

Local Community Grant Fund Application Form

Kerikeri Service Centre

29 AUG 2019



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- If there's anything on this form you're not sure of, please contact the Governance team at DDI (09) 401 5188, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered.
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.

The following **must** be submitted along with this application form:

- ☒ Signed applicant declaration
- ☒ Two quotes for purchases where practicable, **or** evidence of expected purchases
- ☒ Business plan (including project costs)
- ☒ Details of all other funding secured or pending approval for this project (minimum 50%)
- ☐ Programme outline (if applying for operating costs) N/A no operating costs funding sought
- ☐ A health and safety plan It is understood that H&S plan not required unless the funding is for an event.

Applicant details

Organisation	Kerikeri Sports Complex Incorporated	Number of Members	1,163
Postal Address	P.O. Box 452, Remarie Kapa Drive, Kerikeri	Post Code	0245
Physical Address	71 Waipapa Road, Kerikeri	Post Code	
Contact Person	Ange Barker	Position	Committee Member
Phone Number	021 495 117	Mobile Number	021 495 117
Email Address	benandange@gmail.com		

Please briefly describe the purpose of the organisation.

The purpose of the Kerikeri Sports Complex is to be a premium provider for sport, recreation and leisure in the Mid-North. Both Kerikeri Netball Centre and Kerikeri Rugby Club operate from this Complex.

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Project Details

Which Community Board is your organisation applying to (see map Schedule A)?

☐ Te Hiku ☐ Kaikohe-Hokianga ☒ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Event Date
Location Time
Are you applying for annual funding for the remaining years of the triennium¹? ☐ Yes ☒ No

If so, how much?

Outline your project and the services it will provide. Tell us:

- How it will enhance access to facilities and for whom
- How it will broaden the range of activities and experiences available to the community
- How it will enhance/communities or volunteer capability to provide services.

Kerikeri Sports Complex (KKSC), supported by Kerikeri Netball Club (KKNC) and Kerikeri Rugby Club (KKRC), seeks funding to enable sufficient consultation and design to be carried out for a proposed new playground, intended to be constructed at the KKSC grounds.

Please refer to the attached Kerikeri Sports Complex Playground Stage 1 Consultation and Design Business Plan dated 27 August 2019, for details relating to the proposal including enhanced access to facilities, range of activities available to the community, and enhancement of communities capability to provide a service. Detailed project cost information, professional scope of works, letters of support, and Health and Safety information, along with approval from Far North District Council, as land owner, is also included within the attached Business Plan.

¹ The triennium refers to the three-year period between local elections.

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Project Cost

Provide a detailed costs estimate for the project or event. Funding requested may not exceed 50% of the total project cost.

Total Cost - provide the **total** amount of the estimated quoted cost against the appropriate item.

Amount Requested - provide (against the item) the amount the Board is being requested to contribute.

Please Note:

- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents – round the values up or down to the nearest dollar
- Do not use the dollar sign (\$) – just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	\$540	
Advertising/Promotion	Nil	
Facilitator/Professional Fees ²	\$32,225	\$20,000
Administration (incl. stationery/copying)	Nil	
Equipment Hire	Nil	
Equipment Purchase (describe)	Nil	
Utilities	Nil	
Hardware (e.g. cement, timber, nails, paint)	Nil	
Consumable materials (craft supplies, books)	Nil	
Refreshments	Nil	
Travel/Mileage	Nil	
Volunteer Expenses Reimbursement	Nil	
Wages/Salary	Nil	not applicable
Volunteer Value	\$13,150	not applicable
Other (describe)	N/A	
TOTALS	\$45,915	\$20,000

² If the application is for professional or facilitator fees, a job description or scope of work must be attached.

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Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number

What are your organisation's currently accessible financial resources?

How much of this is tagged or committed for specific purposes?

List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
Normal operating expenses, no capital projects	Various, annually
TOTAL	

Please list details of all other funding secured or pending approval for this project (minimum 50%):

Funding Source	Amount	Approved
Donation of venue hire by KKSC	\$540	Yes / Pending
Donation of volunteer hours	\$13,150	Yes / Pending
KKSC, KKNC and KKRC cash donations	\$1,230	Yes / Pending
Donation by VISION	\$11,000	Yes / Pending
		Yes / Pending

Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
Nil			Y / N
			Y / N
			Y / N
			Y / N

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Application Form



Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal or personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

On behalf of: (full name of organisation)

Kerikeri Sports Complex Incorporated

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - Regular financial reporting to every full meeting of the governing body

Local Community Grant Fund

Application Form



We agree to the following conditions if we are funded by Local Community Grant Funding:

1. To uplift any funding granted within 3 months of the date on the letter of agreement.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained in advance from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within two months of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.
11. To notify the Far North District Council immediately if our GST status changes.

Signatory One

Name Position

Postal Address Post Code

Phone Number Mobile Number

Signature Date

Signatory Two (if applicable)

Name Position

Postal Address Post Code

Phone Number Mobile Number

Signature Date



VISION CONSULTING
Engineers & Planners

BUSINESS PLAN

Kerikeri Sports Complex Playground Stage 1: Consultation and Design

Prepared for

Kerikeri Sports Complex Incorporated

29 August 2019

Report Information Summary

Job no.	14059
Version No.	1
Status	FINAL
Date	29 August 2019

Version No.	Date	Description
1	06 August 2019	Draft issued for client meeting
2	14 August 2019	Draft issued for client and MD input
3	29 August 2019	Final issued in support of FNDC Local Grant Fund Application

Document Acceptance

Action	Name	Signed	Date
Author	Jaye Michalick MNZPI		29 August 2019
Author	Ange Barker KKNC Rep		29 August 2019
Reviewer	Ben Perry MIPENZ		29 August 2019

Limitations

This report has been prepared by Vision Consulting Engineers Limited (VISION) based on the scope of our engagement. It is solely for our Client's use for the purpose for which it is intended in accordance with the agreed scope of work. VISION does not accept any liability or responsibility in relation to the use of this report contrary to the above, or to any person other than the Client. Any use or reliance by a third party is at that party's own risk. Where information has been supplied by the Client or obtained from other external sources, it has been assumed that it is accurate, without independent verification, unless otherwise indicated. No liability or responsibility is accepted by VISION for any errors or omissions to the extent that they arise from inaccurate information provided by the Client or any external source.



Vision Consulting Engineers Ltd
Level 1, 62 Kerikeri Road
Kerikeri 0230



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Executive Summary

The Kerikeri Sports Complex (KKSC), supported by the Kerikeri Netball Centre (KKNC), and the Kerikeri Rugby Club (KKRC) (The Organisations), seeks to establish a new, purpose-built playground within the grounds at the Kerikeri Sports Complex, located at 71 Waipapa Road.

The primary objective is to install an innovative playground facility, incorporating modern playground concepts and products, which is used by, and provides benefit and enjoyment to, a wide cross section of the local community. The playground is intended to become a valuable public asset for the Far North District.

To achieve this, The Organisations, assisted by Vision Consulting Engineers & Planners (VISION), intend to undertake substantial consultation with various sectors of the community, to enable the development of a playground facility that is designed by the community, for the community. It is anticipated that a substantial investment of time by volunteers will be required to achieve community driven consultation, resulting in a facility that is highly valued by the community in terms of recreational use.

The primary target user groups include children scheduled to play netball or rugby on the grounds, and any siblings or other family spectators; children of adults who come to play either code; and members of all ages of the wider community, particularly those located within walking, cycling, or short driving distance from the facility. However, community consultation is considered vital to ensure that the primary objective - use of the facility by a wide cross section of the community - is achieved. Without predetermining community feedback, in addition to providing entertaining and educational activities for children of all ages, the space may also need to cater, for example, to bootcamp or other fitness groups through the inclusion of benches and other fixed fitness equipment.

Once community consultation is completed, design research and reporting will be undertaken to arrive at a point where key stakeholders (Far North District Council (FNDC) as landowner, KKSC, KKNC, and KKRC) are able to consider suitable playground design options that incorporate community feedback, enabling a decision to be made on the final design of the playground.

To allow for necessary community consultation, playground design, and funding mechanisms, establishment of the proposed new facility has been broken into two stages:

Stage 1: Consultation and Design of the playground.

This Business Plan has been prepared in support of Stage 1. Funding being sought via FNDC's Local Grant Fund application will be used to undertake Stage 1: Consultation and Design of the playground. A detailed breakdown of Stage 1 outcomes and deliverables is contained within section 3.1 of this report.

Stage 2: Fundraising to purchase equipment and install the playground.

At the completion of Stage 1, funding will be sought to enable playground equipment to be purchased and installed at the Kerikeri Sport Complex grounds. Significant funding is expected to be required to enable a suitable facility to be established. Funding will be sought via fundraising events, donations and from benefactors linked to The Organisations, which will be arranged by the Organisations; funding for Stage 2 will also be sought via FNDC's Infrastructure Grant Fund (IGF) application process. It is anticipated that funding via the FNDC IGF will be sought for Stage 2 during the 2019/2020 IGF application round. It should be noted that funding for Stage 2 will occur in a new triennium, as local body elections are due to be held in October 2019.



1. Introduction

The Kerikeri Sports Complex seeks to construct a new and innovative playground at the Complex, which currently includes three rugby fields, nine netball courts, designated visitor car parking for 225 vehicles, and club buildings with associated facilities including toilets, showers, kitchen, conference room and meeting rooms.

The Kerikeri Sports Complex aims to be a premium provider for sport, recreation and leisure in the Mid-North, this is to be achieved through the provision of a safe, well maintained, high quality complex for the wider community through strategic partnerships. During the Financial Year 18/19 this involved the use of the facility by the Kerikeri Rugby Club, with a membership of 477 players, and the Kerikeri Netball Centre, with approximately 890 players. In addition the centre is utilised for community groups such as dog obedience classes, gardening clubs, fitness providers (yoga, zuu), commercial entities such as trade shows, private functions such as weddings and funerals and community fundraising events such as the Kerikeri Kindergarten Wine Tasting Evening.

The KKRC's mission is to promote and encourage participation within rugby to the wider community. The KKNC's mission is to develop an enjoyable and competitive netball environment providing athlete development and quality competition that is at the heart of our community. Both consider that the addition of a playground to the complex aids in the promotion, enhancement, and encouragement of the community involvement in sport either as a player or spectator for all ages.

The proposed playground is seen by The Organisations as meeting goals specifically defined within their respective Strategies and related documents. Table 1 contains relevant extracts from these documents. A copy of each document is attached to this plan as **Appendix 1**.

