we will be hit. I would encourage everybody to get vaccinated and for those people who elect not to do so, I respect your personal choice. What I am seeing around the country at the moment is an incredible amount of unrest and demonstrations around not only the anti-vax position but other Governmental positions such as Three Waters. We are undoubtedly facing uncertain times. Like many organisations such as schools and prison services Council needs to go through its own process, driven by the Chief Executive, as to how we handle Covid and vaccination status as an organisation. It is likely that in Council buildings areas will be split between general public access and areas that only vaccinated staff can work in. Latest updates can be found on our website or via the [covid19.govt.nz](https://www.covid19.govt.nz) website. The threat and risk of Covid means that a number of things have to change. We have already had a number of events cancelled throughout our region and Covid does impact on Christmas Parades so we have made the decision now that Christmas street parades are unable to proceed this year. Several of our communities are looking at alternatives and when we know exactly what will happen, we will put the information on our website. Equally for Councils, the Regional Chiefs (who are the Mayors, Chief Executives and Councillors) meet through what we call Zone meetings and Rural & Provincial meetings where we discuss Government's position over legislation etc. These meetings are all having to go to Zoom which to be honest are second choice. It is important they still happen but Zoom doesn't offer the same level of engagement that face-to-face meetings provide.
3. There are a number of issues that I would like to take the opportunity to update Council and the community on:
 - a. Three Waters – like most Councils in the country our Council has written to the Minister and Government expressing concerns over where the reforms are at. Our Council, like virtually every other Council, has agreed in principle that there needs to be changes and we welcome the new water regulator Taumata Arowai that officially came into position (taking over from the Ministry of Health) on Monday, 15 November. At the moment we are still unsure exactly what the role of that new regulator will be and how regulations will change. The Government has responded to the Mayors saying they accept the concerns of the Local

ITEM 8.1

Government sector around such things as review of the governorship or leadership model of the entities, the role of the economic regulator and how the rural water schemes will be managed. To do this the Government has formed a series of working parties involving a number of Mayors throughout New Zealand so we wait now until we hear what changes could be possible. It is still certain though that the Government will mandate the Three Waters segment by way of legislation. These entities will become law. Our website is kept up to date with information as it comes to hand.

- b. There are a number of things that Council can celebrate. Finally, we have been able to purchase land for the Ratana Wastewater Project which will see a land disposal of wastewater therefore removing contamination of Lake Waipu. I would like to congratulate the Council staff, Ratana community and Iwi as to how they have been able to work together to make this possible and we appreciate the Government money that has largely funded this project. We would expect construction of the pipelines etc to take place over the next 6-12 months.
- c. Our spatial planners are starting to engage with communities on spatial planning – Pae Tawhiti Rangitikei Beyond. This is a helicopter view over our district and looks long term at where growth should occur, where we want leisure and recreational facilities, combined with how our infrastructure will be provided etc. If you get the opportunity to attend a community session around spatial planning please take it up – this is your chance to influence what the district will look like in the next 30 years.
- d. The Marton Memorial Hall is another project that has gone on for some time and we are in the final stages of painting, redecoration, rewiring, asbestos removal and all of the other upgrades that were required. Once again this is a project that has been funded by the Government under Minister Jones’ PGF fund and we appreciate the chance to bring a magnificent public facility back up to where it should be.
- e. Later this month we are involved in what is called CouncilMARK - an evaluation of our Council and district. This is a Local Government review done independently that looks at Council’s performance. This is the second time that Council has taken this opportunity and it is a “warts and all” look at our governance, our operational team, our financing and our connection with communities. The initial review that we did some time ago, while illustrating we were performing okay, pointed us in terms of what some other Council are doing as leaders in the sector. We have taken this review very seriously where we have looked for some time at how we operate in effect. That, together with the review of the Te Matapihi building project has brought about, for instance, the Project Management Office and the use of a better business case study when we are undertaking major projects. It will be interesting to see how Council is reflected under the second review. As I’ve said Council is now using the Better Business Case Study model which is an internationally recognised process for determining the decision making around capital works. We have started this process for the potential Marton Council Facility rebuild, as required under earthquake prone legislation.
- f. On 11 November we recognised Armistice Day and I apologise that I could not be there as I was away on urgent Council business, however the Deputy Mayor and some Councillors and staff attended the RSA service held at the Marton Cenotaph. However, I did attend a Memorial Service at St Stephen’s Church on Sunday and this was a chance to recognise the servicemen who have given their lives not only in WWII but in all other conflicts around the world.
- g. On 11 November I attended the Climate Action Joint Committee Workshop at Horizons which is made up of Regional Mayors, authorities and Iwi representatives. We have obligations under current laws and proposed law changes with the revision of the Resource

