



WESTLAND
DISTRICT COUNCIL

MANAGEMENT REPORTS

**Scenic Hotel
Franz Josef/Waiiau**

**Thursday
26 May 2011
9.00 am**

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PLANNING AND REGULATORY SECTION

From 1st – 30th April 2011 (reporting period)

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	1514
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	95
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.	The 3 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: 32.
- Building Consents granted: 26.
- Value of granted consents: \$2,357,119.
- Average consent value: \$90,658.
- Number of consents with values in excess of \$5,000.00: 19.
- Of note were consents granted for three new dwellings and the Meteorological Service radar.
- 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 9).

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 2010 was achieved.

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
Year to date	250	\$19,193,522	249 & 99%	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 & 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
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 29 food premises assessments during the reporting period and dealt with 50 enquiries and other inspections.

2.4 Liquor Licensing:

2.4.1 A total of 17 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. No service requests were 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 131 licensed and registered premises, 55 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 was one complaint.
	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 th September.

3. RESOURCE CONSENTS:

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

- **WCRC 10053 GN & SR Thompson: Bridge over Waimea Creek. No submission was made.**

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

- **WCRC 11053: Andrew Baird: River protection on legal road: Kokatahi River**
- **Approval given pre- application: Department of Conservation: Carpark and toilet upgrade: Lake Matheson.**

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:

- Nil.

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
100088	HBF & VM Chinn	To clear indigenous vegetation and modify riparian margins for access purposes	SH6, Ross
100122	CL & JL Hawkins	Discretionary rural subdivision – 3 lots	Milltown Road
100123	CL & JL Hawkins	Discretionary Land Use – residential use of rural land	Milltown Road
110005	Department of Conservation	Non complying subdivision – 3 sections	Dillmanstown

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
Year to date	27 & 71	83 & 99%	12.5
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

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 8 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 publicly notified (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 publicly notified (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 table 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. The Strategy Committee has been appraised of work being undertaken.
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:

- Nil.

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:

- **Caveat: Lot 2 DP 397720: PF & JA McLaughlin: Payment of sewerage connection contribution.**

7. OTHER MATTERS:

DISTRICT PLAN REVIEW:

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 Development Committee having a regard for budget constraints and the extent of in-house resources.

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

The Strategy Committee is considering several 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. Submissions closed on Friday 21 January 2011. One submission in opposition has already been received and this application will proceed to a hearing.

Further information has been requested in relation to this consent and a hearing date will be set on receipt of this information. This consent 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 100153: WELLS MOTORS LTD: NON COMPLYING SUBDIVISION: HARIHARI

This application to subdivision in order to boundary adjust around the existing buildings to create two allotments of 1245m² and 4.53 ha respectively at SH6 Harihari was publicly notified and submissions close on Friday, March 18th. Three submissions were received and the hearing was held in Harihari on April 21st. A decision is expected to be issued prior to the Council meeting.

RC 100057: DANIEL MORRISON: COMMERCIAL ACCOMODATION

This non complying application to operate 6 cabins as visitor accommodation including a relocated building and off site over size sign attracted two submissions. This application will be heard by Cr. Allen Hurley at the offices of the Department of Conservation at Franz Josef/Waiiau on Monday 16th May.

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

The non-complying application to operate a concrete plant that exceeds noise limits and has an associated over-size sign at Sale Street, Hokitika was limited notified and received four submissions. A date for the hearing is yet to be set.

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

The proposal to process honey on site at Woodstock Rimu Road received one submission. A hearing date is yet to be set.

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. Work on the assessment has begun in conjunction with staff from Community and Public Health (CPH). A forum is to be held with 9 (at the time of the preparation of this report) participants on Friday 27th May in the Council Chambers (invitations were sent to 47 interested parties). The forum will be conducted by CPH and invitations to and notice of the forum has been issued to interested parties. No Councillors have indicated their desire to attend.

OPERATIONS SECTION

Period April End 2011

Risk Issues

1. Waste Contract.

Health and Safety Issues

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

Staff Matters

None to report.

Financial Details

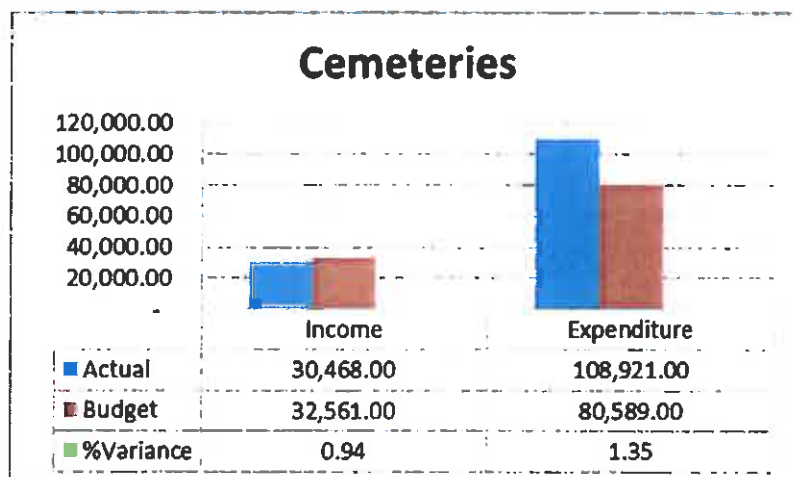
Year to date budget movements are included on the graphs against each activity. Any significant changes have been commented. The financial figures are year to date.

