



**RANGITIKEI**

DISTRICT COUNCIL

*Making this place home.*

## **Bulls Community Committee**

# **Order Paper**

**Tuesday 13 February 2018  
5.30pm**

**Supper Room, Bulls Town Hall, High Street, Bulls**

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### **Chair**

Tyrone Barker

### **Membership**

Lynette Andrews, Nigel Bowen, Sandra Boxall, Tricia Falkner, Matthew Holden,  
Annabel Sidey, Russel Ward, Perrin Turner,  
Julie Toomey, Raewyn Turner, Alex Bertram (alt)  
His Worship the Mayor, Andy Watson, (ex officio)

Councillor Jane Dunn and Councillor Graeme Platt

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**Please Note:** Items in this agenda may be subject to amendments or withdrawal at the meeting. It is recommended therefore that items not be reported upon until after adoption by the Council. Reporters who do not attend the meeting are requested to seek confirmation of the agenda material or proceedings of the meeting from the Chief Executive prior to any media reports being filed.

# Rangitikei District Council

## Bulls Community Committee Meeting

Agenda – Tuesday 13 February 2018 – 5:30 PM



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The quorum for the Bulls Community Committee is 6 plus an Elected Member.

Council's Standing Orders (adopted 3 November 2016) 10.2 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.

**1 Welcome**

**2 Public Forum**

**3 Apologies**

**4 Members' Conflict of Interest**

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 and Late Items**

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, ..... be dealt with as a late item at this meeting.

**6 Confirmation of Minutes**

The Minutes for the meeting of the Bulls Community Committee held on 12 December 2017 are attached.

File ref: 3-CC-1-1

**Recommendation**

That the Minutes of the Bulls Community Committee meeting held on 12 December 2017 be taken as read and verified as an accurate and correct record of the meeting.

**7 Chair's Report**

A verbal report will be provided at the meeting.

**8 Council Decisions on Recommendations from the Committee**

**The Committee requested that the cost estimates for strengthening the Bulls Water Tower be included at the next meeting in February 2018.**

- The estimated cost for strengthening the Bulls Water Tower is \$300-\$400.

**Options for the bend on SH1 near the RSA**

- An update will be provided to the Committee at the meeting.

**That the Bulls Community Committee recommends to Council that a copy of the engineers report for the Brandon Hall Road Bridge be supplied to the committee.**

- Jim Mestynek (Senior Project Engineer – Roading) has provided a response below:

“From the date of its original construction, the maximum load permitted on the Brandon Hall Bridge has been 44,000 kg (i.e. Class 1). If carriers are crossing the bridge with heavier loads (egg 53 tonne, as below), then they are doing so illegally.

The recent installation of signage stating 44,000 kg Max Gross has been necessary only because on 1 December, NZTA redefined Class 1 nationwide as 45,000 kg (for 7 axle units) and 46,000 kg (for 8 axle units). In fact, the physics of the bridge have not changed at all. It is still permitted to carry only 44,000 kg, just as it always has.

Finally, Council staff are aware of the peak forestry harvest which is looming and which, in fact, already is underway. With this in mind, we are planning within the next year or two to carry out a thorough capacity assessment of this bridge and determine whether strengthening is possible.”

A full inspection report dated May 2017 has been provided as a separate document on the Rangitikei District Council website.

**That the Bulls Community Committee recommends to Council that the Brandon Hall Road Bridge be strengthened and the ‘S Bend removed**

- Council declined this recommendation. The response above from Jim Mestyanek outlines the situation with this bridge. A business case will need to be accepted by the New Zealand Transport Agency to secure financial assistance (without which no work would be feasible).

**That the Bulls Community Committee recommends to Council to request that Wallace Development increase the number of bins at Rangitikei Junction and to clean up the tagging.**

- A letter was posted to Wallace Development on 31 January 2018 requesting that the above issues be addressed. Blair Taylor from Morgans Property Advisors has been in contact with a contractor to have the graffiti removed, and is investigating the issue in regards to the bins.

## **9 Council Response to Queries Raised at Previous Meetings**

**The Bulls Neighbourhood Support Group falls under the Manawatu District. The co-ordinator for the region is:**

Gary Stoneley  
[mdscc@xtra.co.nz](mailto:mdscc@xtra.co.nz)  
06 3237386  
027 3237387

### **Pedestrian refuge Barriers update**

There has been discussion with the New Zealand Transport Agency which, while receptive to the proposal, has yet to formally approve. Once that is done, installation will happen quickly.

## **10 Update on Place-Making Activities**

A verbal update will be provided at the meeting.

## **11 Update on the Bulls Community Centre Development**

Work on detailed drawings and specifications has progressed but will not now be finalised until later this month. A design modification on the top floor is being made to provide for additional meeting space and a separate youth zone.

The decisions on the funding applications to the Lotteries Community Facilities Fund and the Tourism Infrastructure Fund were unfavourable, although there appears to be scope to re-submit an application to the latter in early 2018. An expression of interest to the Whanganui Community Foundation has been submitted.

## **12 Update from Bulls and District Community Development Manager**

A verbal update will be provided at the meeting.

## **13 Small Projects Grant Scheme Update**

A memorandum is attached.

File ref: 3-CC-1-1

### **Recommendation**

That the memorandum 'Small Projects Grant Scheme Update – February 2018' be received.

## **14 Increased delegations**

Following the recommendation from the Committee's December 2017 meeting, Council resolved to give the Bulls Community Committee the following delegations, subject to review in 12 months:

- Community Initiatives Fund - consideration of applications from the ward. The proposed funding is for \$5,400.
- MoU Group Work Programmes - consideration of annual work programme, recommending this to Council and receiving regular written and oral updates.
- Community Facilities/Services - user groups at the Bulls Domain.
- Increased engagement with wider/smaller communities of the ward represented.

## **15 Traffic and Parking bylaw- Council decisions on local requirements**

Following the recommendations from the Committee's December 2017 meeting, Council resolved to adopt the following changes to parking restrictions in Bulls:

- The extension of the 10 minute parking restriction area to 108 High Street, Bulls to include a drop off area for All About Children Childcare.

They also agreed that the 120 minute parking restriction on 106 - 112 Bridge Street be revisited once the Bulls Community Centre has been opened.

## **16 Current Infrastructure Projects/Updates and Other Council Activities within the Ward**

A report is attached.

File ref: 3-CC-1-5

### **Recommendation**

That the memorandum 'Extract for Bulls from activity reports to Assets/Infrastructure Committee, Nov-Dec 2017' be received.

## **17 Information on Creative Communities and Rural Travel Fund grants**

An information pack is attached.

### **Recommendation**

That the information pack 'Grants update February 2018' be received.

## **18 Late Items**

As accepted in Item 5.

## **19 Next meeting**

10 April 2018, 5.30pm

## **20 Meeting Closed**

# Attachment 1



# Rangitikei District Council

## Bulls Community Committee Meeting

Minutes – Tuesday 12 December 2017 – 5:30 pm

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The quorum for the Bulls Community Committee is 6 plus an Elected Member.

Council's Standing Orders (adopted 3 November 2016) 10.2 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.

**Present:**

Mr Tyrone Barker (Chair)  
Ms Lynette Andrews  
Mr Nigel Bowen  
Ms Sandra Boxall  
Mr Matthew Holden  
Ms Annabel Sidey  
Mr Perrin Turner  
Ms Julie Toomey  
Ms Raewyn Turner  
Cr Jane Dunn

**In attendance:**

Ms Christin Ritchie, Governance administrator

**Tabled documents:**

Item 11: Local parking enforcement map - Bulls

Unconfirmed

## 1 Welcome

The Chair welcomed everyone to the meeting.