Management Act (RMA) and international accords for climate change. We need to set local priorities, work plans and future direction with regards climate change to be tabled in these discussions. Like many of our neighbouring Councils we are still yet to effectively do the work that is required. As part of this report, I request that Council set policy direction early in the new year as to how we handle climate change. Whereas many districts in New Zealand focus on sea level rise as the major factor of climate change, for us, while that is important, the frequency of storm events and flooding in our district is possibly the major consideration of climate change. The reform of the RMA into 3 separate pieces of legislation is a key part of how the country will handle climate change. These reforms that the Government has already mandated are possibly some of the most significant pieces of legislation to come before Parliament over the last decade. One of the principles of the RMA reform is that local Councils will not make their own planning decisions – they will be made on a regional basis and this is again where our local voice is being lost.

4. I have received a request from Mayor Don Cameron of Ruapehu District Council seeking our support in engaging with iwi/hapu as part of the business case work on the North Island Regional Passenger Rail which is proposed to be a key element within a resilient and sustainable transport network providing opportunities for regional communities to grow. The work is situated along the length of the North Island Main Trunk Railway and the leadership and support of iwi is crucial.

Improved access between regions will enable stronger whanau and better jobs, education and health benefits while respecting the principles of Kaitiakitanga. It is anticipated that we will meet and inform iwi prior to a hui being set in December/early new year to discuss views and feedback. I propose an item be taken to Te Roopuu Ahi Kaa on 14 December. The letter and background paper from Ruapehu District Council is attached for your information (Attachments 1 and 2).

Attachments

1. **Background Informaton on the North Island Regional Passenger Rail** [↓](#)
2. **North Island Regional Passenger Rail - Iwi / Hapu Engagement** [↓](#)

Recommendation

That the Mayoral Update - November 2021 be received.

Mayors Engagement

November 2021

1	Attended lunch with Marton Memorial Hall painters
2	Attended Three Waters Zoom - Mayor Helen Worboys Attended Whanganui DHB Impact Collective Meeting – Covid Resurgence Attended weekly meeting with Deputy Mayor
3	Attended monthly Executive Leadership Team Meeting for Q&A Attended Three Waters Entity B Working Group Zoom
4	Attended Regional Leadership Group Zoom Attended Monthly RDC/Police Update with Area Commander Nigel Allan Attended BakerAg Agribusiness Industry Update – Manawatu Region
5	Attended Accessing Central NZ Governance Group Meeting at HRC
8	Attended Three Waters Zoom – Mayor Helen Worboys Attended PAG/GSAG Zoom meeting Attended Kensington Road project meeting
9	Attended weekly meeting with Chief Executive Attended Civil Defence Hui#2 with Ngāti Hinemanu Ngāti Paki Attended weekly meeting with Deputy Mayor
10	Attended Marton Civic Centre Better Business Case Workshop 3 Attended Rangitikei College Scholarship Interviews
11	Attended Climate Action Joint Committee Workshop at HRC Attended Council Workshop
13	Attended Motorbike Day Taihape
14	Attended Armistice Day Remembrance Sunday at St Stephens
15	Attended New Staff Orientation Day morning tea Attended Pae Tawhiti Rangitikei Beyond Advisory Group Meeting#4 Attended Zone 3 Zoom discussion Attended Creative NZ Committee Meeting
16	Attended Regional Chiefs Transport Matters Fortnightly Zoom Worked from Te Matapihi for morning Attended Tutaenui Scheme Liaison Committee Meeting Attended Oceania & Rangitikei – Aged Care Investment phone conference Attended weekly meeting with Deputy Mayor Attended Three Waters/Spatial Plan meeting with Scotts Ferry community

