

Notice is hereby given that an extraordinary meeting of Horowhenua District Community Funding and Recognition Committee will be held on:

Date:	Wednesday 30 July 2025
Time:	11:30 am
Meeting Room:	Ante Room
Venue:	126-148 Oxford St Levin

Community Funding and Recognition Committee OPEN AGENDA

MEMBERSHIP

Chairperson	Councillor Nina Hori Te Pa
Councillors	Councillor Rogan Boyle
	Councillor Alan Young
	Councillor David Allan
	Mayor Bernie Wanden

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Full Agendas are available on Council's website
www.horowhenua.govt.nz

Full Agendas are also available to be collected from:
Horowhenua District Council Service Centre, 126 Oxford Street, Levin

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KARAKIA TIMATANGA

Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki te tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the ocean
E hī ake ana te atakura	Let the red-tipped dawn come with a sharpened air.
He tio, he huka, he hau hū	A touch of frost, a promise of a glorious day.
Tihei mauri ora!	

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KARAKIA WHAKAMUTUNGA

Kia whakairia te tapu	Restrictions are moved aside
Kia wātea ai te ara	so the pathway is clear
Kia turuki whakataha ai, kia turuki whakataha ai	To return to everyday activities
Haumi e, hui e, taiki e!	Draw together, affirm!

Karakia

1 Apologies

2 Public Participation

Notification of a request to speak is required by 12 noon on the day before the meeting by phoning 06 366 0999 or emailing public.participation@horowhenua.govt.nz.

3 Late Items

To consider, and if thought fit, to pass a resolution to permit the Council to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) The reason why the item was not on the Agenda, and
- (ii) The reason why the discussion of this item cannot be delayed until a subsequent meeting.

4 Declarations of Interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

File No.: 25/151

5.1 Review of Grants and Funding Provisions and Arrangements

Author(s)	Emma Gowan Community Development Adviser Kaitohutohu Tautāwhi Hapori
Approved by	Mark Hammond Community Facilities and Services Manager Tumu Hanga Tukuora Hapori, Ratonga Hapori
	Brent Harvey Group Manager - Community Experience & Services Tumu Rangapū, Wheako Hapori, Ratonga

PURPOSE | TE PŪTAKE

1. Officers are continually working to improve the grants and funding programme. This report outlines two proposed changes aimed at enhancing the experience for applicants. These changes relate to the application timeframes for the Youth Empowerment Fund and the introduction of more flexible discretionary allowances, such as allowing minor adjustments to approved grants.

BACKGROUND | HE KŌRERO TŪĀPAPA

2. From time to time, Council Officers receive enquiries from successful funding recipients requesting changes to aspects of their approved event or programme costs. The timing of these requests fall outside of the Committee process, normally it is after the applicant has been notified that their application is successful.
3. Below are two examples that Officers have received:
 - 3.1. **Menz Shed** – received \$1,000.00 in Operations and Small Assets funding towards a spiral thicknesser, but later inquired about adjusting the purchase to an extraction system that better suits their needs and the health and wellbeing on their members. While the equipment is different to what was described on their application, the intent of the application hasn't changed, as in it's still a contribution to the work they're doing within the community.
 - 3.2. **Encounter Church** – received \$3,000.00 in Community Events and Programmes fund towards their Christmas in the Park 2024 event, but later cancelled the event and enquired about supporting their Easter weekend event in April 2025 instead. Similarly, to the above, the intent of the application hasn't changed significantly as the request is still to hold a community event for a holiday occasion which would have either the same or similar expected outcomes.
4. Currently, in most cases we manage these requests by asking applicants to return the funds and submit a new application in the next funding round. However, in many cases, the requested changes remain aligned with the original event, project, or purpose of the fund, making this process inefficient for both applicants and Council.
5. Officers are suggesting that the Committee adopt some discretionary allowances to assess and approve minor modifications to allocated funds on a case-by-case basis as these enquiries arise. This will enable greater flexibility and responsiveness while ensuring funds continue to be used appropriately.

6. The second item for the Committee to consider is the application window. Currently the Youth Empowerment Fund is open year-round as the original intention was to ensure the fund is as accessible as possible. However, because Committee meetings are scheduled to align with the other grant rounds, those applying to the Youth Empowerment Fund may be required to wait and there is a perception that they believe, decisions will be made quickly whereas that is not the case as Officers need to wait for a Committee meeting.