## 2 Public Forum

Deferred to item 19.

## 3 Apologies

**Resolved minute number**                      **17/BCC/036**                      **File Ref**

That the apologies from His Worship the Mayor, Mr Russel Ward, Cr Graeme Platt and Ms Alex Bertram be received.

Ms Turner/ Ms Sidey. Carried

## 4 Members' Conflict of Interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda. Ms Annabel Sidey noted a possible conflict as she is a board member for the Bulls and District Community Trust.

## 5 Confirmation of Order of Business and Late Items

Discussed in item 19:

- Scotts Ferry ferry
- Neighbourhood Support Group
- Local tagging and shortage of bins in Bulls
- Santoft Domain
- Bulls Christmas Parade

## 6 Confirmation of Minutes

The Committee has asked that an apology for Jan Harris be added to the minutes, and for a typo on page 5 to be corrected for Mr Baker to Mr Barker.

**Resolved minute number**                      **17/BCC/037**                      **File Ref**                      **3-CC-1-1**

That the Minutes of the Bulls Community Committee meeting held on 10 October 2017, as amended, be taken as read and verified as an accurate and correct record of the meeting.

Ms Toomey / Mr Holden. Carried

## 7 Chair's Report

The Chair's report will be included in item 19.

## 8 Council Decisions on Recommendations from the Committee

There were no recommendations from the Committee to Council at the last meeting.

## 9 Council Response to Queries Raised at Previous Meetings

### Bulls Water Tower

The Committee were updated in regards to their request for further information on whether the Bulls Water Tower will require upgrading if it is empty.

A report from Calibre informing that cost estimates have been run on the recommended strengthening of the Bulls Water Tower. Further notes on the item were:

- The budget required for any strengthening will be incorporated into the Long Term Plan.
- No Government funding is available for such remedial works.
- The report states that there is no difference in seismic risk between the Bulls Water tower being empty or full.
- Water within the tower is periodically used as backwash; however, other sources are available.

<b>Undertaking</b>	<b>Subject</b>	<b>Cost estimates for strengthening of the Bulls Water Tower</b>
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The Committee requested that the cost estimates be included at the next meeting in February 2018.

### Pedestrian refuge outside Mobil

The Committee were advised that the New Zealand Transport Agency (NZTA) are opposed to the installation of steel barrier arms as it significantly increases the risk to traffic (especially motorcycles). Instead, the NZTA suggested a PVC barrier could be installed.

<b>Resolved minute number</b>	<b>17/BCC/038</b>	<b>File Ref</b>
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~~That the Bulls Community Committee recommends to Council that the PVC barriers be installed on the pedestrian refuge on Bridge Street.~~

~~Mr Barker / Ms Andrews. Carried~~

The request to install the PVC barriers has been sent through to the roading department to be actioned.

Options for the bend on SH1 near the RSA

NZTA have agreed to fund safety improvements for the area, and are in discussions about the form that might take. The Committee would like to be briefed on the suggestions from the NZTA and the Council's Roading Department.

**10 Proposed changes to delegations**

Cr Dunn spoke to the report, outlining the proposed changes to the Committee's delegations:

Community Initiatives Fund – that the Committee considers local applications, and makes recommendations for approval for a one year trial period.

MoU Group Work Programmes – that the Committee would work with the MoU group to consider and make recommendations to Council for work plan proposals for the year ahead, and to receive progress updates at their bi-monthly meetings. This will help the Bulls Community Committee to become the link between the community and the Council.

Community Facilities/Services – more active consultation process with the Committee in regards to the Bulls Domain.

The Committee were in agreement with the suggested delegations, and were happy to review this in 12 months' time.

<b>Resolved minute number</b>	<b>17/BCC/039</b>	<b>File Ref</b>	<b>3-PY-1-1</b>
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That the report 'Increasing Delegations to Community Committees/Boards' be received.

Cr Dunn / Ms Turner. Carried

<b>Resolved minute number</b>	<b>17/BCC/040</b>	<b>File Ref</b>	<b>3-PY-1-1</b>
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That the Bulls Community Committee recommends to Council that they are supportive of all of the suggested delegations.

Cr Dunn / Mr Turner, Carried

**11 Validation of current local parking enforcements (and suggestions for new ones)**

The Committee viewed and discussed the tabled map showing the existing parking restrictions:

The members wanted the 10 minute parking restriction on High St extended to cover number 108, as this is a drop off area for the All About Children Childcare. They also wanted the 120 min parking restriction from 106-112 Bridge St reviewed once the new Bulls Community Centre has been established.

The Committee members wanted to know if these restrictions are going to be enforced.

<b>Resolved minute number</b>	<b>17/BCC/041</b>	<b>File Ref</b>	<b>1-DB-1-14</b>
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That the Bulls Community Committee recommends to Council that the following changes are made to parking restrictions:

- The 10 minute parking restriction on High Street be extended to cover 106 and 108 High Street.
- The 120 minute parking restriction on 106-112 Bridge Street be revisited once the Bulls Community Centre has been opened.

Ms Boxall / Mr Holden. Carried

## 12 Update on Place-Making Activities

Cr Dunn provided an update for the Committee:

- Funds for the working bee have been awarded, and work will commence in the New Year – the chairs and blackboard will be repainted.
- Cr Dunn wanted to thank Mr Russel Ward for fixing the chair on Criterion St, and Mr Matthew Holden for fixing the chair outside the town hall. Special mention was made to thank Mr Mike Curtain and Ms Jan Harris for fixing the seats by the river which were cut up recently.

A service request will be made to fix the access road to the picnic area by the river, as this is in bad disrepair.

## 13 Update on the Bulls Community Centre Development

Mr Barker updated the committee on the development to date:

- The lotteries grant was unfortunately declined, however we will be putting through another application.
- A very generous donation of \$200,000 was made by the Duddings Trust
- The single door has been changed to a double door after feedback
- A total of \$100,000 against a target of \$105,000 has been raised through local fundraising.
- A house donated by Central House Movers, is to be relocated onto a section donated by the Council, and renovated by volunteers. This will be auctioned and the proceeds will go towards the community centre build.
- A fundraising auction is to be held

- The golf tournament raised over \$10,000

The build contract will be going out to tender in the New Year.

## 14 Update from Bulls and District Community Development Manager

An update was provided by Ms Annabel Sidey:

- The Rose Show was very successful, although she is unsure of the amount raised at this stage.
- Bulls Bags will have their Breakfast launch on Friday at 7.00 am
- The Community Concert will be held on 21 January 2018, 5.00 pm. The Noodles from Wellington have been confirmed as the band.
- The magnets were delivered a few months ago
- The first Neighbourhood Support meeting was held
- The Annual Bulls Christmas Parade was only awarded \$500 for the Event Sponsorship Fund. Ms Jan Harris held a raffle to help cover the shortfall in costs.

The Bulls Community Committee wanted to formally thank Ms Jan Harris for her community work, especially the Christmas Parade.

## 15 Small Projects Grant Scheme Update

It was noted that an additional \$350 was approved to be paid as a contribution to the Christmas Parade.<sup>1</sup>

**Resolved minute number** 17/BCC/042      **File Ref** 3-CC-1-1

That the memorandum 'Small Projects Grant Scheme Update – December 2017' be received.