17	<p>Attended Kanoa/RDC Catchup Meeting</p> <p>Attended fortnightly discussion on Economic Development</p> <p>Attended online Regional Relationship Meeting with Waka Kotahi</p> <p>Attended weekly meeting with Chief Executive</p> <p>Attended Rangitikei College Senior Prizegiving</p> <p>Attended meeting with Denis O’Callahan re Chief Executive’s Performance Review</p> <p>Attended Taihape Community Response Group Meeting – preparing for Covid illness</p>
18	Attended Zone 3 Meeting Whanganui (online)
22	Attended Three Waters Zoom – Mayor Helen Worboys
23	<p>Attended breakfast meeting with Mayor Helen Worboys</p> <p>Attended meeting with Kanoa – Alex Matheson</p> <p>Attended weekly meeting with Deputy Mayor</p> <p>Attended Marton Development Group Meeting</p>
24	<p>Attended Finance & Performance Committee Meeting</p> <p>Attended Council Meeting</p> <p>Attended Marton Development Group Meeting</p>
25	<p>To attend Rural & Provincial Sector Zoom Meeting</p> <p>To attend Three Waters Update – Mayors, Chairs & CE’s</p>
29	<p>To attend weekly meeting with Chief Executive</p> <p>To attend Three Waters – Entity B Working Group Zoom</p>
30	<p>To attend CouncilMARK Councillor Session with Assessors</p> <p>To attend CouncilMARK Communication and Engagement session</p> <p>To attend Whanganui DHB Impact Collective Governance Zoom – Covid Updates</p>



RUAPEHU DISTRICT COUNCIL

FROM THE OFFICE OF THE MAYOR

11 November 2021

Background information on the North island Regional Passenger Rail

Roughly 2.5 million people currently live alongside the NIMTR. According to information provided by StatsNZ (Tatauranga Aotearoa), more than three out of four people live in Te Ika-a-Māui - North Island. The population of North Island will increase by an average of 0.9 percent a year between 2018 and 2048, from 3.8 million to 4.8 million (medium projection). International case studies show that these population numbers can suit passenger rail networks.

A key focus is “Connection” and the opportunities for regional communities to grow. For our communities to prosper, access needs to be inclusive. Better access between regions will enable stronger whānau, and better jobs, education, health and opportunities. Good connections between people spark great ideas that enable a better future.

We now inhabit a changed world that revolves around Zoom meetings and Teams calls.

However, sustainable connectivity also requires face to face contact. This means transport infrastructure investment that respects Kaitiakitanga principles. Kaitiakitanga includes the conservation, replenishment and sustainability of the environment. It is about safeguarding the future. Aotearoa - New Zealand is required to reduce greenhouse gas emissions. The recent release of the Emissions Reduction Plan, by the government, helps identify what is needed, to change the configuration of our communities.

A North Island reconfiguration should not assume Auckland must continue to be the focus of population growth, along with accompanying infrastructure and housing challenges. Another way to respect Kaitiakitanga principles, may be to provide an attractive, low carbon transport network, to “connect” our communities, and encourage the growth of our people, through-out Te Ika-a-Māui.

We propose that North Island Regional Passenger Rail, will be a key element within a resilient and sustainable transport network. Steel wheels on rails powered by renewable electricity = the lowest possible carbon footprint.

The work done to date, builds upon the business case development, by Greater Wellington and Horizons Regional Council, for a brand new lower North Island fleet of trains. These modern vehicles will be “tri-mode”. Powered by a mix of overhead catenary electric power, battery electric power, and on-board diesel power to assist re-charging of batteries, the new trains will transform regional connectivity in the lower North Island.

Our investigations also build upon the pioneering work for the Te Huia passenger train service, led by Waikato Regional Council, with partners KiwiRail, Waka Kotahi NZ Transport Agency, Hamilton City Council, Waikato District Council and Auckland Transport.

Te Huia is the first new regional passenger train for many years. It is trail-blazing the challenges and opportunities, that come with a start-up service. When the COVID-19 alert level drops back to 2, the Te Huia train service is to re-start. All services will operate all the way into central Auckland, a new stop at Puhinui to connect to the airport has been provided, along with additional frequency. The services to date have been a mix of highly popular weekend trains, but also less than successful early morning weekday services. Te Huia will continue to evolve, to meet customer demand, and long-term growth in the Waikato region.



RUAPEHU DISTRICT COUNCIL

FROM THE OFFICE OF THE MAYOR

11 November 2021

Dear Mayor or Chair

NORTH ISLAND REGIONAL PASSENGER RAIL – ENGAGEMENT WITH IWI / HAPU

Further to the high level Feasibility Study being agreed by the participating Councils and delegated to this Council to progress following discussion with Mayors, Chairs, Chief Executive, key staff and stakeholders, we are looking to further this as a key element within a resilient and sustainable transport network.

We would like seek your support in engaging with your respective iwi / hapu as part of the business case work which will ramp up during 2022. We are looking for suggestions as to how that crucial engagement can be done in an effective and meaningful way.

