



Rātana Community Board

Order Paper

**Tuesday 13 February 2018,
6.30pm**

**Ture Tangata Office, Ihipera-Koria Street,
Rātana Pa**

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Chair: Charlie Mete

Deputy Chair: Maata Kare Thompson

Membership
Charlie Rourangi
Thomas Tataurangi
Cr Soraya Peke-Mason

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

Ratana Community Board Meeting

Agenda – Tuesday 13 February 2018 – 6:30 PM



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The quorum for the Ratana Community Board is 3.

Council's Standing Orders (adopted 3 November 2016) 10.2 provide: The quorum for Council committees and sub-committees is as for Council, ie 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 Whakamoemiti

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 are attached.

File ref: 3-CB-1-1

Recommendation

That the Minutes of the Ratana Community Board 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 report will be provided at the meeting.

8 Council decisions on recommendations from the Board

There were no recommendations made to Council.

9 Council response to queries raised at previous meetings

Additional Work on road side drain along Ratana Road – The additional drainage work that the Ratana Community Board has identified was not on Council's original drainage programme. A large drainage programme was identified and was completed. This additional site has been scoped by staff and will be added to this year's drainage programme.

10 Update from Te Roopu Ahi Kaa

A verbal update from the Te Roopu Ahi Kaa meeting held on 13 February will be given by Mr Charlie Mete.

11 Update on water supply upgrade

An update will be provided at the meeting

12 Update on wastewater treatment plant (and meetings of reference advisory group)

A report will be tabled at the meeting.

13 Future Ratana Playground

A verbal update will be provided.

14 Other matters raised at previous meeting

Iwi Liaison Officer

Attached draft job description as e-mailed earlier.

Ratana Road – renaming decision

The chair will advise the outcome , following further discussions with the Church Executive.

15 Cemetery register alignment

Council's records show two burials, Camelia SAVAGE (Friday 12th January) PLOT 260 ROW 12 and Emanouil Manolis PSAROUDAKIS (Monday 22nd January) PLOT 175 ROW 7 since the Board's last meeting. This has yet to be confirmed by Mr Mete.

16 Increased Delegations

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

Community Initiatives Fund - consideration of applications from the Ratana community. The proposed funding is for \$1,000

17 Traffic and parking bylaw- Council decisions on local requirements

Council has resolved not to make any amendments to the parking restrictions in Ratana, following feedback from the Board.

18 Current infrastructure projects/upgrades and other Council activities within the ward

A report is attached.

File ref: 3-CB-1-1

Recommendation

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

19 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.

20 Late Items

As accepted in Item 5.

21 Future Items for the Agenda

22 Next meeting

10 April 2018, 6.30 pm

23 Whakamoemiti/Meeting Closed

Attachment 1



Rangitikei District Council

Ratana Community Board Meeting

Minutes – Tuesday 12 December 2017 – 6:30 pm

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Present Mr Charlie Mete (Chair)
Mr Charlie Rourangi
Mr Thomas Tataurangi
Cr Peke-Mason

In attendance Mr Michael Hodder, Community & Regulatory Services Group Manager
Mr Jason Hihera

1 Whakamoemiti

Cr Peke-Mason provided the opening Karakia.

2 Public Forum

There were no participants. However, a question had been raised in the community on the footpath in Taitokerau Street – it was in the Council work-plan for 2018/19.

3 Apologies

The apology from Ms Maata Thompson was received, as was that from His Worship the Mayor.

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.

5 Confirmation of Order of Business and Late Items

The Chair did not anticipate any change to the printed Order of Business. No late items had been received.

6 Confirmation of Minutes

Resolved minute number	17/RCB/058	File Ref	3-CB-1-1
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That the Minutes of the Ratana Community Board meeting held on 10 October 2017 be taken as read and verified as an accurate and correct record of the meeting.

Mr Tataurangi / Mr Mete. Carried

7 Chair's report

Mr Mete noted that 2018 would see the centenary celebrations. He hoped that the Board would help in any way possible.

8 Council decisions on recommendations from the Board

There were no recommendations from the Board's previous meeting to Council for confirmation.

9 Council response to queries raised at previous meetings

The Board noted the agenda commentary. Members saw a need for additional work on the roadside drain along Ratana road, from the bus stop towards the fire station. Mr Hodder would alert Council's Roading Advisor to this request.

The Board considered that the vehicle entrance to the cemetery be kept locked, with Mr Mete holding a key. It was crucial that all burials were registered, with this being emphasised in signage and on the community Facebook page. A 'box lock' would be the most secure option – Mr Hihera would investigate this further.

