



AGENDA

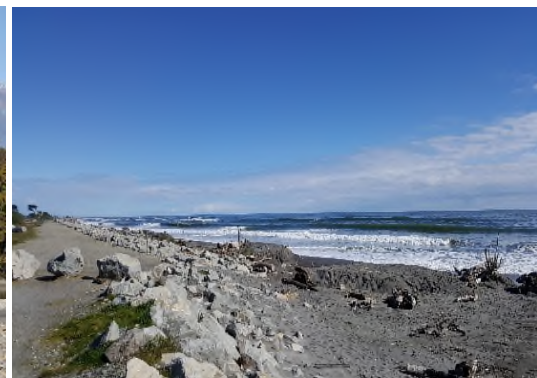
RĀRANGI TAKE

NOTICE OF AN ORDINARY MEETING OF

Economic Development Committee

to be held on **Tuesday, 18 May 2021** commencing at **3.00pm** in the Council Chambers,
36 Weld Street, Hokitika and via Zoom

| | | |
|--------------|--------------------------------------|--------------------|
| Chairperson: | His Worship the Mayor | |
| Members: | Cr Davidson | Cr Hart |
| | Cr Keogan | Cr Martin |
| | Kw Tumahai | Kw Madgwick |
| | J. Birnie, Development West Coast | P. Cuff, Westroads |
| | J. Conroy, Westland Holdings Limited | |



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

Minutes circulated separately via Microsoft teams/email.

- **Economic Development Committee Meeting Minutes - 16 February 2021**

5. ACTION LIST (Pages 5 - 6)

6. NGĀ TĀPAETANGA PRESENTATIONS

- **Westpower Projects**
Peter Armstrong, Chief Executive Officer, Westpower
- **Westland Holdings Limited Quarterly Report**
Joanne Conroy, Chair, Westland Holdings Limited
Chris Gouley, Director, Westland Holdings Limited
Chris Rae, Director, Westland Holdings Limited

7. PŪRONGO KAIMAHI STAFF REPORTS

- **District Economic Stimulus Fund Report** (Pages 7 - 11)
Te Aroha Cook, Group Manager: Regulatory and Community Services

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

(to consider and adopt confidential items)

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987.

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

| Item No. | General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under Section 48(1) for the passing of this resolution |
|----------|---|---|---|
| 1. | Confidential Minutes – 16 February 2021 | Good reason to withhold exist under Section 7 | That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a) |

| | | | |
|----|-------------------------------|---|---|
| 2. | Provincial Growth Fund Update | Good reason to withhold exist under Section 7 | That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a) |
|----|-------------------------------|---|---|

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

| Item No. | Interest | |
|----------|--|-------------------|
| 1,2 | Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | (Section 7(2)(i)) |
| 1,2 | Protect information where the making available of the information: (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information | (Section 7(2)(b)) |
| 1 | Maintain legal professional privilege | (Section 7(2)(g)) |

ECONOMIC DEVELOPMENT COMMITTEE – ACTION LISTING 18.05.21

| Date | Item | Action Required | Status | Lead Officer |
|-----------------|---|--|---|-------------------------------------|
| 21.01.20 | Development West Coast. | Mayor and CE to meet with DWC regarding resilience for the region. | The Lifelines Group have met to discuss resilience to the region, and a list of provisional items for across the West Coast has been drafted which will cover transport, communications and power. This is currently with Emergency Management West Coast to take to the Lifelines Group, and will come back to the Economic Development Committee. CDEM have been successful in receiving a \$90K grant to progress business case development for Lifelines and critical civil defence support requirements | Chief Executive |
| 14.07.20 | Hokitika Airport Site Visit. | Mayor and Councillors to visit the Hokitika Airport to view the proposed extension. | The next step in visualising the Hokitika Airport Masterplan work is waiting for the building extension to be confirmed, with a site visit thereafter. Building works well advanced. Once waterproof we can organise a visit | Chief Executive/Mel Anderson |
| 16.02.21 | PGF and Shovel Ready Projects Update. | Updates to be provided at each meeting. | Organised with Warren Gilbertson. | Chief Executive & District Assets |
| 16.02.21 | Letter of support to Alan Giles, Westland Kart Club. | Letter of support to be written to Alan Giles supporting in principle a Go Kart Street Racing Event. | Actioned | Office of the Chief Executive. |
| 16.02.21 | Franz Josef and Fox Glacier – Destination Management Planning Update. | Updates to be provided at each meeting. | Development West Coast are currently working on destination management planning processes for the whole region. | Chief Executive |
| 16.02.21 | Email the Committee a full list of PGF projects and current status. | To be compiled and emailed by District Assets. | Supplied as part of the reference material | Chief Executive and District Assets |

ECONOMIC DEVELOPMENT COMMITTEE – ACTION LISTING 18.05.21

| | | | | |
|----------|------------------|---------------------------------------|---|--------------------------------|
| 16.02.21 | Events Strategy. | Chief Executive to speak to the item. | Destination Westland (DW) lead events on behalf of Council. | Office of the Chief Executive. |
|----------|------------------|---------------------------------------|---|--------------------------------|

Report to Committee



DATE: 18 May 2021
TO: Economic Development Committee
FROM: Community Development Advisor

DISTRICT ECONOMIC STIMULUS FUND REPORT

1. Summary

- 1.1. The purpose of this report is to update Council on the District Economic Stimulus Fund and consider options for the remaining funds.
- 1.2. This issue arises from communication from Development West Coast (DWC) advising of remaining funds.
- 1.3. 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.
- 1.4. This report concludes by recommending that Committee resolves to reopen the District Economic Stimulus Fund (DESF) to the Westland District for applications to utilise the \$20,000 unused funding.

2. Background

- 2.1 The reason the report has come before the Committee is due to communication from Development West Coast regarding the District Economic Stimulus Fund (DESF).
 - 2.1.1. Westland District Council met its obligations in providing DWC with the appropriate applications for funding by the required date of 30 June 2016.
 - 2.1.2. The funding for Westland REAP was ultimately not required, due to matters out of the control of Westland District Council.
 - 2.1.3. This has resulted in \$20,000 of the agreed funding not being used.

3. Current Situation

- 3.1. The current situation is that Development West Coast have advised there is \$20,000 funding that is unused from the District Economic Stimulus Fund (DESF) and that Westland District Council be given the opportunity to belatedly nominate an additional project or projects (outside the original timeframe) in order to utilise the unused funding following the original District Economic Stimulus Fund criteria, priorities and application process. The purpose of the DESF fund is to stimulate business development and growth.

3.2. DESF Criteria

All projects and proposals must:

- Comply with the objectives of the DWC Deed of Trust (“the Deed”);
- Provide a minimum of 10% equity pursuant of the Deed;
- Demonstrate how the project will promote employment opportunities and/or generate sustainable economic benefit for the district;
- Demonstrate how the project will support business;
- Must demonstrate leverage of additional funding from other sources;
- Flow via the respective District Council.

The following projects/proposals **will not be eligible** for DESF Funding:

- Projects that receive other DWC funding;
- Feasibility studies;
- Compliance and regulatory costs (e.g. Obtaining certification or resource consent);
- Public/Community projects, such as:
 - Sport and recreational facilities and buildings;
 - Community Halls;
 - Theatres
 - Museums;
 - Art Galleries;
 - Memorials

3.3. Priorities

Priority will be given to applications that:

- Have employment opportunities as a direct effect of the distribution;
- Leverage other funding

3.4. Application Process

- Applications and proposals are developed by each district council and submitted to DWC.

4. **Options**

4.1. Option 1: Westland District Council reopen the District Economic Stimulus Fund to the Westland District for applications, for a period of one month, for the DESF funding (\$20,000). Council consider applications that meet the purpose and criteria of the fund, and then submit to Development West Coast.

4.2. Option 2: Westland District Council communicate to Development West Coast that Westland does not intend to reopen the DESF fund.

5. **Risk Analysis**

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

6. **Health and Safety**

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

7. **Significance and Engagement**

7.1. The level of significance has been assessed as being low.

7.2. The District Economic Stimulus Fund will be reopened and engage the Westland District, for applications to utilise the \$20,000 unused funding. Funding will be open for a period of 32 days.

8. Assessment of Options (including Financial Considerations)

- 8.1. Option 1 – Westland District Council reopen the District Economic Stimulus Fund to the Westland District and receive applications for funding of \$20,000. Council consider applications that meet the purpose and criteria of the fund, and then submit to Development West Coast. This option will provide an opportunity for a small economic stimulus to the benefit of the Westland District.
- 8.2. Option 2: Westland District Council communicate to Development West Coast that Westland does not intend to reopen the DESF fund. This option removes the opportunity of a small economic stimulus.
- 8.3. There are no financial implications to this option;

9. Preferred Option(s) and Reasons

- 9.1. The preferred option is Option 1. Westland District Council reopen the District Economic Stimulus Fund to the Westland District and receive applications for funding of \$20,000. Economic Development Committee consider applications that meet the purpose and criteria of the fund, and then submit to Development West Coast.
- 9.2. The reason that Option 1 has been identified as the preferred option is that it will provide an opportunity for a small economic stimulus to the benefit of the Westland District.

10. Recommendation(s)

- 10.1. That the report be received.
- 10.2. That Westland District Council reopen the District Economic Stimulus Fund to the Westland District and receive applications for the unused funding of \$20,000. Funding is open for a period of 32 days;
- 10.3. That Council consider applications that meet the purpose and criteria of the fund, and then submit the preferred applicants to Development West Coast.

Sarah Brown
Community Development Advisor

Appendix 1: District Economic Stimulus Fund Policy

District Economic Stimulus Fund (DESF) Policy

STATUS: CONFIDENTIAL

Preamble and Purpose of Fund

The purpose of this Fund is to stimulate business development and growth in each West Coast district. DWC Trustees have agreed to provide funding to each of the West Coast district councils as a financial stimulus in light of the current economic challenges unique to each district. The district councils will administer the Fund on behalf of their districts. The Fund shall be applied in such a way so as to leverage additional funding from other funding sources.

The Fund

Up to \$1 million will be granted to each District. The funding must be applied to projects that meet the objects of the Trust Deed and the specific criteria of the DESF.

Available Resources

DWC will grant up to \$1 million to each of the three districts for approved DESF projects.

The funding will be made available from 1st October 2015. Applications for funding must be received by DWC by 30 June 2016.

Criteria

All projects and proposals must:

- Comply with the Objects of the DWC Deed of Trust ("the Deed");
- Provide a minimum of 10% equity pursuant to the Deed;
- Demonstrate how the project will promote employment opportunities and/or generate sustainable economic benefit for the District;
- Demonstrate how the project will support business;
- Must demonstrate leverage of additional funding from other sources;
- Flow via the respective District Council.

The following projects/proposals **will not** be eligible for DESF Funding:

- Projects that have received other DWC funding;
- Feasibility studies;
- Compliance and regulatory costs (eg. obtaining certification or resource consent);
- Public/community projects, such as:
 - Sport and recreational facilities and buildings;
 - Community halls;
 - Theatres;
 - Museums;
 - Art Galleries;
 - Memorials.

Priorities

Priority will be given to applications that:

- Have employment opportunities as a direct effect of the distribution;
- Leverage other funding.

Application Process

- Applications and proposals are developed by each district council and submitted to DWC.
- Business case considered by DWC. If the application is over \$250,000, the application will be considered by the DWC Advisory Body who will provide advice to the DWC Board.
- Proposal and recommendation considered by DWC Trustees for approval or decline.

General Conditions

- District Local Authorities will manage their approved district projects and will be responsible for compliance with all KPI's, conditions and benchmarks.
- The funding will be subject to the Local Authority meeting all agreed KPI's, benchmarks and conditions associated with any approved projects.
- Development West Coast reserves the right to stop funding to all or any projects should KPI's, conditions and benchmarks not be met by the Local Authority.

Adopted 16 September 2015