We would anticipate that you set the scene with your iwi / hapu so that we can hold an online hui online either in December or the New Year to discuss and consider their views. As this work and proposal is situated along the length of the North Island Main Trunk Railway, the leadership and support of iwi / hapu in a Rangitiratanga role is crucial to this exercise.

Would you please gauge the support for this suggestion with your iwi / hapu and provide some feedback around the possibility of a hui in December or the New Year.

I attach an attachment some background information which may be useful for your discussions.

Yours sincerely

Don Cameron, JP
MAYOR

Distribution:

Mayor Allan Sanson
Mayor Andy Foster
Mayor Andy Watson
Mayor Anita Baker
Mayor Bernie Wanden
Mayor Campbell Barry
Chair Daran Ponter
Mayor Helen Worboys
Mayor Jim Mylchreest

Mayor Grant Smith
Mayor John Robertson
Mayor K Gurunathan
Mayor Max Baxter
Mayor Paula Southgate
Mayor Phil Goff
Chair Rachel Keedwell
Chair Russ Rimmington
Mayor Wayne Guppy

9 Reports for Information

9.1 Council's Social Media Policy - Provided for Information

Author: Carol Gordon, Group Manager - Democracy & Planning

1. Reason for Report

- 1.1 To provide the Turakina Community Committee with a copy of Council's adopted Social Media Policy.

2. Context

- 2.1 The Social Media Policy (Attachment 1) has been revised and developed to provide:
 - Clear requirements and guidelines for the management of Council's social media accounts.
 - Clarity about expectations and rules that govern the Council's social media pages.
 - Understanding of Council's expectations when using social media.
- 2.2 The policy was adopted by Council in August and is available on Council's website. It will be used as an internal policy to guide Council staff.
- 2.3 The Council requested that a copy of the policy be provided to Community Committees, Community Groups and Council's Memorandum of Understanding (MoU) Partners.

Attachments

1. **Rangitikei District Council - Social Media Policy** [↓](#)

Recommendation

That the report 'Council's Social Media Policy – Provided for Information' be received.

RANGITĪKEI DISTRICT COUNCIL

SOCIAL MEDIA POLICY

Date of adoption: August 2021

Date by which review
must be completed: August 2023

Version number: 1.0

Social Media Policy

PURPOSE

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

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

CONTEXT

Social media platforms:

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

1. THE POLICY

1.1. Relevant Acts of Parliament

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

1.2. Social media platform requirements

All of the Council related social media accounts must include:

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

1.3. What is not permitted?

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

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

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

1.5. Civil Defence

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

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

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

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

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

1.7. References and Resources

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

2. GUIDING PRINCIPLES

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

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

Please refer to Appendix I to for the full guide.

3. PROCEDURE

3.1. Offences and repercussions

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

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

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

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

3.2. Local Government Election Campaign rules regarding social media:

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

4. ROLES AND RESPONSIBILITIES

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

5. BREACH OF SOCIAL MEDIA POLICY

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

APPENDICES

Appendix I: The Council's social media management guide

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

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

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

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

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

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

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

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

9.2 Small Projects Fund Update - December 2021

Author: Ash Garstang, Governance Administrator

Authoriser: Carol Gordon, Group Manager - Democracy & Planning

1. Allocation

- 1.1 The yearly allocation of the 2021/22 Small Projects Fund for the Turakina Community Committee is \$710.
- 1.2 The yearly allocation aligns with the financial year, from 01 July to 30 June. In February 2016 Council resolved to allow carry-forwards from one financial year to the next, of up to 100% of the annual allocation for any Committee or Board's Small Projects Fund², with the proviso that this be a specific resolution from the Committee.
- 1.3 At its meeting on 24 June 2021, Council resolved to carry-forward the remaining funds (between \$0 and \$61) from the 2020/21 year to the 2021/22 year³. This was done on the assumption that a payment of \$1,000 - \$1,061 would be made to Weekend Craft out of the 2020/21 budget. The balance at the time of Council's decision was \$1,061.
- 1.4 The invoice from Weekend Craft was received by staff in October 2021. The invoice was for \$1,061, but the Turakina Community Committee is not obliged to pay the GST portion of this (\$138.40). As a result of this misunderstanding, staff have taken the liberty of retroactively carrying-forward the sum of \$138.40 to the 2021/22 budget.
- 1.5 The total allocation for the 2021/22 Small Projects Fund for the Turakina Community Committee is therefore **\$848.40** (\$710 + \$138.40).