Table 1. KKSC, KKNC, KKRC Strategic document extracts

KKSC Vision Mission Values extract	Being a premium provider for recreation and leisure in the Mid-North and a mission statement of providing a safe, well maintained complex for the wider community
KKNC Strategic Plan (2018-2023)	Centre viability is a goal, alongside a work package of providing other building enhancements
KKRC Strategic Plan	Within its New Developments section includes a goal of increasing participation and supporter engagement, with a need for a well provisioned training and playing venue for Rugby in the Far North.

2. Project description

2.1. Proposed Playground

The proposed playground is envisaged as being a modern, innovative facility, incorporating a mix of market-leading proprietary design features, alongside elements that are bespoke to the community it will cater to, within a publicly accessible site located in a medium density area of Kerikeri that currently lacks a public playground. The Organisations seek to provide a playground that caters not only to the primary target age group, being children, but which also provides healthy play opportunities for a variety of age categories and community groups. **Appendix 2** provides inspirational images of modern playgrounds; these images have been sourced from <https://www.playgrounds.co.nz/inspiration/> and are included within this report to demonstrate the types of innovative design intended for the proposal. Please note these images are for inspiration only and do not represent actual design options for the proposal. The playground design stage will commence after consultation has been carried out.



2.2. Project location

The subject site is located at 71 Waipapa Road, Kerikeri, being Part Lot 3 DP 86015, comprising a total site area of 97,170m². The site is owned by FNDC, and has a Recreational zoning under the Far North District Plan. FNDC holds a Recreation Reserve Management Plan (adopted by Council February 2011) for the site, and KKSC maintains a lease from FNDC for occupation of the site. The site is located approximately 2km from the centre of Kerikeri, and approximately 2km from the nearest existing playground, which is located at Riverview Primary School. Refer to Figure 1 for a location plan of the subject site.

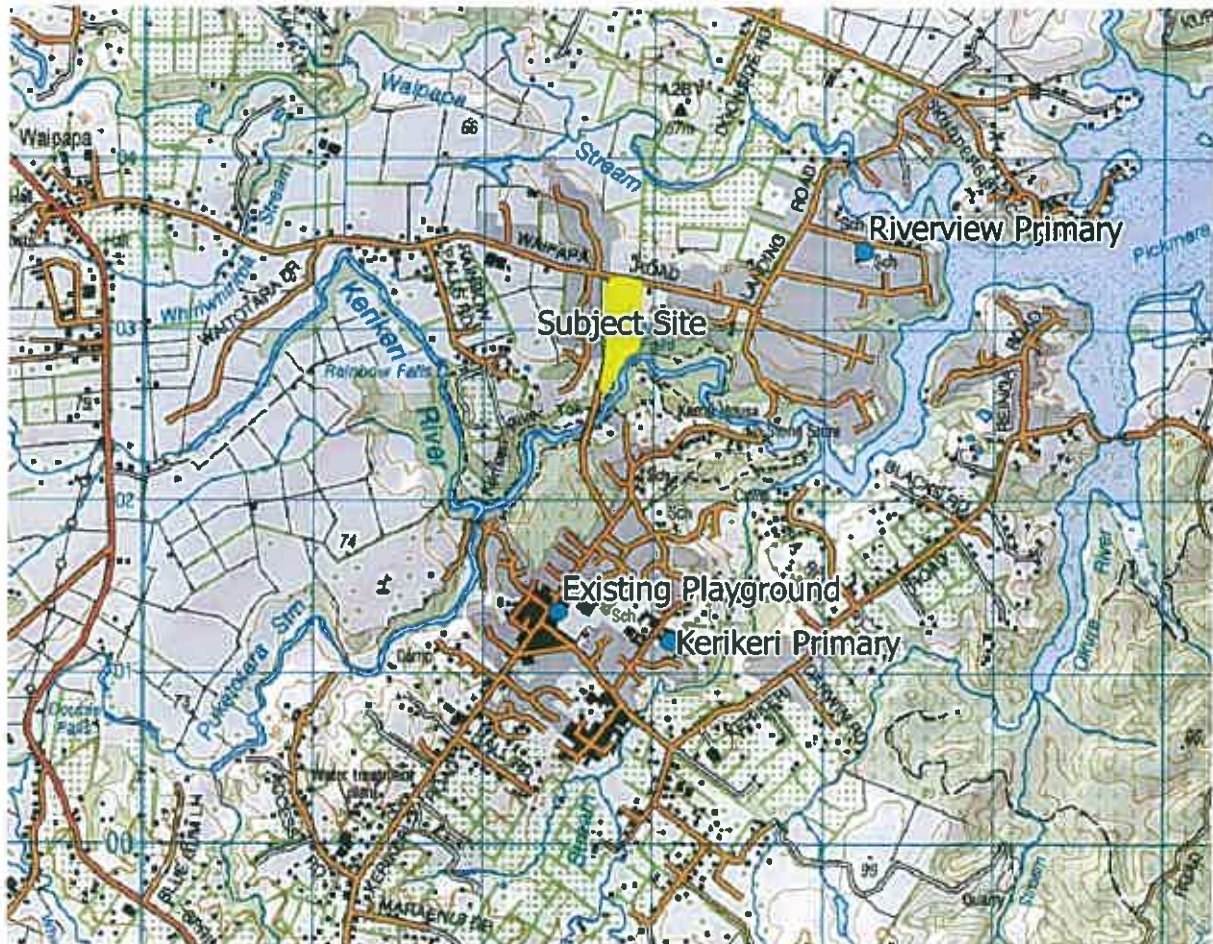


Figure 1. Location Plan

Within the subject site, the playground is intended to occupy land to the east of the existing netball courts, depicted in blue hatch on the site plan attached to this report as **Appendix 3**. The area intended to be occupied by the playground is approximately 1,370m², with the land being generally flat and presently grass covered.

2.3. Project objectives

In addition to providing a playground as described in section 2.1, The Organisations intend to provide a facility that achieves the following community based objectives:

To enhance access to facilities for visitors and users of the KKSC:

The introduction of a playground area provides an additional safe area for children to play while they or their parents watch or participate in sports at the Centre. For Netball in particular trying to encourage mothers back into sport is a key focus, so the provision of a safe area to entertain children while they play will become a key motivational factor when trying to recruit women back in to the sport.



To broaden the range of activities and experiences available to the community:

There is no other community playground in this growing area of Kerikeri/Waipapa north of the bypass. The opportunities presented by a project like this mean equipment and facilities can be designed with all ages in mind include fixed fitness equipment for all ages, playground entertainment for both juniors, youth and adults and disability access and equipment to ensure all members of the community are able to enjoy the area.

To enhance communities/volunteer capability to provide services:

The addition of a publicly accessible playground within the KKSC grounds will significantly enhance the site, thereby providing additional opportunities for use of the Complex by community groups, or for fundraising events where a playground facility is desirable (e.g. fairs, marathon finish line and prize giving, parent groups).

To support community goals/outcomes within Council's Long Term Plan:

The key principle this facility can contribute to is connectedness. By bringing together all ages of the community in one place the enjoyment can be spread across many groups. Encouraging outdoor play, movement and activity is a key goal of the Sports Complex and a playground such as this would be able to take advantage of advancements in leisure space planning, making a central play area for the surrounding suburbs.

3. Project staging

To allow for necessary community consultation, playground design, and funding mechanisms, establishment of the proposed new facility has been broken into Stage 1 and Stage 2. Both stages are defined below. Consultation with specialist NZ playground supply companies has been undertaken to inform the following process of arriving at a suitable playground design.

3.1. Stage 1: Consultation and Design of the playground

Community consultation is considered to be the first key step in designing a fit-for purpose, multi-use playground facility. Community consultation will be determined in accordance with any regulatory requirements that may be necessary (for example the sites Reserve Management Plan, or associated document(s) created in accordance with the Reserves Act 1977). Substantial consultation is intended to be conducted with surrounding residents, sporting codes, potential target user groups such as fitness groups, and other community groups that are as yet unidentified. Opportunities for general community consultation are also intended, for example setting up a stall at a Kerikeri weekend market. Following on from community consultation, research, design and reporting is required, which needs to consider, and/or incorporate the following factors:

- Consultation feedback (community suggestions and recommendations);
- Regulatory requirements;
- Urban design principles;
- Universal accessibility standards;
- Equipment safety, suitability and durability;
- Engineering requirements;
- Landscaping;
- Lighting;
- Potential adverse effects;
- Equipment sourcing options.

3.1.1. Stage 1 outcomes:

- 1) A comprehensive summary of community suggestions for the space.



- 2) Final playground design options (which incorporates feedback obtained during consultation, and addresses other criteria noted above) and sourcing option(s), for use by The Organisations and FNDC, for decision making purposes.
- 3) Application lodged with FNDC for funding via the Infrastructure Grant Fund. This funding will be required to partially fund purchasing the equipment, and installation of the playground¹.
- 4) Funding obtained for Stage 1 will also need to be set aside to pay for any consents required to install the playground (i.e. resource and/or building consent), however application for any such consent(s) will not be prepared and lodged until such time as funding for Stage 2 is secured.

3.1.2. Stage 1 Project deliverables

The project deliverables for Stage 1 include undertaking, and preparing, the following:

- 1) **Confirm funding for Stage 1** via FNDC's Local Grant Funding mechanism.
- 2) **Demographic Assessment:** Undertake a user catchment assessment.
- 3) **Regulatory Review:** Research relevant legislation to determine the level of community and stakeholder consultation that may be required, and determine what resource, building, or other consents are required to enable installation of the playground.
- 4) **Playground Report:** Summarise demographic assessment, report on the outcomes of the Regulatory Review include target consultation groups and outline methods of consultation.
- 5) **Consultation Document:** Confirm sections of the community to be consulted with. Prepare document(s) for circulation at consultation events, include summary information as relevant from Playground Report.
- 6) **Undertake Consultation:** Consult with identified sections of the community, and stakeholders, to obtain feedback relating to intended use, design, and other information to inform design of the playground.
- 7) **Playground Design Research:** Define playground design criteria, generated by items 2) to 6) above, and research: urban design principles; equipment suitability; durability; accessibility; engineering requirements; lighting; landscaping, mitigation of any potential adverse effects; and equipment sourcing options.
- 8) **Playground Design Report:** Report on the outcomes of the Design Research. Report to be prepared by The Organisations with the support of VISION, and used by The Organisations and FNDC for decision making purposes in relation to final playground design, location, equipment sourcing and costs, installation programme of works and costs. Include a review of funding options for equipment purchase and installation, based on estimate of costs.
- 9) **Identify and prepare applications for consent requirements (resource, building, other) to install the playground:** Once a decision is made in terms of design and equipment sourcing, an assessment of consenting requirements will be undertaken. Building Consent is expected to be required, and resource consent may be required. Applications to be prepared and lodged on security of the construction funding.
- 10) **Infrastructure Growth Fund Application:** Complete and lodge application with FNDC, in time for the 2019/2020 application round. Funding required to purchase equipment for, and installation of, the proposed playground, being Stage 2 as defined below.

