



**RANGITIKEI**  
DISTRICT COUNCIL

*Making this place home.*

## **Turakina Community Committee Meeting**

# **Order Paper**

**Thursday 4 October 2018  
7.30 pm**

**Ben Nevis Hotel, State Highway 3, Turakina**

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**Chair**

Laurel Mauchline Campbell

**Membership**

Duran Benton, Alastair Campbell, Tina Duxfield,  
Hayley Grant, Carol Neilson, Anita Oliver, James Bryant  
His Worship the Mayor, Andy Watson, (ex officio)

Councillors Soraya Peke-Mason and Lynne Sheridan

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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

## Turakina Community Committee Meeting

Agenda – Thursday 4 October 2018 – 7:30 pm

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The quorum for the Turakina Community Committee is 4 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, 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 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, Enter details be dealt with as a late item at this meeting.

## **6 Confirmation of Minutes**

The Minutes from 2 August 2018 are attached.

File ref: 3-CC-1-4

### **Recommendation:**

That the Minutes of the Turakina Community Committee meeting held on 2 August 2018 be taken as read and verified as an accurate and correct record of the meeting.

## **7 Chair's Report**

A verbal update will be given at the meeting.

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

Council confirmed the following resolution:

### **18/TCC/030**

That the Turakina Community Committee recommend to Council that the neighbouring landowner be permitted to use the designated area of the Turakina Cemetery for grazing, where there is no evidence of historic graves, on the following conditions:

- A stock proof fence must be provided – e.g. waratahs and mesh netting.
- No electric fencing.
- If any animals escape into the cemetery, the grazing licence is revoked immediately.
- Any damage caused by escaped stock is funded by the lease.

Note - Council is in discussions with the grazier as to whether they still wish to lease the land.

## 9 Council Response to Queries Raised at Previous Meetings

### Collection of red bags

#### *Collection days*

- Koitiata every second Wednesday
- Turakina every Wednesday

#### *Collection times*

- Bags out by 7.30 on day of collection

#### *Collection points*

- As far Council is aware collection points are outside residents' dwellings. If collection points are to be used, then these need to be communicated between Rangitikei Wheelie Bins and residents.

Contact details for the business - Rangitikei Wheelie Bins 06 327 8336.

## 10 Council's plans and process for town and district signage

District and Township Branding, and Promotion forms a key part of Council's Economic Development programme. Council is employing an economic development officer to lead this work. It is expected this role will be filled by November 2018.

During 2017 Council undertook a rebranding exercise and developed both a Council brand and district brand based on the Kowhai. Council intends on providing local communities with town signage, based on a set template reflective of the district brand (attached). Each town/village has the opportunity to put a local icon on the sign relevant to their town. Kowhai trees will be planted around the sign where this is physically possible. The Turakina Community Committee is asked to consider what it would like the icon to be for its sign. Council will approve the suggested icon. Staff will work directly with the Koitiata Residents Committee on the icon for the sign at Koitiata.

The template is attached. For those wanting to understand the relevance of the Council brand, in particular the use of the kowhai flower, a video explaining this can be found on Council's website - <https://www.rangitikei.govt.nz/council/about/logo>.

Blair Jamieson, Strategy and Community Planning Manager will be in attendance at the meeting to provide a more detailed overview of the project.

### **Recommendations:**

- 1 That the 'template for district signage' be received.
- 2 That the Turakina Community Committee recommend to Council that [insert icon] is used for the Turakina Villages' district-wide branding sign.

## 11 Advice to Council on delegation of Community Initiatives Fund

Applications closed for the September round of the Community Initiatives Fund on 13 September 2018. The applications (number of them and type) raised three questions which will require a Council decision:

- Can the scope of the Fund be extended to cover what are currently considered ineligible - (i) facility development or funding for capital works (i.e. the cost of buildings or items necessary to operate the facility) and (ii) purchase or long-term lease of equipment or facilities? A number of applicants are seeking assistance with such costs, and in the past a number of applications for these costs have been approved. This is an issue that could impact on the application by the Turakina Playgroup.
- District-wide applications. Council will need to decide how to address these, as funding has not been specifically allocated for applications which cover the whole District.
- Over-subscription of funds. This is not an issue which will affect Turakina which is undersubscribed.

Council will consider these matters at their 27 September 2018 meeting. An update will be provided at the meeting.

## 12 Community Initiative Fund – consideration of applications to the September 2018 Round

A report is attached.

File ref: 3-GF-8-3

### Recommendations:

- 1 That the report 'Consideration of applications for the Community Initiatives Fund 2018/2019 – September 2018 Round' be received.
- 2 That the Turakina Community Committee approve the application, listed below, and disperse the Community initiatives Fund as outlined to successful applicants:
  - Turakina Playgroup- Purchase of new swing attachments \$

## 13 Consultation on Control of Liquor Bylaw 2018

Council is deciding whether to consult on the review of the Liquor Control Bylaw at their 27 September 2018 meeting. At the 2 August 2018 meeting the Committee requested the status quo remained for Turakina (no liquor control areas).

Consultation documents will be tabled at the meeting.

