



# AGENDA

RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

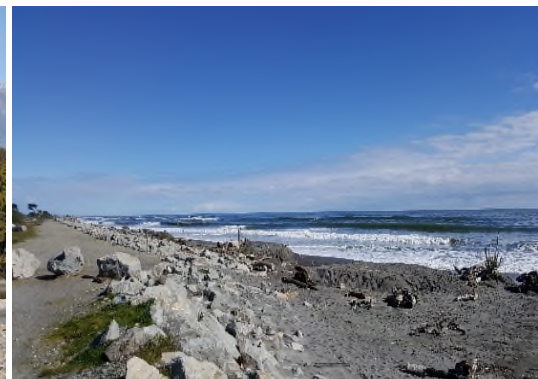
## Community Development Committee

to be held on **Wednesday, 20 October 2021** commencing at **5.30pm** in the Council Chambers, 36 Weld Street, Hokitika and via Zoom

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Chairperson:	Cr Martin	
Members:	His Worship the Mayor	Cr Davidson
	Cr Kennedy	Cr Keogan
	Cr Neale	Kw Tumahai
	Kw Madgwick	

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In accordance with clause 25B of Schedule 7 of the Local Government Act 2002, members may attend the meeting by audio or audiovisual link.

## **Council Vision:**

*We work with the people of Westland to grow and protect our communities, our economy and our unique natural environment.*

## **Purpose:**

The Council is required to give effect to the purpose of local government as prescribed by section 10 of the Local Government Act 2002. That purpose is:

- (a) To enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

### **1. NGĀ WHAKAPAAHA APOLOGIES**

### **2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST**

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda, and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a member thinks they may have a conflict of interest, they can seek advice from the Chief Executive or the Group Manager: Corporate Services (preferably before the meeting). It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

### **3. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE URGENT ITEMS NOT ON THE AGENDA**

Section 46A of the Local Government Official Information and Meetings Act 1987 states:

- (7) An item that is not on the agenda for a meeting may be dealt with at the meeting if –
  - (a) the local authority by resolution so decides, and
  - (b) the presiding member explains at the meeting at a time when it is open to the public, -
    - (i) the reason why the item is not on the agenda; and
    - (ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.
- (7A) Where an item is not on the agenda for a meeting, -
  - (a) that item may be discussed at the meeting if –
    - (i) that item is a minor matter relating to the general business of the local authority; and
    - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but

(b) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

#### **4. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS**

The Minutes of the previous meeting were circulated via Microsoft Teams.

- **Community Development Committee Meeting Minutes - 14 June 2021**

#### **5. NGĀ TĀPAETANGA PRESENTATIONS**

- **Ross Chinese Gardens – Verbal update**  
Biddy Manera, WRENIS  
Mike Keenan, Westland’s Ambassador to the Chinese
- **Kumara Gardens – Verbal update**  
Mike Keenan, Westland’s Ambassador to the Chinese

#### **6. ACTION LIST** (pages 4 – 5)

#### **7. PŪRONGO KAIMAHI STAFF REPORTS**

- **Hokitika Museum Current Projects Update Report** (pages 6 - 7)  
Kararaina Te Ira, Museum Director
- **Westland District Library Update Report** (pages 8 - 10)  
Natasha Morris, Library Manager
- **Community Services Update Report** (pages 11 - 16)  
Sarah Brown, Community Services Advisor

**DATE OF NEXT COMMUNITY DEVELOPMENT COMMITTEE MEETING IN 2022  
TO BE CONFIRMED**

## 20.10.21 COMMUNITY DEVELOPMENT COMMITTEE – ACTION LISTING

Date	COMPLETED IN PROGRESS OVERDUE	Item	Action Required	Status	Lead Officer
1	03.02.20	Heritage, Culture and Tourism Combined: <ul style="list-style-type: none"> <li>- Hokitika Museum Governance Group</li> <li>- Culture and Heritage Subcommittee</li> <li>- Call for Expressions of Interest &amp; Workshop for the above groups.</li> </ul>	Schedule a workshop to address the issues with the groups involved or would like to be involved.	Preliminary workshop to be scheduled with Council to determine purpose and function of the Governance Groups as aligns to the Hokitika Museum and Pakiwaitara.  Workshop date to be scheduled following conclusion of LTP consultation and adoption process.	Group Manager Regulatory and Community Services
2	03.08.20	Signage: <ul style="list-style-type: none"> <li>- Signage Plan and Budget</li> <li>- Promotional signage for Hokitika Gorge &amp; Way Finders in the Central Business District and the directional signage.</li> </ul>	Staff and representatives from Destination Hokitika to meet to work through a defined signage plan and set a budget.	Several meetings have been held with Destination Hokitika's representative which led to a request to put this work on hold while Destination Hokitika established what their budget is and who their stakeholders should be.  Destination Hokitika were to approach Department of Conservation as a partner and landowner at Hokitika Gorge.	Chief Executive & Planning Manager
3	05.10.20	Signage Condition across the District	Committee requested the CE write a formal letter to NZTA's South Island Manager regarding signage maintenance and the poor condition of the signs.	A letter has been written to NZTA regarding signage issues across the District. Feedback on this item is awaited.	Chief Executive
4	14.06.21	New Regional Director of Waka Kotahi (NZTA)	To be invited to speak to Council in July 2021.	This item was completed in July 2021 and suggest that it be removed from the listing.	Chief Executive
5	05.10.20	Kumara Resident's Trust – Additional Funding Options	Investigate alternative funding to the value of \$200k, taking into account the consultation process for the Kumara Endowment Fund.	On Friday 13 August representatives of the Kumara Chinese Reserve Group met with Simon Bastion, Te Aroha Cook, Michael Teasdale, and Sarah Brown. Kumara Chinese Reserve Group are not going to progress with an application to the Kumara	Community Development Officer

**20.10.21 COMMUNITY DEVELOPMENT COMMITTEE – ACTION LISTING**

Date	<b>COMPLETED</b> <b>IN PROGRESS</b> <b>OVERDUE</b>	Item	Action Required	Status	Lead Officer
				<p>Endowment Fund at this time. The Group are awaiting quotes for the next phase of the Kumara Chinese Reserve.</p> <p>The Kumara Chinese Reserve Group are working with Michael Teasdale, WDC Asset Manager to progress the next phase of the Kumara Chinese Reserve.</p> <p>Kumara Resident Trust would like a statement from Westland District Council outlining the Process of Applying to the Kumara Residents Trust, with the view to putting this information into the Kumara Gold Trails so that all Kumara residents have access to this information.</p>	
6	14.06.21	TIF funding application breakdown	Circulate to Council the breakdown of the budget in the TIF funding application for CBD signage.		Chief Executive & Finance

# Report



**DATE:** 20 October 2021  
**TO:** Community Development Committee  
**FROM:** Hokitika Museum Director

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## **CURRENT PROJECTS UPDATE REPORT – HOKITIKA MUSEUM**

### **1 SUMMARY**

- 1.1** The purpose of this report is to update the Committee on the status of current projects being undertaken by the Hokitika Museum.
- 1.2** Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in May 2018, which are set out in the Long Term Plan 2018-28. Refer page 2 of the agenda.
- 1.3** This report concludes by recommending that the Committee receive the Museum Director's report dated Monday the 20<sup>th</sup> of October 2021.

### **2 CURRENT PROJECTS**

#### **2.1 Museum Website**

The Hokitika Museum website has been in development since late August 2021. The areas that have been highlighted during development are:

- Museum Logo
- Museum Landing Page Highlights
- Museum Blog
- Research
- Your Museum
- Image Ordering
- Events Calendar
- FAQs

The second website promotion will highlight (dependent on exhibitions opening):

- Exhibitions
- Education: Public Programming
- Collections online (dependent on collection database software)

#### **2.2 Drummond Hall Updates - Te Whata Nui**

The Hokitika Museum was successful in obtaining seed funding from the Ministry for Culture and Heritage's Te Urungi - Innovation Fund. This seed funding is for a feasibility study on the Te Whata Nui Project. The Te Whata Nui Project is in regard to the

development of McAndrews Square and Drummond Hall. The project aims to optimise a heritage collections storage space that is accessible to our communities and our visitors, as well as the following:

- Research/collection observation spaces
- Conference space
- Large exhibitions space
- Outdoor spaces for events

The Drummond building is currently undergoing further investigation regarding water leaks into the electrical systems.

### **2.3 Pakiwaitara**

The Hokitika Museum and Westland District Library were successful in obtaining seed funding from the Ministry for Culture and Heritage's Te Urungi - Innovation Fund. This seed funding is for a feasibility study on the Pakiwaitara Project. The project aims to:

- Embrace both Museum and Library discovery experiences
- Create an innovative focus on providing access to knowledge and experiences that support personal and social learning and development.
- Create an environment that will be unique and sector leading on the West Coast and beyond.

### **2.4 Collection Readiness**

Chanelle Carrick, Collections Specialist from Puke Ariki Museum and Libraries, held a two day workshop for the Hokitika Museum. An additional collections and digitisation workshop was held for the Hokitika Museum, Ross Goldfields Heritage Centre and Westland Industrial Heritage Park. As a result, the Museum is developing a collections policy draft in response to the Museum Team's initial review and recommendations from Chanelle Carrick's Workshops.

### **2.5 Exhibition Development-Ngā Whakatūranga**

The Hokitika Museum is currently working through the exhibition project, now named Ngā Whakatūranga. The project is developing concept designs and early interpretation documentation. To support this project further the Museum has gained additional indicative costings, mainly for audio and visual components. As a result, the Museum has applied for funds from the Ministry for Culture and Heritage Te Urungi - Innovation Fund.

## **3. RECOMMENDATION**

- A) That the Current Projects Update Report from the Community Development Committee dated 20 October 2021 be received.

**Kararaina Te Ira**  
**Hokitika Museum Director**

# Report



**DATE:** 20 October 2021  
**TO:** Community Development Committee  
**FROM:** Library Manager

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## **CURRENT PROJECTS UPDATE REPORT – WESTLAND DISTRICT LIBRARY**

### **1 SUMMARY**

- 1.1** The purpose of this report is to update the Committee on the status of current projects being undertaken by the Library team.
- 1.2** Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in May 2018, which are set out in the Long Term Plan 2018-28. Refer page 2 of the agenda.
- 1.3** This report concludes by recommending that Council receive the Library Managers report dated Monday, 20 October 2021.

### **2 CURRENT PROJECTS**

#### **2.1 Collection and Resources – Physical and Digital**

Access to the physical collections has been restricted by the most recent COVID lockdown and some library users have been reluctant to return to the library space while we remain at Level 2.

Use of our digital resources has increased over the lockdown period as patrons make use of our 24/7 contactless services. However, with demand outstripping supply patrons are becoming frustrated and dissatisfied with long wait lists for e-books and e-audiobooks, reducing satisfaction with the library service and negatively impacting our reputation. Increased demand for digital resources has been forecast in the LTP, but not as quickly as we are experiencing it now. Digital services can be utilised by geographically distant population centres in, for example, South Westland and are one of the most cost effective methods to deliver library services to these communities. Ideally, additional e-books and e-audiobooks resources need to be purchased to meet demand.

The new Library Website has launched, with a complementary look and feel to the new Council website and cost efficiencies achieved by being linked to the main Council site. Two new language e-learning resources have been introduced in time for Te Wiki O Te Reo Māori, with one supporting the learning of over 24 different languages, including Te Reo Māori. These are a cost effective way of providing language learning resources to our community and convenient for patrons as they can be accessed 24/7 online with no wait lists or overdue fees.



## 2.2 Events and Programmes for Adults and Children at the Library

Lockdown and ongoing COVID Level 2 restrictions have significantly reduced our ability to deliver our regular programmes and events, with face to face events in the library not permitted. Social distancing requirements have reduced our seating capacity, the number of APNK Computers in simultaneous use and a reduction in NZ tourists using the library and regular patrons limiting their use of public spaces has contributed to a lower footfall.

Library staff have begun to trial some contactless and online methods to deliver programming and services but equipment, staff and patron skills all require development. Outreach to care-homes and schools is on hold until we are at COVID Level 1 or Level 2 restrictions change. Lockdown postponed a series of library programmes in Franz and Fox, they have been rescheduled to next month but numbers will be limited by social spacing requirements in the venues.

## 2.3 Impact of COVID Lockdown – library response

Library staff are continuing to deliver quality services throughout this quarter, although modification has been required. Unlike the first return from lockdown where staff and patrons focus was on getting back to as near 'normal' as possible, this most recent lockdown has seen an acceptance of and willingness to adapt to change for both staff and library users. This echoes trends seen in libraries across the globe.

Of the two options we identified, we have chosen the second, to adapt and to proactively seek to provide for the literacy and wellbeing needs of our community.

**Option 1:** We do nothing different. No change is made to digital resources. Support to access digital services and opportunities to upskill library users remains limited to Book-A-Librarian 1:1 sessions. We wait it out, accepting that some core functions, programmes and events cannot be held and engagement with library service users will be lower while we endure the pandemic. We accept that the impact of limiting our services and resources is greater on those who are less financially secure or more vulnerable in our community. We focus on plans to rebuilding our reputation, effective engagement and respected place in the community at some undefined point in the future when the pandemic ends. There is no significant change to expenditure (overheads remain constant). However, there is a significant reduction in the effectiveness and positive impact the library, and by extension, the Council, can have in the community throughout the pandemic and recovery period.

**Option 2:** The library provides more digital services as soon as possible. Library staff begin to offer alternatives to face-to-face programmes and events, using a variety of contactless methods including on-line, to maintain levels of engagement between the library and library service users. Offering contactless programmes and events online will improve access to these services to geographically distant communities. Potentially, recorded sessions could be made available after the event, reaching a larger population than those able to attend the event live. Library staff upskill to be able to offer contactless and online services, programmes and events and continue to support our communities. Programmes are delivered to upskill members of the community to enable them to take advantage of contactless and online services run by the library and external agencies. Opportunities are made to strengthen relationships with community organisations and to partner in the delivery of programmes. This would require some additional funding for e-resources, equipment, staff time and training. With the existing 2FTE staff funded by the original NZLPP funding, we have the capacity to enable staff to engage in the self-directed

learning and upskilling required without neglecting core library duties. A grant has been applied for from the NZ Libraries Partnership Programme for resources and equipment.

#### **2.4 New Zealand Libraries Partnership Programme**

An additional \$14,000.00 grant has been applied for to help purchase additional digital content and digital resources to support our community needs, including e-books, e-audiobooks, and video recording equipment.

#### **2.5 Staff Training and Development**

The Children's and Youth Librarian presentation of the results of her Library Impact and Evaluation study (via Zoom) was well received by an audience of NZ library professionals. As part of our commitment to ongoing improvement and innovation, a library staff working group has been formed to investigate demand from our patrons for contactless and online programmes and events, test possible and preferred technology, upskill the whole library team and deliver training and support to patrons.

### **3. RECOMMENDATION**

- A) That the Westland District Library Current Projects Update Report dated 20 October 2021 be received.

**Natasha Morris**  
**Library Manager**

# Report



**DATE:** 20 October 2021  
**TO:** Community Development Committee  
**FROM:** Community Development Advisor

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## CURRENT PROJECTS UPDATE REPORT – COMMUNITY SERVICES

### 1 SUMMARY

- 1.1 The purpose of this report is to update the Committee on the status of current projects being undertaken by the Community Services Team.
- 1.2 Council seeks to meet its obligations under the Local Government Act 2002 and the achievement of the District Vision adopted by the Council in May 2018, which are set out in the Long Term Plan 2018-28. Refer page 2 of the agenda.
- 1.3 This report concludes by recommending that the Committee receive the Community Development Advisor’s report dated Monday the 20<sup>th</sup> of October 2021.

### 2 CURRENT PROJECTS

#### 2.1 Township Development Funding

All funding recipients furnished a 2020-2021 Accountability report, all but one community have signed 2020-2021 Funding Agreements and received funding. The Township Development funding continues to give our small townships some autonomy in the development of their communities.

Community	Accountability 2020 – 2021 Itemised – Full details In Community Files	TDF AGREEMENT 2021 – 2022 Signed & Sent
Kumara Residents Trust	Received 10/07/2021 Swimming Pool Kumara Hall Kumara Racing Club KRT Admin KRT Brochure KRT Website	TDF 21/22 sent 17/08/2021 Signed & Completed 23/08/2021  \$14,000
Kokatahi Kowhitirangi Community Incorporated	– Sent 28/06/2021 Reminder email 27/09/2021 Received 28/09/2021 Flagged for Emergency Response Groups ~ Kokatahi Hall ~ Kowhitirangi Hall	TDF 21/22 sent 28/09/2021  \$8,000

<b>Ross Community Society Inc.</b>	Received 28/06/2021 Community Lawnmower Cherry Tree Pruning Hall Interior	TDF 21/22 sent 17/08/2021 Reminder 20/09/2021 Signed & completed 24/09/2021 \$14,000
<b>Hari Hari Community Association</b>	Received 20/07/2021 Insurance & Admin Guy Menzies Building & Park St John – Ambulance Build Speed Indicator Installation	TDF 21/22 sent 17/08/2021 Signed & Completed 15/09/2021 \$14,000
<b>Whataroa Community Association</b>	Received 17/09/2021 Soundproof panels & installation Soundproof blinds Other purchases	TDF 21/22 sent 20/09/2021 Signed & Completed 24/09/2021 \$9315
<b>Franz Josef Community Council Incorporated</b>	Received 21/07/2021 Held over for future projects	TDF 21/22 sent 17/08/2021 Signed & Completed 23/08/2021 CDO \$26,000 TDF \$35,000
<b>Fox Glacier Community Development Society</b>	Received 22/07/2021 Carpet Flooring Installation of AV System CDO transfer \$10K from TDF Town Toilet Revamp	TDF 21/22 sent 17/08/2021 Signed WDC 17/08/2021 CDO \$26,000 TDF \$35,000
<b>Glacier Country Tourism Group</b>	Received 19/07/2021 Admin & Promotions Role	Agreement 21-22 sent 06/09/2021 Signed WDC 22/09/2021 \$13,000
<b>Haast Promotions Group Inc</b>	Received 20/05/2021 Haast School Developing Beach Access Whitebait Festival equip Haast Playgroup equip	TDF 21/22 sent 30/08/21 Signed WDC 27/09/2021 \$14,000
<b>Okarito Community Association</b>	Received 21/07/2021 AED replacement Fruit Trees Com Orchard Civil Defence expenses Health & Safety	TDF 21/22 sent 07/09/21 Signed WDC 08/09/21 \$4,685
<b>Bruce Bay Community Hall</b>	N/A	No Community Rating

## 2.2 Westland Creative Communities Scheme

Westland District Council supports the wellbeing of Westland Communities by encouraging arts and culture through the Creative Communities funding scheme.

The committee met to consider the six applicants for Round 1 2021-2022 funding. The Committee allocated \$10,167.00 which is the funding available for Round1. The next Creative Communities Funding will be in **March 2022**.

Westland Creative Communities have received notification from Creative NZ that the Creative Communities Scheme have been allocated a top-up from the Government’s Delta Support Package for the arts. This will be distributed to the 67 territorial authorities on a per capita basis by December 2021. These funds will be added to the March 2022 Funding Round.

Applications must meet a category:

**Creation and participation:** Create opportunities for local communities to engage with, or participate in local arts activities.

**Diversity:** Support the diverse artistic cultural traditions of local communities.

**Young people:** Enable young people to engage with, and participate in the arts.

The CCS Committee consider the creative project and how it will present.

Creative projects can include exhibitions, workshops, festivals featuring local artists, rehearsal and performances, seminars for local artist development, public artwork include but are not limited to:

Printmaking, writing, dancing, community choirs, hip-hop groups, poetry performances, film, theatre, weaving, pottery, carving, public art, rarangi, tukutuku, whakairo or kowhaiwhai, creation of community film, Artist residencies involving local artists and communities, street art, mural creation, music, and more.

Westland Creative Communities Funding	
September 2021	
Round 1 2021-2022	
Driftwood & Sand Beach Sculpture Art Festival (Guest Sculptor and Workshop)	\$1,600
1920’s Wardrobe for Westland Communities (Preparation for 2023 Centennials in Westland)	\$1,567
Children’s Day & Christmas Parade (Craft and Float preparation)	\$1,000 \$1,000
A Basic Stage Makeup Workshop (Stage make-up Tutor and Workshop)	\$1,500

<b>Outdoor Public Community Art Display</b> <b>(Stage 1 of Large Art Boards facing Beachfront)</b>	\$2,000
<b>Revell in the Community</b> <b>(Taster workshops at Revell Street Market)</b>	\$1,500

### 2.3 Westland Sport NZ Rural Travel Fund

Westland District Council supports children and young people in Junior Teams to participate in sport and competition through the distribution of the Sport NZ Rural Travel Fund.

ORGANISATION	NO. OF PARTICIPANTS	AMOUNT ALLOCATED
<b>South Westland Netball Association</b>	5-12yrs = 23 21 female 2 male 13-19yrs = 20 20 female	\$2457
<b>Westland United Football Club</b>	5-12yrs= 53 42 male 11 female 13-19yrs= 2 2 male	\$1,500
<b>Westland Excelsior St Mary's Teams Sport Club</b>	5-12yrs= 51 6 female 45 male 13-19yrs= 32 32 male	\$900
<b>Hokitika Hockey Club</b>	5-12yrs= 1 1 male 13-19yrs= 15 12 female 3 Male	\$1,643
<b>Hokitika Amateur Swimming Club</b>	5-12yrs= 30 15 female 15 male 13-19yrs= 10 5 female 5 male	\$2,200
<b>Hokitika Tennis Club</b>	5-12yrs = 8 3 female 5 male 13-19yrs = 22	\$800
	<b>Total 261</b>	<b>\$9500.00</b>

## 2.4 Mayoral Taskforce For Jobs

To date the MTFJ have allocated \$410,512.79 towards 36 employment opportunities, three youth employability programmes, wages for three MTFJ staff as well as advertising and I.T.

The Youth Employability programme will be delivered to 18 individuals 16 – 24 prior to June 30 2022.

Due to the fast paced nature of the programme the Coordinator will need to draw down the second tranche of funding. The remaining funds will be primarily focussed towards NEETs and apprentices/trainees.

MONTH	TOTAL of Employment Outcomes this month that meet the reporting criteria	Total for the Project to date
July	9	9
August	3	12
September	22	34

- *13 positions filled by individuals under the age of 26 years old*
- *Eight hard to fill positions supported*
- *Two people returning to work following injury/overcome health related adversity*
- *Seven hard to fill seasonal positions*
- *One position filling two hard to fill roles in tourism*
- *Eight apprenticeships waiting approval through MTFJ*
- *6 – 7 of 18 NEETs total commencing the Youth Employability Programme on the 12<sup>th</sup> of October*

## 2.5 Class 4 Gambling Venue

In July Westland District Council received an application from the Kiwi Gambling Foundation Limited for consent for Hotel Hari Hari for four gaming machines.

The Westland District has 5 venues currently situated in Hokitika and as per our current Class 4 Gambling policy has the facility for up to three gaming venues located outside Hokitika.

Kiwi Gambling Foundation Limited have paid  
Class 4 Gambling Venue Fee  
Class 4 Gambling Licencing Inspection  
and consent has been sent to Kiwi Gambling Foundation Limited.

## 2.6 District Economic Stimulus Fund update

DESF Funding has been received from Development West Coast.

