

7. TRANSPORTATION continued.

Level of Service	Performance Measure	Information we will use to measure success	Current Performance 2010/11	Target 2009-2011
	Records are monitored to ensure all bridge structures are regularly inspected for future works maintenance under the road maintenance contracts maintenance contracts	Council's Bridge Inspection Report which is undertaken every 2 years. (The last inspection report was completed in March 2009. Next inspection is programmed for early 2011.)	The last inspection and reporting was completed in March 2009 and found that "overall the bridge stock is in a sound condition and is being maintained in a manner consistent with accepted Local Authority rural bridge standards". Inspections are programmed and carried out every 2 years. The latest 2011 inspections have been completed and the report is currently being prepared.	100%
Support the West Coast Road Safety Co-ordinating Committee to promote a positive road safety culture.	The number of road crash fatalities to be less than 4 per year. < 4 2009-2011 < 2 2012-2019	NZ Transport Agency Crash Analysis System and annual statistics and reporting.	Actual for Westland 2008 = 1 West Coast 2009 = 2 West Coast 2010 to date = 1	Less than 4
Jackson Bay Wharf				
Jackson Bay Wharf is available to commercial and recreational users.	Maintain Jackson Bay Wharf within the approved budget and response to complaints within 10 working days.	Financial data Complaints	No complaints received	Within budget Respond to complaints within timeframe.

8. WATER SUPPLY

Level of Service	Performance Measure	What information will we use to measure success?	Current Performance 2010/11	Target 2009-2011
Supply water to consumers to meet their needs by providing a continuous 'on demand' supply of potable water to serviced areas.	Water supply restored within 12 hours of notification	Response time to restore water supply.	Continuous "on demand" supply of potable water achieved, with exception of notified shutdowns below. Total 3 disruptions to date. Water was restored within 12 hours of disruptions.	100%
	Pump failures responded to within 5 hours of alarm.	Response time to restore pump failure.	No pump failures to date.	100%
	At least 24 hours notice of planned shutdowns given to affected customers.	Notification to customers.	Four planned shutdowns occurred to date. These were all in October for the "Watermain Upgrades Contract". 24 hrs notice was provided ahead of these planned shutdowns.	100%
	Less than three burst water mains or leaks per 10 kilometres of pipeline per annum.	Number of bursts or leaks.	Hokitika lakeline burst on 29 th December 2010 as a result of damage by a contractor, One burst or leak reported to date.	Less than 3 instances.

8. WATER SUPPLY continued

Level of Service	Performance Measure	What information will we use to measure success?	Current Performance 2010/11	Target 2009-2011
Supply water to consumers to meet their needs by providing a continuous 'on demand' supply of potable water to serviced areas.	100% compliance with NZ Fire Service Code of Practice for all reticulation and storage upgrades.	Fire sprinkler system flow and pressure.	Advice received from Tancred Street property owner of sprinkler system not meeting test criteria. Consultant has been engaged to carry out network analysis to determine cause of low pressure and possible solutions.	96%
	No water restrictions are imposed.	Number of water restrictions imposed.	No restrictions imposed.	100%
	A minimum of 24 hours water storage available at peak demand by achievement of water storage projects in LTCCP 2009-2019.	Number of hours water storage available.	Not measured.	Project will be completed by and thereafter 100% achievement. Hokitika Reservoir 1 2010-2011

8. WATER SUPPLY continued

Level of Service	Performance Measure	What information will we use to measure success?	Current Performance 2010/11	Target 2009-2011
Provide safe, potable water to residents and ratepayers by maintaining upgrading and building Council supplied water schemes to comply with Drinking Water Standards New Zealand.	Achievement of water treatment programme in LTCCP 2009-2019 to ensure compliance with Drinking Water Standards NZ.	Completion of water treatment programmes as per the 2009-2019 LTCCP.	Ministry of Health subsidy applications made in March 2009 for treatment of Ross and Hannahs Clearing water supplies were successful. Design is underway for these schemes.	Projects will be completed by and thereafter 100% achievement: Ross Hannahs Clearing Haast Franz Josef Fox Glacier Kumara Arahura

8. WATER SUPPLY continued

Level of Service	Performance Measure	What information will we use to measure success?	Current Performance 2010/11	Target 2009-2011
	Water quality tested in accordance with Drinking Water Standards and reported to Council.	Water quality test results.	<p>All supplies showed absence of coliform bacteria as shown:</p> <p>For the year to 31st March 2011</p> <p>Kumara = 100% Arahura = 100% Hokitika = 100% Ross = 11% Harihari = 89% Whataroa = 100% Franz Josef= 100% Fox Glacier= 100% Haast = 100% Hannahs = 22%</p>	100%
Provide prompt response to customer service requests.	Requests for service responded to within 5 working days.	Response time to customer requests.	Current data is not available for this reporting.	100%
	New connections installed within 15 workings days of request.	Time taken to install new connections.	One new connection was installed.	Within timeframe

9. WASTEWATER

Level of Service	Performance Measure	What information will we use to measure success?	Current Performance 2010/11	Target 2009-2011
Wastewater is removed from properties by providing reliable reticulated sewerage systems to services areas.	90% of disruptions rectified within 12 hours of notification.	Number of disruptions rectified within timeframe.	Disruptions year to date 31 st March 2011 = 13. 100% compliance.	90%
	Less than three sewer main blockages occur per year. Customers affected by planned disruptions are notified at least 24 hours in advance.	Number of blockages occurring per year.	No blockages to date.	Less than 3 blockages.
		Notification given to customers.	No planned disruptions to date.	100%
Overflows of wastewater do not occur due to stormwater infiltration or pump failure.	Less than 5 instances of overflow of wastewater occur per year.	By investigating sources of stormwater infiltration and serving notice on offending property owners. Note: A new Council Bylaw may be required to achieve success.	No overflows to date.	Less than 5 instances.
	Overflows due to pump failure responded to within 5 hours of alarm or other notification.	Response time to alarm notification.	No overflows to date.	100%

9. WASTEWATER continued

Level of Service	Performance Measure	What information will we use to measure success?	Current Performance 2010/11	Target 2009-2011
Compliance with Resource Management Act by maintaining upgrading and providing waste treatment facilities.	100% compliance with conditions on resource consents for discharge to environment by undertaking capital works as per the 2009-2019 LTCCP.	Completion of wastewater treatment programmes as per the 2009-2019 LTCCP.	De-sludging works at Hokitika will be completed in 2010-11.	100%
Provide prompt response to customer service requests.	Requests for service responded to within 5 working days.	By Council and contractors having systems in place for responding to customer service requests.	Current data not available for this round of reporting.	100%
	New connections installed within 15 working days of request.	By Council and contractors having systems in place for responding to customer service requests.	As above.	100%
Provide reticulated wastewater schemes to communities that have health, social and economic needs for such a scheme.	Obtain a high level of subsidy from the Ministry of Health for a <i>wastewater scheme to be affordable to local community for the capital works programme in LTCCP 2009-2019</i> to be completed.	Level of subsidy received from Ministry of Health for new wastewater schemes for Ross.	Project has been pulled out.	90%

10. STORMWATER

Level of Service	Performance Measure	What information will we use to measure success?	Current Performance 2010/11	Target 2009-2011
Flooding of properties avoided.	No flooding above occupied floor level in rainfall or flood events of less than a 50 year return period.	Number of properties flooded.	Nil.	100%
	Less than 5 street closures due to flooding per year.	Number of streets closed	Rolleston Street, Hokitika between Weld Street and Stafford Street was closed on 28 th December as a result of a 50 year return period flood event. The street was closed for approximately 5 hours.	Less than 5 closures.
	No flooding of private properties in rainfall events of less than 2 year return.	Number of properties flooded.	Nil.	100%
	Achievement of capital works programme in LTCCP 2009-2019 to avoid private properties flooding.	Completion of Hoffman Street mains extension as per LTCCP 2009-2019.	No progress.	100%

10. STORMWATER continued

Level of Service	Performance Measure	What information will we use to measure success?	Current Performance 2010/11	Target 2009-2011
		Completion of Rolleston Street mains extension as per LTCCP 2009-2019.	No progress.	100%
		Completion of Jollie Street mains extension as per LTCCP 2009-2019.	No progress.	100%
		Completion of Weld Street mains extension as per LTCCP 2009-2019.	No progress.	100%
	Blockages cleared within 1 hour of reporting in Hokitika and 5 hours in other townships.	By responding to reports of pipe blockages.	No reports of pipe blockages.	100%
	Surface flooding responded to within 2 hours of report.	By responding to reports of surface flooding.	No reports of surface flooding.	100%
	Complaints replied to within 5 working days with advice on solution to flooding and programme.	By responding to general complaints about flooding.	No complaints.	100%
Provide prompt response to customer service requests.	New connections installed within 15 working days of request.	By the Council and contractors having systems in place for responding to customer service requests.	Customer service request system in place. One new connection was placed in Hokitika during March. (10/11 = 9).	100%

11. WASTE MANAGEMENT

Level of Service	Performance Measure	What information will we use to measure success	Current performance 2010/11	Target 2009-2011
Fortnightly Council bag collection.	Customer satisfaction.	Number of complaints.	No complaints received. 0	Reduce complaints by 10% pa.
Fortnightly collection of specified recyclables.	Customer satisfaction.	Number of complaints.	No complaints received. 1 complaint received about non-collection of a central business area bin. This has been addressed by staff.	No more than 20 complaints recorded pa.
Sites open to the public at specified hours and good service provided.	Customer satisfaction.	Number of complaints.	No complaints received. 0	No complaints.
Adverse effects on the Environment are minimised.	100% compliance with conditions of resource consents and monitoring requirement.	Regional Council reports on District.	No notices received. 0	No notices received.

11. WASTE MANAGEMENT continued

Level of Service	Performance Measure	What information will we use to measure success	Current performance 2010/11	Target 2009-2011
Adverse effects on the Environment are minimise.	Waste to be diverted from landfill for recycling.	Tonnes recycled.	624 Tonnes as at 28 th February 2011 Mastagard's report for March had not been received at the time this report was prepared.	Increase by 5% pa.
Visit schools and community groups for education about waste minimisation.	Number of visits to schools and Community groups.	Monthly reports to Council.	2 school visits and 2 community group visits to date this year.	Visits to 6 schools and 3 Community groups each year.
Provided facilities that are safe for the public to use.	Complaints from users about facilities being unsafe.	Council complaints register.	No complaints received. 0	Less than 4 complaints per year.
Encourage the use of waste minimisation techniques within the District.	Reduce tonnage of waste disposed to District Landfill.	Tonnage used to calculate levy on waste under Waste Minimisation Act 2008.	1,689 Tonnes as at 28 th February 2011. Mastagard's report for March had not been received at the time this report was prepared.	Reduce tonnage by 10% per annum.

12. PUBLIC TOILETS

Level of Service	Performance Measure	What information will we use to measure success	Current Performance 2010/11	Target 2009-2011
All public toileting facilities are to be clean, safe to occupy.	Complaints are investigated and responded to within 1 day.	Database of customer queries.	No complaints received to date this year.	Under 5 complaints per year and responded to within 1 day.
	Satisfaction with toilet facilities.	Resident's satisfaction survey.	65% of residents satisfied.	80%

13. COMMUNITY TOWNSHIP DEVELOPMENT

Level of Service	Performance Measure	What information will we use to measure success	Current Performance 2010/11	Target 2009-2011
Developing plans according to schedule.	Consultation occurs with each plan and projects completed to schedule.	Management reports to Council.	Some consultation has taken place with the Franz and Fox communities. The Professional Services Engineering Assistant continues to meet with the Franz Josef Community.	A priority list of projects will be developed after consultation with each community and timeframes identified.

13. COMMUNITY TOWNSHIP DEVELOPMENT continued

Level of Service	Performance Measure	What information will we use to measure success	Current Performance 2009/10	Target 2009-2011
	Majority of Community satisfied with plans produced.	Community surveys.	Survey underway.	70% satisfaction.
An Aviation Strategy is produced for provide for aviation activity in Westland that meets the needs of users and the surrounding community.	Consultation completed by 2011. Complete plan by 2019.	A drafted plan with minimal submissions.	No progress.	75%

14. SWIMMING POOL

Level of Service	Performance Measure	What information will we use to measure success	Current Performance 2009/10	Target 2009-2011
Maximise the duration of the swimming season	Minimum season October to April	Opening Times	Pool opened Monday 9 th August 2010 and is planned to close on Sunday 5 June 2011. A season duration of 43 weeks	Maintain current hours
Maintain a comfortable water temperature for swimming	Water temperature to be maintained at between 27.5 and 28.5° Celsius	Monthly report	Between 27°C and 28.5°C	28°C
Maximise use of Hokitika pool	Increase pool usage by 1% pa	Annual Report	Data yet to be analysed	1% per annum
Health and Safety	Provide active programmes for swimming pool users	A maximum of 5 courses to be held each year in either learn to swim or exercise programme	Achieved	6 courses
Ensure safe swimming water	Test compliance with NZS 5826:2000	Monthly report for Ross and Hokitika	99.5%	100%
Ensure pool user safety	Lifeguard supervision provided in accordance with Swimming Pool Guidelines published by New Zealand Recreation Association (Hokitika Pool only)	Pool Safe Accreditation	Assessment results are yet to come in for 2011`	Maintain accreditation

32.7 Delegations to Staff – Contractual Authority and Activity Management

Staff Member	Item	Amount		
Management Team	Contractual Authority for capital expenditure provided for in estimates.	\$200,000	\$250,000 per item	
	Contractual Authority for emergency expenditure not provided for in estimates.	\$200,000	\$250,000 per item	
	Contractual Authority for non-capital expenditure provided for in estimates.	\$200,000	\$250,000 per item	
	Contractual Authority for purchase of plant items provided for in estimates.	\$50,000	\$100,000 per item	
	Disposal authority for plant items provided for in estimates.	\$50,000	\$100,000 per item	
	Disposal authority for assets and goods (except Real Estate).	\$20,000	\$50,000 per item	
	Activities to which contractual authority applies.	All activities		
	Activities for which the officer is the Financial Manager.	N/A		
	Chief Executive Officer	Contractual Authority for capital expenditure provided for in estimates.	\$100,000	per item
		Contractual Authority for emergency expenditure not provided for in estimates.	\$100,000	per item
Contractual Authority for non-capital expenditure provided for in estimates.		\$100,000	per item	
Activities to which contractual authority applies.		All activities		
Activities for which the officer is the Financial Manager.		N/A		
Group Manager - Assets & Operations	Contractual Authority for capital expenditure provided for in estimates.	\$60,000	\$100,000 per item	
	Contractual Authority for emergency expenditure not provided for in estimates.	\$100,000	per item	
	Contractual Authority for non-capital expenditure provided for in estimates.	\$50,000	\$100,000 per item	
	Activities to which contractual authority applies.	Assets and Operations		
	Activities for which the officer is the Financial Manager.	Assets and Operations		

PART V - MISCELLANEOUS

34. Tender Procedures

34.1 ~~All contracts for goods and services contracts or agreements to an amount greater than \$50,000 shall be procured in line with Westland District Council Procurement Strategy (October 2010) put out to tender unless there are good reasons why this should not occur. All contracts of a value greater than \$5,000 shall be put out to tender or competitive quote wherever practicable.~~

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34.2 ~~Where a decision is made not to put out to tender a contract for goods and services to an amount greater than \$50,000 the reasons for the decision shall be recorded in writing. Where it is deemed advantageous for Council and the supplier market, minor works may be put out to tender. This decision shall be made by the initiating officer where the value of the goods and services concerned is less than the limits of their contractual authority, or where this is not the case by the appropriate member of the management team.~~

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34.3 All tenders for goods and services to the value of \$50,000 shall be accepted by the initiating officer where the value of the goods and services concerned is less than the limits of their contractual authority, or where this is not the case by the appropriate member of the Management Team.

34.4 All tenders for goods and services of a value of more than \$50,000 but less than ~~\$100,000~~ \$250,000 shall be accepted by the Management Team.

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34.5 All tenders for goods and services if a value greater than ~~\$100,000~~ \$ 250,000 shall be accepted by the Assets Operations Committee.

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34.6 All tenders with a value of more than \$50,000 shall close with Council Solicitors, and shall be opened in public in the presence of a Council Solicitor. All other tenders shall be opened in public in the presence of two members of the Executive Management Team, ~~or one member and~~.

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34.7 The time and date of tender opening shall be noted in the tender documents and shall be not more than a week after the closing of tenders.

34.8 The New Zealand Transport Agency Procurement Manual rules shall apply for Supplier Selection Methods and the evaluation of tenders. ~~Expedited Tender shall apply to minor physical works with 'negotiation' of contracts up to \$5,000 and 'limited invitation to tender' on contracts up to \$10,000 in value.~~

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The limits for procurement methods (October 2010) are:

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Method	Upper Limit
Direct Appointment (Negotiation)	\$100,000
Closed Contest (Selected Tender)	\$250,000

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34.9 ~~That Council uses the Price Quality Method as the Competitive Pricing Procedure for all contracts estimated to be \$100,000 or greater (note that all work that is eligible for Transfund funding is subject to competitive pricing procedure).~~

34.10 ~~That Council use Land Transport New Zealand's Competitive Pricing Procedures for contracts less than \$100,000. The Price Quality Method to be used if deemed necessary by Council management.~~

34.11 ~~That Council's contract evaluation team consists of the Chairman or a member of the Assets Committee, Group Manager - Assets & Operations, Professional Services Engineer and an independent qualified consultant. The evaluation team maybe defined an exception to any contract evaluation at the discretion of the Chief Executive.~~

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NOTE: This policy is subject to the provisions of the Land Transport Management Act 2003 which ~~generally~~ requires all funds to be derived from New Zealand Transport Agency to be derived from New Zealand Transport Procurement Manual. Rule 10.9 of the New Zealand Transport Agency Procurement Manual has been modified by agreement with the New Zealand Transport Agency to \$250,000, allocated as the result of a competitive pricing procedure.

35. Standing Orders

35.1 Pursuant to Section 27 of the 7th Schedule of the Local Government Act 2002, the Standing Orders for the Council shall be the New Zealand Standard NZS 9202:2003 'Model Standing Orders for Meetings of Local Authorities and Community Boards' as expanded and/or amended hereunder and as amended by Standards New Zealand from time to time.

35.2 The New Zealand Standard Model Standing Orders shall apply to all Council and committee meetings except as suspended by those groups from time to time.

35.3 The additions and amendments to the New Zealand Standard Model Standing Orders referred to above shall be as set out hereunder.

35.4 The order of business to be followed at meetings pursuant to clause 3.7 of the Standing Orders shall be:

1. Members Present and Apologies
2. Confirmation of Minutes
3. General Business
4. Reports
5. Inward Correspondence
6. Public Forum
7. Administrative Resolutions
8. Matters to be considered in the "Public Excluded" Section.

~ 46 ~

Westland District Council
Weld Street
Hokitika

15 April 2011

Attention : Vivek Goel

RDG 16-1

CEO	HRM	MPR	MD	MAC	MF	MPA	CSO	TSO
			✓					

SCANNED

I am writing this letter on behalf of myself and my colleagues at New World Supermarket. We are concerned about the lack of thought that has been put into the restricted parking areas in Tancred Street opposite the New World building.

In the time I have worked at NW, 7 years, there has never been a time that parking has been a problem. I understand the reasoning behind restricted parking areas, but it appears that no one has bothered to confirm that this area warrants restrictions. We are being forced to park on the side of St Mary's Catholic Church where, if there was a funeral, this would impinge on the parking allocated to those people attending the funeral. There are no shops in this area that require parking for shoppers. In fact NW has a large parking area for its shoppers already.

We would appreciate the WDC looking into this matter as it doesn't make sense to try and fix something that isn't broken. Imposing these restrictions, however, is causing problems for people attending funerals at St Mary's Catholic Church.

We look forward to your response.




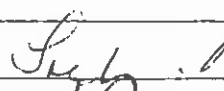
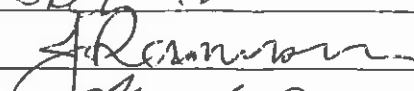
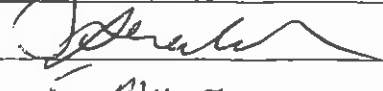
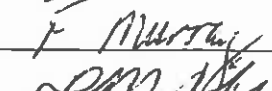
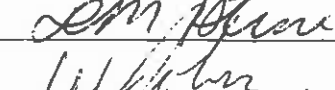
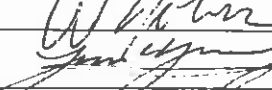
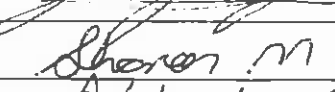
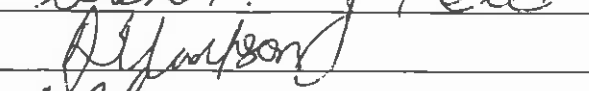
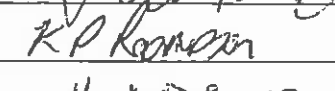
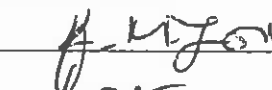
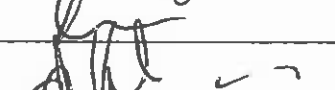


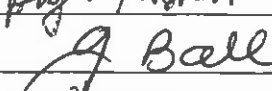
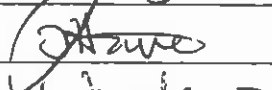



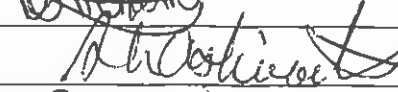
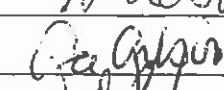
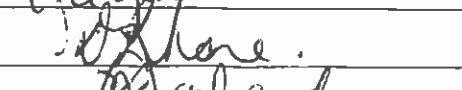





Signed:

ROLAND URMSION
80 BRITTAN STREET.

SIZE BN CLOSED SIGNATURES
REGARDING THIS MATTER.

Missy. CI agenda bleed!
Mr. Roland Urmsion would
like to speak to this @ meeting
36/38
Vivek!

We Request for the section of Tancred street opposite New World Supermarket to be
re allocated to all day parking.

Name	Signature
ROLAND URMSON	
Trish Mann	
Jillie Rasmussen	
Lois Meldrum	
Faye Murray	
Donna Flynn	
Wayne Flynn	
Jonathan McGeervey	
Sharon Roberts	
Daniel Clarkson	
Kori Kosmanen	
Katherine Jones	
Brian West	
Jon Howell	
Rex Keenan	
Haydn Mulholland	
Janit Ball	
Hazel Haver	
Wicky Hall	
Noeleen Barlow	
IRACE LEARNS	
Deborah Herdby	
Lyn Ashworth	
Gordon Gibsin	
Dame Lane	
NIDA GARLAND	
MELANIE RICHARDS	
Phillip Jones	