3.2. Stage 2: Fundraising to purchase equipment and install the playground.

At the completion of Stage 1, funding will be sought to enable playground equipment to be purchased and installed at the Kerikeri Sport Complex grounds. Significant funding is expected to be

¹ The other funding source anticipated for purchasing equipment and installing the playground will be obtained via fundraising and potentially other funding mechanisms developed by The Organisations.



required, to enable a suitable facility to be established. Funding will be sought via fundraising events and donations, to be arranged by The Organisations; and via FNDC's Infrastructure Grant Fund (IGF) application process. FNDC's IGF contribution to this project, if approved, will not exceed 50% of the total cost of the project. It should be noted that funding for Stage 2 will occur in a new triennium (compared to the triennium within which funding for Stage 1 is sought), as local body elections are due to be held in October 2019.

4. Project scope and constraints

The scope of works for Stage 1 is detailed in section 3.1.2, resulting in a playground as described in section 2.1. Purchase of playground equipment, lodgement of consents, and installation of the playground is excluded from this Stage.

4.1. Constraints and assumptions

The following constraints and assumptions are noted:

- 1) The final design of the playground must comply with relevant legislation (i.e. Resource Management Act, Building Act, Reserves Act), and is expected to demonstrate best industry practice in relation to durability, accessibility, health & safety, and urban design.
- 2) FNDC Infrastructure Grant funding shall not exceed 50% of the total project costs (which may include volunteer time)², therefore it is anticipated that significant fundraising will be required to enable 50% of the costs associated with Stage 2 (Purchase of playground equipment and installation of playground) to be met.
- 3) VISION will complete the following objectives:
 - a. Demographic Assessment
 - b. Regulatory Review
 - c. Playground Report
 - d. Consultation Document
 - e. Playground Design Research (in part - predominantly this will be undertaken by volunteers from The Organisations)
 - f. Playground Design Report (in part - this will be a collaborative, iterative process with volunteers and decision makers from The Organisations)
 - g. Prepare Consent applications
 - h. Preparation of Infrastructure Growth Fund Application

Volunteers associated with The Organisations will undertake necessary consultation, playground design research and reporting, and make themselves available as required, to advise on, review, and make decisions in relation to the project deliverables. Volunteers will also undertake all fundraising required to support Stage 2.

5. Stakeholders and community support

Kerikeri Sports Complex Incorporated is the applicant, supported by KKNC, KKRC and FNDC (as land owner). Attached to this plan as **Appendix 4** are copies of letters of support from KKSC, KKNC and KKRC, along with a letter by VISION confirming its support via a sizeable donation to this project.

FNDC is a key stakeholder in this process. Acting as land owner, Andy Finch, FNDC's General Manager - Infrastructure and Asset Management, wholeheartedly supports the playground proposal, and seeks to discuss further the roles and responsibilities for ongoing repairs, maintenance and

² Infrastructure Grant Fund Application, Appendix 1, Policy 9. Far North District Council, 2018/2019.



replacement, once funding for Stage 1 is in place. A letter confirming land owner approval by Mr Finch, dated 21 August 2019, is attached to this report as **Appendix 5**.

Preliminary consultation regarding the proposal has been carried out at end of season events held this month for KKNC. 100+ signatures have been obtained in support of the playground, from members of the community in attendance at these events. Attached to this report as **Appendix 6** is a copy of the signed support documents.

In addition to key stakeholders, surrounding residents are considered to be interested parties and early consultation with these residents is considered vital to inform the process, and to ensure that any potential adverse effects resulting from use of the playground are sufficiently assessed, avoided, remedied or mitigated as required. **Table 2** provides a copy of contact details for key stakeholder groups.

Table 2. Project Contact Details

Kerikeri Sports Complex	Dot Dromgool	benandange@gmail.com
	Angela Barker	
Kerikeri Netball Centre	Angela Barker	benandange@gmail.com
Kerikeri Rugby Club	Brad Davies	dhs.ltd@extra.co.nz
Far North District Council	Nina Gobie - Team Leader - Facilities Operations ;	Nina.Gobie@fndc.govt.nz
	Andy Finch - General Manager - Infrastructure and Asset Management	Andy.Finch@fndc.govt.nz
Vision Consulting Engineers & Planners	Ben Perry - Managing Director;	bcperry@vce.co.nz
	Jaye Michalick - Senior Planner;	jmichalick@vce.co.nz
	Logan Ashmore - Demographer - Research Analyst	lashmore@vce.co.nz

6. End user analysis

Pending community consultation, the intended target user age-group for the facility is 2 to 70 year olds; it is hoped that the facility will provide recreational enjoyment for a wide range of community members, and where feasible, universally accessible equipment will be included. Best practice, in terms of playground design, is intended to inform Stage 1 of this project.

A review of currently available census data (Census 2013, Usual Resident Population) by VISION's Demographer-Research Analyst, indicates that Kerikeri has a total of 2,844 usual residents between the ages of 0 to 19, located within approximately 15m drive time of the township. **Figure 2** depicts the usual resident population information discussed. Census data is taken in 5 year increments of age, which is why this population count is for usual residents up to the age of 19. Conservatively, **Figure 2** also demonstrates that the Usual Resident Population of children up to the age of 14 years old in Kerikeri is estimated to be 2,154 children, located within approximately a 15 minute drive of the township. When the latest census data becomes available (estimate release date September 2019) up to date projections relating to population growth for Kerikeri will be available and this information will inform the proposed Demographic Assessment included within the Stage 1 deliverables. The Demographic Assessment will provide the foundation for understanding the catchment of people the playground services within the immediate community. This information, combined with that of The Organisations, will be used to help recognise the extent of those people most likely to use the playground; thus informing consultation target groups.



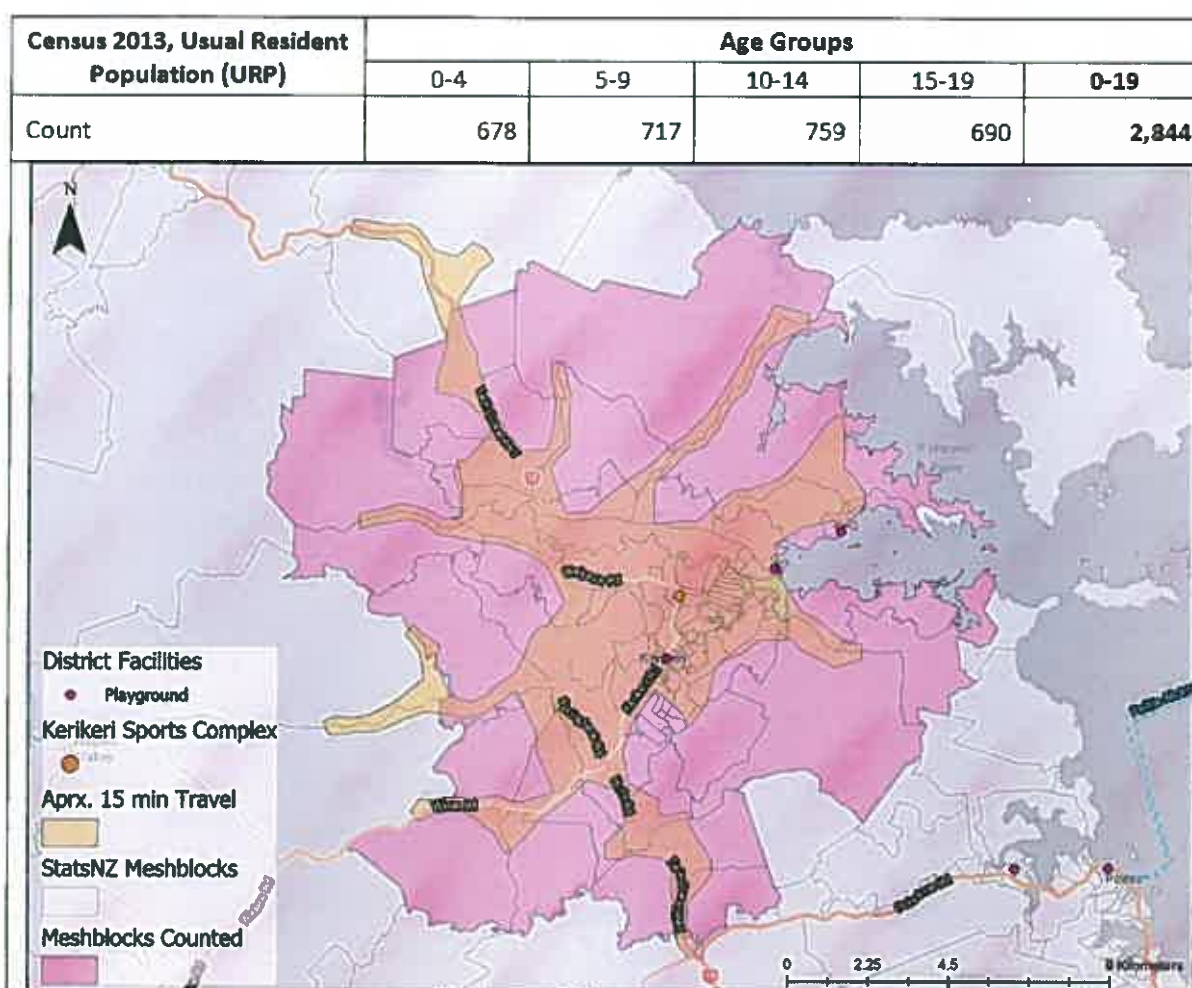


Figure 2. Usual Resident Population analysis up to 19 years of age

7. Existing playgrounds servicing Kerikeri township

Anecdotally, the township of Kerikeri contains one public-space playground located in the Kerikeri Domain. While there are two playgrounds at the primary schools within the township, these are not accessible during school hours. Nor are they considered to be available as a publicly available space.

Publicly accessible land adjoining the Coastal Marine Area at Rangitane Loop Road contains a playground, however this is located approximately a 12 minute drive from Kerikeri township and is therefore excluded as a viable walking or cycling option for community members who reside within the Kerikeri township.