Cr Dunn / Ms Toomey. Carried

## 16 Outcome of consultation on priority buildings – Building (Earthquake-prone buildings) Amendment Act

Cr Jane Dunn updated the committee:

Council consulted with the community in October 2017 in regards to strengthening earthquake-prone buildings in half the time due to their location in areas where there are high numbers of people or traffic – 'priority areas'.

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<sup>1</sup> This was paid directly by Council and is not a charge on the Committee's Small Projects Fund.

A total of 22 written submissions were received, with 5 submitters choosing to speak at the oral hearing. The majority of submissions were opposed to the proposed priority areas, expressing concerns about the economic viability of the proposal.

Following this feedback from the community Council decided to adopt 'no priority areas'.

## **17 Proposed reference group for combined Marton-Bulls wastewater facility – Membership suggestions**

Mr Barker updated the committee:

- Members of the Marton-Bulls Wastewater Facility Advisory Group were confirmed at the Council meeting on 30<sup>th</sup> November
- Laura Weir, Denis Hocking, Tyrone Barker (Chair BCC) and a representative of the Tutaenui Stream Restoration Society.
- A few proposals have been put forward, but is still a work in progress.

## **18 Current Infrastructure Projects/Updates and Other Council Activities within the Ward**

No comments were made in regards to the report.

**Resolved minute number**                      **17/BCC/043**                      **File Ref**                      **3-CC-1-5**

That the memorandum 'Extract for Bulls from activity reports to Assets/Infrastructure Committee, Sep-Oct 2017' be received.

Ms Turner / Mr Barker. Carried

## **19 Late Items**

As accepted in Item 5:

- 1 Ms Heather Thorby, a member of the public, addressed the Committee, with her requests:
  - The bridge on Brandon Hill Road has recently been signposted with weight restrictions of 44 tonnes. The majority of trucks which need to use the bridge are a minimum of 53 tonnes. Trucks not being able to use this route are impacting on stock transport and logging trucks. The bridge has not been upgraded since 1958. The farmers on the road will be asking for rates rebates if the bridge cannot be strengthened.
  - The 'S' Bend on Brandon Hill road is also too narrow for cars and trucks to use safely. The road at the bend is only 5 metres wide.

- There is a poplar tree which is about to fall onto Brandon Hill Road and needs to be removed urgently.

**Resolved minute number**                      **17/BCC/044**                      **File Ref**

- a) That the Bulls Community Committee recommends to Council that a copy of the engineers report for the Brandon Hill Road Bridge be supplied to the committee.
- b) That the Bulls Community Committee recommends to Council that the Brandon Hill Road Bridge be strengthened and the 'S' bend be straightened.

Ms Turner / Cr Dunn. Carried

- 2 The bins at the Rangitikei Junction/Wallace Development BP Site are always overflowing. The area has also been tagged.

**Resolved minute number**                      **17/BCC/045**                      **File Ref**

That the Bulls Community Committee recommends to Council to request that Wallace Development increase the number of bins at Rangitikei Junction and to clean up the tagging.

Ms Turner / Ms Toomey. Carried

- 3 The Neighbourhood Support Group had its first meeting where 5 members attended. They are looking to establish a data base of supporters, and would like the Bulls Community Committee to be the points of contact, and to promote the initiative. A Notice will go on the Bulletin.

**Undertaking**                      **Subject**                      **Neighbourhood Support Representative**

Council to advise who the Bulls Neighbourhood Support Group representative is, and to supply contact details.

- 4 The Scott's Ferry community and the Bulls Museum have raised \$7,000 of the \$8,000 target for repairs to the ferry at Scott's Ferry. They are requesting a donation from the Bulls Community Committee.

**Resolved minute number**                      **17/BCC/046**                      **File Ref**

The Bulls Community Committee approves the payment of \$200 from the Small Projects Grant Scheme, payable to the Bulls District Historical Society.

Ms Boxall / Mr Turner. Carried

- 5 A Public meeting was held to discuss getting the Santoft Domain restored as it is one of only three in the Rangitikei area. Some earlier suggestions were for a cricket ground, equestrian events, archery and walking tracks. The Domain has been leased over the years, and these funds have gone into a Santoft Domain fund, and will be used for the restoration. The next meeting will be held in the New Year, and they are hoping to get more people there, including a representative from the Bulls ward. The first course of action will be getting the gorse and lupin removed from the 20 acre domain.
- 6 It was noted that the Bulls Community Centre flyers were not received by most people.
- 7 People felt the communication from the burst water main yesterday was not sufficient.

## 20 Next meeting

13 February 2017, 5.30 pm

## 21 Meeting Closed

The meeting closed at 7.40 pm.

Confirmed/Chair: \_\_\_\_\_

Date:

# Attachment 2

# MEMORANDUM

TO: Bulls Community Committee

FROM: Nardia Gower, Governance Administrator

DATE: 11 January 2018

SUBJECT: **Small Projects Grant Scheme Update – February 2018**

FILE: 3-CC-1-1

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## **1 Allocation**

- 1.1 The amount of the 2017-2018 Small Projects Grant Scheme for Bulls Ward is \$1,254.00.
- 1.2 The allocation of the Small Projects Grant Scheme is for the period 1 July to 30 June each year. At its meeting on 29 February 2016, Council resolved to allow carry-forward from one financial year to the next of up to 100% of the annual allocation for any Committee's Small Projects Grant Fund, with the proviso that this be a specific resolution of the Committee.
- 1.3 At its last meeting for the 2016-2017 year the Committee resolved to carry-over the balance of the Scheme; the remaining balance was \$1,349.53.00 which includes \$919 for beanbags and banners. This gives a total allocation for the 2017-2018 year of \$2,603.53.

## **2 Breakdown**

- 2.1 For the 2017/2018 year the following amounts have been earmarked by the Committee (but unspent):
- \$300 for paint and potting from Resene and Mitre 10 for a town centre working bee.
- 2.2 For the 2017/2018 year the following amounts have been spent by the Committee:
- \$200 to the Bulls District Historical Society towards repairs of the ferry at Scotts Ferry – Paid 19 December 2017

## **3 Remaining Budget**

- This leaves a remaining budget for the 2017-2018 financial year of \$2,103.53.

### **Recommendation**

That the memorandum 'Small Projects Grant Scheme Update – February 2018' be received.