Resolved minute number	17/RCB/059	File Ref	3-CB-1-1
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That Council's contractor be instructed to lock the vehicle access to the Ratana cemetery.

Mr Tataurangi / Mr Rourangi. Carried

10 Ratana Bore – assessment of damage caused by Kaikoura earthquake

Resolved minute number	17/RCB/060	File Ref	5-CM-1C975
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That the report on water supply upgrade to the Ratana Community Board's meeting on 12 December 2017 be received.

Mr Mete / Mr Tataurangi. Carried

11 Update from Te Roopu Ahi Kaa

Mr Mete provided a verbal update on the Te Roopu Ahi Kaa meeting held on 5 December 2017, noting the lengthy consideration given to the question of establishing separate Maori Wards in the District for the 2019 elections. The Board agreed that the job description for the proposed Iwi/Maori Liaison Officer specify the Ratana community.

12 Proposed changes to delegations

The Board discussed the report, wondering about the limitations which might come from the sum allocated for the Community Initiatives Fund and the potential for conflicts of interest.

Resolved minute number	17/RCB/061	File Ref	3-PY-1-1
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That the report 'Increasing delegations to Community Committees/Boards' be received.

Mr Mete / Cr Peke-Mason. Carried

Resolved minute number **17/RCB/062** **File Ref** **5-PY-1-1**

That the Ratana Community Board requests Council provide them with the following increased delegations – Community Initiative Fund

Mr Tataurangi / Mr Mete. Carried

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

The Board noted that there were no current parking restrictions in Ratana. It was unclear whether anything could be done about the overnight parking of school buses serving other parts of the District.

Resolved minute number **17/RCB/063** **File Ref** **1-DB-1-14**

That the Ratana Community Board recommends to Council that no changes are made to parking restrictions in Ratana Paa.

Mr Tataurangi / Mr Mete. Carried

14 Update on wastewater treatment plant (and meetings of reference advisory group)

The Board noted the update commentary in the agenda.

15 Future Ratana playground

Cr Peke-Mason provided an update, noting that consideration was being given by the Playground Redevelopment Committee rather than the Ratana Communal Board of Trustees. It is proposed to extend the playgrounds by ten or eleven metres, but this will need a determination by the Ratana Reserves Trust. Before that there will be direct consultation with neighbours and other stakeholders.

16 Update from the community hui

No hui had been held.

17 Other matters raised at previous meeting

- Renaming of Ratana Road: Mr Mete will write to the Church Executive seeking a final decision

18 Ratana Waste Transfer Station hours

The Board noted the scheduled opening time stated in the meeting agenda.

19 Cemetery register alignment

Council's records show two burials, Danny Aperahama RUKE (Thursday 19th Oct) PLOT 243 ROW 11 and Joanne Alamein EDWARDS (Friday 27th Oct) PLOT 266 ROW 12 since the Board's last meeting. Mr Mete confirmed this.

20 Late Items

None

21 Future Items for the Agenda

Iwi/Maori Liaison Officer – email out the current job description ahead of the meeting.

Ratana Road – renaming decision.

22 Next meeting

13 February 2018, 6.30 pm

23 Whakamoemiti/Meeting Closed

Cr Peke-Mason provided the closing Karakia, with particular greetings for Mayor Andy Watson and Chief Executive Ross McNeil.

Confirmed/Chair: _____

Date:

Attachment 2



Strategic Development: Iwi/Hapu Job Summary

The 'Strategic Development Advisor: Iwi/Hapu' role integrates itself as being a functional arm of the Strategy & Community Planning Group. The primary purposes of the proposed role would ideally be around supporting and developing iwi/hapu capability and assisting with the development and analysis of Council policy; rather than being a 'liaison' type role. 'Iwi/Hapu' is to be taken as including 'The Ratana Community'.

From undertaking research and collaborating with colleagues from a number of surrounding Councils, the following task summary has been provided as a proposed *baseline* for the role:

1.0 Strategic Relationship Development

- Provide guidance to the Strategy & Community Planning Manager, Community & Regulatory Services Group Manager, and Chief Executive on all matters pertaining to Mana Whenua.
- Work collaboratively with the Executive Leadership Team, and council senior roles to ensure a consistent approach to engagement, representation and cultural advice.
- Working with iwi/hapu to increase participation of Maori in the decision making processes of Council.
- To manage and develop a data base accessible on the GIS system for information about: marae, hapu and iwi.
- Work collaboratively with Mana Whenua entities to deliver key strategies and priorities.
- Lead the development of a hapu/marae/iwi engagement document (outlining the scope, responsibilities & timeframes within our engagement).