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

Activity Highlights

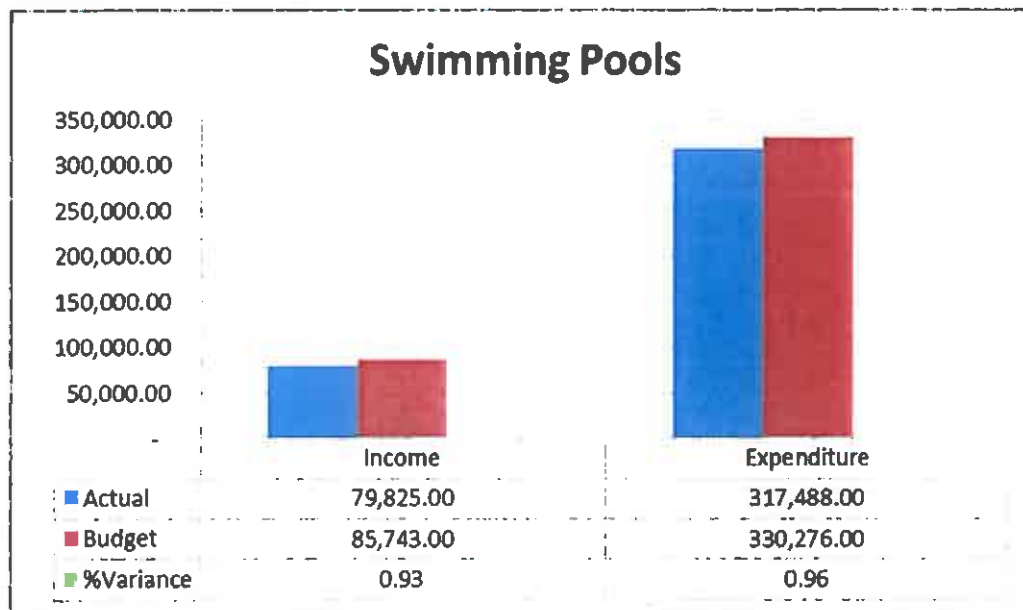
Cemeteries

No significant matters to report.



Swimming Pools

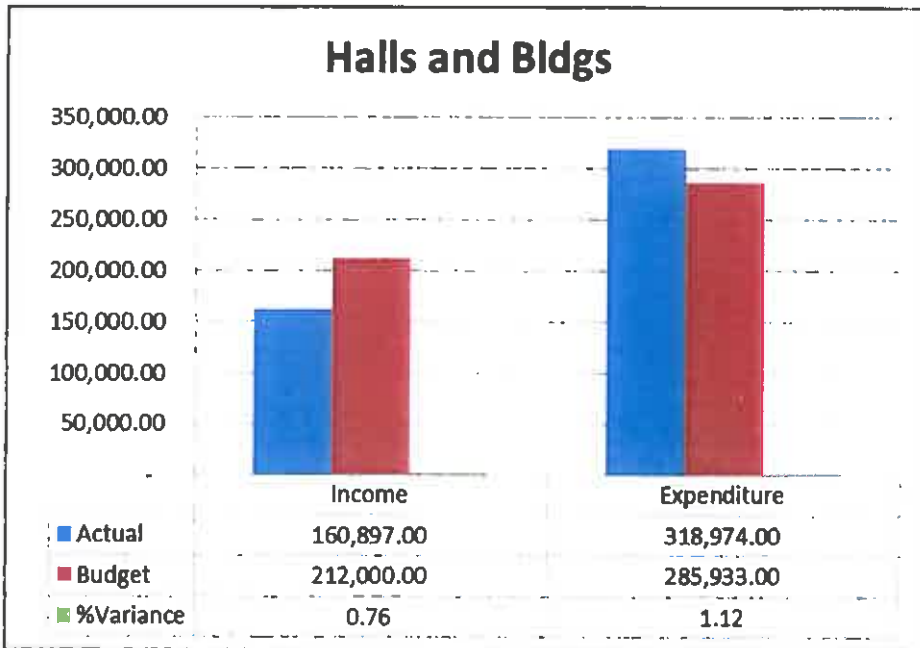
Financial performance on Hokitika Pool is as per the graph below:



- 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 April and have received sufficient support from the Hokitika swimming public for this to be viable for future seasons.
- The water temperature was maintained between 27.5°C and 28.5°C. The heating and filtration equipment continues to run with limited disruption.
- The final swimming lessons for the season have now been completed. They were well subscribed and made a very valuable financial contribution to the pool.
- There have been requests with respect to standard of the facilities at the pool. This needs a review and there is a need to upgrade the facilities at the pool. A full review will be undertaken and a recommendation report will be presented to the Council as part of the next 10 year plan process.

Community Halls and Buildings

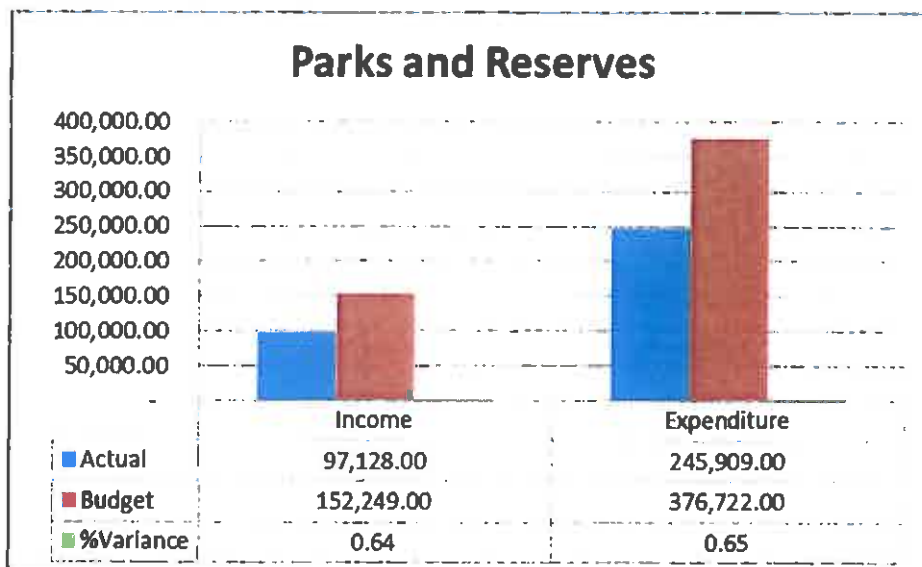
No matters to report.



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. Donovan's Store has an unbudgeted expenditure of \$14.5k.