Nardia Gower  
Governance Administrator

# Attachment 3

COMMUNITY AND LEISURE ASSETS GROUP OF ACTIVITIES 2017/18				Dec-17
Major programmes of work outlined in the LTP/Annual Plan 2017/18				
Parks and Open Spaces	Design/ Scoping	Progress to date	Progress for this period	Planned for the next two months
Funnell Reserve development – Gateway to Bulls	Looking at options for this project	Some discussions held with the local community.		Finalise a design for this project for implementation during summer.
Achieve wastewater run-off compliance at Dudding Lake	Scope of fencing confirmed	Discussion with fencing contractor to deer fence the effluent field. Fencer confirmed for summer 2017/2018.		Fencing and weed clearance planned for summer and planting winter 2018.
Parks Upgrade Partnership- \$50,000 available		\$3400 has been granted to Taihape Showjumping Group for upgrading horse yards at Memorial Park, Taihape.	No new applications	
Parks and Reserves: carry forward projects from 2016/17				
Parks Upgrade Partnership Fund: BBQ & seating, Wilson Park (proposal from Marton Community Committee) \$6,000 Friends of Mt Stewart – Lookout \$14,226.00 RDC - Drinking Fountains - \$9,343.57	Building consent issued for lookout tower. Friends of Mt Stewart - lookout tower: no further progress will be made until ground conditions dry out. External funding of \$15,343.71 has been received by RDC meaning (with Council's contribution) that three fountains can be purchased.	Three drinking water fountains have been purchased (for Centennial Park, Marton, Bulls Domain, and Memorial Park, Taihape) and initial discussions held re installation. One water fountain has been installed to date (at Centennial Park). MCC has confirmed they no longer require the \$6000 towards a BBQ and seating for Sir James Wilson Park.	The Mt Stewart lookout tower was completed and an opening ceremony held on 21 December. A water fountain was installed at Memorial Park, Taihape (and the Bulls Domain drinking fountain was installed mid-January.)  These carry-forward project from 2016/17 are now complete.	
Community Buildings	Design/ Scoping	Progress to date	Progress for this period	Planned for the next two months
Commence construction of the exterior of the multi-purpose facility in Bulls	Draft preliminary estimate has been received for the new multi-purpose facility in Bulls. Value Management workshop was held to identify areas where costs could be reduced e.g. substitution of materials. Consultation on the altered funding model and the sale of surplus property conducted as part of the 2017/18 Annual Plan process. Council confirmed its decision to commission detailed drawings and specifications.	A supplementary funding application has been made to the Lotteries Community Facilities Fund, along with an application to the enhanced Tourism Infrastructure Fund. \$200,000 received from JBS Dudding Trust.	Work is progressing on the preparation of the detailed drawings and specifications, and these are due to be completed by the end of January. A design modification on the top floor is being included to provide for additional meeting space and a separate youth zone. Funding applications to Lotteries Community Facilities Fund, and the Toursim Infrastructure Fund were unsuccessful.	Expression of interest will be submitted to Whanganui Community Foundation. A further application may be submitted to the Toursim Infrastructure Fund later in the year.
Secure a new contract for the cleaning of Council properties	Council resolved to seek tenders for several geographically defined contracts allowing tenders to cover one, some or all of the contracts, with the new contract/s to start from 1 November 2017, to include the proposed Mangaweka village and Papakai Park toilet facilities, to be inclusive of all cleaning and stock consumables, and to be for a two year period, and that, simultaneously with seeking tenders, staff investigate the implications of bringing the cleaning service in-house.	Council has resolved that an in-house cleaning service for council properties, district-wide, will be implemented, effective 1 November 2017. Materials and consumables have been sourced. Health & Safety briefing has been planned for transferring staff, and appropriate consumable guides and wall charts have been prepared for each council site. In-house team commenced.	This item is now complete.	
Community Housing	Design/ Scoping	Progress to date	Progress for this period	Planned for the next two months

Continue the upgrade programme for Council's community housing (unless the ownership and control is transferred to another organisation)	Inspections will be carried out using the Housing Warrant of Fitness Assessment Checklist and Manual as prepared by the Otago Medical School.	Council resolved, at their November meeting, that the management/ownership of community housing remain in-house for the time-being. Council also resolved that it investigates a rental policy, effective 1 July 2018, determining criteria for break-even rentals and market rentals, and also implements an integrated approach to the delivery of an effective and efficient capital renewal programme including ways to improve the warmth and energy efficiency, and reconfigure and improve the functionality, including sale and purchase, and re-builds and new builds.		Rental policy will be prepared.
<b>Property</b>	<b>Design/ Scoping</b>	<b>Progress to date</b>	<b>Progress for this period</b>	<b>Planned for the next two months</b>
Proceed with intended disposal of surplus sites in Bulls to help fund the new multi-purpose facility, taking into account concerns expressed during submission on Haylock Park	Investigate saleability of Council-owned surplus sites and include in Consultation Document for the 2017/18 Annual Plan	High-level consideration of Council involvement in subdivision rather than outright sale of the larger surplus properties. Detailed scrutiny of the circumstances behind the acquisition of the Walton Street site, Haylock Park and the Criterion Street carpark behind the Medical Centre (with particular regard to offer back requirements). Clarification sought from Heritage New Zealand on how the heritage covenant on the Wilis Redoubt could impact on other parts of the Walton Street site	Working on obtaining easements for sites containing Council infrastructure.	Confirmation of disposal process for Walton Street and Haylock Park sites; preparation for marketing of Criterion St carpark and information centre site
<b>Public Toilets</b>	<b>Design/ Scoping</b>	<b>Progress to date</b>	<b>Progress for this period</b>	<b>Planned for the next two months</b>
Install public toilets in Mangaweka Village and, if there is sufficient external funding, investigate additional toilets in Papakai Reserve (Taihape), Toe Toe Road, the River Bank at Bulls, Bruce Reserve in Hunterville, Ratana, and Simpsons Bush north of Hunterville	Funding confirmation has been received from Regional Mid-Sized Tourism Facilities Grant Fund for toilets at Mangaweka village, Papakai Reserve, and Bruce Reserve.	Quotations for pre-built structures were sought from three suppliers as per Council's procurement policy. On-site visits have been held with the preferred supplier. Awaiting confirmed quotations. Further on-site meeting to be held at Bruce Park with supplier and DoC.	Planning resource consent requirements for proposed Mangaweka site are continuing to be worked through. Discussions have continued with DoC.	Secure resource consent for Mangaweka Village toilet. Stage II will be completed during summer months of 2017/18.

## ROADING AND FOOTPATHS GROUP OF ACTIVITIES 2017/18

Dec-17

### Major programmes of work outlined in the LTP/Annual Plan 2017/18

Pavement Rehabilitation	Route Position Length	Status	Start date	Completion date	Planned for the next two months
Rehabilitation of 6.52 km of existing sealed roads subject to Project Feasibility Reports to determine validity for progressing to the design and construction phase.					
Bulls: Parewanui Road,	RP. 5820-7780; 1960m		Feb-18	Apr-18	In the design phase.
Bulls: Parewanui Road,	RP. 9720-9920; rescheduled as seal widening for forestry traffic		Mar-18	Apr-18	In the design phase.
Bulls: Parewanui/Ferry Roads intersection,		This intersection requires an Inovative design due to stresses by heavy vehicles turning.	Apr-18	May-18	Design criteria being investigated.
<b>Sealed Road Resurfacing (over 200m)</b>	<b>Route Position Length</b>	<b>Status</b>	<b>Start date</b>	<b>Completion date</b>	<b>Planned for the next two months</b>
Sealed road resurfacing of 60.9 km (over 200 metres). This list is indicative and subject to alteration when and where reprioritised sites and conflicts with external activities are identified.					
Bulls Duncan Road	RP. 3 - 1162 - 1159m				Re seal programme commenced December 11.
Bulls Ferry Road	RP. 28 - 510 - 482m				
Bulls High Street	RP. 1360 - 1392 - 32m (AC)				
Bulls Knottingly Road	RP. 3 - 832 - 829m				
Bulls Parewanui Road	RP. 1575 - 2978 - 1403m				
Bulls Santoft Road	RP. 3695 - 6030 2335m				
Capex report 2017/18	cumulative to 30/09/2017	cumulative to 31/12/2017	cumulative to 30/3/2018	cumulative to 30/6/2018	Budget

