



AGENDA

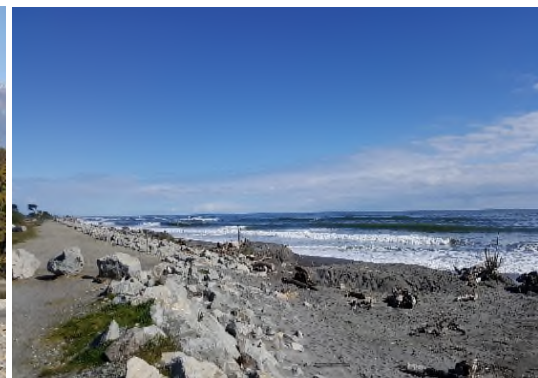
RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

Community Development Committee

to be held on **Monday 13th June 2022** commencing at **5.30pm**, meeting on-site at the **Industrial Heritage Park, 9 Brian Waugh Lane, Hokitika.**

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



In accordance with clause 25B of Schedule 7 of the Local Government Act 2002, members may attend the meeting by audio or audio-visual 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 20 October 2021 were circulated separately via Microsoft Teams.

- **Community Development Committee Meeting Minutes – 20 October 2021**
- **Community Development Committee Meeting Minutes – 7 March 2022**

5. ACTION LIST

Chief Executive, Simon Bastion

(Pages 5-6)

6. NGĀ TĀPAETANGA PRESENTATIONS

- No Presentations

7. PŪRONGO KAIMAHI STAFF REPORTS

- **Westland District Library Update Report** (Pages 7-9)
Library Manager, Natasha Morris.
- **Hokitika Museum – Current Projects Update Report** (Pages 10-11)
Museum Director, Kararaina Te Ira
- **Current Projects Update Report – Community Services** (Pages 12-15)
Community Development Advisor, Sarah Brown

8. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED

No items for Public Excluded.

**DATE OF NEXT COMMUNITY DEVELOPMENT COMMITTEE MEETING – 12 SEPTEMBER 2022
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

13.06.22 - 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"> - Hokitika Museum Governance Group - Culture and Heritage Subcommittee - Call for Expressions of Interest & Workshop for the above groups. 	Schedule a workshop to address the issues with the groups involved or would like to be involved.	Workshops in regard to concept plans and future development of the Hokitika Museum and Pakiwaitara facilities were facilitated in October and November 2021 Refer to Museum Director's Update in regard to establishment of a Museum Trust Board.	Group Manager Regulatory and Community Services
2	03.08.20		Signage: <ul style="list-style-type: none"> - Signage Plan and Budget - Promotional signage for Hokitika Gorge & Way Finders in the Central Business District and the directional signage. 	Staff and representatives from Destination Hokitika (DH) to meet to work through a defined signage plan and set a budget. The CE to talk with DH about the aspirations and plans around all signage DH is responsible for. The CE to speak to DH regarding an update on progress and email an update to the committee.	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. Budget allocation in the Annual Plan – confirmation following the Annual Plan approval	Chief Executive & Planning Manager
3	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. Kumara Resident Trust to be invited to speak at a Community Development Committee Meeting in 2022	The KRT are in the process of appointing a Project contractor. Expectation that once the appointment is made the KRT will report back to council	Community Development Officer

13.06.22 - COMMUNITY DEVELOPMENT COMMITTEE – ACTION LISTING

Date		COMPLETED IN PROGRESS OVERDUE	Item	Action Required	Status	Lead Officer
				with their future aspirations, planning and costings.		
4	14.06.21		TIF funding application breakdown	Circulate to Council the breakdown of the budget in the TIF funding application for CBD signage.	\$10k budget confirmed in TIF funding has been approved.	Chief Executive & District Assets
5	20.10.21		Ross Chinese Gardens – Consent	The CE to follow up with Planning as to the timeline for consent.	Completed	Chief Executive & Planning

Report



DATE: 13 June 2022
TO: Community Development Committee
FROM: Library Manager

WESTLAND DISTRICT LIBRARY UPDATE REPORT

1 SUMMARY

- 1.1 The purpose of this report is to update the Committee on the status of current projects being undertaken by the Westland District 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 Manager's report dated Monday, 13 June 2022.

2 CURRENT PROJECTS

2.1 Collection and Resources – Physical and Digital

With the lifting of COVID vaccine pass requirements and the return to the Orange setting, the library has been able to return to regular opening hours. COVID infection hesitancy has continued to affect the community, with some library users reluctant to return to the library spaces. However, issues of physical items is returning to pre-pass levels. The digital e-book and e-audio collections alongside a variety of contactless options have continued to provide access to services to those unwilling or unable to visit the library and have proved so popular that some are continuing to use these options for convenience.

2.2 Events and Programmes for Adults and Children at the Library

The new platform for Reading Challenges has successfully hosted a number of reading challenges. With 173 readers logging 47133 minutes of reading in the first 5 months. Recent challenges include a '1000 Books Before School' encouraging families to read to their children from birth which supports children's language, learning and social skills and an adult Wellbeing Challenge, supporting readers to learn about and make small changes in their lives that support wellbeing.

"We really love the Beanstack app and its challenges, it gives us something to be working on and keeping up with. It gives us more purpose to our reading with something to keep

us coming back. It challenges us to investigate something we normally wouldn't be looking for in our daily reading sessions." *Patron Feedback*.

With COVID still circulating in the community and schools experiencing an increase in cases, we provided 60 take-home activity packs for children over the Easter holidays. The process of re-introducing our most popular programmes for adults and children, has begun, initially limiting the numbers to facilitate social distancing. Our first ever Rainbow Storytime event was an overwhelming success with over 75 children and adults attending.

"Brilliant event Westland District Library, thank you for bringing sparkle to Hokitika and for Pride Week." *Patron Feedback*.

2.5 Staff Recruitment

Recruitment of 1 part-time library Assistant has been successful, and another Library Assistant has been seconded into a more senior Librarian role on a fixed term basis. This has provided an opportunity for the member of staff to develop their skills and gain valuable experience, and enabled maximum use of NZLPP funding for the senior role.

2.4 New Zealand Libraries Partnership Programme

The 2 fixed term secondees roles are coming to the end of their funding. Throughout their contract, the secondees have been creating and adapting programmes and services to enable the library to continue to deliver access to information and library resources during the pandemic. Their roles have been critical to our ability to maintain library services, facilitating the return to operating at full hours and to re-introducing popular programmes smoothly, they will be greatly missed.

The final NZLPP funding round opened for Transitional and Emergency funding, and we have been awarded the full \$40,000. This funding is to support completion of secondees work programmes that had been delayed due to COVID, to enable us to fulfil commitments already made and to mitigate against some of the rapid increases in costs that we have seen in the pandemic economic environment. There will be no further funding opportunities as the NZLPP programme for public libraries draws to an end in June.

2.6 COVID Recovery – library response

Over the initial two years of the pandemic maintaining connections with friends and family has been challenging, even more so for the library to maintain connection with its patrons and the wider community it serves, Our focus for the immediate future is to encourage patrons back into the library, re-establish connections and create new partnerships in the wider community. A library isn't just about books and computers. It's about creating a safe and healthy space and connecting people to accurate information, knowledge and the wisdom in our cultures. It is at the heart of a resilient community that values wellbeing for all.

3. RECOMMENDATION

- A) That the Westland District Library Current Projects Update Report dated 13 June 2022 be received.

Natasha Morris
Library Manager

Report to Committee



DATE: 13 June 2022
TO: Community Development Committee
FROM: Hokitika Museum

HOKITIKA MUSEUM CURRENT PROJECTS UPDATE REPORT

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 June 2021, which are set out in the Long-Term Plan 2021 - 31. Refer to page 2 of the agenda.
- 1.3 This report concludes by recommending that the Committee receive the Museum Director's report 13 June 2022.

2. Background

- 2.1 The reason the report has come before the Committee is due to the...
- 2.2

3. Current Situation

- **Collection Readiness**

The photographic collection in relation to their storage requirements for large glass plate negatives has been accessed and storage solutions have been identified. New acquisitions continue to be addressed and processed. The collection store audit for Store 1 is being reviewed for storage requirements. The collection acquisition policy is undergoing a review to consider advice set by National Services Te Paerangi.
- **Exhibition Development - Ngā Whakatūranga**

The project's financial feasibility is being progressed for completion in August. Additional public community engagement presentations regarding the pre-concepts have been made via Zoom webinars and in person presentations to community members, various Westland heritage and arts organisations. These presentations have been created to gather feedback in preparation for the next project steps.

- **Puanga - Matariki 2022**
The Hokitika Museum is supporting the 2022 Hokitika Puanga - Matariki Festival of Lights by providing Westland and Matariki inspired content for various light projections throughout the town scape. The Festival of Lights programme will occur across Friday the 24th of June and Saturday the 25th of June.
- **Hokitika Museum Website**
The Museum website has attracted a significant viewing rate. The Museum's collection highlights and blogs are some of the key areas that most foot traffic has been drawn to. This greater engagement has increased awareness around the video releases and posts made on the Hokitika Museum's social media platforms.
- **Research Requests**
The website Research Inquiry Form and Book a Researcher or Curator form have created ease for customers to submit enquiries at their convenience. As a result the Hokitika Museum Research Centre has received positive feedback.

4. Risk Analysis

4.1. Risk has been considered and no risks have been identified.

5. Health and Safety

5.1. Health and Safety has been considered and no items have been identified.

6. Significance and Engagement

6.1. The level of significance has been assessed as being moderate.

6.1.1. Public engagement of the Ngā Whakatūranga Project's pre-concepts is considered necessary.

7. Recommendation(s)

7.1. That the Current Projects Update Report from the Museum Director dated 13/06/2022 be received.

Kararaina Te Ira
Museum Director

Report



DATE: 13 June 2022
TO: Community Development Committee
FROM: Community Development Advisor

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 13 June 2022.

2 CURRENT PROJECTS

2.1 Township Development Funding

Township Community Groups have started returning Accountability Reports for 2021-2022. The CDA has worked with community groups to keep them informed on current funding opportunities.

2.2 Discretionary Fund – Community Public Toilets

The five communities that receive the Community Public Toilet Grant have returned Accountability Forms and received annual payments. Inspections and any maintenance issues that have arisen have been addressed. The Facilities and Properties Coordinator has kept the CDA informed on the programme of inspections for the next six months.

2.3 Westland Creative Communities Scheme

Westland District Council supports the wellbeing of Westland Communities by encouraging arts and culture through the Creative Communities funding scheme. Westland has received the CCS Funding Contract 2022-2023, this has been signed and renewed.

Looking ahead Westland Creative Communities will advertise for Expressions of Interest for the Westland CCS Committee in October for the next triennium of Council.

Westland District Council have received \$10,167.00 for Round 2 2021-2022 funding. We have also received a Delta Top Up \$5,184.38.

Westland Creative Communities Round 2 Funding	
Freedom Sing workshops	\$1,618.74
Information Panel Outside Old Lodge Theatre	\$1,572.05
Raranga Weekend Workshops south Westland	\$1,890.00
Hokitika Street Art	\$1,560.59
Hokitika Driftwood Sign	\$3,000.00
Introduction to Chinese customs, culture, food and mandarin	\$460.00
JUNK2FUNK	\$2,600.00
Traditional Moko Kauae	\$2,650.00

2.4 Westland Sport NZ Rural Travel Fund

Westland has submitted the Rural Travel Fund 2021-2022 Report and Accountability Report. Westland's Funding Agreement has been extended to 2023-2024.

The Rural Travel Fund assists a community goal of enabling more kiwi kids to be physically active. It addresses barriers in rural communities that Westlanders can identify with: geographical isolation and lack of other funding sources.

This funding will be advertised in August for Sports Groups to apply for assistance.

2.5 Welcoming Communities

Westland District Council was invited by Immigration New Zealand and MBIE to put forward an Expression of Interest to join the Welcoming Communities programme. An Expression of Interest was collated and submitted. If successful, Westland District Council will be notified in the July announcement of participating councils. Welcoming Communities supports councils and their communities to create welcoming environments for newcomers. Welcoming Communities would benefit Westland by drawing together existing groups and provide a mechanism to bridge gaps, strengthen connections and promote participation in community. Westland District Council recognises the economic, social and cultural contributions and diversity newcomers, migrants and families bring to our communities.

2.6 Mayoral Taskforce For Jobs

The Mayors Taskforce continues to progress and during the past 11 months has supported 68 people in to employment bring the total positions supported to 185 since its inception in 2020.

The focus has shifted from supporting those displaced as a direct result of Covid-19 to predominantly supporting youth 16 – 24 YO in to employment, namely apprenticeships. The team continues to receive applications from local small to medium enterprises and youth seeking employment.

MONTH	Total Monthly Outcomes	Total for the Project to date
July	9	9
August	3	12
September	22	34
October	1	35
November	12	47
December	3	50
January	2	52
February	6	58
March	5	63
April	3	66
May	2	68

3. RECOMMENDATION

- A. That the Current Projects Update Report from the Community Development Advisor dated 13 June 2022 be received.

Sarah Brown
Community Development Advisor