On the above basis, Kerikeri has one public-space based playground and this proposal provides a means of **doubling the level of service** to the Kerikeri community while at the same time promoting connectivity and well-being to the township.

8. Project funding

Funding for stage 1 is being sought via the FNDC Local Grant Fund, from which a maximum of up to \$20,000 of matched funds can be obtained. Section 1 of FNDC's Community Grant Policy (2018) sets out criteria which must be met in order for a project to be eligible for Local Grant Funding. **Table 3** assesses the proposal in relation to the relevant criteria.

Table 3. Local Grant Funding Eligibility Criteria Assessment

Applications must be made on the official Local Grant Application Form	The official Local Grant Application Form has been completed and is supported by all necessary information
--	--



and be accompanied by all required information	
Priority will be given to community organisations and social enterprises	The KKSC, KKNC and KKRC are community organisations, operating largely on a volunteer basis.
Applicants must demonstrate that they are able to deliver to the level as agreed and are willing to collaborate or partner where appropriate	The applicants have partnered with a professional company, which will undertake aspects of the project that require specialist technical deliverables. Wherever possible, the applicants will contribute significant volunteer time and resources to achieve the deliverables for Stage 1.
Applicants wishing to undertake projects on Council owned/administered properties must comply with Council's Policies	The Applicants currently operate from a Council owned property and are therefore familiar with compliance with relevant Council Policies.
Grant funding from any Council source shall not exceed 50% of the total project costs, which may include a calculation based on volunteer time.	Refer to Table x of this report which provides total project cost information, and funding sources.
Applications in excess of \$3,000 will require the applicant to attend the Community Board meeting in which the application is heard to provide information to the Board.	The Applicant is willing to attend the Board meeting.
Priority will be given to proposals which: <ol style="list-style-type: none"> 1. are consistent with or contribute to Council's Community Outcomes; 2. provide infrastructure or contribute significantly to placemaking; 3. fulfil demonstrated community needs or provide services not already available; 4. have a high degree of local participation and engagement; 5. benefit a significant sector of the community; 6. are likely to succeed; 7. are family-friendly; 8. have applied for funding from sources outside of Council 	<p>The proposal:</p> <ol style="list-style-type: none"> 1. Refer to section 2.3 of this report which demonstrates that the proposal is consistent with Council's Community Outcome, specifically the first outcome which is Communities that are healthy, safe, connected and sustainable. 2. Upon completion of Stage 2, significant new infrastructure, owned by the community will be installed at the Kerikeri Sports Complex, which will result in improved placemaking. 3. There are no existing public playground facilities north of the Kerikeri Bypass, therefore the proposed services is not already available, and The Organisations have also demonstrated an on-site need, to support their membership needs. 4. The proposed playground will be designed to achieve a high degree of local participation and engagement. 5. The proposed playground will be designed for healthy play for a variety of age categories and community groups. 6. There is considered to be a substantial appetite for the proposal, and there are no known constraints or assumptions that appear to provide significant risk to the projects success. 7. The proposal is intended to be family-friendly. 8. The applicant has obtained funding from sources outside of Council - refer Table 4 of this report.
Item 12 of Section 1 of FNDC's Community Grant Policy (2018) sets out proposals which are not eligible for funding.	The proposal does not include any of the activities listed as ineligible for funding.
All recipients of funding are required to enter into an agreement with Council	The applicant is willing to enter into the necessary agreement



At the completion of the project, the applicant will provide FNDC with a Project Report, including, if required, a progress report every 6 months.	The applicant is willing to provide FNDC with the necessary report(s).
Any issue that could jeopardise the completion of the project or the reporting must be reported to Council staff ASAP.	The applicant will comply with this obligation, should any issue arise.

8.1. Budget

Costs associated with Stage 1 are provided in detail in the Project Fee Estimation Spreadsheet, attached to this report as **Appendix 7**, and summarised in **Table 4**. Volunteer hours have been allocated two different rates, depending on the complexity of the relevant activity. A value of \$25 per hour of volunteer time is allocated to those tasks which require the volunteer to have project management/team leader or other specific skills alongside a good working knowledge of the project and deliverables. An alternative value of \$20 per hour, for volunteer time, is allocated to tasks that can be undertaken by any available volunteer(s). The value assigned to each task is defined within the Project Fee Estimation Spreadsheet within **Appendix 7**. An Offer of Support for Professional Services relating to Stage 1, by VISION, in support of VISION professional fees noted below, is attached to this report as **Appendix 8**.

Table 4. Stage 1 Costs Summary

Activity or Deliverable	Cost
VISION professional fees	\$32,225
Volunteer hours	\$13,150
Venue hire	\$540
Total Costs	\$45,915

As set out in Table 4, the total cost of the project is \$45,915. Funding sources, to meet the total cost of the project, are set out in Table 5.

Table 5. Stage 1 funding sources

Source	Value
FNDC Local Grant Fund	\$20,000
VISION Consulting donation	\$11,000
KKSC donation of venue hire	\$540
The Organisations donation of volunteer hours	\$13,150
Cash contribution from The Organisations	\$1,230
Total funding sources	\$45,920

8.1.1. Existing expenditure

In addition to the costs and funding sources set out in **Tables 4 and 5**, significant time has been donated by VISION, in excess of 40 hours (\$5,800) in the preparation of this document and associated material, prepared in support of the Local Grant Fund application by KKSC. Likewise, volunteers from The Organisations have presently spent over 16 hours on this project. A record of volunteer hours to date is attached to this report as **Appendix 9**. Appendix 9 is provided to support



the estimated total volunteer hours required for this project to succeed, which will be required over the next eight to ten months (until time of lodgement of the Stage 2 IGF application).

8.2. Timing

Timing associated with Stage 1 is set out in Table 6:

Table 6. Stage 1 Timing

Activity or Deliverable	Duration (working days)	Timing
Demographic Assessment	20	Sept-Oct 2019
Regulatory Review	20	Sept-Oct 2019
Playground Report	20	Oct-Nov 2019
Consultation Document	20	Oct-Nov 2019
Consultation	80	Sept 2019 - Dec 2020
Playground Design Research	60	Dec 2019 - Feb 2020
Playground Design Report	20	Feb-Mar 2020
Prepare Consents	20	Mar-Apr 2020
Preparation of Infrastructure Growth Fund Application	40	Mar-Apr 2020
Inform, review and decide on Deliverables provided by Vision	40	Oct 2019 - Apr 2020
Project Reporting	20	Mar-Apr 2020
Project Timeline Buffer	20	May 2020

9. Business continuity plan

Table 7 sets out a consideration of risks to the project and includes mitigation measures for each of the defined risks to the project.

Table 7. Project risk assessment

Risk	Mitigation
Staff and/or volunteer turnover.	The project business plan has been comprehensively prepared so that the deliverables for Stage 1 are clearly set out and able to be followed by staff or volunteers that join the project after it has commenced. The business plan is supported by The Organisations, which have a track record for delivering projects.
Fund security	It is proposed to award the funds to the Kerikeri Sports Complex as they have a track record and appropriate systems in place to manage the distribution of the funds to the project.
Costs associated with Stage 1 exceed the budget	Fundraising (if required) and volunteer contributions of time and resources are considered sufficient to meet any minor budget exceedance.
Funding for Stage 2 (purchase equipment and install the playground) is not awarded by FNDC via the Infrastructure Grant Fund	Given the community support, demonstrated need for the facility, and wide community benefit anticipated by establishment of the playground, this risk is considered to be very low. The applicant also intends to undertake fundraising to contribute



	<p>towards the costs of purchasing and installing the playground. Given the likely support for the proposal from the community in general, and the potential for substantial donations from benefactors linked to either KKNC or KKRC, it is considered that the project will still be feasible, even if funds are not awarded via the Infrastructure Grant, however it is expected that the timeframe for installation of the playground would extend to allow for the necessary fundraising to occur.</p>
Funding for Stage 2 is not achieved by The Organisations	<p>The project could be delayed for the commencement of Stage 2 until The Organisations are able to attain acceptable levels of funding for the project. This will only delay the project until the fundraising can achieve the acceptable threshold to apply for the Infrastructure Grant Fund. This is the benefit of staging the approach as described in this business plan.</p>
Deliverables are late	<p>The project aims to follow the PRINCE2 project management principles. As such risks will be continually reviewed, assessed, and if required mitigated as needed throughout the project. This would minimise the effect of later deliverables. In addition a buffer of 1 month is contained within the Timeline</p>
Frivolous expenditure of grant funds	<p>KKSC maintain an independently audited accounting system, and KKSC is also required to submit their accounts to FNDC on an annual basis. FNDC has its own external assurance process.</p>



Appendix 1

KKSC, KKNC, and KKRC Strategy documents





KERIKERI SPORTS COMPLEX

VISION

To be a premium provider for sport, recreation and leisure in the Mid-North

MISSION

Provide a safe, well maintained, high quality complex for the wider community through strategic partnerships

VALUES

Inclusive

Community
Oriented

Safe

- For everyone
- Welcoming all kinds of people
 - Open
- Embracing all

- Building ties
- Working for a common good
 - Providing facilities for opportunities

- Reducing exposure to danger and risk (physically and mentally)
- Meet Health and Safety Standards
 - Prevention of bullying/harassment

KERIKERI NETBALL CENTRE STRATEGIC PLAN

2018-2023

VISION - (What is our dream, what is our future)

A quality provider of sporting opportunity for all.

MISSION - (How we will meet our vision)

To develop an enjoyable and competitive netball environment providing athlete development and quality competition that is at the heart of our community

GOALS – (What we want to Focus on)

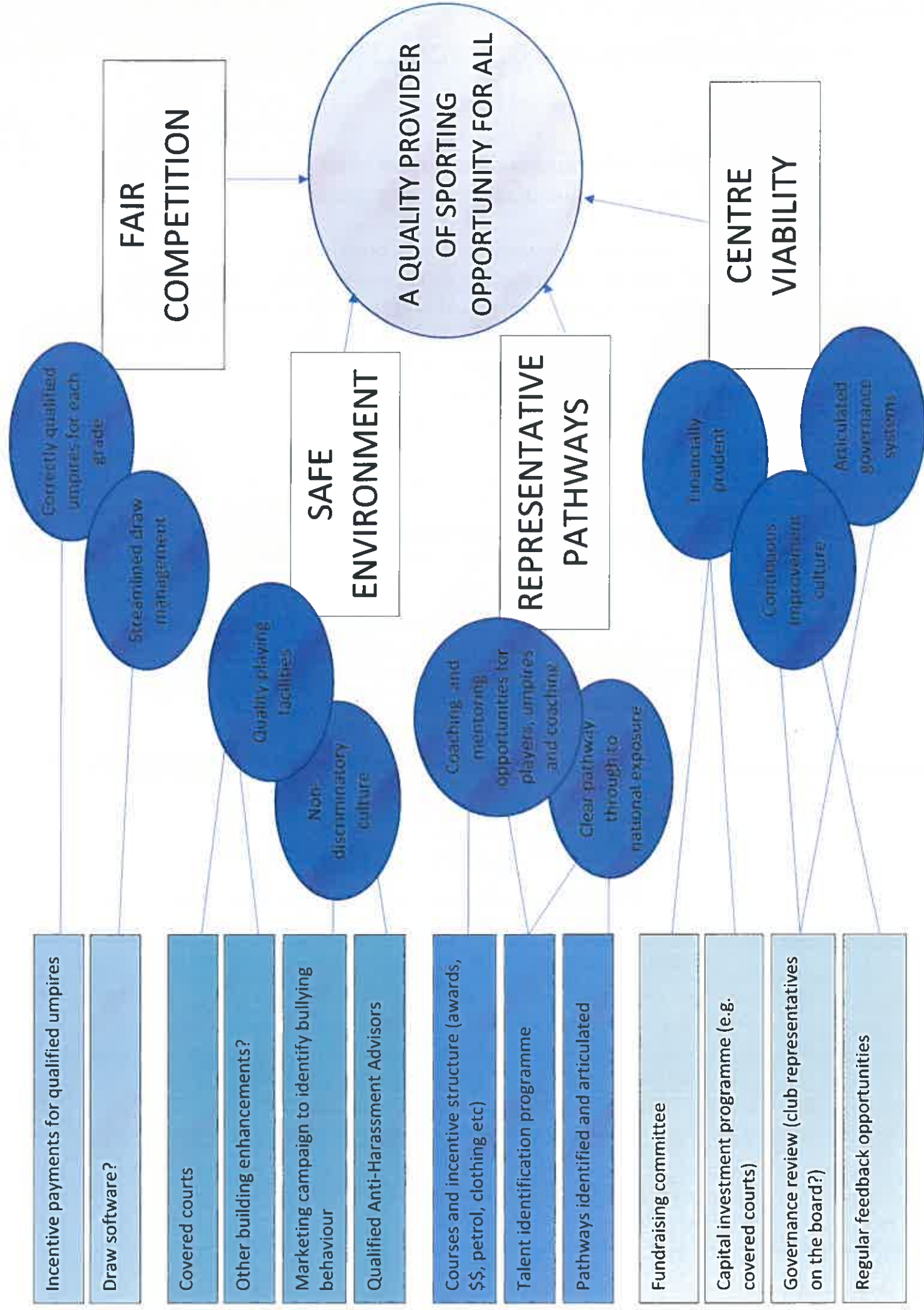
Fair competition
Safe environment
Representative pathways
Centre viability

BENEFITS (Measurable achievements that we are attaining our goals)

Increased qualified umpires
Increased qualified coaches
Decreased reports of bullying
Increased satisfaction with playing conditions
Increased representatives at regional and national levels
Maintained financial viability
Increased capital investment
Created streamlined systems

WORK PACKAGES (The actual work to be done, to achieve our goals and vision)

Incentive payments for qualified umpires
Draw software
Covered courts
Other building enhancements
Marketing campaign to identify bullying behaviour
Qualified Anti-Harassment Advisors
Courses and incentive structure for coaches and umpires
Talent identification programme
Pathways identified, articulated and marketed
Capital investment programme created
Fundraising committee
Governance review
Regular feedback opportunities offered



KERIKERI RUGBY STRATEGIC PLAN



MISSION/VISION

To Promote and encourage participation within rugby, in Kerikeri and the wider community.

To provide a pathway for our players enabling them to achieve to their highest potential.

Values/pillars

Promote fair play and sportsmanship

Continue to develop coaches and referees

Develop and Annual Plan

KERIKERI RUGBY COMMITTEE 2017

President-Brad Davies-dhs.ltd@xtra.co.nz

Club Captain-Graham Wilson-Duncan Bell
graham@keripollination.co.nz
bellconstruction@xtra.co.nz

Treasure/Funding-Brian Mather brian.all@xtra.co.nz

Secretary-Sharon Anderson
sharon.anderson@xtra.co.nz

Sponsorship co-ordination-Shaun Anderson
plastercentrenorthland@xtra.co.nz

Junior & Bay Delegate-Ian Rikys-Paul Graham
ian.kaz@xtra.co.nz
paul@homekerikeri.co.nz

Club Patron-Woody-bjwoodham@xtra.co.nz

Merchandise

Lorna Wilson
Emma Klinac
Trudy Black

Funding

Trudy Black

Bar Manager

Neil Miller

Face Book

Kaylene Watson

Sporty Admin

Kaylene Watson

Junior Subs

Kaylene Watson

Field Bookings

Paul Graham

Complex Bookings

Raewyn

Event Coordinator

Emma Klinac

• Committee Members

Kaylene Watson
Robert Groome
Brady McCaughan
Paul Halvorson
Kylie Harper
Ken Baker
Emma Klinac
Trudy Black
Neil Miller

SENIOR & JUNIOR COACHING

• Coach selection sub committee

Duncan Bell
Graham Wilson
Brian Mather
Shaun Anderson
Brad Davies

• Timeframe Coaching Staff selection and Appointment

Advertising Senior Coaching positions
Appointment

August-September
By 1st October

Advertising Junior Grades
Appointment

January-February
By 1st March

Coach Liaison
Coaching Support

Duncan Bell
Craig Maxwell

2017 CLUB MEMBERSHIP AND TEAMS

- THE CLUB PROVIDES RUGBY, RIPPER AND OTHER CLUB OPPORTUNITIES TO THE KERIKERI AND WIDER COMMUNITY. THE CLUB HAS A TOTAL OF 306 PLAYING MEMBERS AND SOCIAL MEMBERSHIP OF 80, MAKING IT THE SECOND LARGEST CLUB IN NORTHLAND BEHIND KAMO RUGBY CLUB IN WHANGAREI. THE CLUBS MEMBERSHIP CONSISTS OF PLAYERS, 4-50+ YEARS OF AGE, MALE AND FEMALE, AND OF MAORI, PAKEHA AND PACIFIC ISLAND DESCENT. IN 2017 THE KERIKERI RUGBY CLUB HAD 306 MEMBERS; THE LARGEST RUGBY MEMBERSHIP IN THE FAR NORTH DISTRICT. THE MEMBERSHIP COMPRISES OF 16 TEAMS. IN THE JUNIOR AGE GROUP FROM THE AGE OF 5-16 THERE ARE:

- 2 x U7 TEAMS;
- 1 x U8 TEAMS;
- 2 x U9'S TEAMS;
- 2 x U10'S TEAMS;
- 2 x U11 TEAMS;
- 2 x U13 TEAMS;
- 1 x U14 TEAM;
- 1 x U16 TEAM.

IN THE ADULT RANGE THERE IS 2 x PREMIER TEAMS AND 1 x GOLDEN OLDIES TEAM.

OPERATIONAL AND ON THE FIELD

Recruitment

First and foremost recruitment is from within the Kerikeri Catchment area.
Intention is to continue to capitalize on population growth within the Kerikeri Community.
We will continue to work alongside Kerikeri High School in promotion and development of rugby.

Retention

The more competitive nature of the Northland Premiership competition will provide a greater challenge in allowing our younger players to reach their full potential while playing for their Local Club.

Continue to work on building a strong club culture.
Strengthen our participation in our up and coming grades.

FACILITIES & EQUIPMENT

- R&M

Kerikeri Rugby is very fortunate in having an outstanding facility that clearly fits the needs of our player base.

The playing fields are managed by recreational services to a high standard.

The building complex is Managed and maintained in conjunction with Kerikeri Netball and the FNDC

- Purchasing

Playing equipment for all grades is issued on and individual team bases and managed through the playing season and returned at completion of season.

Kerikeri rugby has a comprehensive list of apparel that can be purchased in support of the club.

Kerikeri rugby has a very successful Catering and Bar facility which accommodates for the rugby season.

When the facility is hired out we also offer Catering and Bar services/

- Facility Utilization

Kerikeri Rugby provides a central Far North venue for the wider Northland Rugby Community

Many of the Bay of Islands and Northland Junior rugby representative teams train and play at Kerikeri.

NEW DEVELOPMENTS

Kerikeri Rugby in 2016 promoted and encouraged the development of a senior netball team as to build on cross code participation.

Currently our major project is upgrading our field lighting as to provide better utilization of our playing fields and increase participation. This upgrade will result in us having two fields provisioned for evening trainings and night games.

We recognize the ability to have night games is a major draw for both junior participation and supporter engagement.

Given our location we are required to fulfill the need to have a well provisioned training and playing venue for Rugby in the far north.

FUNDRAISING

Flyer showing our scheduled major fundraiser taking place on 8 September.

Key driver for this being upgrade of field lighting prior to 2018 playing season.

We anticipated a contribution in excess of \$20K from this event to go towards our lighting upgrade.



FINANCIAL/SPONSORSHIP

Currently renegotiating what has been a five year contract with our major sponsor, going forward they are looking to double their yearly contribution.

Another key sponsor is also looking to make a significant contribution increase in 2018.

In 2017 we have sold advertising panels displayed on the building exterior, these are to be renewed annually

We have secured local commitment to support individual players in both our senior teams for 2018 season

Appendix 2

Inspirational images of modern playgrounds





Avalon Park, Wellington



South Ripley, Australia



South Ripley, Australia





Avalon Park, Wellington



Mt Alvernia College, Australia



Avalon Park, Wellington



Appendix 3

Playground Site Plan





IMAGE SCALE APPROXIMATE
10 0 10 20 30 40 m

IMAGE COURTESY OF GOOGLE MAPS

DRAWN:	JSM
CHECKED:	BCP
DATE:	08/08/2019
PROJECT:	J14059
SHEET:	
SCALE A3:	1:1000

DRAFT SITE PLAN
PROPOSED PLAYGROUND
KERIKERI SPORTS COMPLEX



Appendix 4 Letters of support from KKSC, KKNC, KKRC and VISION



KERIKERI SPORTS COMPLEX

Remarie Kapa Drive
PO Box 452
Kerikeri 0245
Email: info@kerikerisportscomplex.co.nz



Thursday, August 22, 2019

Ange Barker
Board Member
Kerikeri Sports Complex
P O Box 452
Kerikeri

To Whom it May Concern

The Members of the Kerikeri Sports Complex Board would like to confirm their support and endorse the application for funding to carry out a feasibility study into the building of a playground at the Kerikeri Sports Complex grounds.

The Board believe this would be advantageous to a growing population within the community, and that the proposed location complements the other sporting activities provided.



Dot Dromgool
President



Proudly sponsored
by Vodafone

PO Box 437,
Remarie Kapa Drive, Kerikeri 0245.
<http://www.kerikerinetballcentre.co.nz>
Email: admin@kerikerinetballcentre.co.nz



23 August 2019

To Whom it May Concern

The members of the Kerikeri Netball Centre fully support and endorse the application for funding to carry out a feasibility study into the building of a playground at the Kerikeri Sports Complex ground.

Not only would this be of benefit to the whole community, this would also assist with a Health and Safety concern the Netball Centre experiences throughout the season where we have many young children riding scooters and bikes around the courts while games are being played.

A handwritten signature in blue ink, appearing to read "Jo Hona", is written over the typed name and title. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jo Hona
President

P O Box 138

Remarie Kapa Drive, Kerikeri 0245.

Email: dhs.ltd@xtra.co.nz



27 August 2019

To Whom It May Concern

We the Kerikeri Rugby Club fully support the proposal to conduct a feasibility study into the construction of a playground at the Kerikeri Sports Complex grounds.

An outdoor playground fits within our clubs core values as to maximize kid's outdoor experiences, and in doing so being in a safe environment. A playground at such a facility enables a fun family time for all ages while all being involved in a form of exercise.

Regards Brad Davies

President

A handwritten signature in blue ink, appearing to read "Brad Davies". The signature is fluid and cursive, with a long horizontal stroke at the end.

KERIKERI SPORTS COMPLEX – PLAYGROUND STAGE 1 OFFER OF CREDIT



VISION CONSULTING
Engineers & Planners

Project Reference: 140569
26/08/2019

Tel: 09.401.6287
Skype: VCE001
info@vce.co.nz

Kerikeri Sports Complex
By Email: Benandange@gmail.com

Level 1
62 Kerikeri Road
Kerikeri 0230

Attn: Ange Barker

www.vce.co.nz

Dear Ange,

Vision Consulting Engineers & Planners (VISION) fully supports the Kerikeri Sports Complex's (KKSC) intention to establish an innovative playground facility within the grounds of the Complex at 71 Waipapa Road.

VISION has prepared an offer of service, dated 27 August 2019, which sets out costs associated with providing professional services in relation to Stage 1 of the project (consultation and design).

KKSC will seek funding from Far North District Council (FNDC) via the Local Grant Fund, to pay for costs associated with undertaking consultation and design of the playground (Stage 1). Upon confirmation of funding from FNDC, VISION hereby confirms that it is prepared to offer KKSC an \$11,000+GST credit to the project.

If you have any queries in relation to this credit offer, or require further assistance with this matter, please contact us.

Yours sincerely



Ben Perry
MIPENZ, CPEng
Managing Director

Appendix 5 Letter of support and Land Owner Approval from FNDC





Thursday 21 August 2019

Kerikeri Sports Complex Board
c/- Ange Barker
Kerikeri
Mail to: benandange@gmail.com

Te Kaunihera o Tai Tokerau Ki Te Raki

*Te Kaitiaki Take Kōwhiri
Whakaitiaki Kōwhiri o Te Kaitiaki*

Tena koe Ange

Application for funding a Playground on Kerikeri Sports Complex, Kerikeri

Thank you for your advice that the Kerikeri Netball Centre, on behalf of the Kerikeri Sports Complex is looking at applying for funding to investigate the feasibility of installing a public playground area on the complex grounds as per the plan below.



We hereby confirm that Council, as landowner wholeheartedly supports your application and wishes your organisation success in its endeavours to achieve this outcome.

As part of the approval process we will need to confirm the roles and responsibilities of the playground esp. repairs, maintenance and replacement matters which may result in an Agreement and / or an addition to the draft lease being discussed. Something we will revisit when you receive funding enabling this project to proceed.

Should you or the funding agency have any further queries please contact Council's Contact Centre 0800 920 029.

Yours sincerely

Andy Finch
General Manager – Infrastructure and Asset Management

CC:
Jaye Michalick - Vision Consulting Engineers Ltd



Appendix 6 Community support signed documents











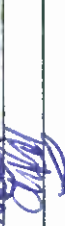

















I support the concept of a safe playground facility being built at the Kerikeri Sports Complex for the use of families of players, supporters and the wider community.

DATE	NAME	ADDRESS	PHONE NUMBER	SIGNATURE
16.08.19	ANGIE LA SARKER	20 ANWHITU ROAD, KERIKERI	021495117	Angie La Sarker
17.8.19	Danica Wells	30133 Siltway, RD2, Okaihanga	027447225	Danica Wells
17.8.19	Susan Manning	2323 Waikare Rd, RPI, Koro	021 02237332	Susan Manning
17.8.19	Monique Hawley	2578 Kerikeri Inlet Rd, Kerikeri	021 1846179	Monique Hawley
17.8.19	Anna Jordan	217 NESS ROAD, Kerikeri	0274182233	Anna Jordan
17.8.19	Alexis Barker	184 Whangapara West Rd, Kerikeri	094078939	Alexis Barker
23.8.19	Rachel Tate	Mangahine	0210555716	Rachel Tate
23.8.19	Karen Hodge	55c Kaitake Inlet Road, Kaitake	0277395277	Karen Hodge
23.8.19	Nichelle Edwards	30 Rarua Ave, Kerikeri	0212508144	Nichelle Edwards
23.8.19	Karen		11 11	Karen
23.08.19	Pete Preece	32 Stewart St, Aramoho	0274288519	Pete Preece
23.08.19	SIM WILLIAMS	106 Kiverion Rd, Kerikeri	0211268686	Sim Williams
23.08.19	Barbara Meyer	35 Surarak Drive, Kerikeri	021 666300	Barbara Meyer
23.08.19	Ted Meyer	35 Surarak Drive, Kerikeri	0211626361	Ted Meyer
23.08.19	Janice Ferguson	30 Puriri Park Lane, KK	02125561321	Janice Ferguson
23.08.19	Melissa Bobich	30 Puriri Park Lane, KK	0211655257	Melissa Bobich
23.08.19	Hayden Webb	351 Wharau Rd, Kerikeri	0211180266	Hayden Webb
23.08.19	Maxine Standland	P.O. Box 20 Russell, 0242	0272482334	Maxine Standland
23.08.19	Dane Hawker	2578 Kerikeri Inlet Rd	027 2862377	Dane Hawker
23.08.19	Pamela Scheideck	36 River Drive Road	027 240257	Pamela Scheideck
23.08.19	Stefanie Scheideck	24 Atkinsons Drive	027 573602	Stefanie Scheideck
23.08.19	Mel Remei	826a Rongotea Road, Kerikeri	0211320359	Mel Remei
23.08.19	Judith Taylor	2578 S. Hwy 102, Kerikeri	021407469	Judith Taylor
23.08.19	Anna van der Horst	Whangapara Present, (Cable Bay)	0274190004	Anna van der Horst
23.08.19	Rachel Burlington	Michael Pl, Cable Bay	0274032793	Rachel Burlington

23/8/19 Kristina Barrett 02132340783
 53c Kerikeri Rd, Kerikeri
 Kerikeri

EXAMPLE

I support the concept of a safe playground facility being built at the Kerikeri Sports Complex for the use of families of players, supporters and the wider community.

DATE	NAME	ADDRESS	PHONE NUMBER	SIGNATURE
16.08.19	ANGELA BARKER	20 AMHITU ROAD, KERIKERI	021445117	
15/8/19	Wade Fong	5432 STATE HIGHWAY 12, KAIKOE	0274052630	
16-8-19	Deborah Fong	705 mangakard Rd RD2 Kerikeri	0211812922	
16-8-19	Tanya Proctor	8 Locust St, Moerewa	0274885230	
16.8.19	Amber Edwards	331B Waipapa Rd, Kerikeri	0211572032	
16.8.19	Norvia Cook	10 Amokura Dr, Kerikeri	0274174898	
16.8.19	Daphne Brown	1 Riverview Rd, Kerikeri	021-08824582	
16.8.19	Charleen Dephoff	16 Church St, Kawakawa	0211907908	
16.8.19	LISA KENNAN	5432 State Highway 12, KAIKOE	0211399458	
16.8.19	Kate Fung	66 Lakeland Rd RD3 Kerikeri	0210461832	
16.8.19	Tracey Wacke	188 Kerikeri Rd, Kerikeri	0274824300	
16.8.19	Jason White	" " " "	021 715841	
16.8.19	Anne Hart	19 Hall Rd Kerikeri	02102722792	
16.8.19	Susan Hall	19 Hall Rd "	0211247630	
16.8.19	U. Hart	47 Riverview Rd "	0211177926	
16.8.19	Ben Flynn	208 Rangitane Rd	027-2588006	
16.8.19	Lynne Smith	35 Kensington Rd	02770377347	
16.8.19	Tanya McCreagh	26 Puriri Park Lane KK	0272907053	
16.8.19	Nicky Andrews	505 Kerikeri, Mallet Road	0226910663	
16.8.19	Paul Maltby	26 Puriri Park Lane KK	0274995001	
16.8.19	Alec Jack	331 Ludbrook Rd, KAIKOE	0272722262	
16.8.19	Kelly Jack	331 Ludbrook Rd, KAIKOE	0272722261	
16.8.19	Jessica Donovan	2153rd SH10 Kerikeri	0274070155	
16.8.19	Michele Robinson	13A Edkins Rd Kerikeri	0220379335	
16.8.19	Alfred Crawford	512 Lokore Rd, Kawakawa	021743196	
23.8.19	Lylie McDev	1549 Bulls Road, Kerikeri	0270345976	

EXAMPLE


























I support the concept of a safe playground facility being built at the Kerikeri Sports Complex for the use of families of players, supporters and the wider community.

