

Community Counts Relationship Agreement

Community Counts is a concept that recognises the need for Te Tākoha or Giveback “Awhi Atu, Ahi Mai” and the tikanga of reciprocity.

Awhi Atu, Ahi Mai requires Stats NZ to not only extract data from a community but to build meaningful relationships that allow stakeholders and communities to influence the collection approach, use and access their data to support, inform and progress initiatives of their own making and as they wish.

By empowering the Community Count with engagement, resource and capability building that continues across the census cycle and by bringing together multiple stakeholders into one room to provide co-design opportunities so the collective can influence the collection and engagement approach and is recognised as giving communities the best chance of being counted.

There is a need for an innovative approach to Community Counts tailored to the specific circumstances and nature of the youth community.

Empowering whānau, hapū and iwi – approach

- Creating an interest amongst community stakeholders, leaders, and influencers to come together to discuss census – thus, forming a Community Counts Collective
- Utilising and empowering the readymade community collective to activate response
- Empowering the community to influence the total approach
- Enabling the community to support 2023 Census information collection efforts
- Communities communicating/influencing through their channels in their voice to create census awareness
- Assisted Completion Events and media initiatives defined by communities
- Delivering capability building via Community Counts including understanding what the Takoha giveback can look like for partners

Community Counts

Is this a Community Counts Agreement		YES	NO
What type – select one		INFORM	INVOLVE COLLABORATE
Are influencers a feature?		YES	NO
Who is the influencer PCBU?		Te Uri O Hau Settlement Trust	
Will there be		Assisted Completion Events – Yes/No	Assisted Completion Locations – Yes / No
Special features that inform actions for this Community Count	Te Uri o Hau is already working within the community and have well established relationships build on trust and consistency through the learning and impact of the covid pandemic. They are the best served to engage amongst their community, whānau, hapū and iwi as they are familiar and continuously engaging through everyday mahi.		



Documentation

- Response Collaboration Business Process
- Engagement Agreement Type and Criteria
- Conflict of Interest Policy
- Code of Conduct
- New Supplier Form

Parties

Between	Statistics New Zealand (Stats NZ) 8 Willis Street Wellington Central Wellington 6011
And	Te Uri O Hau Settlement Trust Te Tai Tokerau Maori Trust Building 2nd Floor, 5 Hunt Street, Whangārei Whangārei 0310

Term

This agreement ("Agreement") will come into effect immediately after signing by both parties and run until 7th April 2023

The Agreement may be varied or ended by agreement. A variation, e.g., changing or adding to Activities, may be via email between the signatories (or an equivalent office holder in each organisation).

Either party may terminate this agreement by providing one month's notice.

Stats NZ	
s 9(2)(a)	s 9(2)(a)
Ru Tauri Senior Manager Census Partnerships & Engagement	Simon Mason Deputy Chief Executive Census and Collections
Date: Friday, 20 th January 2023	Date: Friday, 20 th January 2023

Te Uri o Hau Settlement Trust	
s 9(2)(a)	s 9(2)(a)
Jonathan Rishworth Chief Executive	Georgina Connelly Director/Trustee
Date: 18.01.23	Date: 20 Jan 2023

Contacts

Stats NZ	s 9(2)(a)
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s 9(2)(a)

Te Uri O Hau

Adam Taylor
Communications & Taumata Kaunihera Secretary
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P 0800 438 894
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Conflict of Interest

Stats NZ

- There is no potential and/or perceived conflict to register.

Te Uri o Hau Settlement Trust

- There is no potential and/or perceived conflict to register.

Community Count details

Region	Northland
Type	Maori, Youth, +65, whānau, hapū and iwi
Sector	Iwi, Māori, Health and Education

Community Count Objectives

- To provide timely and quality 2023 Census data
- To run a census collection process that meets the needs of this complex environment
- Ensure that Te Uri o Hau can participate in the development of the engagement approach
- To empower the community to be reflected in the data
- Promote Census 2023 through engagement with whānau serviced by Te Uri o Hau Settlement Trust
- Support whānau in Kaipara and Whangārei to participate in the 2023 Census
- Assist to gather quality data

Reciprocity

Stats NZ agrees to:

- Fund Te Uri O Hau \$10,000 payable on receipt of invoice
- Increase Data Capability with Te Uri O Hau

Te Uri O Hau agrees to:

- Complete no less than 80% of the agreed 'Activities' set out in the agreement

Stats NZ and Te Uri o Hau agree to:

- Collaborate and develop promotional content and data that is localised to Te Taitokerau and Te Uri o Hau audiences

Budget/Resources required

Budget

- \$10,000 excluding GST

Resources

- Promotional and marketing material
- Staff assistance where available
- Staff Training for ACEs

Risks – mitigations and management

- No conflict to register

Evaluation – how will we measure success

- Improved response rate for Kaipara and Whangārei
- Improved data quality
- Strengthened relationships with the Dargaville and Whangārei community
- Restored trust and confidence in Stats NZ
- Demonstrating Te Tākoha
- Situational observer/auditor provided to monitor progress of the Community Count agreement and associated deliverables

Terms and Conditions

The following general principles underpin the nature of the working relationship between the Parties:

- a. The Parties will work together to establish and maintain a relationship based on co-operation and goodwill;
- b. Any issues will be discussed between the Parties in the first instance;
- c. The Parties will adopt a working approach that is collaborative and will communicate with each other openly and freely and share knowledge and insights; and
- d. The Parties will work together to achieve any agreed outcome.

Activities

Te Uri o Hau agrees to undertake activities as set out in this agreement ("Activities") which may include:

- Design a promotional campaign plan with input from Stats NZ to commence the beginning of February 2023.
- Promoting 2023 Census as appropriate with the whānau the service by way of:
 - Distributing marketing material through planned events and other opportunities
 - Coordinating events, in person or online – social media etc
- Carrying out Assisted Completion Event – as agreed in the work plan

Te Uri o Hau agrees to undertake the Activities:

- with due care, skill and diligence; and
- according to any standards, guidance or protocols set out in this Agreement or later provided to you by Stats NZ.

Acknowledging that while Community Influencers ARE NOT required under this agreement, the following would apply - Stats NZ guidelines for defining and working with Community Influencers

Defined as people with local knowledge and Influence within the community. They may be local Kaumātua, elected leaders or local people of influence with an understanding of the local community and environment including knowledge of the health and safety and environmental risks.

Community Influencers are deemed to be Contractors under Stats NZ Community Engagement Health & Safety framework. Community Influencers are recognised as a significant Health and Safety control for Stats NZ employees in the specific areas in which they work. As Contractors, Community Influencers Health & Safety training, requirements and liability is assigned to Te Uri Hau Settlement Trust PCBU.

The 'toolbox' of activities for Community Influencers includes:

- Supporting census collectors in a '2 up CC visit' capacity - 'a Community Influencer from the Community Counts group accompanying a Census collector during the enable and follow up phases
- Promoting the 2023 Census through their channels, i.e. email lists for community organisation; social media accounts of community organisations; personal social media.
- Promoting the 2023 Census at community events
- Helping with Assisted Completion Events

Funding

In exchange for agreeing to help Stats NZ, you may receive funding from Stats NZ. This funding is by way of a conditional grant.

Funding may be paid in stages/tranches. Stats NZ will release funding as agreed in this agreement or related communications.

Te Uri o Hau agrees:

- to take reasonable care to handle funding appropriately and funds are used appropriately by your organisation;
- to report as required to your members/stakeholders, relevant regulators or relevant bodies (as relevant and appropriate to the nature of your organisation);

Stats NZ may also vary, pause, or cancel payment if:

- it has reasonable concerns that conditions of this Agreement are not being met;
- issues or concerns have arisen which have not yet been resolved;
- there is substantial change to the nature of the Activities and/or the context in which they will be undertaken; or
- it has provided reasonable notice that specific Activities are to not proceed.

Acknowledging that while Commercial or Retail Services ARE NOT currently provided, the following would apply:

If Te Uri o Hau provide services or supply goods to Stats NZ that Te Uri o Hau ordinarily supply on a commercial or retail basis Te Uri o Hau agree that "Stats NZ standard purchase order terms and conditions" will apply (please see <https://www.stats.govt.nz/about-us/terms-and-conditions/purchase-order-terms-and-conditions/>)

Privacy, Respect, Clarity and Publicity

Te Uri o Hau agrees:

- To take all reasonable steps to use material provided to you by Stats NZ as the basis for discussion or communication regarding Census 2023 and/or Stats NZ;
- To alert to Stats NZ regarding privacy concerns, complaints, social media interest and/or media interest regarding the Activities and to communicate with and actively dialogue with Stats NZ regarding the steps each of us may then take.
- To take care to clarify when Te Uri o Hau is communicating about Census 2023 and/or Stats NZ, and when Te Uri o Hau are communicating about other topics;
- To take all reasonable steps to ensure that the Activities do not include party political activities or activities which may strongly polarise those persons present;
- To follow any specific guidance or protocols regarding privacy, recording and/or social media provided to Te Uri o Hau by Stats NZ;
- To keep Census forms or other personal information intended for Stats NZ secure and take all reasonable steps to pass these to Stats NZ (noting that Te Uri o Hau will not ordinarily be asked to collect forms or personal information as part of the Activities);
- To only collect personal information from others with their consent (after informing them as to how it will be used);
- To immediately clarify any confusion regarding the supply of information (e.g., if someone is confused as to whether information is to be used by Te Uri o Hau or by Stats NZ);

(For information regarding Privacy please see <https://www.privacy.org.nz/responsibilities/your-obligations/> and for help developing privacy statements <https://www.privacy.org.nz/privomatic/index.html>)

Health and Safety

Te Uri o Hau agrees to carry out the Activities in a safe manner that appropriately avoids, mitigates or manages any health and safety risks.

(For more information, please see <https://www.worksafe.govt.nz/managing-health-and-safety/>)

Where Stats NZ staff are involved with Activities we will consult, cooperate and coordinate activities with you to:

- identify and manage health and safety risks,
- clearly define roles and responsibilities; and
- explain these so everyone knows what to expect.

Feedback and Information

Te Uri o Hau agrees to provide Stats NZ with feedback and Information regarding the Activities as set out in this Agreement or as agreed in any related communications with Stats NZ (e.g., detailing information to be collected at, and feedback after, an event).