

HURUNUI DISTRICT COUNCIL

# POLICY

Hurunui - Our People, Our Place



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## VERSION HISTORY

<b>Date</b>	<b>Amendment Made</b>	<b>Resolution from</b>	<b>Officer</b>
19/09/2016	Insert policy 5.2 Secondary School Achievers Award	Public Services Committee – 8 September 2016	REE
06/12/2016	Insert policy 6.2 Community Service Awards	Public Services Committee – 1 December 2016	REE
7/12/2021	Update of website links only	No changes made to content	NJK
08/08/2023	Reviewed Policy adopted	Strategy & Community Committee 8 August 2023	ME

# 1. BACKGROUND

## 1.1 Purpose

Hurunui – Our Place, Our People has been developed to demonstrate the Council’s commitment to encourage, support and promote the Hurunui district and its people. This commitment encompasses a diverse network of social, cultural and creative undertakings occurring within Hurunui. The policy breaks these down into the following groups/areas:

- Arts;
- Heritage;
- Place;
- Education and Development;
- Service; and
- Culture.

The Council acknowledges the social, cultural and economic benefits that arise from endeavours within these areas and recognises the continued need to foster and promote such activity.

## 1.2 Objective

This policy aims to compile the diverse range of information and resources that the Council provides to support and promote social, cultural and creative activities within the district. The policy intends to achieve a consistent approach to these matters while operating as a guide to information and forms. There is further resolve to clarify the connection and relationship with other Council procedures where appropriate. Hurunui – Our Place, Our People is intended to be a ‘living’ policy, adapted and updated to reflect the continual development occurring. It includes all Council funded or administered grants and awards, encompassing the policy, guide, application/nomination forms and any relevant accountability measures.

## 1.3 Funding

Any allocation of Council funds, excluding funding from external agencies, will be reviewed and subject to Annual Plan and Long-Term Plan budgeting. Any Council funding that is not disbursed in any one year does not roll over to the following year. It is also important to note that the Council retains the right to withdraw any funding allocated in this policy at any time. Funding will not be withdrawn unreasonably.

## **2. ARTS**

### **2.1 Overview**

The Arts play an important role in social and cultural well-being. In recognition of this, the Council encourages, supports and promotes creative expression and artistic opportunities in a number of ways. These include:

- Administration of the Creative New Zealand 'Creative Communities Scheme';
- Support for the local Arts Councils;
- Public artworks; and
- Promoting our District's artistic features through tourism networks.

### **2.2 Creative Communities Scheme Fund**

The Creative Communities Scheme is a partnership between Creative New Zealand (the national arts development agency) and local councils in New Zealand. Each Council takes responsibility for delivering the scheme in its area. Local decision-making is the key to the scheme: applications are considered by assessment committees with knowledge and experience of the arts in their area.

#### **A. Creative Community Scheme Agreement**

The operation of this Fund is governed by the existing Creative Communities Scheme Agreement between Creative New Zealand and the Council. This policy is informed by the terms of the Agreement. Administration and distribution of this fund is therefore subject to and in accordance with the terms of this Agreement.

#### **B. Purpose**

The Creative Communities Scheme supports and encourages local communities to create and present diverse opportunities for accessing and participating in arts activities within their specific geographical area, as well as for defined communities of interest. Under the scheme, "the arts" is defined as "all forms of creative and interpretative expression". Creative New Zealand funds the Scheme. The Council will administer the scheme "in-house" including forming an assessment committee for the allocation of funds.

#### **C. Eligibility**

Applicants can be either:

- An individual being a New Zealand citizen or permanent resident; or
- A group.

A prior recipient of the fund may apply for a new project, provided a completed project report has been received for the project previously funded by the Scheme. The following table indicates the costs that can and cannot be supported by the Creative Communities Scheme fund.

WHAT COSTS CAN I GET SUPPORT FOR?	WHAT COSTS CANNOT BE SUPPORTED?
Materials for arts activities or programmes	<i>On-going administrative or personnel costs that are not related to the specific project</i>
Venue or equipment hire	<i>Costs for projects already started or completed</i>
Personnel and administrative costs for short-term projects	<i>Travel costs to attend performances or exhibitions in other areas</i>
Promotion and publicity of arts activities	<i>Any food or refreshment costs</i> <i>Buying equipment, such as computers, cameras, musical instruments, costumes, lights or uniforms</i> <i>Entry fees for competitions, contests and exams</i> <i>Prize money, awards, judges' fees for competitions</i> <i>Royalties</i> <i>Buying artwork collections</i> <i>Debt or interest on debt</i>

#### **D. Criteria**

The proposed arts project must –

1. Do at least one of the following:

- Participation – create opportunities for local communities to engage with, and participate in local arts activities;
- Diversity – support the diverse artistic cultural traditions of local communities; and/or
- Young people – enable young people (under 18 years) to engage with and participate in the arts.

2. Take place within the Hurunui district.

3. Be completed within 12 months of funding being approved.

4. Benefit local communities.

5. Not have started or finished before the funding is approved.

6. Not have already been funded through Creative New Zealand's other arts funding programmes.

All successful applicants are required to provide a written report back to the Assessment Committee that allocated the funds for the project within two months of completion of their project.