Sealed road surfacing:	\$507				1,789,375
Drainage Renewals	10,687				352,425
Pavement rehabilitation	214,863				1,688,679
Structures component replacement	175				189,163
Traffic services renewal	176,516				224,950
Associated improvements	This category has been deleted				
Unsealed road metalling	159,916				460,125
TOTAL	562,664 (12%)				4,704,717
Streetlight renewals	Design/ Scoping	Tender/Contract docs	Under construction	Complete	Planned for the next two months F74:F88
LED replacements – accelerate the replacement of high pressure sodium in pedestrian category lighting areas[1] so that the programme of replacing all 1098 streetlights not yet replaced by LEDs is complete before December 2018 [1] This category includes all the District’s local urban roads except for some high use routes n Marton. State highways are outside the scope of this programme.					LED Order expected by October and work will commence as soon as possible to replace existing lights.
New Footpaths	Design/ Scoping	Tender/Contract docs	Under construction	Complete	Contactor
Bulls Dalziel Street	site under investigation and design.	Removed from programme			Removed from programme in order to tie with future work
Minor safety improvements	Design/ Scoping	Tender/Contract docs	Under construction	Complete	Planned for the next two months
Bulls: Parewanui Road – seal widening – location subject to Safety Study					Complete analysis of the Safety study report which involves draft designs (Options) .
<b>Other major programmes of work carried out during 2017/18</b>					
Projects	Design/ Scoping	Tender/Contract docs	Under construction	Complete	Planned for the next two months
Investigate and report on * placing hotmix on the remainder of the roadway in the Bulls Domain.	Plan to carry out this work during the summer				
Carry forward programmes from 2016/17					
Other areas of network following storm event in June 2015					James road site to be completed - carried over from the 16/17 year.
Repairs to damage from Debbie event April 2017					Most sites have been designed for repair and repairs currently underway
Repairs for damage to network arising from July 13/14 event.					Considerable damage to the network as a result of this event. Most designs completed and work has commenced on some sites
<b>RUBBISH AND RECYCLING GROUP OF ACTIVITIES 2017/18</b>			<b>Dec-17</b>		
<b>Major programmes of work outlined in the LTP/Annual Plan 2017/18</b>					
What are they:	Targets	Progress to date	Work planned for next three months		

Review the Waste Management and Minimisation Plan	This must be complete by 30 June 2018: Waste Management Act, section 50. Consultation will coincide with that undertaken for the 2018-28 Long Term Plan. The waste assessment (prescribed under section 51 of the WMA) must be complete before that review starts. Ideally, this work entails an analysis of all waste streams. However, as all kerb-side collection of waste in the District is done by private contractors, access to information about the characteristics of this waste is unlikely. This means the analysis is confirmed to waste taken to the waste transfer stations. Budget Waste takes its waste direct to the landfill.	Council LTP workshop held in December-Revised costings for various options tabled	Costs provided for proposed initiatives 1) Kerbside recyclables collection: All major towns 2) Recycling container container at Koitiata. 3) Council funded kerbside rubbish bag collection.
Waste minimisation	Waste Education NZ visits.	Marton School -August	Participation is optional
	Horizons EnviroSchools programme.	Kumara cluster workshop	Participation in programme - optional

<b>Other projects</b>			
What they are:	Targets:	Progress to Date	Work planned for next three months
WMMP 2017	Prepare Draft for Consultation	Councillors received copy of draft -Dec 17	Consultation on draft WMMP 2017

<b>SEWERAGE AND THE TREATMENT AND DISPOSAL OF SEWAGE GROUP OF ACTIVITIES 2017/18</b>	<b>Dec-17</b>
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<b>Major programmes of work outlined in the LTP/Annual Plan 2017/18</b>				
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Projects	Design/ Scoping	Tender/Contract docs	Under construction	Complete
Bulls: reticulation renewal – Bulls Domain (\$20,000).	Scope to be confirmed			
Continue review of trade waste agreements. This was noted in the LTP specifically for Midwest Disposals	Dependent on Consent renewal - consent lodged 2015.			

<b>Other major programmes of work carried forward from 2016/17</b>				
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Projects	Design/ Scoping	Tender/Contract docs	Under construction	Complete
Bulls wastewater treatment plant upgrade in terms of the new consent requirements.	Holding consent applied for, waiting on Horizons response.			

<b>WATER SUPPLY GROUP OF ACTIVITIES 2017/18</b>	<b>Dec-17</b>
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<b>Major programmes of work outlined in the LTP/Annual Plan 2017/18</b>				
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Projects	Design/ Scoping	Tender/Contract docs	Under construction	Complete
Bulls: reticulation renewals (\$538,000).	Scope to be confirmed	Bulls water Strategy to be done by GHD. GHD also designing SH3 upgrade for NZTA and understands urgency of water strategy.		

<p>Bulls: physical works to replace one of the two Trickers Hill reservoirs and seismic strengthening work (\$933,000)</p>	<p>New reservoir at Trickers, seismic strengthening of Concrete building and filter at Bridge St (est. \$100-\$200k) and possible strengthening of mushroom at Bulls. New reservoir to be minimum 900m<sup>3</sup>, preferably 1200m<sup>3</sup>, with new access track on legal title. Seismic assessment of mushroom indicates \$300-\$400k of strengthening work required. Money available will depend on cost of new reservoir and a requirement for the mushroom to remain as a feature of Bulls. Annual Plan budget - renewals to reservoirs and lift pumps (\$757,000 for seismic strengthening). Physical works (\$933k) deferred to 17/18 as part of revised 16/17 budget allocation</p>	<p>(1) Investigation underway, in discussions with landowner for reservoir, Access and easements required. Road design underway, Seismic analysis will be handled as part of larger contract. Lift pump options being investigated. (2) looking at alternative options / sites for a reservoir in Bulls. (3) Seismic strengthening of Bulls Mushroom design underway with contract due out late January 2018</p>		
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**Major projects Carry-forwards 2015/16**

Projects	Design/ Scoping	Tender/Contract docs	Under construction	Complete
<p>Bulls: Design and construction of new reservoir as a result of seismic assessment (\$633k)</p>	<p>New reservoir at Trickers, seismic strengthening of Concrete building and filter at Bridge St (est. \$100-\$200k) and possible strengthening of mushroom at Bulls. New reservoir to be minimum 900m<sup>3</sup>, preferably 1200m<sup>3</sup>, with new access track on legal title. Seismic assessment of mushroom indicates \$300-\$400k of strengthening work required. Money available will depend on cost of new reservoir and a requirement for the mushroom to remain as a feature of Bulls. Annual Plan budget - renewals to reservoirs and lift pumps (\$757,000 for seismic strengthening). Physical works (\$933k) deferred to 17/18 as part of revised 16/17 budget allocation</p>	<p>(1) Investigation underway, in discussions with landowner for reservoir, Access and easements required. Road design underway, Seismic analysis will be handled as part of larger contract. Lift pump options being investigated. (2) looking at alternative options / sites for a reservoir in Bulls. (3) Seismic strengthening of Bulls Mushroom design underway with contract due out late January 2018.</p>		

# Attachment 4

# Memorandum

To: The Bulls Community Committee

From: Christin Ritchie

Date: 12 February 2018

Subject: **Grants and Funding Overview**

File: 3-GF-3-1

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## Overview

There are five different Grants and Funds open to the public, with different funding rounds throughout the year. Full information about these schemes can be found on the Council website: <https://www.rangitikei.govt.nz/district/community/grants-funding>

## Creative Community Scheme

This fund is supplied by Creative NZ and administered by the RDC. Members of the public are nominated to the committee, and are joined by a Councillor and the Mayor. Committee terms are for three years, with the latest term beginning in November 2016.

