

**WESTLAND**  
DISTRICT COUNCIL



# **MANAGEMENT REPORTS**

**Council Chambers**

**Thursday  
23 June 2011  
9.00 am**

# INDEX FOR MANAGEMENT REPORTS

Section	Page No.
Planning and Regulatory	1-11
Operations	12-22
Community Services	23-28
Business Unit	29-31

## PLANNING AND REGULATORY SECTION

From 1<sup>st</sup> – 31<sup>st</sup> May 2011 (reporting period)

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### 1. ANIMAL CONTROL:

1.1 All dog registration procedures are up to date.

#### 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	1515
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	19 (7 cancelled)
The number of dog related complaints received by the Council and (since August 2007) the Contractor.	34	47	51	130	109	86	100
The number of prosecutions taken by the Council under the Act.	10	6	3	11	18	13	12

### 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.	The 10 complaints received, all 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 NDDB every working day and any discrepancies are corrected the next working day. Costs to the Council in maintaining the NDDB will be \$1493.72 for the 2011-12 year.

## 2. INSPECTORATE:

### 2.1 Building:

#### 2.1.1 Statistics for the reporting period:

- Building Consent applications received for processing: 30.
- Building Consents granted: 26.
- Value of granted consents: \$2,833,100.
- Average consent value: \$70,503.
- Number of consents with values in excess of \$5,000.00: 15.
- Of note were consents granted for five new dwellings.
- The average number of days for building consent processing for the reporting period was 6 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 9).

#### 2.1.2 Complaints:

- No complaints were received during the period.

2.1.3 Council is an accredited and registered Building Consent Authority. A reassessment of accreditation requirements will be undertaken in July 2011 by International Accreditation New Zealand (IANZ).

2.1.4 The Regulatory Managers from the three West Coast Councils have met for consideration of the merits of operating common Building Consent Authority procedures across the Region. The outcome was a firm resolve to proceed and preliminary work has commenced. Senior Building Staff have met on two occasions and are considering the detailed issues.

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.	
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	511	\$25,148,769	494 & 96%	9
2004-2005	427	\$28,394,982	362 & 84%	15
2005-2006	373	\$34,669,145	250 & 67%	17
2006-2007	391	\$29,030,695	249 & 64%	20
2007-2008	474	\$73,193,273	324 & 68%	18
2008-2009	366	\$28,391,197	364 & 99%	8
2009-2010	343	\$24,219,744	340 & 99%	7
<b>Year to date</b>	<b>250</b>	<b>\$19,193,522</b>	<b>275 &amp; 99%</b>	<b>6</b>
July 2010	30	\$2,518,935	30 & 100%	8
August 2010	33	\$2,792,848	33 & 100%	6
September 2010	16	\$927,100	15 & 94%	6
October	20	\$1,384,00	20 & 100%	8
November	28	\$1,873,730	28 & 100%	5
December	19	\$1,331,200	19 & 100%	5
January	18	\$1,909,850	18 & 100%	6
February	14	\$1,724,500	14 & 100%	7

March	22	\$1,656,840	22 & 100%	5
April	26	\$2,357,119	26 & 100%	5
May	26	\$1,833,100	26 & 100%	6
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 4 food premises assessments during the reporting period and dealt with 18 enquiries and other inspections.

### 2.4 Liquor Licensing:

2.4.1 A total of 15 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 was recorded during the reporting period.

2.5.3 The annual Tenant's Satisfaction Survey has been completed.

2.5.4 A review of Pensioner Flat rentals has been completed and from 1 July 2011 rentals will increase to between \$76 & \$88 (previously \$67 & \$84) per week (double) and \$60 & \$65 (previously \$53 & \$58) per week (Single).

## 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 119 licensed and registered premises, 80 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 were no 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 will be held in Westport on 15 June 2011. This is the second meeting of the year.

### 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:

**100153 : WELLS MOTORS LTD.**

Cr Hurley issued a decision approving the non-complying subdivision which boundary adjusted to create two allotments of 1245m<sup>2</sup> and 4.53 ha respectively at SH6 Harihari on 13<sup>th</sup> May.

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
100057	Daniel Morrison	Non complying Rural Land Use – Declined in part. Relocated building and commercial accommodation in a rural area approved. Off site signage -declined	Potters Creek.
100107	Bruce Bay Hall Board	Discretionary Coastal Settlement Land Use – Gross ground floor area	Okuru
100114	Heads n Tails Pet Stay	Discretionary Rural Land Use- Extension to commercial activity in rural area	Taramakau Highway
110015	AK & SK Leask	Discretionary Rural Land Use – Exceed site coverage	Rolleston Street, Hokitika
110018	DJ & TE Malone	Discretionary Rural Land Use – Erect second dwelling	Robertson Road, Harihari
110021	AM & RS Linton	Discretionary Rural Subdivision – 2 lots	Upper Kokatahi Road
110022	AM & RS Linton	Discretionary Rural Land Use – Rural Dwelling	Upper Kokatahi Road
110023	PC Payne	Non complying Rural Land Use – Relocate building and encroach front setback	Greenstone Road, Kumara
110025	JJ McIntosh	Discretionary Rural Subdivision – 6 lots Variation to proceed in stages	Adair Road, Rimu
110028	Meteorological Service NZ Ltd	Discretionary Rural Land Use – variation of condition	Blue Spur
110029	TA Copping	Discretionary Residential Mixed Land Use – Encroach recession plane, exceed height and encroach front yard	Hampden Street, Hokitika
110031	Macroons Holdings Limited	Discretionary Commercial Land Use – Two dwellings in commercial area	Revell Street, Hokitika
110034	KJ de Koster	Discretionary Rural Subdivision – 2 lots	La Fontaine Road, Harihari

### 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 & 101	120 & 83%	18
2004-2005	101 & 70	83 & 54%	21
2005-2006	90 & 71	89 & 59%	22
2006-2007	69 & 120	86 & 48%	24
2007-2008	114 & 71	49 & 28%	42
2008-2009	47 & 93	98 & 77%	25
2009-2010	23 & 115	98 & 77%	11
<b>Year to date</b>	<b>27 &amp; 71</b>	<b>83 &amp; 99%</b>	<b>12.5</b>
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
December 2010	0 & 6	6 & 100%	9.5
January 2011	7 & 5	7 & 100%	12
February 2011	0 & 3	3 & 100%	10
March 2011	1 & 5	5 & 100%	9
April 2011	2 & 2	4 & 100%	8.5
May 2011	2 & 11	13 & 100%	17

### 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 9 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 5 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 2 consents 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 Strategy Committee has been appraised of work being undertaken and has approved two Plan Changes to proceed to notification.
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:

- **Kumara Memorial Hall: return of Warrant of Fitness.**

#### 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:

- **Permitted Subdivision: David Nolan, Bower Hill Road, Whataroa**

- **KiwiRail: Waiver of Outline Plan under s176A: Houhou Creek bridge replacement, 3 Mile**
- **KiwiRail: Approval of Outline Plan under s176: Waimea Creek bridge replacement, Awatuna**

## **7. OTHER MATTERS:**

### **DISTRICT PLAN REVIEW:**

The Strategy Committee has approved two Plan Change proposals and will consider review priorities for the future.

### **CURRENT NOTIFIED RESOURCE CONSENTS:**

#### **RC 100098: JOHN SHIELDS MARLBOROUGH MOTELS LTD LIMITED NOTIFICATION**

The application to erect and operate a 17 unit motel complex and manager's residence that includes reductions in side yard setback, car parks, over size signage, excessive gross ground floor area, encroaches the recession plane and includes fencing of over 2 metres in height at the corner of Fitzherbert Street and Hampden Street, has been subject to limited notification. A submission was received and the application has now been placed on hold at the request of the applicant.

#### **RC 100151: TRUSTPOWER LTD: HYDROELECTRIC POWER SCHEME: MCKAYS CREEK & KANIERE FORKS**

An application was received on 9 December 2010 from TrustPower Ltd to refurbish, operate and maintain a hydro-electric power scheme, under take vegetation clearance and associated consents to increase the intake and construct a new race and power station. Further information has been requested and the consent is consequently currently on hold. The application will be processed jointly with the West Coast Regional Council and will be publicly notified upon receipt of all further information. TrustPower Ltd has indicated further delay in the provision of this information due to consultants being affected by the Canterbury earthquake.

#### **RC 110008: ALPINE READY MIX CONCRETE & CONTRACTING: COMMERCIAL ACTIVITY IN RURAL ZONE**

The non-complying application to operate a concrete plant as a commercial activity in the Rural zone that exceeds noise limits and has an associated over-size sign at Sale Street, Hokitika was limited notified and received four submissions. The hearing was conducted by Her Worship the Mayor on 1 June 2011. The hearing was adjourned to consider whether further information was required in relation to further consents and stormwater disposal. The hearing will then be formally closed and a decision issued within 15 working days.

**RC 110010: TONY BREEN: COMMERCIAL ACTIVITY IN RURAL ZONE**

The proposal to use land at 332 Arthurstown Road for commercial purposes including the operation of a motor bike repair and servicing workshop attracted one submission. The application is currently on hold to determine if further consents are required.

**RC 110017: B MORRISON: INDUSTRIAL ACTIVITY IN RURAL ZONE & SETBACK ENCROACHMENT**

The proposal to use land at 338 Arthurstown Road to undertake small scale panel beating, store plants as part of a commercial activity and reduce the side yard setback. The application was limited notified and attracted one submission.

**RC 110011: B & C WARDLE: INDUSTRIAL ACTIVITY IN RURAL ZONE**

The proposal to process honey on site at Woodstock Rimu Road received one submission. This consent is now on hold at the applicant's request.

**RC 110014: FUR DRESSERS & DRYERS LTD (Peter Gray)**

This non complying land use seeks to operate a commercial/ industrial activity in the residential mixed zone that employs 6 people and includes dressing and dying possum and other game skins at Revell Street, Hokitika. The application was accepted on the 21<sup>st</sup> March. Further information was requested in order to understand the effects of the operation on the 12<sup>th</sup> April and an adequate response was received on the 13<sup>th</sup> May. An assessment of who was affected by the proposal was made and the applicant informed on the 16<sup>th</sup> May. The applicant has chosen to approach the affected parties personally, rather than opt for limited notification. The consent remains on hold until these approvals are obtained.

**OTHER:**

**WESTLAND DISTRICT GAMBLING (CLASS 4) POLICY**

The Strategy Committee considered procedures to be used for the review of the Class 4 Gambling Policy. The Committee decided that the review should include the undertaking of a Social Impact Assessment (SIA). The SIA forum was held on Friday 27<sup>th</sup> May in the Council Chambers. Invitations were sent to 47 interested parties and 16 organisations were represented. Community and Public Health will report back to the Strategy Committee on the forum outcomes.

## OPERATIONS SECTION

### Period May End 2011

#### Risk Issues

1. Waste Contract.
2. Waiho River – Franz Josef – Civil defence issues
3. RSA Building – Fire Escape

#### Health and Safety Issues

1. No H & S incidents in the month of May 2011.

#### Staff Matters

None to report.

#### Financial Details

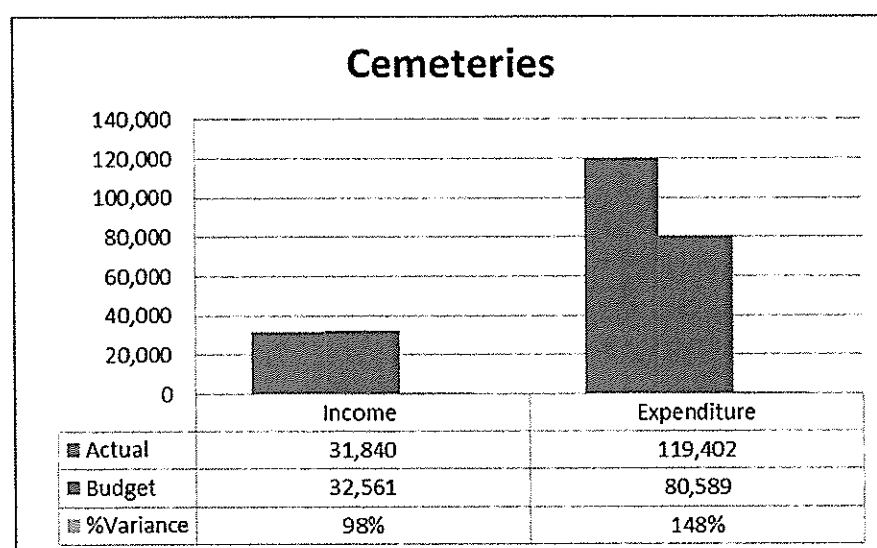
Year to date budget movements are included on the graphs against each activity. Any significant changes have been commented. The financial figures are year to date.

*Note: The figures on the graphs do not include the Capital Expenditure. Progress on Capital projects has been provided on individual activities.*

#### Activity Highlights

##### Cemeteries

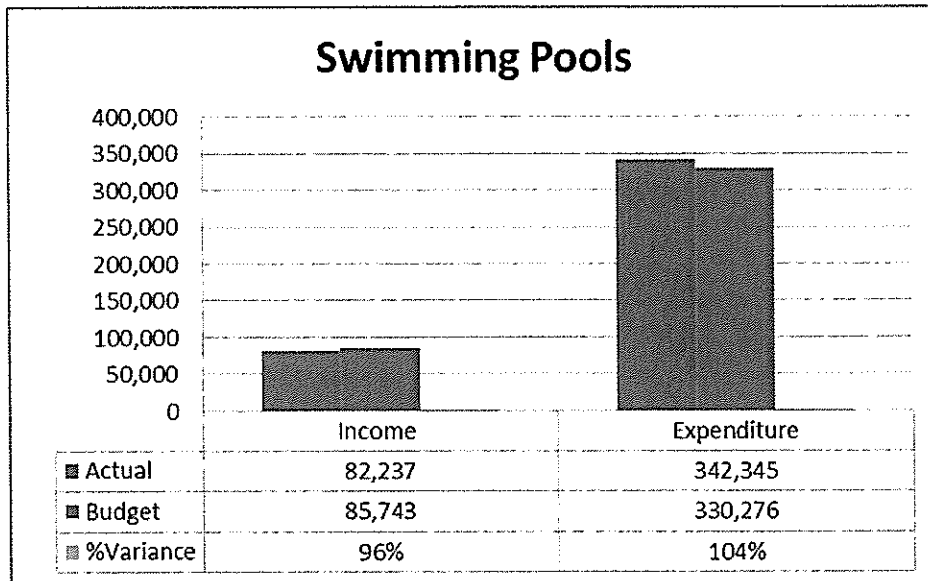
Information Kiosk at Hokitika Cemetery is complete. Some minor work painting the structure and fixing interpretation panels is still to be completed by Heritage Hokitika.



*Note: The expenditure is higher due to overheads allocation.*

## Swimming Pools

Financial performance on Swimming Pools is as per the graph below:

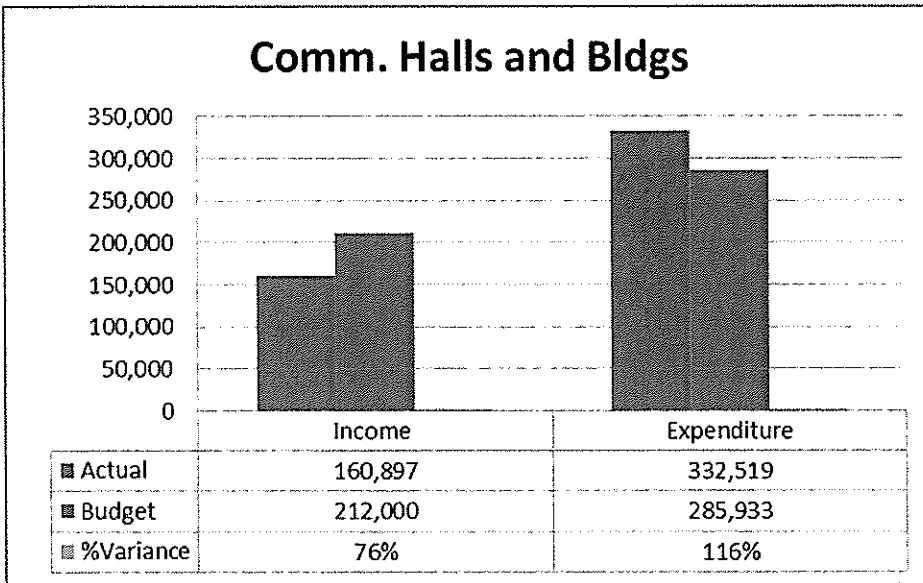


*Note: The expenditure is higher due to overheads allocations.*

- The pool closed for the season on Sunday 5<sup>th</sup> June.
- Until 2005 the swimming pool closed for the season in late March or early April. For the last 6 seasons we have stayed open through May and have received sufficient support from the Hokitika swimming public for this to be viable for future seasons. Numbers did reduce once the weather chilled off in early May, but remained reasonably consistent thereafter.

## Community Halls and Buildings

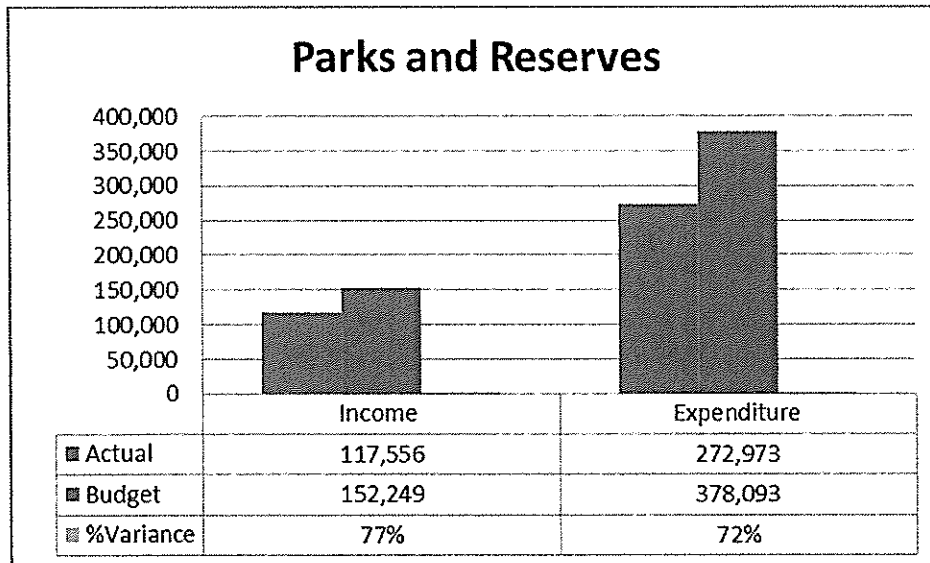
No matters to report.



*Notes: Most of the expenditure is higher due to increased overheads. Museum building expenditure is included and has increased expenditure because of unanticipated maintenance. Ross Memorial Hall expenditure is also included which will be capitalised..*

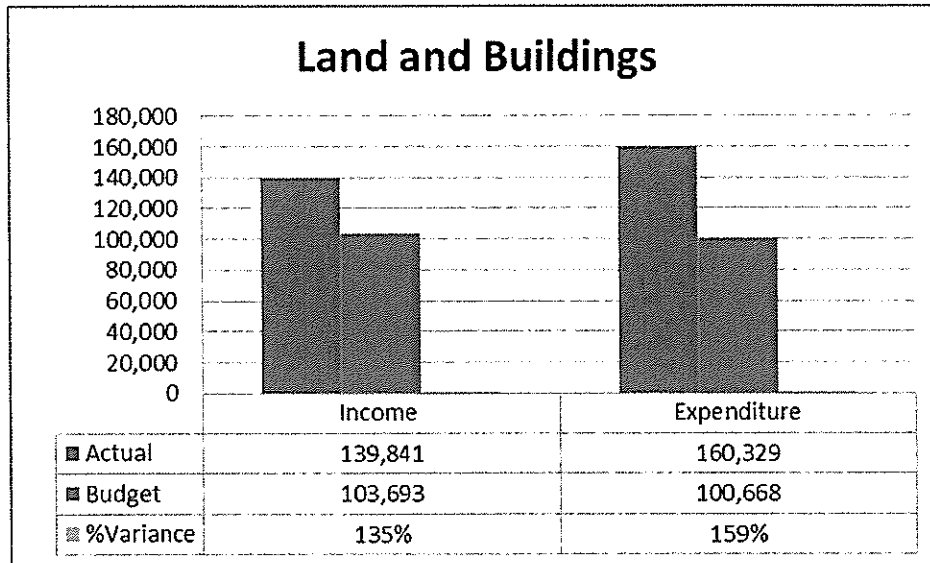
## Parks and Reserves

Cass Square is being well utilised by both Rugby and Soccer this winter. Good feedback has been received to date although the No 1 field is wetter than would normally be expected. Recent wet weather is the primary reason for this and once a fine period of any significance occurs, Council staff and Contractors will investigate further.



## Land and Buildings

As part of routine code compliance inspections staff attention was brought to the condition of the outer fire escape stairway of the RSA Building. Further investigation concludes that it needs to be replaced. Staff is currently preparing an estimate for this work but regardless of cost the work must proceed as soon as practical. As this stairway is a secondary form of escape from the upstairs portion of the building the building itself can still be utilised.

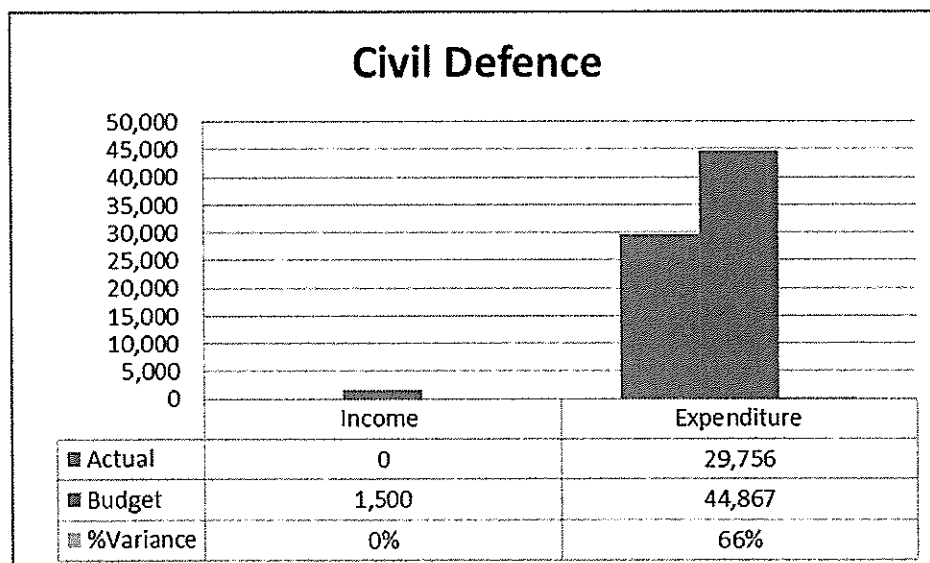


*Notes: Costs higher than anticipated due to increased insurance & overheads costs. These costs will be recovered once the Property Company is fully established.*

## Civil Defence

Council staff continue to be concerned about the Waiho River in Franz Josef during significant rainfall events.

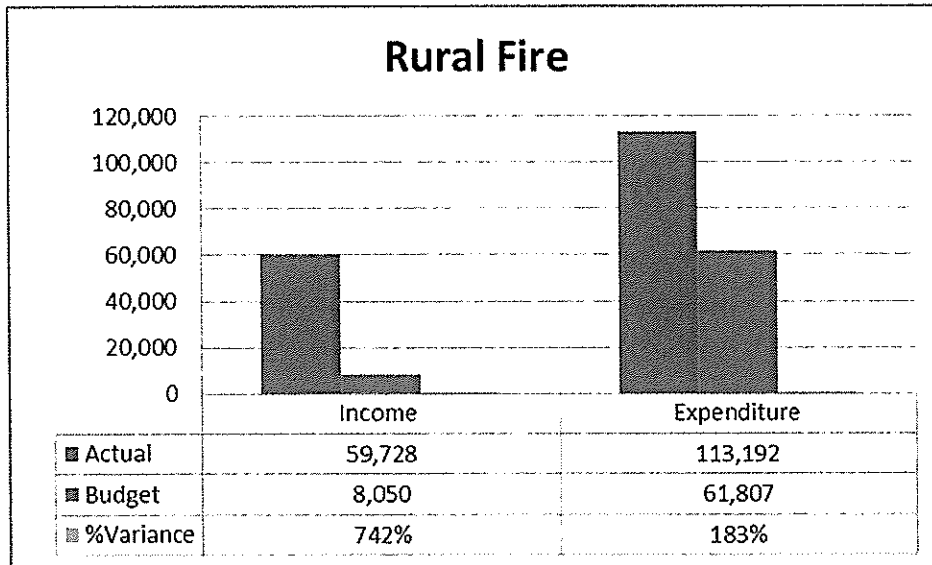
Staff attended the West Coast Engineering Lifelines Group Meeting in Greymouth recently. At this meeting two presentations were made with regard to the Christchurch earthquakes and what lessons we could learn from them on the West Coast.



## Rural Fire

No rural fires reported for the period.

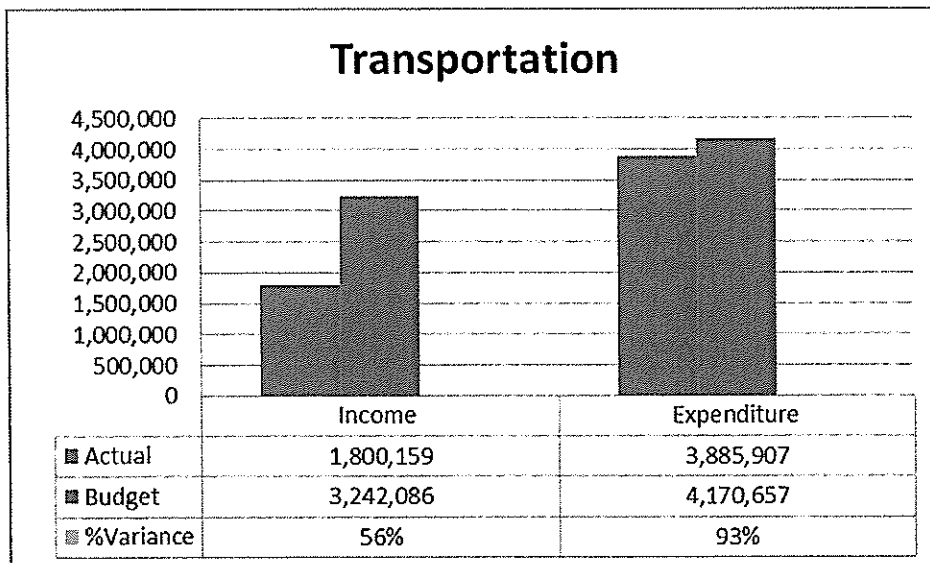
Kokatahi's new Fire Station situated at the Kokatahi Hall was officially opened on Saturday 28<sup>th</sup> May 2011.



*Notes: Kokatahi fire station expenditure is included in the above figures.*

## Transportation

No significant matters to report. Routine maintenance for the winter months is underway and signage is now in place for the sections of road that historically present ice hazards in the upcoming anticipated frosts.



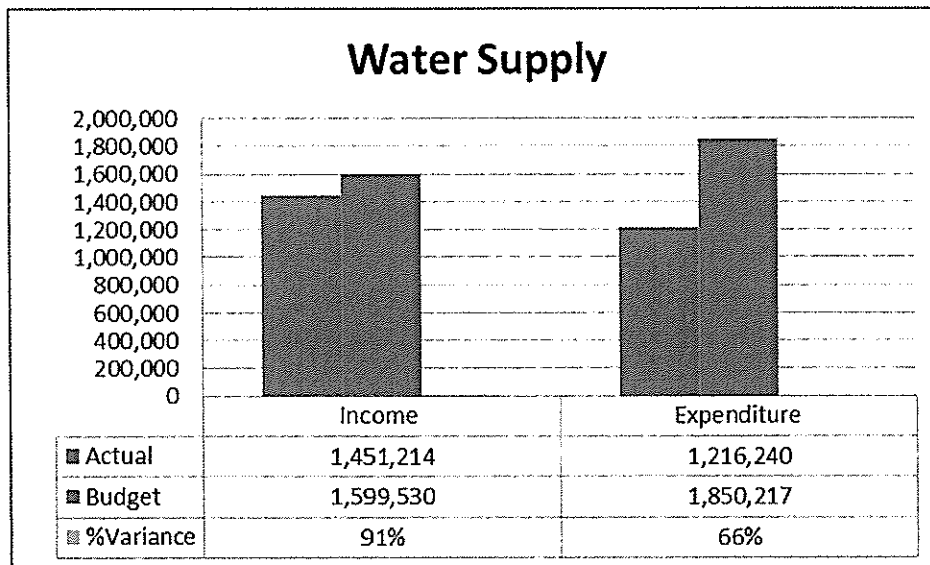
*Note: Income from NZTA is claimed on actual expenditure and is always a month behind.*

## Water Supply

Work is 95% complete on the construction of the 1500m<sup>3</sup> reservoir at the Blue Spur water plant in Hokitika. The tank construction itself, carried out by Tasman Tanks Ltd, is complete and pipework to connect the new reservoir to the existing system should be completed and the reservoir full by the end of the month

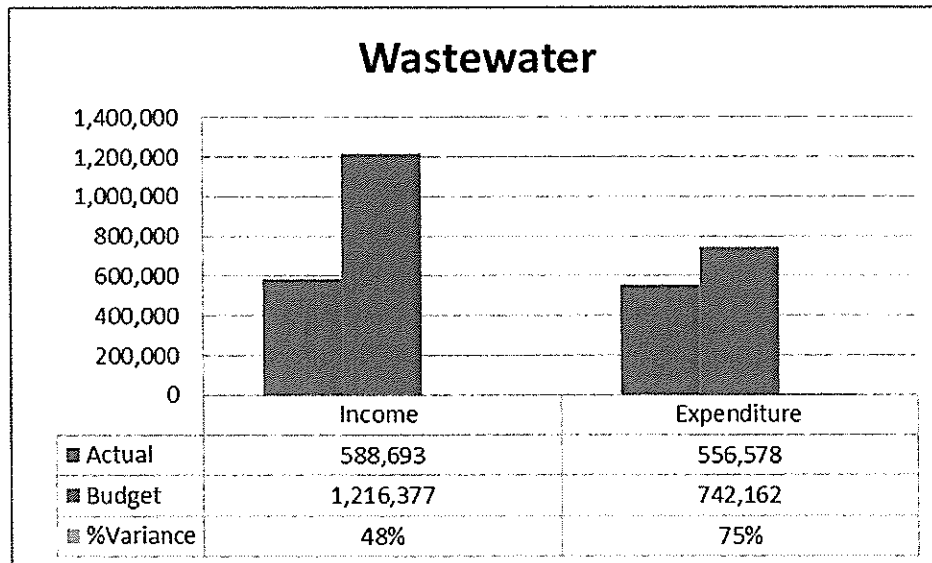
The major work for the new water bore development in Franz Josef has been completed by Tru-Line Drainage with the completion of the electrical work to occur in early June. Once completed and tested, the source of water supply will be switched over from the existing creek catchment to the bore. The creek catchment will remain in place to utilise if demand exceeds supply from the bore or in case of emergency.

Council Staff including the Group Manager: Assets and Operations are to hold another public meeting in Hannahs Clearing on Monday 13<sup>th</sup> June 2011 to inform residents of progress on divesting the non-potable water supply. The referendum for this is due 27<sup>th</sup> July 2011.



## Wastewater

Hokitika de-sludging work has been awarded to Conhur Limited. There has been minor variation to the scope of the works. Due to very minimal availability of refuse at Butlers landfill, the sludge will now be deposited next to the ponds. The plans are to utilise this sludge as a top cover material for capping Hokitika landfill site. The Operations team continues to work with Conhur Limited to work out the details for the sludge deposition area.

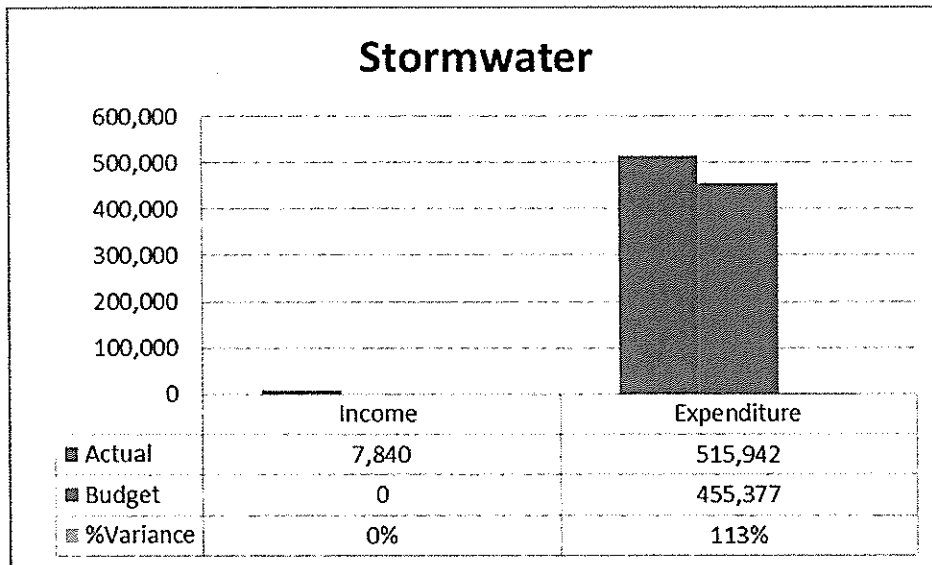


*Note: Franz Josef 500k sewerage contribution is budgeted in income, but will not be coming in. The actual variance on income is 92%.*

## Stormwater

Tenders for Rolleston Street Pump station work have been received and this work was awarded to Evan Jones Construction Ltd. Work is expected to commence in early June.

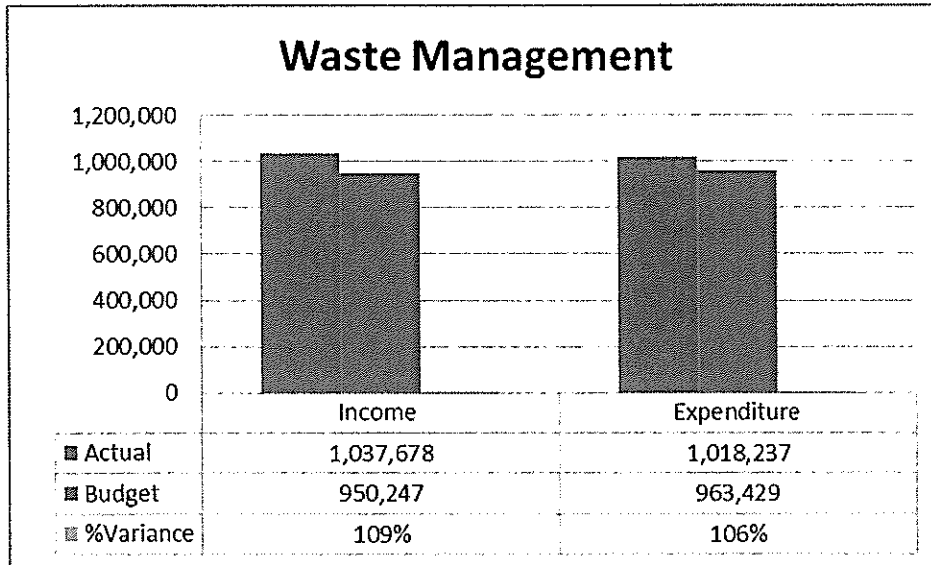
On the 16<sup>th</sup> May Westroads commenced work installing a new stormwater main in Franz Josef through the middle of the block of Cowan to Condon Street between SH6 and Cron Street. This reticulation is to allow the surrounding properties to discharge their stormwater in an appropriate manner other than into the sewer reticulation or elsewhere. Properties will be given approximately three months to rectify their plumbing issues before another series of dye testing will be undertaken to identify continued sewer infiltration.



## Waste Management

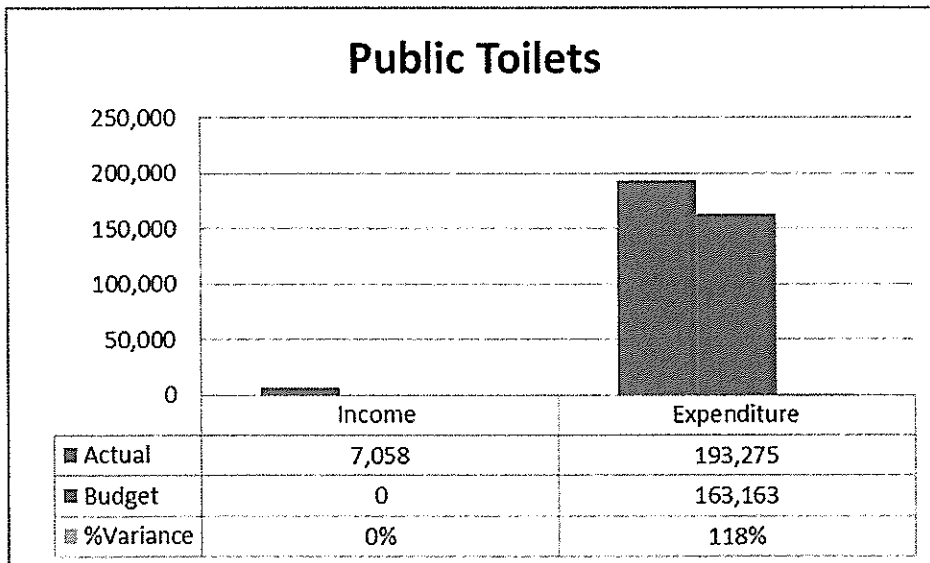
Construction has commenced by JDT Builders on the Hokitika Transfer Station Building at the Hokitika Refuse Site. Tilt slabs for the foundation and trough are currently being placed and backfilled. Construction of the shed itself is expected to be undertaken in late June.

Leachate irrigation pipes and pumps have been placed at the Butlers Landfill site and will be operational once electricians have completed the necessary work.



## Public Toilets

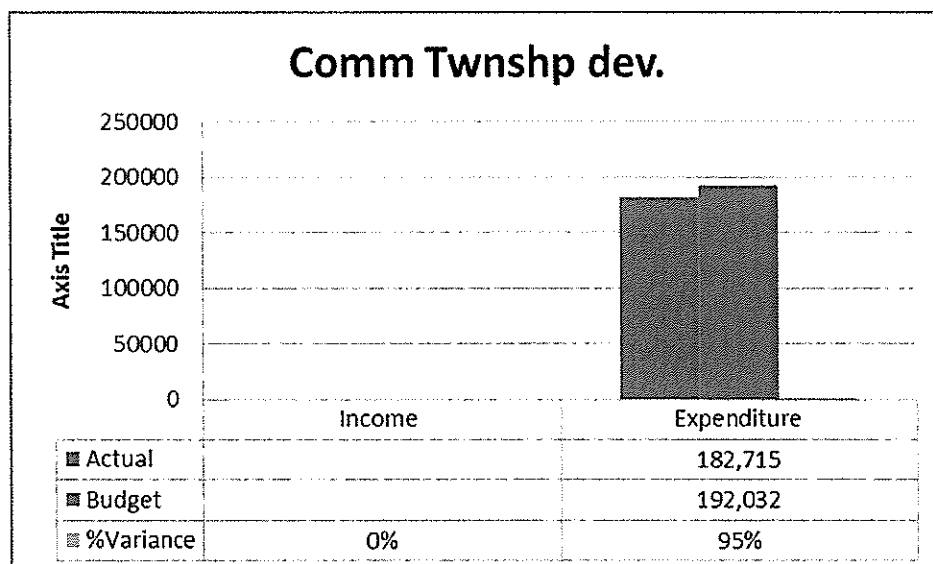
No issues to report.



*Note: Maintenance higher than anticipated and overheads allocation.*

## Community Township Development

Meetings with Franz Inc. have been held to identify the town improvement works. Estimates have been prepared for these improvement works and subject to some minor consultation some of the works will be undertaken this winter during the "quiet period".



## Public Libraries

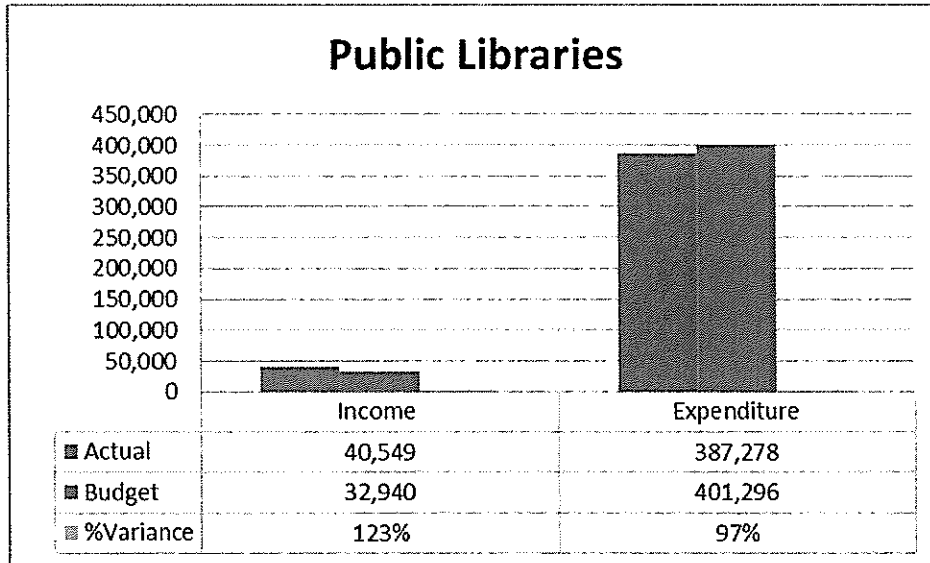
Sunday opening hours continue to gain in popularity as people become aware the Library is now open 7 days, with an average of 29 people visiting per opening hour, on the Sundays in May. In comparison, on the Saturdays in May, an average of 32 people visited per opening hour.

May 9<sup>th</sup>-18<sup>th</sup> was New Zealand Post Children's Book Awards festival time. The display at Westland District Library included:

- A treasure hunt which was completed by 227 children over the period;
- A pirate-themed art competition which attracted 77 entries, all of which were displayed in the Library
- Two story times (one for pre-schoolers and the other for school age children) where 50+ children were entertained with tales read to them by the piratical "Red Moki from Hoki" aka Don Neale; and
- A sword fighting session, where 40+ children first made swords from rolled up newspapers, and then had a lesson in the fine art of fencing with our resident fencing instructor, Mary Abbott.

11 school classes visited the library during the festival and were read some of the picture book finalist titles, as well as being told about the awards. Mary did a great job organising and putting together such a successful programme.

Following the purchase of over 100 new items for our health section, funded by a generous grant from the Westland Medical Trust, Shona Winter has developed a new page on the Library's website, which allows viewers to see at a glance what titles we have on particular subjects. Also included on the page are links to some useful Health websites, making it a valuable resource.



Members: 3477(41%)

## COMMUNITY SERVICES SECTION

To 31 May 2011

### Community Groups and Funding:

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 <i>Words on Westland</i>	4 times a year	4 times a year
		Number of groups/Individuals applying	Applications received	24 to date	30

### May Meetings:

Meeting with Anne Ginty – local representative for Family and Community Services
Presentation to the West Coast Forum members of Family and Community Services
Meeting of Westland-Grey District Victim Support Management Committee
CACTUS Trust meeting
Life Education Trust AGM
Strengthening Families meeting for a local family
West Coast Te Rito Family Violence Conference
2 meetings with the Coordinator of the local Te Rito Family Violence Network
Community and Public Health's Review meeting for Council's Gambling Venue Policy
Meeting with promotions person for Enterprise Hokitika
Meeting with the Community Development Officers at Franz Josef Glacier and Fox Glacier
BBBS South Island Coordinator's Workshop
7 BBBS meetings with young people
3 BBBS match agreement meetings
2 BBBS information sessions
BBBS interview with new mentor
BBBS information session with prospective mentors
4 BBBS meetings with mentors
BBBS meeting with school staff
BBBS Training Session for new mentors

Restorative Justice Conference for a youth offender
2 Restorative Justice pre meetings with school staff, parents and youth offender
Launch of "No Ifs, Butts and Maybes". Keep New Zealand Beautiful has supplied 40 butt bins, to be located throughout Westland.
Sourced funding from Honda Tree Foundation to supply native trees to Preston's Bush.
6 classes (pre-school to secondary) waste minimisation education classes.
3 classes (pre-school to primary school) civil defence education.
The front steps from Preston's house have been donated to the Community Garden as a feature. These have been painted and will have a bird bath attached.
Funding has been sought from Corrections for the planting of bulbs near the Pike River Drinking Fountain (as part of a memorial garden) and for citrus trees, limes, lemons and kaffir lime trees at the Community Garden.
Solid Waste Management Meeting, held in conjunction with Regional Council, Grey and Buller Councils to discuss a joint venture.

### Hokitika Community Patrol Statistics for May:

Vehicle related incidents	
Property related incidents	
Wilful damage	
Disorder	
People related incidents	
Special service	
Breach of liquor ban	1
Other – assisting Police	
Number of Freedom Campers Observed★	2
Patrol kilometers travelled	444kms
Volunteer Patrol hours	37:20hrs

### ★ Airport and outside the Primary School

#### Comments:

1. **Big Brothers Big Sisters of Westland Mentoring Programme:** 14 matches with volunteers are currently in progress. 5 of these mentoring matches are at Hokitika Primary School. 3 new matches were made in May and 2 in early June. 5 boys and 1 girl are on the waiting list. A presentation was made about BBBS to the West Coast Community Response Forum of Family and Community Services 13 May. The Police Prosecution Service has approved BBBS of Westland to receive Police Diversion Donations for 2011-2013.
2. **Safer Community Council Chit Scheme:** 3 new chit books were issued. 1 new senior citizen applied to join the scheme.

3. **Hokitika Service/Retail Excellence Award:** 2 nominations were received during May. The winner was Hayley Jones who was nominated by Anne Manera. Hayley works at Westland Pharmacy. The other nomination was for Bevan Hall.

*Nominations for June close 30 June.*

4. **Hokitika Community Patrol:** 18 volunteers.
5. **Graffiti Removal:** No removals during May.
6. **Strengthening Families meetings:** Provided facilitation for a meeting for a Hokitika family.
7. **Victim Support:** New volunteers are in training from Okarito, Franz Josef/Waiau and Hokitika.
8. **New recycling bin lids and flags** have been donated to Council as part of a sponsorship for the Rugby World Cup and the Glass Packaging Forum and will be made available for events will be on display at Council Meeting.
9. **The monthly reports from the Franz Josef/Waiau and Fox Glacier Community Development Officers** have been received. There are no issues for Council.
10. **Glenys Byrne** has requested 6 months unpaid leave to accept a temporary role in the waste education field at Wyong Shire Council. Glenys' last day will be Friday 1 July 2011, returning 19 December 2011.

## 2. SPORT WEST COAST MAY 2011 REPORT

### School Holiday Programme:

I am working on preparation for the July Holiday programme which will prove to be both exciting and a little different. I have applied for additional funding from Creative NZ to cover the cost of working with both Momentoes and Signlink Graphics to produce real keepsakes for the children with feet and hands “plastered” and tee-shirts printed with their favourite photos or piece of artwork.

I have a meeting with the local Young Farmers Club on June 13<sup>th</sup> trying to tie up a “Young Farmers Challenge” which is a number of problem solving fun activities that are similar in style to the National Contest. This should prove to be really exciting.

### School Sports:

Regrettably we have had to cancel the Year 7/8 school league and football tournaments for this year due to the weather. Each had record entries with Westland teams entered. We did however progress with a mini football tournament hosted in the Civic Centre with 2 of the Targeted Schools involved (St Patricks and Runanga). This also gave us a chance to develop a working relationship with Barrytown School.

The use of the ASB Civic Centre in Greymouth is proving a success model for Sport WC increasing participation numbers and increasing usage. We are currently considering options around the future use of the Boys Brigade Hall in Hokitika, maximising usage during down time and engaging local Westland Schools into similar tournaments locally and fundamental skills programmes.

I attended an excellent day of Fun, Jump Throw at Kokatahi School which had the kids involved in a wide variety of tasks and activities and who cared that the ground was soaking wet? The support of the parents was greatly appreciated with a good turnout of parents that assisted in so many ways.

I attended Keas (little scout people) and took the 15 of them through some fitness and skills activities and it was a good opportunity to work with them.

I have also assisted the Midland Line Schools group run their cross country at Kumara Race Course. This gave 180 kids the chance to enjoy a good cross country circuit with lots of mud and slop involved!

#### **Targeted Schools Progress:**

I assisted the lead teacher at St Mary's Schools lead the staff through a PD session on Fundamental Skills on May 16. All the staff were involved in keeping up to date with the Fundamental Skills.

The Fundamental Skills Advisor (Sally Small) is currently working through all the Targeted Primary Schools in our West Coast Sports Trust area. This involves intense planning with the Lead Teachers, staff workshops and modeling skills sessions with both staff and students. I shall elaborate more on this in the June report after her initial visits have been completed and can tally up numbers dealt with etc.

#### **WSHI (Westland Sports Hub Incorporated):**

WSHI could not form a quorum on the scheduled date in May and a meeting has been rescheduled for June 9<sup>th</sup> and work is still underway on collating information from clubs and land availability.

I travelled to Harihari on May 26<sup>th</sup> for an evening meeting to meet with some of the clubs based around the proposed sports partnership but regrettably (possibly we could blame the weather) only 1 person turned out. We will now work with individual clubs to secure buy-in and explain the benefits of a collaborative sports club partnership for the area.

#### **Disability Sporting Equipment:**

I took the opportunity of joining with Dr Anna and demonstrated the use of the polybat, table cricket and boccia equipment at the Allen Bryant Lifecare facility. Hokitika Lions were instrumental drivers in the purchase of this equipment and it is also available for schools to use. Justin Muschamp our Sports Opportunities Advisor, based in Christchurch will demonstrate its use more widely at the Expo scheduled for June 23 at the Civic Centre in Greymouth. We have good buy-in from Schools and community groups in both districts.

#### **Coming Up in June:**

1/6 Planning Meeting Grey, St Pat's Fundamentals, 2/6 Primary Rugby 7's, , 7/6 Runanga Fundamentals, 8/6 West Coast Cross Country @ Kumara, Sally @ Grey Main Fundamentals 9/6 Kaniere Fundamentals, WSHI mtg, 10/6 St Mary's Fundamentals, Vision launch, Young Farmers Club Meeting 14/6 CCS Meeting National President here, Coast to Coast documentary Regent Theatre, 23/6 Disability Expo Greymouth,

**COUNCIL GRANTS 2010/2011 FOR THE MONTH ENDED 31 MAY 2011**

<u>Approved</u>		<u>Granted</u>
10,000	Creative New Zealand	2,935
28,000	<b>Discretionary Funding</b>	
	CACTUS Westland	1,000
	Glacier Promotions Charitable 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
	Westland District Safer Community Council Tax Chit Scheme	500
	Westland Industrial Heritage Park	2,640
		<hr/> 28,000
12,000	<b>Infrastructure/Community Support</b>	
	Ross Swimming Pool	4,000
	South Westland Area School	500
	Whataroa Community Association	1,500
	Fox Glacier School Board of Trustees	4,000
		<hr/> 10,000
<hr/> 50,000	<b>Total Creative NZ, Toilet Grants, Discretionary &amp; Community Infrastructure Funding</b>	<hr/> 38,000
	<b>Council Annual Plan Commitments</b>	
31,000	Sport West Coast	31,000
<hr/> 103,200	Tourism West Coast	<hr/> 83,200
134,200	<b>Total Council Annual Plan Commitments</b>	<hr/> 114,200
<hr/> <hr/> 212,700	<b>TOTAL COUNCIL GRANTS</b>	<hr/> <hr/> 190,200

**Westland Business Unit**  
**Monthly Report for the Period Ended 31 May 2011**

**Service Levels and Performance Measures**

Level of service	Performance measure
Market visitor services	<p>Increase visitor numbers by 5% per year</p> <p><b><u>Hokitika i-SITE</u></b>            Visitor numbers to Hokitika i-SITE decreased by 7 percent to 3,229 in May 2011 as compared with 3,464 visitors in May 2010.</p> <p>When comparing YTD results, visitors to the i-SITE decreased by 16 percent to 32,125 for the period 1 Jan – 31 May 2011 as compared with the 38,276 visitors received during the first five months of 2010.</p> <p>While the decrease in visitor numbers to the i-SITE is significant, it nonetheless reflects the downward trend in visitor numbers being reported at national, regional and district level. The latest Commercial Accommodation Monitor as prepared by Statistics New Zealand shows that in March 2011:</p> <ul style="list-style-type: none"> <li>▪ <b>National</b> (New Zealand) guest nights<sup>1</sup> decreased by 5.4 percent to 3,096,000 as compared with 3,274,000 in March 2010</li> <li>▪ <b>Regional</b> (West Coast) guest nights decreased by 7.6 percent to 131,289 as compared with 142,162 in March 2010</li> <li>▪ <b>District</b> (Westland) guest nights decreased by 8.8 percent to 77,214 as compared with 84,701 in March 2010</li> </ul> <p>In-spite of downward trends in visitor numbers to the i-SITE the average spend per visitor has increased as we can see by the gross value of accommodation and activity bookings for the period 1 Jan – 31 May</p> <ul style="list-style-type: none"> <li>▪ 1 Jan – 31 May 2010 / Gross bookings – \$614,007</li> <li>▪ 1 Jan – 31 May 2010 / Visitor numbers – 38,866</li> <li>▪ Average spend per visitor - \$15.79</li> <li>▪ 1 Jan – 31 May 2011 / Gross bookings – \$652,930</li> <li>▪ 1 Jan – 31 May 2011 / Visitor numbers – 32,042</li> <li>▪ Average spend per visitor - \$20.37</li> </ul>

<sup>1</sup> Guest night is defined as a stay of one person at an accommodation place for one night

**Level of service**

**Performance measure**

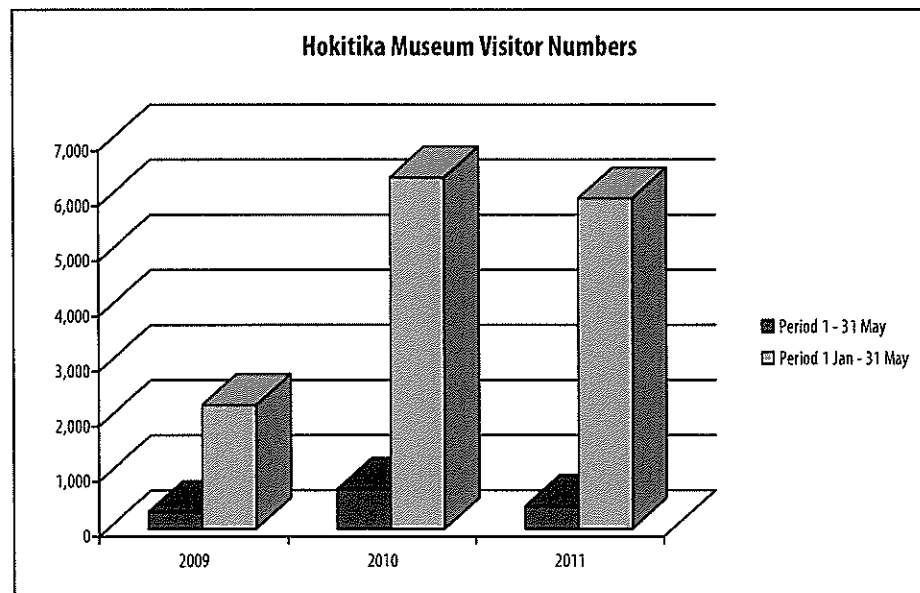
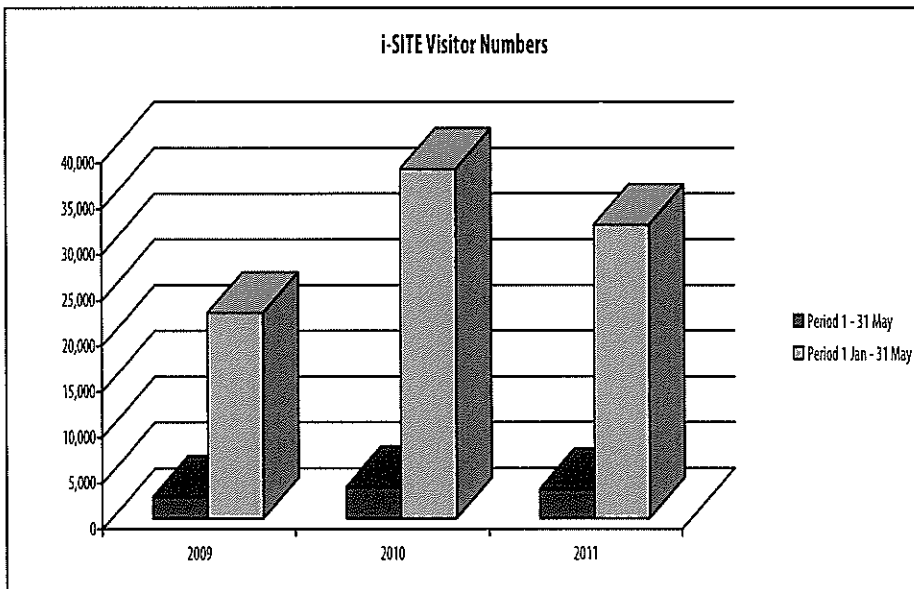
**Market visitor services**

Increase visitor numbers by 5% per year

**Hokitika Museum**

Visitor numbers to the museum decreased by 43 percent to 413 in May 2011 as compared with 723 visitors in May 2010.

When comparing YTD results, visitors to the museum decreased by 6 percent to 5,999 for the period 1 Jan – 31 May 2011 as compared with the 6,380 visitors received during the first five months of 2010.



Level of service	Performance measure
Coordinate and promote liaison	Promotion coordinated
	<p><u>Deals on Wheels</u></p> <p>Since the last report, meetings have taken place with Glacier Country Tourism Group, Enterprise Hokitika, Development West Coast, Tourism West Coast and the Department of Conservation seeking support and buy-in for the Deals on Wheels initiative.</p> <p>Neither Development West Coast nor Enterprise Hokitika will contribute financially, however Enterprise Hokitika resolved to support the initiative in principle and the Business Unit intends seeking expressions of interest from Hokitika based tourism businesses to participate in the initiative on a user-pays basis.</p> <p>To date \$23,000 has been committed to the project and it is anticipated further financial support will come from Haast Promotions once the Business Unit present the proposal at their next meeting on 4 July 2011.</p>

Level of service	Performance measure
Profitability	Gross Margin

i-SITE	2010 / 11 YTD Actual	2010 / 11 Budget	2009 / 10 Actual
Income	363,526	536,670	319,437
Expenditure	342,674	476,187	394,489
NET Cost	20,852	60,483	-75,052
<b>Events</b>			
Income	409,570	649,445	575,439
Expenditure	488,684	607,481	602,308
NET Cost	-79,383	41,964	-26,869
<b>Museum</b>			
Income	197,570	149,038	141,336
Expenditure	222,214	196,222	167,930
NET Cost	-26,644	-47,184	-26,594
<b>Corporate</b>			
Income	34,487	0	296,953*
Expenditure	117,199	42,000	54,586
NET Cost	-82,712	-42,000	242,367
<b>Total WBU Results</b>	<b>-167,887</b>	<b>13,263</b>	<b>113,852</b>

\*Note: Major District Initiative Funding received from Development West Coast for the redevelopment of the i-SITE.