DATE	NAME	ADDRESS	PHONE NUMBER	SIGNATURE
16.08.19	ANGELA BARKER	20 ANHITU ROAD. KERIKERI	021495117	Angela Barker
17.08.19	Jane Grant	16 Hobson St. Ongaonga	02102752486	Jane Grant
17.08.19	Ashley Green	52 Ganges Rd. Kerikeri	094016155	Ashley Green
	Maureen Blackman	53 Ironbark Dr		Maureen Blackman
	Wendy Green	142 Landings Rd	094016155	Wendy Green
	Natasha Butler	125 Kapuni Rd	094016155	Natasha Butler
17.8.19	Leanne Barker	107 Corcoran Rd.	094016155	Leanne Barker
	Kevin McPherson	142 Ongaonga Rd. Kerikeri	02103306813	Kevin McPherson
	Leanne Stewart	1203 Bilk Rd Kerikeri	0210609968	Leanne Stewart
	Debbie Taylor	785D Rungere Kaitiaki	021314219	Debbie Taylor
	Leanne Taylor	785 Rungere Rd. Kerikeri	0275990587	Leanne Taylor
	Joanne Tuma	588C SH10 RD3 Kerikeri	0292223019	Joanne Tuma
	Manuela Gunn	189 Auklands Rd. Rungere	0214453201	Manuela Gunn
	Chris Horrell	189 Auklands Rd. Rungere	021724942	Chris Horrell
	Quinn Butler	1703 Balls Rd SH10	021851516	Quinn Butler
	Rob Rasmussen	35 Ironbark Rd. Kerikeri	021566552	Rob Rasmussen
	Natasha Barker	31 Johnston Rd	0278566609	Natasha Barker
	Linda Avison	" " "	0212346665	Linda Avison
	Maureen Blackman	15 Wilson Rd. Harewood	0273091358	Maureen Blackman
	Natasha Butler	3 Ongaonga St. Kerikeri	0210345096	Natasha Butler
	Adele Thomson	85A Mangakarewa Rd. Kerikeri	0212143992	Adele Thomson
	Dore Hodges	100 Harewood	094016155	Dore Hodges
	CRAG THOMSON	85A MANGAKAREWA RD. KERIKERI	021716379	CRAG THOMSON
	Rebecca Ruffell	171 Let Rd. Kik	0402298027	Rebecca Ruffell
	Richard Williams	106 Rungere Rd. Kik	021455459	Richard Williams

Judith Rayton 4a Waipapa Landing Place Kerikeri 02108296367 Judith Rayton

EXAMPLE

I support the concept of a safe playground facility being built at the Kerikeri Sports Complex for the use of families of players, supporters and the wider community.

DATE	NAME	ADDRESS	PHONE NUMBER	SIGNATURE
16.08.19	ANGELA BARKER	20 ANHITU ROAD, KERIKERI	021495117	
16.08.19	LIZA MEAD	8 DOONSIDE RD, KERIKERI	0212927471	
"	Tanzie Caldwell	214 Shepherd Rd.	0210208023	
"	Darwin Dawson	214 Shepherd Rd.	0212339406	
"	Pranisha Cooper	4 Rangiwhi St Abarawa	0211139685	
	Shane Hoop	2447 Skelton Rd	0211066105	
	Trish Kerr	310 Pukekura Rd	4075119	
"	Brendan Watson	717 Pungare Rd	0272269777	
16-08-19	Kelly Colquhoun	217 Pungare Rd Ker	0275636747	
16-08-19	TeaKay Edwards	3313 Waipapa Rd. Ker	0210370041	
16.8.19	Maggie Rudolph	32 Turner St. Kaero	0224752369	
16.8.19	Kayla Roloff	"	02108597176	
16.8.19	Madaya Butler	1203 Bulls Rd, Kerikeri	02102497280	
16.8.19	Amanda Potatau	108 Riverstream Drive, Waipapa	02102750774	
"	Louise Peters	41 Kerikeri Road Kerikeri	0212084547	
"	MARATIA BAKER	5 WAIPAPA LANDING	6210556184	
16.8.19	Faye Williams	terngere bay, Kaero	02102584656	
16.8.19	Huia Kingi	Kingwhararua North@gmail.com	02102915185	
16.8.19	Jane James	Harman@kenderhigh.school.nz	0211657218	
16.8.19	Francie Toia	Francie.toia@gmail.com	02108374738	
16.8.19	SUE TEKEIRA	100 SHEPHERD RD	4078977	
16.8.19	Sharon Kiriwai	50 Camara Dr Kerikeri	0217262060	
16.8.19	Sarah Gauling	150 Waipapa Rd	62108286972	
16/5/19	Danna Cumming	2 Waipapa Road Kerikeri	021282655	
16/8/19	CLIVE ANDERSON	5236 Kaitake	0211024624	

Appendix 7 Project Fee Estimation Spreadsheet



Project Fee Estimation Spreadsheet summary (page 1 of 2)

Kerikeri Sports Complex

Playground Stage 1 - Consultation and Design



VISION CONSULTING
Engineers & Planners

Team member	Ben	Jaye	Logan	Volunteer	Volunteer	Venue hire	Subtotals
Rate	Hrs	Fees	Hrs	Fees	Hrs	Fees	
Costs and deliverables	220	145	110	25	20	30	
Demographic assessment			15	50	50	1000	2650
Regulatory review		20	2900	5	125		3025
Playground report		20	2900	25	625		3525
Consultation documentation		5	725	5	125		850
Undertake Consultation		5	725	120	2400		3125
Playground Design research	5	1100	10	1450	100	2500	5050
Playground Design report	5	1100	15	2175	25	625	3900
Prepare resource and or building consent apps if required	10	2200	15	2175	10	250	4625
Project Management Services	10	2200	10	1450	50	1250	4900
Communications - Client	10	2200	10	1450	50	1250	4900
Communications - Others	5	1100	5	725	50	1000	2825
Project Report submitted to FNDC at completion of Stage 1				20	500		
Administration	5	1100	5	725	50	1000	
Prepare application for funding via Infrastructure Growth Fund		15	2175	20	500		
Venue Hire 6x 3hr sessions @ \$30 per hour						18	540
Total costs	Subtotals	11000	19575	7750	5400	540	45915

Contributions							
Volunteer Contributions							
Donation of Venue Hire							13150
Cash contribution from KKSC							540
Cash contribution from KKNC							410
Cash contribution from KKRC							410
VISION Donation							410
FNDC Local Grant							11000
							20000
Totals Contributions							45920
Total Costs - Contributions							5

PROJECT TOTAL	-\$	5	14059
Project No.			14059
Date			8/26/2019
Manager			Jaye Michalick
Checked			Ben Perry
Approved			Ange Barker

Project Fee Estimation Spreadsheet Deliverables Task Description (page 2 of 2)

Kerikeri Sports Complex

Playground Stage 1 - Consultation and Design

Work description	Work summary	Ben	Jaye	Logan	Volunteers (assume five volunteers in total, representing both clubs)	Volunteer \$ value
Demographic assessment	Detailed user catchment (walking, cycling and driving) assessment and justification for playground in this part of BOI/Whangaroa ward/District. Analysis of concentration of playground per town/demographic catchments, define target age groups. To demonstrate the need for the facility			15	50 to research number of playgrounds in Kerikeri, Kaitia, Kawakawa, Pahiia, Kaikohe. Including consultation of local area (Edkins Road and surrounding properties)	\$20
Regulatory review	Research: review Strategic/ planning documents and relevant legislation (Reserves ACT, LGA, RMA, Annual Plan, LTP, District Plan, Netball Centre and Rugby Club Strategies, which both list a need for playground at KSC) to ensure alignment with FNDC community objectives, and to ensure appropriate regulatory steps are followed, including required consultation, and required authorisations including resource consent or building consent or other. This step will ensure that the final design optimally meets defined community outcomes.		20 hrs to inform below required report.		5 provide relevant club strategies and respond to any queries regarding these strategies, progress made. Meetings of 3 x Exec Boards (Kerikeri Sports Complex, Kerikeri Netball Centre, Kerikeri Rugby Club). Administration including drafting correspondence, building strategies, developing on-page plans to support development of project.	\$25
Playground report	Including summary of reasons KK Netball and KK Rugby clubs are in support of this proposal, summary of demographic report, guide to required and suggested consultation, and summary of regulatory process(es) that must be followed. Outline intended funding mechanisms to installation of facility. Report to answer all Q's within the Local Grant app: Possible consultation - KK Netball Centre, KK Rugby club, FNDC District Facilities staff, FNDC Community Development and funding teams, Barrier Free/disability access groups, product designers, iwi, general public.		20 This report will be provided to client to advise consultation requirements, if any, and regulatory process(es) that must be followed.		25 for 5 volunteers to review and discuss this report. Consultation between the three Boards, collating evaluation responses.	\$25
Consultation documentation	Prepare basic document, to be circulated at consultation, summarising, and supported by, the above referred report.		5		5 Project management work from lead volunteer PM (Ange Barker)	\$25
Undertake Consultation	Undertake required consultation		5 support volunteers		120 assume 5 volunteers spend 24 hours each over the course of the project on consultation	\$20
Playground Design research	Provide professional support in the preparation of a report on the outcomes of the Design Research. Report to be submitted to Client as draft for input and agreement, and then as final document for decision making purposes in relation to final playground design, location, equipment sourcing, installation programme of works and costs. Include a review of funding options for equipment purchase and installation, based on costs provided. Research design factors to be considered: factors raised during consultation, accessibility, possible theme of significance to tie the design to history or use, Urban planning - crime prevention through environmental design (CPTED), equipment suitability, engineering requirements, including sourcing equipment and material suppliers.	5	10		100 20 if ongoing consultation/discussion required regarding potential theme of significance. Including through life support provisions, health and safety implications, maintenance provisions	\$25
Playground Design report	Report containing shortlist of suitable options generated by consultation outcomes and design research outcomes. Report to be submitted to client for review and decision making purpose. Include engineering design as required.	5	15		25 Majority of work from lead volunteer PM, some consultation with 3 x Boards	\$25
Prepare resource and or building consent apps if required	It is anticipated that building consent will be required, and at this stage it is unknown whether resource consent will be required. Contingency sums are allocated.	10	15		10 Support to Vision from lead volunteer PM	\$25
Project Management Services	Allocation of hours to enable sufficient project management up to Infrastructure Growth Fund application stage in 2020	10	10		50 PM role around scope, benefits realisation, measurement of benefits.	\$25
Communications - Client	Meetings, phone calls, emails to discuss above stages in this process	10	10		50 Meetings with Vision, Local Groups and Boards	\$25
Communications - Others		5	5		50 Exec and community support meetings, public consultation, volunteer co-ordination meetings	\$20
Project Report submitted to FNDC at completion of Stage 1	Project report required at completion of project, to be provided to FNDC, must include: description of activity, incl highlights, number of participants, photos, FNDC funding received with receipts or explanatory notes attached, applicants contribution to the activity, overall outcomes and main benefits of the activity.				20 Drafting of post activity report by lead volunteer PM	\$25
Administration		5	5		50 Compilation of information for inclusion in the report. Mainly from lead volunteer PM	\$20
Prepare application for funding via Infrastructure Growth Fund	VISION and volunteers to complete application for funding for the materials, equipment and labour required to install the playground		15		20 Meetings, provision of key documentation to support application drafting, review of drafts.	\$25

Appendix 8 Offer of Service for Professional Services relating to Stage 1



OFFER OF SERVICE: KERIKERI SPORTS COMPLEX PLAYGROUND STAGE 1



VISION CONSULTING
Engineers & Planners

Project References: J14059
27/08/2019

Kerikeri Sports Complex
Attention: Ange Barker
BY EMAIL: benandange@gmail.com

Tel: 09.401.6287
Skype: VCE001
info@vce.co.nz

Level 1
62 Kerikeri Road
Kerikeri 0230

www.vce.co.nz

Dear Ange,

Vision Consulting (VISION) would be pleased to carry out the services listed below. To ensure that we are in agreement, this letter presents our understanding of the situation, scope and expected timing for the work.

1. Situation

The Kerikeri Sports Complex (KKSC), supported by the Kerikeri Netball Centre (KKNC), and the Kerikeri Rugby Club (KKRC), seeks to establish a new, purpose-built playground within the grounds at the Kerikeri Sports Complex, located at 71 Waipapa Road.

The objective is to install an innovative playground facility, incorporating modern playground concepts and products, which is used by, and provides benefit and enjoyment to a wide cross section of the local community. The playground is intended to become a valuable public asset for the Far North District.

In order to establish a playground at the Complex that is designed by the community, for the community, KKSC intend to undertake significant consultation, to inform the design of the playground. In addition to undertaking consultation, the following factors must be considered, and may inform, the final playground design:

- Community suggestions and recommendations;
- End use/demographic assessment;
- Regulatory requirements;
- Urban design principles
- Universal accessibility standards;
- Equipment suitability and durability;
- Engineering requirements;
- Landscaping;
- Lighting;
- Potential adverse effects;
- Equipment sourcing options.



To allow for necessary community consultation, playground design, and funding mechanisms, establishment of the proposed new facility has been broken into two stages:

Stage 1: Consultation and Design of the playground.

Consultation and design will be carried out in accordance with the project description provided within section 3 of the *Kerikeri Sports Complex Playground Stage 1: Consultation and Design Business Plan, dated 27 August 2019*.

Stage 2: Fundraising to purchase equipment and install the playground.

At the completion of Stage 1, funding will be sought to enable playground equipment to be purchased and installed at the Kerikeri Sport Complex grounds. Significant funding is expected to be required, to enable a suitable facility to be established. Funding will be sought via fundraising events and donations, to be arranged by the Organisations; and via FNDC's Infrastructure Grant Fund (IGF) application process. It is anticipated that funding via the FNDC IGF will be sought for Stage 2 during the 2019/2020 IGF application round. It should be noted that funding for Stage 2 will occur in a new triennium, as local body elections are due to be held in October 2021.

VISION has been requested to prepare an offer of service to provide professional services relating to Stage 1 of this project.

2. Scope of work

The scope of work for the project is set out in the *Kerikeri Sports Complex Playground Stage 1: Consultation and Design Business Plan dated, 27 August 2019*. Specifically, VISION will undertake the tasks set out in Table 1.

Table 3. VISION allocated tasks within Stage 1

Task	Cost
Demographic Assessment: Undertake a user catchment assessment.	\$1,650
Regulatory Review: Research relevant legislation to determine level of community and stakeholder consultation required, and determine what resource, building, or other consents are required to enable installation of the playground.	\$2,900
Playground Report: Summarise demographic assessment, report on the outcomes of the Regulatory Review include target consultation groups and outline methods of consultation.	\$2,900
Consultation Document: Assist in the preparation of document(s) for circulation at consultation events, include summary information as relevant from Playground Report.	\$725
Undertake Consultation: Provide professional support to aid in consultation with identified sections of the community, and stakeholders, to obtain feedback relating to intended use, design, and other information to inform the design of the playground.	\$725
Playground Design Research: Guide and assist the research to aid in defining playground design criteria, generated by the above tasks, and: urban design principles; equipment suitability; durability; accessibility; engineering requirements; lighting; landscaping, mitigation of any potential adverse effects; and equipment sourcing options.	\$2,550
Playground Design Report: Provide professional support in the preparation of a report on the outcomes of the Design Research. Report to be submitted to Client for decision making purposes in relation to final playground design, location, equipment sourcing, installation programme of works and costs. Include a review of funding options for equipment purchase and installation, based on costs provided.	\$3,275
Identify and prepare applications for consent requirements (resource, building, other) to install the playground: Once a decision is made in terms of design and equipment sourcing, an assessment of consenting requirements will be undertaken.	\$4,375



Building Consent is expected to be required, and resource consent may be required. Applications to be prepared and lodged on security of the construction funding.	
Infrastructure Growth Fund Application: Complete and lodge application with FNDC, in time for the 2019/2020 application round. Funding required to purchase equipment for and installation of the proposed playground, being Stage 2 as defined below.	\$2,175
Project management services	\$3,650
Communications	\$5,475
Administration	\$1,825
Total	\$32,225

3. Information to be provided by the client

Volunteers associated with the project will undertake the activities as set out within the Project Fee Estimation Spreadsheet, attached as Appendix 8 to the *Kerikeri Sports Complex Playground Stage 1: Consultation and Design Business Plan dated 27 August, 2019*.

4. Assumptions/Exclusions

In preparing this proposal, we have made the following assumptions:

1. All reports prepared by VISION will be provided to the client in draft format, for input and agreement, prior to being issued as final documents.
2. That necessary approval(s) from FNDC will be obtained for this project, including any approvals required in accordance with the Reserves Act 1977.
3. It is assumed that KKSC volunteers will undertake the majority of consultation and design research required for this project, and that VISION's role is one of professional support and guidance in the preparation of all deliverables. VISION will work with the Client collaboratively to provide all deliverables.
4. It is assumed that any FNDC or NRC fees associated with consent applications relating to this project will be met by KKSC.
5. The target timeframes for the above deliverables are set out below:

Table 2. Stage 1 Timing

Activity or Deliverable	Duration (working days)	Timing
Demographic Assessment	20	Sept-Oct 2019
Regulatory Review	20	Sept-Oct 2019
Playground Report	20	Oct-Nov 2019
Consultation Document	20	Oct-Nov 2019
Consultation	80	Sept 2019 - Dec 2020
Playground Design Research	60	Dec 2019 - Feb 2020
Playground Design Report	20	Feb-Mar 2020
Prepare Consents	20	Mar-Apr 2020
Preparation of Infrastructure Growth Fund Application	40	Mar-Apr 2020
Inform, review and decide on Deliverables provided by Vision	40	Oct 2019 - Apr 2020
Project Reporting	20	Mar-Apr 2020



Project Timeline Buffer

20

May 2020

5. Project team

The tasks specified above will be undertaken by Ben Perry (Managing Director), Jaye Michalick (Senior Planner) and Logan Ashmore (Demographer - Research Analyst).

6. Fees

Fees associated with each task are estimates as set out in Table 1.

7. Project Tolerances

Project tolerances are set out below.

Tolerance Area	Project Tolerance	Action
Time	Nil	Client to be notified as soon as possible if the deliverable is unlikely to meet the target time frames.

8. Acceptance and Conditions of Engagement

We will carry out work in accordance with the IPENZ/ACENZ Shortform agreement, which is appended. Confirmation of acceptance of this offer of service is to be via email sent to the undersigned.

Please contact the undersigned on 021 192 7536 should you wish to discuss this offer of service.

Yours sincerely,



Vision Consulting Engineers Ltd
Jaye Michalick
Senior Planner

Attachments: IPENZ/ACENZ Shortform agreement



Appendix 9 Volunteer hours to date



VOLUNTEER HOURS

Name	Actions	Hours	Date	Value	Total
Ange Barker	Exec meeting - Mandate to proceed	0.2	10-Jun	\$25	\$5
Susan Manning	Exec meeting - Mandate to proceed	0.2	10-Jun	\$25	\$5
Tanya Proctor	Exec meeting - Mandate to proceed	0.2	10-Jun	\$25	\$5
Jo Hona	Exec meeting - Mandate to proceed	0.2	10-Jun	\$25	\$5
Sarah Couling	Exec meeting - Mandate to proceed	0.2	10-Jun	\$25	\$5
Danica Wells	Exec meeting - Mandate to proceed	0.2	10-Jun	\$25	\$5
Jane Jarmen	Exec meeting - Mandate to proceed	0.2	10-Jun	\$25	\$5
Ange Barker	Committee Exec Meeting - presentation for mandate to proceed	0.5	5-Aug	\$25	\$13
Dot Dromgool	Committee Exec Meeting - presentation for mandate to proceed	0.5	5-Aug	\$25	\$13
Marty Robinson	Committee Exec Meeting - presentation for mandate to proceed	0.5	5-Aug	\$25	\$13
Graham Wilson	Committee Exec Meeting - presentation for mandate to proceed	0.5	5-Aug	\$25	\$13
Raewyn Neale	Committee Exec Meeting - presentation for mandate to proceed	0.5	5-Aug	\$25	\$13
Ange Barker	Prep for Initial planning meeting	0.5	6-Aug	\$25	\$13
Ange Barker	Initial Planning Meeting	1	7-Aug	\$25	\$25
Ange Barker	Drafting of Project Plan	1	13-Aug	\$25	\$25
Ange Barker	Planning Meeting - Vision	0.5	14-Aug	\$25	\$13
Ange Barker	Petition creation + Stakeholder support comms	1	15-Aug	\$25	\$25
Ange Barker	Getting signatures on petition	1.5	16-Aug	\$20	\$30
Ange Barker	Getting signatures on petition	1	17-Aug	\$20	\$20
Ange Barker	Pre for Application (letters of support, assisting draft report)	3	20-Aug	\$25	\$75
Ange Barker	Planning Meeting - Vision	0.5	23-Aug	\$25	\$13
Ange Barker	Getting signatures on petition (Finals Night)	1	23-Aug	\$20	\$20
Ange Barker	Meeting with Maxine Shortland (grant applications)	0.5	23-Aug	\$25	\$13
Ange Barker	Planning Meeting - Vision (Signing of funding application)	0.5	27-Aug	\$25	\$13
Dot Dromgool	Planning Meeting - Vision (Signing of funding application)	0.5	27-Aug	\$25	\$13
TOTAL		16.4			\$393