Applications are encouraged from community groups and individuals whose projects demonstrate growth over time, develop and support local artistic communities, and that encourage a transfer or artistic skills. Diversity, inclusion, and projects with a youth focus are also encouraged. *An example is workshops teaching kids screen-printing techniques to create posters for display.*

There are two funding rounds per year, usually opening in March and October.

## Sport NZ Rural Travel Fund

This fund is supplied by Sport NZ and administered by the RDC. The Committee is made up of two Councillors and the Mayor.

The fund was developed in response to concerns raised about the lack of participation in sport by young people living in rural communities. It is targeted at young people aged between 5 and 19 years, and is open to all rural sports clubs with eligible members who require subsidies to assist with transport expenses to local sporting competitions. *An example is Hunterville Children's Saturday Morning Sports Club.*

There is one funding round per year, usually opening in March.

## **Community Initiatives Fund**

This is an RDC fund intended to support community-based projects in the Rangitikei district that develop community cohesion and community resilience. The fund has previously been awarded by the Finance / Performance Committee. However this year the decision has been delegated to the respective Community Committees and Boards to make.

Applications are open to groups (not individuals) that show benefit in one of the following areas: community service and support, leisure promotion, and heritage and environment. Applications are open to local groups as well as those from outside the Rangitikei, however, clear benefit to the Rangitikei must be demonstrated. *An example is a community support group for diabetes sufferers.*

There are two funding rounds per year, usually opening in July and November.

## **Events Sponsorship Scheme**

This is a Council fund intended to support events in the district that help to develop community cohesion and reinforce economic growth. The fund is awarded by the Finance / Performance Committee. There is a maximum cap of 50% of eligible costs that can be funded.

There are three main categories of events: high profile, community, or high profile community events. Applications are open to groups (not individuals) whose events take place within the Rangitikei, and that aren't funded by the RDC ratepayers through other means. The impact of high profile events on the local economy will be measured and reported upon. *An example is the Marton Country Music Festival.*

There are two funding rounds per year, usually opening in July and November.

## **Parks Upgrades Partnership Fund**

This is a Council fund and is the only fund that is available for capital purchases. The fund is awarded by the Assets / Infrastructure Committee and is open year-round. The Council provides up to 33% in cash of the value – in cash or in kind - of the contribution from the community.

The fund aims to encourage partnerships with community groups to develop facilities for recreation and leisure. Focus is on community-led, small-scale projects which create, replace or improve local assets. *An example is the purchase and installation of irrigation equipment for a community garden.*

Funding is open year-round.

## 2018 Dates

<b>2018</b>	<b>R1 opens</b>	<b>R1 closes</b>	<b>Decision made</b>	<b>R2 opens</b>	<b>R2 closes</b>	<b>Decision made</b>
<b>Creative Communities Scheme</b>	Thurs, 1 March	Thurs, 29 March	Tues 24 April	Mon, 1 October	Fri, 2 November	Tues, 27 November
<b>Sport NZ Rural Travel Fund</b>	Thurs, 1 March	Thurs 29 March	Thurs, 26 April	n/a	n/a	n/a
<b>Community initiatives Fund</b>	Mon, 16 April	Thurs, 17 May	Early –mid June	Mon, 13 August	Thurs, 13 September	Early – mid October
<b>Event Sponsorship Fund</b>	Mon, 28 May	Fri, 29 June	Thurs, 26 July	Mon, 1 October	Fri, 2 November	Thurs, 29 November

Christin Ritchie  
Governance Administrator

# RURAL Travel Fund

2017 - 2018 GUIDELINES



SPORT  
NEW ZEALAND

Community sport

**CONTENTS OF GUIDELINES**

1)	Background	page 2
2)	Eligible teams	page 2
3)	Eligible travel	page 2
4)	Accountability for funding	page 3
5)	Goods and services tax (GST)	page 3
6)	Return of unspent funding	page 4
7)	Further information	page 4
8)	FAQs	page 4

## **Guidelines**

### **1) Background**

Geographical isolation, urban drift, lack of employment opportunities, and lack of access to other funding sources have been identified as barriers to participation in sports by young people in rural communities. The Rural Travel Fund was launched by Sport New Zealand in response to concerns raised by Territorial Authorities about the lack of participation in sports by young people living in rural communities.

The Rural Travel Fund subsidises travel for junior teams participating in local sports competitions outside of school time.

Sport New Zealand provides Rural Travel Funding to Territorial Authorities that have less than 10 people per square kilometre, and who wish to participate in the Rural Travel Fund. Those Territorial Authorities then provide the funding to junior teams, and administer the funding.

Sport New Zealand is making Rural Travel Funding available to Territorial Authorities in 2017/2018, so that they can allocate funding to eligible teams to use for travel to sports competitions.

### **2) Eligible teams**

Applications for funding from the Rural Travel Fund can be made by rural sport club teams and rural school club teams within the Territorial Authority region, with members aged between 5 and 19 years, who require financial assistance with transport costs so that they can participate in local sports competitions.

### **3) Eligible travel**

The following criteria will be applied by Territorial Authorities when considering applications for funding made by eligible teams (along with any other criteria that the Authority considers appropriate).

A rural school club team will be eligible for funding if it is participating in a regular local sports competition out of school time, which excludes inter-school and intra-school competitions run during school time.

A rural sports club team will be eligible for funding if it is participating in an organised, regular sports competition through club membership outside of school time.

**Please note:** Funding will **not** be provided for, and may not be used for, the purpose of travel to **regional** or **national** sports competition.

#### **4) Accountability for funding**

You must only use the funding for travel costs that arise from the team participating in a local competition, and as agreed with the relevant Territorial Authority.

You must return an accountability form to the Territorial Authority administering your funding that shows how the funding was spent, including by providing proof of purchases made and any receipts.

**Please note:** Accountability forms must be returned by 30 May 2018. If you do not return your accountability form by the date specified above, it may jeopardise the provision of future funding to your team.

#### **5) Goods and Services Tax (GST)**

##### *GST registered organisations*

If you are a GST registered organisation, the Territorial Authority administering your funding will pay your funding plus GST. You must then account for the GST to the Inland Revenue Department (IRD).

##### *Non-registered GST organisations*

If you are not GST registered, the Territorial Authority administering your funding will not add GST to your funding.

#### **6) Return of unspent funds**

You must return any funds you have not spent as at 30 June 2018 to the Territorial Authority administering your funding.

#### **7) Further information**

If you have any questions regarding the Rural Travel Fund, there are FAQs at the back of these Guidelines. Sport New Zealand also has a FAQ section on its website at <http://www.sportnz.org.nz/managing-sport/programmes-and-projects/sport-new-zealand-rural-travel-fund>.

If you would like to speak to someone in person, please contact Fiona Ramsay at Sport New Zealand on 04 472 8058 – extension 3012 or email [fiona.ramsay@sportnz.org.nz](mailto:fiona.ramsay@sportnz.org.nz).

## 8) FAQs

### **Q. What is the Sport New Zealand Rural Travel Fund?**

A. The Sport New Zealand Rural Travel Fund is a partnership between Sport New Zealand and Territorial Authorities that assists the development of junior sport in rural communities by providing funding to subsidise travel.

### **Q. Who administers this funding?**

A. Sport New Zealand provides Rural Travel Funding to Territorial Authorities who administer and allocate the funding in their regions.