2. Completed Payment from 2020/21

- 2.1 As per the resolution from its 03 June 2021 meeting⁴, the Committee approved the payment of between \$1,000 and \$1,061 to purchase park benches for the Turakina Reserve, to come out of the Small Projects Fund. Staff received an invoice from Weekend Craft for \$1,061 (incl. GST), which was paid 21 October 2021 out of the 2020/21 budget.

3. Breakdown

- No grants have been made so far in 2021/22.

4. Remaining Budget

- 4.1 This leaves a remaining budget for the 2021/22 financial year of **\$848.40**.

Recommendation

That the 'Small Projects Fund Update – December 2021' report be received.

² 16/FPE/010

³ 21/RDC/189

⁴ 21/TCC/010

9.3 Funding Schemes Update - December 2021**Author: Ash Garstang, Governance Advisor****1. Overview**

1.1 Council currently administers five funding schemes for the Rangitikei District:

- a. Community Initiatives Fund
- b. Events Sponsorship Scheme
- c. Parks Upgrades Partnership Fund
- d. Creative Communities Scheme
- e. Sport NZ Rural Travel Fund

2. Community Initiatives Fund

- 2.1 This is a Council fund intended to support community-based projects in the Rangitikei District that develop community cohesion and community resilience.
- 2.2 Council allocates \$30,000 to this fund annually, to be distributed across two separate funding rounds. \$11,910 was distributed in Round 1 (2021/22), leaving \$18,090 available for Round 2 (2021/22).
- 2.3 The current funding round (Round 2, 2021/22) is OPEN for applications and closes 24 March 2022. The Finance/Performance Committee will meet to consider funding applications on 24 April 2022.

3. Events Sponsorship Scheme

- 3.1 This is a Council fund intended to support events in the district that help to develop community cohesion and reinforce economic growth.
- 3.2 Council allocates \$50,000 to this fund annually, to be distributed across two separate funding rounds. \$17,900 was distributed in Round 1 (2021/22), leaving \$32,100 available for Round 2 (2021/22).
- 3.3 The current funding round (Round 2, 2021/22) is OPEN for applications and closes 06 March 2022. The Finance/Performance Committee will meet to consider funding applications on 31 March 2022.

4. Parks Upgrades Partnership Fund

- 4.1 This is a Council fund and is the only one available for capital purchases. The Council provides up to 33% in cash of the value – in cash or in kind - of the contribution from the community for small-scale, community-led, capital projects.
- 4.2 Applications may be submitted at any time and will be considered at the next available Assets/Infrastructure Committee meeting.

5. Creative Communities Scheme

- 5.1 This fund is supplied by Creative NZ and administered by Council. Applications are encouraged from community groups and individuals whose projects:
- Demonstrate growth over time
 - Develop and support local artistic communities
 - Encourage a transfer of artistic skills
 - Support diversity and inclusion
 - Projects with a youth focus are also encouraged
- 5.2 Creative NZ has allocated \$43,615.63 to the Rangitikei District Council for 2021/22, to be distributed across two separate funding rounds. \$11,550 was distributed in Round 1 (2021/22), leaving \$32,065.63 available for Round 2 (2021/22).
- 5.3 The current funding round (Round 2, 2021/22) is OPEN for applications and closes 28 April 2022. The Creative NZ Committee will meet to consider funding applications on 02 June 2022.

6. Sport NZ Rural Travel Fund

- 6.1 This fund is supplied by Sport NZ and administered by Council. The fund is targeted at young people aged between 5 and 19 years, and is open to rural sport club teams and rural school club teams with eligible members who require subsidies to assist with transport expenses to local sporting competitions.
- 6.2 Sport NZ has allocated \$9,500 to the Rangitikei District Council for 2021/22. There is one funding round per year.
- 6.3 This funding round opened for applications 16 November 2021 and closes 18 March 2022. The Sport NZ Rural Travel Fund Committee will meet to consider applications on 28 April 2022.

7. Further Information

- 7.1 More details about these funding opportunities can be found on the Council website (link below) and this is also where applications can be submitted:

<https://www.rangitikei.govt.nz/district/community/grants-funding>

Recommendation

That the Funding Schemes Update – December 2021 be received.

10 Next Meeting

The next meeting is scheduled for Thursday, 03 February 2022 at 7.30 pm.

11 Meeting Closed