### Recommendations:

1. That the consultation documents for the Control of Liquor in a Public Place Bylaw 2018 be received.

2. That the Turakina Community Committee delegates [insert name] the authority to put in a submission to the Control of Liquor in a Public Place Bylaw 2018.

## **14 Consultation on Animal Control Bylaw 2018**

At the last meeting the Committee was informed of Council's intention to review the Animal Control Bylaw. Council has deferred consultation on this Bylaw until after the consultation on kerbside rubbish and recycling. The Committee will be notified when consultation on the Animal Control Bylaw is open for public submissions.

## **15 Kerbside Recycling and/or Rubbish Engagement**

During the recent consultation on the 2018-28 Long Term Plan, Council consulted with the community as to whether they wanted Council to introduce a kerbside recycling, or kerbside rubbish and recycling service in urban areas throughout the District. Turakina was not specified as an area included, however, the Turakina Community Committee requested the inclusion of the area. The response rate from the District was low, and Council considered they did not have a mandate to implement a service. Therefore, Council is planning on undertaking further consultation on this issue (this is anticipated to be in October 2018). Turakina is included as part of this consultation. Council will make a decision on this consultation at its 27 September 2018 meeting.

The Committee will be provided with an update of the outcome of this discussion at its meeting and any relevant documents will be tabled.

## **16 Small Projects Grant Scheme Update – October 2018**

A memorandum is attached.

File ref: 3-CC-1-4

### **Recommendation:**

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

## **17 Update on Place-Making Initiatives**

A verbal update will be provided at the meeting.

## **18 Creative Communities Scheme**

The Creative Communities Scheme, which is administered by Council, funds local arts projects, and is open to applications from groups and individuals. Projects should look to either:

- Create opportunities for local communities to engage with and participate in local arts activities
- Support the diverse artistic cultural traditions of local communities
- Enable young people to engage with and participate in the arts

The first funding round for the 2018/19 year opens on 1 October, and will run through to 2 November. The Assessment Committee meets on 27 November to assess the applications. An information brochure and application form is attached.

**Recommendation:**

That the Creative Communities Scheme brochure and 2018 application form be received.

## **19 Event Sponsorship Scheme**

The Event Sponsorship Scheme, which is administered by Council, funds events (Celebratory, competitive, or exhibitive) which help develop community cohesion and reinforce economic growth within the Rangitikei District.

The second funding round for the year opens on 1 October, and will run through to 2 November. The Assessment Committee meets on 27 November to assess the applications.

An application form is attached.

**Recommendation:**

That the Events Sponsorship Scheme 2018 application form be received.

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

A report is attached.

File ref: 3-CC-1-4

**Recommendation:**

That the report 'Extract from activity report to Assets and Infrastructure, July-August 2018' be received.

## **21 Late Items**

As agreed in item 5.

## **22 Next Meeting**

6 December 2018 at 7:30 pm

## **23 Meeting Closed**

# Attachment 1





# Rangitikei District Council

## Turakina Community Committee Meeting

Minutes – Thursday 2 August 2018 – 7:30 pm

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#### **Present:**

Ms Laurel Mauchline-Campbell (Chair)  
Mr James Bryant  
Mr Alastair Campbell  
Ms Anita Oliver  
Ms Carol Neilson  
Cr Lynne Sheridan

#### **In attendance:**

Ms Katrina Gray, Senior Policy Analyst/Planner

#### **Tabled document:**

Item 12 Representation Review

## 1 Welcome

The Chair welcomed everyone to the meeting.

## 2 Public Forum

There was no public forum.

## 3 Apologies

That the apologies of Mr Duran Benton, Ms Tina Duxfield and Cr Soraya Peke-Mason be received.

Ms Mauchline Campbell / Mr Campbell. 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.

## 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, rubbish collection in the ward be dealt with as a late item at this meeting.

The Chair accepted this as a late item.

## 6 Confirmation of Minutes

**Resolved minute number**

**18/TCC/021**

**File Ref**

**3-CC-1-4**

That the Minutes of the Turakina Community Committee meeting held on 7 June 2018 be taken as read and verified as an accurate and correct record of the meeting.

Ms Neilson / Ms Oliver. Carried

## 7 Chair's Report

The Chair reported that the army have conducted their training exercise in Turakina/Koitiata. The exercise was not highly visible for the community.

The Chair reminded Committee members to think about solutions for how the vandalism of the bus shelter can be reduced before it is repainted.

**Resolved minute number**                      **18/TCC/022**                      **File Ref**

That the Chair's report to the 2 August 2018 Turakina Community Committee meeting be received.

Ms Mauchline Campbell / Mr Bryant. Carried

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

There were no recommendations from the Committee at the previous meeting.

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

The Committee noted the update that the Caledonian Society is unable to apply for both the Events Sponsorship Scheme and the Community Initiatives Grant.

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

There is no progress to report - waiting for better weather before painting the bus shelter.

## **11 Councils plans and process for town and District signage**

The update was noted.

## **12 Representation review**

The Committee discussed the proposal for the three ward structure. The Committee noted it was a similar structure to what had occurred previously. Concerns were raised about issues for the western communities becoming secondary to the Bulls area. In particular, potential loss of the Turakina Community Committee, not having an elected representative from the western area and the potential loss of small projects funding.