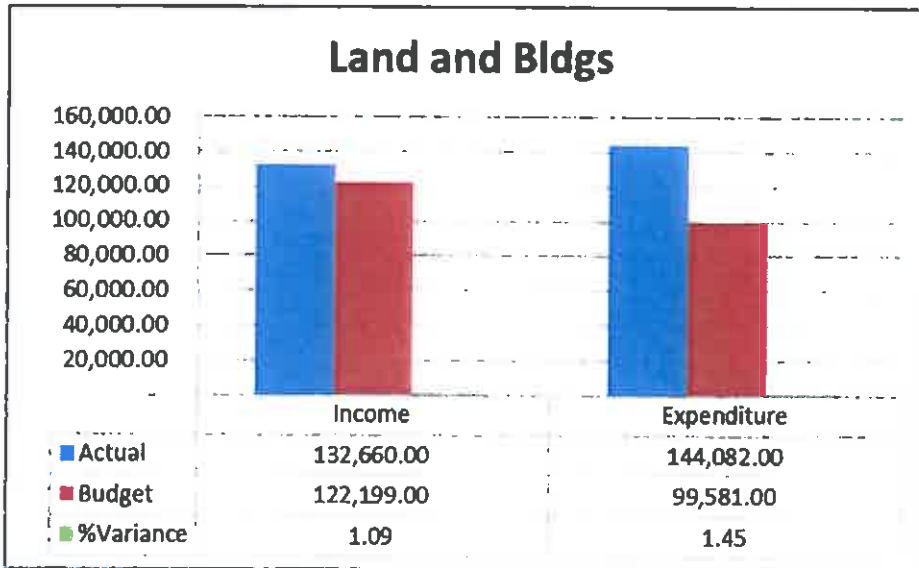
Parks and Reserves

Cass Square is now available after the annual maintenance following from Wildfoods Festival. The field was made available again from mid-April for various sports activities and groups. Good feedback has been received.



Land and Buildings

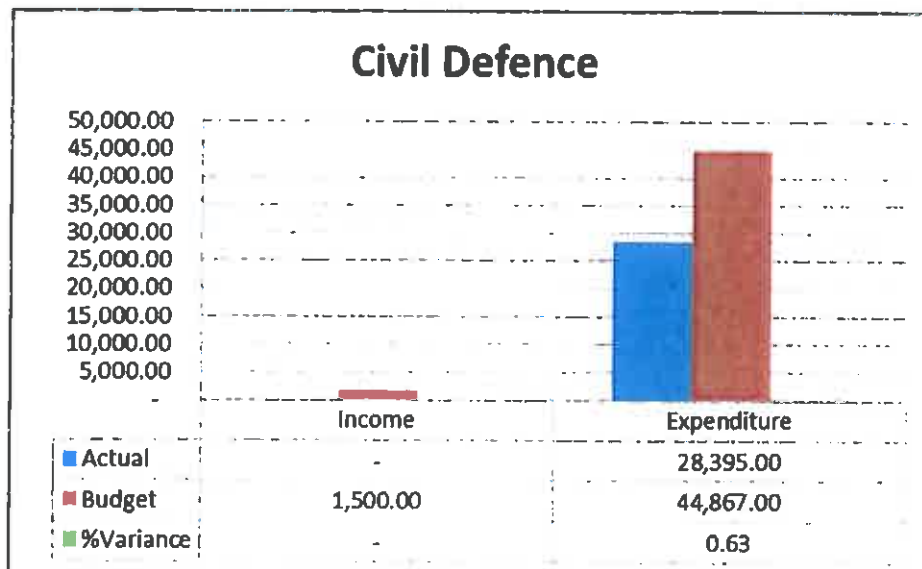
No significant matters to report. Windows and skylight at the library building have been repaired.



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

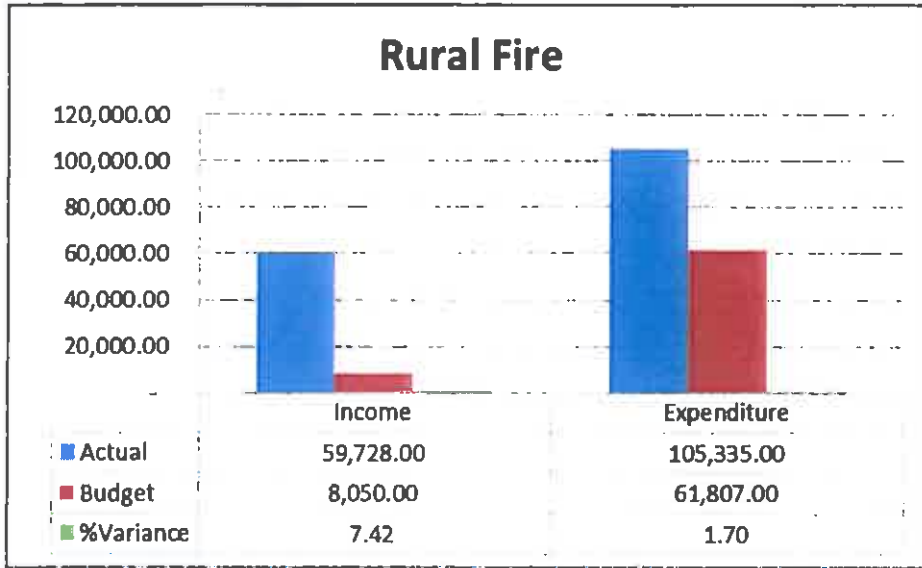
Civil Defence

Council staff continues to be concerned about the Waiho River in Franz Josef during significant rainfall events. Aggradation of the riverbed over the past six months has resulted in alarm levels being exceeded in relatively minor rainfall events.



Rural Fire

No rural fires reported for the period.

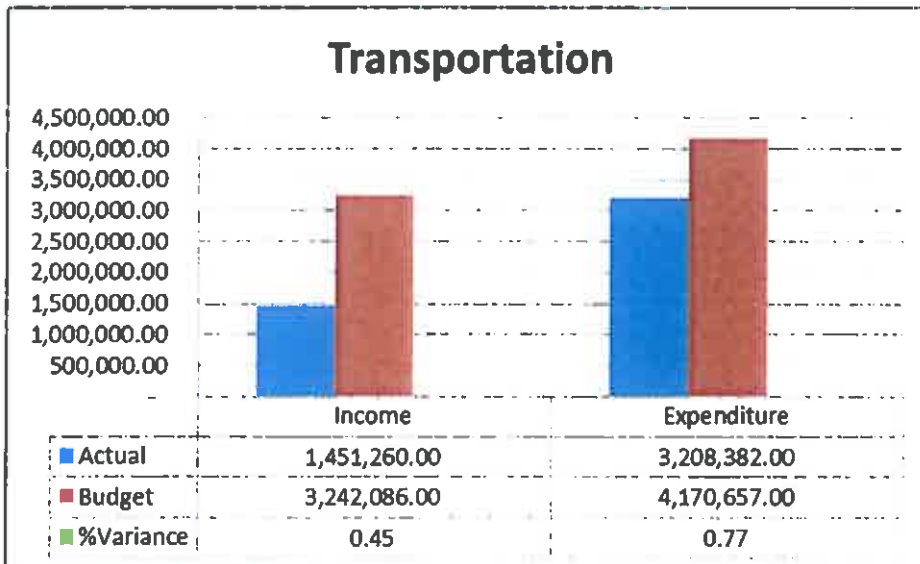


Notes: Kokatahi fire station expenditure is included in the above figures.

Transportation

Fulton Hogan have completed 100% of the reseal contract for Westland District as per the contract documents.

Remarking of road marking in Westland has been delayed due to road marking crews being required in Christchurch as a result of the February earthquake. A number of crews are in the area now marking significant intersections and as much of the urban areas as practical before the weather becomes too cold and wet. The remaining work will be completed in early spring.



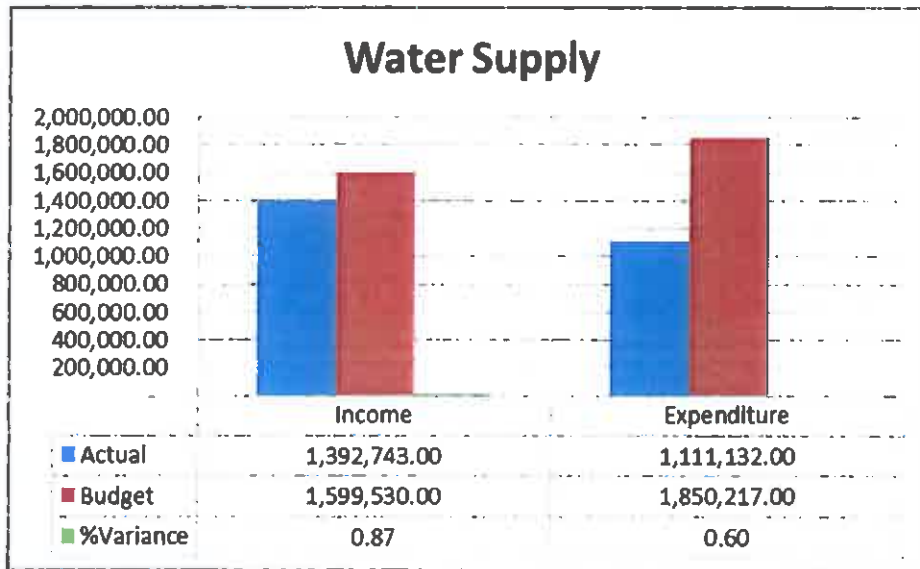
Note: Income from NZTA is claimed on actual expenditure and is always a month behind.

Water Supply

Work has commenced on the construction of the 1500m³ reservoir at the Blue Spur water plant in Hokitika. This work is being carried out by Tasman Tanks Ltd. Construction is currently underway on the concrete base.

Work has commenced on the development of a bore for the Franz Josef water supply. This work is being undertaken by Tru-Line Drainage and includes placement of a watermain from the vicinity of the Franz Josef Airfield through DoC land to the existing treatment plant.

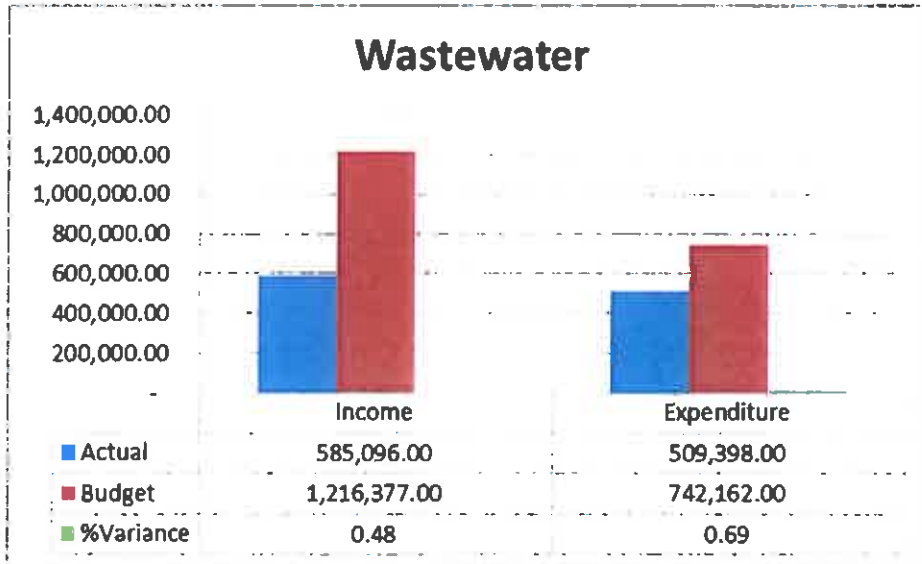
Proposal for Hannahs Clearing closure has been sent out and the voting day is 27th July 2011.



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.

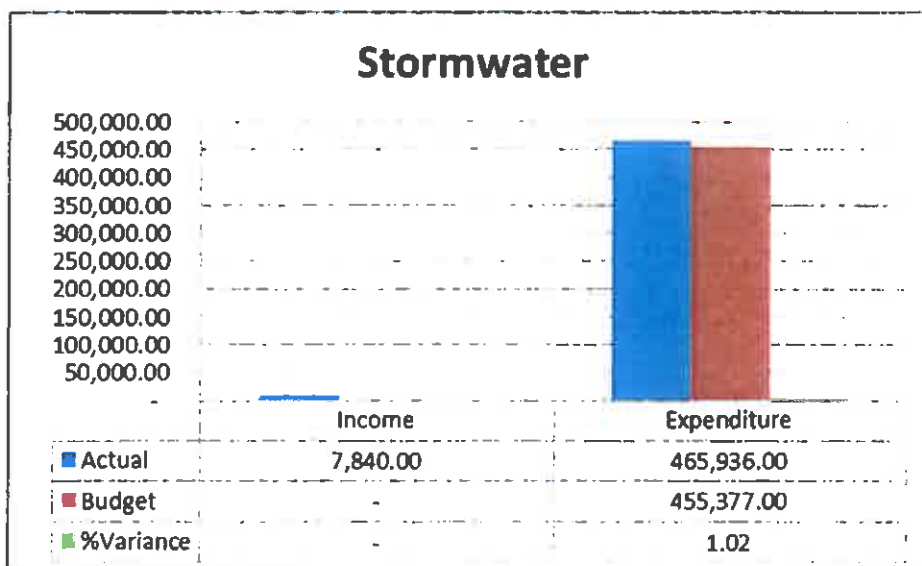
Operations team is working with contractors to work out the details for the sludge deposition area.



The income is generated through the general rates. Third quarter income is yet to come in which will catch up this period's deficit.

Stormwater

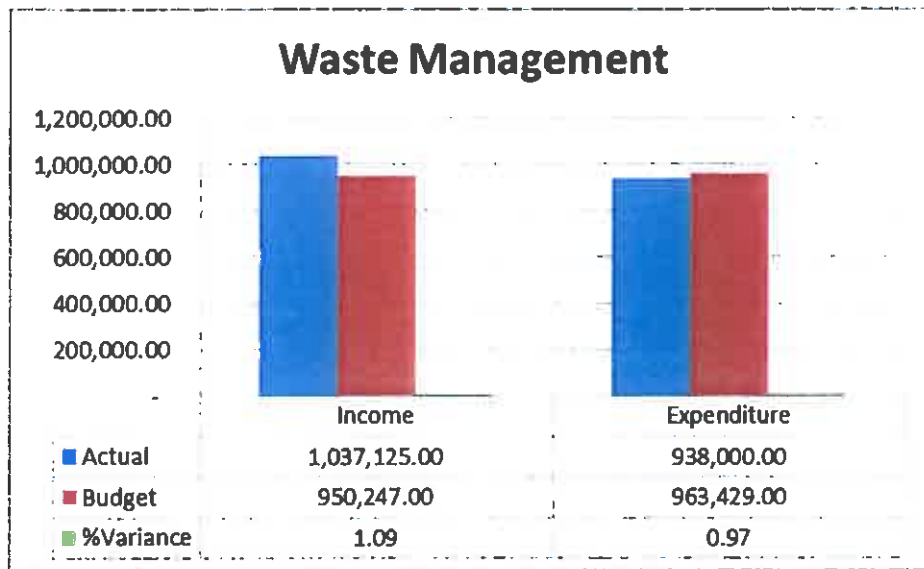
Tenders for Rolleston Street Pump station work have been received and are currently being analysed.



Waste Management

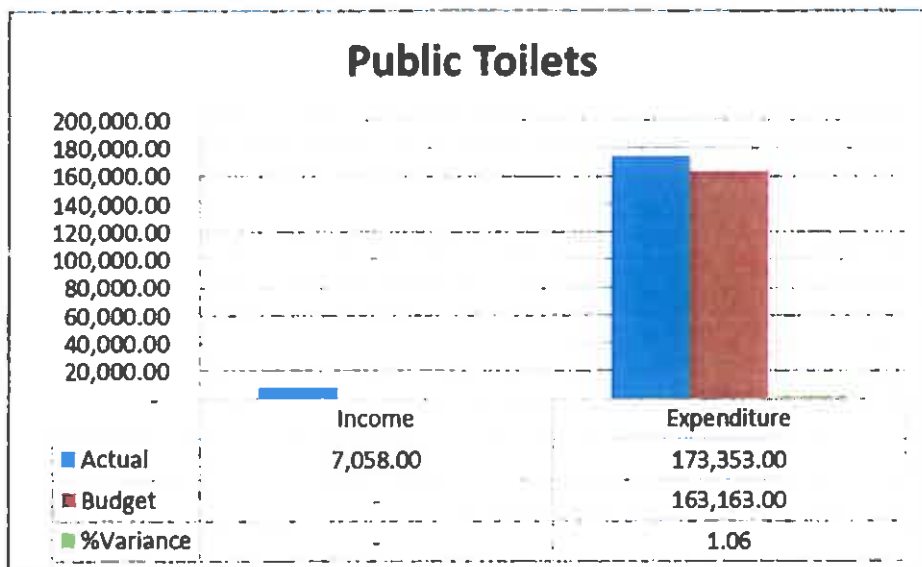
Construction has commenced by JDT Builders on the Hokitika Transfer Station Building at the Hokitika Refuse Site. Tilt slabs for the foundation and trough are currently being placed.

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



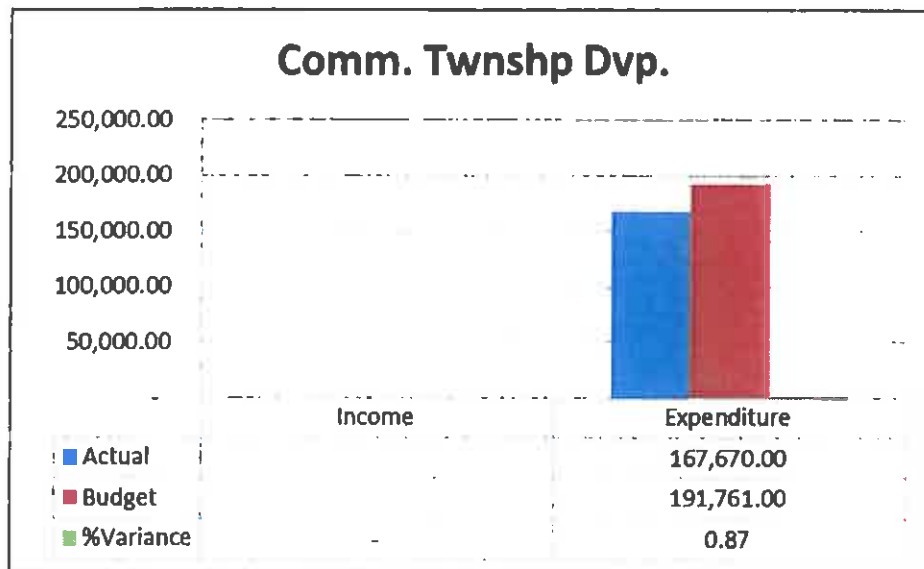
Public Toilets

No issues to report.



Community Township Development

Meetings with Franz Inc have been held to identify the town improvement works. Estimates are currently prepared for these improvement works.



Public Libraries

Anne-Maree Wigley says: "It has been a period of settling in, and finding my feet over the past 4 weeks, as I learn the ropes of running a District Library. Many thanks to the staff for their support and patience."

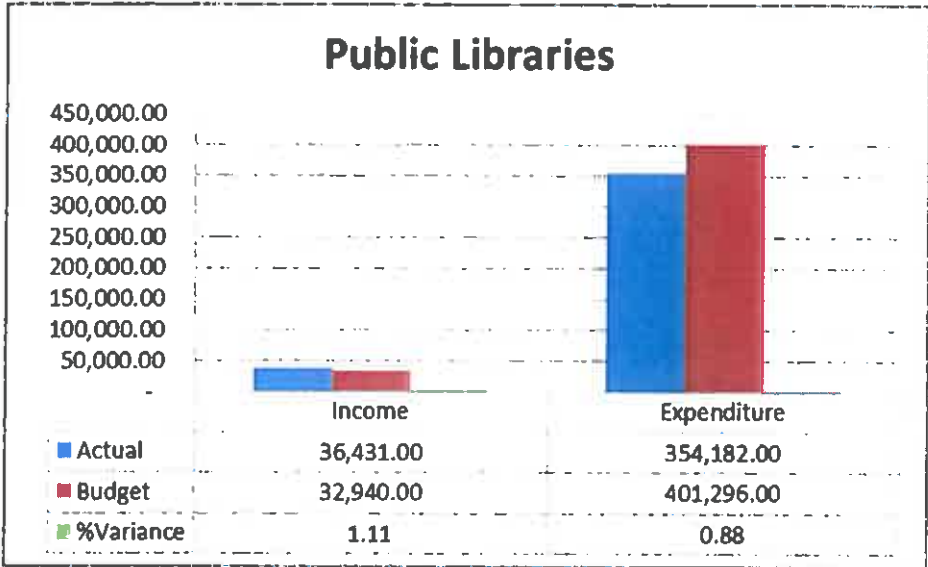
On Monday April 1st, Career Services staff member Daniel Hawke presented a series of workshops in the library. The morning session was attended by 9 young people and focused on skills for gaining employment. The afternoon session was for those who work with these young people with the main focus being CVs and interviews, but Daniel also spoke on the reality of the current job market and future trends. The session also included an overview of the updated Career Services website. The third session was for members of the public.

Regular events for children have continued this month, even through the school holidays. These include Squiggle and Rhyme sessions each Tuesday at 9.30am for the under-2's; Story time for pre-schoolers on Thursday at 10.30am; and the NIB (Nose into Books) Club for 8-12 year olds, which meets on the last Thursday of every month at 3.30pm.

There is a pleasing trend of continuing increased use of the library website. In April 2011, there were 437 visits, 198 of which were "1st time lookers". The average time spent on the website was 10.04 minutes. The most looked at pages were the Home Page, the Library Catalogue, Online Databases, and What Can I Read. While the majority of "visitors" were from New Zealand, there were also "visitors" from the United Kingdom, Australia, Canada, Russia, U.S.A., Chile, Finland, Norway and Malaysia.

The library now has a Kobo Digital Book Reader, loaded with 100 classic titles, for use within the library.

A disability park has been painted outside the library. This is sure to be appreciated by both library users and the neighbouring RSA.



Members: 3477(41%)

COMMUNITY SERVICES SECTION

To 30 April 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	23 to date	30

April Meetings:

Opening of Te Whare Atawhai at Westland High School
Safer Community Council meeting
Meeting Awatuna Parenting Programmes Trust
COGS Public meeting
Life Education Trust meeting
Enterprise Hokitika meeting
Strengthening Families meeting for a local family
West Coast Regional Family Violence Hui at Punakaiki
West Coast Restorative Justice Management Committee meeting
Meeting with ACC's Injury Prevention Consultant
Community Patrol members meeting
BBBS outing for mentors and young people to the Greymouth Aquatic Pool
4 BBBS meetings with young people
2 BBBS interviews with new mentors
BBBS Management Committee meeting
2 BBBS team meetings with mentors
2 BBBS meetings with parents
2 BBBS information sessions with prospective mentors
5 BBBS meetings with mentors
Unveiling of the Water fountain in Cass Square for local families involved in the Pike River Tragedy

Hokitika Community Patrol Statistics for April:

Vehicle related incidents	
Property related incidents	1
Wilful damage	1
Disorder	
People related incidents	
Special service	
Breach of liquor ban	3
Other – assisting Police	
Number of Freedom Campers observed★	7
Patrol kilometres travelled	472kms
Volunteer Patrol hours	47.50hrs

★ Sunset Point, end of Revell St, Beach St and Cemetery.

Comments:

1. **Big Brothers Big Sisters of Westland Mentoring Programme:** Nine matches with volunteers are currently in progress. Four of these mentoring matches are at Hokitika Primary School. Seven boys and Three girls remain on the waiting list (One of these in Kumara).
2. **Safer Community Council Chit Scheme:** Four new chit books were issued. Three new senior citizens applied to join the scheme. One of these was declined as it did not fit the criteria for applications.
3. **Hokitika Service/Retail Excellence Award:** Three nominations were received during April. The winner was Colin Warner who was nominated by Michelle Urmson. Colin works at Ellery's 100% Home Appliance Centre. Other People nominated for the month were Gillian Kearns and Hayley Jones.

Nominations for May close 31 May.

4. **Hokitika Community Patrol:** 18 volunteers.
5. **Graffiti Removal:** 24 lots of graffiti appeared after the weekend 16-17 April. Thanks to local residents, Telecom staff and Westroads staff, most of it was removed by the end of the Monday after the weekend. The streets most affected were Sewell Street, Revell Street, Spencer Street and the northern entrance to Hokitika on SH6.
6. **Strengthening Families meetings:** Provided facilitation for a meeting for a Hokitika family.

7. **New Drinking Fountain:** The new drinking fountain, in between the Cass Square Playground and the Skate Park, was officially opened at 1.00 pm on Tuesday 19 April 2011, in memory of the two men from Westland who died in the Pike River Mine Disaster.

8. **Creative New Zealand grant applications are now open.**

Applications close on the 27 May.

9. **Membership of the Creative New Zealand Committee:** A maximum of six consecutive terms or six years has been estimated as the length of service for a member of a Creative NZ Committee. The rules state that a break is needed after 6 years to ensure that committee members receive a fresh perspective to help ensure the long term strength of the committee. New members are being sought to join the grant committee. Also under the rules, Councillor representation is no longer required.

10. **SPARC Funding grant applications are now open for sports clubs for travel subsidies.**

Applications close 31 May.

11. **West Coast local Distribution COGS funding Committee:** Glenys Byrne has been voted on to this committee by community groups in Westland and will be involved in making decisions in August regarding grants to local community groups.

12. **The monthly reports from the Franz Josef Glacier and Fox Glacier Community Development Officers** have been received. There are no issues for Council.

2. SPORT WEST COAST APRIL 2011 REPORT

School Holiday Programme:

Our average number of daily enrolments for the Holiday Programme was 23 and they enjoyed a wide range of activities and skills designed to challenge their thinking when faced with “threatening” situations. The Skateskool with Scotty proved to be our most popular day with 26 registrations and the children engaged in skating and scootering with a passion. Now our focus shifts to planning an effective July Holiday Programme.

Solid Energy Coast Kids Triathlon Series:

The Westport event was held as planned on the 17th of April and even though the weather was somewhat rough, a good number of children turned out from both the Westland and Grey Districts. We had approximately 410 kids across three events. A great feature was the continued willing sponsorship support across the 3 districts which indicates our focus on Youth is well placed.

We look forward to hosting these events for our young people again next year.

Targeted Schools Progress:

The Fundamental Skills training day was very well received by all the staff who attended with some very positive feedback received and schools keen to progress Fundamental Skills in their schools. I am pleased to report that this has seen schools progressing with Staff Meetings and equipment purchases, based around Fundamental Skills aimed at upskilling both staff and students. Sally Small (the Fundamental Skills Advisor) will return and continue Professional Development work with schools. This has been booked for early June. Schools are already successfully implementing increased PE activity into their daily schedules.

WSHI (Westland Sports Hub Incorporated):

WSHI have their next meeting set down for Monday 30th May at the Sport West Coast Office and work will continue to progress towards completing those projects currently underway.

Disability Sporting Equipment: The 24th of June is set for a training day/Expo to be held at the Civic Centre in Greymouth. Justin Muschamp our Sporting Opportunities Advisor will be leading the day and we hope to invite numerous agencies, schools and groups to ensure we give maximum exposure to this equipment sponsored by the Hokitika Lions Clubs.

Coming Up in May:

4/5 Rugby League Tournament, 5/5 Active West Coast mtg, 6/5 Barrytown School, planning mtg, 9/5 Benchmarking, CACTUS mtg, 11/5 Planning mtg, 12/5 Fun,Jump,Throw Kokatahi/Ross Schools, 13/5 Hokitika Keas Sport and Physical Activity, 16/5 St Mary’s Fundamentals mtg, 17/5 Football Tournament, Secondary Sports Co-ordinators mtg, 18/5 Education West Coast, 19/5 Annual Leave, 20/5 Annual Leave, 24/5 Midland Line X Country, WC Secondary Schools X Country, 25/5 Secondary Schools 7 a side rugby, 27/5 Annual Leave, 30/5 Annual Leave, WSHI mtg 31/5 Annual Leave

COUNCIL GRANTS 2010/2011 FOR THE MONTH ENDED 30 APRIL 2011

<u>Approved</u>		<u>Granted</u>
10,000	Creative New Zealand	
28,000	Discretionary Funding	
	CACTUS Westland	1,000
	Glacier Promotions Chartiable 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 Safter Community Council Tax Chit Scheme	500
	Westland Industrial Heritage Park	2,640
		<hr/> 28,000
12,000	Infrastructure/Community Support	
	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/> 78,500	Total Creative NZ, Toilet Grants, Discretionary & Community Infrastructure Funding	<hr/> 38,000
	Council Annual Plan Commitments	
31,000	Sport West Coast	31,000
103,200	Tourism West Coast	83,200
<hr/> 134,200	Total Council Annual Plan Commitments	<hr/> 114,200
<hr/> <u>212,700</u>	TOTAL COUNCIL GRANTS	<hr/> <u>190,200</u>

Westland Business Unit
Monthly Report for the Period Ended 30 April 2011

Service Levels and Performance Measures

Level of service	Performance measure
Market visitor services	<p>Increase visitor numbers by 5% per year</p> <p><u>Hokitika i-SITE</u></p> <p>Visitor numbers to Hokitika i-SITE decreased by 49.75 percent to 3,503 in April 2011 as compared with 6,975 visitors in March 2010.</p> <p>When comparing YTD results, visitors to the i-SITE decreased by 18.5 percent to 28,813 for the period 1 Jan – 30 Apr 2011 as compared with the 35,402 visitors received during the first four 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 February 2011:</p> <ul style="list-style-type: none"> ▪ National (New Zealand) guest nights¹ decreased by 1.5 percent to 3,275,000 as compared with 3,326,000 in February 2010 ▪ Regional (West Coast) guest nights decreased by 0.7 percent to 152,187 as compared with 153,223 in February 2010 ▪ District (Westland) guest nights decreased by 1.2 percent to 91,598 as compared with 92,708 in February 2010 <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 Apr</p> <ul style="list-style-type: none"> ▪ 1 Jan – 30 Apr 2010 / Gross bookings – \$584,145 ▪ 1 Jan – 30 Apr 2010 / Visitor numbers – 35,402 ▪ Average spend per visitor - \$16.50 ▪ 1 Jan – 30 Apr 2011 / Gross bookings – \$614,709 ▪ 1 Jan – 30 Apr 2011 / Visitor numbers – 28,813 ▪ Average spend per visitor - \$21.33