Creative Communities Scheme funding is not available for:

- Fundraising activities
- Developing galleries, marae, theatre or other venues or facilities
- Local council projects;
- Projects which are mainly focused around other areas (e.g., health, education, or the environment) and that only have a very small arts component
- Arts projects in schools or other education institutions that are the core business of that institution or that are normally funded through curriculum or operating budgets.

#### **E. Application Form and Guidelines**

The Creative Communities Scheme application form and guidelines can be found at:

[hurunui.govt.nz/community/awards-and-funding/creative-communities-newzealand-grants-scheme](http://hurunui.govt.nz/community/awards-and-funding/creative-communities-newzealand-grants-scheme)

## **F. Application Dates**

The Council will hold two application rounds to distribute the Creative Communities Scheme fund each year. The Council may, if necessary, hold up to two additional application rounds per year. The opening and closing dates for each application round can be found at: [hurunui.govt.nz/community/awards-and-funding/creative-communities-newzealand-grants-scheme](https://hurunui.govt.nz/community/awards-and-funding/creative-communities-newzealand-grants-scheme)

## **G. Assessment Committee**

The Council will establish an external, voluntary Assessment Committee to allocate Creative Communities Scheme funds. The composition of the Assessment Committee will adhere to the requirements set in the Creative Communities Scheme Agreement, namely:

- No more than two members of the Assessment Committee should be elected councillors and/or community board members;
- Elected councillors and/or local boards shall not comprise more than 50% of each Assessment Committee;
- The chairperson is to be elected by the Assessment Committee. The chairperson cannot serve more than 3 consecutive years; this position must be re-elected annually by the Assessment Committee;
- Committee members must be appointed for a specified time period but not longer than 3 years;
- Advice must be sought from the local iwi or hapu for at least one member to be appointed. In areas with more than one iwi or tangata whenua we suggest that you seek recommendations for representation from each iwi;
- At least one member is to be appointed on the recommendation of local community Arts Councils;
- The balance of members will consist of community representatives familiar with the range and diversity of local arts and community activities;
- Community representatives cannot be elected council members or community board members appointed by Council;
- Community representatives will be recruited in an open and public way:
  - o with Council calling for expressions of interest; and
  - o an Administrator and Chair selecting the successful representatives.

The Scheme's local administrator will provide Creative New Zealand with an annual update on the composition of the Assessment Committee.

## **H. Funding**

The Council will ensure that funding is allocated in accordance with the guidelines and the following conditions:

- Funding will not be allocated for the Council's own purposes, or for any costs associated with arts activity normally funded by the Council.
- Costs incurred in the administration of the Creative Communities Scheme will be the responsibility of the Council.
- No more than 7.5% of any annual allocation of funding will be used to promote the Scheme in that year.
- The Council will ensure that where a conflict of interest arises in allocating funding the protocols provided in the guidelines are followed.

The guidelines can be found at: [hurunui.govt.nz/community/awards-andfunding/creative-communities-new-zealand-grants-scheme](https://hurunui.govt.nz/community/awards-andfunding/creative-communities-new-zealand-grants-scheme)



## ***I. Accountability***

The Council will use its best efforts to expend all its allocation within the financial year (July – June).

The Council may carryover no more than 15% of the previous year's funding allocation if unspent. In such cases, carried over funds must be expended within the first funding round of the new financial year.

The Council will contact Creative New Zealand and seek approval to carryover more than 15% of the annual funding allocation into a new financial year. An approval request must be made in writing and explain the reason and purpose of the surplus. There is no guarantee Creative New Zealand will grant the approval. Creative New Zealand reserves the right to vary levels of funding or require repayment of funds where it has reasonable grounds to consider that there are significant levels of unexpended funds being held by the Council at the end of any financial year.

The Council will comply with the reporting requirements as detailed in the Creative Communities Scheme guidelines, using the digital interface facility provided by Creative New Zealand. This will include all information regarding funding decisions made by the Assessment Committee.

The Council will provide Creative New Zealand with the Creative Communities Scheme report no later than 6 weeks following Assessment Committee funding decisions.

The Council will ensure that funding recipients provide a written report back to the Assessment Committee that allocated fund for the project within two months of completion of their project. This will follow the format detailed in the guidelines.

The Council must provide Creative New Zealand with up-to-date information on the Council's contact person for the day to day running of the Creative Communities Scheme.

## ***J. Promotion***

The Council will:

- Provide information about and assistance to prospective applicants
- Ensure that the Scheme is referred to as the Creative Communities Scheme in the administration and promotion of the Scheme
- Require successful applicants to use the Creative Communities Scheme logo in their publicity
- Publicly announce closing dates for the Creative Communities Scheme application rounds
- Publicly announce through local media, on a regular basis, successful applicants and/or list them on the Council's and/or the Arts Councils websites
- Take all reasonable steps to ensure that information on the Creative Communities Scheme is accessible and is distributed to all communities within the district
- Employ processes and procedures which reflect the cultural diversity of the local communities the Council represents.

### **2.3 Arts Councils**

The Council supports Hurunui's Arts Councils in promoting and furthering local creativity and artistic expression.

#### ***A. Purpose***

This policy demonstrates the Council's intention to encourage and support local arts through continual development and maintenance of the existing relationship with local Arts Councils, namely the Amuri Community Arts Council and the Hurunui Community Arts Council.

#### ***B. Council Contributions***

The Council will enter into agreement with each Arts Council to allow artworks to be displayed on Council-owned property. The nature and extent of the space provided will be determined through agreement with the individual Arts Council.