2.0 Strategic Policy & Project Development

- Establish and sustain a Maori Responsiveness Framework (outlining KPI's, performance standards, and self-assessment of Council's engagement).
- Develop, sustain and review Iwi/Council relationship documents.
- Develop policy when the need arises and when required for the District Plan, the Long Term Plan, and the Annual Plan.
- Produce policy and provide administrative support for Marae Development.
- Communicate effectively across Council - and to iwi audiences - divisional roles and responsibilities pertaining to the strategic framework, and report progress against strategic objectives.
- Provide advice and support for the elected members of Te Roopu Ahi Kaa

3.0 Strategic Engagement

- Identify issues and opportunities for iwi/hapu development, and work collectively on the best options to achieve the best outcomes.
- Identify issues and opportunities for Maori culture and heritage development, and consult with the community on the best options to move forward to achieve the best outcomes.
- Supporting Economic Development opportunities for Maori related ventures within the district.

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
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	
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.
Public Toilets	Design/ Scoping	Progress to date	Progress for this period	Planned for the next two months
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.
Cemeteries	Design/ Scoping	Progress to date	Progress for this period	Planned for the next two months
Plan the precise nature of the extension of the Ratana urupa including upgraded road access		Some remedial work has been actioned on the roadway from the road to the Urupa.		

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.					
Sealed Road Resurfacing (over 200m)	Route Position Length	Status	Start date	Completion date	Planned for the next two months
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.					
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.
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

RUBBISH AND RECYCLING GROUP OF ACTIVITIES 2017/18

Dec-17

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

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	

Other projects

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	Dec-17

SEWERAGE AND THE TREATMENT AND DISPOSAL OF SEWAGE GROUP OF ACTIVITIES 2017/18

Major programmes of work outlined				Complete
Projects	Design/ Scoping	Tender/Contract docs	Under construction	
Continue review of trade waste agreements. This was noted in the LTP specifically for Midwest Disposals	Dependent on Consent renewal - consent lodged 2015.			
Other major programmes of work				Complete
Projects	Design/ Scoping	Tender/Contract docs	Under construction	

Ratana wastewater treatment plant upgrade in terms of the new consent requirements.	Additional treatment processes needed to treat ammonia and DRP. To be investigated. Operations to investigate and report on options. Steering group established.			
Ratana wastewater renewals: once the conditions of the new consent applications have been defined.	Scope to be confirmed.			
WATER SUPPLY GROUP OF ACTIVITIES 2017/18			Dec-17	
Major projects Carry-forwards 2016/17				Complete
Projects	Design/ Scoping	Tender/Contract docs	Under construction	
Ratana; water supply upgrade - new reservoir, bore and treatment system. (Est \$1.6M)	Water treatment system under design	Water treatment building Tender awarded to Kiwispan Ltd. (est\$130k) Water treatment processing awarded to Filtec. (est \$630k). Application made to Ministry for extension of time to complete works June 2016. Approved.	Filtec have completed process works, commissioning on hold. Bore has been redeveloped and waiting on new screen to be installed.	WIP- Water reticulation network completed. Reservoir completed. Building completed. Bore installation completed and has been redeveloping due to sand infiltration. New Screen is required and being investigated by Lutra.Filtec scheduled to commence commissioning works second week of February. Loaders will start siteworks late January.

Attachment 4

Memorandum

To: The Ratana Community board

From: Christin Ritchie

Date: 12 February 2018

Subject: **Grants and Funding Overview**

File: 3-GF-3-1

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 of 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

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

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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.

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

Rangitikei District Council
SPORT NEW ZEALAND Rural Travel Fund
IMPORTANT INFORMATION FOR APPLICANTS

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)

--	--	--	--	--	--	--	--	--

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)

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...

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.

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

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

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

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

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)

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 (budget)

5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered?

Yes

☐

Do NOT include GST in your budget

No

☐

Include GST in your budget

Project costs	Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>eg 3 days' hire at \$100 per day</i>	Amount <i>eg \$300</i>
Total Costs		\$
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income <i>eg ticket sales</i>	Detail <i>eg 250 tickets at \$15 per ticket</i>	Amount <i>eg \$3,750</i>
Total Income		\$
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$
Amount you are requesting from the Creative Communities Scheme		\$

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)

Signed:

(Parent/guardians signature for applicants under 16 years of age)

Date:

Date: