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<b>To</b>	<b>Sustainability and Wellbeing Committee</b>
<b>Report title</b>	<b>Application to the Rural Ward Fund</b>
Date:	11 October 2023
Report Author:	Dominique Thurlow, Community Development Funding Advisor
Authorised by:	Will Gauntlett, Acting General Manager Community Growth

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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The purpose of this report is to provide three Rural Ward funding applications received for consideration by the Sustainability and Wellbeing Committee.

## **2. Executive summary**

### **Whakaraapopotanga matua**

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Waikato District Council has funding available to assist community groups, non-commercial groups and voluntary organisations operating within our rural areas for projects that benefit the wider communities.

The Sustainability and Wellbeing Committee is being asked to consider the following applications:

- Orini Reserve Committee annual Christmas Party at the Orini Reserve on Friday 1 December 2023 on the Local Reserve. The amount being sought from the Rural Ward Discretionary Fund is \$2,419.00. The total cost of the project is \$19,669.00 which has been largely sourced from other funding and sponsorship mechanisms. As such the \$2,419.00 is the shortfall for the event.
  - Pokeno Community Events Committee annual Christmas Parade scheduled for Friday 8 December 2023. The Parade will run on McDonald Road, Gateway Park Drive and Yashili Drive, Pokeno. The Events Committee is seeking \$2,586.50 for the Traffic Management Plan required for its Christmas Parade.
  - Te Akau Waingaro Community Complex Community Christmas Fete, scheduled to be held on Wednesday the 29 November 2023 at its complex located at 616 Te Akau Road. This Group is seeking \$1,500 for a band for this Christmas event.
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### **3. Staff recommendations**

#### **Tuutohu-aa-kaimahi**

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**THAT the Sustainability and Wellbeing Committee:**

- a. approves/partially approves/declines an allocation of \$2,419.00 (excl. GST) from its Discretionary Funding account to:**
  - i. Orini Reserve Committee for its annual Christmas Party at the Orini Reserve on Friday 1 December 2023 on the Local Reserve.**
- b. approves/partially approves/declines an allocation of \$2,586.50 (excl. GST) from its Discretionary Funding account to:**
  - i. Pokeno Community Events Committee for the Traffic Management Plan required for the Pokeno Christmas Parade on 8 December 2023.**
- c. approves/partially approves/declines an allocation of \$1,500.00 (excl. GST) from its Discretionary Funding account to:**
  - i. Te Akau Waingaro Community Complex for a band as part of its Community Christmas Fete on Wednesday the 29 November 2023.**

### **4. Attachments**

#### **Ngaa taapirihanga**

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Attachment 1 – Application from Orini Reserve Committee and supporting information

Attachment 2 – Application from Pokeno Community Events Committee and supporting information

Attachment 3 – Application from the Te Akau Waingaro Community Complex and supporting information

Attachment 4 – Rural Ward Funding Guidelines

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# New form response

[www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz)

Form: [Rural Funding Application Form](#)

A new response was submitted on 03 September 2023, 01:33 PM.

Name of your organisation and contact person	Orini Reserve Committee - Louise Ratcliffe (secretary)
What is your organisation's purpose/background (who are you? what do you do?)	Maintain Orini Reserve for local use, and host annual community Christmas party.
Phone number/s	0212026698
Email/address	<a href="mailto:orinireservecommittee@gmail.com">orinireservecommittee@gmail.com</a>
What is your event / project, including date and location?	Annual Christmas Party at the Orini Reserve, Friday 1st Dec 2023
How will the wider community benefit from this event/project?	Community cohesion, social support, community relationships, welcoming new families to the community, local business support, reduce rural isolation and improve mental health of community members
Are you GST registered?	No
GST Number	
What is the total cost of your project/event?	19669.00
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.	7750.00
Project Breakdown (itemised costs of funding being sought)	Live Band
Amount	1200.00

Project Breakdown (itemised costs of funding being sought)	Portaloos
Amount	345.00
Project Breakdown (itemised costs of funding being sought)	Kids entertainment
Amount	874
Total Funds being sought from WDC	2419
Has / will funding been sought from other funders?	Yes
Organisation	Calf-rearing scheme
Amount	4500
Organisation	Local business sponsorship
Amount	5000
Organisation	
Amount	
Total Funds being sought from other funders	9500
Describe any donated material / resources provided for the event/project:	Santa visit, labour for pyrotechnics, rubbish collection and removal, generator and fuel, decorations and lights, volunteers to man gate donation box, provide first aid and general security
Copies of written quotes and any other additional information that may assist the board/committee to make an informed decision on your application	<a href="#">2023 all quotes.pdf</a>
Name	Louise Ratcliffe

Date	2023-09-03
Position in Organisation	Secretary

[View response](#)



# VAN TIEL PYROTECHNICS LIMITED

**DESIGNER MANUFACTURER DISPLAYER OF FIREWORKS & PYROTECHNIC EFFECTS**

**Dr Martin L. Van Tiel** Ph.D. (Chem), B.Sc. (Chem & Physics), MNZIC, IPS, PGII, AFN  
37 Moss Road, R.D.2, Taupiri 3792, New Zealand. Phone/Fax 64-7-8246564 Mobile 0274 515575  
Email: martin@pyroworks.co.nz Web: [www.pyroworks.co.nz](http://www.pyroworks.co.nz)

To: Orini Reserve Committee  
C\ 740 Rutherford Rd  
RD2  
Taupiri 3792

Attn.: Louise & Tareka Ratcliffe

## QUOTE

**GST No. 63-416-851**

**Date: 10 July 2023**

Qty	Description	Unit Cost	Cost
	<b>Orini Fireworks Display, 1st or 2nd December 2023</b>		
80	2.5" Star Shells - Colour Peony	11.28	902.40
40	3" Star Shells - Dahlia, Peony	15.84	633.60
40	4" Star Shells - Chrysanthemum, Palm	30.72	1,228.80
20	5" Star Shells - Willow, Crown	53.16	1,063.20
60	3" Star Mines - Glitter & Colour	18.96	1,137.60
3	Roman Candles-Small x 5 Fan	98.40	295.20
8	25S Multi Shots, Red White & Blue, Fantastic	51.48	411.84
6	19S Multi Shots, Various	73.32	439.92
4	25S Multi Shots, Various	110.64	442.56
2	50S Multi Shots, Various	243.24	486.48
2	60S Multi Shots, Various	285.12	570.24
3	Fountains, Gold, 20 sec x 15m	116.40	349.20
270	Electric Matches, 3m & 5m	5.64	1,522.80
1	Mortars, electronic firing system, vehicle, equipment	828.16	828.16
8	Labour, Pyrotechnician per day	300.00	2,400.00
1	Public Liability Insurance, \$10 Million	588.00	588.00
1	Pyrotechnics Application, Approvals & Notifications	950.00	950.00
1	WorkSafe Compliance Certificate	450.00	450.00
3	Pyrotechnics Supervisor - WorkSafe Certified CSL/CH	600.00	1,800.00
<b>1</b>	<b>Donation, Less \$1500</b>	<b>-1,500.00</b>	<b>-1,500.00</b>
	Sub Total		15,000.00
	GST		2,250.00
	<b>TOTAL COST</b>		<b>\$17,250.00</b>

# Tax Invoice

**Copper Towelling the Band**  
**195 Crawford Rd**  
**RD8**  
**Hamilton 3288**

Date: 27/07/2023  
Invoice # 026

**Note the band is not registered for GST**

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Bill to:  
Orini Reserve Committee

Description	Quantity	Unit price	Total
Band hire Friday 1st December, Orini			\$ 1,200.00
		Subtotal	\$ 1,200.00

To pay by internet banking  
our account details are:

**ASB Bank No: 12-3176-0003743-00**

Please include your name as the reference

<b>Total</b>	<b>\$ 1,200.00</b>
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# QUOTE

Orinireservecommittee@gmail.com

**Date**  
11 Jul 2023

Free Lunch Limited  
PO Box 380  
Hamilton

**Expiry**  
01 Nov 2023

**Account Number**

**Quote Number**  
QU-0092

**Reference**  
Orini Xmas event 2023

**GST Number**  
75040547

Description	Quantity	Unit Price	GST	Amount NZD
Entertainers from freelunch x4 x2 hrs each	8.00	90.00	15%	720.00
Travel	2.00	20.00	15%	40.00
			Subtotal	760.00
			Total GST 15%	114.00
			<b>TOTAL NZD</b>	<b>874.00</b>

## Terms

Have quoted for 4 performers for 2 hrs each at our community rate.



# XS Services

## Quotation

Ph. 0800 69 33 62

KW Shareholders Limited trading as XS Services

Security & Sanitation

10 Te Putu rd Taupiri

P O Box 34084 Pirongia 3844

Email: [nzfence@xtra.co.nz](mailto:nzfence@xtra.co.nz)

GST No: 117-540-596

Date: 1/08/2023

To: Orini Reserve Committee: Att - Tareka

ALESPERSON	Job	Payment Terms	Quote Expiry
Greg	Orini Reserve Xmas Party	20th of the Month Following Invoice Date	30 days

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Reserve at 1372 Orini rd		
	Installation from TBC		
	Collection from TBC		
2	Portaloo - Flusher	\$ 135.00	\$ 270.00
0	Service - Clean/restock	\$ 30.00	\$ -
1	Deliver, install and adjust as required	\$ 15.00	\$ 15.00
1	Disassemble and removal at the end of the hire period	\$ 15.00	\$ 15.00
			\$ -
		SUBTOTAL	\$ 300.00
		GST :	45.00
		TOTAL	\$ 345.00

This is a quotation on the goods named, subject to the conditions noted below: Our terms of business require your written acceptance of our proposal and your company/organisation details for invoices. Full payment is required on completion of installation. Cancellation within 48 hours of the event may incur charges. The client shall be liable for any damage to or loss of equipment however caused, and is responsible for insurance of equipment while on site. Please read our Terms & Conditions of Trade for further information. If you have any queries please do not hesitate to contact us on 0800 223 336.

To accept this quotation, sign here and return

**THANK YOU FOR YOUR BUSINESS**

**From:** [Democracy](#)  
**To:** [Dominique Thurlow](#)  
**Subject:** FW: New form response  
**Date:** Tuesday, 17 October 2023 8:56:35 am

Ngaa mihi,  
**Elizabeth Saunders**  
Senior Democracy Advisor  
**Waikato District Council**  
**Te Kaunihera aa Takiwaa o Waikato**

**Waea Puukoro:** 021-02542654

**From:** webadmin@waikatodc.govt.nz <webadmin@waidc.govt.nz>  
**Sent:** Monday, October 16, 2023 12:58 PM  
**To:** Democracy <Democracy@waidc.govt.nz>  
**Subject:** New form response

Sitefinity Logo



## New form response

[www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz)

Form: [Rural Funding Application Form](#)

A new response was submitted on 16 October 2023, 12:57 PM.

Name of your organisation and contact person	Pokeno Community Committee Allen Grainger
What is your organisation's purpose/background (who are you? what do you do?)	We are the Pokeno Community Committee elected to represent Pokeno Residents and Ratepayers We are responsible for development in Pokeno and through our Events Sub Committee organise outings for Pokeno area This is for our Christmas Parade
Phone number/s	021 858133 097778042
Email/address	<a href="mailto:allen_grainger@outlook.com">allen_grainger@outlook.com</a>
What is your event / project, including date and location?	Pokeno Christmas Parade 2023 8th December 2023 McDonald Road Extension, Gateway Park Drive and Yashili Drive area
How will the wider community benefit from this event/project?	This is an annual event to allow the Community to come to-gether and meet and support each other Great for New Residents to become involved
Are you GST registered?	No
GST Number	

What is the total cost of your project/event?	\$2886.50
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.	\$300.00
Project Breakdown (itemised costs of funding being sought)	I Traffic Traffic Management Plan
Amount	2586.50
Project Breakdown (itemised costs of funding being sought)	
Amount	
Project Breakdown (itemised costs of funding being sought)	
Amount	
Total Funds being sought from WDC	\$2586.50
Has / will funding been sought from other funders?	No
Organisation	
Amount	
Organisation	
Amount	
Organisation	
Amount	
Total Funds being sought from other funders	\$0.00
Describe any donated material / resources provided for the event/project:	At the time of application no other funds have been arranged
Copies of written quotes and any other additional information that may assist the board/committee to	<a href="#">TMP POKENO XMAS.pdf</a>

make an informed decision on your application	
Name	Allen Grainger
Date	2023-10-16
Position in Organisation	Chair Pokeno Community Committee

[View response](#)



**INDEPENDENT  
TRAFFIC  
CONTROL**  
ittraffic.co.nz

## Traffic Management Quote

**Prepared By:** Katarina Hohapata

0212467563

[katarinah@ittraffic.co.nz](mailto:katarinah@ittraffic.co.nz)

**Site/Project Name:** Pokeno Christmas Parade- Pokeno

**Quote No:** Q-000296

**Date:** 11/10/2023

Traffic Management Quote prepared for The Pokeno Lions Club Christmas Parade

Dear Allen Grainger,

Please find your Traffic Management Quote below, as requested.

Event Name: Pokeno Christmas Parade

Date: Friday 8th December 2023

Feel free to reach out if you have any inquiries.

Kind regards,  
Katarina Hohapata

Independent Traffic Control  
81 Leonard Road, Mt Wellington, Auckland 1060  
Email:sales@ittraffic.co.nz & Ph: 0 508 487 233



**INDEPENDENT  
TRAFFIC  
CONTROL**  
ittraffic.co.nz

Item	Description	Rate	Unit	Unit Qty	Total
<b>EVENT TRAFFIC MANAGEMENT VARIABLES</b>					
1.	• Event Traffic Management Plan (TMP)	\$500.00		1	\$500.00
<hr/>					
<b>EVENT TRAFFIC MANAGEMENT RESOURCES</b>					
	• 1 x Site Traffic Management Specialist				
	• 5 x Traffic Management Workers				
	• 1 x Traffic Management Vehicle				
2.	Yard Start: 3:00pm Event Set Up: 4:00pm Holding area from 5:00pm Roads Closed: 5:30pm Event Start: 6:00pm Event Finish: 8:00pm Yard Finish: 9:00pm	\$2,010.00		1	\$2010.00
					<b>Sub Total: \$2510.00</b>
					<b>GST: \$376.50</b>
					<b>Total Cost: \$2,886.50</b>

**From:** [Democracy](#)  
**To:** [Dominique Thurlow](#)  
**Subject:** FW: New form response  
**Date:** Thursday, 19 October 2023 4:47:49 pm

FYI – Rural Funding Application

Ngaa mihi,  
**Elizabeth Saunders**  
Senior Democracy Advisor  
**Waikato District Council**  
**Te Kaunihera aa Takiwaa o Waikato**

**Waea Puukoro:** 021-02542654

**From:** webadmin@waikatodc.govt.nz <webadmin@waidc.govt.nz>  
**Sent:** Thursday, October 19, 2023 3:58 PM  
**To:** Democracy <Democracy@waidc.govt.nz>  
**Subject:** New form response

Sitefinity Logo



## New form response

[www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz)

Form: [Rural Funding Application Form](#)

A new response was submitted on 19 October 2023, 03:57 PM.

Name of your organisation and contact person	Te Akau Waingaro Community Complex, Danielle van den Bemd 027 420 6902
What is your organisation's purpose/background (who are you? what do you do?)	Our community complex was completed in 1979 and has been operating for the past 44 years. We are a very unique rural facility with six sports clubs; Rugby, Polo, Turf, Golf, Badminton and Pony Club. In addition to our sports clubs we also host a range of events that support our community; first aid courses, beef and lamb seminars/workshops, provide a hub for our local catchment group. Our social committee provides events to bring our community together; they host a Halloween party and Christmas party for the families.
Phone number/s	0274206902
Email/address	<a href="mailto:dmbemd@gmail.com">dmbemd@gmail.com</a>
What is your event / project, including date and location?	Community Christmas Fete, Wednesday the 29th November 2023 at our Complex (616 Te Akau Road).
How will the wider community benefit from this event/project?	We encourage local business's/hobbyists to hold a stall at our fete (free of charge) to sell or advertise their goods/services. We seek sponsorship to ensure every child receives a gift from Santa including a complementary photo with Santa emailed to the families. Our local school and playcentre both host stalls to sell goodies as a fundraiser. We are lucky enough to have a local Rural Support Trustee who also has a stall. Our local fire truck is Santa's chosen mode of transport to arrive on, they will also provide a demonstration with their hoses for everyone to watch. We have invited our

	local police officer to join us in her patrol car. We are kindly being donated the use of two bouncy castles which will be yet another amazing free activity for the families. We all know the farming industry is hurting alongside many other New Zealand business's and with the current cost of living crisis our social committee is dedicated to provide an affordable local event to bring our rural community together whilst supporting local business's.
Are you GST registered?	Yes
GST Number	
What is the total cost of your project/event?	2500
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.	500
Project Breakdown (itemised costs of funding being sought)	Entertainment- Band
Amount	1500
Project Breakdown (itemised costs of funding being sought)	
Amount	
Project Breakdown (itemised costs of funding being sought)	
Amount	
Total Funds being sought from WDC	1500
Has / will funding been sought from other funders?	No
Organisation	
Amount	
Organisation	
Amount	
Organisation	
Amount	
Total Funds being sought from other funders	



Describe any donated material / resources provided for the event/project:	Donation from local transport company- Te Akau Transport to cover costs of portaloo hire (\$350) Sponsorship from Peter Glidden Honda Huntly to cover cost of Santa's gifts (\$500) Donation of bouncy castle from Mahons Amusement in Ngaruawahia Donation of marquee from local Polo club and local school- Te Akau Primary School Donation of chairs and tables from locals
Copies of written quotes and any other additional information that may assist the board/committee to make an informed decision on your application	<a href="#">Travs Palace Quote 403.xlsx</a>
Name	Danielle van den Bemd
Date	2023-10-19
Position in Organisation	Funding Advisor

[View response](#)

# Trav's Palace

P: 027 496 7418

jimmy@byl.co.nz

Quote for: Waimai Sports Complex  
Address: Waimai

Quote #: TP403  
Event Date: 29/11/2023

polopittsy@live.com

Quote For: Xmas Do

Item #	Description	Qty	Unit Price	Discount	Price
1	Band	1	\$ 1,500.00		\$ 1,500.00
					\$ -
				<b>TOTAL</b>	\$ 1,500.00

# DISCRETIONARY FUNDING GUIDELINES

## How to make a funding application

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Waikato District Council provides discretionary funding to assist community groups, non-commercial groups and voluntary organisations operating within the council's rural wards, community boards and the Te Kauwhata and Meremere Community Committees areas.

### Funding Mechanisms

1. Waikato District Council Community Boards / Community Committees
2. Waikato District Council Discretionary and Funding Committee

### Who can apply?

Any community group, non-commercial group or voluntary organisation can apply for a grant. Specific criteria for each fund are as follows:

1. Waikato District Council Community Boards and the Te Kauwhata and Meremere Community Committees  
Community boards and the Te Kauwhata and Meremere Community Committees allocate grants for events and projects in their areas. Applicants must outline how their event or project will contribute to the community board area and wider community. The relevant community board or committee has responsibility for determining grant applications in their area.
2. Waikato District Council Discretionary & Funding Committee  
The Discretionary & Funding Committee allocates grants from the Rural Ward Fund. Rural grants are available for events and projects in rural areas and areas that are not served by Community Boards or the Te Kauwhata and Meremere Community Committees. Applicants must outline how their event or project will contribute to the community Rural area and wider community. The Discretionary & Funding Committee has responsibility for determining grant applications in the Rural area.

### 3. Criteria for grants

Applications are required to meet the following criteria:

- a) Applications will be accepted from community groups, non-commercial groups and voluntary organisations. Applications from individuals will not be accepted.
- b) Applications will need to be made to the relevant community board or committee, or to Council's Discretionary & Funding Committee.

- c) Applications for Christmas parade/events will need to be made to the relevant community board or community committee.
- d) Applicants need to describe in their application why the event or project is important to the community and how the wider community will benefit by the event or project.
- e) Applicants can have in-kind contributions recognised in terms of the non-grant funding component provided they demonstrate good community engagement.
- f) Applications must detail how the monies sought will specifically be used and how the balance of the monies required for the event or project will be obtained.
- g) Capital expenditure items may be considered for grant applications.
- h) Applicants can make more than one application for a grant within a 12-month period provided that the grant being sought is for a different project or event and an accountability statement has been completed.
- i) Applications may be considered from schools where the Ministry of Education will not fully fund the project and the benefits are for the wider community.
- j) Grants will not be considered for events or projects that have already occurred / projects completed (i.e. no retrospective funding).
- k) Grants will not be given to oppose consent decisions, attend conferences or to contest legal cases.
- l) Applications from commercial entities will not be considered.
- m) All applications will need to provide the relevant template describing the event/project, budget and relevant quotes.
- n) The project or event must take place in the Waikato District Council area of jurisdiction.
- o) Council-owned property i.e. halls managed by hall committees and who receive a targeted rate are not eligible for funding.

### **Eligibility Criteria**

Applications are required to meet the following criteria:

- a) Applicants must be either a community groups, non-commercial groups and voluntary organisations
- b) Successful applicants must complete a project accountability report within 2 months of the completion of the project before being eligible for further funding. This is essential for auditing requirements.
- c) Applicants may be required to attend the community board / community committee and the Discretionary & Funding Committee to present their application.

### **Funding Rounds**

Applications to be presented to the boards/committee's chair or funding representative two weeks prior to the next scheduled meeting.

### **Presenting your application**

Applicants are advised in writing by the community board/committee of the outcome of the funding.