#### ***C. Funding***

Subject to Annual Plan and Long-Term Plan budgets, the Council will set aside an annual sum to be distributed equally between the local Arts Councils.

#### ***D. Accountability Measures***

Each Arts Council will supply an annual written report to the Council identifying the community benefits obtained through the Council's contribution and funding.

### **2.4 Public Artworks**

The Council may, from time to time and via a public application process, commission, purchase or partially fund artwork to be displayed in a public place for the benefit and enjoyment of the community. The artist must be a Hurunui district resident or ratepayer. Information on the artist and the artwork will be made available to the public.

### **2.5 Promotion of Local Artistic Features through Tourism Networks**

The Council will promote significant local artistic features to tourists through networks and mediums as appropriate.

## 3. HERITAGE

### 3.1 Overview

The Council recognises that the Hurunui district has a rich history and heritage that informs local communities' traditions, culture and identity. The Council aims to encourage, support and promote preservation and celebration of our district's past through the following mechanisms:

- The Heritage Fund
- Financial contribution to local museums and historical societies
- Financial contribution to Canterbury Museum.

### 3.2 The Heritage Fund

The Heritage Fund is an annual contestable grant open to residents engaging in voluntary preservation of heritage features within the district.

#### **A. Purpose**

The purpose of this Fund is to encourage and assist with voluntary work that protects, enhances, explains or restores significant heritage values of the district.

#### **B. Eligibility**

The Fund is open to residents and ratepayers of the Hurunui district (being individuals or groups) for work relating to either private or public land in the Hurunui district.

The Fund is not available:

- For work that there is a legal obligation to do
- To compensate for work already done. The Fund is intended to assist with the cost of future work.
- For the entire cost of a project. The Fund is intended to complement the applicant's contributions.
- To support projects driven primarily for financial gain.

#### **C. Criteria**

Applicants must satisfy the eligibility criteria and submit a completed application form either in person, or via post or email.

Applicants are encouraged to attach a copy of supporting documentation to the completed application form such as plans, photos, diagrams, and maps. Applications without supporting documentation will still be considered, however applicants may be asked for more information. Note: Any supporting documentation provided will not be returned. Do not submit original copies.

Applications will be assessed with reference to the following criteria:

- The degree to which the work protects, explains, enhances or restores significant heritage values of the district
- The historical significance to the district of the subject of the application
- Where relevant, the current degree of risk to the heritage values identified in the application as being restored or benefited
- The long-term benefits of the work funded, including how it will be maintained
- The efficiency, economics and feasibility of the project
- If part of a long-term project, evidence of the applicant's commitment to it

- The likely educational or social outcomes
- The degree of ongoing protection for the work funded, and/or
- The degree to which the public will have access to, or benefit from, the project funded.

In determining whether the criteria are met, the Assessment Committee may request to see or visit the site(s).

Successful applicants must agree to and comply with the accountability measures identified in clause 3.2G and H.

#### ***D. Application Form***

The Heritage Fund application form can be found at: [hurunui.govt.nz/community/awards-and-funding/hurunui-heritage-fund](https://hurunui.govt.nz/community/awards-and-funding/hurunui-heritage-fund)

#### ***E. Application Dates***

The opening and closing dates for Heritage Fund applications can be found at: [hurunui.govt.nz/community/awards-and-funding/hurunui-heritage-fund](https://hurunui.govt.nz/community/awards-and-funding/hurunui-heritage-fund)

#### ***F. Funding***

Subject to Annual Plan and Long-Term Plan budgets, the Council will set aside an annual sum to be distributed between the successful applicants.

#### ***G. Accountability Measures***

Successful applicants must:

- Submit an annual report on the project (unless the project is completed within one year). The report should include, where appropriate:
  - o A brief description of progress to date and/or milestones achieved;
  - o Any comments on issues that impact that ability to make progress or that have/will require a change a in direction;
  - o Photos of any progress made.
- Submit a final report briefly describing the outcome at the conclusion of the project. The final report should be accompanied by photos.
- Be willing to grant access to a Council officer and/or media representative to take photos of the site(s) for publicity purposes. No Council officer or media representative will enter onto private property without the prior approval of the landowner/occupier.

The funds granted are to be spent by the successful applicant within two years of the grant. Successful applicants will be required to complete a signed “accountability form” when the funds have been spent, confirming that they have been spent in the way set out in the application and to grant access to a council officer to confirm the work on which the funds were spent when the work is completed.

#### ***H. Publicity and Information Supplied to the Council***

Successful applicants agree that the following details may be publicised, and/or used for publicity purposes:

- Amount received from the Heritage Fund;
- Applicant’s name and photo; and
- Information on the project.

Information concerning private property that is supplied in the application process, or obtained when assessing or reviewing it, will only be used for the purpose in which it was supplied or obtained, or the publicity purposes referred to above.

### ***I. Assessment Panel***

The Assessment Panel is appointed triennially in accordance with the Appointment of Assessment Panel policy found at clause 8.1.

## **3.3 Museums and Historical Societies**

The Council supports museums and historical societies within the Hurunui.

### ***A. Purpose***

The Council recognises the benefit and relevance of museums and historical societies that reflect on our district's past. The Council aims to support and promote these institutions in order to preserve our heritage and history.

### ***B. Funding***

Subject to Annual Plan and Long-Term Plan budgets, the Council will provide an annual grant to the following museums and historical societies in the Hurunui district:

- Amuri Historical Society
- Cheviot Historical Records Society
- Kowai Archives Society Inc.
- Waipara County Historical Society.

### ***C. Accountability Measures***

Each Museum and Historical Society will supply an annual report to the Council identifying how the funds were spent.

## **3.4 Canterbury Museum**

### ***A. Purpose***

The Council is required to contribute to the Canterbury Museum as a contributing local authority named in the Canterbury Museum Trust Board Act 1993. This policy reflects this legislative requirement.

### ***B. The Canterbury Museum Board***

The Canterbury Museum is overseen by the Canterbury Museum Board (the Board). The Council has a shared membership role on the Board with Waimakariri District Council.

### ***C. Funding***

The Canterbury Museum Rate (collected by way of a Uniform Annual General Charge) is used to offset the Canterbury Museum Levy.

The amount of the Levy is set annually by the Board. The Council is involved in this process as a Board member and has the opportunity to submit on the proposed Levy before the amount is confirmed.

## 4. PLACE

### 4.1 Overview

The Council recognises the cultural, social and environmental value inherent in our natural surroundings. The Council aims to encourage benefit to and interaction with the local environment via the following funds and initiatives:

- MainPower Hurunui Natural Environmental Fund
- Reserve Contestable Fund
- Promotion of Events
- Hanmer Springs Tourism Promotion Fund.

### 4.2 MainPower Hurunui Natural Environmental Fund

The MainPower Hurunui Natural Environment Fund (Environmental Fund) is a contestable fund sponsored by MainPower and the Council.

#### ***A. Sponsorship Agreement***

The operation of the Environmental Fund is governed by a Sponsorship Agreement between MainPower and the Council. This policy is informed by the terms of that Agreement.

Administration and distribution of the Environmental Fund is subject to and in accordance with the terms of the Agreement.

#### ***B. Purpose***

The purpose of the Environmental Fund is to encourage and assist with voluntary work that benefits the natural environment. The focus is on work that protects, restores, or reinstates indigenous biodiversity in our District.

#### ***C. Eligibility***

The Environmental Fund is only open to residents and ratepayers of the Hurunui District, being individuals or groups, for work within the Hurunui District relating to either private or public land.

The Environmental Fund is not available:

- For work that there is a legal obligation to do.
- To compensate for work already done. It is intended to assist with the cost of future work.
- For the entire cost of a project. It is intended to complement the applicant's contributions.
- For beautification projects, or to support those driven primarily for financial gain.
- To past recipients of the fund for previous or existing projects. New projects are eligible.

#### ***D. Criteria***

Applicants must satisfy the eligibility criteria and submit a completed application form either in person, or via post or email.

Applicants should attach a copy of supporting documentation to the completed application form such as plans, photos, diagrams, and maps. Supporting documentation should be limited to around 15 pages. Applications without supporting documentation are unlikely to be considered.

Note: Any supporting documentation provided will not be returned. Do not submit original copies.

Applications will be assessed with reference to the following criteria:

- The degree to which the work protects, benefits, enhances, restores or reinstates native biodiversity.

Priority is given to existing areas of high biodiversity and connectivity between existing areas;

- The indigenous natural values of the area to which the work relates, including such things as representativeness, distinctiveness, rarity, and long-term sustainability;
- The long-term benefits of the work funded, including how it will be maintained;
- The scale and type of the current risk to the natural values to be protected, enhanced, or restored;
- The efficiency, economics and feasibility of the project;
- The degree of any continued protection afforded to or sustainability of the project;
- If part of a long-term project, evidence of the applicant's commitment to it; and/or
- The likely ecological outcomes.

In determining whether the criteria are met, it is likely the Assessment Committee will request to see or visit the site(s). No Council employee will accompany them onto private property without the prior approval of the landowner; however, no application will be considered unless access is granted at a time mutually agreed by the applicant, landowner, and Assessment Committee.

Successful applicants must agree to and comply with the accountability measures identified at clauses 4.2H and I.

#### ***E. Application Form***

The Environmental Fund application form can be found at: [hurunui.govt.nz/community/awards-and-funding/mainpower-hurunui-natural-environment-fund](https://hurunui.govt.nz/community/awards-and-funding/mainpower-hurunui-natural-environment-fund)

#### ***F. Application Dates***

The opening and closing dates for Environmental Fund applications can be found at:

[hurunui.govt.nz/community/awards-and-funding/mainpower-hurunui-natural-environment-fund](https://hurunui.govt.nz/community/awards-and-funding/mainpower-hurunui-natural-environment-fund)

#### ***G. Funding***

Funding is sourced from MainPower and the Council, subject to Annual Plan and Long-Term Plan budgets.

The Fund is to be distributed on the following basis:

- 70% of funds for projects seeking to protect existing high biodiversity areas; and
- 30% of funds for projects creating new high biodiversity areas, particularly those that connect existing areas.

#### ***H. Accountability Measures***

Successful applicants must:

- Submit a six-monthly report on the project, including as appropriate:
  - o A brief description of progress to date and/or milestones achieved;
  - o Any comments on issues that impact that ability to make progress or that have/will require a change a in direction;
  - o Photos of any progress made.
- Submit a final report briefly describing the outcome at the conclusion of the project. The final report should be accompanied by photos.

- Be willing to grant access to a Council officer and/or media representative to take photos of the site(s) for publicity purposes. No Council officer or media representative will enter onto private property without the prior approval of the landowner/occupier.

The funds granted are to be spent by the successful applicant within two years of the grant.

Successful applicants will be required to complete a signed “accountability form” when the funds have been spent, confirming that they have been spent in the way set out in the application and to grant access to a council officer to confirm the work on which the funds were spent when the work is completed.

#### ***I. Publicity and Information Supplied to the Council***

Successful applicants agree that the following details may be publicised, and/or used for publicity purposes:

- Amount received from the Environmental Fund;
- Applicant’s name and photo; and
- Information on the project.

Information concerning private property that is supplied in the application process, or obtained when assessing or reviewing it, will only be used for the purpose in which it was supplied or obtained, or the publicity purposes referred to above.

#### ***J. Assessment Committee***

The Assessment Committee is appointed triennially in accordance with the Appointment of Assessment Panel policy found at clause 8.1.

#### ***K. Sponsorship Agreement Requirements***

The Council will:

- Provide MainPower, post judging, with the applications received, Assessment Committee’s comments and the list of successful applicants.
- Provide MainPower with written reports (six monthly and final reports) supplied by fund recipients. Acknowledge MainPower as the naming rights sponsor of the MainPower Hurunui Natural Environment Fund.
- Include MainPower’s logo and HDC’s acknowledgement of MainPower’s sponsorship in all publications, advertisements and promotions, including on the Council’s website and other electronic media.
- Provide MainPower with the opportunity to nominate judge/s for consideration. The Council will provide a complete list of the names and relevant experience/qualifications of judges in advance of their appointment.
- Invite representatives of MainPower to functions, receptions and ceremonies associated with the MainPower Hurunui Natural Environment Fund, acknowledging MainPower’s sponsorship on these occasions.
- Offer a speaking opportunity for a MainPower representative at the presentation of the MainPower Hurunui Natural Environment Fund.
- Provide MainPower with the opportunity to undertake site visits of fund recipients to examine the success of the programme.



### **4.3 Reserve Contestable Fund**

This fund is derived from the dividend of the Hanmer Springs Thermal Pool & Spa and is allocated for use in local reserves.

#### **A. Purpose**

This fund is available for use on projects that:

- are undertaken on a Council Reserve; and
- provide an enhancement to a reserve that will benefit the community.

#### **B. Funding**

The fund is sourced from the dividend of the Hanmer Springs Thermal Pool and Spa complex and is subject to Annual Plan and Long-Term budgets.

#### **C. Distribution**

The fund is to be distributed in six equal parts to each Ward, with the Amuri-Hurunui Ward obtaining two parts for the Amuri and Hurunui areas respectively. The relevant Ward or Community Committee, or the Hanmer Springs Community Board, has total discretion to distribute the allocated funds for the benefit of local reserves.

#### **D. Accountability Measures**

Recipients of the Reserve Contestable Fund will supply an annual report to the Council identifying how the funds have been spent.

### **4.4 Hanmer Springs Tourism Promotion Fund**

The Hanmer Springs Tourism Promotion Fund (the Fund) is administered by the Hanmer Springs Community Board and is open to application for any tourism related initiative within the Hanmer Basin.

#### **A. The Agreement**

An Agreement between Thrillseekers Adventure Limited, the Council, and Waka Kotahi NZ Transport Agency (NZTA)<sup>1</sup> governs the terms and conditions for the payment of an annual royalty by Thrillseekers to the Council and NZTA for the use of a section of the Waiau Gorge Ferry bridge. The royalty recognises that it is appropriate for Thrillseekers to provide some financial contribution in return for the exclusive right to carry on the bungy jumping operation from the bridge.

(<sup>1</sup> Thrillseekers Adventures Limited and NZTA are successors to parties of the original Agreement.)

The Agreement stipulates 40% of the royalty (GST inclusive) will be used to benefit Hanmer Springs as a tourist attraction by way of the Hanmer Springs Tourism Promotion Fund.

#### **B. Purpose**

The Fund aims to support the promotion and continual development of Hanmer Springs as a tourist destination.

#### **C. Criteria**

The Fund is open to applications from –

- Ratepayers engaging in tourism projects within the Hanmer Basin; and
- Tourism providers operating, or intending to operate, within the Hanmer Basin.

Applications for funding will be made to the Hanmer Springs Community Board (acting under the delegated authority of the Council).

The Hanmer Springs Community Board has discretion to award funds on the merits of an application. In exercising its discretion, the Community Board will consider the submissions of any ratepayer within the Hanmer Basin.

Successful applicants will administer all funding received to benefit tourism within the Hanmer Basin.

#### ***D. Funding***

The amount of the Fund is variable from year to year, as the royalty from which the Fund derives is not fixed.

The royalty is made up of 4.7% of the price (GST inclusive) per bungy jump. The amount of the royalty is calculated based on the log of jumps maintained by the Company and is due annually. The royalty excludes bungy jumps for which there was no charge, or the proceeds were given to charity.

40% of the total amount of the royalty received per annum is applied to the Fund.

#### ***E. Accountability Measures***

Recipients of the Fund will supply a report to the Hanmer Springs Community Board identifying how the funds have been spent.

## 5. EDUCATION AND DEVELOPMENT

### 5.1 Overview

The Council appreciates the benefits of encouraging and supporting the education and development of our people. To fulfil this end and to help enable community members to take up opportunities, the Council provides, supports and/or administers the following awards and programmes:

- Secondary School Achievers Award;
- North Canterbury Sport and Recreation Trust;
- Sport New Zealand's Rural Sport Travel Fund; and
- Waste Management Education in Schools.

### 5.2 Secondary School Achievers Award

The Secondary School Achievers Award is a contestable fund to assist Hurunui's senior secondary students with future study, trades training or other pursuit.

#### **A. Purpose**

The Awards are given to encourage innovation and excellence in secondary students and are intended to provide financial assistance to deserving students to further achieve in their chosen field(s).

#### **B. Eligibility**

The Secondary School Achievers Awards is open only to residents of the Hurunui district. It is recognised that some applicants may currently be attending a school outside the area.

The Award is open to current students from Year 11 to Year 13.

The Award is not open to those wanting to engage in voluntary work.

Students may either apply for the Award themselves or be nominated by another person.

The Council wishes to encourage any student showing ability, attitude, and determination in any field, and from any academic or cultural background, to apply for this Award.

#### **C. Criteria**

Successful applicants will demonstrate a strong interest or special talent and have a high level of ability, attitude, integrity, or ingenuity.

Applicants must meet the eligibility criteria and submit, via email, an application form accompanied by:

- A written statement of between 750 – 1,000 words, detailing the student's background and reasons for the application/nomination. If this statement is written on behalf of the applicant, the reason for this should be given, and the writer identified;
- Two written references (chosen by either the student or the person nominating them for the Award).

The Assessment Committee may also approach community members other than those named by the student/nominator as referees if additional information is needed.

Successful applicants must comply with the Accountability Measures outlined in clause 5.2H.

#### ***D. Application Forms***

The Secondary School Achievers Award application form can be found at:

[hurunui.govt.nz/community/awards-and-funding/secondary-school-achieversfund](http://hurunui.govt.nz/community/awards-and-funding/secondary-school-achieversfund)

Any additional material used to support the student's application is to be supplied at the time of application.

All applications and any supporting material must be in an electronic form.

#### ***E. Application Dates***

The opening and closing dates for the Secondary School Achievers Award can be found at:

[hurunui.govt.nz/community/awards-and-funding/secondary-school-achieversfund](http://hurunui.govt.nz/community/awards-and-funding/secondary-school-achieversfund)

#### ***F. Funding***

The amount allocated for the Secondary School Achievers Award is subject to Annual Plan and Long-Term Plan budgets.

In any given year, the Council may, at its discretion, allocate the amount between worthy applicants.

#### ***G. Assessment Panel***

An Assessment Panel will present a list of recommended successful applicants to the Council for ratification. The Assessment Panel will consist of seven judges appointed on the following basis:

- The Mayor;
- Two nominated Councillors;
- One nominated Youth Councillor; and
- Three external and independent community members. Appointment of the external members will adhere to the process detailed in the Appointment of Assessment Panel policy at clause 8.1.

Once successful applicants are ratified, the Council will arrange a presentation ceremony and appropriate publicity.

#### ***H. Accountability Measures***

Successful applicants must provide invoices and/or receipts up to the value awarded before the grant is deposited into their allocated bank account. The invoices and/or receipts will represent costs associated with undertaking further study or training, for example:

- Course fees;
- Halls of Residence fees;
- Equipment, tool or material costs; and/or
- Other costs incurred in developing the student's special interest.

### **5.3 North Canterbury Sport and Recreation Trust**

The Council is identified as a major partner of the North Canterbury Sport and Recreation Trust due to its support of the Trust's Primary School Sports Coaching initiative.

### **A. Purpose**

The North Canterbury Sport and Recreation Trust is dedicated to the improved health and wellbeing of the community through the promotion of sport and fitness activities for all. Of particular relevance, the Trust operates a Primary School Sports Coaching Initiative throughout the North Canterbury area. In support of this, Council provides financial assistance to the Trust.

### **B. Funding**

The Council received public support to contribute to the Trust from 2012 onwards. The Council continues to provide this funding subject to Annual Plan and Long-Term budgets.

### **C. Accountability Measures**

The North Canterbury Sport and Recreation Trust will supply an annual report to the Council identifying how the funds have been spent.

## **5.4 Sport New Zealand Rural Travel Fund**

The Rural Travel Fund is an annual, contestable fund sponsored by Sport New Zealand and the Council.

### **A. Sport New Zealand Agreement to Participate**

The Rural Travel Fund is governed by the Agreement between Sports New Zealand and the Council. This Agreement requires the Council to operate the fund in accordance with the Rural Travel Fund Guidelines, as stated on the application form.

### **B. Purpose**

The Rural Travel Fund has been developed to assist young people in rural communities to participate in sporting competitions. The Fund is designed to subsidize travel costs for junior teams with members between 5 and 19 years old to participate in local sporting competitions.

### **C. Eligibility**

Applications for the Rural Travel Fund are open to rural sports clubs and rural school teams with young people aged between 5 and 19 years who require subsidies to assist with transport expenses to local sporting competitions. The Fund is not open to teams or clubs seeking financial assistance for the purposes of travel to regional or national events.

### **D. Criteria**

Applicants must meet the eligibility criteria and submit, via delivery to the Council, post or email, a written application form of the type provided in clause 5.4E, accompanied by:

- A balance sheet or financial statement for your team or club;
- The team or club's bank account deposit slip (in case the application is approved); and
- Evidence of your endorsement from your local affiliated club/school (if required).

For the purposes of the Rural Travel Fund, "school club teams" and "sport club teams" are defined as:

- A school club team participating in local sport competition in weekends, that excludes inter school and intra school competitions played during school time; and/or
- A sports club team participating in organised sport competition through club membership outside of school time.

Successful applicants must comply with the accountability measures detailed in clause 5.4I.

### ***E. Application Form and Guidelines***

The Rural Travel Fund application can be found at: [hurunui.govt.nz/community/awards-and-funding/sport-nz-rural-travel-fund](https://hurunui.govt.nz/community/awards-and-funding/sport-nz-rural-travel-fund)

### ***F. Application Dates***

The opening and closing dates for the Rural Travel Fund can be found at: [hurunui.govt.nz/community/awards-and-funding/sport-nz-rural-travel-fund](https://hurunui.govt.nz/community/awards-and-funding/sport-nz-rural-travel-fund)

### ***G. Funding***

The Rural Travel Fund is a Sport New Zealand initiative, which the Council supplements and administers. Sport New Zealand contributes an annual sum calculated on a population basis. Due to the high rate of applicants, the Council contributes an additional sum subject to Annual Plan and Long-Term Plan budgets per year to the Rural Travel Fund.

### ***H. Assessment Panel***

An Assessment Panel will consider the applications. The Committee will consist of one representative from each Ward/Community Committee or Community Board and one elected member of Council. The Assessment Panel will be appointed triennially at the beginning of each local government term when each Ward/Community Committee or Community Board selects a representative, who is external of Council.

### ***I. Accountability Measures***

Successful applicants must return an accountability form to the Council showing proof of purchases made with the allocated funds (including any receipts). Failing to return the accountability form and an applicant may jeopardise any future funding from the Rural Travel Fund.

All funds not disclosed in an accountability form by 30 June each year will be considered unexpended. Unexpended funds must be returned to the Council for redistribution in the following year.

## **5.5 Waste Management Education in Schools**

The Council is committed to educating and encouraging Hurunui youth to recognise the environmental issues created by the waste humans generate and adopt more sustainable practices. To achieve this end, the Council provides support to educational programmes run in local schools.

## 6. SERVICE

### 6.1 Overview

The Council acknowledges, appreciates and encourages the contributions of people within the Hurunui District community. To recognise outstanding contribution, the Council awards the following annual accolades:

- Community Service Awards;
- Youth Volunteer Service Awards;
- Outstanding Youth Leadership Award; and
- A Mayoral Award.

### 6.2 Community Service Awards

Community Service Awards are annual awards presented to members of the community in recognition of exceptional service.

#### **A. Purpose**

The Community Service Award is to recognise and encourage contributions made by community members.

#### **B. Nominations**

Nominations for the Community Service Award will be sought on an annual basis, mid-year, by advertising. Nominations will be sought on a Ward/Community Committee or Community Board basis. The Council may grant one Community Service Award per geographical Community in any given year, except for the South Ward where there may be two nominees, unless there are exceptional circumstances which allow for an additional nominee. There is no requirement to grant a Community Service Award if no appropriate nominee is put forward. Nominees may be an individual or a couple.

#### **C. Eligibility**

The Community Service Award is open to any person, or couple, who has performed exceptional service within the Hurunui District.

#### **D. Criteria**

The nominees will have performed a long period of exceptional community service. The significant aspect is the quality of the 'exceptional service' and does not preclude those on age or the length of service. The nominees will have received no direct financial reward for the community service. However, nominees may have performed exceptional service in their communities within the capacity of their paid profession but gone beyond what would be expected of an employee. Exceptional service of this type should not preclude nomination.

#### **E. Application Form**

The Community Service Award nominee application form can be found at:

[hurunui.govt.nz/community/awards-and-funding/community-services-awards](http://hurunui.govt.nz/community/awards-and-funding/community-services-awards)

#### **F. Application Dates**

A table of all Council Scheme, Grant, and Award opening and closing dates can be found at:

[hurunui.govt.nz/community/awards-and-funding/community-servicesawards](http://hurunui.govt.nz/community/awards-and-funding/community-servicesawards)

### **G. Selection Process**

Each Ward/Community Board/Community Committee will consider the nominations from their area and, where appropriate, identify the highest-ranking nominee. One Ward/Community Committee or Community Board Councillor will approach that nominee and seek their approval to receive the Award. Where two Councillors operate within the same Community, agreement must be reached on one nominee.

The Council will ratify the intended recipients in a public excluded Council meeting.

The successful nominee, their family and their nominator will be invited to attend the presentation ceremony.

### **H. Confidentiality**

Nominations are to remain confidential until ratification.

## **6.3 Youth Volunteer Service Award and Volunteering for Youth Award**

The Youth Volunteer Service Award is an annual award to honour and recognise a Hurunui youth who has demonstrated significant commitment and dedication towards volunteering over the last year.

The Volunteering for Youth Award is an award to honour and recognise a Hurunui community member who has demonstrated a significant commitment and dedication volunteering for youth over the last year.

### **A. Purpose**

These awards recognise and encourage exceptional voluntary contributions made within the community by Hurunui youth, and for Hurunui youth.

### **B. Eligibility**

Any youth (up to 25 years of age) who resides in the Hurunui District can be nominated for the Youth Volunteer Service Award.

Any member of the community who resides in the Hurunui District can be nominated for the Volunteering for Youth Award,

Youth Council membership is not eligible as an example of volunteer work for the purposes of this award.

### **C. Criteria**

Nominees for either of these awards will have demonstrated the following examples of positive volunteering:

- Worked voluntarily towards the betterment of the Hurunui and/or New Zealand community.
- Dedicated personal time and effort to working as a volunteer.
- Been an active volunteer over the last year.
- Are passionate about making a difference.
- Contributed to sustainable, lasting solutions.

A nomination form must be completed and submitted to the Hurunui Youth Council either online, in person, or via post or email.

### **D. Application Form**

The Youth Volunteer Service Award and Volunteering for Youth Award nomination form can be found at: [hurunui.govt.nz/yva](http://hurunui.govt.nz/yva)

Alternatively, paper copies are available on request or through youth councillors at Hurunui based schools.



It is important to note if a member or support person makes a nomination they are obliged to declare a potential conflict of interest and/or perception of bias.

#### ***E. Application Date***

The opening and closing dates for nominations can be found at: [hurunui.govt.nz/community/awards-and-funding](https://hurunui.govt.nz/community/awards-and-funding)

#### ***F. Selection Process***

- A committee of Youth Council members will determine the Award recipient(s).
- If a conflict of interest and/or perception of bias is identified, the committee members will determine how to best assess the nomination. They must commit to having an open mind and fair approach to the process.
- The Chairperson will notify the recipient(s) of their selection.
- Awards will be presented at the annual community services awards hosted by the Hurunui District Council.
- The successful nominee and their nominator will be invited to attend the presentation ceremony.
- All nominators will be acknowledged in writing.

#### **6.4 Outstanding Youth Leadership Award**

The Outstanding Youth Leadership Award is granted at the Mayor's discretion, to recognise exceptional leadership by Hurunui youth.

#### **6.5 Mayoral Award**

A Mayoral Award may be granted at the Mayor's discretion, in circumstances not covered by another Award. This Award may be presented to a past recipient of a Community Services Award who has gone on to continue to deliver exemplary service within the community.

## 7. CULTURE

### 7.1 Overview

The Council recognises and celebrates the cultures, ethnicities and traditions of our people. In association with this, the Council provides:

- Citizenship ceremonies; and
- Various cultural and community events.

The Council respects and values its working relationship with Waitaha and Ngāi Tahu.

### 7.2 Citizenship Ceremonies

The Council holds formal citizenship ceremonies for those who have completed the Department of Internal Affairs citizenship application process.

#### **A. Purpose**

Citizenship ceremonies are organised for people residing in New Zealand who want to become a New Zealand citizen. The Council acts as a host for the official ceremony, where people undertake the “swearing in” process.

#### **B. Citizenship Requirements**

The Department of Internal Affairs manages all aspects of the application process. For eligibility requirements, criteria, application forms and all other relevant information visit Department of Internal Affairs at: [dia.govt.nz/New-Zealand-citizenship](http://dia.govt.nz/New-Zealand-citizenship)

#### **C. Ceremony Details and Dates**

In acknowledgement of the grant of citizenship, the Mayor will present the official Citizenship Certificate along with a celebratory native tree. The new citizen and their guests will be invited for light refreshments with the Councillors.

The Council will hold Citizenship Ceremonies as required. There are generally two or three ceremonies per year. A table of all Council Scheme, Grant, and Award opening and closing dates can be found at: [hurunui.govt.nz/community/awards-and-funding](http://hurunui.govt.nz/community/awards-and-funding)

### 7.3 Cultural and Community Events

To foster culture and community, the Council encourages cultural and community events.

## **8. RELEVANT POLICIES**

### **8.1 Appointment of Assessment Panel**

#### ***A. Purpose***

This policy is applicable to the appointment of Assessment Panels and other Assessment Committees (unless governed by an external Agreement or detailed in the specific policy).

#### ***B. Appointment of Assessment Panel***

The Council will appoint all Assessment Panel members through suggestions to Councillors who are delegated to make the appointments.

#### ***C. Independence of Assessment Panel Members***

Assessment Panel members will be independent of the Council and will have a strong interest and knowledge in the area they will be assessing. There is no payment for a panel members' time.

#### ***D. Tenure of Assessment Panel Members***

Once Assessment Panel members have been approved, they will remain the Council's appointee for the triennial period or until such a time as they resign or are no longer deemed suitable.

#### ***E. Nomination of Assessment Panel Members***

On each occasion that an Assessment Panel member needs to be replaced through a vacancy arising, the grant/fund/award administrator will invite the delegated Councillors to nominate a substitute(s).

This will generally be done informally via email. When consensus is reached, a Councillor or Council officer will approach the individual selected and seek their agreement to undertake the Assessment Panel role.

#### ***F. Approval of Assessment Panel Members***

Once a new prospective Assessment Panel member has accepted the panel membership, a report will be submitted to the subsequent Council meeting to inform the Council of the names of all new members.