The Committee raised concerns that finding a candidate to stand can be challenging, even with the status quo, and that a bigger ward incorporating Bulls is unlikely to encourage candidates from the western communities.

**Resolved minute number**                      **18/TCC/023**                      **File Ref**

That the Turakina Community Committee delegate Ms Mauchline Campbell the authority to put in a submission on the Representation Review Initial Proposal on behalf of the Turakina Community Committee.

Ms Oliver / Ms Neilson. Carried

### 13 Review of Control of Liquor Bylaw – local effectiveness and concerns

The Committee had discussion about whether there were issues related to alcohol consumption. There were issues with bottles being left by people going through the Turakina settlement, but no evidence of significant issues with people consuming liquor in the public places of local settlements.

**Resolved minute number** 18/TCC/024 **File Ref**

That the Turakina Community Committee recommend to the Policy/Planning Committee that the Turakina area continues to not be included as a liquor control area under the Liquor Control in a Public Place Bylaw.

Mr Campbell / Ms Neilson. Carried

### 14 Proposed amendments to the Animal Control Bylaw

The Committee discussed that they would like the Bylaw to remain as it is, with Turakina excluded from the urban area provisions. Koitiata would most likely be interested as remaining as an urban area.

**Resolved minute number** 18/TCC/025 **File Ref**

That the Turakina Community Committee delegate Ms Mauchline Campbell the authority to put in a submission on the Review of the Animal Control Bylaw on behalf of the Turakina Community Committee.

Ms Neilson / Mr Campbell. Carried

### 15 Small Projects Grant Scheme Update – June 2018

The Committee discussed funding for the murals at Koitiata. The total cost is \$4,500 for the murals. It was reported that Mr Benton followed up with potential funding for the painting of the telecommunications boxes. Mr Benton will work with Mr Bryant for the application to source funding.

**Resolved minute number** 18/TCC/026 **File Ref** 3-CC-1-4

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

Ms Mauchline Campbell / Mr Bryant. Carried

**Resolved minute number** 18/TCC/027 **File Ref** 3-CC-1-4

That the Turakina Community Committee agree to provide \$400 from the Small Projects Grant Scheme for the project to paint murals at Koitiata.

Ms Oliver / Mr Campbell. Carried

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

The update was noted.

**Resolved minute number** 18/TCC/028 **File Ref** 3-CC-1-4

That the report 'Extract from activity report to Assets and Infrastructure, May-June 2018' be received.

Mr Campbell / Ms Mauchline Campbell. Carried

## 17 Turakina Cemetery Historic Graves

**Resolved minute number** 18/TCC/029 **File Ref** 6-CE-6-2

That the report 'Turakina Cemetery Historic Graves' be received.

Ms Mauchline Campbell /Mr Bryant. Carried

**Resolved minute number** 18/ TCC/030 **File Ref** 6-CE-6-2

That the Turakina Community Committee recommend to Council that the neighbouring landowner be permitted to use the designated area of the Turakina Cemetery for grazing, where there is no evidence of historic graves, on the following conditions:

- A stock proof fence must be provided – e.g. waratahs and mesh netting.
- No electric fencing.
- If any animals escape into the cemetery, the grazing licence is revoked immediately.
- Any damage caused by escaped stock is funded by the lease.

Ms Mauchline Campbell /Mr Bryant. Carried

## 18 Late Items

### **Rubbish collection**

The Committee discussed the changes in rubbish collection for Koitiata. The yellow bags will not be available, it will be red bags only. There is confusion about pick up times/days in both Koitiata and Turakina.

<b>Undertaking</b>	<b>Subject</b>	<b>Rubbish collection – Turakina and Koitiata</b>
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That the Committee can be provided with further information about collection days/times and points for Rangitikei Wheelie Bins in Turakina and Koitiata.		
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## 19 Next Meeting

4 October 2018 at 7:30 pm

## 20 Meeting Closed

8.38pm

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

Date:

# Attachment 2



WELCOME TO  
**RATA**

*Make this place home.*





# Attachment 3

# Report

**Subject:** Consideration of Applications for the Community Initiatives Fund – September 2018 Round

**To:** Turakina Community Committee

**From:** Christin Ritchie , Governance Administrator

**Date:** 28 September 2018

**File:** 3-GF-8

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## 1 Background

- 1.1 The total 2018/19 budget for the Turakina Community Initiatives Fund (CIF) is \$2,000. There are two funding rounds. It is suggested that the Turakina Community Committee allocate a **maximum of 75% of the total amount allocated (\$1,500.00)** to ensure there is money left for the next round.
- 1.2 A total of \$800 has been requested in this round.
- 1.3 The criteria for the CIF states that grants are usually up to a maximum of \$2,500 towards eligible costs. It is suggested that the Committee give consideration to the project's likelihood of success if funded for less than the amount requested. Partially funding a project which then fails through an inability to attract other funding impacts negatively on the project in question. This approach mirrored that which Creative New Zealand strongly advocates in considering applications for its grant schemes.
- 1.4 This report summarises the applications that have been received in this and provides information on the eligible costs for each application.

## 2 Overview

- 2.1 One application has been received to the Turakina Community Committee, Community Initiatives Fund September 2018 Round. A summary report is attached as Appendix 1.
  - Turakina Playgroup – Purchase new swing attachments
- 2.2 They have not received funding in the past, and have not requested to speak to the committee.

	New Initiative	Ongoing Activity	Meets Criteria	Quotes Provided	Quantifiable Targets	Eligible costs	Amount requested	Proportion of eligible costs requested
1. Turakina Playgroup – Purchase new swing attachments						\$786.34	\$800.00	102%
							<b>\$800.00</b>	

2.3 It is a condition of CIF that Project Report Forms are returned before further funding can be sought. No project report forms were due for Turakina.

2.4 Committee members are requested to score each application on how well each project meets the CIF criteria<sup>1</sup>.

### 3 Recommendations

3.1 That the report 'Consideration of applications for the Community Initiatives Fund – September 2018 Round' be received.

3.2 That the Turakina Community Committee approve the application, listed below, and disperse the Community Initiatives Fund as outlined to successful applicants.

- Turakina Playgroup – Purchase new swing attachments

Christin Ritchie  
Governance Administrator

<sup>1</sup> Demonstrate consideration of how they see their proposal would benefit the community  
Provide 3 targets that will be used to monitor the outcome of the project  
Provide a realistic and balanced budget  
Be able to contribute a significant proportion to the cost of the project

# *Appendix 1*

Appendix 1  
Community Initiatives Fund, October 2018 – Summary report Turakina

	Description of Project	Total project cost	Applicant Contribution / income	Amount Eligible	Amount Requested	Any previous grants for the organisation from RDC or external funds in the last 3 years, and report status	Community benefits
1.Turakina Playgroup	Purchase swing attachments	\$886.34	\$100.00	\$786.34	\$800.00	No	The new swing attachments the group would like to purchase are to be used by the playgroup and primary school children. Their aim is to help with physical and motor development, and to assist with behavioural and learning issues for some of the students. The main swing structure has already been purchased, and funding will go towards some new attachments, to make it more versatile.

# Attachment 4

# MEMORANDUM

TO: Turakina Community Committee

FROM: Christin Ritchie, Governance Administrator

DATE: 20 September 2018

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

FILE: 3-CC-1-4

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## **1 Allocation**

- 1.1 The amount of the 2017-2018 Small Projects Grant Scheme for Turakina Ward is \$710.
- 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 2017-2018 year the Committee resolved to carry-over the balance of the Scheme; the remaining balance was \$570.00. This gives a total allocation for the 2018-2019 year of \$1,280.00.

## **2 Breakdown**

That the Turakina Community Committee agree to provide \$400 from the Small Projects Grant Scheme for the project to paint murals at Koitiata.

## **3 Remaining Budget**

This leaves a remaining budget for the 2018-2019 financial year of \$1,280.00.

## **4 Recommendation:**

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

Christin Ritchie  
Governance Administrator

# Attachment 5



# 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 hautāinga**

**Closing Date**

2 November 2018

**For Projects that take place  
between**

1 December 2018 -1 December 2019

**To submit your Creative  
Communities Scheme  
application please complete and  
return this form to:**

[info@rangitikei.govt.nz](mailto:info@rangitikei.govt.nz)

or

Rangitikei District Council, 46 High Street,  
Marton

# BEFORE YOUR 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 for the 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:

Type your answer here

- **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)**

<input type="checkbox"/>	My project has an arts focus
<input type="checkbox"/>	My project takes place in the local authority district that I am applying to
<input type="checkbox"/>	I have answered all of the questions in this form
<input type="checkbox"/>	I have provided quotes and other financial details
<input type="checkbox"/>	I have provided other supporting documentation
<input type="checkbox"/>	I have read and signed the declaration
<input type="checkbox"/>	I have made a copy of this application for my records

# PART 1: 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:

Town/City:

Postcode:

Country:

New Zealand

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 Peoples:

☐

Detail:

Asian:

☐

Detail:

Middle Eastern/Latin

☐

Detail

Other:

☐

Detail:

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## 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

☐

Word of mouth

☐

Local paper

☐

Poster/flyer/brochure

☐

Council staff member

☐

Other

# PART 2: PROJECT DETAILS

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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:



## PART 2: PROJECT DETAILS

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**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.)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Craft/object art | <input type="checkbox"/> Dance                          | <input type="checkbox"/> Inter-arts    |
| <input type="checkbox"/> Literature       | <input type="checkbox"/> Music                          | <input type="checkbox"/> Ngā toi Māori |
| <input type="checkbox"/> Pacific arts     | <input type="checkbox"/> Multi-artform (including film) | <input type="checkbox"/> Theatre       |
| <input type="checkbox"/> Visual arts      |   |  |

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

- |  |   |
|--|---|
| <input type="checkbox"/> Creation only             | <input type="checkbox"/> Presentation only (performance or concert) |
| <input type="checkbox"/> Creation and presentation | <input type="checkbox"/> Presentation only (exhibition)             |
| <input type="checkbox"/> Workshop/wānanga          |   |

# PROJECT DETAILS

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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.

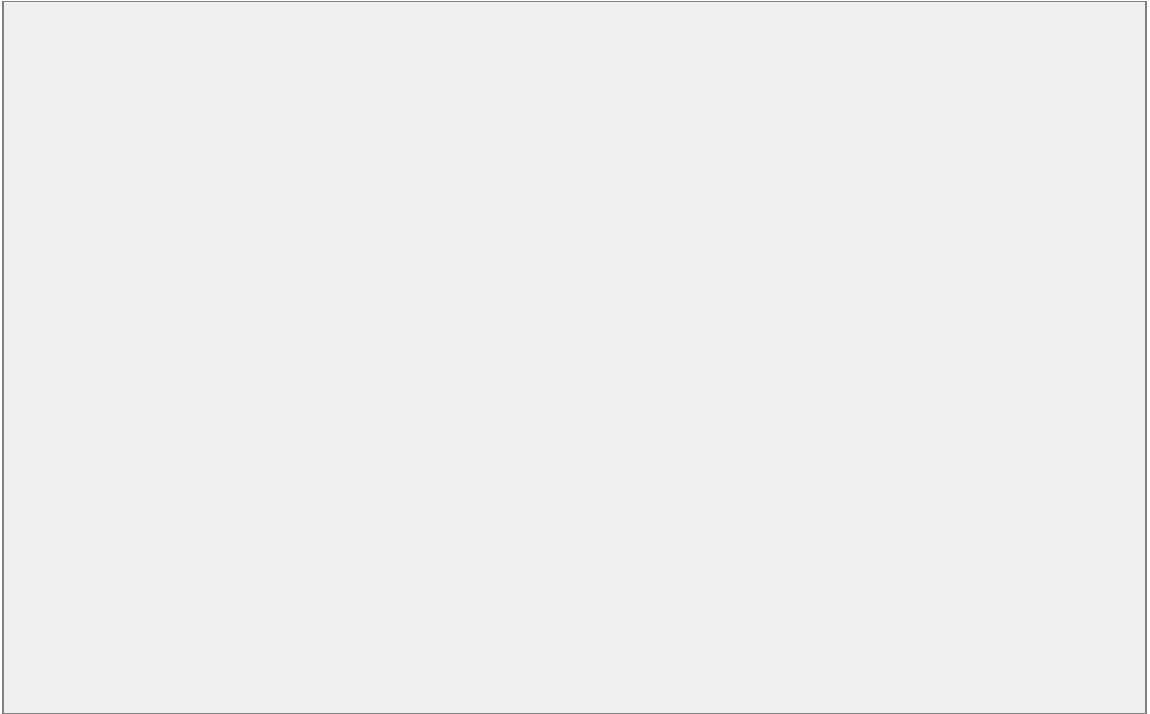
### **1. The idea/Te kaupapa:** What do you want to do?

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

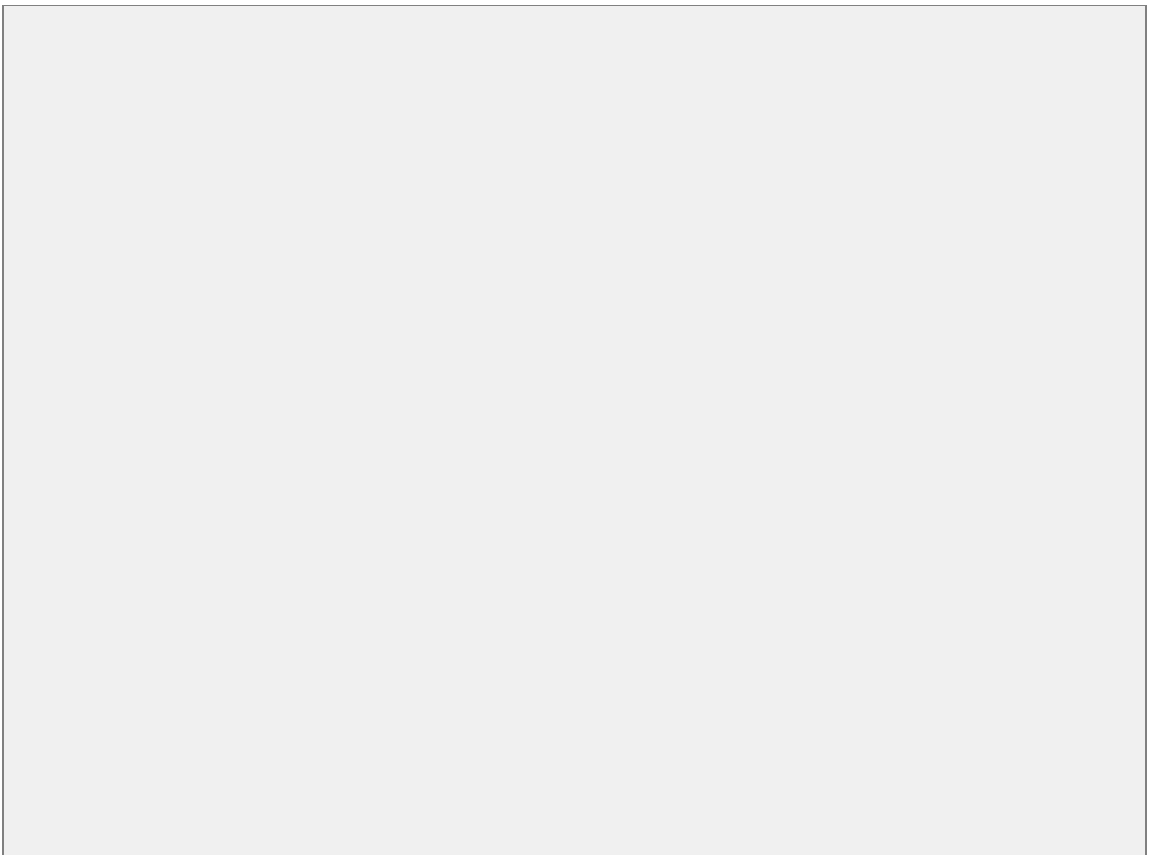
# PROJECT DETAILS

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

A large, empty rectangular box with a thin black border, intended for the user to provide details about the key people and/or groups involved in the project.

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

A large, empty rectangular box with a thin black border, intended for the user to describe how the project will deliver to the selected criterion.

# 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

<b>Project costs</b>	Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
<b>Item</b> <i>eg hall hire</i>	<b>Detail</b> <i>eg 3 days' hire at \$100 per day</i>	<b>Amount</b> <i>eg \$300</i>
<b>Total Costs</b>		<b>\$</b>
<b>Project Income</b>	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.	
<b>Income</b> <i>eg ticket sales</i>	<b>Detail</b> <i>eg 250 tickets at \$15 per ticket</i>	<b>Amount</b> <i>eg \$3,750</i>
<b>Total Income</b>		<b>\$</b>
<b>Costs less income</b>	<b><i>This is the maximum amount you can request from CCS</i></b>	<b>\$</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$</b>

# PROJECT DETAILS (budget)

## 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 Council is bound by the Local Government Official Information and Meetings Act 1987
- ☐ I/we consent to Rangitikei District Council 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

**NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal guardian.**

Name

(Print name of contact person/applicant)

Signed:

(Applicant or arts organisation's contact person)

Date:

# Attachment 6

## Event Sponsorship Scheme Application Form 2017/18

### PLEASE NOTE

Applications close 12.00 pm (noon), Friday 2 November 2018. The Finance/Performance Committee will consider the applications at its meeting on 29 November 2018.

### PURPOSE

The purpose of the Events Sponsorship Scheme is to support events in Rangitikei District that help to develop community cohesion and reinforce economic growth.

### DEFINITIONS FOR THE PURPOSES OF THIS FUNDING SCHEME

Events: events of a celebratory, educational, competitive, commemorative or exhibitive nature that are distinctly defined, occur for a limited time and may be repeated on a cyclical basis (e.g. annually) but are not regularly scheduled (e.g. regular organised Saturday sport).

High profile events: events which:

- a) provide a regional/national profile and attract a significant number of visitors to the District; and
- b) provide an opportunity to showcase the District.

Community events: events which:

- a) are locally significant and/or of special interest to local people; and
- b) enhance community well-being.

High profile community events: events which:

- a) provide a regional/national profile and attract a significant number of visitors to the District; and
- b) provide an opportunity to showcase the District, and
- c) are locally significant and/or of special interest to local people; and
- d) enhance community well-being.

Please complete this application form in conjunction with the associated notes.

**CLOSING DATE FOR APPLICATIONS: 12.00 pm (noon) Friday 2 November 2018. Late applications will NOT be considered.**

**All sponsorship applications are copied into the Finance/Performance Committee Order Paper and are therefore available to the general public.**

### SEND YOUR APPLICATION TO:

Postal address: Grants Administrator, Rangitikei District Council,  
Private Bag 1102, Marton 4741

Hand deliver to: Rangitikei District Council Office, 46 High Street, Marton; or  
Taihape Service Centre, Town Hall, Hautapu Street, Taihape

Email: [info@rangitikei.govt.nz](mailto:info@rangitikei.govt.nz)



**Applicant eligibility criteria:**

Applicant must be able to meet all the criteria stipulated in the guidelines.

Applicant/organisation must be:

- Incorporated Society (certificate or documentation of proof must be supplied);
- Trust or Association (please supply documentation);
- Unincorporated community group
- Umbrella organisation with local branches.

It is expected that the 'umbrella organisation' will have an interest in the project for which funding is being sought.

Council is unable to issue funds directly to individual recipients.

**1. APPLICANT DETAILS**

Full Name of Organisation:

Street address:

Postal address:

Post Code:

Contact 1 Name

Telephone (day)

Email:

Contact 2 Name

Telephone (day):

Email:

**Legal Status** (*see Applicant eligibility criteria*)

Is your organisation acting as an Umbrella Organisation? ☐ Yes ☐ No

Is your organisation GST registered? ☐ Yes ☐ No

If so, please provide your GST Number:

Bank account:

## **2. WHAT ARE THE OBJECTIVES OF YOUR ORGANISATION?**

### **3. THE EVENT:**

3.1 What is the name of your event?

3.2 When will it take place?

3.3 Where will it take place?

3.4 What type of event are you planning?

- ☐ One-off event
- ☐ New event that will become a regular event (e.g. annually or bi-annually)
- ☐ An event that is becoming established as a regular event (but has not yet been held 5 times)
- ☐ An established, regular event (that has been held more than 5 times)

Please tick the **ONE** box that **best** describes your project. (*See Event Sponsorship Scheme definitions*)

- ☐ High profile event
- ☐ Community event
- ☐ High profile, community event

### **Event eligibility criteria**

#### Eligible events must:

- Take place within Rangitikei
- Not have started before an application for event sponsorship is approved by the Committee
- Not apply for funding from the Events Sponsorship Scheme more than once in any financial year
- Not have been financially supported by the ratepayers of the Rangitikei District Council through some other means for the same event in the same financial year, i.e. through the Community Initiatives Fund, Community Boards/Committees, Annual Plan etc.
- Provide a detailed and realistic marketing and / or promotional plan
- Provide a realistic and balanced budget
- Be able to contribute a significant proportion to the cost of the project

#### Ineligible events:

- Annual General Meetings;
- Events that have no economic or community benefit to Rangitikei;
- Events solely run for commercial purposes;
- Events promoting religion or political purposes;
- Regularly scheduled (for example Saturday morning sport).

### **Funding Guide**

Council sponsorship of ANY event will not exceed 50% of eligible costs.

#### Eligible costs:

- Event production costs such as signage, advertising, and promotional material
- Venue hire
- Seeding of events – seed funding is a grant to enable the event to develop to a stage where it can become self-funding

#### Ineligible costs:

- Facility development or funding for capital works (i.e. the cost of buildings or items necessary to operate the facility)
- Elimination of an accumulated debt or debt servicing
- Bridging loans
- Ongoing administration costs that are not related to a specific event
- Salaries for ongoing administration and services
- Food and beverage costs
- Travel costs
- Feasibility studies
- Retrospective project costs

**3.5 Describe your event in full:**

*Attach additional sheets if you need to*

### **3.6 How many people do you expect to attend your event?**

Resident in Rangitikei District?

--

Visitors from neighbouring Districts<sup>1</sup>?

--

Visitors from the rest of New Zealand?

--

Overseas visitors?

--

Total

--

#### **Accountability Reports**

*If your application for sponsorship is successful, then you will need to report back to Council on the outcomes of your event.*

*For all events this will include estimating how many people attended your event and their place of origin.*

*If you are applying for sponsorship under the “high profile” or “high profile, community” categories, Council will help you assess the economic impact of your event using retail data available from MarketView Research.*

*Council will use its annual residents’ survey to test community views on its sponsored events.*

*Council will also seek your feedback on what worked well for your event and what could be improved.*

#### **Promoting Rangitikei District Council’s support:**

*The support of the Rangitikei District Council must be acknowledged on all publicity material. Logos may be obtained from the Council Administrator. Signs and banners promoting the Council’s support are also available from the Council Administrator. It is expected that this signage will be displayed at your event. It is the applicant’s responsibility to take charge of these items and return them intact and undamaged within 3 days on conclusion of the event.*

### **3.7 How will the event be promoted?**

### **3.8 How will you acknowledge the sponsorship provided by Rangitikei District Council?**

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## **4 FINANCIAL INFORMATION**

Please provide **all** costs and **all** sources of income for the event you are planning.

### **4.1 Cost of the event**

Outline how much the event will cost to put on:

Item	Amount	Quote attached
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total Cost (GST inclusive / exclusive. Please delete one)</b>	\$	

You **must**: provide valid, written quotes for all goods and services for which you are seeking funding.

General overheads such as power costs, administration costs etc. must be based on proven figures from previous year's accounts.

If no quotes are supplied your application will be ineligible.

**Groups registered for GST must provide figures that are GST exclusive.**

## 4.2 Income for the event

Outline how the costs of the event will be met:

Item	Amount	
Donated material	\$	
Cash in hand towards project	\$	
Intended fundraising (provide an estimate)	\$	
Ticket sales	\$	
<b>Other sponsorship/grants (please specify source/s below)</b>		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total funds available (GST inclusive / exclusive. Please delete one)</b>	\$	

**Amount of sponsorship you are requesting from Rangitikei District Council: \$**

**4.3 Has your group received funding from the Rangitikei District Council in the last 5 years?** If yes, please list all grants made below.

Event/Project/Activity	Amount	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

#### **4.4 Please name two referees for your organisation and your event**

Name:

Telephone (day):

Name:

Telephone (day):

#### **5. DECLARATION**

☐ I declare that the information supplied here is correct.

Name:

Signature:

Position in organisation:

Date:

☐ Please tick here if you would like to speak with the Committee about your event. The Committee will meet on 29 November 2018. The Grants Administrator will contact you with more details.



## EXPECTATIONS OF COUNCIL FROM SPONSORSHIP ARRANGEMENTS

High profile events: Council expects an economic impact for the District from high profile events in terms of increased spending at local retailers or tourism outlets from a large influx of visitors from outside the District, either as day visitors or overnight visitors. Council expects such events to generate income from participants (through for example, ticket sales or sale of goods) and from other sponsorship arrangements. If high profile events are recurring, then Council expects them to become increasingly self-funding over a maximum of five years. Its sponsorship of recurring events is not guaranteed but will certainly decrease over time.

Community events: Council recognises that there are community events, such as the Christmas Parades, that are important to Rangitikei's community life and well-being but where there would not be a large influx of visitors from outside the District. Such events **may** generate income from participants (through for example, ticket sales or sale of goods) and from other sponsorship arrangements. If these events are recurring community events, then Council expects them to demonstrate continuing community support through maintaining or increasing the number of people who take part in them.

High Profile Community events: Council expects that these events are likely to attract large numbers of visitors from outside the District and also be important community events for local people. Council is expecting both an economic impact for the District in terms of increased spending at local retailers or tourism outlets and increasing participation from people, particularly local people. These events may generate income from other sponsorship arrangements or from fees charged to, for example, stall holders, but generally would be free to the general public.

## EXAMPLE OF ELIGIBLE PROJECT COSTS

'Eligible project costs' means any expenses that the sponsorship scheme will support, according to the eligibility criteria, ignoring those costs which are ineligible.

### Example – Expenditure Budget – Festival 'X'

Item	Amount	
Equipment hire*	\$	3,000.00
Venue hire*	\$	2,500.00
Catering (VIP's)	\$	500.00
Professional services	\$	4,000.00
Training*	\$	500.00
Advertising*	\$	2,000.00
Prize money*	\$	1,000.00
T-Shirts (branded)*	\$	250.00
Total Cost (GST inclusive / <del>exclusive</del> . Please delete one)	\$	13,750.00

### \* Eligible projects/activities

Festival 'X' costs \$13,750 of which \$9,250 is for eligible project costs. Therefore the **maximum** sponsorship from Council will be \$4,625.

# Attachment 7

COMMUNITY AND LEISURE ASSETS GROUP OF ACTIVITIES 2018/19			Aug-18
Major programmes of work outlined in the LTP 2018-28			
Parks and Open Spaces	Progress to date	Progress for this period	Planned for the next two months
Parks Upgrade Partnership Fund	No applications so far this year	No progress to report	No known applications due at this stage
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. \$46,600 still available.
Community Buildings	Progress to date	Progress for this period	Planned for the next two months
Asbestos Management	Overarching Asbestos Management Plan has been prepared. Asbestos surveys have been carried out at Memorial Hall (Marton) and Taihape Town Hall, Marton and Taihape Swim Centres, Taihape Women's Club, Marton RDC Admin buildings, and Marton Library. An Asbestos Awareness presentation was provided by Precise Consulting to key staff. Contractors who work on Council buildings were also invited to attend. A letter has been sent to the majority of clubs who have buildings on Council owned or managed land, making them aware of the Health & Safety at Work (Asbestos) Regulations 2016. Signage has been ordered to be placed on Council buildings.	Hunterville Community Committee recommended the ex-Fire Station building (Hunterville Town Hall site) be demolished due to its poor condition and the presence of asbestos. This recommendation was resolved by Council at it's August meeting.	Signage will be installed as appropriate. Asbestos Management Plans for each building will continue to be developed/updated. Ex Hunterville Fire Station will be demolished.
Community Housing	Progress to date	Progress for this period	Planned for the next two months
Refurbishment of housing stock	Funding allocated in 2018/19 budget.	Prices are being sought for heating and thermal curtains.	Heating and curtains to be installed before 1 November.

ROADING AND FOOTPATHS GROUP OF ACTIVITIES 2018/19					Aug-18
Major programmes of work outlined in the LTP 2018/28					
Street Lighting	Design/ Scoping	Tender/Contract docs	Under construction	Complete	Planned for the next two months F74:F88
Accelerated renewal programme of LED carriageway lighting	Stages 1&2 completed.		Aug-18	TBC	Stage 3 still progressing.
Carry forward programmes from 2017/18					
Turakina Valley Road 3 (Otairi) RP 2075 – guardrail to bridge approaches	Deferred to 2019/20 to be carried in conjunction with a pavement rehab				
Turakina Valley Road 3 (Otiwhiti) RP 3040 – replace wire rope barrier with guardrail	Deferred to 2019/20 to be carried in conjunction with a pavement rehab				
Turakina Valley Road 3 Bridge 45 Concrete Ford, RP 6000	Brought forward from 2019/20 programme was incorporated with the James Road emergency works project		Mar-18	May-18	This project all completed.
Repairs to damage from Debbie event April 2017	Designs for all sites completed.				Sites approx 98% complete.
Repairs to damage to network arising from July 13/14 event.	Designs for all sites completed.				Sites approx 85% complete.

RUBBISH AND RECYCLING GROUP OF ACTIVITIES 2018/19			Aug-18
Major programmes of work outlined in the LTP 2018-28			
Other projects			
What they are:	Targets:	Progress to Date	Work planned for next three months
Waste minimisation	Waste Education NZ visits.	No schools visited yet	Monitor and review teacher reports
Waste minimisation	Horizons EnviroSchools programme.	Meeting with Horizons re: further schools interested in joining EnviroSchools	Monitor and review facilitator reports

SEWERAGE AND THE TREATMENT AND DISPOSAL OF SEWAGE GROUP OF ACTIVITIES 2018/19				Aug-18
Major programmes of work outlined in the LTP 2018-28				
Wastewater Reticulation Renewals - District wide				
Infiltration reduction through relining programme	2018/2019 programme to be prioritised	Investigation underway		