### **Q. Can individuals apply for funding?**

A. No, all applications must come from sport club teams or school club teams. Funding will not be provided to individual players, coaches or officials for the purpose of travel.

### **Q. How are Territorial Authorities selected to participate in the Rural Travel Fund?**

A. Sport New Zealand has selected Territorial Authorities based on a formula that takes into account population density. Eligible Territorial Authorities have a population density of less than 10 people per square kilometre.

### **Q. Where can I get an application form?**

A. Application forms can be obtained from your local Territorial Authority.

### **Q. Who can apply for funding?**

A. Sport club teams and school club teams within a Territorial Authority that receives Rural Travel Funding, who have members aged between 5 and 19 years, and who meet the Rural Travel Fund eligibility criteria.

### **Q. Our team has applied for funding to help pay for travel expenses to get to National Champs. Are we eligible?**

A. No, you are not. Funding is only available for travel to regular, local competition. For example, Saturday morning or week night games.

### **Q. Can we get funding for our school team for a one off or annual inter school competition?**

A. No, funding is only available for travel to regular, local competition.

### **Q. How can I find out about the application process for the Rural Travel Fund?**

A. Contact your local Territorial Authority for more information.

**Q. Who should I contact at Sport New Zealand for more information?**

A. Please contact Fiona Ramsay at Sport New Zealand on 04 472 8058 or email [fiona.ramsay@sportnz.org.nz](mailto:fiona.ramsay@sportnz.org.nz)

Applicants should be resident in the Rangitikei District Council area.

- Please complete one application form per project.
- If you require assistance, please contact the SPORT NZ Rural Travel Fund Administrator at the Rangitikei District Council.
- For clarity please type or print in black ink. Applications are photocopied.
- Please provide supporting information on A4 paper for photocopying purposes.

Please complete this form by writing details in the spaces provided.

Closing date for applications: **Thursday, 29 March 2018, 12.00 pm (noon)**

Send your application to:

Postal Address: Private Bag 1102, Marton 4741

Courier or hand deliver to: 46 High Street, Marton

Mark your application for the attention of: **Christin Ritchie**

Late applications will not be considered.

### **First check your eligibility**

The Rural Travel Fund is designed to help subsidise travel for junior teams participating in local sport competition.

### **RURAL TRAVEL FUND ELIGIBILITY**

Application for the Rural Travel Fund is open to rural sports clubs and rural school teams with young people aged between 5-19 years who require subsidies to assist with transport expenses to **local** sporting competitions.

*Please Note: The Rural Travel Fund is managed by the local territorial authority and funding cannot be provided for the purpose of travel to regional or national events.*

### **ASSESSMENT CRITERIA**

The following criteria shall be applied when considering applications for funding. School club teams and sport club teams are defined as:

- “A school club team participating in local sport competition in weekends, that **excludes** inter-school and intra-school competitions played during school time”; and/or
- “A sports club team participating in organised sport competition through club membership outside of school time”.

**SPORT NZ RURAL TRAVEL FUND APPLICATION FORM 2017-2018**

**A Details**

Name of organisation: \_\_\_\_\_

Postal address: \_\_\_\_\_

PO Box address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**B Contact Names (please provide 2 contacts)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**C Organisation Details**

1 How many members belong to your club/organisation? \_\_\_\_\_

2 Are you a club or a school? \_\_\_\_\_

3 Will the travel subsidy benefit participants aged between 5 and 19 years?  Yes  No

(If YES, please show how many participants) \_\_\_\_\_

4 How many participants are aged between 5-12 years? \_\_\_\_\_

5 How many participants are aged between 13-19 years? \_\_\_\_\_

6 Does your application involve a partnership with a local school?  Yes  No

7 What is this funding going to be used for? (Briefly explain)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8 What percentage of your members live in the Rangitikei District? \_\_\_\_\_ %

**D Financial Details**

1 Are you registered for GST?  Yes  No

(If YES, please write you GST number in the space provided)

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2 How much money are you applying for?

\$ \_\_\_\_\_ Sport NZ funding

\$ \_\_\_\_\_ other funders

\$ \_\_\_\_\_ your contribution

\$ \_\_\_\_\_ TOTAL

3 Have you applied to any other organisation for funding and if so what was the result (*briefly explain*) - refer to Table 1 below

Table 1

Organisation - ( <i>including other councils</i> )	Amount requested (\$)	Results date ( <i>if known</i> )

4 Do you have endorsement of your local affiliated club/school for this application for funding? (*This is only relevant if the group applying is the regional body.*)  Yes  No

(If YES, please briefly explain and attach evidence of this)

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**F Declaration**

**We hereby declare that the information supplied here on behalf of our organisation is correct.**

We consent to the Rangitikei District Council collecting the personal contact details and information provided in this application, retaining and using these details and disclosing them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 1993.

1 Name: \_\_\_\_\_  
Position in organisation/title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

2 Name: \_\_\_\_\_  
Position in organisation/title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Please attach:**

- 1 A balance sheet from your organisation (ie financial statement)
- 2 A deposit slip (in case your application is approved)
- 3 Evidence of your endorsement from your local affiliated club/school (if required)

**Checklist:**

- 1 Have you answered every question?
- 2 Have you attached the relevant documents with your application?
- 3 Send your application form with the relevant documents to your local authority by:  
**Thursday, 29 March 2018, 12.00 pm (noon)**

# Funding for local arts

## Get involved

**COVER**

Rashid Ansorali at Mixit  
Refugee Youth Arts.  
Photo by Wendy Preston.

## This brochure tells you if your project is able to be funded through the Creative Communities Scheme (CCS) and how to make an application.

CCS helps to fund local arts projects. Each year Creative New Zealand provides CCS funding to city and district councils to distribute in their area.

### RIGHT

Mixed ability circus workshop. Photo by Circability.



## Can I get funding for my project?

To get funding through CCS your arts project must do at least one of the following:

### Participation

Create opportunities for local communities to engage with, and participate in local arts activities, for example:

- > Performances by community choirs, hip-hop groups, theatre companies, musicians or poets
- > Workshops on printmaking, writing or dancing
- > Creation of new tukutuku, whakairo or kowhaiwhai for a local marae
- > Exhibitions by local craft groups promoting weaving, pottery and carving
- > Festivals featuring local artists

- > Creation of a community film or a public artwork by a community
- > Artist residencies involving local artists or communities
- > Seminars for local artist development

### Diversity

Support the diverse artistic cultural traditions of local communities, for example:

- > Workshops, rehearsals, performances, festivals or exhibitions in Māori or Pasifika heritage or contemporary art forms
- > Workshops, rehearsals, performances, festivals or exhibitions by local migrant communities
- > Arts projects bringing together groups from a range of different communities
- > Workshops, rehearsals, performances, festivals or exhibitions by groups with experience of disability or mental illness

### Young people

Enable young people (under 18 years) to engage with, and participate in the arts, for example:

- > A group of young people working with an artist to create a mural or street art
- > A group of young people creating a film about an issue that is important to them
- > Printing a collection of writing by young people
- > Music workshops for young people
- > An exhibition of visual art work by young people

### Your project must also:

- > Take place within the city or district where the application is made
- > Be completed within 12 months of funding being approved
- > Benefit local communities
- > Not have started or finished before CCS funding is approved
- > Not have already been funded through Creative New Zealand's other arts funding programmes



**More than 1,800 projects are supported through the scheme every year.**

**LEFT**

Auckland Niutao community performing a Tuvalu fatele (dance) at the exhibition opening of Kolose: The Art of Tuvalu Crochet at Māngere Arts Centre – Ngā Tohu o Ueunuku. Photo by Sam Hartnett.

## Who can apply

**You can be an individual or a group. Individuals must be New Zealand citizens or permanent residents.**

If you have already received CCS funding for a project, you must complete a report on that project before making another application, unless the project is still in progress.

### What costs can I get funding for?

- > Materials for arts activities or programmes
- > Venue or equipment hire
- > Personnel and administrative costs for short-term projects
- > Promotion and publicity of arts activities

### How much can I apply for?

There is no limit to how much you can apply for, but most CCS grants are under \$2,000.

Look at previously funded projects on your council website to get an idea of what sort of projects have been supported in the past and the average amount granted.

### How often can I apply and how are decisions made?

Local councils have up to four application rounds per year. Your application will go to an assessment committee of people from your area. They are appointed for their knowledge and experience of the arts and local communities.

### What types of projects can't get CCS funding?

- > Fundraising activities
- > Developing galleries, marae, theatres or other venues or facilities
- > Local council projects

- > Projects which are mainly focused around other areas e.g. health, education or the environment and that only have a very small arts component
- > Arts projects in schools or other education institutions that are the core business of that institution or that are normally funded through curriculum or operating budgets

### What costs cannot be funded?

- > Ongoing administration or personnel costs that are not related to the specific project
- > Costs for projects already started or completed
- > Travel costs to attend performances or exhibitions in other areas
- > Food or refreshment costs
- > Buying equipment, such as computers, cameras, musical instruments, costumes, lights or uniforms

**Continued over...**

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## Next steps

Search 'Creative Communities Scheme' on your council website for:

- > An application form
- > An application guide
- > Closing dates

You can also call your local council and ask to speak to the Creative Communities Scheme administrator for advice on how to apply.

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### What costs cannot be supported? (continued)

- > Entry fees for competitions, contests and exams
- > Prize money, awards and judges' fees for competitions
- > Royalties
- > Buying artworks for collections
- > Debt or interest on debt



#### RIGHT

Mixit, an Auckland based community project that brings refugee, migrant and local youth together through creativity. Photo by Ella Becroft.

# Creative Communities Scheme

# Application Form

**Funding for local arts projects**

**Ngā pūtea mō ngā toi te haukāinga**

**CLOSING DATE:**

***29 March 2018***

**FOR PROJECTS THAT TAKE  
PLACE BETWEEN:**

***1 December 2017 – 1 December 2018***

**TO SUBMIT YOUR CREATIVE  
COMMUNITIES SCHEME  
APPLICATION PLEASE  
COMPLETE, PRINT AND  
RETURN THIS FORM TO:**

***Christin Ritchie  
Governance Administrator  
Rangitikei District Council  
Private Bag 1102  
Marton 4741***

# BEFORE YOU START

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## Read the *Creative Communities Scheme Application Guide*

Before you prepare your application you should read the *Creative Communities Scheme Application Guide*. This guide tells you:

- whether you are able to apply for Creative Communities Scheme funding for your project
- which projects and costs are eligible and ineligible
- what information you will need to include in your application

## Note the local funding priorities for the Creative Communities Scheme: Rangitikei District

Priority will be given to applications that:

- Demonstrate growth
- Demonstrate quality and excellence
- Promote partnership and inclusion

## Complete the *Creative Communities Scheme Application Form*

- Applications can only be submitted using this document (*Creative Communities Scheme Application Form* or an online version of this document)
- To complete this application form in Microsoft Word (version 2003 or newer) you need to type your answers to each question in the boxes provided.

Example:

- **IMPORTANT – DO NOT edit any text outside of these boxes**
- **If you are unable to type into the boxes provided please print a copy and complete by hand**
- If you need more space, attach information to the back of this application form. Please include the section headings to help assessors.
- We recommend that you keep a copy of your completed application for your own reference.
- Contact the CCS administrator if you need advice on your application (see contact details on the cover page).

**Before submitting your application, complete this checklist:** *(mark with an X)*

- My project has an arts or creative cultural focus
- My project takes place in the local authority district that I am applying to
- I have answered all of the questions in this form
- I have provided quotes and other financial details
- I have provided other supporting documentation
- I have read and signed the declaration
- I have made a copy of this application for my records

# APPLICANT DETAILS

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## Name and contact details

Are you applying as an individual or group?

Individual

Group

Full name of applicant:

Contact person (for a group):

Street address/PO Box:

Suburb:

Town/City:

Postcode:

Country:

Email:

Telephone (day):

All correspondence will be sent to the above email or postal address

Name on bank account:

GST number:

Bank account number:

If you are successful your grant will be deposited into this account

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## Ethnicity of applicant/group *(mark with an X, you can select multiple options)*

New Zealand European/Pākehā:

Detail:

Māori:

Detail:

Pacific Island:

Detail:

Asian:

Detail:

Middle Eastern/Latin American/African:

Detail:

Other:

Detail:

## Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:

No:

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

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## How did you hear about the Creative Communities Scheme? *(select ONE and mark with an X)*

Council website

Creative NZ website

Social media

Council mail-out

Local paper

Radio

Council staff member

Poster/flyer/brochure

Word of mouth

Other (please provide detail)

# PROJECT DETAILS

**Project name:**

Brief description of project:

## Project location, timing and numbers

Venue and suburb or town:

Start date:  Finish date:

Number of *active* participants:

Number of viewers/audience members:

## Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

**Access and participation:** Create opportunities for local communities to engage with, and participate in local arts activities

**Diversity:** Support the diverse artistic cultural traditions of local communities

**Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

## Artform or cultural arts practice: (select **ONE** and mark with an X.)

Craft/object art

Dance

Inter-arts

Literature

Music

Ngā toi Māori

Pacific arts

Multi-artform (including film)

Theatre

Visual arts

## Activity best describes your project? (select **ONE** and mark with an X)

Creation only

Presentation only (performance or concert)

Creation and presentation

Presentation only (exhibition)

Workshop/wānanga

## Cultural tradition of your project (mark with an X, you can select multiple options)

European:  Detail:

Māori:  Detail:

Pacific Island:  Detail:

Asian:  Detail:

Middle Eastern/Latin American/African:  Detail:

Other:  Detail:

# PROJECT DETAILS (budget)

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## Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

**1. The idea/Te kaupapa:** What do you want to do?

**2. The process/Te whakatutuki:** How will the project happen?

**3. The people/Ngā tāngata:** Tell us about the key people and/or the groups involved.

**4. The criteria/ Ngā paearu:** Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.



# PROJECT DETAILS

## Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/ unconfirmed

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

# PART 3: DECLARATION

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

- I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

- complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- complete the project within a year of the funding being approved
- complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- return any unspent funds
- keep receipts and a record of all expenditure for seven years
- participate in any funding audit of my organisation or project conducted by the local council
- contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- acknowledge CCS funding at event openings, presentations or performances
- use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- I understand that the Rangitikei District is bound by the Local Government Official Information and Meetings Act 1987
- I/we consent to the Rangitikei District recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
- I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.
- I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information.  
This consent is given in accordance with the Privacy Act 1993

Name		
	(Print name of contact person/applicant)	(Print name of parent/guardian for applicants under 16 years of age)
Signed:		
	(Applicant or arts organisation's contact person)	(Parent/guardians signature for applicants under 16 years of age)
Date:		
	Date:	Date: