



**Time:** 6.00pm  
**Date:** Wednesday 2 September 2020  
**Venue:** Kaipaki Room, Cambridge Service Centre  
Waipa District Council  
23 Wilson Street, Cambridge

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## **MEMBERS**

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**Chairperson**  
SDC Milner

**Members**  
EJ Badger, J Davies-Colley, JS Goddin, AJM Mackay, MG Montgomerie, Councillor GRP Webber, Councillor Andree-Wiltens

<b>AGENDA</b>
<b>APOLOGIES</b>
<b>DISCLOSURE OF MEMBERS' INTERESTS</b>
<b>LATE ITEMS</b>
<b>CONFIRMATION OF ORDER OF MEETING</b>
<b>PUBLIC FORUM</b>
<b>CONFIRMATION OF MINUTES</b>
<b>QUARTERLY REPORTS</b> <ul style="list-style-type: none"><li>• <b>Transportation</b></li><li>• <b>Community Services</b></li></ul>
<b>CAMBRIDGE BOOK EXCHANGE PROJECT</b>



<b>AGENDA</b>
<b>NOTICE OF MOTION</b>
<b>INWARDS CORRESPONDENCE</b>
<b>TREASURY REPORT</b>
<b>DISCRETIONARY FUNDING</b>
<b>CHAIRPERSON'S REPORT</b>
<b>BOARD MEMBERS' REPORTS FROM MEETINGS ATTENDED</b>
<b>NEXT MEETING</b>

# CAMBRIDGE COMMUNITY BOARD AGENDA



## AGENDA ITEMS

### 1 APOLOGIES

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### 2 DISCLOSURE OF MEMBERS' INTERESTS

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Members are reminded to declare and stand aside from decision making when a conflict arises between their role as an elected member and any private or external interest they may have.

### 3 LATE ITEMS

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Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting as an agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas and content.

### 4 CONFIRMATION OF ORDER OF MEETING

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**Recommendation**

*That the order of the meeting be confirmed.*

### 5 PUBLIC FORUM

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Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of the local authority. In the case of a community board any issue, idea or matter raised in a public forum must fall within the terms of reference of that body.

Requests to attend the public forum must be to the Governance Team ([Governance.Support@waipadc.govt.nz](mailto:Governance.Support@waipadc.govt.nz)) at least one clear day before the meeting. Requests should outline the matters that will be addressed by the speaker.



Speakers can speak for up to five (5) minutes. No more than two speakers can speak on behalf of an organisation during a public forum. At the conclusion of the presentation elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker. Following the public forum no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.





**To:** The Chairperson and Members of the Cambridge Community Board  
**From:** Governance  
**Subject:** **Confirmation of minutes**  
**Meeting Date:** 2 September 2020

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## **1 SUMMARY**

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To confirm the minutes of the ordinary meeting held 5 August 2020.

## **2 RECOMMENDATION**

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*That the minutes of the meeting held 5 August 2020 (Document 10453496), as circulated with the agenda, be confirmed as a true and correct record of proceedings.*



## Minutes for Cambridge Community Board 5 August 2020

05/08/2020 | 06:00 PM - NZST

Kaipaki Room, Waipa District Council, 23 Wilson Street, Cambridge

### Present

SDC Milner (Chairperson); J Davies-Colley; JS Goddin; AJM MacKay; MG Montgomerie; Councillor GRP Webber; Councillor E Andree-Wiltens; E Badger

### In Attendance

Bryan Hudson, Manager Transportation  
Wayne Allan, Group Manager District Growth & Regulatory  
Gary Knighton, Manager Strategic Partnerships  
Keryn Phillips, Governance Officer  
Public

### Apologies

#### RESOLVED

5/20/66

*That the apologies from Mike Montgomerie for lateness be received.*

Andree-Wiltens/Badger

### Disclosure of Members' Interests

There were disclosures of interest

### Late Items

There were no late items

## Confirmation of Order of Meeting

### RESOLVED

5/20/67

*That the order of the meeting be confirmed.*

Webber/Goddin

## Public Forum

Sarah Ulmer and Penny Thompson, members of Cambridge Cycling Festival Incorporated spoke to the Community Board about how the group is looking to move the culture of Cambridge to become a bike lifestyle town through the development of 'Bicycle Revolution.' The aim is to develop a community forum to access information about anything bicycling in Cambridge with it being the umbrella for events, inspiration and a bike to work challenge. They are currently sourcing sponsors and fundraising to develop the platform.

Member Montgomerie joined the meeting at 6.14pm

## Confirmation of Minutes

The unconfirmed minutes of the Cambridge Community Board meeting held 1 July 2020 were included in the agenda.

### RESOLVED

5/20/68

*That the minutes of the meeting held 1 July 2020, as circulated with the agenda, be confirmed as a true and correct record of proceedings.*

Milner/MacKay

## Tour Bus Stops Lake Street Cambridge

With an increasing number of tourism buses going into or through Cambridge, Council staff have worked with tour bus companies to understand their parking requirements. After working with Cambridge iSite and identifying the preferred location for bus parking, staff recommended that two new bus stops be installed on Lake Street near the Queen Street intersection. This location is close to public toilets and within a short walk to shops and attractions.

### RESOLVED

5/20/69

*That the information contained in the report entitled 'Installation of Two Tour Bus Stops on Lake Street, Cambridge' (Document 10426346) by Xinghao Chen, Transportation Planning Engineer, be received*

Badger/Andree-Wiltens

The Community Board discussed the options available as well as locations on Queen Street that had been discussed by a previous Community Board.

## **MOTION**

*That the Cambridge Community Board endorses the installation of two tour bus stops on Lake Street*

Badger/MacKay  
The motion was lost

## **Transportation Reports**

At the Waipa District Council Service Delivery Committee meeting held 21 July 2020, the following reports were presented to the committee:

- Public Transportation Improvement Plan
- Overview of Intersection Plans for Growth Cells C2/C3 and T9/T14
- Parking Management Improvement Plan
- Williamson Street Streetscape Upgrade

All the recommendations in the reports were passed in the Service Delivery Committee meeting. The reports and their appendices were included in the Cambridge Community Board agenda for information.

## **RESOLVED**

5/20/70

*That the reports titled 'Public Transport Improvement Plan' (Document 10416623) of Xinghao Chen, Transportation Planning Engineer; 'Overview of Intersection Plans for Growth Cells C2/C3 and T9 /T14' (Document 10420159) and 'Parking Management Improvement Plan' (Document 10418195) of Bryan Hudson, Manager Transportation; and 'Contract 27-19-59 Williamson Street Streetscape Upgrade – Progress Update and Scope Confirmation' (Document 10427975) of Erik Van Der Wel, Programme Engineer – Transportation be received.*

Montgomerie/Goddin

## **Quarterly Reports**

The District Growth and Civil Defence Emergency Management Quarterly Reports were included in the agenda.

## **RESOLVED**

5/20/71

*That the Cambridge Community Board receive the 'Quarterly District Growth Report' (Document number 10425160) of Wayne Allan, Group Manager District Growth and Regulatory Services and 'Civil Defence Emergency Management Quarterly Report' (Document 10431277) of David Simes, Emergency Management Operations Manager.*

Milner/Badger

Member Goddin left the meeting at 8.03pm

## Inwards Correspondence

A letter from Graham Pollard, Strategic Projects Driver was received in response to the Cambridge Community Board's submission to Waipa District Council's 2020/21 Annual Plan. The letter was included in the agenda.

### RESOLVED

5/20/72

*That the Cambridge Community Board receive the letter 'Waipa District Council Annual Plan 2020/21' (Document 10426472) from Graham Pollard, Strategic Projects Driver.*

Milner/Webber

## Treasury Report

The report detailed the funds available to the Cambridge Community Board for the allocation of discretionary grants.

### RESOLVED

5/20/73

*That the 'Treasury Report – Cambridge Community Board' of Sarah Davies, Manager Finance for the period ended 30 June 2020 be received.*

Webber/Davies-Colley

## Renewal of Keep New Zealand Beautiful Membership

The Cambridge Community Board has received a query from Keep New Zealand Beautiful regarding the renewal of membership for 2020/21.

### RESOLVED

5/20/74

*That the Cambridge Community Board receive the report titled 'Renewal of Keep New Zealand Beautiful Membership' (Document 10441473) of Keryn Phillips, Governance Officer.*

Davies-Colley/Andree-Wiltens

### RESOLVED

5/20/75

*That the Cambridge Community Board does not renew the Keep New Zealand Beautiful membership.*

Milner/Badger

## Le Quesnoy Sculpture Plaque

On 2 November 2019 Armistice in Cambridge Incorporated unveiled a sculpture on the Lake Te Koo Utu Reserve, which commemorates 100 years since the liberation of French town Le Quesnoy by New Zealand soldiers in World War One.

Armistice in Cambridge has since commissioned a plaque with a brief explanation about the sculpture for members of the public to read. The group asked that the Cambridge Community Board contribute towards the cost of the plaque.

**RESOLVED**

5/20/76

*That the Cambridge Community Board allocate \$986.96 plus GST to Armistice in Cambridge Incorporated to cover costs of the Le Quesnoy sculpture plaque from the Sister Cities Community Engagement budget.*

Webber/Andree-Wiltens

## **Chairperson's Report**

The Chairperson's Report was included in the agenda.

**RESOLVED**

5/20/77

*That the Cambridge Community Board write to Waikato DHB to ask them to reinstate the breast cancer screening bus to Cambridge.*

Badger/MacKay

**RESOLVED**

5/20/78

*That the Cambridge Community Board receive the report titled 'Chairperson's Report (Document 10441540) by Sue Milner, Chairperson.*

Milner/Webber

## **Board Members' Reports from Meetings Attended**

Member MacKay explained that the Autumn Festival was working on a couple of collaborations including a sculpture tour.

Member Badger explained that due to changes in circumstances that she was no longer able to attend Cambridge Tree Trust meetings. Chairperson Milner will become the liaison for the Tree Trust.

**RESOLVED**

5/20/79

*That Chairperson Milner become the Cambridge Community Board liaison for the Cambridge Tree Trust.*

Andree-Wiltens/MacKay

## **Date of Next Meeting**

The next Cambridge Community Board meeting is to be held at 6.00pm on Wednesday, 2 September 2020.

That being all the business the meeting closed at 8.50pm



**To:** The Chairperson and Members of the Cambridge Community Board  
**From:** Governance  
**Subject:** **Quarterly Reports**  
**Meeting Date:** 2 September 2020

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## **1 SUMMARY**

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The Community Services and Transportation Quarterly Reports are included in the agenda.

## **2 RECOMMENDATION**

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*That the Cambridge Community Board receive the 'Community Services Report to 30 June 2020' (Document 10434009) by Sally Sheedy, Manager Community Services and 'Transportation Report' (Document 10436965) by Bryan Hudson, Manager Transportation.*



**To:** The Chairperson and Members of the Service Delivery Committee  
**From:** Manager Transportation  
**Subject:** **Transportation Report**  
**Meeting Date:** 18 August 2020  
**File Reference:** 96.51

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## **1 Executive Summary**

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The purpose of this report is to provide information on the activities pertaining to the Transportation Team's activities from April 2020 to June 2020, and it maps out projects and renewals for the new financial year.

The following appendices accompany this report:

- Appendix 1 - Waste Minimisation – Overview of Activities 2019/2020 (*document 10447638*)
- Appendix 2 - Waste Minimisation – Planned Activities 2020/2021 (*document 10447634*)

## **2 Recommendation**

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*That*

- a) *The Transportation Report (document number 10436965) of Bryan Hudson, Manager, Transportation be received.*



### 3 Transportation Programme

The following projects are confirmed for the current construction season:

<b>Pavement Rehabilitation</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Status, Budget 2020/21 \$1.5M</b>
Maungatautari Road	6630	8506	1876	Repairs and safety measures put in place to hold over winter for spring start (October 2020) on road overlay and sealing. Tendering now.
Ryburn Road SH3 toward railway bridge	20	240	220	Designed, hold for summer construction (November 2020).
McGhie Road	340	1200	860	On hold, awaiting adjacent subdivision discussions.
Tirau Road	1430	1786	356	Completed 19/20
Rukuhia Road	5639	6967	1328	Completed 19/20
Williamson St Streetscape (outside Cambridge Pool)	22	452	430	Completed 19/20
Collins Road	918	1123	205	Completed 19/20
Collins Road	1344	1552	208	Completed 19/20
Collins Road	4445	4505	60	Completed 19/20 (one lane only)
Taylor Street	693	839	146	Completed 19/20 (one lane only)
Taylor Street	925	1396	471	Completed 19/20 (one lane only)
Taylor Street	2189	2274	85	Completed 19/20 (one lane only)
Lamb Street	2890	3094	204	Completed 19/20
<b>Resurfacing</b>	<b>Plan</b>	<b>Laid</b>	<b>% Done</b>	<b>Status / Notes /Budget 20/21 \$3.9M</b>
Chip sealing	76800	64861	100	Completed 19/20, scheduling 2021 work
Asphalt surfacing	2900	2301	100	Completed 19/20, scheduling 2021 work
<b>Seal Extension</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Budget 20/21 \$250k, Length 1.59km</b>
Clarke Lane	10	120	110	Completed 19/20
Hall Street-Kihikihi	820	950	130	Completed 19/20
Livingstone Road	1820	2420	600	Completed 19/20
Lowe Road	695	920	225	Postponed in 19/20 budget limitation
Rahiri Road	655	2025	1370	Postponed in 19/20 budget limitation
Smith Road	80	700	620	Completed 19/20
Windleborn Road	20	80	60	Completed 19/20
<b>Construction</b>				
Hanlin/Cambridge Intersection			60%	Construction underway (October 2020 finish)
Williamson St Streetscape (outside Cambridge Pool)			100%	Complete, awaiting final asphalt surfacing prior to pool opening

<b>Pavement Rehabilitation</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Status, Budget 2020/21 \$1.5M</b>
Te Awa Cycleway				Velodrome towards Hamilton. NZTA funding approved. Contractor registration of interest now on line.
Te Pahu Road Bridge Pier Strengthening			100%	All works complete
CCTV Installation			100%	All cameras are in place and in use by Police and staff. Reviewing some camera types with user group.
<b>Street Light Upgrading</b>	<b>Plan</b>	<b>Installed</b>	<b>% Done</b>	<b>Budget 2020/21 \$250k</b>
Additional lights to improve illumination on existing streets	47	35	75%	Work completed on Belcher, Jacobs, Bryce (KK), Browning, Mutu by 30 June 2020. Next tranche of lights for Empire, Lamb, Raikes, Fraser Streets. (12)

### 3.1 Road Maintenance Contracts

Our maintenance contract focus through April to July centred on essential pavement repairs, road marking, and correcting peat settlement issues. At Covid Level 3, most maintenance works resumed as was possible with the weather. Urban street leaf fall collection work was particularly busy as large volumes fell quickly. Our street cleaning contractor trialed the use of hay baling machinery to compress the leaves into bails and save on time and transport and this was reported in the media.

Asphalt replacement in some larger patches has been done on Cambridge main roads and more is required on other streets, including Shakespeare Street.

### 3.2 Footpath Works

The table below shows the budget and sites for significant footpath works. Footpath maintenance works of a smaller scale occur most months to address hazards.

<b>Activity</b>	<b>Budget</b>	<b>Sites</b>	<b>Progress of Work</b>
Footpath Renewal	\$426,330 2019/2020  \$200,000 2020/2021	15 replacement sites completed in 2019/20.  2020/21 sites include- Bank, Carlton, Fraser, Mangahoe, North, Rickit, Tainui, Burns, Shakespeare, Scott, Raleigh,	Scheduling 20/21 work and due to start shortly.

		Princes, Galloway, Goodfellow.	
New Footpath construction	\$122,640 (19/20) \$75,000 2020/21	Vaile St	Vaile Street site partially completed with new MSD building works.
Footpath Maintenance & Pram Crossings	\$277,545 (19/20), \$174,000 2020/21	124 sites completed 2019/20	39 repair sites identified currently for attention over the next 3 months.

### 3.3 Road Safety

#### Pedestrian Safety Works

Pedestrian safety works are complete at the following sites:

- Victoria Street, Alpha to Queen kerbing; lighting and refuge island works are substantially complete. Asphalt surfacing and pedestrian island to be completed after the new water main is installed.
- Lamb Street kea crossing for Leamington Primary School will be completed during the 2020 summer.
- Factory Road kea crossing for Te Wharekura o Nga Purapura o Te Aroha will be completed during the 2020 summer.

#### Road Safety Education Programme

Road safety promotions March - July 2020.

#### End of year reports to Waka Kotahi NZ Transport Agency

Reports have been completed and submitted for the 2019/20 Road Safety Programme. There was disruption to the programme due to the Covid-19 pandemic, and the subsequent lockdown. This affected the overall spend. The NLTP (National Land Transport Plan) funding for community programmes for 19/20 was \$152,000. A total of \$136,709 was invested in the programmes.

Council received further funding from ACC/Waka Kotahi of \$7,590 for cycle skills training, of which \$4,892 was spent. We have asked ACC to roll over the unspent portion for our future skills training programme.

#### Students Against Dangerous Driving (SADD).

Work continues to be done to support SADD in our secondary schools. Two schools from the district attended the SADD regional workshop held in Cambridge in March.

SADD students are keen to be involved in community road safety activities, and they were able to assist with the recent driver fatigue stops. One of the main issues identified by SADD representatives in the district is that many students are driving

outside their restricted licence conditions. They will look at ways they can address this. Council will look to support their initiatives.

### **Cycling**

The lights on bikes activity scheduled for May was postponed due to Covid-19. However, Facebook postings continued with an animated video clip reminding the need to be visible on bikes.

Work continues to be done around cycle skills training in schools. Working under a regional approach, it is hoped that the number of schools involved will increase this current year.

### **Intersections.**

An Intersection Quiz was placed on Council's Facebook page, attracting many participants.



### **Driver Fatigue**

Two fatigue stops have been held at Pirongia and Ngahinapouri, with approximately 250 people stopping. 93% had not stopped at a Fatigue stop before.

*SADD student Oksana surveys a driver at the Pirongia Fatigue stop*

### **Billboards**

Billboards were refreshed in May, repeating the tagline 'Make it Home'. There are currently 26 billboard sites in the district for road safety messaging (excluding dedicated cycle billboard sites).

### **Summary of the Road Safety Education Plan for 2020/21**

Following is a summary of proposed education promotions and activities for 2020/2021. Issues outlined in the plan have been identified at a local, regional and national level as issues to consider for road safety promotions.

### Speed Management

Objective	Action 20/21
To support the Council's Speed Management Plan by assisting drivers to understand the need to slow down on some rural and urban roads	<ul style="list-style-type: none"> <li>▪ Billboards on high risk rural roads</li> <li>▪ Education workshops on drive to the conditions</li> <li>▪ Drive to the conditions advertising</li> </ul>
To improve road safety outside schools	<ul style="list-style-type: none"> <li>▪ Liaise with Engineers and Police to investigate road safety issues at schools</li> <li>▪ To support education of children regarding road safety through the support of School Community Officers (Police) and provision of puppet shows</li> <li>▪ Media Advertising and Facebook posts at beginning of school terms</li> </ul>
Motorists are aware of the 20km past a stopped school bus rule	<ul style="list-style-type: none"> <li>▪ Work with schools to deliver media and education campaigns to raise awareness</li> </ul>
To promote vehicle safety in particular around tyres to assist with driving in wet.	<ul style="list-style-type: none"> <li>▪ Promotion of correct tyre pressures and tread through Facebook/advertising and workshops.</li> <li>▪ Promotion of 'star rating' of vehicles at young driver workshops</li> </ul>

### Young Drivers

Objective	Action 20/21
To provide education and young driver training to young drivers and their mentors	<ul style="list-style-type: none"> <li>▪ To deliver education training days in conjunction with neighbouring Councils, targeting learner and restricted drivers</li> <li>▪ To support learner licence programmes in the district by training facilitators and supporting with resources</li> </ul>
To support SADD in Schools	<ul style="list-style-type: none"> <li>▪ Support SADD in Secondary schools with their activities and assist with resources.</li> <li>▪ Coordinate/support and present at Regional SADD workshop</li> </ul>

### Alcohol/Drug Impaired Driving

Objective	Action 20/21
To reduce community tolerance of drink driving	<ul style="list-style-type: none"> <li>▪ Deliver/Support drink driver promotional campaigns including a Christmas campaign and Sports Club campaign</li> <li>▪ Develop a sober driver workshop to be delivered to businesses at tool box meetings</li> <li>▪ To deliver driver distraction sessions at young driver workshops and on social media</li> <li>▪ Support recidivist drink drive programmes with funding</li> </ul>

**Intersections**

Objective	Action 20/21
Reduce the number of injury crashes at intersections	<ul style="list-style-type: none"> <li>▪ Work alongside Engineers to identify intersections with a high crash record and promote solutions. Highlight at local RSAP meetings if required</li> <li>▪ Develop advertising material and Facebook posts for information campaigns</li> <li>▪ Workshops on 'give way' rules for young drivers</li> <li>▪ Support Age Concern to deliver workshops for senior drivers.</li> </ul>

**Driver Fatigue**

Objective	Actions 20/21
Motorists travelling through the district are aware of the dangers of driver fatigue.	<ul style="list-style-type: none"> <li>▪ Fatigue stops targeting Skiers on SH39 Pirongia and Ngahinapouri</li> <li>▪ Advertising campaign</li> </ul>

**Motorcyclists**

Objective	Action 20/21
To provide skill training days	<ul style="list-style-type: none"> <li>▪ Co-ordinate skills training days in conjunction with neighbouring Councils</li> </ul>
To support other providers such as ACC	<ul style="list-style-type: none"> <li>▪ Work with ACC to see where support can be lent</li> <li>▪ Promote ACC 'Ride forever' courses</li> <li>▪ Support ACC's motorcycle awareness month (October)</li> </ul>

**Cycling**

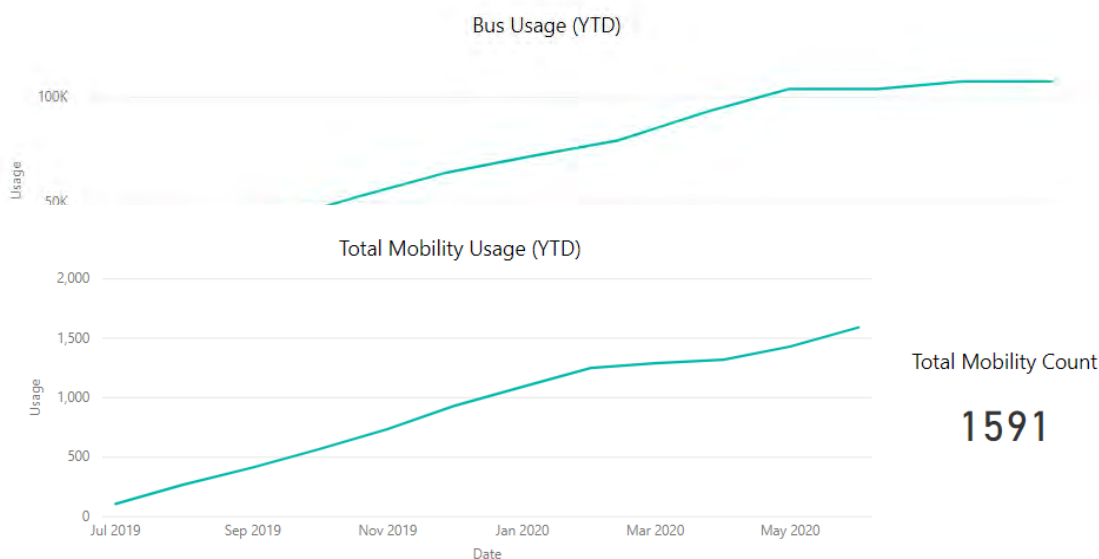
Objective	Action 20/21
Motorists are mindful they are sharing the road with cyclists.	<ul style="list-style-type: none"> <li>▪ Refresh cycle billboards on cycle routes</li> <li>▪ Promote cycle safety for innovating streets project</li> </ul>
Cyclists are mindful of safe cycle behaviour on roads	<ul style="list-style-type: none"> <li>▪ Work with Sport Waikato and the Regional Cycle Strategy to organise and obtain outside funding for cycle skills training for school students.</li> </ul>
Cyclists are visible on our roads	<ul style="list-style-type: none"> <li>▪ Visibility Campaign with Facebook, media, and promotions.</li> </ul>

**Restraints**

Objective	Action 20/21
To raise the level of correctly restrained children in the district	<ul style="list-style-type: none"> <li>▪ Co-ordinate with Police, and car seat technicians, child restraint checkpoints/clinics</li> <li>▪ Work with Regional Council to encourage early childcare centres to have 'Ruben the Road Safety Bear' visit</li> </ul>
Improve the number of adults restrained	<ul style="list-style-type: none"> <li>▪ Media campaign, billboards</li> </ul>

**3.4 Passenger Transport**

A new timetable started on 20 January 2020 for our bus services, which added an extra service each evening so that the last bus leaves the Hamilton Transport Centre later. This initially provided opportunity for more commuters and bus use did see an upward trend before Covid-19 impacted at the end of March. The graph below shows all bus use for the year to 30 May and the significant impact of Covid on bus use through April and May. Bus use has not yet fully picked up again to pre-Covid-19 levels.



**3.5 Total**

**Mobility**

The Total Mobility tax scheme started in May 2019. It provides financial assistance, giving registered users (people with disability) a 50 per cent discount on taxi fares up to a maximum subsidy of \$12.50 per trip for Waipa residents.

The graph below shows service use for the financial year.

## 4 Waste Minimisation Activities

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See Appendices 1 and 2 for a summary activities completed in 2019/20 and those proposed for 2020/2021. Sally Fraser, Waste Minimisation Officer, will be in attendance at the August Service Delivery Committee meeting to provide further details on the proposed programme.

### Projects

#### Education Tours held at the Recycling Sorting Centre

Over 100 registrations from the community. Tour was in two parts at two locations to double the amount of people able to participate in the day.

#### Example of Feedback

*Hi Sally,*

*It was great to participate in the recycling tour this morning, thank you so much for all your efforts in putting it together for us.*

*Both your information session and the recycling plant visit were very educational, and I can put even more effort into my future purchases and use of products with a view to more sustainable living.*

*My parents were very excited for me to pass on all the useful information I learned, we'll all be doing our best from now on!*

*Kindest regards, and thank you to all the team for the wonderful job you're doing,*

*Debbie*

#### Training and professional development

Waipa Waste Minimisation Officer attended WasteMINZ conference and participated in the Territorial Authority Day discussions with the Ministry and attend presentation on the upcoming container deposit scheme (10c back on drink containers), the circular economy, social change and the waste levy.

## 5 Levels of Service & Performance Measures

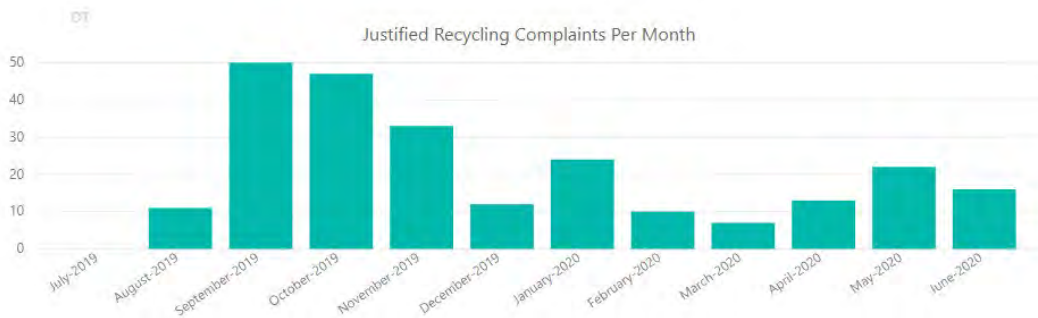
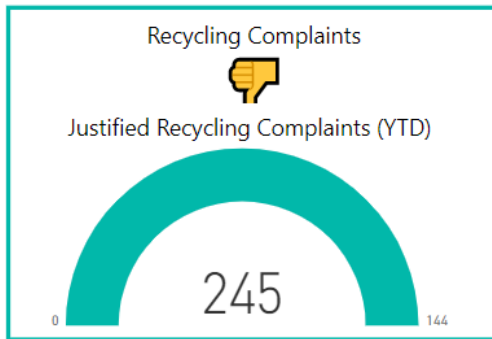
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### 5.1 CRMs – Roading Service & Recycling Complaints

Responses to recycling CRMs have been hampered by the very high number of calls through the roll-out of new bins and collections. Responsiveness should continue to improve as the service beds in.

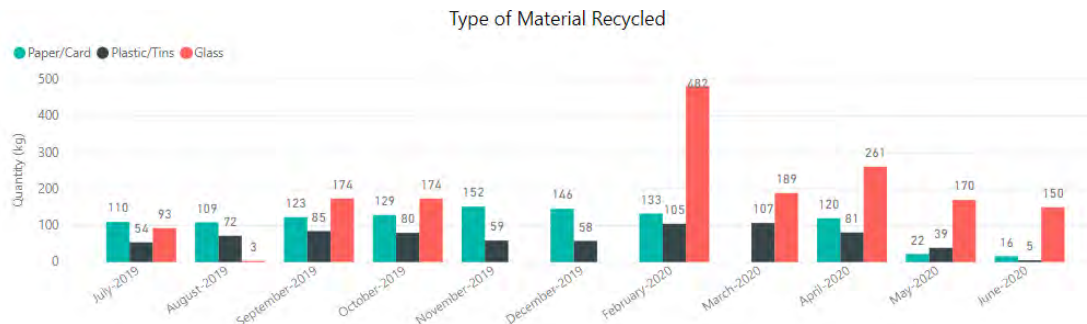


### 5.2 Recycling Complaints

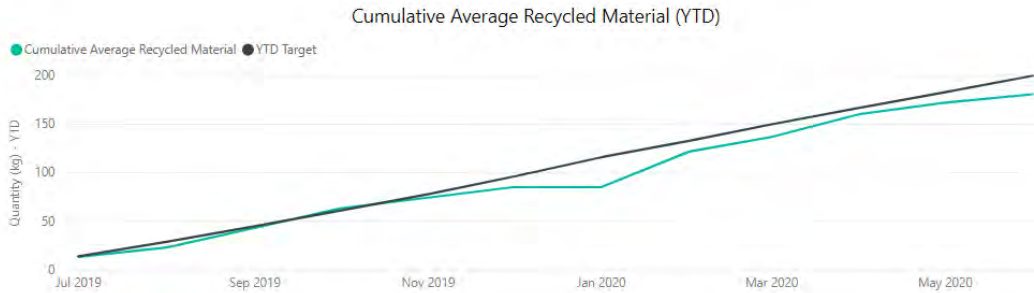


The large volume of customer calls and issues through the new recycling service roll-out means we did not meet the normal year target for a maximum of 144 justified complaints. In recent months common issues have been that the bin or street has been missed in the collection. Typical reasons for this include, bins put out after the collection, bins hidden behind parked vehicles, new subdivision streets not yet included on the collection route, new drivers unfamiliar with route stops at end of seal or at a street change, or unaware that the street continues beyond a threshold. There have also been delays in getting bins for new properties. The original bulk bin provider is having difficulty supplying small volume new bin orders and we are looking to alternate suppliers. Note that many Councils are moving to wheelie bins and this is likely putting a strain on bin manufacturers.

### 5.3 Waste Minimisation – Recycling Volumes

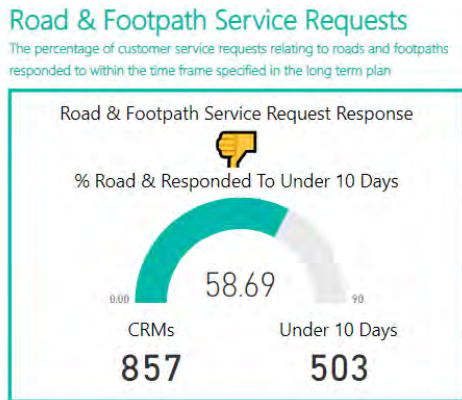


Glass volumes are lumpy given that they are collected and stockpiled and not sent for recycling and weighing until sufficient quantities make transportation economically viable . During the Covid period a lot of material collected was contaminated and therefore was landfilled.

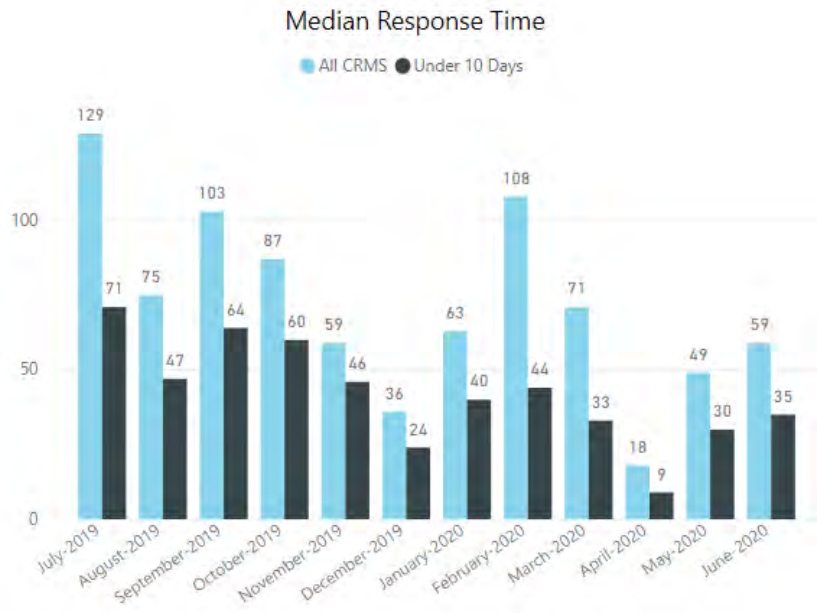


Year volumes are below target due to Covid disruption and landfilling of contamination.

#### 5.4 Contractor – Road & Footpath Service Request Response



Staff have cleared a backlog of open CRMs in the system. Often work has been completed in good time but the CRM has not been closed off in the system. This is an internal systems and process issue we are working on to correct.

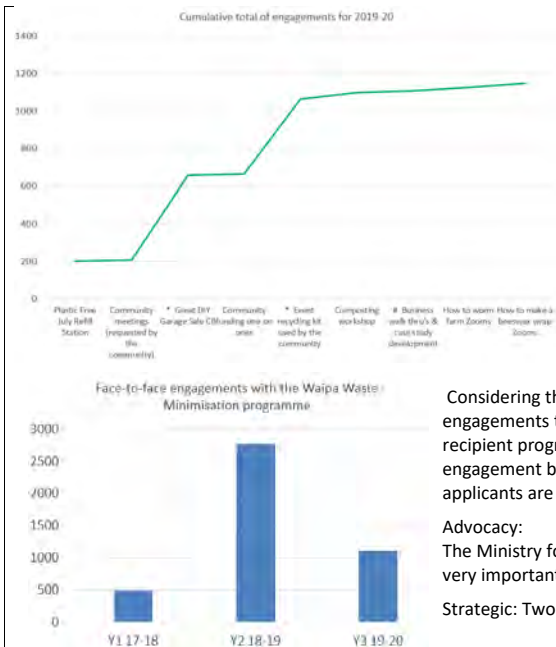


Bryan Hudson  
**MANAGER TRANSPORTATION**

Approved by: Dawn Inglis  
**GROUP MANAGER SERVICE DELIVERY**

## **APPENDIX 1**

Waste Minimisation – Overview of Activities 2019/2020  
(Document 10447638)



**2019-20 Overview.**

**WMMP was adopted in Oct 2017. This is Y3 of our six year WMMP.**  
*Y1 = italic Y2= plain Current year in bold.*

Huge amount of WMO time and effort on the recycling wheelie bin roll out and supporting the new service at the start of the 19/20 financial year. This would equate to 100% of time until September/October. A large number of the CRMs about wheelie bins were assigned to the WMO and Transportation Administrator (see right – red line). The engagements on our Council Facebook were huge with this project and our online game has over 62,000 guesses of how to recycle an item. This workload has impacted the general waste minimisation work programme for the year. Higher delivery in recycling than previous years, and lower delivery in waste minimisation work.

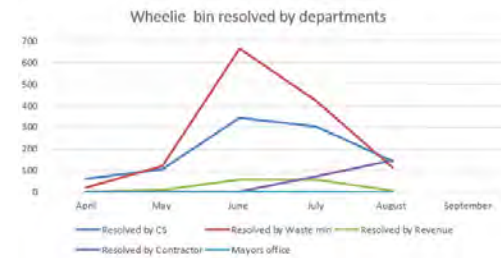
Following the focus on the new kerbside service in Q1, waste minimisation has good delivery through the 3<sup>rd</sup> quarter until Covid 19 hit. Pivoted into online educational opportunities for our residents while managing impacts on recycling service due to Covid 19. Events that needed to be postponed and will be rebooked at mutually conducive times during early 20/21 council year.



Considering these large impacts taking WMO’s BAU focus away from waste minimisation, the number of engagements with the community are still good (graph top left shows 1,144 engagements this year). These engagements are all face-to-face and are a mix of participatory events (e.g. DIY Garage Sale attendance), through to topic workshops, participants in funding recipient programmes and use of the “Borrow-recycle-return” small event waste minimisation kit. Though less than last year (see lower left) due to the focus on recycling service, it is a strong engagement base with our community. We do not capture online Facebook results for engagement around our recycling and waste minimisation posts. Many of the successful funding applicants are still in the planning phase so their engagement numbers will start to flow through in the coming year also.




**Advocacy:**

The Ministry for the Environment has had a large work programme progressing through this past year, opening three opportunities for councils to participate in consultation, each of these are very important and will have large impacts for council and waste minimisation outcomes. WMO worked with cross regional (BOPRC and WRC) on submissions on these topics.

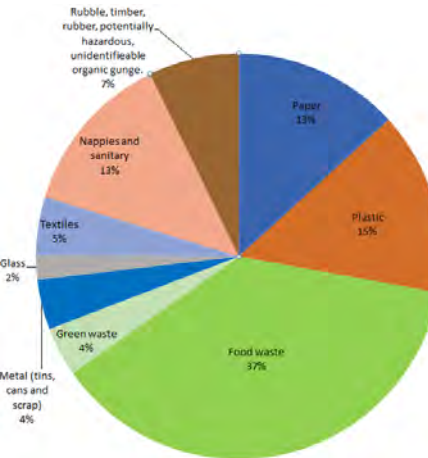

**Strategic:** Two LTP projects were also submitted, first steps in a new directions for Waipa District Council around waste minimisation.



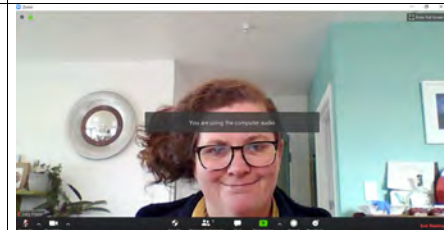
		<b>New or existing action</b>	<b>WMMP time-frame</b>	<b>Status update</b>	<b>Deliverables/progress/milestones</b>	
<b>GOAL 1.</b> Reduced waste and increased resource recovery.	A1. Continue existing kerbside recycling	Existing action & new action	By 2023	Very high delivery.	<ul style="list-style-type: none"> <li>KPIs are all well within approved ranges</li> <li>Quite stable end to the old contract with Smart Environmental</li> <li>Manufactured 44,000 wheelie bins and delivered to all residential dwellings in the district</li> <li>New fleet of trucks, new service methodology, routes and technology established for 1 July start to new service.</li> </ul> <p><b>New wheelie bin service deliverables:</b></p> <ul style="list-style-type: none"> <li>Developed (with Comms) full, in-depth and high quality education rolled out about the wheelie bin service and what can and can't be recycled in Waipa. Included truck wraps, radio, newspaper, media releases, Facebook and videos.</li> <li>Wheelie bins delivered to 22,000 households and new improved wheelie bin service started in July 2019.</li> <li>Managed “missed” deliveries process for next 8 weeks.</li> <li>Developed online game to test people on the new system – very successful with over 4,400 “games” played, and over 62,000 guesses (each game has 15 guesses).</li> <li>CI and CRM systems updated to support new system.</li> <li>Facilitated education for Customer Servicers team on Wastedge tracking system.</li> <li>Managed the Assisted Service applications and approvals process.</li> <li>Continued education around common errors the community are making with their bins, contamination and collecting on public holidays.</li> <li>Paid for an education space at the sorting centre to be used for education around recycling.</li> </ul> <p>Created and launched the “Borrow, recycle, return” kit for schools and small events. Allows them to set up waste minimisation stations.</p> <p>Created fun book of activities for kids to do at home during Covid 19 lock down about recycling.</p>	 

	A2. Continue providing litter bins and collecting illegal dumping.	Existing	Ongoing	Good delivery.	<ul style="list-style-type: none"> <li>Managed by Transportation Team Leader.</li> <li>Process set for CRMs to go to Compliance Team first to see if investigation possible. Then quick service from contactors on cleaning up illegal dumping.</li> <li>Contractors provide quick clean-up of dumped materials.</li> <li>Litter bins in place across district.</li> <li>Shared research and successful projects presented at a conference to wide Council staff group who are responsible for illegal dumping (Transportation Management, Comms and Enforcement).</li> <li>Regans signs?</li> <li>Jenny any data to add here?</li> </ul>	
	A3. Advocate for increased producer responsibility.	Existing	Ongoing	Good delivery.	<ul style="list-style-type: none"> <li>Ongoing – WMO participated in WasteMINZ forums, surveys etc.</li> <li>Mayor signed letter in 2017 to support action on plastic bags.</li> <li>WMO voted at TA Forum on topics included in the Waste Manifesto that went to the new Government on behalf of TLA across NZ.</li> <li>Waipa reps supported the waste minimisation remits at LGNZ which included product stewardship and increased producer responsibility.</li> <li>WMO and team consulted on the MfE phase out of plastic bags (2018/19).</li> <li>CEO supported three waste minimisation LGNZ remits (2018)</li> <li>Participated in development of Waikato and BOP combined s.uporttive submission to MfE on six priority product stewardship scheme. (Aug 2019)</li> <li>Participated in regional hui on Standardising of Recycling in NZ (May 2020)</li> </ul>	
	A4. Investigate options to support businesses to reduce waste and increase recycling	New	By 2020	Good delivery.	<ul style="list-style-type: none"> <li>Created an entry level, broadly applicable <a href="#">guide</a> to help organisations start to look at how to reduce their waste.</li> <li>Funded an evening hosted by the Te Awamutu Chamber of Commerce where Mainstream Green introduced the above guide, had a facilitated discussion and had several local businesses share their stories on how they have had success in reducing their own waste.</li> <li>Offered business specific waste minimisation funding. Two applications received, both supported. Focusing on refilling waster bottles and reusable cloth shopping bags.</li> <li>Local businesses profiled in Nourish Magazine advertorial, circulation 60,000.</li> <li>Supported two “walk throughs” with local businesses (in addition to four already completed in previous years). Each gets a personalised one-pager of recommendations for next actions. After time, when we can capture some results, developing short case study to inspire similar businesses.</li> <li>Stakeholder relationship building with CB Chamber of Commerce and planning an introduction event about business waste minimisation.</li> </ul>	
GOAL 2. Collect waste information for informed decision making.	A5. Update bylaw	New	By 2020	Complete.	<ul style="list-style-type: none"> <li>Went out for consultation 14 June – 20 July.</li> <li>Letters to interested industries (construction and waste operators).</li> <li>Waste operators had a workshop.</li> <li>7 submissions received. One person spoke in support at hearing.</li> <li>No changes recommended.</li> <li>Formally adopted Sept 2018.</li> </ul>	<p>Current bylaws</p> <p>The following bylaws have been made in accordance with the Local Government Act and other relevant legislation to control specific activities within the district:</p> <p>Bylaw documents</p> <ul style="list-style-type: none"> <li>Communications Bylaw 2013 (Amendments 2018)</li> <li>Land Discharge and Stumpwork Bylaw 2008 (effective until 28 September 2018)</li> <li>Dog Control Bylaw 2015</li> <li>Fire Control Bylaw 2015</li> <li>Management Systems, Tobacco Bylaw 2007</li> <li>Public Places Bylaw 2018</li> <li>Public Places Health Control Bylaw 2015</li> <li>Local Waste Management and Minimisation Bylaw 2018</li> <li>Trade Waste Bylaw 2017</li> <li>Wastewater: Drainage Bylaw 2011</li> <li>Water Supply Bylaw 2013</li> <li>Speed Limits Bylaw 2016 (effective until 3 November 2016)</li> <li>Speed Limits Bylaw 2015 (effective from 3 November 2015)</li> <li>Stormwater Bylaw 2016 (effective from 30 September 2016)</li> </ul>
	A6. Introduce a licencing system for operators.	New	By 2020	Underway	<ul style="list-style-type: none"> <li>BOP LASS is leading this work on behalf of themselves and Waikato LASS. Project to complete licencing regionally is scoped out.</li> <li>Waipa rep to Waikato LASS supported progressing this project.</li> <li>This will not be completed by 2020 but participating cross regionally will give a better outcome, so will keep supporting the project.</li> <li>Still ongoing.</li> </ul>	



	<p>A7. Complete compositional waste audit every three years.</p>	<p>New</p>	<p>By 2020</p>	<p>Completed Nov 2017. Next one due this calendar year.</p>	<ul style="list-style-type: none"> <li>• <i>This was the very first solid waste audit for Waipa District Council and keeps us compliant with MfE funding allocation requirements.</i></li> <li>• <b>Another planned for early 2020. Delayed due to Covid 19. Plan for another by end of 2020-21 year. Over the next decade will repeat these audits in different seasons to build a year long picture of our domestic waste.</b></li> </ul>	
<p>GOAL 3. Connect with our community by developing collaborative relationships.</p>	<p>A8. Establish a Community Waste Forum.</p> <p>This action doesn't meet Council needs at this time. This action was to support community engagement in the Resource Recovery Center. That project is several years off.</p> <p>Focus has been boarder GOAL 3.</p>	<p>New</p>	<p>By 2018</p>	<p>Underway in a different way.</p>	<p>WMO has created great connections with the community, examples are:</p> <ul style="list-style-type: none"> <li>• <i>Sought out community partners to co-host worm farming workshops. One group has since successfully applied for funding and is running a whanau worm farm bank.</i></li> <li>• <i>Have over 400 people on an email list from attendees at events.</i></li> <li>• <i>Regularly have my events shared to other waste minimisation groups Facebook pages.</i></li> <li>• <i>Know what's going on and who is involved, I am regularly able to connect one person or group to another person or group to help solve problems or share experiences.</i></li> <li>• <i>Held first waste operators stakeholders meeting.</i></li> <li>• <i>Sent community members on education tours of Xtreme Zero Waste, to Para Kore Hui and Resource Recovery Training.</i></li> <li>• <i>WMO always available to provide advice, resources, links to others.</i></li> <li>• <b>Have connected well with community on projects, but not formulated a group.</b></li> <li>• <b>In terms of networking with the community, this would be an area of high delivery. I am well connected with groups, individuals and businesses working in the resource recovery and waste minimisation space and am able to connect people and bring people together.</b></li> </ul>	

<p>A9. Joint working, partnerships, co-operate with other councils</p>	<p>Existing</p>	<p>Ongoing</p>	<p>Very high delivery.</p>	<ul style="list-style-type: none"> <li>• <b>Continuing</b> - Participate in the Sub Regional Waste Awareness Group (SWAG) regularly. This group delivered four articles in the Nourish Magazine and several videos that are hosted on our website. We also hosted a Waste 101 introduction to elected members.</li> <li>• Co-funded two projects with Hamilton City Council.</li> <li>• Mentoring WMO from Ruapehu District Council <b>and other close small councils.</b></li> <li>• Sharing information on projects with contacts at local councils, and nationally through networks. <b>Continuing.</b></li> <li>• WMO is on the Council working group for the national food waste campaign Love Food Hate Waste <b>and for Plastic Free July in 2020 - due to Covid 19 their 2020 topic needed to change and they adopted my idea and have adapted it for national rollout.</b></li> <li>• Work with Waipa Libraries and Museum to fund and support projects that deliver dual benefits.</li> <li>• Gathered a lot of information from other councils to inform decision making on the wheelie bin project.</li> <li>• Attend and contribute to the Waste Liaison Network of councils from Waikato and BOP.</li> <li>• Fund our share into the WasteMINZ collaborative fund. Active on voting on direction of that fund.</li> <li>• <b>Collaborated with local CB business to allow first location for re-filling of products. Combined with two community events focused on refilling.</b></li> <li>• <b>Also successful in getting a behaviour change focused online learning project about reducing every day reliance of plastics 3 4 6 &amp; 7 funded from the WasteMINZ collaborative fund (\$11K value).</b></li> <li>• WMO presented with two different community members of collaborative projects (a marae and building firm) at WasteMINZ conference in 2019.</li> <li>• Participated in development of Waikato and BOP combined supportive submission to MfE on expanding and increasing the Waste Levy (Jan 2020)</li> <li>• Attend TAO day at annual WasteMINZ conference and participated in binding voting.</li> <li>• <b>Sat on HCC's funding assessment panel, and had a HCC waste min expert sit on ours.</b></li> </ul>
<p>A10. Continue to support waste education including working with farms and businesses to achieve waste reduction.</p>	<p>Existing, expanded to new areas</p>	<p>By 2020</p>	<p>Good delivery.</p>	<p>Community based education: The events were a mix of free, or subsidised ticket cost. Some were funded from the Community Fund, delivered by contractors and supported by WMO and some delivered directly by WMO. These are educational based events e.g. compost workshop, rather than participatory based events e.g. DIY Garage Sale</p> <p><i>Y1 491 people attended 21 education events.</i> <i>Y2 272 people attended 7 education events.</i> <b>Y3 50 people</b> attended 7 education events. Lower due to high level of staff time dedicated to wheelie bin project and scheduled events postponed due to C19.</p> <p><b>Summary of events:</b></p> <ul style="list-style-type: none"> <li>• 2X worm farming workshops</li> <li>• 1X composting workshops</li> </ul> <p><b>School based education:</b> <b>Annual plan funded a continuation of Xtreme Zero Wastes' 4 –step programme for 10 Waipa Schools. Excellent feedback from parents, school management and teachers.</b></p>





	A11. Continue the Waste Minimisation Community Fund.	Existing	Ongoing	Good delivery.	<p>Y1 \$16,897 allocated to five different projects.                  Y2 \$32,449 allocated to eleven projects.  <b>Y3 \$36,244 allocated to nine projects. Over-subscribed (\$61K). Quality of the projects much higher this year.</b>  <b>Looking to pull funding round open dates to align delivery of projects to Council year over next 3 years in collaboration with HCC.</b></p>	
	A12. Promote composting and other ways to reduce food waste.	New	By 2023	Good delivery.	<p><i>Progressing well. As reported above</i></p> <ul style="list-style-type: none"> <li>• 3X worm farm workshops held with 150 participants.</li> <li>• 4X food lovers master classes.</li> <li>• The Sharing Shed is also supporting food waste reduction.</li> <li>• Food rescue (food that is not good enough to sell but is good enough to eat).</li> </ul> <p><i>Funded Kaivolution to start work making connections between food donors and food recipient organisation. One perfect match between Countdown TA and Kainga Aroha House.</i></p> <ul style="list-style-type: none"> <li>• Sharing Shed started in Pirongia.</li> <li>• 1 X food lovers master classes.</li> <li>• 2 X food waste rescue community meetings co-hosted with Kaivolution. Redistribution started in Cambridge.</li> <li>• Promoted "Easy Choice Healthy Kai" cookbooks with good uptake. These are to assist larger families to plan, make a list, shop and cook healthy meals with no food waste. Over 200 cookbooks posted out and 250 downloaded.</li> <li>• Supported Love Food Hate Wastes audit in Waipa.</li> <li>• Funded worm farms for Maungatautari Sanctuary Mountain to help them deal with visitor food waste.</li> <li>• <b>Co-hosted with Cambridge Community Garden a composting workshop (Sept 19)</b></li> <li>• <b>Hosted two zoom worm farming workshops</b></li> </ul>	<p><b>BE IN TO WIN THE FULL SET UP!</b></p>  <p>PLUS 2,000 new worms couriered out to you! Value of \$165.</p>  <p><small>Waipa</small></p>
GOAL 4. Effective waste services and facilities.	A13. Investigate and develop resilient access to waste infrastructure and processing facilities within the Waikato region that minimise the impact of external market fluctuations and provide sustainable waste services.	New	By 2023	No progress to date.	<ul style="list-style-type: none"> <li>• Keeping abreast to see the direction central government takes to help the recycling crisis. <b>Continuing.</b></li> <li>• <b>New recycling contractors Metallic Sweeping have bought land and are building a recycling sorting centre in Te Awamutu. Once operational it is hoped the public can drop off their recycling here.</b></li> <li>• <b>Started to work on a Disaster Waste Management Plan in conjunction with Emergency Management.</b></li> </ul>	
	A14. Resource Recovery facilities are investigated and developed, pending feasibility studies.	New	By 2023	Underway	<ul style="list-style-type: none"> <li>• This will be looked at in Y3 or Y4 of this WMMP. <b>No update, awaiting LTP decision.</b></li> <li>• <b>Govt is also creating a list of all landfill and clean fill sites to apply the levy to. When released this will be interesting information for us.</b></li> </ul>	
	A15. Improved access to hazardous waste disposal.	New	By 2019	No progress to date.	<ul style="list-style-type: none"> <li>• Data showed this was a very small percentage of our domestic waste (below).</li> <li>• Will monitor future trends from SWAT.</li> </ul> <p>1.6% of the waste stream (0.14kg) in pre-paid bags. Less than 0.5kg in both wheelie bin sizes  <b>No update.</b>  <b>Watching this space, found out costs, volumes and participant numbers from well organised and run event by Auckland Council. Disappointing results for high cost (that we don't have the budget for).</b></p>	

## **APPENDIX 2**

Waste Minimisation – Planned Activities 2020/2021  
(Document 10447634)

		<b>New or existing action</b>	<b>WMMP time-frame</b>	<b>Planned activities for 2020-21</b>
GOAL 1. Reduced waste and increased resource recovery.	A1. Continue existing kerbside recycling	Existing action & new action	By 2023	Focus on contamination education with the community. Communication plan based national waste and recycling audit findings and our developing local data bank.
	A2. Continue providing litter bins and collecting illegal dumping.	Existing	Ongoing	Maintain level of service.
	A3. Advocate for increased producer responsibility.	Existing	Ongoing	Take any opportunities presented while MfE develop the container deposit scheme (like old “cash for cans” where a redeemable deposit is paid for when purchasing drink containers) for national roll out.
	A4. Investigate options to support businesses to reduce waste and increase recycling	New	By 2020	<ul style="list-style-type: none"> <li>Funding the Cambridge Chamber of Commerce to run and intro to waste minimisation event.</li> <li>Continue to support businesses through their waste minimisation journeys and complete case studies once results are seen.</li> </ul>
GOAL 2. Collect waste information for informed decision making.	A5. Update bylaw	New	By 2020	Completed. No further action needed.
	A6. Introduce a licensing system for operators.	New	By 2020	BOP LASS is leading this work on behalf of themselves and Waikato LASS. Currently looking at: <ul style="list-style-type: none"> <li>Delegations</li> <li>Detailed matrix of roles and responsibilities</li> <li>Draft protocol covering data, terminology, and definitions</li> <li>Procurement</li> </ul>
	A7. Complete compositional waste audit every three years.	New	By 2020	2 <sup>nd</sup> solid waste audit planned for the week starting 28 <sup>th</sup> Sept 2020.
GOAL 3. Connect with our community by developing collaborative relationships.	GOAL 3. Connect with our community by developing collaborative relationships.	New	By 2018	A continual focus is meeting and connecting those with an interest in waste and waste minimisation in our district. Deliverable for 2020: <ul style="list-style-type: none"> <li>Focus on working closer with our refuse companies.</li> <li>Supplied display boxes and free “No Advertising Mail” stickers to 10+ businesses and community locations across the district to allow more households to access this resource to reduce unwanted paper junk mail.</li> <li>Fund Mainstream Green to run two events that serve as fundraisers with local schools by speaking on zero waste living.</li> <li>Reusable menstrual products project links Kate Meads, Plastic Free Cambridge Group and local secondary schools.</li> <li>Redesign our online recycling game to suit large scale events partnering with hosts and other stakeholder.</li> <li>Partner with the Te Awamutu Community Board on the “Great DIY Garage Sale” event in Te Awamutu.</li> </ul>
	A9. Joint working, partnerships, co-operate with other councils	Existing	Ongoing	<ul style="list-style-type: none"> <li>Contribute financially to the WasteMINZ collaborative fund and vote on national priorities and projects for that budget to deliver on.</li> <li>WMO on national <i>Love Food Hate Waste</i> working group and contribute financially to the national project.</li> <li>Create Nourish Magazine articles (done with WDC, WRC and HCC), Waipa WMO did a two page spread for Plastic Free July in 2020.</li> <li>Participate in regional and cross regional waste meetings. Hosting this meeting in Waipa in Aug 2020.</li> <li>Attend webinars as appropriate when hosted by WasteMINZ or the Ministry.</li> </ul>
	A10. Continue to support waste education including working with farms and businesses to achieve waste reduction.	Existing, expanded to new areas	By 2020	<ul style="list-style-type: none"> <li>6 X Plastic Free July events [completed]. Over 700 face-to-face conversations with the community over these events. Gave out 700 items that can get rid of one type of single use plastic from our everyday lives.</li> <li>Hosting a rural waste “one stop shop” event with Agrecovery (lead agency) in early 2020.</li> <li>Make your own moisturiser workshop.</li> <li>Working with HCC and WRC on building and construction waste ideas (Civil Share App launch TBC).</li> </ul>
	A11. Continue the Waste Minimisation Community Fund.	Existing	Ongoing	2020 fund Open 3 August – closes 14 Sept. Having two drop in sessions: <ul style="list-style-type: none"> <li>TA Library Community Space – 10-12am Weds 12<sup>th</sup> Aug</li> <li>Waipa Council (Cambridge) reception meeting room 1-3pm Thurs 13<sup>th</sup> Aug</li> </ul> Continue to support and follow up with previous recipients until funds are utilised and final reports are received.

	A12. Promote composting and other ways to reduce food waste.	New	By 2023	Working on project to start assessing what a food scraps collection service could look like and cost for Waipa. Project is currently in the LTP. Looking at what is working and what could be improved in other council areas who are doing food scraps collections.
GOAL 4. Effective waste services and facilities.	A13. Investigate and develop resilient access to waste infrastructure and processing facilities within the Waikato region that minimise the impact of external market fluctuations and provide sustainable waste services.	New	By 2023	Working on a Disaster Waste Management Plan. So we have a plan in place to help handle waste as efficiently as possible in the case of the larger scale natural disaster. In conjunction with Emergency Management.
	A14. Resource Recovery facilities are investigated and developed, pending feasibility studies.	New	By 2023	Project plan in the LTP this year to develop a resource recovery centre in the district.
	A15. Improved access to hazardous waste disposal.	New	By 2019	No actions planned for this year.



**To:** The Chairperson and Members of the Strategic Planning and Policy Committee

**From:** Manager Community Services

**Subject:** **COMMUNITY SERVICES REPORT TO 30 JUNE 2020**

**Meeting Date:** 4 August 2020

## 1 EXECUTIVE SUMMARY

The purpose of this report is to provide information on the activities pertaining to the Community Services Unit to 30 June 2020 (YTD). This report contains matters that are of a purely administrative nature or information that does not require a decision from Council. As such, this report does not address any matters that are significant in terms of Council's obligations as set out in the Local Government Act 2002.

The following appendices provide further detailed information in support of the activities outlined in the report:

- Appendix 1 – Library supporting information
- Appendix 2 – Museum and Heritage supporting information
- Appendix 3 – Cemeteries supporting information

## 2 RECOMMENDATION

*That*

- a) *The Community Services Report to 30 June 2020 (document number 10434009) of Sally Sheedy, Manager Community Services, be received.*

## 3 COMMUNITY SERVICES TEAM UPDATES

### 3.1 Community Facilities

#### ***Public Conveniences***

Over the 2019/20 summer period, lakeside reserves continued to face water supply issues. At most risk was Keely's Reserve where staff organised weekly water delivery at a cost of circa \$5,000. The water supply issue appears to be due to the natural water

spring drying up and not supplying sufficient water to run the RAM pump, which provides water to the water tank supplying the toilets.

A business case has been developed for consideration during the 2021-2031 Long Term Plan, to review and upgrade water supply to public conveniences.

### ***Tree Policy Review***

Following the District Plan Change 2 (PC2) becoming operative in October 2019, staff have undertaken targeted feedback with protected tree owners to inform a proposed fund as part of the Tree Policy Review. Approval is being sought at the Strategic Planning and Policy Committee on 4 August 2020.

### ***Tree Planting***

A successful planting programme was undertaken through the urban areas of Pirongia, Te Awamutu and Cambridge with 221 trees planted predominantly in streets but including various park trees as well. Both positive and negative feedback was received regarding the street tree plantings and staff have identified a better communication plan for next year's planting programme. This year, communication to residents prior to the planting programme was challenging due to the constraints of COVID-19.

Alongside the street tree planting programme, the first stage of the Waipuke Park Planting Plan was completed with 26 specimen trees planted in the main park area, to provide shade for park users. The second stage of the planting plan will focus on beginning tree planting along the park's driveway.

### ***Contract Management***

During COVID-19 alert level 4, all contracts were reduced to provide only essential services. An update on individual contracts is as follows:

<b>Contract</b>	<b>Update</b>
Tree Maintenance Contract	The Tree Maintenance Contract was partially suspended during COVID-19 alert level 4, only responding to emergency call outs to deal with fallen or dangerous trees. The contractor was able to continue with their normal work programme in alert level 3 and provided extra resourcing through June to catch up on work delayed over the lockdown period. Contractual discussions were held between Council and the contractor and as a result, there was no additional contract costs.
Rural Open Space Contract	The Rural Open Spaces Contract was partially suspended with all activities ceased, apart from weekly inspections of parks, assets and removing fly tipping, during COVID-19 alert level 4. No additional contract costs were imposed by the contractor due to COVID-19. Due to the restriction in work programme, some savings were identified in the 2019/2020 financial year.

Public Convenience Cleaning Contract	The Public Conveniences Contract was partially suspended through COVID-19 alert levels 3 and 4, with the closure of 23 toilet facilities. The remaining 16 toilets remained opened throughout the alert levels and received additional cleans to mitigate the risk of COVID-19 spread. In Level 2, all public toilets were operational and additional cleaning was undertaken to mitigate the risk of COVID-19 spread. Public convenience schedules returned to normal as the country moved back to alert level 1. Contractual discussions are continuing between Council and the contractor regarding the difference in scope during COVID-19.
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### 3.2 Libraries

In comparison to 2018/19 year, both libraries experienced closures and reduced hours due to COVID-19, and prior to this, Cambridge library was closed for building structural repairs in December 2019. An overview of the closures is outlined as follows:

	Weekday Closures	Saturday Closures
Cambridge Library	47	16
Te Awamutu Library	37	14

#### **2019/2020 Library Statistics**

- 1,575 new patrons registered across both libraries
- 35,798 total library membership
- 404,814 items issued
- 6,518 eBooks and 1,303 eAudiobooks were issued. (A 624% increase on previous year, due to eResources being made free during COVID-19 lockdown.)

Further details of the Library statistics can be found in Appendix 1.

#### **Visitor Number Counts**

There continues to be ongoing technical issues with security gates in both libraries affecting door counters, resulting in no walk-in visitor comparisons. The installation of RFID for both libraries will resolve these issues. Funding is programmed in 2021/22 in the current Long Term Plan and a business case has been developed for consideration as part of the 2021- 2031 Long Term Plan.

#### **Website Upgrade and Launch**

Following a long awaited upgrade, in November 2019 a new website for Waipa District Libraries was launched - [www.waipalibraries.org.nz](http://www.waipalibraries.org.nz).

The website has been designed for easier use, is more interactive and has easier to find information. The website links well with the libraries' Facebook page and Bookmyne.app.





### **COVID-19 Impact on Library Services**

COVID-19 significantly impacted library services, with physical facilities closed from Sunday, 22 March and reopening to reduced hours and services on Monday, 25 May. The following provides an overview of each alert level:

- Alert level 4 lockdown - library staff continued to work from home completing acquisitions, cataloguing, processing and programme planning for later in the year. Staff took the time to upskill in a variety of areas via webinars and online training sessions. Staff also completed a tidy up of patron information contained within the library management system.
- Alert level 3 - library staff returned to the libraries in specific bubbles to conduct a full inventory. This involved scanning every physical item in the libraries. The full inventory is generally completed every 5 years and normally requires the libraries to close. So, one benefit was to complete this during COVID-19 constraints.
- Alert level 2 - libraries partially opened to the public, first with a call and collect system, followed by restricted numbers (30 in Cambridge and 50 in Te Awamutu). These days remained steady throughout opening hours (9am-5pm Monday – Friday). During this time the majority of customer furniture and shared equipment was packed away to stop any possible transmission.
- Alert level 1 - Normal hours and services resumed with the exception of programmes, events and activities, which will recommence again in school term 3.

As an opportunity during lockdown, the Outreach Librarian conducted virtual sessions for Wriggle and Rhyme, Toddler Time, [Makerspace](#) and created [Podcasts](#) around local



history. There were competitions run, community information shared, how-to videos created and shared, and new items talked about and reviewed. Events such as book clubs and discover your voice still ran during this time via Zoom.



Apart from impacting the libraries' stats for the year, staff have noticed a change in patterns in terms of customer interactions post lockdown, especially within the first few weeks after re-opening. There was a lot more social interaction and people wanting to talk about, not just lockdown, life in general.

### 3.3 Museum and Heritage

#### **2019/2020 Museum and Heritage Statistics**

- 4,777 visitors at Te Awamutu Museum
- Undertook programmes for over 1,400 students, in the Museum and at significant sites
- 9 exhibitions held across the Gavin Gifford and Front Porch galleries
- 7 public programmes provided
- Processed over 145 new collection acquisitions
- Assisted with over 140 research enquiries
- Launch of Collections on Line, an online database sharing objects from the Museum Collection [www.collection.tamuseum.org.nz](http://www.collection.tamuseum.org.nz)
- Allocated two rounds of the Heritage fund totalling over \$86,000
- Finalists in the 2019 Service IQ Museum Awards for best new Museum Shop Product Range

Further detail regarding Museum Statistics can be found in Appendix 2.





#### ***Te Ara Wai Journeys and Te Ara Wai Planning***

- Launched the Te Ara Wai Journeys Mobile Website in December 2019.
- Developed new Te Ara Wai Gallery in the Te Awamutu Museum to support Journeys website
- Input into the development of concept master plan, commercial and operation models, business cases, exhibition concept plans for Te Ara Wai.

#### ***COVID-19 Impact on Te Awamutu Museum***

The Te Awamutu Museum was closed from Sunday, 22 March and reopened the public on Monday, 25 May 2020. The staff were able to work from home during alert level 4 lockdown and returned to work from alert level 3. In response to COVID-19:

- Digital resources for schools were developed in regard to Anzac, Guardians of our Natural World (Pirongia Maunga) Junior and Senior versions and Days Past Toys Junior version
- Three zoom programme sessions were developed and held – deep dive into the causes and consequences of the Land Wars for Tauranga Boys High School and Saint Kentigern College to support their Land Wars learning.

### **3.4 Parks, Reserves and Cemeteries Operations**

#### ***Cambridge Parks***

There has been continued growth and development in Cambridge, including the walkway along Cambridge north swale following the Waikato Expressway and the Cambridge pump track. The team have made improvements to gardens on Victoria Street, including dripline irrigation in gardens and using woodchip mulch. These improvements aim to maximise water retention and plant utilisation of the water. Implementing these changes prior to the 2019/20 summer period saved over 100 labour hours through no longer requiring hand watering.

#### ***Te Awamutu Parks***

Water restrictions at the beginning of 2020 significantly impacted gardens and lawns within Te Awamutu open spaces. Most affected were the annual bedding and rose gardens which rely on irrigation to support growth and health of the plants. All irrigation ceased for the annual bedding gardens and focus for the team turned to hand watering the rose gardens using a non-town supply water source by tanker.

### **Cemeteries**

- 79 ash interments
- 132 lawn interments
- 108 headstone permits received

The process for headstone permits has been improved alongside the introduction of a fee to support administration costs. This process provides the Sexton staff the ability to complete a final check and signoff of new headstone installations to ensure they comply with the Cemeteries Bylaw 2013 (Amendment 2018).

Please refer to Appendix 3 for further graphs representing cemeteries statistics.

### **COVID-19 Impact on Parks, Reserves and Cemeteries**

During COVID-19 alert level 4 lockdown, Cemeteries services continued as an essential service while the majority of parks work was deemed not essential. Therefore, staff were kept busy during lockdown with:

- Responding to Central Governments lockdown requirements including closing playgrounds, skate parks and boat ramps
- Attending to any health and safety related CRM's
- Volunteer work for the Civil Defence team including driving health shuttles
- Managing burial process change during lockdown, with the staff having to complete full burial service (plot preparation, casket moving and fill in of the plot etc).

Alert level 3 saw the return of the parks team in isolated bubbles, who were faced with the challenge of five weeks of unmaintained gardens and lawns. Staff stepped up to this challenge with great enthusiasm and huge smiles, tackling the districts high profile locations first. It took 3-4 weeks for the teams to get back to pre-lockdown standards.



Initially during the start of lockdown there were no burial requirements. At this time, there were significant restrictions on services and gatherings, which were difficult for everyone involved. However, burials returned to a sense of normal during lockdown, which required great collaboration between staff and funeral directors. Staff recognised the difficulties experienced by all during this time and responded well to the restriction in place, including significant PPE requirements.

Benefits for parks experienced due to lockdown:

- Sports fields had been burnt off with an extremely dry summer and were not setup to handle the pressure of a full winter sport season. With the eight-week break from team sports, the fields had time to refresh and have great turf cover for upcoming winter sports.
- Anecdotal evidence that parks and reserves had high usage number during lockdown, as residents explored outside their front gate on foot and by bike
- A significant reduction in ground litter in the parks and reserves during lockdown.

### 3.5 Pools

Over the Christmas period, a free bus service was provided between Cambridge and Te Awamutu for access to the Te Awamutu Events Centre (TAEC). A total of 164 passengers utilised this bus service.

Visitor numbers for (TAEC) were tracking well, until COVID-19 significantly impacted operations. TAEC was closed from Sunday, 21 March and reopened under COVID-19 alert level 2 on Thursday, 14 May with the stadium and gym open for limited services. The pool opened on Monday 8 June following the completion of annual maintenance work. GoWaipa did endeavour to complete annual maintenance works during COVID-19 alert level 3, however restrictions prevented travel and distribution of key services and products to complete the maintenance work.

GoWaipa completed the following upgrades throughout 2019/20:

- Retractable seating (Grandstand)
- Gas tube heaters
- Sauna renewal
- Aquatic pump replacement

The Waipa Community Facilities Trust will be providing an update to the September 2020 SP&P Committee meeting.

### 3.6 Reserves Planning

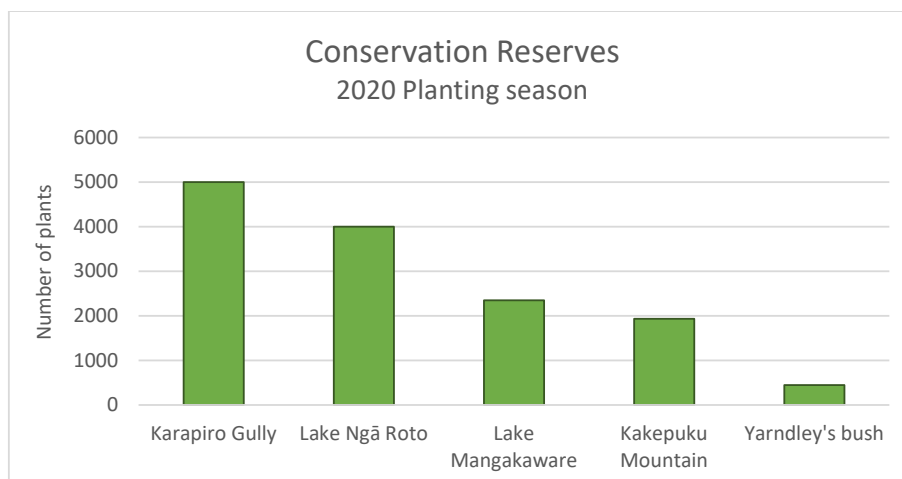
#### ***Key accomplishments during 2019/20***

- Parks plans:
  - Draft concept plans for Memorial Park and Lake Te Koo Utu prepared in partnership with mana whenua;
    - 8-week public engagement period including drop in sessions at both reserves completed.
    - 514 responses received for Memorial Park
    - 220 responses received for Lake Te Koo Utu
  - Draft Maungatautari Reserve Management Plan prepared in partnership with the mana whenua reference group and public submission period initiated
  - Cemeteries provision planning initiated.

- Subdivision and land use consents
  - Progressed reserve acquisition, development discussions and business cases for the following growth cells: T1, T2, T6, T11, T8, C1-C3, C4, Cambridge North and Ngahinapouri
  - Progressed reserve acquisition discussions for peat lake reserve margins and Te Awa cycleway
  - Provided Community Services comments on more than 60 subdivision and land use consents.
- Legislation and strategy reviews
  - Prepared and lodged council's submission on the Burials and Cremations Act 1964 and related legislation review
  - Provided input into council's submissions on the Indigenous Biodiversity NPS, the Action for Health Waterways packaged and the Urban Development NPS
  - Provided input in the review of council's environment strategy, town centre plan refresh projects for Cambridge, Kihikihi and Pirongia, and the preparation of a council asset naming policy
  - Input into the development of Waikato Pekapeka (Bat) Plan.
- Reserve activation
  - Provided input and/or led discussions on requests for numerous new leases and licences on reserves
  - Processed 6 MEIT concessions
  - Provided input into the Hautapu Sport and Recreation Feasibility Study commissioned by the Hautapu Sport and Recreation Centre, funded by way of a grant from council.
- Restoration planting 2020
  - close to 14,000 natives plants were planted in various conservation reserves throughout the district during the 2020 planting season. Due to COVID-19 restrictions, volunteer support was limited to planting at Kakepuku Mountain this year.







- Weed and pest plant control in conservation reserves and throughout the district was ongoing, e.g. plant releasing in conservation reserves, removal of Japanese Walnuts (*Juglans ailantifolia*) in Memorial Park, control of Woolly Nightshade (*Solanum mauritianum*) in Cambridge and Te Awamutu
- 81 shooting permits were issued for the 2020 game bird hunting season. Signage was installed, updates were provided through online communication and permits were issued timely in collaboration with Customer Services and Communication and Engagement teams.

## 4 2020/2021 PRIORITIES

Some of the key 2020/2021 priorities for Community Services Unit include:

- Playground Asset Officer commencing with the Community Facilities team in July 2020. This role will undertake inspections and complete minor maintenance across the districts 27 playgrounds to ensure we meet health and safety requirements
- Input into the 2021-2031 Long Term Plan process
- Finalising five Activity Management Plans
- Analysing public feedback on the draft Memorial Park and Lake Te Koo Utu concept plans, and the draft Maungatautari Reserve Management Plan to finalise these plans
- Progressing the cemeteries provision planning work
- Preparing the draft Waipa Open Space Plan
- Formalising arrangements with Department of Conservation for Lake Ruatuna and Rotopiko/Lake Serpentine
- Developing draft restoration plans for Lake Ngā Roto, Lake Mangakaware and Kakepuku
- Initiating the Waikato Pekapeka Plan.



Sally Sheedy  
**MANAGER COMMUNITY SERVICES**



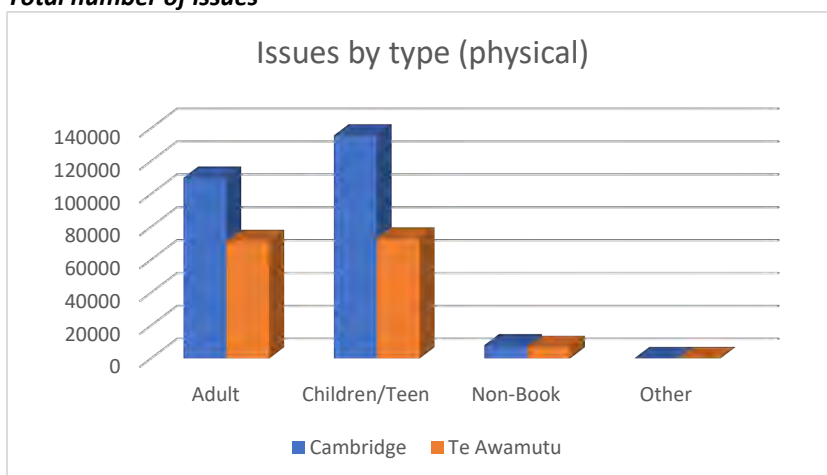
Approved by Debbie Lascelles  
**GROUP MANAGER STRATEGY & COMMUNITY SERVICES**

## APPENDIX 1 - LIBRARY SUPPORTING INFORMATION

### Membership numbers

- During the year 2019/2020 the libraries registered 888 new patrons at the Cambridge Library and 687 at the Te Awamutu Library.
- At the end of the year the number of registered patrons were recorded as:
  - Cambridge – 19,842
  - Te Awamutu – 14,912
  - Family count – 1,044 (number of patrons who are recorded as not having their own card and are using a family member's card)

### Total number of issues



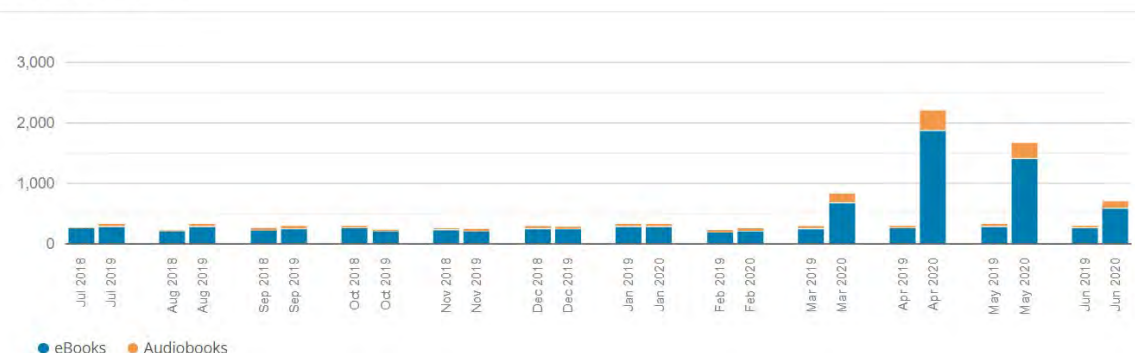
Material type	Cambridge	Te Awamutu
Adult	109,895	71,353
Children/Teen	135,611	72,952
Non-Book	7,947	6,842
Other	111	103
Total	253,564	151,250



### eResource issues

- eBooks for 2019/2020 = 6518
- eAudiobooks for 2019/2020 = 1303
- Noted: during lockdown eBooks and eAudiobooks were made available free to the public, resulting in a 624% increase in issues

### Loans / month



### Programmes

Over 6,440 patrons attended physical sessions during 2019/2020 year. It is noted, not all activities count attendees due to the nature of the activity. For this year the activities / events and programmes were:

- Wriggle and Rhyme (once a week in both libraries during term time)
- Toddler Time (once a week in both libraries during term time)
- Makerspace (twice a week in Cambridge and once a week in Te Awamutu during term time)
- Holiday craft programmes (July and October)
- Children's reading programme (in both libraries)
- Book club – quarterly in both libraries
- Health talks x 6 (3 in both libraries)
- What you can learn about bees
- Meet Jim Kerr toymaker (with interactive displays in both libraries)
- Letter to a Weta (book launch) (Te Awamutu)
- Halloween – Stories Alive (Cambridge)
- Community club night (Cambridge)
- Give Yoga a Go (Cambridge and Te Awamutu)
- Pilates (Te Awamutu)
- Ladies running (Cambridge)
- Zumba
- St Kilda book club and monthly delivery of items to residents
- Beginner dance
- Pilates 50+
- Xmas crafts (Te Awamutu and Cambridge)
- Xmas cards (Te Awamutu and Cambridge)
- Josephine's Garden (book launch)

- Get Published (Cambridge and Te Awamutu)
- Heritage walks (Cambridge and Te Awamutu – extra walks added due to popularity)
- Plough of the Pakeha (Cambridge)
- New Zealand Remembrance Army talk (Te Awamutu)
- Good Grief Granny’s Gone (Cambridge and Te Awamutu)
- Enzed History online workshop (Cambridge)
- Te Awa Wai journeys (Te Awamutu)
- New Wine in Old Bottles (Te Awamutu)
- Website launch and associated events
- SeniorNet website sessions (Cambridge)
- Mr Yipadee (Cambridge and Te Awamutu)
- A geological exploration of Mt Pirongia (Te Awamutu)
- Get Lit! – adult winter reading challenge
- Design a library card competition
- During this time there were also visits from community groups and schools as well as staff visiting a variety of different groups and organisations
- Over and above this, there was also participation in:
  - Cambridge Christmas Parade with the Parks department (best community float and best overall float)
- Whanau Family Fun Day

## APPENDIX 2 – MUSEUM AND HERITAGE SUPPORTING INFORMATION

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### **Exhibitions held 2019/2020**

- Gavin Gifford Gallery
  - To the Dogs – Exploring the special relationship with dogs in all aspects of life.
  - Whatu Manawa – Celebrating the weaving of Matekino Lawless
  - Te Ohanga Ake – Exegesis PHD Exhibition of weaving by Kahutoi Te Kanawa
  - Te Kopuni Kura – Collected treasures of Te Wananga Aotearoa
  
- Front Porch Gallery
  - Interactive Korowai – learning how master weavers create real feathered korowai
  - Resilience, Resistance, Remembrance – Commemorating the New Zealand Land Wars
  - Queen Victoria Lithograph – fascinating object from the Museum Collection
  - A Moment in Time – selection of glass plate negatives
  - Kaleidoscope of Colour – Celebrating Autism Awareness Month

### **Public Programmes provided 2019/2020**

- Matariki – Raranga weaving workshops
- October School Holiday – Weaving Workshops
- Tui and Tama’s Annual Halloween Party
- Cookies and Canvas
- Paint and Sip
- Adult Weaving Workshops with Kahutoi Te Kanawa
- Anzac

### **General Visitor Numbers**

	2018	2019	2020
January	1,073	512	650
February	532	423	447
March	506	623	231*
April	704	764	0**
May	500	656	40***
June	580	426	188
July	359	613	
August	441	308	
September	478	507	
October	684	933	
November	330	463	
December	281	397	
<b>Total</b>	<b>6,468</b>	<b>6,625</b>	<b>1,556 to date</b>

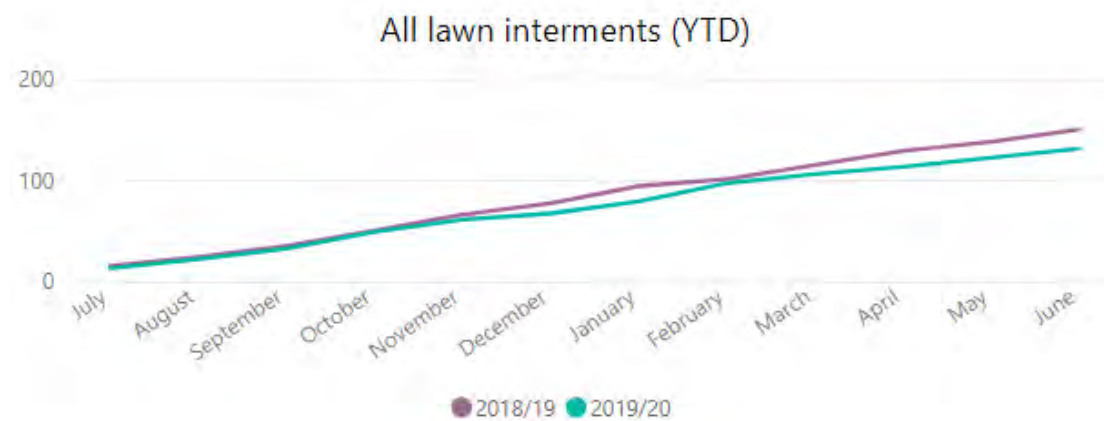
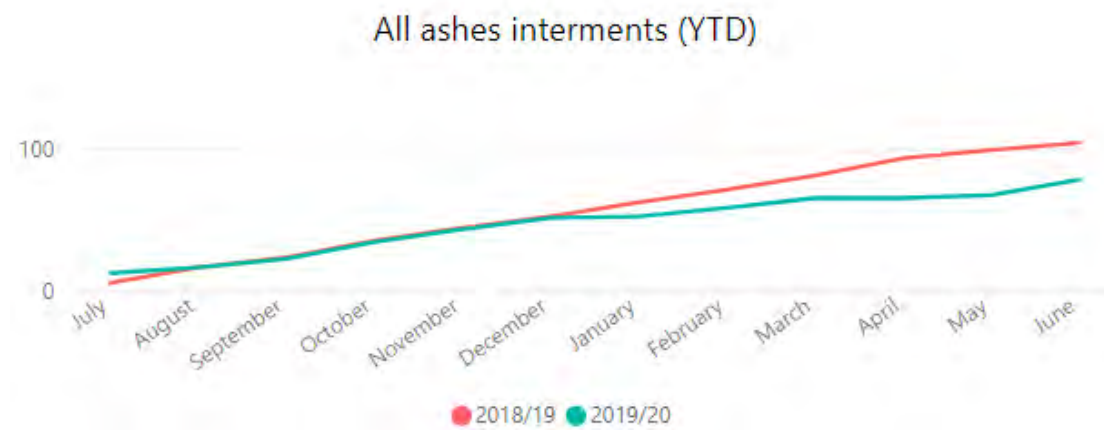
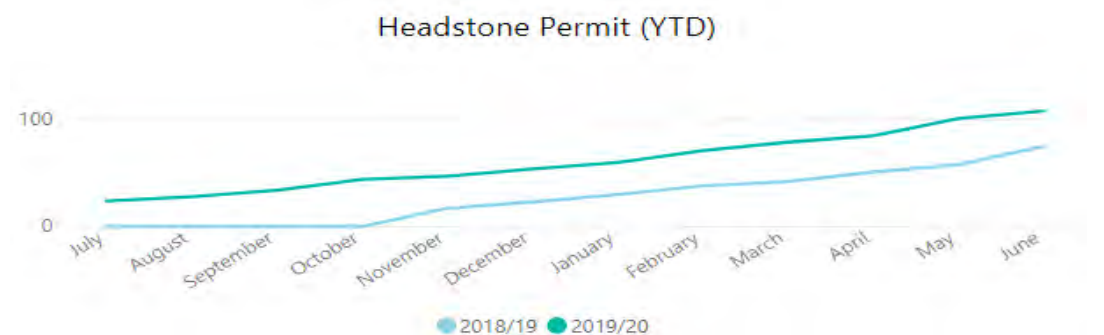
COVID-19 impact - \*closed to public 23/3, \*\* closed, \*\*\* reopened 25/5

**LEOTC Students**

	<b>2018</b>	<b>2019</b>	<b>2020</b>
January	0	0	0
February	674	440	516
March	384	988	154*
April	59	306	0**
May	739	755	0***
June	201	206	100
July	16	0	
August	419	136	
September	596	408	
October	224	50	
November	101	57	
December	87	0	
<b>Total</b>	<b>3,500</b>	<b>3,346</b>	<b>770 to date</b>

COVID-19 impact - \*closed to public 23/3, \*\* closed, \*\*\* reopened 25/5

## APPENDIX 3 - CEMETERIES SUPPORTING INFORMATION



# CAMBRIDGE COMMUNITY BOARD REPORT



**To:** The Chairperson and Members of the Cambridge Community Board  
**From:** Keryn Phillips, Governance Officer  
**Subject:** **Cambridge Book Exchange Project**  
**Meeting Date:** 2 September 2020  
**Reference:** 10458155

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## 1 SUMMARY

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Built in 1990 by Cambridge firm Wackrows Joinery, for Telecom New Zealand in the style of a 1910s telephone box (and subsequently decommissioned), the Cambridge Book Exchange in lower Empire Street was established in 2015 by the Cambridge Community Board.

In June 2020 Bryce Norris from Wackrow's Joinery Ltd was invited to provide an estimate to the Cambridge Community Board to repair the telephone box and to change the door from an inward opening door to an outward opening door, which will increase the interior of the telephone box.

Waipa District Council staff provided a report to cover all other potential costs to have the Cambridge Book Exchange repaired. The report recommended that the Cambridge Community Board approve a budget of \$6,146.67 plus GST, which included repairs of \$2,560.00 plus GST, transportation of \$450.00 plus GST, painting of \$1,166.67 plus GST, traffic management of \$970.00 plus GST and a contingency sum of \$1,000.00 plus GST.

At the 1 July 2020 meeting the community board discussed sourcing alternate funding and garnering wider community support for the project. The board decided to defer the acceptance of the quote for two months.

The community board suggested applications for funding be sent to Cambridge Rotary, Cambridge Lions and Jumble Around. At the time, Rotary and Jumble Around had not opened applications for funding. An application requesting \$1,000.00 was sent to Cambridge Lions.

The Cambridge Community Board must decide whether to go ahead with the project at present or not.

## 2 RECOMMENDATION

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*That the Cambridge Community Board receive the report 'Cambridge Book Exchange Project' (Document 10458155) by Keryn Phillips, Governance Officer.*



Keryn Phillips  
Governance Officer



Jo Gread  
Manager Governance



**To:** The Chairperson and Members of the Cambridge Community Board  
**From:** Governance  
**Subject:** **Notice of Motion**  
**Meeting Date:** 2 September 2020

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## **1 SUMMARY**

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A Notice of Motion has been submitted by Councillor Webber and Chairperson Milner.

## **2 NOTICE OF MOTION**

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*That the Cambridge Community Board recommend that Council staff investigate options, with the community board on site, for four bus parks in the vicinity of Victoria Square, Cambridge.*

## **3 RECOMMENDATION**

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*That the Notice of Motion of Councillor Webber and Chairperson Milner be received.*





**To:** The Chairperson and Members of the Cambridge Community Board  
**From:** Governance  
**Subject:** **Inwards Correspondence**  
**Meeting Date:** 2 September 2020

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## **1 INWARDS CORRESPONDENCE**

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The correspondence from Janet Myers (verbatim), included in the agenda as Appendix 1, was received by Sue Milner, Chairperson of the Cambridge Community Board.

## **2 RECOMMENDATION**

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*That the Cambridge Community Board receive the correspondence from Janet Myers (Document 10455758)*

## Appendix 1

**From:** Janet Myers [REDACTED]  
**Sent:** Tuesday, August 11, 2020 8:30 AM  
**To:** Sue Milner <[Sue.Milner@waipadc.govt.nz](mailto:Sue.Milner@waipadc.govt.nz)>  
**Subject:** External Sender: rubbish

**CYBER SECURITY WARNING:** This email is from an external source - be careful of attachments and links. Please follow the Cybersecurity Policy and report suspicious emails to Servicedesk

Hi Sue, I ride twice a week with 2 others, we start at our respective houses and get out and about the outskirts of town, today eg Hautapu straight and Peake road then back on SH1!. We feel so distraught (and that's not being overly emotive) about the rubbish on the sides of the streets and roads. Its almost a sackful within 100m at times. I talk about it a lot with other people who exercise, either walking or biking and we all say the same thing.

How can Cambridge call itself a tidy or well kept town, obviously the judging last year swept around in a vehicle and kept their eyes at fence level?

What can we do about it? A suggestion is that we have a "tidy up your vicinity" once or twice a year to brainwash citizens to become tidy kiwis and proud Cambridge residents

During lockdown I used to go around the corner and pick up the plastic gloves (also anything else along the fenceline on Queen St) Countdown shoppers seemed to just discard instead of putting them properly in the provided rubbish bins, or take home to their own containers. One night I picked up 198 (3 days worth). When I talked to the manager he told me "we have cleaners doing the carpark every night". Waste of time, they probably used a blower to sweep it all into an area, but missed most of it. Now there is Macdonalds and other fast food containers

The day that Sara Ulmer runs her bike races in town, could that be a day we all do it?

Wonder what your Board will think about my letter?

Regards

Janet Myers

# CAMBRIDGE COMMUNITY BOARD REPORT



**To:** The Chairperson and Members of the Cambridge Community Board  
**From:** Manager Finance  
**Subject:** **TREASURY REPORT – CAMBRIDGE COMMUNITY BOARD**  
**Meeting Date:** 02 September 2020

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## 1 BACKGROUND

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The report details the funds available to the Cambridge Community Board for the allocation of discretionary grants.

## 2 RECOMMENDATION

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*That the 'Treasury Report – Cambridge Community Board' of Sarah Davies, Manager Finance for the period ended 31 July 2020 be received.*

## 3 COMMENT

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3.1 Discretionary Grants – funds of \$4,725.00 have been committed from the prior year, with \$4,000.00 having been paid to date. No funds have been committed from the current year, with no expenditure to date. There is a balance of \$54,167.46 in uncommitted funds.

3.2 The balances in accounts set up from the Discretionary Grants allocation total \$725.00.

### **Sister Cities**

The Sister City Reserve Balance Report for the period ended 31 July 2020, there has been \$4,615.00 committed from the current year, with no expenditure to date.

Sarah Davies  
**MANAGER FINANCE**

**CAMBRIDGE COMMUNITY BOARD  
DISCRETIONARY GRANTS**

Balance as at 1 July 2020	9,292.46	
2020/21 Allocation from Council	49,600.00	
		58,892.46
<b>Revenue</b>		-
		-
Less Committed Projects	4,725.00	
		4,725.00
<b>Uncommitted funds</b>		<u><b>54,167.46</b></u>
<b>Summary of Uncommitted Funds</b>		
Annual Grants		<u>54,167.46</u>
		<u><b>54,167.46</b></u>

## CAMBRIDGE COMMUNITY BOARD

**Summary of Committed Funds**

<b>Current Year Commitments</b>	<b>Committed</b>	<b>Expenditure</b>	<b>Balance</b>
Commitments 2020/21	-	-	-
Current Year Commitments Total	-	-	-
<b>Prior Year Commitments</b>	<b>Committed</b>	<b>Expenditure</b>	<b>Balance</b>
Prior Year Commitments	4,725.00	4,000.00	725.00
Prior Year Commitments Total	<b>4,725.00</b>	<b>4,000.00</b>	<b>725.00</b>
<b>Total Commitments</b>	<b>4,725.00</b>	<b>4,000.00</b>	<b>725.00</b>

**Commitments 2020/21**

	<b>Resolution No</b>	<b>Committed</b>	<b>Expenditure</b>	<b>Balance</b>
		-	-	-
Total		-	-	-

**Prior Year Commitments**

	<b>Resolution No</b>	<b>Committed</b>	<b>Expenditure</b>	<b>Balance</b>
Home of Cycling Charitable Trust	5/19/130 - Aug 19	4,000.00	4,000.00	-
New Lives Animal Rescue	5/19/130 - Aug 19	500.00	-	500.00
NZ Memorial Museum Trust	5/19/137 - Sep 19	225.00	-	225.00
		<b>4,725.00</b>	<b>4,000.00</b>	<b>725.00</b>

## Sister Cities Reserve Balance Report

For the Period ended 31 July 2020

<b>Balance Carried Forward</b>	11,371.25
<b>Funding Budget for 2020/2021</b>	11,460.00
	<u>22,831.25</u>
 <b>Less Expenses Paid</b>	
	<u>                    </u>
	<u>                    -</u>
 <b>Less Expenditure Committed</b>	
Conferences            Sister City - Accommodation	800.00
Conferences            Sister City - Registration	2,000.00
Subscriptions         Sister City - Membership	600.00
Advertising           Sister City - Annual Website Domain & Fees	215.00
Discretionary Expenses    Community Engagement	1,000.00
	<u>4,615.00</u>
 <b>Funds still available</b>	 <u>18,216.25</u>

# CAMBRIDGE COMMUNITY BOARD REPORT



**To:** The Chairperson and Members of the Cambridge Community Board  
**From:** Keryn Phillips, Governance Officer  
**Subject:** **Discretionary Fund Allocations for September 2020**  
**Meeting Date:** 2 September 2020  
**Reference:** 10456231

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## 1 SUMMARY

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Waipa District Council has delegated the Cambridge Community Board the authority to allocate discretionary funding, within the approved budget, providing that any decision to allocate any of those funds must be made in accordance with the requirements of section 10 of the Local Government Act 2002 to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

Under the delegation, Cambridge Community Board receives a limited amount of discretionary funds from Council each year, which it may choose to allocate towards community groups or organisations within the Cambridge and Maungatautari wards of Waipā district in accordance with the provisions of the delegation.

The Board has \$54,167.46 in funds to distribute in 2020/21.

Full applications for the Cambridge Community Board Discretionary Fund have been sent to the Board Members separate to this agenda.

The following appendix is attached to this report:

- Appendix 1. Applications made to the Cambridge Community Board excluding supporting financial information.

## 2 APPLICATION CRITERIA

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1. The applicant applying for financial assistance must be a not-for-profit group or organisation and be providing a local community or welfare service for the benefit of the wider Waipā community, i.e. not a private club or business.
-

2. Applicants applying for financial assistance need to complete the attached application form. The application must specify the local services, facilities and benefits being provided to the community, to assist with assessment of the application.
3. For the 2020/21 funding round all local community projects will be considered, however, priority will be given to applications for local community activities or projects that promote resilience or recovery from Covid-19. This could include proposals such as programmes for people whose income has been affected, community initiatives to drive resilience or self-sufficiency in the community (such as community gardens; teaching cooking, sewing or financial literacy) or activities that promote economic recovery by generating revenue for local businesses, employment or bring people into the district. For non-Covid-19 related proposals less priority will be placed on operating costs.
4. All applications must be supported by a copy of the applicant's most current bank statement. If there is a budget for the proposal, a copy should be attached (this may include quotes for equipment, works or services). Applications without these financial records attached will not be considered.
5. Financial assistance will not be available from more than one source of council funding for the same purpose (event or activity) within council's financial year starting 1 July.
6. Applications cannot be received for expenses or events that have already happened (retrospective).
7. If successful, it is preferable that the funding is utilised within the same financial year as is applied in. However, the funding will be available to the successful applicant for 12 months from the time of approval. After 12 months, the applicant will have to reapply for funding.
8. A thanks or mention of the committee's/board's support to your project is expected. This may be a sponsors sign stating "Proudly supported by...", thanks in a media release, advertisement, newsletters etc.

### **3 APPLICATIONS RECEIVED**

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Twenty six applications have been received from the following community organisations, requesting a total \$73,723.83.

Table 1 summarises the applications received from community organisations, an explanation of why the organisation is seeking funding and the amount requested.



**Table 1.** Summary of Discretionary Fund applications to the Cambridge Community Board

Organisation	Purpose of Grant	Amount requested (+GST)
Achievement House	To upgrade electrical circuits in a section of the building to meet demands	\$1,407.00
Act of Kindness	To assemble 50 art packs to give away to Cambridge families.	\$500.00
Cambridge BMX Club Inc	Lime for track maintenance	\$8,000.00
Cambridge Chamber of Commerce	Creating and implementing 'Tale of a Tenner'	\$4,000.00
Cambridge Community House Trust	Financial assistance to meet additional demand on financial mentoring service.	\$5,000.00
Cambridge Cricket Association	Refund of building consent fees for building extension (Retrospective)	\$7,513.30
Cambridge Health & Community Trust	Financial assistance to install one heat pump.	\$2,000.00
Cambridge Primary School PTA	To run a zero-waste community gala	\$1,000.00
Cambridge Riding for the Disabled	To build equipment storage boxes around the arena	\$563.70
Cambridge Soccer Club Inc	Black line marking paint to maout suitable pitches	\$600.00
Children 1st Charitable Trust	Financial assistance for Being My Best programme at Cambridge primary schools	\$4,500.00
Citizens Advice Bureau Cambridge Inc	Financial contribution toward operating costs	\$1,000.00
Community Development Team, Raleigh Street Christian Centre	To run programmes at Cambridge High School and Cambridge Middle School	\$3,000.00
House of Science South Waikato Charitable Trust	Purchase a new science kit to be able to enrol up to four new schools	\$2,500.00
Leamington Playcentre	To build and create a sustainable vegetable garden	\$1,383.06
Loving Arms Charitable Trust	To purchase shelving to meet the requirements of stacking and organisation of supplies	\$2,000.00
Mana Hapori Charitable Trust	Whanau Fun Day - connecting local whanau into existing services	\$4,000.00

Organisation	Purpose of Grant	Amount requested (+GST)
Maungatautari Ecological Island Trust	Purchase trail cameras to add to existing monitoring network.	\$3,473.00
MS Waikato Trust	Assistance with operating expenses	\$750.00
Narrows Park Ministry Trust	Subsidise attendance fees for leadership weekend event aimed at youth & young adults	\$2,000.00
New Zealand Council of Victim Support Groups Inc	Financial contribution toward recruitment, training of volunteers	\$2,000.00
Roto-O-Rangi School	Upgrade existing school pool	\$2,850.52
Royal New Zealand Plunket Trust	Build Plunket in Neighbourhood Support Groups to build resilience for parents of young children	\$683.25
St Andrews Anglican Church	Project to livestream church services, funerals as well a project services inside the church.	\$10,000.00
True Colours Children's Health Trust	Financial assistance to the costs of delivering service to Waipa families	\$1,000.00
Waikato Community Hospice Trust	Financial assistance to cover the lease of Hospice Shop	\$2,000.00
<b>Total Requested</b>		<b>\$73,723.83</b>

## 5 RECOMMENDATION

*That the information contained in the report 'Discretionary Fund Allocations for September 2020' (Document 10456231) of Keryn Phillips, Governance Officer, be received.*



Keryn Phillips  
Governance Officer



Jo Gread  
Governance Manager

## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
 Cambridge Community Board (Cambridge/Maungatautari Wards – includes Karāpiro)  
 Pirongia Ward Committee (includes Ōhaupō)

Details of club/organisation	
Name:	Achievement House
What are the objectives of your club/organisation and how do they promote local services or facilities within your community?	To provide employment, occupation, community and social connections for disabled people locally.
How long has your organisation been active within the Waipā district?	Forty four years
Where are any facilities used by your organisation located?	13 Wilson St. Cambridge
Are they on private property?	Yes, we own the property.
What is the activity/services period of your organisation? (example - all year or seasonal March to October)	
All year - <input checked="" type="checkbox"/> Yes	
Seasonal period :	
How many members in your organisation (including volunteers)?	Fifty four
Proposal for financial assistance	
What is the proposed project/activity that you are seeking financial assistance for?:	To upgrade electrical circuits in a section of our building to meet our current, present-day demands
What is the amount of financial assistance that you are applying for?	
Te Awamutu Community Board:	\$
Cambridge Community Board:	\$ 1618.05
Pirongia Ward Committee:	\$

## **Achievement House**

### **2020 Application**

#### **How will the project contribute to the social, environmental and culture wellbeing of the community?**

We must keep our faculties in top working order so to continue operating our Disability Enterprise here in Cambridge. Our core business is the offering of employment, volunteer, and social connection opportunities to disabled people locally. We do this by presenting as close as possible as being industrial to create the culture of being a typical workplace. However, we are a social service providing good for our community and do a lot of pastoral care and oversight of people with a disability. The Covid-19 pandemic has put many things on hold as we needed to focus on the health and wellbeing of our staff and our financial stability, especially to see us all through the lockdown period. We closed our doors on Monday 23<sup>rd</sup> March and did not reopen until Wednesday 3<sup>rd</sup> June. During this time, I had our Day Programme Supervisors run an Outreach Phone Support programme where we maintained regular contact with all who attend Achievement House. This provided them with someone they know and could trust to chat with and provide them with reassurance and it gave us opportunity to monitor their health and wellbeing throughout the Covid-19 Level 3 & 4 lockdown period. People with an intellectual disability, such as those who attend Achievement House, have difficulties with comprehending abstract concepts so this time has been particularly confusing for many. The impact of Covid-19 brought uncertainty, fear and lifestyle upheavals that caused many a great degree of stress and anxiety.

Our having a bricks and mortar base is central to our being able to provide this valuable support to this segment of our community. It has meant we were able to be there for them to help them manage their way through this unsettling time. The knowing that they can trust us to continually be here, that we are stable, solid, familiar, and consistent is an important component in enabling them to live a good lifestyle.

We also play a part of the local commerce. We have twenty-seven people on our payroll with all them spending at least part, and in many cases all, of their pay in town on a weekly basis. And then there are the businesses we contract

to who rely on us to fulfil their orders for products to be assembled, labelled, collated, and packaged. We have built a reputation for getting the work done on time and with excellent quality controls so they know they can distribute and export their products directly from our workshop. We have been busy since reopening, helping these businesses manage their backlog of orders and get back on their feet.

Maintaining and upgrading of our facilities is vitally important for us so to continue providing our community with the disability enterprise and supports we are known for.

### **Our chief source of Income**

Our main contract is with Ministry of Social Development and this is under a partially funded system where they take the stance that if our community wants us then our community must step up and assist financially to meet the short fall. Typically, it brings in some 40% of our income. Our Ministry of Health contracts bring in around another 20%. We make a small amount through our enterprise, which in a good year will cover the wage bill of the people doing the work, and then must fundraise for the remaining so to stay in operation.

### **Fundraising Assistance received by Achievement House for the three year period of August 2018 - Aug 2020.**

Grassroots Trust 2018	Van replacement	\$5000.
Cambridge Christmas Festival Society 2018	Van replacement	\$10,000.
Cambridge Rotary Club 2018	Van replacement	\$3,500.
Altrusa of Cambridge 2018	Van replacement	\$500.


Rodmor Trust 2018	New Utility vehicle	\$18,500.
Care n Craft 2018	Mid Year lunch	\$100
Jumble Around 2018	Kitchen boiler	\$800.
Waipa DC Community Discretionary fund 2018	Landscaping	\$575.
Legacy Trust 2018	Archgola	\$5000.
Lions Club of CMB 2018	Archgola	\$2100.
Common Good Foundation 2019	Power overheads	\$5000.
Trust Waikato 2019	Accountancy overheads	\$6000.
Cambridge Christmas Festival Society 2019	Sthil landscaping equipment	\$2500.
Cambridge Rotary Club 2019	Flooring renovations	\$3,500.
Lions of Cambridge 2019	Flooring Renovations	\$4000.
Jumble Around 2019	Furniture	\$2000.
Lions of Cambridge 2019	Heat pump and painting	\$2800.

Applications made this year have all so far been deferred due to Covid-19.

Applicant Organisation Details	
Full legal name (as on your bank account):	Cambridge Disabled Sheltered Workshop Inc.
Common use name (if different):	Achievement House
Contact person:	Neil Fynn, Manager
Postal Address:	PO Box 231, Cambridge 3450
Street Address:	13 Wilson St. Cambridge 3434
Email (and website if applicable):	neil.achievementhouse@xtra.co.nz

Declaration
We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.
We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.


Name of person completing form: Neil Fynn

Signed:  Date: 18/08/2020

Position in Organisation: Manager

Daytime Contact Number: 027 440 1919

Alternative contact person: Margaret Curin

Signed:  Date: 18.8.20

Position in Organisation: Admin & Programme Supervisor

Daytime Contact number: 07 827 7441

*The above persons may be contacted during the day if clarification of information is required.*

## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board** (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
 **Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)  
 **Pirongia Ward Committee** (includes Ōhaupō)

### Details of club/organisation

Name: Act of Kindness (AOK) - Cambridge

What are the objectives of your club/organisation and how do they promote local services or facilities within your community?

We aim to help build healthy, happy, resilient young people and strengthen families through volunteering in the local community and educating young people about the power of being kind.

By engaging local families to volunteer together to make a difference, over the last 3 years we have planted 1100 trees, made over 60 rest home visits with young children, made over 300 greeting cards for local rest home residents, filled 170 toiletry bags for Kids in Need Waikato, gathered 50 Household cleaning kits for the Cambridge Community House to distribute and collected and distributed \$800 worth of vouchers to people in need.

How long has your organisation been active within the Waipā district?

3 years. AOK was established in June 2017

Where are any facilities used by your organisation located?

N/A

Are they on private property? N/A

What is the activity/services period of your organisation? (example - all year or seasonal March to October)

All year -  Yes

Seasonal period :

How many members in your organisation (including volunteers)?

2 voluntary team members. 120 Cambridge families registered.

### Proposal for financial assistance

What is the proposed project/activity that you are seeking financial assistance for?:

We would like to engage young people and their families in the Cambridge community to create some art and greeting cards for rest homes to display and distribute.

We are applying for financial assistance to assemble 50 Art Packs to give away to families in Cambridge to kick-start their creativity. This will enable those families to create over 10 pieces of art and 3 cards each (in total 500 pieces of art and 150 cards). In addition to this, we hope the Art Packs will provide some momentum for other local families to get involved.

We would also like to engage local schools and ECE Centres in this Community Art Project.

What is the amount of financial assistance that you are applying for?

Te Awamutu Community Board: \$

Cambridge Community Board: \$ 500.00

Pirongia Ward Committee: \$



How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?

Our rest home visits have been suspended due to the impacts of Covid-19. In a normal month we would visit 3 rest homes, with on average 3 families visiting each time. While there is no replacement for visiting face-to-face we would like ensure we continue building connections with these rest homes. During Level 4 lockdown in April we created a video with art and messages for residents of local rest homes to bring some joy and let them know we are thinking of them. With the decision to continue restricting visitors to rest homes and in turn further delaying our visiting programme we would like to find alternative ways to engage with local rest homes. We would also like to connect with isolated seniors being supported by Age Concern.

Rest homes often have displays of special events, the rest homes we have spoken with are excited at the prospect of having some bright, fun art to display and also the opportunity to give out greeting cards. Due to the impacts of Covid-19, elderly residents in rest home facilities and those living by themselves have been isolated from the rest of the community. We believe that this project will brighten their day, provide a connection with people from outside the rest home and provoke conversation both within the rest home and among the community about being kind to one another.

**Financial details**

What is the legal status of your organisation?:

Charitable Trust  Incorporated Society  Other .....

Charities Commission registration no. (if applicable) CC57848 .....

Is your organisation GST Registered?:  Yes  No

If Yes, your GST Number: .....

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):

Fundraising

Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)

Attach a copy of any budget for your proposal and any quotes obtained.

**NOTE: Applications without financial records attached will not be considered.**

Please list here **all financial assistance** your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.

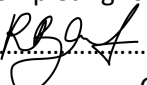
Organisation	Purpose	Amount (\$)	Year
Individual family	Donation (Website and general costs)	\$400.00	2019
Individual family	Donation (Printing and general costs)	\$500.00	2020
Individual family	Donation (Printing)	\$200.00	2020

If required, attach any funding assistance received over the last three years to a separate piece of paper.


Applicant Organisation Details	
Full legal name ( <i>as on your bank account</i> ):	Act of Kindness Charitable Trust Board
Common use name ( <i>if different</i> ):	Act of Kindness - AOK
Contact person:	Rebecca Broadbent
Postal Address:	PO Box 1048 Cambridge 3450
Street Address:	c/o Lewis Lawyers 16 Dick Street Cambridge
Email (and website if applicable) :	hello@actofkindness.co.nz www.actofkindness.co.nz

Declaration
<p>We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.</p> <p>We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.</p>

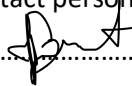
Name of person completing form: Rebecca Broadbent .....

Signed :  ..... Date: 14/08/2020 .....


Position in Organisation: Chairperson .....

Daytime Contact Number:  .....

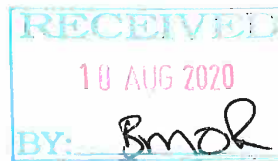
Alternative contact person: Joshua Broadbent .....

Signed:  ..... Date: 14/08/2020 .....

Position in Organisation: Trustee .....

Daytime Contact number:  .....

*The above persons may be contacted during the day if clarification of information is required.*



### APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
 Cambridge Community Board (Cambridge/Maungatautari Wards – includes Karāpiro)  
 Pirongia Ward Committee (includes Ōhaupō)

#### Details of club/organisation

Name: Cambridge BMX Club Inc

What are the objectives of your club/organisation and how do they promote local services or facilities within your community?

- To promote the sport of BMX in Cambridge.
- Maintain a community BMX track so all the community can enjoy
- Location of Cycling NZ High Performance Hub.

How long has your organisation been active within the Waipā district?  
Since 1986.

Where are any facilities used by your organisation located?

Cnr Lamb & Milton St, Cambridge

Are they on private property? No

What is the activity/services period of your organisation? (example - all year or seasonal March to October)

All year -  Yes

Seasonal period: - Club is Sept - April, but community we all year.

How many members in your organisation (including volunteers)?  
140

#### Proposal for financial assistance

What is the proposed project/activity that you are seeking financial assistance for?:

Lime for BMX track. For track maintenance. Lime is used to cover the dirt track to maintain it and to stop the mud becoming slippery. Last time we fully limed was 8 years ago and it is becoming Health & Safety for public using the track. Lime has tripled in price and therefore we desperately need assistance.

What is the amount of financial assistance that you are applying for?

Te Awamutu Community Board: \$  
 Cambridge Community Board: \$ 8000 —  
 Pirongia Ward Committee: \$

How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?

Our BMX track is open to community 24/7. It gets kids & families out of the house enjoying a physical activity, that is free for everyone.  
The High Performance Hub based at Cambridge has brought many new families to the area to live, work & play.

**Financial details**

What is the legal status of your organisation?:

Charitable Trust  Incorporated Society  Other .....

Charities Commission registration no. (if applicable) .....

Is your organisation GST Registered?:  Yes  No

If Yes, your GST Number: .....55223491.....

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship): members fees, grants, events

Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)

Attach a copy of any budget for your proposal and any quotes obtained.

**NOTE: Applications without financial records attached will not be considered.**

Please list here all financial assistance your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.


Organisation	Purpose	Amount (\$)	Year
Waipa DC	Lime	\$2000	2018
Jumble Around	Trophies	\$2000	2018
NZ Racing Board	Lime	\$5000	2018
Waipa DC	Twilight Event	1500	2019
Jumble Around	Trophy 1	\$2000	2019

If required, attach any funding assistance received over the last three years to a separate piece of paper.

Applicant Organisation Details	
Full legal name (as on your bank account):	Cambridge BMX Club Inc
Common use name (if different):	
Contact person:	Sara Cannon
Postal Address:	2/542 Maungatani Rd RD 2, Cambridge 3494
Street Address:	as above
Email (and website if applicable):	

Declaration
We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.
We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.


Name of person completing form: Sara Cannon

Signed:  Date: 04/08/20

Position in Organisation: Secretary

Daytime Contact Number:

Alternative contact person: Jude Eades

Signed:  Date: 4/8/20

Position in Organisation: Committee

Daytime Contact number: 0

The above persons may be contacted during the day if clarification of information is required.

## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board** (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
 **Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)  
 **Pirongia Ward Committee** (includes Ōhaupō)

### Details of club/organisation

Name:

Cambridge Chamber of Commerce

What are the objectives of your club/organisation and how do they promote local services or facilities within your community?

Providing support, advocacy, promotion and education to local businesses and organisations. Supporting Economic Recovery – shop local under the Totally Locally Cambridge

How long has your organisation been active within the Waipā district?

Since 1909

Where are any facilities used by your organisation located?

The National Hotel Building, Alpha St, Cambridge

Are they on private property?

Yes

What is the activity/services period of your organisation? (example - all year or seasonal March to October)

All year -  Yes

Seasonal period :

How many members in your organisation (including volunteers)?

The Cambridge Business Chamber has nearly 300 members but we are all inclusive when it comes to Totally Locally Cambridge (TLC) . TLC resources are free and there is a growing opportunity for B2B to leverage this initiative.

### Proposal for financial assistance

What is the proposed project/activity that you are seeking financial assistance for?:

Creating and implementing 'Tale of a Tenner' and supporting campaign.

What is the amount of financial assistance that you are applying for?

Te Awamutu Community Board:                   \$

Cambridge Community Board:               \$4000.00

Pirongia Ward Committee:                   \$

**Totally Locally Cambridge**

The \$10 message is a critical component as the metrics behind the campaign is if every adult in Cambridge spent just \$10 in their local independent shops, instead of online or in the city, it would contribute over \$6 million a year back into our town's local economy. That means more jobs, better facilities and a more self-sufficient town with a more secure future. There's never been a more important time to support local.

Our community has triumphed over COVID-19 through cooperation and now we face another challenge that calls for us to work together. Many of our local businesses are rebuilding and now is the time to support them, building regional resilience - with the simple act of buying local. We're incredibly lucky to have on our doorstep pretty much everything we need. We can rebuild a strong, resilient Cambridge economy by making the commitment to buy local when possible.

During lockdown we launched a virtual Cambridge and created a video that really resonated with our residents, reinforcing the TLC philosophy. The Cambridge Business Chamber are planning the next flight of activity planned for September/October. A \$10 town campaign is the thrust of the promotion so we would like to produce a video around the Tale of a Tenner – in effect, how the money goes round our community. A cool visual explanation of how shopping locally can make a huge difference to the place you live.

The Totally Locally \$10 campaign makes shopping locally accessible to everyone. They don't feel overwhelmed and don't feel that they have to boycott their supermarket or the big shops. So they do it. Then they start to think more about their town. And when you have reinforced the \$10 message, it makes the whole thing even stronger.

You could say "We've told you the reasons behind the \$10 message – now here's what great value you can get for that \$10 in our local shops". It can be tied into food tasting, a treasure trail, a launch event, whatever. It has had such an impact in almost every place it has been run. And people like to find new things. And they feel less intimidated if they know they can go and just spend \$10 instead of worrying that everything will be really expensive in our town's shops. We know it's not about shifting \$10 offers – it's another excuse for people to explore our town and find out about all the great shops that are here.

**Financial details**

What is the legal status of your organisation?:

Charitable Trust  Incorporated Society  Other .....

Charities Commission registration no. (if applicable) .....

Is your organisation GST Registered?:  Yes  No

If Yes, your GST Number: 051-521-528 .....

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):

Membership Subs

Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund) Accumulated funds are 6 months operating cash runway, requested to be held by the board in response to Covid-19

Attach a copy of any budget for your proposal and any quotes obtained.

**NOTE: Applications without financial records attached will not be considered.**

Please list here **all financial assistance** your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.

Organisation	Purpose	Amount (\$)	Year
Grassroots Trust	Facilitating community Iceskating event	\$9,700	2020
Waipa District Council	Totally Locally Cambridge- Video & Virtual Cambridge Website	\$5,000	2020
Waipa Community Discretionary Fund	Totally Locally Launch	\$2,500	2019
Trust Waikato	Grant on Behalf of Armistice	\$5,800	2018

If required, attach any funding assistance received over the last three years to a separate piece of paper.



Applicant Organisation Details
Full legal name ( <i>as on your bank account</i> ): Cambridge Cambridge of Commerce
Common use name ( <i>if different</i> ): Cambridge Business Chamber
Contact person: Felicity Mehrtens
Postal Address: PO Box 492 Cambridge, Waikato 3450
Street Address: National Hotel Building, 47 Alpha St, Cambridge
Email (and website if applicable) : accounts@cambridgechamber.co.nz

Declaration
We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.
We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name of person completing form: Felicity Mehrtens.....

Signed : Felicity Mehrtens Date: 05-08-2020

Position in Organisation: Membership Coordinator.....

Daytime Contact Number: 0275427826.....

Alternative contact person: Kelly Bouzaid.....

Signed: K. Bouzaid Date: .....

Position in Organisation: CEO.....

Daytime Contact number: 0274725703.....

*The above persons may be contacted during the day if clarification of information is required.*



Please select the board(s) and/or committee you are applying to:

- X** **Te Awamutu Community Board** (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
**X** **Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)  
**X** **Pirongia Ward Committee** (includes Ōhaupō)

Details of club/organisation
Name: Cambridge Community House Trust
<p>What are the objectives of your club/organisation and how do they promote local services or facilities within your community?</p> <p>We are the only family and social services provider in Cambridge, we provide a full wrap service to help anyone in need, either providing the support through our services or networking with other organisations to meet needs. We provide support to people in Cambridge and across the wider Waipa area, hence applying to all Community Boards for support this year.</p> <p>Our Financial Mentoring service is provided by professionally trained staff, who regularly keep up to date with current rules and regulations across the financial and social sector. Providing one on one support and also group education, including a programme at Cambridge High School for year 13s, that educates about the realistic costs of a flatting situation. Our service goes beyond simply providing a budget, we walk alongside our families and aim to get them back in control of their finances. Liaising with other organisations like creditors and Work &amp; Income to reduce the overwhelm while in crisis. Families reach out to us for many reasons, including when in extreme hardship or faced with redundancy, this often leads to other issues with mental health or addictions and our other free services help here too. The need for our free financial mentoring service is growing and now with COVID-19 we are faced with ensuring that our community recovers quickly. Helping families to get back on their feet and achieving their own goals is our key objective. We also help with short term support, ie food, furniture, clothing needs, but ensure they don't become dependent on us long term. While we enable them to work on their financial situation and take back control of their finances and future. We are only funded for creating a budget with these families but our extended wrap around support (which is not funded) means that they are successful in reaching their goals and financial security. Our funding doesn't cover all of the wages and operations costs for this free service.</p>
<p>How long has your organisation been active within the Waipā district?</p> <p>35 years</p>
<p>Where are any facilities used by your organisation located?</p> <p>Cambridge Community House, 193 Shakespeare Street, Leamington, Cambridge 3434</p> <p>Are they on private property?</p> <p>Waipa District Council owned land</p>
<p>What is the activity/services period of your organisation? (example - all year or seasonal March to October)</p> <p>All year - X Yes</p> <p>Seasonal period :</p>
How many members in your organisation (including volunteers)?

<p>Staff 11 Volunteers 9 Supporting approximately 2,000 families/people each year (and growing)</p>
<p><b>Proposal for financial assistance</b></p>
<p>What is the proposed project/activity that you are seeking financial assistance for?:</p> <p>Our Financial Mentoring service is successful due to the full wrap service we provide, the advocacy with other organisations, being needs based and meeting these extra needs like food, clothing, furniture, doctors visits etc. We are not fully funded to provide these additional social services and have no funding for a social worker, this work sits within our financial mentoring service and we need to fund that extra work. We hope that you are able to provide some funding to meet the additional demand on our service to ensure that our community thrives.</p>
<p>What is the amount of financial assistance that you are applying for?</p> <p>Te Awamutu Community Board:                      \$2,000 Cambridge Community Board:                      \$5,000 Pirongia Ward Committee:                      \$1,000</p>
<p>How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?</p> <p>We will see our community thrive, bounce back quickly from financial hardship, especially at this time with the recovery from COVID-19. We will be able to help more families, provide help quickly to reduce their overwhelm, the risk of suicide and family abuse, which often occur at times of financial hardship. We help anyone in need, no matter what age, gender, ethnicity, across the Waipa district. Without judgement, to move past the stigmatism of financial struggles, getting them back on their feet and being a productive member of our community.</p>
<p><b>Financial details</b></p>
<p>What is the legal status of your organisation?:</p> <p>Charitable Trust <input checked="" type="checkbox"/> Incorporated Society <input type="checkbox"/> Other .....</p> <p>Charities Commission registration no. (if applicable) CC45448.....</p>
<p>Is your organisation GST Registered?:                      X Yes                      <input type="checkbox"/> No</p> <p>If Yes, your GST Number:                      42078625.....</p>
<p>What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):</p> <p>Government contracts covers about half of our expenditure (MSD, MOH). The rest is covered by grants and fundraising (these opportunities are already being negatively affected by COVID-19, making funding even harder to secure).</p>


<p><b>X</b> Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)</p> <p>Building Fund: tagged for building project at CCH  Non-Profit Org ac: tagged funds for 7 months operating costs at CCH  On-Call account: tagged for building project at CCH  Term deposits: tagged for building project at CCH</p>			
<p><b>X</b> Attach a copy of any budget for your proposal and any quotes obtained.</p> <p>Budget attached for all Cambridge Community House Trust services.</p> <p><b>NOTE: Applications without financial records attached will not be considered.</b></p>			
<p>Please list here <u>all financial assistance</u> your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.</p>			
<p><b>Below outline of funding received for all Cambridge Community House Trust services:</b></p>			
Organisation	Purpose	Amount (\$)	Year
Lotteries	Building Project	358,949	2000
Trust Waikato	Building Project	87,000	2000
Trust Waikato	Operation costs	18,000	2019
Waipa DC	Building costs	50,000	2020
Waipa DC	COVID-19 costs	18,500	2020
Lotteries	Operation costs	84,325	2019
COGs	Operation costs	10,000	2019
Trust Waikato	Operation costs	15,000	2018
COGs	Operation costs	4,600	2018
Waipa Council DF	Operation costs	2,875	2018
Waipa DC Discretionary Fund	Financial Mentoring	2,500	2020
Waipa DC Discretionary Fund	Building costs	1,000	2019
Rotary/Cambridge Community Fund	Building costs	75,000	2018

If required, attach any funding assistance received over the last three years to a separate piece of paper.

Applicant Organisation Details
Full legal name ( <i>as on your bank account</i> ): Cambridge Community House Trust
Common use name ( <i>if different</i> ):
Contact person: Harriet Dixon
Postal Address: PO Box 633, Cambridge, 3434
Street Address: 193 Shakespeare Street, Leamington, Cambridge, 3432
Email (and website if applicable) : <a href="mailto:harriet@camcomhouse.org.nz">harriet@camcomhouse.org.nz</a> <a href="https://www.camcomhouse.org.nz/">https://www.camcomhouse.org.nz/</a>

Declaration
We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.
We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name of person completing form: Harriet Dixon.....

Signed :  Date: 18/8/2020

Position in Organisation: General Manager.....

Daytime Contact Number: 029 201 4369.....

Alternative contact person: Jo Riley.....

Signed:  Date: 18/8/2020

Position in Organisation: Office Manager

Daytime Contact number: 07 827 5402.....

*The above persons may be contacted during the day if clarification of information is required.*



Waipa District Council  
 101 Bank Street  
 Private Bag 2402  
 Te Awamutu 3840  
 Phone 0800 924 723  
 Fax 07 872 0033

# Community Discretionary Fund Application Form

CDF200714412

## Criteria and process

### APPLICATION PROCESS

**If funds are still available after the August round the boards and committee will consider applications for financial assistance during the course of the year, for projects before 30 June 2019.**

### APPLICATION CRITERIA

1. The applicant applying for financial assistance must be a not-for-profit group or organisation and be providing a local community or welfare service for the benefit of the wider Waipa community i.e. not a private club.
2. For the 2018/19 funding round, higher priority will be given to applications for local community projects, with less priority on operating costs.
3. All applications must be supported by a copy of the applicant's most current bank statement as well as a bank deposit slip. Applications without these financial records attached will not be considered. If there is a budget for the proposal, a copy should be attached (this may include quotes for equipment, works or services).
4. Financial assistance will not be available from more than one source of council funding for the same purpose (event or activity) within council's financial year starting 1 July.
5. Applications cannot be received for expenses or events that have already happened (retrospective).
6. A thanks or mention of the committees/board's support to your project is expected. This may be a sponsors sign stating "Proudly supported by...", thanks in a media release, advertisement, newsletters etcetera.

### COMPLETING THE APPLICATION FORM

- Applicants should identify the community board or PWC to which they are applying, which will be where their group or organisation resides or carries out its activities.
- Successful applicants will be paid by direct payment into their group/organisation's bank account. We must have a bank deposit slip or recent bank statement summary included with your application to verify the account name and number before payment can be processed.
- If you would like help or advice in completing this form contact the council's Community Board Officer.
  - Phone: 0800 924 723
  - Email: [info@waipadc.govt.nz](mailto:info@waipadc.govt.nz)

**Please select the board(s) and/or committee you are applying to:**

- Cambridge Community Board  
 (Cambridge/Maungatautari Wards – includes Karapiro)

## Details of club/organisation

<b>Full legal name (as shown on your bank account)</b>	Cambridge Cricket Association Incorporated
<b>What are the objectives of your club/organisation and how do they promote local services or facilities within your community?</b>	To promote the playing of cricket in the wider Cambridge area including at primary, intermediate and high school levels. This will provide a sense of community and the pavilion extension will provide a facility for wider community usage.
<b>How long has your organisation been active within the Waipa district?</b>	First game played on Victoria Square in 1876, current building built 1954, extended 1986 and now extended again 2020.
<b>Where are any facilities used by your organisation located?</b>	On Victoria Square in Council owned building with lease provided by Council for building and use of the Square.
<b>Are they on private property?</b>	No
<b>What is the activity/services period of your organisation? (example - all year or seasonal March to October)</b>	Seasonal
<b>Seasonal period</b>	October - April
<b>How many members in your organisation (including volunteers)?</b>	460

## Proposal for financial assistance

<b>What is the proposed project/activity that you are seeking financial assistance for?</b>	Refund of Building Consent fees for building extension, Invoice 2700 dated 10 March 2020.
<b>Cambridge Community Board:</b>	7513.30
<b>What is the benefit to your community if any financial assistance is available?</b>	Any refund will be assist with funding carpet for lounge area and upgrading kitchen facility. This will enable facility to be more quickly available for wider community use.

## Financial details

<b>What is the legal status of your organisation?:</b>	Incorporated Society
<b>Incorporated Society number</b>	487847
<b>Is your organisation GST Registered?</b>	Yes
<b>GST Number</b>	055-017-891
<b>What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship)</b>	fundraising
<b>Attach a copy of your CURRENT BANK STATEMENT</b>	<a href="#">Bank Statement Cheque Acct.pdf</a> <a href="#">Bank Statement Pavilion Acct.pdf</a>

NOTE: Applications without financial records attached will not be considered.

<b>Do you have any budget and/or quotes for your proposal to attach?</b>	Yes
<b>Please attach your copy here</b>	<a href="#">Building Quote - Gies.pdf</a>

Please list what financial assistance you have received from others in the last financial year? e.g. Council and or Community Board funding, Community Trusts, Trust Waikato, NZ Lotteries, Gaming Machine Trusts, Creative Communities Scheme.

<b>Organisation</b>	Pub Charity
<b>Purpose</b>	Building extension
<b>Amount (\$)</b>	20000.00

WAIPA DISTRICT COUNCIL

0800 924 723 | [info@waipadc.govt.nz](mailto:info@waipadc.govt.nz) | [www.waipadc.govt.nz](http://www.waipadc.govt.nz) | [facebook.com/WaipadistrictCouncil](https://facebook.com/WaipadistrictCouncil)

Year 2019

## Applicant Organisation Details

**Commonly used name (if different from your organisations full legal name)** N/A

**Physical Address** 1 Victoria Square, Cambridge 3450

**Is the postal address the same as the physical address?** No

**Physical Address** PO Box 489, Cambridge 3450

**Organisation email address. A copy of this application will be sent to this address when the form is submitted.** [REDACTED]

**Website (if applicable)** N/A

### Contact Person Details

**Name** Simon Dodds

**Position in organisation** President

**Daytime contact number** [REDACTED]

### Alternative Contact Person Details

**Name** Andrew Bateman

**Position in organisation** Building Committee Member

**Daytime contact number** [REDACTED]

## Declaration

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

We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

**Is the contact person signing this application?** No

**Name of person completing form** Andrew Bateman

**Position in Organisation** Building Committee Member

**Daytime Contact Number** 027 285-4686

**Verification of identification (e.g. drivers license, passport)** [REDACTED]

**Date** 11/07/2020

**Is the alternative contact person signing this application?** Yes

**Alternative Contact Name** N/A

**Alternative Contact Position In Organisation** N/A

**Alternative Contact Daytime Contact Number** N/A

**Verification of identification (e.g. drivers license, passport)** [REDACTED]

**Date** 11/07/2020

The above persons may be contacted during the day if clarification of information is required.



## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board** (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
 **Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)  
 **Pirongia Ward Committee** (includes Ōhaupō)

### Details of club/organisation

Name: Cambridge Health & Community Trust

What are the objectives of your club/organisation and how do they promote local services or facilities within your community?

The Trust provides a facility where we have various sized meeting rooms for community and business use. A wide range of services use these rooms for Welfare, Health, Educational, Hobby and Spiritual purposes.

How long has your organisation been active within the Waipā district?

29 years.

Where are any facilities used by your organisation located?

22a Taylor St, Cambridge.

Are they on private property? yes.

What is the activity/services period of your organisation? (example - all year or seasonal March to October)

All year -  Yes

Seasonal period :

How many members in your organisation (including volunteers)? 8 members

### Proposal for financial assistance

What is the proposed project/activity that you are seeking financial assistance for?:

The Cambridge Health + Community Centre building is the old Maternity Hospital for Cambridge. The building is old and has no insulation, making it cold in winter and hot in summer. The Trust has decided to install heat pumps in the rooms. We are seeking financial assistance towards one heat pump, and any financial contribution would be gratefully accepted.

What is the amount of financial assistance that you are applying for?

Te Awamutu Community Board: \$

Cambridge Community Board: \$1000 - \$2000 Any financial contribution would be greatly appreciated

Pirongia Ward Committee: \$



How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?  
 We hire out the room to various community + business groups, and health providers. The Waikato DHB holds regular Diabetes clinics, Heart Failure Clinics, and Retinal Eye Screening. Providing a warm, dry environment for these groups to carry out their health services would greatly benefit their patients.

**Financial details**

What is the legal status of your organisation?:  
 Charitable Trust  Incorporated Society  Other .....  
 Charities Commission registration no. (if applicable) ..CC33744.....

Is your organisation GST Registered?:  Yes  No  
 If Yes, your GST Number: ...053-988-317

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship): The trust's main source of funds is renting rooms out to permanent tenants, and hiring out three rooms on a casual basis to various community and business groups.

Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund) Saving account and term deposit are for repairs and maintenance of the building.

Attach a copy of any budget for your proposal and any quotes obtained.

**NOTE: Applications without financial records attached will not be considered.**

Please list here all financial assistance your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.

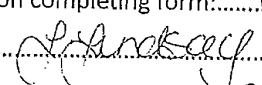
Organisation	Purpose	Amount (\$)	Year
COGS	Gas/Power + Administration	\$1500.-	2017

If required, attach any funding assistance received over the last three years to a separate piece of paper.

Applicant Organisation Details	
Full legal name (as on your bank account):	Cambridge Health and Community Trust.
Common use name (if different):	Cambridge Health and Community Centre.
Contact person:	Lisa Lindsay
Postal Address:	22a Taylor Street, Cambridge 3434
Street Address:	22a Taylor Street, Cambridge 3434.
Email (and website if applicable):	Email: admin@chcc.org.nz Web site: www.chcc.org.nz

Declaration
We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.
We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

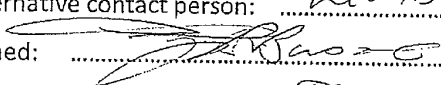
Name of person completing form: ..... Lisa Lindsay .....

Signed : .....  ..... Date: 13/08/2020

Position in Organisation: ..... Manager .....

Daytime Contact Number: ..... 027 8246 .....

Alternative contact person: ..... Lloyd Buswons .....

Signed: .....  ..... Date: 13/08/2020

Position in Organisation: ..... TRUST CHAIRMAN .....

Daytime Contact number: ..... 027 491 9693 .....

The above persons may be contacted during the day if clarification of information is required.



Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board** (Te Awamutu/Makepuku Wards – includes Kihikihi)  
 **Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)  
 **Pirongia Ward Committee** (includes Ōhaupō)

#### Details of club/organisation

Name: Cambridge Primary School PTA

What are the objectives of your club/organisation and how do they promote local services or facilities within your community?

We are a group of parents that fundraise for additional resources for our school. We run a biennial gala for the whole community with a range of entertainment and activities in March 2021. We place a high importance on creating a sense of community within our school and also providing a family friendly, fully accessible event for the wider community.

How long has your organisation been active within the Waipā district?

Our school has been in Cambridge for over 150 years.

Where are any facilities used by your organisation located?

Wilson Street, Cambridge

Are they on private property? No

What is the activity/services period of your organisation? (example - all year or seasonal March to October)

All year -  Yes

Seasonal period : During the school year

How many members in your organisation (including volunteers)? 12 members

#### Proposal for financial assistance

What is the proposed project/activity that you are seeking financial assistance for?:

A contribution towards the costs of running a zero-waste community gala at Cambridge Primary School on 27 March 2021. The gala is a family friendly, full accessible day out for many local families. As we are located in the centre of town the gala attracts local visitors - not just the school community. We have rides, entertainment, food and activities. The gala is an excellent opportunity for us to promote our school, offer a fun family friendly day out for our community and fundraise for a really good cause. We are working hard on our long-term goal of raising funds to cover the cost of turf for our courts.



What is the amount of financial assistance that you are applying for?	
Te Awamutu Community Board:	\$
Cambridge Community Board:	\$1,000
Pirongia Ward Committee:	\$
How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?	
<p>We know the importance of accessible community events on a very local level. Coming together as a community is important. The purpose of our gala is two- fold. Firstly to fundraise for essential repairs to our netball courts. It will make the space a multi-sport turf that is safe and able to be used not only for school but also to the wider community. Secondly, it is to facilitate a completely accessible family friendly event in the centre of Cambridge that can offer some insight into zero waste practices in an informal way. We recognize the need for communities to connect and celebrate and believe our event will appeal to families.</p>	
<b>Financial details</b>	
What is the legal status of your organisation?: <i>School</i>	
Charitable Trust <input type="checkbox"/> Incorporated Society <input type="checkbox"/> Other .....	
Charities Commission registration no. (if applicable) .....	
Is your organisation GST Registered?: <input type="checkbox"/> Yes <b>#</b> No	
If Yes, your GST Number: .....	
What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):	
Our revenue is entirely made up of fundraising efforts with our community.	
<input checked="" type="checkbox"/> Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)	
<input checked="" type="checkbox"/> Attach a copy of any budget for your proposal and any quotes obtained.	
<b>NOTE: Applications without financial records attached will not be considered.</b>	

Please list here **all financial assistance** your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.

Organisation	Purpose	Amount (\$)	Year
Legacy Trust	Contribution to the costs of rides at the Gala	2000	2019
	The remaining contributions come from fundraising efforts such as book sales, events etc		

#### Applicant Organisation Details

Full legal name (*as on your bank account*): Cambridge Primary School PTA

Common use name (*if different*):

Contact person: Stacey Ward

Postal Address: Cnr of Wilson and Duke St, Cambridge

Street Address: Cnr of Wilson and Duke St, Cambridge

Email (and website if applicable) : [www.cambridgeprimary.co.nz](http://www.cambridgeprimary.co.nz)  
pta@cambridgeprimary.co.nz

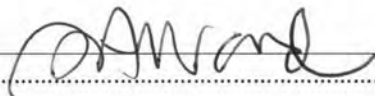
*pta@cambridgeprimary.co.nz*

#### Declaration


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

We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

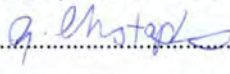
Name of person completing form: Stacey Ward

Signed :  ..... Date: 11 Aug 2020


Position in Organisation: President

Daytime Contact Number: 

Alternative contact person: Gabrielle Christophers

Signed:  ..... Date: 11 Aug 2020

Position in Organisation: Secretary

Daytime Contact number: 

*The above persons may be contacted during the day if clarification of information is required.*



Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board** (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
 **Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)  
 **Pirongia Ward Committee** (includes Ōhaupō)

Details of club/organisation							
<b>Name:</b>	Cambridge Riding for the Disabled						
<b>What are the objectives of your club/organisation and how do they promote local services or facilities within your community?</b>	Cambridge Riding for the Disabled provides goal-based equestrian therapy programmes and equine interaction programmes to develop increased ability and self esteem for children and adults with physical, intellectual and social challenges. Our objective is to make a positive difference in our riders lives. Cambridge RDA provides life changing opportunities to 65 riders in our community. The individual riding programs are designed to help develop physical abilities, communication, concentration, social skills, confidence and self esteem. Our programs assist clients to achieve their goals and enable them to participate more fully as members of their community.						
<b>How long has your organisation been active within the Waipā district?</b>	For over 25 years.						
<b>Where are any facilities used by your organisation located?</b>	Corner Hall St and Alpha St, Cambridge						
<b>Are they on private property?</b>	No, they are on Waipa Council property.						
<b>What is the activity/services period of your organisation? (example - all year or seasonal March to October)</b>	All year - <input checked="" type="checkbox"/> Yes Seasonal period :						
<b>How many members in your organisation (including volunteers)?</b>	Approx. 165						
Proposal for financial assistance							
<b>What is the proposed project/activity that you are seeking financial assistance for?:</b>	The project we wish to undertake is to build equipment storage boxes around our Arena.						
<b>What is the amount of financial assistance that you are applying for?</b>	<table> <tbody> <tr> <td>Te Awamutu Community Board:</td> <td>\$</td> </tr> <tr> <td>Cambridge Community Board:</td> <td>\$ 648.25</td> </tr> <tr> <td>Pirongia Ward Committee:</td> <td>\$</td> </tr> </tbody> </table>	Te Awamutu Community Board:	\$	Cambridge Community Board:	\$ 648.25	Pirongia Ward Committee:	\$
Te Awamutu Community Board:	\$						
Cambridge Community Board:	\$ 648.25						
Pirongia Ward Committee:	\$						
<b>How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?</b>							

We currently have a work experience student from Cambridge High School, who is also one of our riders at Cambridge RDA. The student has a keen interest in gaining farm hand experience to enable him to eventually be employed in a farming environment. This project would help him gain practical skills in carpentry.

The storage boxes would also make it easier for our volunteers and riders to access equipment used with the horses and during riding sessions. Some of our riding sessions are for riders that have grown in independence and ability who are at a horsemanship level where they prepare their horse prior to riding. This involves grooming and tacking up (harness, reins, saddle etc). Having the equipment easily accessible in the storage boxes around the Arena would help the riders that are not so able bodied.

We will be purchasing our timber supplies from Cambridge Mitre 10 which is a local organisation.

**Financial details**

**What is the legal status of your organisation?:**

Charitable Trust  Incorporated Society  Other .....

Charities Commission registration no. (if applicable) ...CC38925 .....

**Is your organisation GST Registered?:**

Yes  No

If Yes, your GST Number: 055-418-411 .....

**What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):**

Rider fees and Arena rental

Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)

Attach a copy of any budget for your proposal and any quotes obtained.

**NOTE: Applications without financial records attached will not be considered.**

Please list here all financial assistance your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.

Organisation	Purpose	Amount (\$)	Year
	See attached		

If required, attach any funding assistance received over the last three years to a separate piece of paper.



Applicant Organisation Details
<b>Full legal name (as on your bank account):</b> Riding for the Disabled – Cambridge Inc
<b>Common use name (if different):</b> 
<b>Contact person:</b> Sandra McLachlan
<b>Postal Address:</b> PO Box 368, Cambridge 3450
<b>Street Address:</b> Corner Hall St and Alpha Street
<b>Email (and website if applicable) :</b> Email: cambridge@rda.org.nz Website: rda-cambridge.com

Declaration
We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.
We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name of person completing form: Sandra McLachlan  
 Signed: [Signature] Date: 18.08.20  
 Position in Organisation: Treasurer  
 Daytime Contact Number: [Redacted]

Alternative contact person: [Signature]  
 Signed: ROBYN BONENKAMP Date: 18.8.2020  
 Position in Organisation: President  
 Daytime Contact number: [Redacted]

*The above persons may be contacted during the day if clarification of information is required.*

## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
 Cambridge Community Board (Cambridge/Maungatautari Wards – includes Karāpiro)  
 Pirongia Ward Committee (includes Ōhaupō)

### Details of club/organisation

Name:

Cambridge Soccer Club Inc.

What are the objectives of your club/organisation and how do they promote local services or facilities within your community?

To provide the opportunity for all age groups, men and women, and children to participate in some physical activity and play football at any level.

How long has your organisation been active within the Waipā district?

Since 1948

Where are any facilities used by your organisation located?

John Kerkhof Park, Vogel St, Cambridge 3434

Are they on private property?

No. Council lease.

What is the activity/services period of your organisation? (example - all year or seasonal March to October)

All year -  Yes

Seasonal period :

How many members in your organisation (including volunteers)?

Approximately 600-700

### Proposal for financial assistance

What is the proposed project/activity that you are seeking financial assistance for?:

Black line marking paint to mark out suitable pitches.

We are seeking 3 + quantities.  
 $\$200 \text{ each} \times 3 = \$600$

What is the amount of financial assistance that you are applying for?

Te Awamutu Community Board:

\$

Cambridge Community Board:

\$ 600 exclu GST

Pirongia Ward Committee:

\$



→ We estimate more than 400 participants will benefit by enabling them to resume or maintain their physical activity thru football. 5-a-side games means we can manage them within level 2 guidelines.

How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?

Our winter football season has been disrupted by Covid-19. Direct impact has been a drop in participation (100 fewer junior players) and we've been able to deliver fewer activities (our 400 juniors have 'lost' about 10% of their season due to alert level restrictions. Our adults have lost 25-30% of their planned season. To recover, we want to hold weekly 5-a-side competitions for men, women + teenagers + wkly sessions for children, Oct-March. We need the paint to mark out the pitches.

**Financial details**

What is the legal status of your organisation?:

Charitable Trust  Incorporated Society  Other .....  
 Charities Commission registration no. (if applicable) .....

Is your organisation GST Registered?:  Yes  No

If Yes, your GST Number: 229-811-79.....

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):

Membership subs.

Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)

Attach a copy of any budget for your proposal and any quotes obtained.

**NOTE: Applications without financial records attached will not be considered.**

Please list here all financial assistance your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.

Organisation	Purpose	Amount (\$)	Year
	see attached		

If required, attach any funding assistance received over the last three years to a separate piece of paper.



Applicant Organisation Details	
Full legal name (as on your bank account):	Cambridge Soccer Club Inc
Common use name (if different):	Cambridge Football Club
Contact person:	Josh Easby (Secretary)
Postal Address:	
Street Address:	P.O. Box 214, Cambridge 3434
	John Kerkhof Park, Vogel St, Cambridge 3434
Email (and website if applicable):	cambridgesoccer@gmail.com www.cambridgesoccer.co.nz

Declaration
We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.
We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name of person completing form: Fiona Anthony

Signed: [Signature] Date: 18/8/20

Position in Organisation: Fundraiser Coordinator

Daytime Contact Number: [Redacted]

Alternative contact person: JOHN RICHARD EASSY

Signed: [Signature] Date: 18-8-2020

Position in Organisation: CLUB SECRETARY

Daytime Contact number: [Redacted]

The above persons may be contacted during the day if clarification of information is required.

recent bank statement summary must be included with the invoice to verify the account name and number before payment can be processed.

- If you would like help or advice in completing this form contact the council's Governance team.

**Phone:** 0800 924 723

**Email:** [governance.support@waipadc.govt.nz](mailto:governance.support@waipadc.govt.nz)

### Final checklist - Have you.....?

- Selected the correct ward/s (district) your organisation is based or active in
- Completed every question contained in the application form
- Attached your most recent completed financial records
- Attached your recent bank statement or bank accounts summary sheet
- Attached a copy of a budget for your proposal and copies of any quotes
- Supplied the names of two people and their contact details
- Had this form signed by those two contact people

**Please return completed form to:**

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

**Post:**

Waipa District Council

Private Bag 2402

Te Awamutu 3840

**Council Office locations for delivery:**

101 Bank Street

23 Wilson Street

TE AWAMUTU

CAMBRIDGE

Waipa District Council, Private Bag 2402, Te Awamutu 3840

Phone: 0800 924 723 | Fax: 07 872 0033 | Web: [www.waipadc.govt.nz](http://www.waipadc.govt.nz) | Email: [info@waipadc.govt.nz](mailto:info@waipadc.govt.nz)

## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board** (Te Awamutu/Kakepuku Wards – includes Kihikihi)
- Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)
- Pirongia Ward Committee** (includes Ōhaupō)

### Details of club/organisation

Name: Children 1<sup>st</sup> Charitable Trust

What are the objectives of your club/organisation and how do they promote local services or facilities within your community?



<p>We facilitate a resilience programme for primary school aged children in local schools. Our Being My Best programme focuses on positive approaches and can target all children. It equips children with the skills to overcome challenges and negative life events with a long-term view.</p> <p>Participants are taught how to recognise feelings and practical ways to deal with issues. The programme is unique and highly effective in the way that these skills are embedded within the participants, so they can apply them to a variety of situations. Children are empowered to make their own positive changes which have a hugely significant impact on them and their families.</p> <p>We are working with local families in local Cambridge schools to provide additional resources and support.</p>						
<p>How long has your organisation been active within the Waipā district? 7 years</p>						
<p>Where are any facilities used by your organisation located? We do not have facilities, as our programme is facilitated in schools.</p> <p>Are they on private property?</p>						
<p>What is the activity/services period of your organisation? (example - all year or seasonal March to October)</p> <p>All year - <input type="checkbox"/> Yes</p> <p>Seasonal period : During the school year, across the four terms</p>						
<p>How many members in your organisation (including volunteers)? 6</p>						
<p><b>Proposal for financial assistance</b></p>						
<p>What is the proposed project/activity that you are seeking financial assistance for?:</p> <p>We kindly request a contribution to the costs of one Being My Best resilience programme for children in Cambridge (primary) schools</p> <p>Our experience tells us there is an increasing number of children and their families needing extra support coping with the challenges of daily life. In some cases, families are in crisis – we can work with them to recognise their needs and a targeted way of making change.</p> <p>We provide for the families in our area through the programme, and a comprehensive Parent support plan. This gives the parents the tools to support the children, and explains why these things are important, which is in line with our Mission Statement and Vision. Please see attached proposal for further detail.</p>						
<p>What is the amount of financial assistance that you are applying for?</p> <table> <tr> <td>Te Awamutu Community Board:</td> <td>\$</td> </tr> <tr> <td>Cambridge Community Board:</td> <td>\$4,500</td> </tr> <tr> <td>Pirongia Ward Committee:</td> <td>\$</td> </tr> </table>	Te Awamutu Community Board:	\$	Cambridge Community Board:	\$4,500	Pirongia Ward Committee:	\$
Te Awamutu Community Board:	\$					
Cambridge Community Board:	\$4,500					
Pirongia Ward Committee:	\$					

How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?

Children will benefit from gaining confidence, resilience, self-esteem, empathy, social skills, building friendships by bringing in an external resilience programme.

The expected benefits/outcomes of this programme are that the young people participating will:

- \* Understand emotions in themselves and others.
  - \* Become more emotionally and mentally resilient by independently using the strategies they have learnt to cope with the feelings of fear, worry and anxiety.
  - \* Develop greater confidence and self-esteem.
  - \* Have the skills to be able to change their negative thinking into positive thoughts and to feel good.
  - \* Have strategies to problem solve and how to manage difficulties, conflicts, bullying and peer pressure.
  - \* A reduction of bullying.
  - \* Have the courage to try new things.
  - \* Have greater empathy, self-control and other personal qualities that support character development.
  - \* Develop positive peer relationships, friendships and support teams.
  - \* Have the skills and strategies to not only help themselves but also their friends, siblings and future generations.
- \* Parents will learn strategies to help themselves cope better with the challenges of daily life.
- \* Parents learn positive parenting strategies and how to best support their child and implement the skills taught into their family. This improves the chances of their child learning effective resilience coping skills and using these in real life within the context of the family, community and school friendships.

NZ has one of the highest rates of bullying and youth suicide in the developed world. We know that early intervention is key along with equipping the children with the necessary communication skills and ability to self-manage.

#### Financial details

What is the legal status of your organisation?:

Charitable Trust  Incorporated Society  Other .....

Charities Commission registration no. (if applicable) CC49467

Is your organisation GST Registered?:  Yes  No

If Yes, your GST Number: n/a

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):

Grants

<input checked="" type="checkbox"/> Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)			
<input checked="" type="checkbox"/> Attach a copy of any budget for your proposal and any quotes obtained.			
<b>NOTE: Applications without financial records attached will not be considered.</b>			
Please list here <b><u>all financial assistance</u></b> your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.			
Organisation	Purpose	Amount (\$)	Year
Waipa Discretionary Funds	Being My Best programmes	\$3000	2018-2019
Len Reynolds	Being My Best programmes	\$8735	2017-2020
COGS	Admin and programming	\$10243	2017-2020
Jumble Around	Being My Best programme	\$5,800	2017-2020
DV Bryant	Being My Best programme	\$2,870	2017-2019
Lotteries	Operational and programming	\$18,000	2018-2020
Trust Waikato	Being my Best programme	\$4,620	2017-2020
Other grants	Programming and admin	\$11,902	2017-2020

If required, attach any funding assistance received over the last three years to a separate piece of paper.

