

**WESTLAND**  
DISTRICT COUNCIL



# **MANAGEMENT REPORTS**

**Westland District  
Council Offices**

**Thursday  
9 December 2010  
9.00 am**

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**CHIEF EXECUTIVE'S REPORT**  
**PLANNING AND REGULATORY SECTION**  
 From 1<sup>st</sup> – 30<sup>th</sup> November 2010 (reporting period)

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**1. ANIMAL CONTROL:**

**1.1** All dog registration procedures are up to date with the exception that the sighting of unregistered dogs prior to the commencement of legal proceedings has been delayed due to a transition between contract staff.

**1.2** Statistics:

	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	Year to date
The number of registered dogs in the District.	1472	1455	1449	1441	1489	1484	1479
The number of probationary owners and disqualified owners in the District.	0	0	0	0	0	0	0
The number of dogs classified as dangerous or menacing in the District.	0	0	0	0	0	0	0
The number of infringement notices issued by the Council.	56	26	10	11	18	15	0
The number of dog related complaints received by the Council and (since August 2007) the Contractor.	34	47	51	130	109	86	44
The number of prosecutions taken by the Council under the Act.	10	6	3	11	18	13	0

### 1.3

### Levels of Service

Level of service	Performance measure	Report
The public are safe from dogs.	All complaints are responded to within 1 working day.	Of the 7 service requests received, 6 were responded to within one working day.
	That the public are satisfied with the service	The external satisfaction survey indicates that 50% of residents are satisfied with the control of dogs, 42% are not very satisfied and 8% are not able to comment. Of users of the service, 24% were very/fairly satisfied.
Records will be kept relating to dog numbers, location, sex and breed and in conformity with the National Dog Database (NDD).	Records are accurate and comply with the requirements of the National Dog Database.	Records are updated to the NDDDB every working day and any discrepancies are corrected the next working day. Costs to the Council in maintaining the NDDDB have been assessed at \$1,463.17 for the 2010-2011 year.

## 2. INSPECTORATE:

### 2.1 Building:

#### 2.1.1 Statistics for the reporting period:

- Building Consent applications received for processing: 22.
- Building Consents granted: 28.
- Value of granted consents: \$1,873,730.
- Average consent value: \$66,918.
- Number of consents with values in excess of \$5,000.00: 23.
- Of note were consents granted for 2 new dwellings.
- The average number of days for building consent processing for the reporting period was 5 days (the statutory requirement is 20 days). The average number of days for processing for the year ended 30 June 2010 was 7 days (2009 was

#### 2.1.2 Complaints:

- No complaints were received during the period.

2.1.3 Council is an accredited and registered Building Consent Authority with all requirements for Regulation 17 Accreditation having now been met. The statutory deadline of 30 November was achieved.

2.1.5 There is a statutory duty to deal with all building consent applications within a 20 working day time frame.

The LTCCP target.....	Is to grant 100% of building consent applications within 20 working days.
For the month under review the extent of achievement is....	100%
Reasons for non-achievement.	N/A
Actions from previous reports.	As at September 2010, the procedure on the receipt of additional information has been changed to ensure that the relevant application is taken off hold.
Actions to be taken.	Nil

## 2.2 Building Consent Statistics (Financial Year)

Year	No of granted consents	Value	Number and % granted within statutory time frame	Average processing days
2003-2004	518	\$25,155,540	500 & 97%	9
2004-2005	429	\$28,712,182	361 & 84%	15
2005-2006	380	\$35,253,345	248 & 62%	18
2006-2007	392	\$32,384,009	249 & 64%	20
2007-2008	477	\$74,799,236	328 & 69%	18
2008-2009	361	\$28,420,497	359 & 99%	8
2009-2010	317	\$22,207,443	316 & 99%	7
<b>Year to date</b>	<b>134</b>	<b>\$9,804,613</b>	<b>133 &amp; 99.25%</b>	<b>7</b>
January 2010	11	\$1,267,165	11 & 100%	8
February 2010	21	\$1,136,500	21 & 100%	5
March 2010	38	\$1,880,310	38 & 100%	5
April 2010	40	\$1,826,217	40 & 100%	6
May 2010	30	\$2,537,401	30 & 100%	6
June 2010	25	\$1,474,200	25 & 100%	6
July 2010	30	\$2,518,935	30 & 100%	8
August 2010	33	\$2,792,848	33 & 100%	6
September 2010	16	\$927,100	15 & 93.75%	6
October	20	\$1,384,00	20 & 100%	8
November	28	\$1,873,730	28 & 100%	5
Projection...2010-11	390	\$35,000,000	100%	Less than 10

**2.3 Environmental Health:**

2.3.1 All procedures are up to date. The Contract is current until 31 July 2013.

2.3.2 The contractor has undertaken 8 food premises inspections during the month and dealt with 12 enquiries and other inspections.

**2.4 Liquor Licensing:**

2.4.1 A total of 25 certificates, licences and renewals have been granted during the reporting period.

2.4.2 Reporting requirements have been met.

**2.5 Pensioner Flats:**

2.5.1 All maintenance procedures are up to date and are annotated in the AMP.

2.5.2 No complaints have been received. One service request has been recorded during the reporting period and it was completed on time.

2.5.3 The Tenant's Satisfaction Survey will be undertaken in 2011.

## 2.6 Levels of Service.

Level of service	Performance measure	Report
Process all applications lodged under the Building Act 2004 within the timeframes specified in the Act.	All building consent applications will be processed to a consent within 20 working days.	For the reporting period a total of 100% of Building Consent applications had been determined within the statutory time frames.
Process all applications lodged under the Building Act 2004 within the timeframes specified in the Act.	All Project Information Memoranda applications will be processed within 20 working days.	For the reporting period a total of 100% of Project Information Memoranda applications had been determined within the statutory time frames.
Provide day to day advice and assistance regarding proposals and applications.	All walk in customers will be satisfied with advice.	The results of the external satisfaction survey show that 50% of respondents are very/fairly satisfied with the service while 56% of users of the service are very/fairly satisfied.
Encourage compliance with health standards by undertaking inspections so that all food, liquor and other licensed premises comply with the relevant legislation.	All licensed and registered premises are inspected at least annually.	Of the 125 licensed and registered premises, 9 have been inspected since 1 July 2010.
	Investigate complaints about poor food handling and unsanitary conditions in any licensed premises within 3 working days	For the reporting period there have not been any specified complaints.
	Work with Police and Community Public Health to reduce the negative impacts of alcohol abuse.	A liaison meeting involving Council staff, the Police and Community and Public Health was held in Hokitika on 17 <sup>th</sup> September.

## 3. RESOURCE CONSENTS:

3.1 The following WCRC notified resource consent applications were dealt with during the month:

- Nil

3.2 The following WCRC consent applications were given Section 95 approvals during the month:

- Nil

3.3 District Council Resource Consents:

3.3.1 The following resource consents have been put in place by other than staff delegated authority during the period:

- 100071 & 100072: H & I Lee: Discretionary Rural Subdivision and Land Use: 2 lots: Serpentine Road, Kumara Junction.
- 100073 & 100074: P & T Ilton: Discretionary Rural Subdivision and Land Use: 3 lots: Serpentine Road, Kumara Junction

3.3.2 The following resource consents have been put in place by staff delegated authority during the period:

Number	Consent Holder	Type of Consent	Location
070168	SP Quinn	Discretionary land use: Declined due to lack of information	SH6, Tatare
080138	Dilligaf Devts Ltd	Discretionary land use: Declined due to lack of information	Paringa River
090015	JH Noble	Discretionary Rural Subdivision: 2 lots	Reg Cox Drive, Blue Spur
100081	AD Martin & DR Packman	Non Complying Rural Subdivision: 5 lots	Providence Drive, Three Mile
100082	AD Martin & DR Packman	Non Complying Land Use: Residential in Rural Zone	Providence Drive, Three Mile
100092	L Provis & Y Rennie	Discretionary Rural Subdivision: 3 lots	Hau Hau Road, Kaniere
100093	L Provis & Y Rennie	Discretionary Land Use: Residential in Rural Zone	Hau Hau Road, Kaniere
100106	Kumara Junction Developments	Discretionary Variation to Rural Subdivision: 8 lots	Sanctuary Place, Kumara Junction
100111	G & B Monk	Discretionary Land Use: Extension of Commercial Activity in Rural Zone	SH6, Paringa
100112	D McLaren & W Cadigan	Discretionary Rural Subdivision: 2 lots	Woodstock Rimu Road
100113	D McLaren & W Cadigan	Discretionary Land Use: Residential in Rural Zone	Woodstock Rimu Road
100116	Kumara Junction Developments	Controlled Land Use: Residential in a Rural Zone	Sanctuary Place, Kumara Junction
100119	B & R McLennan	Discretionary Land use: Relocate dwelling	The Strand, Okarito

### 3.4 Resource Consent Statistics:

Year	Number of consents (subdivision & land use)	Number & % granted within statutory time frame (non-notified/no hearing only)	Average processing days (non-notified/no hearing only)
2003-2004	47 & 100	120 & 84%	13
2004-2005	99 & 69	81 & 54%	20
2005-2006	88 & 68	82 & 77%	20
2006-2007	68 & 114	80 & 46%	24
2007-2008	106 & 65	40 & 24%	42
2008-2009	43 & 79	92 & 75%	22
2009-2010	23 & 115	121 & 90%	13
Year to date	16 & 43	48 & 98%	14
January 2010	0 & 2	1 & 100%	13
February 2010	3 & 16	17 & 94%	11
March 2010	0 & 11	10 & 91%	7
April 2010	2 & 6	7 & 88%	13
May 2010	7 & 1	8 & 100%	12
June 2010	0 & 5	5 & 100%	11
July 2010	3 & 6	9 & 100%	13
August 2010	2 & 8	8 & 100%	14
September 2010	3 & 9	11 & 100%	14
October 2010	2 & 9	8 & 89%	16
November 2010	7 & 11	4 & 100%	16

### 3.5 Levels of Service

Level of service	Performance measure	Report
Process Resource Consents within statutory timeframes as specified in Resource Management Act 1991.	100% of Resource Consent applications processed within the statutory timeframe.	For the reporting period 100% of <u>non-notified</u> Resource Consent applications without a hearing had been determined within the statutory timeframes.
	100% of Resource Consent applications processed within the statutory timeframe.	For the year to date, of 3 consents put in place, 100% of <u>limited notified</u> (no hearing) Resource Consent applications had been determined within the statutory timeframes.
	100% of Resource Consent applications processed within the statutory timeframe.	For the year to date, of 1 consents put in place, 100% of <u>limited notified</u> (hearing held) Resource Consent applications had been determined within the statutory timeframes.

	100% of Resource Consent applications processed within the statutory timeframe.	For the year to date, of 0 consents put in place, 0% of <u>publicly notified</u> (no hearing) Resource Consent applications have been determined within the statutory timeframes.
	100% of Resource Consent applications processed within the statutory timeframe.	For the year to date, of 1 consent put in place, 100% of <u>publicly notified</u> (hearing held) Resource Consent applications have been determined within the statutory timeframes.
Public complaints relating to environment are investigated and responded to within 10 days.	Complaints responded to within 10 days.	No complaints were received during the reporting period.
Provide and maintain a District Plan which is reflective of the community.	Work Plan is developed on changes required to the District Plan and these are effected	The Planning and Development Committee has commenced a review of the District Plan and has set a time able for the review. A draft document was expected to be ready by December 2010 providing for matters that can proceed without additional research. Other matters have been identified for review over the next 2 years.
Process all applications lodged under section 44A of the Local Government Official Information and Meetings Act within the timeframes specified in the Act.	100% of LIMs processed within 10 working days and for "fast track" applications, within 3 days.	(1) For the reporting period 100% of Land Information Memoranda had been issued within 10 working days. (2) For the reporting period 100% of "fast track" Land information Memoranda had been issued within 3 working days.

4. COMMUNITY/TOWNSHIP PLANNING:

4.1 Levels of Service

Level of service	Performance measure	Report
Developing plans according to schedule.	Consultation occurs with each plan and projects completed to schedule.	A timetable for the District Plan review extending over the next two years has been established by the Planning and Development Committee.
	Majority of community satisfied with plans produced.	The external satisfaction survey did not address satisfaction with specific plans produced. 50% of residents surveyed were satisfied with Town Planning, including Planning and Inspection Services As part of the District Plan review, various parties have been asked about their satisfaction with the District Plan. This is a matter for further attention as part of the next survey.
An Aviation Strategy is produced to provide for aviation activity in Westland that meets the needs of users and the surrounding community.	Consultation with the communities affected.	Council has yet to resolve to proceed with a strategy.

5. FINANCIAL:

5.1 Financial report: (Attached)

5.2 The following fees and charges have been waived during the month for volunteer not-for-profit organisations:

- South Westland Lions Club: Building Consent fee- marquee.
- Kumara Community Trust: Building Consent fee- marquee.

6. APPROVALS:

6.1 The following documents have been sealed during the month:

- Nil

6.2 The following documents have been certified during the month:

- Waiver of Outline Plan: Ministry of Education: Installation of swingset at Whataroa School

7. OTHER MATTERS:

DISTRICT PLAN REVIEW:

- PROGRESS:

The Planning and Development Committee has adopted an Issues and Options Paper prepared by the District Planner which addresses the various issues brought to the Committee's attention through a consultative process.

A timetable and priority approach has been established by the Planning and regulatory Committee having a regard for budget constraints and the extent of in-house resources.

A Draft District Plan will be available by December 2010 providing for various amendments as below.

1. Review of Heritage provisions, including additional rule restricting demolition
2. Review of existing noise rules
3. Review of natural hazard information
4. Review of Utility rules, including power generation and the new National Policy Statement and National Environment Standards.
5. Review of general rules relating to amenity and reference to the Pounamu Management Plan.
6. Review of hazardous substance rules including use of 1080.

Other more complex and demanding reviews have been deferred and will commence in 2011 (subject to finance). They are:

1. Review of Natural Environments and significant natural areas.

This has been deferred to allow for the release or further announcement on the Biodiversity National Policy Statement which is expected early next year, and to allow for further mapping and investigation to be undertaken.

2. Review of Landscape rules; and Review of Coastal Environment Rules including revision of the coastal modification rule.

These reviews have been deferred to allow for further discussion and review to take place. A delay may allow for further information to be provided at a national level, such as sea level rise.

3. Completion of Township Reviews.

It is expected that the outcome of the other reviews may feed into the alteration of development within the Townships. We are also aware of community led structure planning taking place within Franz Josef and Kumara which Council may wish to reference or incorporate into the District Plan.

4. Review the rules for the rural zone.

• ENVIRONMENTAL MONITORING PROPOSALS:

It is likely that further progress will be made as part of a District Plan review.

RESOURCE CONSENTS:

- RESOURCE CONSENTS 100071 & 100072: H & I LEE AND 100073 & 100074: P & T ILTON: DISCRETIONARY RURAL SUBDIVISIONS & LAND USES (Limited notified)

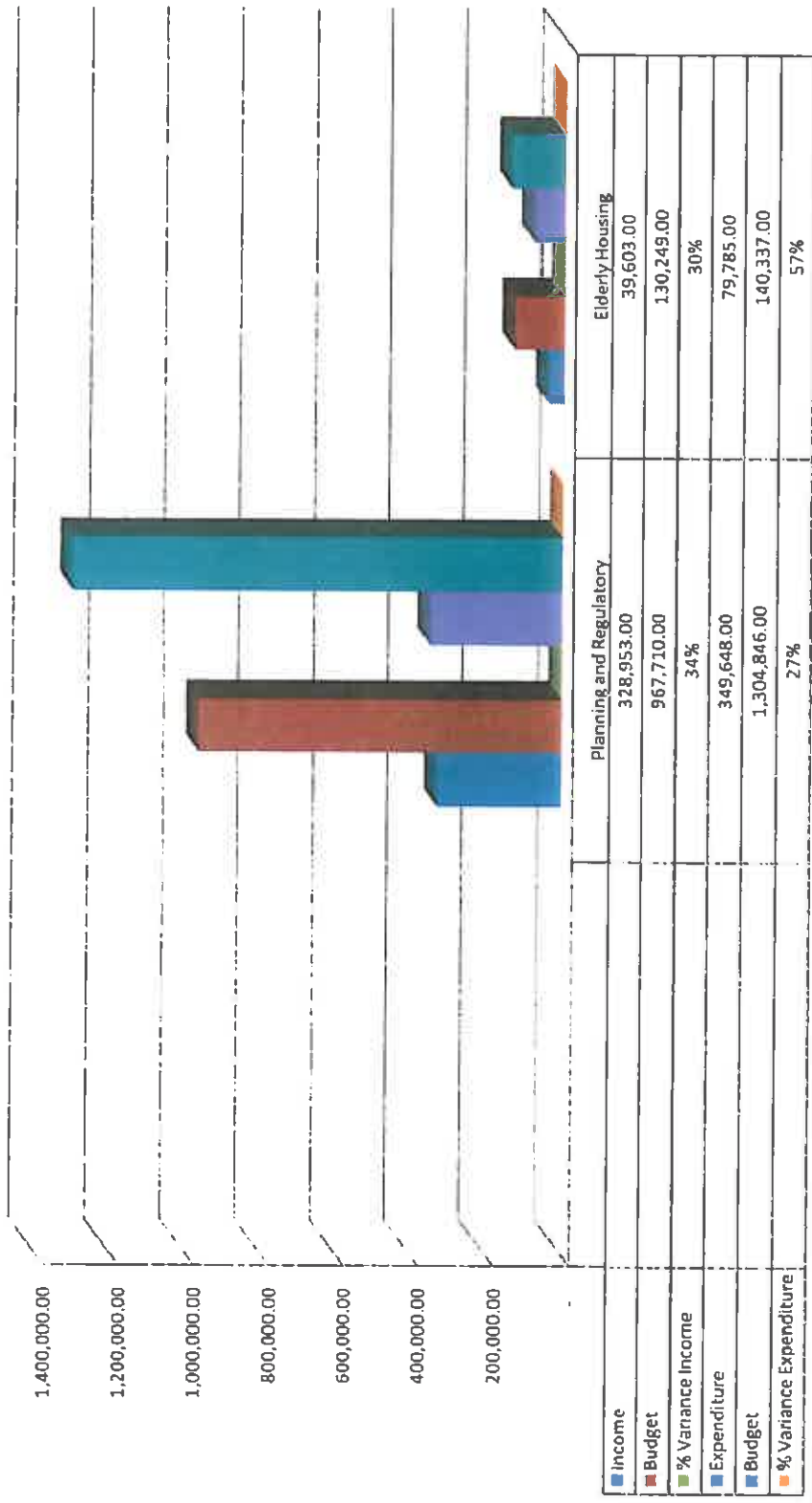
As these applications to subdivide 2 lots and 3 lots respectively, at Kumara Junction are adjoining and contained similar issues, they were processed jointly. One submission in opposition was received and the consents were heard by Allen Hurley on October 20<sup>th</sup>. A decision granting the consents was released on November 23<sup>rd</sup>.

STAFF:

- Rebecca Strang attended the New Zealand Planning Institute Workshop “Plan Writing skills for Planners” that was held at Council on the 12<sup>th</sup> November. The workshop was well attended and it is hoped that NZPI will host further CPD events on the West Coast.

OTHER:

### YTD Activity Movements



# Report

**To:** Chief Executive

**From:** Manager - Operations

**Date:** Thursday, December 02, 2010

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**Report Title:** Operations Report – Period Ending November 2010

## **Risk Issues**

1. Butlers Landfill. The landfill is ready, though commencement is not possible before March 2011. Hokitika landfill will run out of cell space before March. Options are currently being reviewed for temporary placement of refuse within the region.
2. Waste Contract. Mastagard performance is currently being reviewed by the operations team.
3. Westland Wilderness Trail funding issues.

## **Health and Safety Issues**

1. Library building damage. Huge cracks have developed on the outside windows on the main building. The repairs are urgent. Negotiations with landlord underway to agree on the insurance claim.
2. Westroads – No H & S incidents in the month of October.

## **Staff Matters**

No internal staff matters to report.

## **Financial Details**

Year to date activity movements against yearly budgets are detailed on figure 1.3.

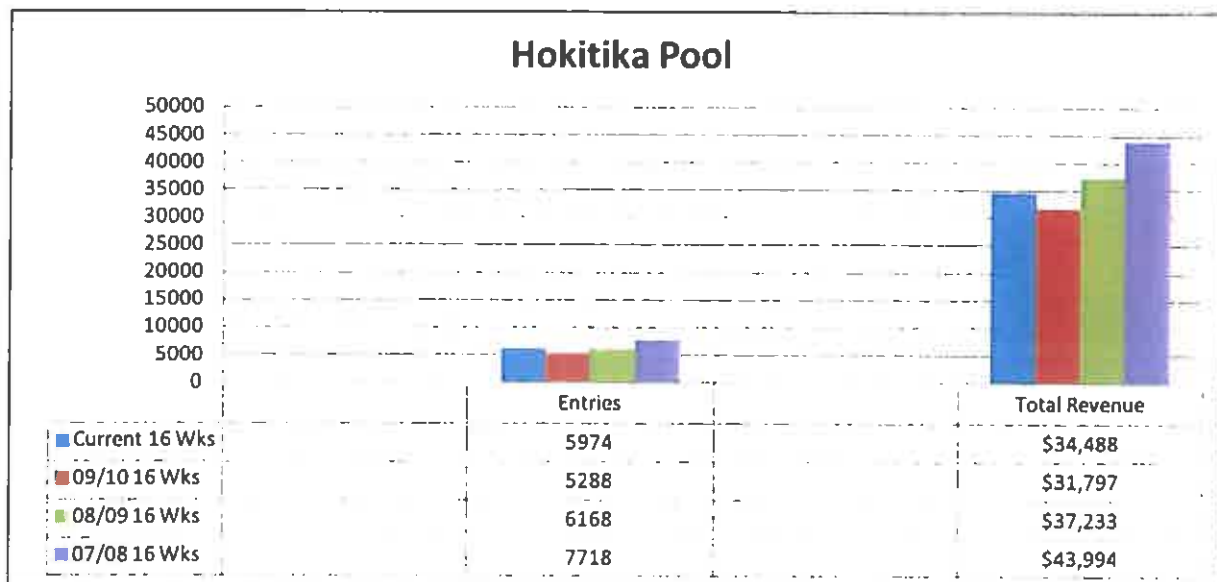
## **Activity Highlights**

## **Cemeteries**

No significant matters to report. Detailed Performance measures will be included in quarterly report.

## **Swimming Pools**

Performance on Hokitika Pool is as per the graph below



Some CAPEX improvements are currently being looked into for Hokitika Pool.

Some promotional events have been planned in association with Regent Theatre over the school Christmas break.

#### Community Halls and Buildings

Manager Policy and Audit is currently working on Harihari Community additional funding.

#### Parks and Reserves

No significant matters to report.

#### Land and Buildings

No significant matters to report

#### Civil Defence

Standard Operating procedures are currently under review for Civil Defence activity. The Council is due for a capability review in Jan 2010. This is a requirement under CDEM Act 2002. Work is in progress.

#### Rural Fire

No rural fires reported for the period.

#### Transportation

Fulton Hogan has commenced work on the reseal contract in North Westland.

#### Water Supply

Minor operational issues with Haast Water Supply. Land access issues with the property owners around the treatment plant. Negotiations are underway with the property owners.

#### Wastewater

Desludging of Oxidation Ponds at Hokitika WWTP is currently under investigations. No known outages or issues for the current period.

#### Stormwater

No known issues for the current period.

### Waste Management

The Solid Waste activity and the current levels of service are currently under review. Negotiations with Mastagard are underway to negotiate a price for the management of the new landfill at Butlers site. If successful a variation may be included in the current contract.

Butlers landfill progress is 90%. Balance work includes formation of access road, operators kiosk, electricity cabling for the leachate pump, signage etc.

### Public Toilets

Tancred Street upgrade works progress 90%. Balance works include floor surfacing. Peak season is holding the works.

### Community Township Development

Professional Services staff continues to work with Franz Inc.

### Public Libraries

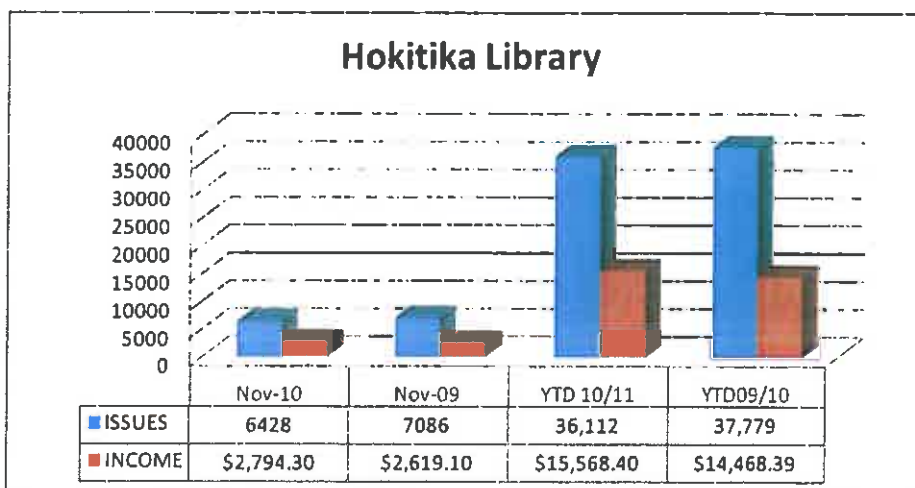
A 'Books on Prescription' Scheme has been set up based on a UK model but adapted to suit the needs of Westland residents. The Library has started working with all health professionals in the District to build a collection of up to date health related books. Doctors, nurses, counsellors are encouraged to recommend suitable books on various health issues (e.g. depression, eating disorders, stress) for the library to purchase.

A funding application to the Westland Medical Trust for \$4500 has been successful. This means that approximately 100 new health books can be purchased straight away.

The aim of this project is to help people help themselves, as well as encourage them to visit the library and maybe discover other resources/services available.

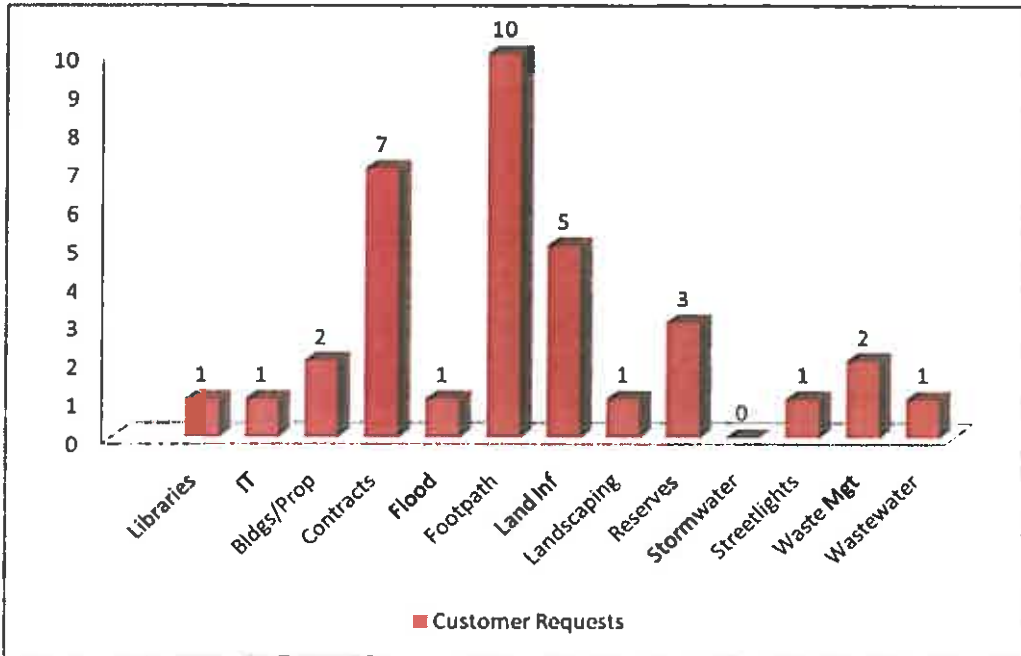
The development of the library website by Council website designers Hairy Lemon is almost complete with an expected 'go live' date of Friday 17<sup>th</sup> December. One of the aims of the website is to create a 'virtual' branch library so that people from South Westland can connect more with the Westland District Library in Hokitika.

Library statistics are shown on the figure below:



DASHBOARD (Snapshot of Operations for the Month of October 2010)

**Figure 1.1 Customer Request Statistics for Nov 2010**



**Figure 1.2 Activity Distribution for Customer Requests**

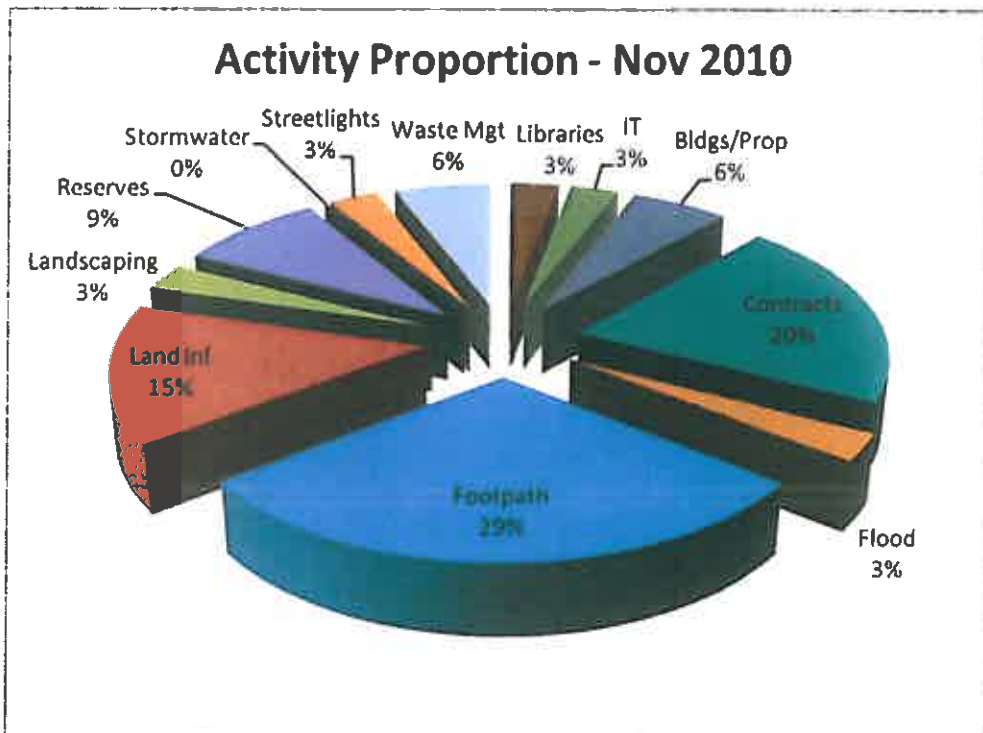
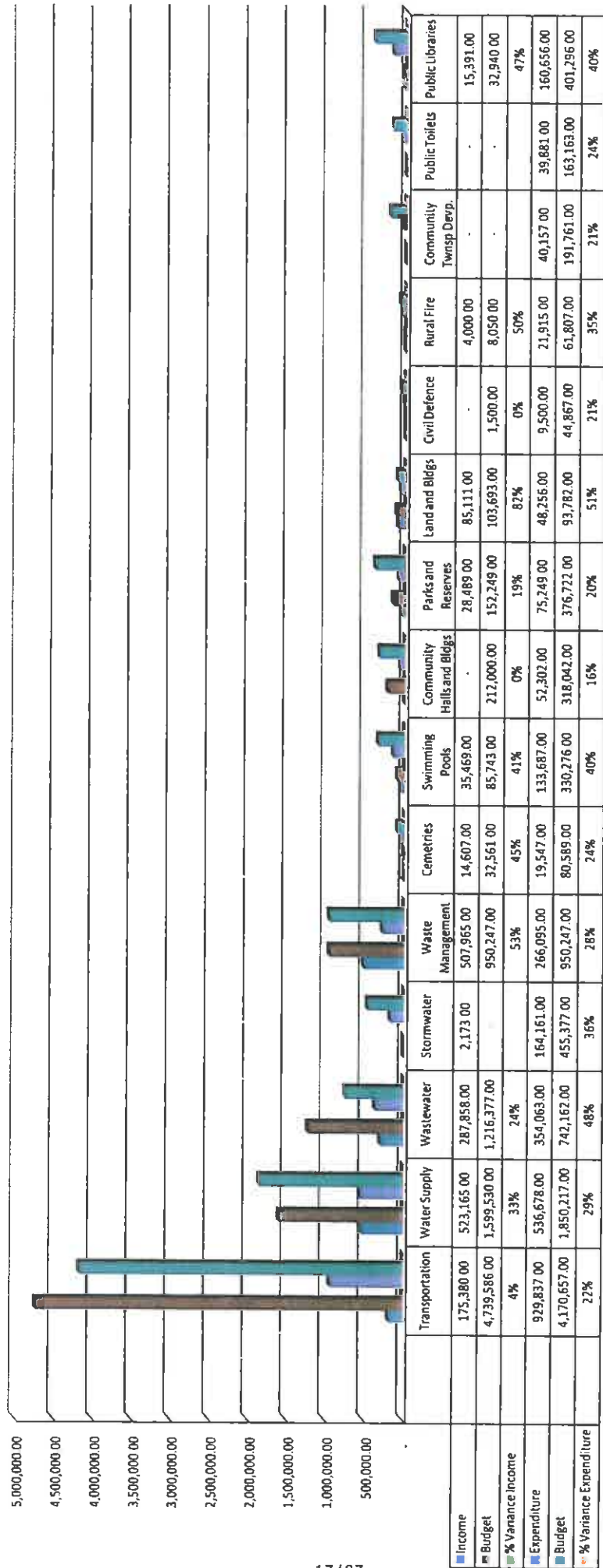


Figure 1. 3 Budget Movements for the activities (Operations Cost Centres)

YTD Activity Movements



## Other Highlights for Operations Team for next quarter

- Efficiency Reviews of all activities

The team is conducting a full efficiency review to assess the possible improvements and savings within each activity.

- Budgeting for 2011/12 and LTCCP

Following the efficiency reviews and recommendations (if any) the proposals will be incorporated into the new budgets including review of CAPEX program as well

- Review of current levels of service

Following the efficiency reviews if required the new proposed levels of service will be included in the LTCCP for consultation.

- Development of Asset Management Plans

The team has undertaken the development of Asset Management Plans.

**CHIEF EXECUTIVE'S REPORT  
COMMUNITY SERVICES SECTION  
To 30 November 2010**

**1. COMMUNITY SERVICES**

Customer Group Core Value	Level of Service	Performance Measure	Information we will use to measure success	Actual 2010-2011	Target 2010-2011
Community Groups Accessibility	That funding is available and able to be allocated to relevant groups or individual projects	Advertising of grants occurs 4 times a year	Newspaper ads Advertising in Uniquely Westland	4 times a year	4 times a year
		Number of groups/Individuals applying	Applications received	18 to date	30

**HOKITIKA COMMUNITY PATROL STATISTICS FOR NOVEMBER 2010:**

Vehicle related incidents	
Property related incidents	
Wilful damage	
Disorder	
People related incidents	4
Special service	
Breach of liquor ban	
Other	
Number of Freedom Campers Observed ★	2
Patrol kilometers travelled	454kms
Volunteer Patrol hours	50:00hrs

★Richards Drive, Revell Street near Hamilton Street

## NOVEMBER MEETINGS:

Awatuna Parenting Programmes Trust meeting
Victim Support volunteers afternoon tea
Te Rito Family Violence Network meeting
Morning tea with staff at Hokitika Primary School
Morning tea with staff at Westland High School
CACTUS Trust AGM
Restorative Justice Conference pre-meeting
Restorative Justice pre-meetings with two families
Restorative Justice Conference at Westland High School
Meeting with Public Health Nurse to discuss local concerns
Judging White Ribbon Day Window Competition
2 meetings with Community Patrol members
Community Patrol Training Session
BBBS match agreement meeting
BBBS National Conference in Christchurch
BBBS assessment meeting with a young person
3 BBBS meetings with parents
BBBS interview with new mentor
BBBS Training Session
BBBS Board Management meeting
2 BBBS match closure interviews
7 BBBS meetings with mentors

# ANNUAL STATISTICS WESTLAND DISTRICT 1 July 2006-30 June 2010

Source: Police Intell and SCC

Explanation of abbreviations:

FV cases = Family Violence cases reported. Target 2010/11 <74

SFM = Number of Strengthening Families meetings held. Target 2010/11 <10

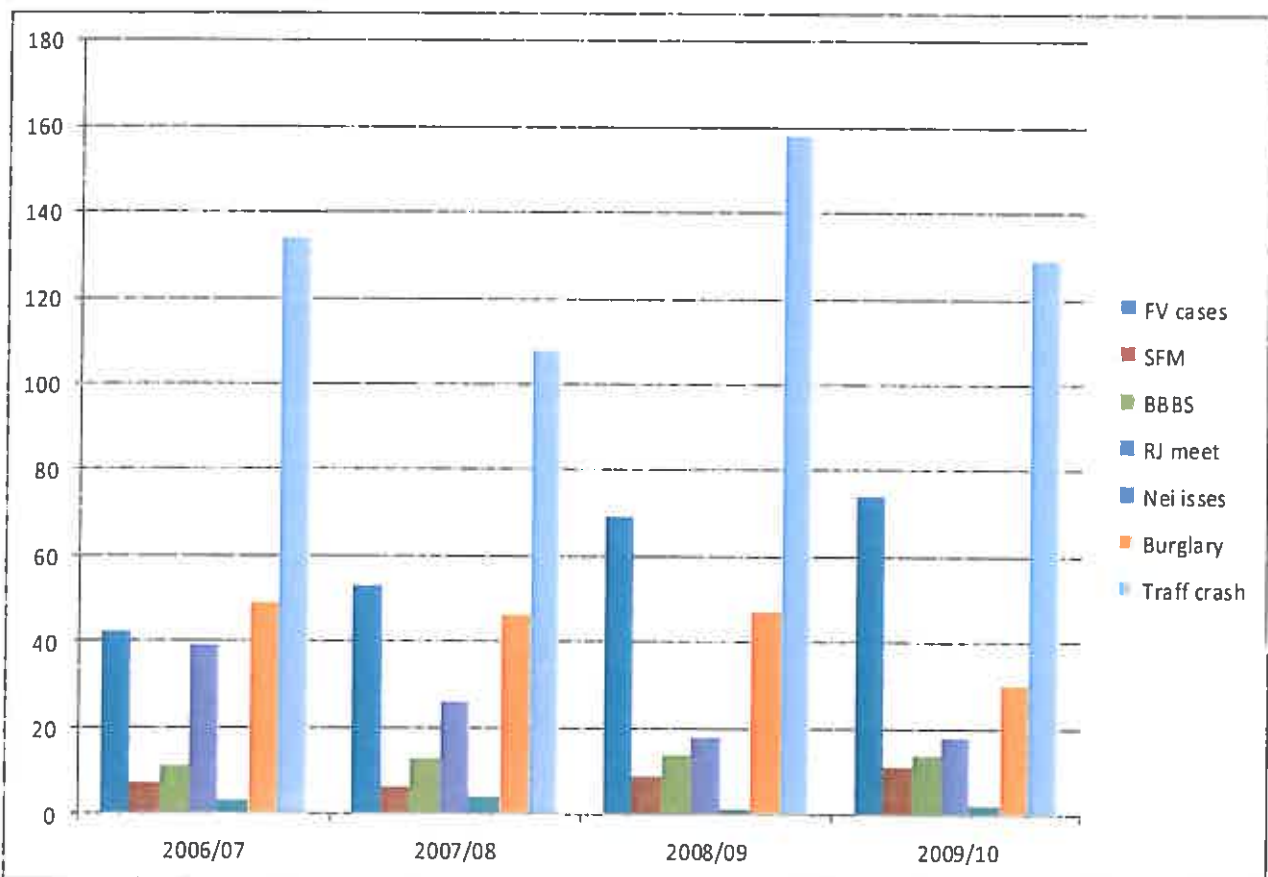
BBBS = Number of mentoring matches in progress. Target 2010/11 15-20

RJ meet = Number of Turnaround youth offending meetings held. Target 10-15

Nei issues = Number of meetings held to discuss neighborhood issues.

Burglary = Number of burglary reported offences. Target 2010/11 <30

Traff crash = Number of reported traffic crashes. Target 2010/11 <129



## COMMENTS:

1. **Big Brothers Big Sisters of Westland Mentoring Programme:** 14 matches with volunteers are currently in progress (1 of these in Ross). Two matches have closed this month because a family shifted out of Westland and one new match has commenced. 9 boys and 3 girls remain on the waiting list (1 of these in Kumara). BBBS received a grant of \$3,000 from the Tindall Foundation.
2. **Safer Community Council Chit Scheme:** 3 new chit books were issued in November; 31 issued to date.
3. **Hokitika Service/Retail Excellence Award:** 8 nominations were received during November. The winner for November is yet to be announced. Nominations are open again and will close 24 December.
4. **Hokitika Community Patrol:** 9 local volunteers have completed the National Certificate in Community Patrols and been presented with their certificates. BP have granted the patrol \$320 worth of petrol vouchers.
5. **CACTUS:** The Tindall Foundation gave a grant of \$6,000 to CACTUS.
6. **Awatuna Parenting Programmes:** The Tindall Foundation gave a grant of \$5,000 to the programme.
7. **Restorative Justice:** One conference at Westland High School which had a very satisfactory outcome with the offending students and the victim.
8. **White Ribbon Day:** The street march and barbeque were cancelled out of respect for the Pike River Tragedy. Renton Hardware was the winner of the window competition. Their prize was a morning tea shout but they kindly donated it to the Red Cross.
9. **Pike River Tragedy:** Glenys Byrne has worked with Mayor Maureen Pugh in ensuring that the local families have the support they need and provided transport for one family between here and Greymouth for them to attend the debriefing meetings.

## 2. SPORT WEST COAST NOVEMBER 2010 REPORT

### Pike River Disaster:

I wish to offer my sympathies to all involved with this as it seems everyone knows someone in some capacity. As with any disaster of such magnitude the effect will be felt for many, many years ago. There was a cross section of sporting interests who will be greatly affected in some way, and it is my fervent hope that those sports honour those lost, for the benefit of the younger generations of participants coming through.

### Sports Clubs Partnerships:

With the appointment of Pauline Adams and Rob Daniel the board of WSHI is now back to the full complement of 7 members. Both the Grey Rec and the WSHI boards combined for two nights of governance training and all members found this most enlightening and worthwhile.

WSHI are planning to meet in early December at a date yet to be confirmed.

### School Holiday Programme:

Aimee and I attended a Friday night and Saturday morning training session run by the OSCAR network dealing with aspects of school holiday programme management. Friday dealt largely with the aspects of policy management and Saturday dealt with the mechanics of running of programmes for the benefit of the children.

We have been planning an active programme already for January and the children will no doubt enjoy many of the activities on offer.

### Targeted Schools Progress:

I am pleased to report all 5 targeted schools (St. Patrick's Greymouth, Runanga, Grey Main, Kaniere and St Mary's Hokitika) have been surveyed and benchmarked prior to the end of the November and it will now be case of sitting down with those schools and focusing planning around the Fundamental Skills.

I will be attending a Fundamental skills training session on 21 December which should enable me to link far closer to those schools I will be engaging with.

### Site Traffic Management Systems:

I recently attending a two day training course for STMS (which leads on from the Traffic Controllers qualification) and should receive due notification shortly. This course built on the skills previously gained and should also prove valuable to Sport West Coast in the running and planning of some of our events.

### Coming Up in December:

1/12 Greymouth Planning Mtg am, Kaniere PM, 2/12 Pike River Service PM, 3/12 Kumara, 7/12 Kaniere Pm, Library Quiz, WSHI Training? 9/12 Active West Coast mtg, 10/12 CCS Christmas Tree Festival, 11/12 Christmas Parade Hoki, 13/12 Swim Camp for South Westland Schools Starts, 21/12 Fundamental Skills Training in Chch, 24/12 Office Closes at noon. Re-opens 10/01/11

**COUNCIL GRANTS 2010/2011 for the Month Ended 30 November 2010**

<b><u>Approved</u></b>		<b><u>Actual</u></b>
10,000	<b>Creative New Zealand</b>	
	<b>Community Toilet Grants</b>	
4,500	Grey Power	
6,000	Harihari Community Association Trust	6,000
6,000	Kumara Community Sports Complex	
6,000	Okarito Community Association	
6,000	Whataroa Community Association	2,000
<u>28,500</u>	<b>Total Toilet Grants</b>	<u>8,000</u>
<b>28,000</b>	<b>Discretionary Funding</b>	
	CACTUS Westland	1,000
	Glacier Promotions Chartistable Trust	750
	DARE Greymouth Support Network	2,000
	Hokitika Floral Art Society	500
	Hokitika Guide Scout Den	2,000
	Kumara Memorial Hall Incorporated	1,000
	Life Education Trust	2,500
	Multiple Sclerosis West Coast Society	300
	Solid Energy International Amateur Sports Trust	1,000
	Westland Citizen's Advice Bureau	260
	Westland High School	2,750
	Westland Toy Library - Hokitika Branch	800
	Canterbury Earthquake Appeal	10,000
		<u>24,860</u>
<b>12,000</b>	<b>Infrastructure/Community Support</b>	
	Ross Swimming Pool	4,000
	South Westland Area School	500
		<u>4,500</u>
<u>78,500</u>	<b>Total Creative NZ, Toilet Grants, Discretionary &amp; Community Infrastructure Funding</b>	<u>37,360</u>
	<b>Council Annual Plan Commitments</b>	
31,000	Sport West Coast	-
103,200	Tourism West Coast	-
<u>134,200</u>	<b>Total Council Annual Plan Commitments</b>	<u>-</u>
<u><u>212,700</u></u>	<b>TOTAL COUNCIL GRANTS</b>	<u><u>37,360</u></u>



30<sup>th</sup> November 2010

NOVEMBER 2010 REPORT

**WILDFOODS FESTIVAL:**

- ❖ 50 stallholder's applications received to date.
- ❖ The 2011 entertainment line-up has been decided. Letters of acceptance and decline to go out to successful and unsuccessful entertainers.
- ❖ 2011 Wildfoods tickets are now online sales and also for sale through the Hokitika i-SITE and some TicketDirect outlets throughout New Zealand.
- ❖ Planned meeting with Police, Campsite representatives and Golf Club to discuss 2011 Wildfoods Campsites and Beer Tent - Police involvement, has been postponed to a further date because of Sgt. Sean Judd's professional involvement with the Pike River disaster.

**EVENTS:**

- ❖ LandSAR 2010 Conference 19<sup>th</sup> and 21<sup>st</sup> November went off very well with 296 delegates from all around New Zealand attending. Accommodation houses in the Hokitika town boundary were mostly all full and cafés and restaurants did an extremely brisk trade over the weekend.
- ❖ Planning is underway for "The Great West Coast Whitebait Festival" to be held in Christchurch 9<sup>th</sup> and 10<sup>th</sup> September 2011. Meeting to be held 1<sup>st</sup> December @ 1pm WDC Chambers. Some whitebait has been purchased for the event. The festival will be run in conjunction with Tourism West Coast, Hokitika i-SITE and Events Department with other things happening on the Coast involving the Hokitika Museum, local restaurants, shops and café's .
- ❖ As the Small Towns Conference will be held in Hokitika 17<sup>th</sup> - 19<sup>th</sup> July 2011, the Events Department will be adding and updating their website with information regarding the conference.

**PR'S:**

- ❖ Unfortunately the White Ribbon Day event was cancelled however the shop window theme dressing competition went ahead and was won by Renton Hardware. The Events Department staff will attend the debrief meeting for this on the 1<sup>st</sup> December @ 3pm in the Rata Te Awhina Boardroom.

**OTHERS:**

- ❖ Attended a Business Planning Workshop with the Westland Business Unit team on the 25<sup>th</sup> November on what goals, objectives, outcomes and measures we want from our unit.

Mike Keenan  
EVENTS DEPARTMENT



**SITE**



26 November 2010

### **Visitor numbers**

I will be displaying new figures showing two different visitor numbers through the door, one for locals and for tourists. As this month has not finished I cannot pass on the latest figures.

### **Opening Hours**

The i-SITE is open Mon-Fri 8.30am-6pm, weekends and public holidays 9am-5pm.

### **AA**

Open 5 days Mon-Fri 10am-2.45pm. The AA will be closed from the 27<sup>th</sup> December reopening on the 10<sup>th</sup> January.

### **Local Famil**

We organised a local famil for our staff and any operators that wished to join us. The famil covered two days; the first day a walking tour around Hokitika visiting shops, to refresh ourselves on everyone's products, what's new in town and summer hours. On the second day the local operators were visited in the area.

Since we need all our staff attend this famil we held the famil on two different weeks – the first famil on the 11<sup>th</sup> & 12<sup>th</sup> of November, the second on the 15<sup>th</sup> & 16 November.

We had attendees from Enterprise Hokitika, Greymouth i-SITE, Reefton i-SITE, Punakaiki i-SITE, Westport i-SITE and the Greymouth Travel Centre.

### **New Brochures**

We are now using the new maps and brochures.

### **New Staff Member**

Danielle Farrelly has started working for us as a casual part time Junior Consultant for the season.

Lisa De Rooy  
Manager

## *West Coast Historical Museum Report – November 2010*

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### *Visitor numbers*

As we have not yet reached the end of the month we don't have the totals for November visitors but already we have well exceeded the totals for November 2009.

### *Reception and Carnegie Gallery*

The Ruth Vaega tile exhibition was popular and had a busy last week. The latest exhibition is the Hokitika Art Group and Floral Art Society.

### *Archives and Collection*

Mary has been doing an excellent job co-ordinating the roster, organising work for staff and accessioning museum objects when time permits. We have added eight books to the museum library this month (most of which have been donated in recognition of assistance given by museum staff and photographs supplied). We have also received several small collections of research papers during the month.

Museum staff were thrilled to see Vaiata Reeves presented with a Community Services Award – very well deserved!

### *Curatorial*

Work has been continuing on forward planning at the museum and we have lots of great ideas, some of which we hope to be able to action over the next couple of years. The museum is still exploring options for a new name.

The museum is starting to work on developing relationships with our stakeholders and has had several useful meetings.

Two staff, Karla & Julia, attended a St John's First Aid course and are now competent to deliver first aid to anybody who requires it while they are visiting the museum.

On 25<sup>th</sup> November the curator took part in a business planning workshop for the Westland Business Unit which was extremely useful and productive.

The West Coast Historical Museum has been included in a new book which provides details of museums to visit in New Zealand.

Both Christine and Karla have successfully completed their Customer Experience Award training, have had their assessments done and are now just waiting on their certificates. Well done!

A part-time casual position to cover weekends, public holidays and other times as required has been advertised and we hope to fill this position shortly.

Julia Bradshaw  
Curator