DISCUSSION | HE MATAPAKINGA

Discretionary allowances to assess and approve minor modifications

7. Officers propose that the Committee adopt a framework to help make these decisions in conjunction with giving delegation to the Chair and Mayor to make these decisions on behalf of the Committee. Both the Chair and Mayor are required to support the change, otherwise, the request is declined and the applicant will be required to complete a new application in the next funding round. The framework is shown in the table below.
8. Firstly, any change to an application must continue to align with the original intent of the application and secondly needs to continue to align with *Horowhenua District Council's He Hapori Pakari – Strong Communities: Community Wellbeing Strategy 2024-2027* principles for enhancing community connection.
9. To support both the Chair and Mayor in making a decision, Officers will prepare a small assessment using the matrix and any additional context to assist in making an informed decision on the change in application.

Criteria	Low Risk (✓ Approve)	Medium Risk (Δ Considerations Required)	High Risk (X Decline)
Alignment with Original Project	Change is directly related to the approved project/event and does not alter its purpose.	Change slightly modifies the project scope but remains aligned with the original intent.	Change significantly alters the purpose.
Financial Impact	No increase in total funding; cost adjustments are within the approved budget.	Small increase in cost but within reasonable limits and justified with updated quotes.	Significant cost increase requiring additional funding or reallocation beyond approved limits.
Supporting Documentation	Updated quotes/invoices provided to justify the change.	Some documentation provided, but additional details may be required.	No supporting documentation or unclear justification.
Strategic Alignment (He Hapori Pakari – Strong Communities Principles)	The change supports collective action, sense of community, and social cohesion.	Some alignment with strategic principles, but minor concerns exist.	The change does not align with community wellbeing principles.
Impact on Community Outcomes	The change maintains or enhances expected community benefits.	Minimal impact on community outcomes, but still aligns with intent.	The change reduces or removes key community benefits.

Accountability & Oversight	Applicant agrees to up-dated accountability requirements and re-signs an amended accountability form.	Some accountability concerns, requiring additional conditions before approval.	No agreement to updated accountability requirements.
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Introduction of set funding rounds for Youth Empowerment Fund

10. Officers propose that set funding rounds or cut-off dates are applied to the Youth Empowerment Fund, similarly to other grants and funding categories.
11. The proposes cut-off dates would occur in March, June and September. In doing so, would allow applicants to have some certainty on when they need to complete their application by and also align with Committee meetings meaning efficient responses to applicants.

NEXT STEPS | HEI MAHI

12. If the Committee agree to the two suggested changes, Officers will:
 - Implement the discretionary allowance to assess and approve minor modifications to the Chair of the Committee and Mayor.
 - Set up a register to record any changes to approved funding allocations. Update the Funding and Recognition Committee on a regular basis of any changes to approved funding allocations.
 - Implement the changes to the set dates for the Youth Empowerment Fund and in doing so, update the website and any other information that is published.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

There are no appendices for this report

File No.: 25/413

5.2 Horowhenua Youth Excellence Awards Criteria Feedback

Author(s)	Laura Fisher Community Development Coordinator Kaikotuitui Tautāwhi Hapori
Approved by	Mark Hammond Community Facilities and Services Manager Tumu Hanga Tukuora Hapori, Ratonga Hapori
	Brent Harvey Group Manager - Community Experience & Services Tumu Rangapū, Wheako Hapori, Ratonga

PURPOSE | TE PŪTAKE

1. The purpose of this report is to summarise feedback received from Colleges on the revised Youth Excellence Awards criteria, along with any additional feedback requested by the Committee.

RECOMMENDATION | NGĀ TAUNAKITANGA

- A. That Report 25/413 Horowhenua Youth Excellence Awards Criteria Feedback be received.
- B. That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
- C. That the Committee notes the feedback that has been received and presented within this report regarding the *Horowhenua Youth Awards – Excellence* in the academia criteria.
- D. That the Committee endorse the proposed solutions and responses to the feedback themes outlined in Point 9 of this report.

BACKGROUND | HE KŌRERO TŪĀPAPA

2. At the Community Funding and Recognition Committee meeting on 25 September 2024, Deputy Mayor Allan expressed an interest and ability in reviewing and refining the criteria and process for the 'Excellence in Academia' category to enable clear and active involvement from both young people and colleges.
3. At a subsequent Community Funding and Recognition Committee meeting on 2 April 2025, the Committee resolved *"that following discussion at the Funding and Recognition Committee meeting, the proposed Youth Excellence Awards – Academia criteria be circulated to the three colleges for their feedback before the Committee making its final decision"* and *"that the Funding and Recognition Committee approve, in principle, the proposed changes to the Youth Excellence Awards – Academia criteria, subject to feedback from the three colleges"*
4. The proposed criteria to be circulated was as follows:
 - *That awards are based on the academic progress of students as measured by agreed criteria (if agreed other criteria such as effort/diligence etc. would therefore be irrelevant).*
 - *That the three colleges forward the same information based on the following headings.*

- *Number of excellences and merits at NCEA levels 2 and 3.*
- *Number (and subject list) of subject endorsements at NCEA levels 1, 2 and 3.*
- *At what level (merit and excellence the student achieved NCEA 1 and 2).*
- *A ranking of students from each college and could include special awards from each college based strictly on academic criteria.*
- *Any other relevant academic qualifications gained while at college e.g. university papers.*

DISCUSSION | HE MATAPAKINGA

5. Council Officers have been meeting with representatives of each college since May discussing a range of topics including the Youth Excellence Awards and the proposed criteria.
6. Specific feedback on the actual wording of the criteria has also been distributed to the Colleges and at the time of writing this report, two of three colleges have responded and therefore a verbal update on that feedback will be shared at the Funding and Recognition Committee meeting from Officers.
7. Of the two colleges that have responded, the feedback has been supportive of the changes to the criteria for the academia category of the awards.
8. Due to the nature of the meetings with the colleges, general feedback has also been obtained. Below are the common themes:
 - 8.1. **Clarity of criteria**
Schools noted that the current criteria could be clearer for students and staff. It was suggested that including sample applications would make expectations more transparent and support students in submitting stronger nominations.
 - 8.2. **Recognition beyond the awards night**
A popular idea was the creation of a “Hall of Fame” concept to highlight and celebrate past recipients. This would showcase ongoing excellence and community impact, while also inspiring future applicants.
 - 8.3. **Regular reminders and engagement**
Feedback indicated that termly reminders would help keep the awards top-of-mind and encourage timely nominations. This would also ensure more consistent engagement across the year.
 - 8.4. **Language of ‘excellence’**
Some Colleges raised the question of whether the term “excellence” best reflects the intention of the awards. Contributions to the community and personal growth are equally important and may not always align with traditional definitions of excellence.
 - 8.5. **Application flexibility and accessibility**
A recommendation was made to allow schools to link into the application process, so that student nominations could be updated or built upon progressively throughout the year. This would reduce pressure around deadlines and support student development.

9. In response to the above, Officers, as part of this report are providing some suggestions/solutions to that feedback and if the Committee deem it appropriate, they can be implemented or at least investigated.

Feedback Themes	Proposed Responses
Clarity of criteria	<ul style="list-style-type: none">• Ensure that the criteria is written in plain language and where appropriate provide examples of what is required.• Create an example application for each award category.
Recognition beyond the awards night	<ul style="list-style-type: none">• Investigate options of either a digital or physical way to list names of recipients.
Regular reminders and engagement	<ul style="list-style-type: none">• Ensure a robust marketing and communications plan is followed to allow for plenty of reminders.
Language of 'excellence'	<ul style="list-style-type: none">• Keep the word excellence, however look at the other messaging that is used to promote the awards to address this feedback – for example, "<i>Excellence in community</i>"
Application flexibility and accessibility	<ul style="list-style-type: none">• Investigate creating a template that either schools or young people could use throughout the year to compile their achievements.

10. It should be noted that a visit to Horowhenua College is still to be scheduled and has not been held due to availability.

NEXT STEPS | HEI MAHI

11. If agreed by the Committee, Implement the above solutions or responses to the feedback that has been received.
12. Update the Horowhenua District Council website and SmartyGrants application to reflect the updated Excellence in Academia criteria.

Confirmation of statutory compliance

In accordance with sections 76 – 79 of the Local Government Act 2002, this report is approved as:

- containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

ATTACHMENTS | NGĀ TĀPIRINGA KŌRERO

There are no appendices for this report

Exclusion of the Public : Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

C1 Youth Empowerment Fund 2025-2026 - April to July Applications

Reason:	The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Interests:	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.
Grounds:	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Plain English Reason:	This report contains applications for funding which include personal details.