Applicant Organisation Details
Full legal name ( <i>as on your bank account</i> ): Children 1 <sup>st</sup> Charitable Trust
Common use name ( <i>if different</i> ):
Contact person: Owen Corlett – Chairperson 0274702588
Postal Address: P O Box 70, Cambridge
Street Address: 4 Vennell Street, Cambridge 3432
Email (and website if applicable) : <a href="http://www.children1st.org.nz">www.children1st.org.nz</a> info@children1st.org.nz

### Declaration



Full legal name (as on your bank account): Children 1 <sup>st</sup> Charitable Trust
Common use name (if different):
Contact person: Owen Corlett
Postal Address:  P O Box 70, Cambridge 3450
Street Address:  4 Vennell Street, Cambridge 3232
Email (and website if applicable) : info@children1st.org.nz www.children1st.org.nz

<b>Declaration</b>
We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.
We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name of person completing form: Stacey Ward

Signed: Stacey WardDate: 02/08/20

Position in Organisation: Funding Coordinator

Daytime Contact Number: 0212386363

Alternative contact person: Owen CorlettSigned: Owen CorlettDate: 2<sup>nd</sup> August 2020Position in Organisation: Chair personDaytime Contact number: 027 470 2588

*The above persons may be contacted during the day if clarification of information is required.*

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board** (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
 **Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)  
 **Pirongia Ward Committee** (includes Ōhaupō)

<b>Details of club/organisation</b>	
Name: <b>Citizens Advice Bureau Cambridge Incorporated</b>	
<p>What are the objectives of your club/organisation and how do they promote local services or facilities within your community?  <b>Provide free to all confidential information, advice and support, and ensure clients do not only know their rights but also their responsibilities.</b>  <b>The CAB service is about promoting knowledge, understanding and providing people with the confidence that will enable them to influence the things that affect them. When helping an individual client our aim is not to take over the management of a client's situation, but to work alongside them. Helping them to help themselves by providing pathways for resolving their issues.</b></p>	
How long has your organisation been active within the Waipā district? <b>37 years</b>	
<p>Where are any facilities used by your organisation located? <b>62 Alpha Street, Cambridge</b></p> <p>Are they on private property? <b>Council owned building for which we pay rent, rates and insurance</b></p>	
<p>What is the activity/services period of your organisation? (example - all year or seasonal March to October)</p> <p>All year - <b>Yes</b></p> <p>Seasonal period :</p>	
How many members in your organisation (including volunteers)? <b>34 volunteers and one part time paid staff</b>	
<b>Proposal for financial assistance</b>	
<p>What is the proposed project/activity that you are seeking financial assistance for?:  <b>Financial contribution toward budgeted operating costs excluding gst:</b>  <b>Electricity \$950</b>  <b>Contents and Liability Insurance \$360.23</b>  <b>Annual Subscription CABNZ(National Assoc) \$300</b>  <b>Total \$1610.23</b></p>	
<p>What is the amount of financial assistance that you are applying for?</p> <p>Te Awamutu Community Board:                   \$</p> <p>Cambridge Community Board:               \$1000.00</p> <p>Pirongia Ward Committee:                   \$</p>	

How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?

**To provide well-being by assisting people to make informed decisions about the issues affecting their lives.**

**As a free service we do not have an income so we must apply for funding from various sources to keep the Bureau operating each year.**

**Financial details**

What is the legal status of your organisation?:

Charitable Trust  Incorporated Society  Other .....

Charities Commission registration no. (if applicable) **CC20843**

Is your organisation GST Registered?:  Yes  No

If Yes, your GST Number: 55 086 974

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship): **We do not have sponsorship, membership or entry fees. Funding is applied for each year from various sources. The Waipa District Council annual grant is mostly used for wages of part time personnel (partial). This funding request is not covered by the annual grant.**

Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)

Attach a copy of any budget for your proposal and any quotes obtained.

**NOTE: Applications without financial records attached will not be considered.**

Please list here all financial assistance your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.

Organisation	Purpose	Amount (\$)	Year
	See attached list for all funding assistance		

If required, attach any funding assistance received over the last three years to a separate piece of paper.


**Citizens Advice Bureau Cambridge Inc.**  
**Financial Assistance**  
**received in the last three years**

<b>Organisation</b>	<b>Purpose</b>	<b>Amount \$</b>	<b>Year</b>
Cambridge Community Board	Electricity, Insurance and Subs	500	2019
Cambridge Community Board	Electricity, Insurance and Subs	500	2018
Cambridge Community Board	Electricity, Insurance and Subs	1000	2017
Page Trust	Wages	0	2019
Page Trust	Wages	2000	2018
Page Trust	Wages	3000	2017
Jumble Around	Operating Costs	1500	2019
Jumble Around	Operating Costs	1500	2018
Jumble Around	Operating Costs	1500	2017
Len Reynolds Trust	Wages	0	2019
Len Reynolds Trust	Wages	1000	2018
Len Reynolds Trust	Wages	1000	2017
Tindall Foundation	Wages	1500	2019
Tindall Foundation	Wages	1000	2018
Tindall Foundation	Wages	1000	2017
Trust Waikato	Advertising, Wages, Operating Expenses	3000	2019
Trust Waikato	Advertising, Wages, Operating Expenses	3000	2018
Trust Waikato	Advertising, Wages	3000	2017
Community Organisation Grants Scheme	Volunteer training, Photocopying/Stationery, Wages	5500	2019
Community Organisation Grants Scheme	Volunteer training, Photocopying, Wages	5000	2018
Community Organisation Grants Scheme	Volunteer Expenses, Photocopying, Wages	2500	2017
NZ Lotteries Board	Operating Expenses	5000	2019
NZ Lotteries Board	Operating Expenses	5000	2018
NZ Lotteries Board	Operating Expenses	5000	2017
Waipa District Council	Building Lease, Insurance & Rates, Wages	14300	2019
Waipa District Council	Building Lease, Insurance & Rates, Wages	14300	2018
Waipa District Council	Building Lease, Insurance & Rates, Wages	14300	2017
Cambridge Christmas Festival	Shortfall in Operating Expenses	2000	2019

Applicant Organisation Details
Full legal name (as on your bank account): Citizens Advice Bureau Cambridge Inc.
Common use name (if different):
Contact person: Marie Payne
Postal Address: PO Box 198, Cambridge 3450
Street Address: 62 Alpha Street, Cambridge
Email (and website if applicable) : : <a href="mailto:cambridge@cab.org.nz">cambridge@cab.org.nz</a> <a href="http://www.cab.org.nz">www.cab.org.nz</a> (National website with individual Bureaux presence)

Declaration
We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.
We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

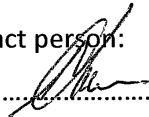
Name of person completing form: Marie Payne

Signed :  Date: 24/08/2020

Position in Organisation: Co-ordinator

Daytime Contact Number: 07 827 4895

Alternative contact person: KEITH HAWIN

Signed:  Date: 25/08/2020

Position in Organisation: CHAIR PERSON

Daytime Contact number: 021 902617

*The above persons may be contacted during the day if clarification of information is required.*

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board** (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
 **Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)  
 **Pirongia Ward Committee** (includes Ōhaupō)

Details of club/organisation
Name: Community Development Team, managed by Raleigh St Christian Centre Inc
<p>What are the objectives of your club/organisation and how do they promote local services or facilities within your community?</p> <p>The Community Development Team works at Cambridge High School and Cambridge Middle School, as youth workers. Our youth workers come from several churches in Cambridge and we are affiliated with the 24-7 Youth Work national network. Our approach is based on relationships not just programmes, it encompasses role modelling, encouragement and being available to help the young people in Cambridge make good choices. Our youth workers work with all young people from both Middle and High School. Our aims are to support staff and students, build positive relationships, cultivate school spirit, develop leadership and integrate students with out-of-school activities. We promote local services by providing our young people with information to connect them with these services. This includes sports groups, youth groups, employment and other opportunities that are available. We often participate or initiate these opportunities to help youth engage with them.</p>
<p>How long has your organisation been active within the Waipā district?</p> <p>We have been active at Cambridge High School since 2005 and Cambridge Middle School since February 2019.</p>
<p>Where are any facilities used by your organisation located?</p> <p>Our youth workers are based in their local church (Raleigh St Christian Centre or Bridges Church) and work in both schools. We have small classroom at CHS that we use for programmes and mentoring.</p> <p>Are they on private property? No</p>
<p>What is the activity/services period of your organisation? (example - all year or seasonal March to October)</p> <p>All year - ✓ Yes</p>
<p>How many members in your organisation (including volunteers)?</p> <p>35</p>

### Proposal for financial assistance

What is the proposed project/activity that you are seeking financial assistance for?:

#### **We require financial assistance to run the following programmes at Cambridge High School.**

**1. INSPIRE** is a small group mentoring and personal development programme for 10-14 girls in Year 10. Issues such as the media, body image, friendships, peer pressure and relationships are covered. Two female youth workers facilitate this group. INSPIRE runs for up to fourteen weeks, one hour each week. Two programmes run during the year.

During Lockdown we were able to stay connected with these girls on our online platforms and support them through this time, and from this we were able to quickly restart conversations when we could regather. We now deliberately set aside the first 10min of our program each week to discuss issues, anxieties and pressures from our current world situation.

**2. RiteStep** is a small group mentoring and personal development programme for 6-8 boys in Year 10. Issues such as the succeeding at school, habits, friendships, self-worth are covered. Two male youth workers facilitate this group. RiteStep runs for up to ten weeks, one hour each week. Two programmes run during the year.

**3. Junior Forum:** Each year a group of Year 10 students are selected to be on the Junior Forum leadership group. This group promotes the school's values through planning lunchtime events and competitions for the junior school, serving at school events and interacting with the local community. Two youth workers facilitate this group and help them to contribute positively to their school.

We are currently actively encouraging these students to find deliberate ways to support and encourage their school and other students during this current crisis, and are providing support and training for them to successfully do this.

**4. Student Executive:** Each year a group of Year 13 students are selected to be on the Student Executive. They plan events for the whole school, serve at school events, interact with their local community and raise funds for their charity portfolio which supports many organisations locally and globally.

One youth worker advises and supports this group of students, and was able to stay connected with them and support them during lockdown on our online platforms.

**5. Lunchtime/interval Hangouts:** Our team are present at school regularly during lunchtime and interval. We walk around, chatting with students, organizing friendly sports and running a drop in room where students can play board games, relax and have fun while also having the opportunity to support and discuss the issues and anxieties they are facing. We believe this is one of the most important things we do at the school. Spending time with students outside of the classroom is the glue that holds our approach together.

**6. Mentoring:** Our team mentor students one on one at school and after school. This might include working towards a specific goal such as writing an assignment or CV, learning a craft or

skill, or simply catching up over a milkshake or hot chocolate. We also train and coach Y12-13 Peer Support leaders who work with the Y9s.

**7. Peer support:** Two youth workers run the peer support with the home room once a fortnight to bring an added level of support over this stressful time. It normally consists of games with a large level of fun but also learning opportunities of how to support their class mates better, grow in confidence and learn how to listen.

**8. E Tū Tāngata:** E Tu Tangata is an initiative by our national organisation to tackle the Tall Poppy syndrome and ultimately the rising suicide rates amongst our young people. It looks at three values. You have value. We succeed together. Others matter.

This program is free and can be used by anyone in the country. We are seeking to use this to battle the culture of put downs at CHS. We are starting this term with our Ritestep boys group and then will hopefully roll it out to the rest of the school after that. You can find out more about the program here [etutangata.nz](http://etutangata.nz)

**9. Sports Coaching:** We have the privilege of being involved in sport coaching here at CHS. The main focus is one of our youth workers working with basketball. He is coaching two social teams, this is awesome because most of these boys wouldn't play if he wasn't available to coach them. What we are seeing is a real need for young people to have an opportunity to play sport at a level they feel comfortable with. We are also running regular games of Badminton on a Tuesday at lunch. Here we are providing for some regular physical activity. One of our team leaders is involved in coaching the girls CHS 1<sup>st</sup> XI cricket team. He has a daughter in the team and it has been a great connection with other students. Through the connections of 24-7 a member of our church runs a regular futsal game on a Sunday afternoon at CHS and many young people are joining in. This is giving those students connections with adults in our community.

**We require financial assistance to run the following programmes at Cambridge Middle School.**

The youth workers require resources and ongoing training. We have one team leader and two youth workers at CMS. The focus of this year in Cambridge Middle School is on relationship building with staff and students, supporting students during lunch time and mentoring students one on one and in smaller groups. Specific activities include the below.

- 1. Lunchtime/interval Hangouts:** Our team are present at school regularly during lunchtime and interval. We walk around the school, chatting with students, playing touch rugby and holding hangout clubs, like board games, lego, craft and others. We believe this is one of the most important things we do at the school. Spending time with students outside of the classroom is the glue that holds our approach together.
- 2. Mentoring:** Our team mentor students one on one at school and after school. This might include working towards a specific goal such as joining a sports team, chatting about family life, or simply catching up over a milkshake or hot chocolate.
- 3. Kapa haka:** We run the kapa haka group.
- 4. INSPIRE** is a small group mentoring and personal development programme for girls. Issues such as the media, body image, friendships, peer pressure and relationships are covered. Two female youth workers facilitate this group. INSPIRE runs for six weeks, one hour each week. One programme is run each Term.



<p><b>5. Breakfast clubs (Kick Start):</b> We run three breakfast clubs (Monday, Wednesday and Friday intervals). The aim is to help students that may not get a good breakfast access food in an inclusive way. It is open to all students.</p>	
<p>What is the amount of financial assistance that you are applying for?</p> <p>Te Awamutu Community Board:                   \$</p> <p>Cambridge Community Board:                   \$3,000</p> <p>Pirongia Ward Committee:                   \$</p>	
<p>How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?</p> <p>We have found an increased need to spend time with students recently, with the added anxiety and social pressures that have occurred due to the uncertainty around Covid-19 and other global events. With students being in lock-down and removed from their normal pace of life and friend support, we have needed to be more involved and accessible to the students from these two schools. It has been wonderful to be able to support the teachers too, as they have had a particularly difficult year. Our young people are already dealing with many stresses and issues in their lives and Covid-19 has really add a new level of concern.</p> <p>Our team expect to have a direct positive impact on at least 600 young people aged 11-18 years. Students we work with are expected to have the following benefits:</p> <ul style="list-style-type: none"> <li>• Increased resilience</li> <li>• Increased attendance at school</li> <li>• Improved behaviour at school</li> <li>• Increased positive participation with their whanau and local community</li> <li>• Improved connectedness to their community</li> </ul>	
<p><b>Financial details</b></p>	
<p>What is the legal status of your organisation?:</p> <p>Incorporated Society <input checked="" type="checkbox"/></p> <p>Charities Commission registration no. (if applicable)   CC31494</p>	
<p>Is your organisation GST Registered?:                   <input checked="" type="checkbox"/> Yes</p> <p>If Yes, your GST Number:                   45359417</p>	
<p>What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):</p> <p>Donations from local community, churches, businesses and philanthropic groups.</p>	

✓ Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)			
✓ Attach a copy of any budget for your proposal and any quotes obtained.			
<b>NOTE: Applications without financial records attached will not be considered.</b>			
Please list here <b>all financial assistance</b> your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.			
Organisation	Purpose	Amount (\$)	Year
COGS (DIA)	Continuation of Cambridge youth work services	5000	2017
The Tindall Foundation	Continuation of Cambridge youth work services	1500	2017
Len Reynolds Trust	Continuation of services (transport, materials, salaries).	1000	2017
Longview Trust	Training of youth workers and travel to training events	5666	2017
Soul Purpose Trust	Continuation of Cambridge youth work services	22000	2017
Trust Power	Prize for coming runners up in Community Awards Competition	250	2017
Trust Waikato	Continuation of Cambridge youth work services (\$5K) and Waikato Regional Coordinators Salary and expenses (\$4K)	9000	2017
Waipa District Council Community Discretionary Grant	Administration costs for Cambridge youth work	1500	2017
Wel Energy Trust	Continuation of Youth Worker Coordination in Hamilton	4000	2017
Personal donations	Continuation of Cambridge youth work services	780	2017
RSCC Contribution	Continuation of Cambridge youth work services	9000	2017
RSCC Contribution	Continuation of Youth Worker Coordination in Waikato	1404	2017
Waipa District Council Community Discretionary Grant	Administration costs for Cambridge youth work	1000	2018
RSCC Contribution	Continuation of Cambridge youth work services	9248	2018
RSCC Contribution	Continuation of Youth Worker Coordination in Waikato	2210	2018
Cambridge High School	Continuation of Cambridge youth work services	14000	2018
Jumble Around	Continuation of Cambridge youth work services	2000	2018
Wel Energy Trust	Continuation of Youth Worker Coordination in Hamilton	2000	2018
COGS (DIA)	Continuation of Cambridge youth work services	2500	2018
Trust Waikato	Continuation of Cambridge youth work services (\$6K) and Waikato Regional Coordinators Salary and expenses (\$2K)	8000	2018
Personal donations	Continuation of Cambridge youth work services	1015	2018
Soul Purpose Trust	Continuation of Cambridge youth work services	22000	2019

Waipa District Council Community Discretionary Grant	Youth work for Cambridge Middle School students	2000	2019
Totara Springs Christian Centre	Koha	250	2019
Rotary Club Cambridge	Training costs for youth workers	1000	2019
Cambridge Lions	Inspire, RiteStep, JF resources and van transport	1113	2019
Cambridge High School	Continuation of Cambridge youth work services	10000	2019
Cambridge High School	Learner Licence Course costs	720	2019
Cambridge Middle School	Continuation of Cambridge youth services	4750	2019
Cambridge High School	Learner Licence course	313	2019
COGS	Youth worker services	2000	2019
Lichfield Lands	Waikato Regional coordinator	3500	2019
Longview Trust	Youth Worker Training Events and travel	7986	2019
Community Link	Mentoring services (various dates)	2196	2019
Cambridge Middle School	Youth worker services	2375	2019
Cambridge High School	Youth worker services	10000	2019
Finlay Park	Koha	300	2019
Cambridge High School	Learner Licence program	417	2019
Soul Purpose Trust	Continuation of Cambridge youth work services	32000	2019
Community Waikato Tindal	Continuation and expansion of services	2000	2020
Cambridge Middle School	Youth worker services	2375	2020

If required, attach any funding assistance received over the last three years to a separate piece of paper.

Applicant Organisation Details
Full legal name ( <i>as on your bank account</i> ): Raleigh St Christian Centre Inc.
Common use name ( <i>if different</i> ): Community Development Team of RSCC Inc
Contact person: Ellen Heebink
Postal Address: PO BOX 454, Cambridge 3450
Street Address: 24-26 Raleigh St, Leamington, Cambridge 3232
Email (and website if applicable) : ellen@rsccl.co.nz

**Declaration**

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

We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name of person completing form: Ellen Haebink  
 Signed:  Date: 21/8/2020  
 Position in Organisation: Funding Coordinator  
 Daytime Contact Number: 027-4050359

Alternative contact person: Aaron Hodgson  
 Signed: AJ Hodgson Date: 21/8/20  
 Position in Organisation: Team Leader  
 Daytime Contact number: 0277639003

*The above persons may be contacted during the day if clarification of information is required.*

## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board** (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
 **Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)  
 **Pirongia Ward Committee** (includes Ōhaupō)

### Details of club/organisation

Name:

House of Science South Waikato Charitable Trust

What are the objectives of your club/organisation and how do they promote local services or facilities within your community?

To empower teachers to raise scientific literacy by providing comprehensive quality science resources for use in all NZ yr 0-8 teaching environments.

A sponsored kit shows the sponsors name and logo on the 4 sides and lid of container (a 60L blue bin). The Teachers Manual displays the logo also in the 'Sponsor Section'

How long has your organisation been active within the Waipā district?

January 2018 . 2½ years

Where are any facilities used by your organisation located?

13 Soma Place.

We have cancelled out storage unit as a cost saving measure.

Are they on private property?

Yes. Kits are replenished and stored on site (since 1 August 2020)

What is the activity/services period of your organisation? (example - all year or seasonal March to October)

All year -  Yes

Seasonal period :

How many members in your organisation (including volunteers)?

11 (1 salaried, 6 volunteers, 4 trustees) + 28 member schools

### Proposal for financial assistance

What is the proposed project/activity that you are seeking financial assistance for?:

Purchase 1 new science kit from each Community Board area. This will enable us to enrol up to 4 new schools. We are particularly keen to see that school children in rural and isolated communities have access to quality science learning resources

What is the amount of financial assistance that you are applying for?

Te Awamutu Community Board: \$ 2500

Cambridge Community Board: \$ 2500

Pirongia Ward Committee: \$ 2500

How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?  
 No student is excluded. Heavily subsidized bilingual resources help build self esteem and confidence. This is reflected in their school life, relationships, families, wider whānau and the community. Our aim is to include the whole community in helping out young people. We are supported by community volunteers, local businesses and industry who provide financial and in-kind support.  
 97% of students are highly engaged when using a HoS resource kit  
 89% of teachers are more confident after using a HoS resource kit  
 (2019 results survey)

**Financial details**

What is the legal status of your organisation?:  
 Charitable Trust  Incorporated Society  Other .....  
 Charities Commission registration no. (if applicable) .....

Is your organisation GST Registered?:  Yes  No  
 If Yes, your GST Number: 125 140 726 .....

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):  
 Donations, Sponsorships and Grants

Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)

Attach a copy of any budget for your proposal and any quotes obtained.  
**NOTE: Applications without financial records attached will not be considered.**

Please list here all financial assistance your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.

Organisation	Purpose	Amount (\$)	Year
	Details Attached		

If required, attach any funding assistance received over the last three years to a separate piece of paper.

Applicant Organisation Details
Full legal name (as on your bank account): House of Science South Waikato Charitable Trust
Common use name (if different): House of Science South Waikato
Contact person: Viv Clarke
Postal Address: PO Box 945, Cambridge 3450
Street Address: 13 Soma Place, Cambridge 3434
Email (and website if applicable): vivienne.clarke@houseofscience.nz

Declaration
We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.
We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

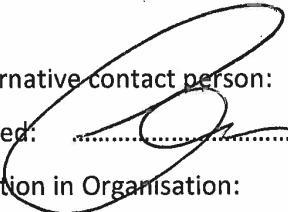
Name of person completing form: Vivienne Clarke

Signed:  Date: 17/08/2020

Position in Organisation: General Manager

Daytime Contact Number: 027 711 1923

Alternative contact person: Cheryl-Lee Clarke

Signed:  Date: 17/08/2020

Position in Organisation: Treasurer

Daytime Contact number: 027 203 8367

The above persons may be contacted during the day if clarification of information is required.



## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board** (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
 **Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)  
 **Pirongia Ward Committee** (includes Ōhaupō)

### Details of club/organisation

Name:

Leamington Playcentre

What are the objectives of your club/organisation and how do they promote local services or facilities within your community?

Leamington Playcentre is a parent run early childcare centre, focusing on parents as the child's first educators. We are one of the few playcentres nation-wide who are fee-free, ensuring we are as accessible to the wider community as possible. Not only do we nurture our tamarikis' development through play - singing, dancing, climbing, reading, painting, carpentry, baking/cooking and so on, we also provide parents with NZQA recognised qualifications during sessions, for free.

How long has your organisation been active within the Waipā district?

Over 22 years (in our current building since 1988)

Where are any facilities used by your organisation located?

35 Thompson Street, Leamington

Are they on private property?

Yes

What is the activity/services period of your organisation? (example - all year or seasonal March to October)

All year -  Yes

Seasonal period :

How many members in your organisation (including volunteers)?

Currently we have 16 families - 24 children enrolled, 17 volunteers (parents) and 1 paid staff member.

### Proposal for financial assistance

What is the proposed project/activity that you are seeking financial assistance for?:

We are seeking funds to cover some of the costs to build and create a vegetable garden complete with planters, worm farm, system to collect rain water (to sustainably water plants), tools (for little and big hands), and a designated garden shed to teach our tamariki and wider community - being parents, grandparents and extended whanau about sustainable living. We have teamed up with local businesses (Greenscapes, Mitre 10 Cambridge and Amber Nurseries) to create an inviting area which involves everyone in the building of planters, planting, growing and harvesting of food, as well as provide us with the knowledge to care for a garden including systems like worm farms/composting. Attached is the proposed plan for the whole project, as well as quotes for some of the equipment needed to build and use the planter boxes and worm farm.

We are currently in the process of applying for other grants/fundraising to cover the costs of other areas of the project such as the dry river bed (in the middle of the space) and a system to collect rain water.

What is the amount of financial assistance that you are applying for?

Te Awamutu Community Board: \$

Cambridge Community Board: \$ 1590.62

Pirongia Ward Committee: \$



How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?

This project will give us the ability to nurture our families' interest in growing their own plants at home and in turn living more sustainably and lessening our environmental impact. Collecting rain water will prevent us from using unnecessary town water (as well as let us water plants during restrictions over summer) and a worm farm will redirect food/household scraps from rubbish bins turning them into compost and fertiliser.

While a veggie garden at a community playcentre sounds small - our hope is that it will help encourage our families and anyone else using our centre (SPACE groups and other community events, as well as individuals who hire the space) to live more sustainably.

We also recognise the impact this will have on our families health and wellbeing - food harvested from the garden will go to the families to either cook at home or together in session. Anything left over will be donated to other community groups. Our hope is that if the children take an interest in growing fruit and vegetables - they are also in turn more likely to eat healthy options at home, having a positive impact on their future.

### Financial details

What is the legal status of your organisation?:

Charitable Trust  Incorporated Society  Other .....

Charities Commission registration no. (if applicable) CC38438 .....

Is your organisation GST Registered?:  Yes  No

If Yes, your GST Number: .....

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):

Government grants (through Ministry of Education)

Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)

Attach a copy of any budget for your proposal and any quotes obtained.

**NOTE: Applications without financial records attached will not be considered.**

Please list here **all financial assistance** your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.

Organisation	Purpose	Amount (\$)	Year
Ministry of Education	Operational, educational and equipment costs	\$41,691	Aug17-Aug20
Fundraising	General equipment maintenance	\$1230	Aug19-Aug20
Centre Hire	General property maintenance	\$1560	Aug19-Aug20
Centre Hire	General property maintenance	\$830	Aug18-Aug19
Grant - Jumble Around	General property maintenance	\$1000	Aug18-Aug19
Centre Hire	General property maintenance	\$2575	Aug17-Aug18
Fundraising	General equipment maintenance	\$633	Aug17-Aug18


If required, attach any funding assistance received over the last three years to a separate piece of paper.

Organisation	Purpose	Cost	Year
Member Donations	Operational Costs	\$1,652	2017
Public Donations	Operational Costs	\$1,000	2017


Applicant Organisation Details
Full legal name ( <i>as on your bank account</i> ): Leamington Playcentre
Common use name ( <i>if different</i> ):
Contact person: Louise Billings
Postal Address: 35 Thompson Street, Leamington
Street Address: as above
Email (and website if applicable) : leamington@playcentre.org.nz

Declaration
We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.
We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

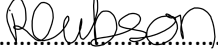
Name of person completing form: Louise Billings

Signed :  Date: 21/8/20

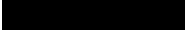
Position in Organisation: Grants and Funding Co-ordinator

Daytime Contact Number: 

Alternative contact person: Renata Gibson

Signed:  Date: 21/8/20

Position in Organisation: President

Daytime Contact number: 

*The above persons may be contacted during the day if clarification of information is required.*

Type text here

## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board** (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
 **Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)  
 **Pirongia Ward Committee** (includes Ōhaupō)

Details of club/organisation										
Name:	LOVING ARMS CHARITABLE TRUST									
What are the objectives of your club/organisation and how do they promote local services or facilities within your community?	To see every baby born in the community adequately clothed and provided for, and every family adequately cared for and supported									
How long has your organisation been active within the Waipā district?	Since 2014 but Charitable Status early 2020									
Where are any facilities used by your organisation located?	405 Ricket Rd Te Awamutu									
Are they on private property?	NO									
What is the activity/services period of your organisation? (example - all year or seasonal March to October)	All year - <input checked="" type="checkbox"/> Yes Seasonal period :									
How many members in your organisation (including volunteers)?	24									
Proposal for financial assistance										
What is the proposed project/activity that you are seeking financial assistance for?:	SHELVING requirements in the building in Ricket Rd to enable stacking and organisation of the hundreds of plastic containers of baby clothing, sorted into boy/girl, sizes, various items. Also to stack cots, portacots, car seats and maternity supplies.									
What is the amount of financial assistance that you are applying for?	<table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Te Awamutu Community Board:</td> <td style="width: 30%;">\$ 2,000.00</td> <td style="width: 30%;"></td> </tr> <tr> <td>Cambridge Community Board:</td> <td>\$ 2,000.00</td> <td style="text-align: right; vertical-align: middle;">see attached quote</td> </tr> <tr> <td>Pirongia Ward Committee:</td> <td>\$ 1226.00</td> <td></td> </tr> </table>	Te Awamutu Community Board:	\$ 2,000.00		Cambridge Community Board:	\$ 2,000.00	see attached quote	Pirongia Ward Committee:	\$ 1226.00	
Te Awamutu Community Board:	\$ 2,000.00									
Cambridge Community Board:	\$ 2,000.00	see attached quote								
Pirongia Ward Committee:	\$ 1226.00									

How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?

This activity relieves the financial burden and stress that in-need families feel when faced with providing clothing, toiletries, bedding, furniture, car seats, and other equipment in their baby's first year. This helps families to thrive and contributes to their wellbeing and sense of empowerment in their community. The support of other programmes we offer gives mothers or dads opportunities to meet other parents and, with connections to other services in the community who refer families to Loving Arms, we are able to provide a support network to struggling families.


Financial details			
What is the legal status of your organisation?:			
Charitable Trust <input checked="" type="checkbox"/> Incorporated Society <input type="checkbox"/> Other .....			
Charities Commission registration no. (if applicable) <u>CC 57073</u>			
Is your organisation GST Registered?: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If Yes, your GST Number: .....			
What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship): <u>Fundraising, Grants, Donations, Sponsorship</u>			
<input checked="" type="checkbox"/> Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)			
<input checked="" type="checkbox"/> Attach a copy of any budget for your proposal and any quotes obtained.			
<b>NOTE: Applications without financial records attached will not be considered.</b>			
Please list here <u>all financial assistance</u> your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.			
Organisation	Purpose	Amount (\$)	Year
TRUST WAIKATO	OPERATING COSTS	7000	2020
WAIKATO COMMUNITY	COVID SUPPLIES	8000	2020
MIN OF SOCIAL DEV - COVID	COVID RESPONSE COSTS	4510	2020
PRIVATE DONOR	GENERAL	12000	2020
38 PRIVATE DONORS	Sponsorship varying amounts		2020
1 BUSINESS	Sponsorship		2020

If required, attach any funding assistance received over the last three years to a separate piece of paper.

Applicant Organisation Details	
Full legal name (as on your bank account):	LOVING ARMS CHARITABLE TRUST
Common use name (if different):	LOVING ARMS
Contact person:	SHARNI BUDD
Postal Address:	25 COLLEGE ST. TE AWAMUTU 3800
Street Address:	405. RICKET RD. TE AWAMUTU
Email (and website if applicable):	info@lovingarms.org.nz      www.lovingarms.org.nz

Declaration
<p>We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.</p> <p>We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.</p>

Name of person completing form:.....JANET HODGSON.....


Signed : .......... Date: ..... 25/7/20.....

Position in Organisation: ..... TRUSTEE.....

Daytime Contact Number: ..... 0272780234.....

Alternative contact person: ..... Jamie Budd.....

Signed: .......... Date: ..... 29/7/20.....

Position in Organisation: ..... claimer.....

Daytime Contact number: ..... 02102744722.....

The above persons may be contacted during the day if clarification of information is required.

## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

**Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)

### Details of club/organisation

Name: Mana Hapori Charitable Trust

What are the objectives of your club/organisation and how do they promote local services or facilities within your community?

The objectives of Mana Hapori are:

- to strengthen the local community through breaking down cultural barriers and building bridges by enhancing cross-cultural awareness and restoring relationships.
- To empower people to make positive life choices through training and support based on our Christian ethos and values.

Our objectives help promote local services. With our offices being at Cambridge Middle School we are in connection with many whānau in the community on a daily basis.

How long has your organisation been active within the Waipā district?

Mana Hapori Charitable Trust has been active in the Waipa district since April 2016

Where are any facilities used by your organisation located?

Mana Hapori Charitable Trust run out of an office based at Cambridge Middle School

Are they on private property?

No

What is the activity/services period of your organisation? (example - all year or seasonal March to October)

All year - Yes



How many members in your organisation (including volunteers)?

8

**Proposal for financial assistance**

What is the proposed project/activity that you are seeking financial assistance for?:

Mana Hapori Charitable Trust would like to run a second Whānau Fun Day in January/February 2021. We were able to run the first of these in February 2020 which was a huge success.

What is the amount of financial assistance that you are applying for?

Cambridge Community Board:                      \$4,000.00

How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?

The purpose of the Whānau Fun Day - Toitū the mana tangata - empowering the individual, whānau and the community by connecting local whānau into existing services. Our objectives help to promote local services through our mahi and connections with whānau, working to connect people to the relevant local services. Providing a free, fun time for whānau and the community to come together before a new school year begins. Last year we had 13 local community groups participate by holding a stall to showcase what they offer the community. Many had activities tamariki could participate in, for example Cambridge/Leamington Play groups, Cambridge Community House and Mana Hapori's Tū kaha programme which is aimed at primary school boys, empowering them to stand strong now and in the future. Volunteers from these groups were able to connect with parents and caregivers to provide an opportunity to get their kids involved. All groups that we invited were groups that are either free to belong to or low cost as well as not generally advertised through school communities for example, sports clubs.

In February 2020 we had over 400 tamariki and their whānau attend. Funding enabled Mana Hapori Charitable Trust to provide free entertainment like a bouncy castle and vertical bungee, along with prizes and a free sausage sizzle.

We would love to be given the opportunity to facilitate this day again especially having seen the effect that Covid has had on various whānau in our community. This day enables whānau to have a free day out together, but also provides opportunity to connect people back into positive community groups or introduce them to groups they didn't know existed.

"We had a great day and we really appreciated all the effort that was put in. Our children were so delighted. It was so lovely to learn about all the different services in the community too."

### Financial details

What is the legal status of your organisation?:

Charitable Trust

Charities Commission registration no. CC55090

Is your organisation GST Registered?: Yes

If Yes, your GST Number: 124-892-031

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):

Donations as well as specified grants for various programmes and course fees.

<input type="checkbox"/> Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)			
<input type="checkbox"/> Attach a copy of any budget for your proposal and any quotes obtained.			
<b>NOTE: Applications without financial records attached will not be considered.</b>			
Please list here <b><u>all financial assistance</u></b> your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.			
Organisation	Purpose	Amount (\$)	Year
<i>Micale Trust</i>	Petrol costs for delivering parcels during lockdown	2000	2020
<i>Christian Supply Chain</i>	Donation for firewood for Whānau	300	2020
<i>Stockbridge Trust</i>	Capital Reserve Fund	20,000	2020
<i>Longview Trust</i>	Operational costs/wages	45,000	2020
<i>Len Reynolds Trust</i>	Whānau family fun day	3000	2019
<i>Cambridge High School</i>	Tū Kaha kids camp - tents	1000	2019
<i>Longview Trust</i>	Operational costs/wages	60,000	2019
<i>Jumble Around</i>	Printer and Tū Kaha camping gear	2500	2019
<i>Stockbridge Trust</i>	Operational costs/wages	30,000	2019
<i>Frances Skeet Trust</i>	Operational costs	3,000	2019
<i>Soul Purpose Trust</i>	Operational costs/wages	60,000	2019
<i>Rob May Builders</i>	Donation for families in need	1000	2018
Cambridge Discretionary Fund	Subsidy for school trips to Cambridge Community Marae	700	2018
<i>Soul Purpose</i>	Tū Kaha employee wages	17,000	2018
<i>Trust Waikato</i>	Tū Kaha running costs	3,500	2018
<i>Rotary</i>	Building Awesome Whānau coourse	2400	2018
<i>COGS</i>	Operational costs /wages for administrator/financial officer	2500	2018
<i>Longview Trust</i>	Operational costs/wages	60,000	2018
<i>DV Bryant Trustees</i>	Waitangi camp for Rangitahi	1000	2018
<i>Stockbridge Trust</i>	Operational costs	5000	2018
<i>Len Reynolds Trust</i>	Development of Youth - operational costs	5000	2018
<i>Soul Purpose</i>	Operational costs	43,000	2018
<i>Frances Skeet Trust</i>	Donation for operational costs	3000	2018

<i>Tindall</i>	Operational costs	1500	2018
<i>John Illot Trust</i>	Building Awesome Whānau cooursa	2000	2017
<i>Jumble Around</i>	Youth Development + Waitangi camp for Rangitahi	4000	2017/18

If required, attach any funding assistance received over the last three years to a separate piece of paper.

### Applicant Organisation Details

Full legal name (*as on your bank account*): Mana Hapori Charitable Trust

Common use name (*if different*):

Contact person:

Tracey Grant

Postal Address:

P O Box 1163  
Cambridge, 3450

Street Address:

Cambridge Middle School  
Grey Street  
Cambridge

Email (and website if applicable) :

[tracey@manahapori.co.nz](mailto:tracey@manahapori.co.nz)  
[manahapori.co.nz](http://manahapori.co.nz)

### Declaration

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

We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name of person completing form: Tracey Grant

Signed : Electronically signed. Tracey Grant Date: 22 July 2020

Position in Organisation: Financial Officer

Daytime Contact Number: [REDACTED] 07 8234961

Alternative contact person: Zoe Forrest

Signed: Electronically signed Zoe Forrest Date: : 22 July 2020

Position in Organisation: Administrator

Daytime Contact number: [REDACTED]

*The above persons may be contacted during the day if clarification of information is required.*

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## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board** (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
 **Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)  
 **Pirongia Ward Committee** (includes Ōhaupō)

Details of club/organisation						
<b>Name:</b> Maungatautari Ecological Island Trust						
<b>What are the objectives of your club/organisation and how do they promote local services or facilities within your community?</b> MEIT is a registered charitable trust set up to represent the mana whenua, landowners surrounding Maungatautari, and the wider community in managing the ecological restoration of Maungatautari. The Sanctuary Mountain brand is the flagship for the visitor experience created within the Southern Enclosure and Tautari wetland.						
<b>How long has your organisation been active within the Waipā district?</b> 20 years						
<b>Where are any facilities used by your organisation located?</b> 99 Tari Rd, Pukeatua  <b>Are they on private property?</b> Yes						
<b>What is the activity/services period of your organisation? (example - all year or seasonal March to October)</b>  All year - <input checked="" type="checkbox"/> Yes Seasonal period :						
<b>How many members in your organisation (including volunteers)?</b> 17,000 visitors annually - over 400 volunteers						
Proposal for financial assistance						
<b>What is the proposed project/activity that you are seeking financial assistance for?:</b> We request support to purchase trail cameras to add to our existing monitoring network. We have a recurring problem with water gates being found open allowing unwanted pest to re-enter our sanctuary. Every morning SMM has a fence Pol report (update) sent from the fence diallers to email recipients which tells us what water gates are open, from their teams are deployed to check water gates. Checking water gates can be very time consuming and disturbing to adjacent landowners but is a very necessary job. These cameras can send pictures from water gates to any mobile device via spark network saving staff and contractors going to water gate sites. The purchase of trail cameras will help the project immensely and will save staff and contractors a lot of time checking water gates daily.						
<b>What is the amount of financial assistance that you are applying for?</b>  <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Te Awamutu Community Board:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Cambridge Community Board:</td> <td style="text-align: right;">\$ 3,473</td> </tr> <tr> <td>Pirongia Ward Committee:</td> <td style="text-align: right;">\$</td> </tr> </table>	Te Awamutu Community Board:	\$	Cambridge Community Board:	\$ 3,473	Pirongia Ward Committee:	\$
Te Awamutu Community Board:	\$					
Cambridge Community Board:	\$ 3,473					
Pirongia Ward Committee:	\$					



How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?

Our aim is to restore Sanctuary Mountain Maungatautari to a functioning ecosystem with competition, predation, parasitism and other interactions happening as they should in an ecosystem, all the species interact, eventually creating a wonderfully intricate self-adjusting relationship.

- Educate communities on environmental awareness
- Protecting our past for future generations
- Engage with the wider Waikato and NZ communities

### Financial details

What is the legal status of your organisation?:

Charitable Trust  Incorporated Society  Other .....  
 Charities Commission registration no. (if applicable) CC34709 .....

Is your organisation GST Registered?:  Yes  No

If Yes, your GST Number: 80 686 609 .....

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship): Community funding support

Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)

Attach a copy of any budget for your proposal and any quotes obtained.

**NOTE: Applications without financial records attached will not be considered.**

Please list here **all financial assistance** your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.


Organisation	Purpose	Amount (\$)	Year
Trust Waikato	operations	100,000	2020
WEL Energy Trust	operations	100,000	2020
Gaming Trusts	wages, operations, equipment	60,000	2019/20
WDC	projects	10,000	2019/20

If required, attach any funding assistance received over the last three years to a separate piece of paper.

Applicant Organisation Details	
Full legal name (as on your bank account):	Maungatautari Ecological Island Trust
Common use name (if different):	Sanctuary Mountain
Contact person:	Phil Lyons – CEO
Postal Address:	PO Box 476, Cambridge 3450
Street Address:	99 Tari Rd, Pukeatua 3880
Email (and website if applicable) :	funding@maungatrust.org      www.sanctuarymountain.co.nz

Declaration
We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.
We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.


Name of person completing form: .....

Signed :  ..... Date: 12-8-20

Position in Organisation: CEO .....

Daytime Contact Number: 021 224 0946 .....

Alternative contact person: SUE DELARUE .....

Signed:  ..... Date: 12/8/20

Position in Organisation: Admin Manager .....

Daytime Contact number: 0275267186 .....

*The above persons may be contacted during the day if clarification of information is required.*

## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
 Cambridge Community Board (Cambridge/Maungatautari Wards – includes Karāpiro)  
 Pirongia Ward Committee (includes Ōhaupō)

### Details of club/organisation

Name:

*MS WAIKATO TRUST*

What are the objectives of your club/organisation and how do they promote local services or facilities within your community?

*MS WAIKATO PROVIDES SUPPORT, EDUCATION, INFORMATION AND ADVOCACY SERVICES TO PEOPLE AFFECTED BY MULTIPLE SCLEROSIS, HUNTINGTON'S DISEASE, ME/CFS AND FIBROMYALGIA. SUPPORTING DOCUMENTATION IS ATTACHED.*

How long has your organisation been active within the Waipā district?

*57 YEARS*

Where are any facilities used by your organisation located?

*MS WAIKATO IS BASED IN THE LIFE UNLIMITED BUILDING, 20 PALMERSTON ST, HAMILTON*  
 Are they on private property?

What is the activity/services period of your organisation? (example - all year or seasonal March to October)

All year -  Yes

Seasonal period :

How many members in your organisation (including volunteers)?

*540 CLIENTS PLUS 30 VOLUNTEERS*

### Proposal for financial assistance

What is the proposed project/activity that you are seeking financial assistance for?:

*MS WAIKATO WISHES TO APPLY FOR ASSISTANCE WITH OPERATING EXPENSES OVER THE NEXT TWELVE MONTHS. THIS WOULD BE OFFICE RENTAL, TELEPHONE, INTERNET, POSTAGE AND STATIONERY, COPYING, VEHICLE AND VOLUNTEER EXPENSES. THESE ARE ESSENTIAL EXPENSES ENSURING TIMELY SUPPORT SERVICES CAN BE PROVIDED.*

What is the amount of financial assistance that you are applying for?

Te Awamutu Community Board:	\$ 750
Cambridge Community Board:	\$ 750
Pirongia Ward Committee:	\$ 500

How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?  
 115 OF OUR CLIENTS RESIDE IN THE WAIPA DISTRICT. THE SUPPORT SERVICES WE PROVIDE INCLUDES HOME VISITS, PHONE SUPPORT SUPPORT AT NEUROLOGY APPOINTMENTS, EDUCATION, SUPPORT GROUPS AND QUARTERLY NEWSLETTERS. SERVICES ARE PROVIDED NOT ONLY FOR THE CLIENT BUT ALSO FAMILY / WHANAU AND CARERS. THE SERVICES MAKE A SIGNIFICANT DIFFERENCE TO A CLIENTS HEALTH AND WELLBEING.

**Financial details**

What is the legal status of your organisation?:  
 Charitable Trust  Incorporated Society  Other .....  
 Charities Commission registration no. (if applicable) ..CC29667.....

Is your organisation GST Registered?:  Yes  No  
 If Yes, your GST Number: ..81-019-215.....

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship): WE RECEIVE \$28,350 FROM SPAN TRUST FOR THE PROVISION OF INFORMATION AND EDUCATION. OTHER INCOME IS THROUGH FUNDRAISING, GRANTS, SUBSCRIPTIONS AND DONATIONS.

Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)

Attach a copy of any budget for your proposal and any quotes obtained.  
**NOTE: Applications without financial records attached will not be considered.**

Please list here all financial assistance your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.

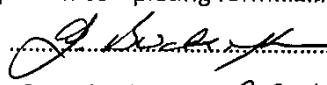
Organisation	Purpose	Amount (\$)	Year
<u>PLEASE NOTE THESE HAVE BEEN DETAILED IN AN ATTACHMENT</u>			
	<u>TOTAL FUNDING</u>	<u>133,401</u>	<u>2019</u>
	<u>TOTAL FUNDING</u>	<u>154,902</u>	<u>2018</u>
	<u>TOTAL FUNDING</u>	<u>126,012</u>	<u>2017</u>

If required, attach any funding assistance received over the last three years to a separate piece of paper.

Applicant Organisation Details	
Full legal name (as on your bank account):	MS WAIKATO TRUST
Common use name (if different):	MS WAIKATO
Contact person:	JANET BUCKINGHAM
Postal Address:	PO BOX 146 HAMILTON 3240
Street Address:	LIFE UNLIMITED BUILDING 20 PALMERSTON ST, HAMILTON
Email (and website if applicable):	janet@mswaikato.org.nz www.mswaikato.org.nz

Declaration
We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.
We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name of person completing form: JANET BUCKINGHAM


Signed:  Date: 17/8/20

Position in Organisation: ADMIN MANAGER & SECRETARY

Daytime Contact Number: 07 8344740

Alternative contact person: Liz Hogan

Signed:  Date: 17/8/2020

Position in Organisation: Client Services Manager

Daytime Contact number: 0274287417

The above persons may be contacted during the day if clarification of information is required.



## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
 Cambridge Community Board (Cambridge/Maungatautari Wards – includes Karāpiro)  
 Pirongia Ward Committee (includes Ōhaupō)

### Details of club/organisation

Name: Narrows Park Ministry Trust

What are the objectives of your club/organisation and how do they promote local services or facilities within your community? Narrows park predominately hosts camps for children and youth where we encourage and equip young people to become strong leaders and positive influences in their communities. The trained youth return to churches, community groups and schools, to take up roles of leadership that will positively impact those communities. We can see this in several cases where young people come to camps as a camper and continued on to become a leader, committee member and even staff. They have then returned to jobs where their communities have positively benefited from our camps.

How long has your organisation been active within the Waipā district? since 1953

Where are any facilities used by your organisation located? 442 Airport Road, Tamahere

Are they on private property? Yes

What is the activity/services period of your organisation? (example - all year or seasonal March to October)

All year -  Yes

Seasonal period :

How many members in your organisation (including volunteers)? 400+

### Proposal for financial assistance

What is the proposed project/activity that you are seeking financial assistance for?:

We are seeking financial assistants to subsidies the attendance fee for our Leadership Weekend event aimed at youth and young adults. We recognize the struggle to attend and want to be able to subsidies the attendance fees also so other non-profit organisations can nominate people in their organisations to attend

What is the amount of financial assistance that you are applying for? \$2000

Te Awamutu Community Board:	\$
Cambridge Community Board:	\$2000
Pirongia Ward Committee:	\$



What is the benefit to your community if any financial assistance is available?  
 We invest in youth because we believe they have the power to become strong leaders and positive influences on the wider community. This event will equip and encourage young people with leadership skills that can benefit their communities. Nominated attendees will positively impact their non profit organisation that will go on to impact their communities.

**Financial details**

What is the legal status of your organisation?:  
 Charitable Trust  Incorporated Society  Other .....  
 Charities Commission registration no. (if applicable) ..CC32019.....

Is your organisation GST Registered?:  Yes  No

If Yes, your GST Number: 81059209

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):  
 Entry fees

Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)

Attach a copy of any budget for your proposal and any quotes obtained.

**NOTE: Applications without financial records attached will not be considered.**


Please list what financial assistance have you received from others in the last three years? e.g. Council and or Community Board funding, Community Trusts, Trust Waikato, NZ Lotteries, Gaming Machine Trusts, Creative Communities Scheme.

Organisation	Purpose	Amount (\$)	Year
NZCT	Trailer for recycling offsite & transport sports equipment	6388.70	2020
One Foundation	Oven to continuing our catering for camps (replacement)	\$9500.00	2019
Youth Town	Foam machine. New activity for camps	\$2033	2019
NZCT	Varnish. Protect hall floor	\$1647.80	2019

Applicant Organisation Details	
Full legal name (as on your bank account):	Narrows Park Ministry Trust
Common use name (if different):	Narrows Park
Contact person:	Jazmin Yates
Postal Address:	442 Airport Road Tamahere
Street Address:	"
Email (and website if applicable):	Projects@narrowspark.co.nz

Declaration
We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.
We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public Meeting Agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name of person completing form: Jazmin Yates

Signed:  Date: 18/6/20

Position in Organisation: Grants Coordinator

Daytime Contact Number: 07843 6862

Alternative contact person: Al Belcher

Signed:  Date: 19/6/20

Position in Organisation: Executive Director

Daytime Contact number: 07843 6862

*The above persons may be contacted during the day if clarification of information is required.*

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board** (Te Awamutu/Kakepuku Wards – includes Kihikihi)
- Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)
- Pirongia Ward Committee** (includes Ōhaupō)

#### Details of club/organisation

Name: New Zealand Council of Victim Support Groups Inc (“Victim Support”)

What are the objectives of your club/organisation and how do they promote local services or facilities within your community?

Victim Support is a community based voluntary organisation that provides practical and emotional support to people affected by crime, trauma and suicide. We work closely with New Zealand Police, emergency services and other community services to deliver our free service, 24 hours a day, seven days a week.

Our local volunteer Support Worker programmes seek to provide manaakitanga to people in their time of greatest need, and to provide a waharoa (gateway) to accessible services and support during and after crisis.

How long has your organisation been active within the Waipā district?

After the first meeting in Gisborne in 1986, Victim Support subsequently became a national voluntary organization fully covering the North and South Island of New Zealand.

Victim Support is well-established in the Waipa district and has been well supported by the Waipa District Council.

Where are any facilities used by your organisation located?

The local Volunteer Support Worker programme is based in Te Awamutu Police Station, 75 Roche Street, Te Awamutu.

Are they on private property? Our MOU with Police enables us to access rent free accommodation in police stations throughout New Zealand.

What is the activity/services period of your organisation? (example - all year or seasonal March to October)

All year

How many members in your organisation (including volunteers)?

We have eight volunteers including four new recruits who are just entering their internship.

Our local Service Coordinator Sheryl Crawford has a great collaborative relationship with Volunteering Waikato who have been really helpful with our volunteer recruitment.

Proposal for financial assistance							
<p>What is the proposed project/activity that you are seeking financial assistance for?:</p> <p>Victim Support is seeking a contribution toward the operational costs of our local volunteer Support Worker programme. We've recently had some new volunteers come on board, but we are still looking to boost our numbers to account for the increasing demand for our service. The funding requested will be allocated toward recruitment, training along with reimbursement of any out of pocket expenses our volunteers incur. Due to the geographical nature of the area of volunteers typically have significant mileage costs.</p>							
<p>What is the amount of financial assistance that you are applying for?</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Te Awamutu Community Board:</td> <td style="text-align: right;">\$2,000.00</td> </tr> <tr> <td>Cambridge Community Board:</td> <td style="text-align: right;">\$2,000.00</td> </tr> <tr> <td>Pirongia Ward Committee:</td> <td style="text-align: right;">\$2,000.00</td> </tr> </table>		Te Awamutu Community Board:	\$2,000.00	Cambridge Community Board:	\$2,000.00	Pirongia Ward Committee:	\$2,000.00
Te Awamutu Community Board:	\$2,000.00						
Cambridge Community Board:	\$2,000.00						
Pirongia Ward Committee:	\$2,000.00						
<p>How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?</p> <p>Victim Support has a vital part to play in strengthening communities as we aim to help people get back on their feet and participating fully in life and the community again. Everyone is potentially vulnerable to the impacts of crime, personal tragedy or trauma. The unexpected death of a loved one through a medical event, workplace accident, suicide or motor vehicle accident, a spectrum of crime including homicide, sexual and family violence, burglary and harassment. These are some of the situations our Volunteer Support Workers are trained to respond to.</p> <p>Victim Support was an MSD-recognised essential social service provider during the COVID-19 Lockdown. Service Coordinator Sheryl Crawford reported a significant increase in self-referrals – particularly from people living alone. The COVID-19 crisis is still an unfolding situation and given the clear link between socioeconomic deprivation, marginalization and crime, it's possible the full impact is yet to be felt. Our goal is to be fully prepared with the ability to provide face to face or remote support options dependent on what is most appropriate.</p>							
Financial details							
<p>What is the legal status of your organisation?:</p> <p>Charitable Trust <input checked="" type="checkbox"/> Incorporated Society <input checked="" type="checkbox"/> Other .....</p> <p>Charities Commission registration no. (if applicable) <u>CC26219</u></p>							
<p>Is your organisation GST Registered?:                      <input checked="" type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>If Yes, your GST Number:                      .....053-44-026.....</p>							

<p>What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship): Victim Support currently receives contract funding at a national level from the Ministries of Justice and Health. This funding, however, is insufficient to cover the full costs of our local volunteer programmes. This leaves us reliant on community fundraising and other initiatives Such as our 'Never Alone' regular giving programme.</p>			
<p><input checked="" type="checkbox"/> Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)</p>			
<p><input checked="" type="checkbox"/> Attach a copy of any budget for your proposal and any quotes obtained.</p> <p><b>NOTE: Applications without financial records attached will not be considered.</b></p>			
<p>Please list here <b>all financial assistance</b> your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.</p>			
Organisation	Purpose	Amount (\$)	Year
PLEASE SEE ATTACHED			

If required, attach any funding assistance received over the last three years to a separate piece of paper.

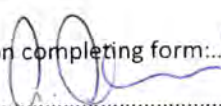
Applicant Organisation Details
Full legal name ( <i>as on your bank account</i> ): New Zealand Council of Victim Support Groups Incorporated
Common use name ( <i>if different</i> ): Victim Support
Contact person: Grant Clure
Postal Address:  PO Box 3017, Wellington, 6140
Street Address:  75 Roche Street, Te Awamutu, 3800

Email (and website if applicable) : grant.clure@victimsupport.org.nz
www.victimsupport.org.nz

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

We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name of person completing form: GRANT CLURE

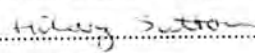
Signed:  Date: 20/08/2020

Position in Organisation: Fundraiser

Daytime Contact Number: 0221 934 007

Alternative contact person: HILARY SUTTON

Signed:  Date: 20/8/2020

Position in Organisation: South Island Regional Fundraiser

Daytime Contact number: 027 38 1081

*The above persons may be contacted during the day if clarification of information is required.*



## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
 Cambridge Community Board (Cambridge/Maungatautari Wards – includes Karāpiro)  
 Pirongia Ward Committee (includes Ōhaupō)

### Details of club/organisation

Name: Roto-O-Rangi School

What are the objectives of your club/organisation and how do they promote local services or facilities within your community?

We are a country primary school in the rural setting located just ten minutes from Cambridge to deliver a first-class education where children are expected to **Aim High**. This year there was an increase in student enrolments by 44%. We promote through our website and facebook pages, fortnightly newsletters are published and we also rely on existing families to promote and spread the word of our wonderful school.

How long has your organisation been active within the Waipā district? Since 1905

Where are any facilities used by your organisation located?

5 Kairangi Road, Roto-O-Rangi, Cambridge

Are they on private property? Yes

What is the activity/services period of your organisation? (example - all year or seasonal March to October)

All year -  Yes

Seasonal period :

How many members in your organisation (including volunteers)? 110

### Proposal for financial assistance

What is the proposed project/activity that you are seeking financial assistance for?:

Existing school pool requires upgrading which will be in stages when funds become available. First purchase will be a replacement pool cover.

What is the amount of financial assistance that you are applying for?

Te Awamutu Community Board: \$

Cambridge Community Board: \$3 278.09

Pirongia Ward Committee: \$

How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?

The swimming pool is used for class swimming lessons during the warmer weather and also for social events the school holds, like barbeques to welcome new families into the school, school swimming sports open to spectators etc.  
The pool is also used by the wider Waipa/Roto community through hire of keys which provides cultural wellbeing for local families.

**Financial details**

What is the legal status of your organisation?:

Charitable Trust  Incorporated Society  Other  Education .....

Charities Commission registration no. (if applicable) .....

Is your organisation GST Registered?:  Yes  No

If Yes, your GST Number: 53-254-977

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):

Ministry of Education is the chief source and then PTA fund raising and school donations.

Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)

Attach a copy of any budget for your proposal and any quotes obtained.

**NOTE: Applications without financial records attached will not be considered.**

Please list here **all financial assistance** your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.

Organisation	Purpose	Amount (\$)	Year
Milestone Foundation	30 Chromebooks for students	\$ 13164.86	2020

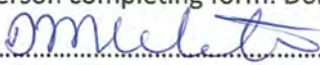
If required, attach any funding assistance received over the last three years to a separate piece of paper.



Applicant Organisation Details	
Full legal name (as on your bank account):	Roto-O-Rangi School
Common use name (if different):	
Contact person:	Donna Watson
Postal Address:	5 Kairangi Road, RD 3, Cambridge 3495
Street Address:	5 Kairangi Road, RD 3, Cambridge 3495
Email (and website if applicable) :	██████████ and www.rotoorangi.school.nz

Declaration
<p>We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.</p> <p>We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.</p>

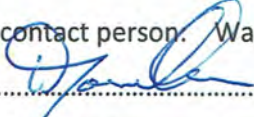
Name of person completing form: Donna Watson .....

Signed :  Date: 19/8/2020

Position in Organisation: Parent .....

Daytime Contact Number: ██████████ .....

Alternative contact person: Wayne Donnellon .....

Signed:  Date: 19/8/20

Position in Organisation: Principal.....

Daytime Contact number: 07 827 1727 .....

*The above persons may be contacted during the day if clarification of information is required.*

## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:



- Te Awamutu Community Board** (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
**Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)  
**Pirongia Ward Committee** (includes Ōhaupō)

## Details of club/organisation

Name: *Royal New Zealand Plunket Trust*

What are the objectives of your club/organisation and how do they promote local services or facilities within your community?

Objectives and Purpose:

*Royal New Zealand Plunket Trust is a national Charitable Trust which works locally in every community. It is the largest provider of free support services for the development, health, and wellbeing of children under five years old - reaching approximately 90% of all New Zealand's babies. In the Waipa District Council area we have 5,115 tamariki under our care with approximately 1,217 newborns each year. 31.8% of these tamariki and their whānau live in the 8 to 10 high decile areas and have a wide range of social issues.*

*Our vision – 'In the first 1,000 days we make the difference of a lifetime' – is realised through the provision of parent groups, parenting education and other community-based services that meet the needs of children and their families in communities throughout New Zealand.*

Our Goals are:

- *Healthy Tamariki - We make sure every child/tamariki has the opportunity to be as healthy as they can be;*
- *Confident whānau - We build the confidence and knowledge of whānau and families across New Zealand; and*
- *Connected Communities - We make sure no family/ whānau is left isolated, disconnected or unable to cope.*

Our strategic themes are:

- *We put tamariki, their families/ whānau and communities at the heart of everything we do;*
- *Plunket people are well-supported high performers;*
- *Our approach is integrated, collaborative and connected;*
- *We are a learning organization fueled by knowledge, data and insights; and*
- *Our funding is sustainable, focused and innovative.*

We have three key priority areas:

- *Improving Māori health outcomes;*
- *Reinforcing our digital channels; and*
- *Supporting Plunket People.*

Current activities, services or programmes offered within the Waipa District Council Area:

*Our activities in the area are based out of two Plunket clinics/community rooms in Cambridge and Te Awamutu. Clinical and Community Services that support each other and provide valuable wrap around services for our families.*

*1) Clinical: Well Child/Tamariki Ora health checks consisting of 8 core contacts conducted by Plunket nurses. (Government funded)*

*2) Community Kaiāwhina and Karitane: support families with social agency applications, food or clothing parcels, healthy homes support and will help families reach out if they are experiencing family violence, abuse or drug problems that affect the well-being of their children. (Government funded)*

3) *Community Support Staff: offer opportunities for parents/whānau to connect through playgroups, exercise groups, and special interest/language groups. Supports injury prevention strategies in the region. **Our application is to support the development of four community groups – 2 in Te Awamutu, 1 in Cambridge and 1 in Pirongia** (Funded through donations, grants, fundraising and sponsorship)*

4) *Parenting Education Support: variety of courses that help to empower parents to become confident in their parenting. (Funded through donations, grants, bequests, fundraising and sponsorship)*

*Our activities are promoted via Facebook promotions, flyers distributed through clinics and local community groups, Plunket Nurses directly to whānau, collaborations with local community support groups and through the Waikato District Health Board.*

How long has your organisation been active within the Waipā district?

- 103 Years (started in 1917)

Where are any facilities used by your organisation located?

- Te Awamutu
- Cambridge

Are they on private property? *No*

What is the activity/services period of your organisation? (example - all year or seasonal March to October)

All year -

Seasonal period:

- Te Awamutu – During School Term 4 2020
- Cambridge – During School Term 1 2021
- Pirongia - During School Term 2 2021
- Te Awamutu – During School Term 3 2021

How many members in your organisation (including volunteers)?

*5,115 tamiriki and their whānau plus 6 volunteers in the Waipa District Council area.*

### Proposal for financial assistance

What is the proposed project/activity that you are seeking financial assistance for?:

#### **Project – Build Plunket In Neighbourhood Support Groups (PIN)**

##### Target Group

*During 2020, our Plunket nurses identified a growing need to support mothers in the Waipa area and requested the Community Services team to investigate.*

*Covid-19 and the lockdowns came on us all rapidly and unexpectedly. It was terrifying in that we all didn't know what we were dealing with, how many were going to get sick and die, and how businesses were going to survive, jobs losses and financial hardship. With this framework our two Community Services Coordinators (CSCs) Rhiannon Waswo and Dianne Roberts investigated the situation in the Waipa District and the following issues identified:*

- 1) *Mothers are struggling due to the pressures of lockdown, and the uncertainty of what is going to happen with the pandemic response. They are feeling uncertain and there are heightened concerns for their maternal mental health;*
- 2) *Mothers are feeling stressed from financial issues/circumstances within their whānau - job losses and reduced hours are the key areas;*

- 3) *In some rural areas, whānau have had an increase in their work outputs. They are unsure of how they are going to achieve the work required when they are unable to access experienced skilled workers who may have come from overseas in the past;*
- 4) *Some whānau have been affected by the impacts of the 2020 drought which is adding to their financial situation; and*
- 5) *A number of support groups/activities have closed such as the Parents Centre Playgroup in Te Awamutu.*

*We are predicting that the issues described above will not go away*

***Our team pride themselves in filling the gaps in community need where other organisations cannot go or choose not to go. With this in mind, we need to support these families with the issues above and expect to impact approximately 80 mothers of children under 5 plus their wider whānau estimated at approximately 200.***

#### Project Stages:

##### Stage One

*By using New Baby Cases reports, and other local networks in the targeted areas, we will connect one on one with any mother of a child under 5 years on the telephone to identify their individual needs. This will allow our CSCs to invite them to come along to the PIN group, assess the barriers to their possible attendance and to understand the cause of their isolation, stress and challenges. They can also connect them with activities in their area which they may not be aware of. These calls will also allow the CSC to identify the concerns/issues the mothers have and prepare for Stage Two. (For example, there may be a thread showing families would like CPR training, or an online support group moving forward etc)*

##### Stage Two

*For a minimum 4 weeks, the mothers will be brought together weekly to meet and mingle over a morning tea while their children play and socialise. Each week there will be information sharing, and knowledge building through activities/education sessions based on the mother's interests and needs. They will have the opportunity to build relationships with other Mothers in their local area.*

*The mothers will have a clear direction that the group will continue as a local connection/coffee group on their own after that time and connecting in with Plunket when they need too.*

*During the 4 weeks, the PIN groups will be facilitated by our CSCs who will be able to open up the conversations and support the mothers. These groups will be spread out over the year so that the CSC has the time to connect with the mothers and work on group sustainability.*

*We would like to develop one group per school term with two in Te Awamutu due to need.*

*During the 4 weeks we can bring in a Health Worker or other support person for them to access other services or to discuss any concerns they may have, identify Parent Education needs for future one-off parent sessions (for example "Nappies to Undies", "Sibling Rivalry" or "Toddlers and Food") and to identify a coordinator who can keep the group going in a volunteer capacity.*

*These groups help reduce isolation and connect remote rural mothers in communities. Parents benefit from the wide experience of our CSCs and other support people who provide advice and support while encouraging the principles of positive parenting, the development of healthy parent/child relationships and most importantly the wellbeing of the mother. A recurring theme in the feedback from these groups in other areas is that mothers felt reassured that they were not the only ones struggling.*

##### Stage Three

*During Stage Two the CSCs will be looking for a volunteer to continue leading the groups. Also during this stage, they will be supporting the volunteers to keep the groups going and will provide connections and support as required moving forward on an ongoing basis.*



*There is research from the Canterbury Earthquakes experience that those involved at the time showed resilience and then over the next few years, needed more and more support for their wellbeing. It is imperative therefore that support is wrapped around the families who are struggling at this time and that we put in place sustainable activity to help them in the future.*

#### **Budget**

The full budget for this project in Cambridge, Te Awamutu and Pirongia is \$5,161. Please see attached budget.

We are requesting \$2,493 of the costs from the in the 3 Community Board areas.

<b>Expense</b>	<b>Cambridge</b>	<b>Pirongia</b>	<b>Te Awamutu</b>	<b>Total</b>
CSC hours	\$ 356.25	\$ 356.25	\$ 712.50	
Toys (to be used at all groups)	\$ 82.00	\$ 82.00	\$ 164.00	
Morning Tea	\$ 125.00	\$ 125.00	\$ 250.00	
Venue Required for Cambridge & Pirongia	\$ 120.00	\$ 120.00	\$ -	
	\$ 683.25	\$ 683.25	\$ 1,126.50	\$ 2,493.00

#### **Measurement**

We capture data which allows us to report on the following and change delivery or activity if required:

1. Number of attendees in each PIN group;
2. Number of volunteers created;
3. Number of referrals to support agencies or networks for vulnerable mothers;
4. Number of mothers connected to online support groups or education sessions;
5. Location or venue where participation takes place; and
6. The number and type of collaboration with other support organisations.

The outcomes of this project will help us to build a greater understanding of further work we can do in these communities.

What is the amount of financial assistance that you are applying for?

Te Awamutu Community Board: \$1,126.50

Cambridge Community Board: \$683.25

Pirongia Ward Committee: \$683.25

How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?

The project will contribute in the following ways:

- Social - Understand and support the issues mothers are facing with children under 5 years;
- Social - Increase engagement and reduce isolation of mothers in more rural areas;
- Social - Nurture and develop sustainable PIN groups to support families/whānau into the future;
- Social - Recruit volunteers and encourage volunteer opportunities;
- Social - This project allows the individual to decide what they need and when they need it. Information and support will be available online, face to face and through the plethora of collaborative relationships Plunket has both through its Community Services team and Clinical team. Our positive and friendly faces make it easier for whānau to connect with our CSCs at the PIN groups. We understand that our services may not suit some whānau and therefore will be able to refer them to organisations better suited to their needs where required;
- Social - Assess the IT capability and needs of mothers to bring them into online support groups/education if required;
- Social - Enhance the capability and increase the capacity of whānau by providing opportunities to develop strong support networks;
- Social - Build the capability of whānau through positive parenting techniques;
- Social - Build confidence of whānau through the reassurance that they are not the only ones going through issues. For whānau of under 5s, we can help to build confidence and knowledge so that their tamariki have a great start in life and that their journeys are better;

- *Social - The project promotes and strengthens wellbeing for all involved. The wellbeing of growing babies, children and whānau are at the heart of what we do;*
- *Social - The value of coming together to share is widely recognised as healing. With the ultimate long-term goals to reduce isolation and increase support, effective and positive parenting is developed, which helps to ensure happier, healthier, and more resilient whānau;*
- *Social/cultural - Post-birth women and their whānau develop cultural, social and emotional connections which provide strong protective factors and support individual, whānau and community resilience; and*
- *Social - Whānau understand their strengths - they feel equipped to deal with the challenges and changes associated with parenting while the world is shifting around them.*

**Financial details**

What is the legal status of your organisation?

Charitable Trust  Incorporated Society  Other .....

Charities Commission registration no. (if applicable) CC54853

Is your organisation GST Registered?:  Yes  No

If Yes, your GST Number: 124-267-242

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):

- *Clinical Activity – Funding through a government contract*
- *Community Services Activity – Funding comes from grants, donations, fundraising, sponsorship and bequests.*

Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)

*Please Note - All accumulated funds are tagged for the Government contract, and Income In Advance for grants not related to the Waipa District Council area.*

Attach a copy of any budget for your proposal and any quotes obtained.

**NOTE: Applications without financial records attached will not be considered.**

Please list here **all financial assistance** your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.

Organisation	Purpose	Amount (\$)	Year
Southern Trust	Community Service Coordinator wages	\$9,000	2019
Milestane Foundation	Parent Education Facilitator wages for Te Awamutu only	\$336	2020
WEL Energy Trust	Parent Education Facilitator wages	\$1,500	2020
Glenice & John Gallagher Charitable Trust	Parent Education Facilitator wages and Parent Education Coordinator wages	\$7,500	2020
Lotteries	Community Service Coordinator wages	\$5,700	2019
Trust Waikato	Community Service Coordinator wages, Parent Education Facilitator wages; Whirihia Antenatal staff wages and operating costs	\$36,000	2019
Harcourts Foundation	Parent Education Facilitator wages	\$4,714	2019
Sky City Hamilton Community Trust	Parent Education Facilitator wages	\$5,254	2018
Lotteries	Community Service Coordinator wages	\$6,500	2018

Z Good In The Hood	Matamata Playgroup	\$746.88	2018
Z Good In The Hood	Te Kuiti Community Services operating costs	\$1,099	2018
Z Good In The Hood	Te Awamutu Playgroup operating costs	\$980	2018
Trust Waikato	Community Service Coordinator wages; Parent Education Facilitator wages and operating costs	\$36,000	2018
Lotteries	Community Service Coordinator wages	\$6,500	2017
Sky City Hamilton Community Trust	Parent Education Facilitator wages	\$10,000	2017
WEL Energy Trust	Parent Education Facilitator wages in Hamilton & Huntly	\$2,000	2017
Trust Waikato	Community Service Coordinator wages; Parent Education Facilitator wages and operating costs	\$35,000	2017
COGS Hauraki	Hauraki Community Service Coordinator wages	\$10,000	2017
COGS South Waikato	South Waikato Playgroup Coordinator	\$2,500	2017
COGS Hamilton City	Hamilton Community Service Coordinator wages	\$2,000	2017
COGS Waikato West	Waikato West Community Service Coordinator wages	\$4,000	2017
Gallagher Charitable Trust	Hamilton Parent Education Facilitator wages	\$5,000	2017

**National Income**

Year	Contract Income	Sponsorship/Donations & Grants Income	Volunteer Funded Additional Services	Donated Goods & Services from Sponsors & Service providers	Investment Income	Other Income	Other Financial Income
Year end June 2019	\$71,626,000	\$8,130,000		\$2,260,000		\$2,531,000	
Six months to end of June 2018	\$34,025,000	\$3,557,000		\$1,607,000		\$1,219,000	
Year end June 2017	\$84,956,000	\$7,856,000	\$5,905,000	\$2,858,000	\$2,132,000	\$643,000	\$7,000

If required, attach any funding assistance received over the last three years to a separate piece of paper.

Applicant Organisation Details
Full legal name (as on your bank account): Royal New Zealand Plunket Trust
Common use name (if different): Plunket Whanau Awhina
Contact person: Sarah Elliott
Postal Address: 471 Devonport Road, Tauranga South, Tauranga 3112
Street Address: 20 Victoria Street, Leamington, Cambridge 3434
Email (and website if applicable): <a href="mailto:Sarah.elliott@plunket.org.nz">Sarah.elliott@plunket.org.nz</a> <a href="http://www.plunket.org.nz">www.plunket.org.nz</a>

**Declaration**

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

We consent to Waipa District Council collecting the personal contact details provided and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name of person completing form: Sarah Elliott

Signed: *S. J. Elliott* Date: 21/8/2020

Position in Organisation: Central Grants Specialist

Daytime Contact Number: 027 276 6849

Alternative contact person: Lisa Bardebes

Signed: *Lisa Bardebes* Date: 21/8/2020

Position in Organisation: Community Services Manager

Daytime Contact number: 027 579 1852

*The above persons may be contacted during the day if clarification of information is required.*

**RECEIVED**

20 AUG 2020

**APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND**BY: *aroy*

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board (Te Awamutu/Kakepuku Wards – includes Kihikihi)
- Cambridge Community Board (Cambridge/Maungatautari Wards – includes Karāpiro)
- Pirongia Ward Committee (includes Ōhaupō)

**Details of club/organisation**Name: *St. Andrews Anglican Church*

What are the objectives of your club/organisation and how do they promote local services or facilities within your community?

*To provide religious services, pastoral care and general community support as the Anglican Parish in Cambridge*

How long has your organisation been active within the Waipā district?

*Since 1865*

Where are any facilities used by your organisation located?

*Corner of Hamilton Road and Victoria Street*

Are they on private property?

*owned by the Waikato Diocesan Trust Board*

What is the activity/services period of your organisation? (example - all year or seasonal March to October)

All year -  Yes

Seasonal period :

How many members in your organisation (including volunteers)?

*500***Proposal for financial assistance**

What is the proposed project/activity that you are seeking financial assistance for?:

*A Re visioning of St. Andrews Church, an Audio Visual project for live streaming church services, including funerals and for projecting services on screens inside the church -*

What is the amount of financial assistance that you are applying for?

Te Awamutu Community Board: \$

Cambridge Community Board: \$ *10,000*

Pirongia Ward Committee: \$



How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?  
 projecting the service wording on screens removes the need for handling paper and books, much safer in the time of Covid.  
 Live streaming services, including weddings and funerals, allows people to avoid contact and possible covid spread, while remaining connected to parish life

**Financial details**

What is the legal status of your organisation?:  
 Charitable Trust  Incorporated Society  Other .....  
 Charities Commission registration no. (if applicable) CC 21363

Is your organisation GST Registered?:  Yes  No  
 If Yes, your GST Number: 10973-096

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship): donations

Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)

Attach a copy of any budget for your proposal and any quotes obtained.  
**NOTE: Applications without financial records attached will not be considered.**

Please list here all financial assistance your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.

Organisation	Purpose	Amount (\$)	Year
Waipa D.C. Heritage Fund	strengthen organ pipes	5000	2017
Basil and Cynthia Hewett Trust	repair pipe organ	130,000	2020
"	church maintenance	1000	2020
"	" (painting)	12000	2019
"	" (outside)	6000	2017

If required, attach any funding assistance received over the last three years to a separate piece of paper.



Applicant Organisation Details	
Full legal name (as on your bank account):	Saint Andrews Church
Common use name (if different):	—
Contact person:	Stephen Riddell (Treasurer)
Postal Address:	P.O. Box 356 Cambridge 3450
Street Address:	85 Hamilton Road Cambridge
Email (and website if applicable):	stAndrewcam@Xtra.co.nz [REDACTED]

Declaration
We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.
We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name of person completing form: Stephen Riddell

Signed: *SR Riddell* Date: 20/8/20

Position in Organisation: Treasurer

Daytime Contact Number: [REDACTED]

Alternative contact person: Kay Saxton

Signed: *Kay Saxton* Date: 20/8/20

Position in Organisation: Parish Administrator

Daytime Contact number: 07 827 6751

The above persons may be contacted during the day if clarification of information is required.

## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board** (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
 **Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)  
 **Pirongia Ward Committee** (includes Ōhaupō)

### Details of club/organisation

Name: *Time Closes Children's Health Trust*

What are the objectives of your club/organisation and how do they promote local services or facilities within your community?

*To support Waikato families impacted by their child's serious health condition, including pregnancy loss & bereavement. We work closely with other providers to ensure families are linked into local services.*

How long has your organisation been active within the Waipā district?

*Since 2004*

Where are any facilities used by your organisation located?

*We are based in Hamilton but deliver our services throughout the wider Waikato region*

Are they on private property?

*Yes.*

What is the activity/services period of your organisation? (example - all year or seasonal March to October)

All year -  Yes

Seasonal period :

How many members in your organisation (including volunteers)?

*6 staff, 2 contractors, around 15-18 volunteers.*

### Proposal for financial assistance

What is the proposed project/activity that you are seeking financial assistance for?:

*Providing our service to families living in the Waipā District Council boundaries. Our families are experiencing additional pressures thanks to Covid, & its important they receive support for their mental <sup>health</sup> wellbeing. Looking for contributors to deliver service in Waipā - fuel & phone costs.*

What is the amount of financial assistance that you are applying for?

Te Awamutu Community Board:           \$ 1000

Cambridge Community Board:           \$ 1000

Pirongia Ward Committee:               \$ 1000



How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?

We have seen an increase of pressures on the families we support since Covid-19. Financial hardship is more prevalent for families, as is the need to be highly vigilant around infection control for already medically fragile children. We will be working collaboratively with other community providers to ensure the families we support get all the help they need to help alleviate some of the extra pressures on them.

**Financial details**

What is the legal status of your organisation?:

Charitable Trust  Incorporated Society  Other .....

Charities Commission registration no. (if applicable) CC21266

Is your organisation GST Registered?:  Yes  No

If Yes, your GST Number: 88076222

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):

Community grants, fundraising & donations

Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)

Attach a copy of any budget for your proposal and any quotes obtained.

**NOTE: Applications without financial records attached will not be considered.**

Please list here all financial assistance your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.

Organisation	Purpose	Amount (\$)	Year
	<u>Please see attached.</u>		

If required, attach any funding assistance received over the last three years to a separate piece of paper.

## True Colours Children's Health Trust – Grants received

<b>2020</b>	<b>Amount Granted</b>	<b>Application for:</b>
Grassroots	\$21070	Equipment /Building Maintenance
Lindsay Foundation	\$30000	Salaries
Trust Waikato	\$28000	Operating Costs
Rodmor	\$7000	Operating Costs
Tidd Foundation	\$5000	Service Provision
Ministry for Women	\$6000	Contractors/ Phone/Fuel costs
<b>2019</b>	<b>Amount Granted</b>	<b>Application for:</b>
Trust Waikato	\$28000	Operating Costs
Tidd Foundation	\$3000	Website
Len Reynolds Trust	\$2500	Supervision
Grassroots Trust	\$49895	Salaries
Lion Foundation	\$25000	Salaries/ Electricity costs
COGS	\$8500	Service Provision
Waipa District Council	\$1500	Service Provision – phone/fuel costs
Rodmor Trust	\$70000	Operating Costs
Harcourts Foundation	\$900	Resources
Dragon Community Trust	\$2000	Salaries
Lottery Grants Board	\$33730	Salaries
ANZ Staff Foundation	\$7500	Salaries
Waikato WDFK Karamu	\$900	Resources
Gallagher Charitable Trust	\$2000	Professional Development/Training
Glenice and John Gallagher Foundation	\$1850	Professional Development/Training
<b>2018</b>	<b>Amount Granted</b>	<b>Application For:</b>
Len Reynolds Trust	\$5000	Supervision
Genesis Oncology	\$3000	Study Costs
Tidd Foundation	\$2000	Electrical Work
Grassroots Trust	\$47932	Salaries
Trust Waikato	\$28000	Operating Costs
Lion Foundation	\$13500	Salaries
Trillian Trust	\$50000	Salaries
Dragon Community Trust	\$1000	Salaries
COGS	\$13750	Service Provision
Grassroots Trust	\$4900	New Database
Rodmor	\$7000	Operating costs
Len Reynolds Trust	\$5000	Supervision
Lottery Grants Board	\$50000	Salaries
Grassroots	\$25000	Salaries
Waipa District Council	\$1500	Service provision – phone/fuel costs
Page Charitable Trust	\$1500	Contractor costs

## True Colours Children's Health Trust – 3 year Grants

## True Colours Children's Health Trust – Grants received

Grassroots	\$23276	Salaries
Waikato WDFK Karamu	\$850	Resources
WEL Energy Trust	\$22500	Salaries
Skycity Community Trust	\$5000	Salaries
<b>2017</b>	<b>Amount Granted</b>	<b>Application For</b>
Len Reynolds Trust	\$3000	Supervision
Hamilton City Council	\$5000	Salaries
Grassroots Trust	\$45999	Salaries
Tidd Foundation	\$1700	Electrical Work
Trust Waikato	\$28000	Operating Exps (Multi-year funding)
Lion Foundation	\$13500	Salaries -Mary
COGS	\$16000	Service Provision
Grassroots Trust	\$9968	New Computer Server
Lottery Grants Board	\$25000	Salaries
Trillian Trust	\$50000	Salaries
Rodmor Trust	\$70000	Operating Costs
Waikato WDFK Karamu	\$1000	Resources
Waipa District Council	\$2140	Service Provision - Phone/petrol costs
WEL Energy Trust	\$22500	Salaries

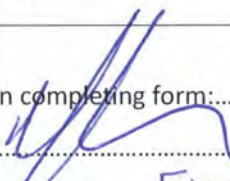
## True Colours Children's Health Trust – 3 year Grants



Applicant Organisation Details	
Full legal name (as on your bank account):	True Colours
Common use name (if different):	
Contact person:	Michelle Rae.
Postal Address:	Po Box 9458 Hamilton 3240
Street Address:	16 Joffe Street, Hamilton 3204
Email (and website if applicable):	admin@truecolours.org.nz, www.truecolours.org.nz

Declaration
We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.
We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name of person completing form: Michelle Rae

Signed:  Date: 22/7/20

Position in Organisation: Executive Communication Assistant

Daytime Contact Number: 07 839 4800

Alternative contact person: Cynthia Ward

Signed:  Date: 29/7/20

Position in Organisation: CEO

Daytime Contact number: 07 839 4800.

The above persons may be contacted during the day if clarification of information is required.



## APPLICATION FORM FOR COMMUNITY DISCRETIONARY FUND

Please select the board(s) and/or committee you are applying to:

- Te Awamutu Community Board** (Te Awamutu/Kakepuku Wards – includes Kihikihi)  
 **Cambridge Community Board** (Cambridge/Maungatautari Wards – includes Karāpiro)  
 **Pirongia Ward Committee** (includes Ōhaupō)

### Details of club/organisation

Name: Waikato Community Hospice Trust						
<p>What are the objectives of your club/organisation and how do they promote local services or facilities within your community?</p> <p>Quality End of Life Care for All. Our goal and vision is to provide a future-proofed centre of Community Specialist Palliative Care excellence, operating from a centralised hub, servicing the entire Waikato DHB region. Our aim is to provide our patients and their family/whanau who are living with a terminal illness, the best possible specialist community palliative care, comfort and support.</p>						
How long has your organisation been active within the Waipā district? 30 years						
<p>Where are any facilities used by your organisation located?</p> <p style="padding-left: 40px;">Cambridge and Te Awamutu Shopping district</p> <p>Are they on private property? Yes</p>						
<p>What is the activity/services period of your organisation? (example - all year or seasonal March to October)</p> <p>All year - <input checked="" type="checkbox"/> Yes</p> <p>Seasonal period :</p>						
How many members in your organisation (including volunteers)? 4,200						
<h3 style="background-color: #0056b3; color: white; padding: 2px;">Proposal for financial assistance</h3> <p>What is the proposed project/activity that you are seeking financial assistance for?:</p> <p>We currently lease a shop in Cambridge and another one in Te Awamutu. We request support to assist with the Lease for both these properties. Donated furniture sold through Hospice shops helps us to provide care for people living in Cambridge and Te Awamutu.</p>						
<p>What is the amount of financial assistance that you are applying for?</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Te Awamutu Community Board:</td> <td style="padding-left: 100px;">\$ 2,000</td> </tr> <tr> <td style="padding-left: 20px;">Cambridge Community Board:</td> <td style="padding-left: 100px;">\$ 2,000</td> </tr> <tr> <td style="padding-left: 20px;">Pirongia Ward Committee:</td> <td style="padding-left: 100px;">\$</td> </tr> </table>	Te Awamutu Community Board:	\$ 2,000	Cambridge Community Board:	\$ 2,000	Pirongia Ward Committee:	\$
Te Awamutu Community Board:	\$ 2,000					
Cambridge Community Board:	\$ 2,000					
Pirongia Ward Committee:	\$					

How will your project/activity contribute to the social, economic, environmental and cultural wellbeing of the community if any financial assistance is available?

The Hospice Community Care Rural service is for people with palliative care needs who live in the Cambridge and Te Awamutu area of the Waikato region. It is an Inter-disciplinary model of palliative care providing specialised medical, nursing and family support care, in collaboration with District Nurses, General Practitioners and other health providers. The Hospice Community Care Rural team provide some positive outcomes for the rural community:

- 24 vehicles travelled approximately 670,000km over 12 months
- 7,468 home visits by the Hospice Community Care Team
- Serviced the largest single DHB region of any Hospice in NZ

#### Financial details

What is the legal status of your organisation?:

Charitable Trust  Incorporated Society  Other .....

Charities Commission registration no. (if applicable) CC20547 .....

Is your organisation GST Registered?:  Yes  No

If Yes, your GST Number: 26079713 .....

What is the chief source of your income? (i.e. membership subs, fundraising, entry fees, sponsorship):

Government contract, sponsorship, donations, fundraising initiatives and community funding support.

Attach a copy of your latest complete ANNUAL ACCOUNTS or FINANCIAL STATEMENTS, and CURRENT BANK STATEMENT (Please indicate if accumulated funds are tagged for a specific purpose, e.g. building fund)

Attach a copy of any budget for your proposal and any quotes obtained.

**NOTE: Applications without financial records attached will not be considered.**

Please list here **all financial assistance** your organisation has received over the last three years. You cannot rely on your financial statements to answer this question. All financial assistance must be listed.

Organisation	Purpose	Amount (\$)	Year
Trust Waikato	Volunteer Manager	25,000	2019
Lotteries	Salaries	42,163	2019
Gallagher Foundation	Rainbow Place Nurse	25,000	2020
ANZ Staff Foundation	Family Services Counsellor	9,500	2019
Rodmor Charitable Trust	Vehicle	24,357	2019
Gaming Trusts	Equipment & operating costs	70,000	2019
Sky City	Counsellor	20,000	2019

If required, attach any funding assistance received over the last three years to a separate piece of paper.

Applicant Organisation Details	
Full legal name (as on your bank account):	Waikato Community Hospice Trust
Common use name (if different):	Hospice Waikato
Contact person:	Bernadette Kirkham
Postal Address:	PO Box 325, Waikato Mail Centre, Hamilton 3240
Street Address:	334 Cobham Dr, Hillcrest, Hamilton 3216
Email (and website if applicable) :	bernadette.kirkham@hospicewaikato.org.nz www.hospicewaikato.org.nz

Declaration
We, the undersigned persons, hereby declare that the information supplied here on behalf of our organisation is correct.
We consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details. Information may be included in a public meeting agenda. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name of person completing form: Bernadette Kirkham  
Signed: [Signature] Date: 12/8/20  
Position in Organisation: Marketing & Fundraising Manager  
Daytime Contact Number: 027 2855452

Alternative contact person: Craig Tamblin  
Signed: [Signature] Date: 12-8-2020  
Position in Organisation: Chief Executive  
Daytime Contact number: 07 859 1260

*The above persons may be contacted during the day if clarification of information is required.*

# CAMBRIDGE COMMUNITY BOARD REPORT



**To:** Members of the Cambridge Community Board  
**From:** Sue Milner, Chairperson  
**Subject:** **Chairperson's Report**  
**Meeting Date:** 2 September 2020  
**Reference:** 10457543

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Once again the Cambridge community is observing the rules of Covid-19, albeit at a lesser level but still bringing some restrictions to our everyday life. For some it is not easy and we need to be mindful of the needs of our community, particularly travel and some events being cancelled or deferred.

Our planned commemoration of the 75<sup>th</sup> anniversary of the end of World War 2 was cancelled, through the RSA did lay some wreaths at the cenotaph. Thank you to them for doing this.

It was a privilege to honour a local family with a Community Award last month. They are a well deserving family that has contributed much to the community by their many sponsorships and very practical assistance when needed. Thanks are also due to those who nominated this family for the award and for organising a celebration for them.

Our town's appearance is a source of great pride to us and the CBD is currently looking lovely (are we allowed to pick the silver beet?). But sadly there are parts of the town that are often remarked on as being not so well cared for. Most recently comments have been about the southern entrance to our town at Duke Street. Currently some great work is being completed on Williamson Street, in readiness for the opening of the swimming pool, but nothing is happening to the narrow island of rocks, stones and weeds at the bottom of Duke Street.

Due to Covid-19 there is a lot more walking, cycling etc being done by our residents and with that notice is being taken of our roadsides as being seen as a place to dump rubbish. In some areas the rubbish has been there for some considerable time, particularly in areas where there is little housing. Any suggestions as to how we can deal with this fly tipping would be welcome.

We are already looking forward to summer and a highlight will be the Christmas festivities in December. The annual Christmas festival at the Town Hall opens 3

December and the Community Board is arranging for a tree on Victoria Square to be lit up, as it was last year, hopefully lighting up on 3 December as well.

The new bus stop for local buses is almost complete, two bus shelters are yet to be placed. One of the shelters is being donated by Cambridge Rotary and is designed to have a space for bus passengers that are in wheelchairs. Currently we are looking at suitable sites for tour buses to park while their passengers enjoy visiting our town.

## 2 RECOMMENDATION

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*That the Cambridge Community Board receive the report titled "Chairperson's Report" (Document 10457543) by Sue Milner, Chairperson.*



Sue Milner  
Chairperson



**To:** The Chairperson and Members of the Cambridge Community Board  
**From:** Governance  
**Subject:** **Board Members Report from Meetings Attended on Behalf of the Cambridge Community Board**  
**Meeting Date:** 2 September 2020

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Board members who have attended meetings on behalf of the Cambridge Community Board may give feedback to the Board. (Discussion item only, resolutions not appropriate.)

Cambridge Autumn Festival (MacKay)  
Cambridge Chamber of Commerce (Goddin)  
Cambridge Community Arts Council (Andree-Wiltens)  
Cambridge Information Centre (Goddin)  
Cambridge Safer Community Charitable Trust (Montgomerie)  
Cambridge Social Services Committee (Davies-Colley)  
Cambridge Tree Trust (Milner)  
Cambridge Wastewater Treatment Plant – Project Advisory Group (Webber)  
Cambridge Historical Society (Milner)  
Council (Webber, Andree-Wiltens)  
Cambridge Reserve Landscape Working Group (Badger)





**To:** The Chairperson and Members of the Cambridge Community Board  
**From:** Governance  
**Subject:** **Next Meeting**  
**Meeting Date:** 2 September 2020

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The next Cambridge Community Board meeting is to be held at 6.00pm on Wednesday, 7 October 2020.