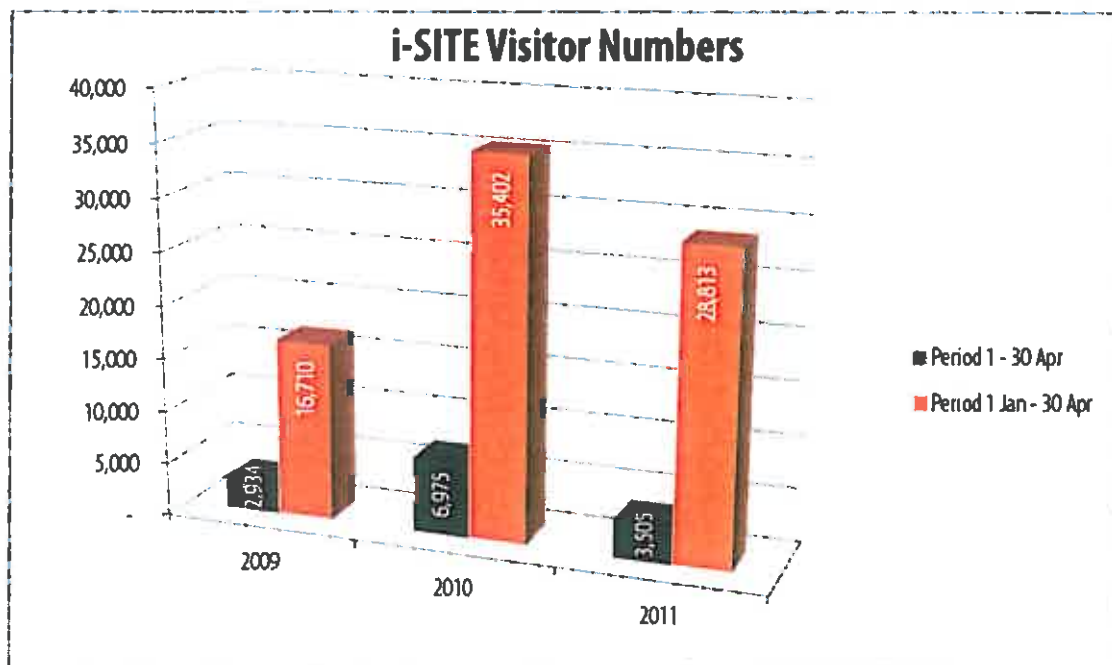
¹ Guest night is defined as a stay of one person at an accommodation place for one night

Hokitika Museum

Visitor numbers to the museum decreased by 11 percent to 971 in April 2011 as compared with 1,096 visitors in April 2010.

When comparing YTD results, visitors to the museum decreased by 1.25 percent to 5,586 for the period 1 Jan – 30 Apr 2011 as compared with the 5,657 visitors received during the first four months of 2010. This contrasts dramatically with the decrease of 20 percent in visitor numbers over the same period reported by Coaltown Museum in Westport.

At the time of writing \$103,500 worth of Lotteries funding for "WHITEBAIT! The story of New Zealand's favourite fish" had just been received and preparations are well underway for bringing the exhibition together for a launch date of 9 September 2011.





Level of service	Performance measure
Run Events	<p>Events run successfully and profitably</p> <p><u>Wildfoods Festival</u></p> <p>Wildfoods 2011 went ahead against a backdrop of very trying and difficult operating conditions. That said, in spite of a major natural disaster in a key target market two and half weeks before Festival day; in spite of critical logistical challenges, including the last minute non-availability of toilets, chiller units, radio advertising and printed advertising space, which arose as a result of the disaster; in spite of a significant reduction in sponsorship cash received from a key sponsor that was severely affected by the earthquake; and in spite of criticism from within the community regarding the decision to proceed with the event – Wildfoods came together beautifully and by all accounts made for a fantastic day out.</p> <p>Overall, Festival 2011 made a net operating profit of \$64,854 as at 30 April 2011 as compared to the \$24,100 net operating profit achieved for Festival 2010 as at 30 April 2010.</p> <p>Attendance figures were well down with 10,436 tickets scanned through the gate in 2011 as compared with the 13,869 tickets scanned through the gate in 2010. The net result of significantly reduced ticket sales combined with a \$71,000 loss in sponsorship cash resulted in a \$168,000 decrease in income as compared with Festival 2010, however on the expenditure side savings of \$190,648 were realized, which enabled a modest operating surplus to be realised as at 30 April 2011.</p>

Several **key learnings** emerged as a result of the trying operating conditions that occurred in the lead up to Festival 2011 including:

- reviewing emergency evacuation plans and procedures to ensure they are up-to-date and still relevant to the event and Festival weekend
- better contingency planning including questioning under what circumstances the Festival would be called off; and at what point in the planning phase
- exploring additional sponsorship avenues; and
- reviewing marketing and advertising spend to ensure technology and social media channels are used to better effect

Learnings aside other **critical success factors** to emerge from Festival 2011 were the **onsite ambience**, which was characterised by a lovely sunny day, noticeably lower levels of intoxication, a mellow crowd and an great selection of food and entertainment; **fewer arrests** – arrests for Festival weekend 2011 totaled 28 as compared with 50 in 2010; **0 breaches of the Sale of Liquor Act** by alcohol stallholders as compared to the 11 (of 11) stallholders who breached the Act in 2010; the **return of Monteith's** as a principal partner to the Festival – their professionalism and experience in systems, marketing and events was a welcome addition and helped add to the overall ambience of the day and the success of the weekend; and finally the **gestures of goodwill** (in the form of free tickets) that were extended to the Student and Farny Armies in recognition of the incredible work they were doing in Christchurch.



Level of service	Performance measure
Coordinate and promote liaison	<p data-bbox="443 412 740 443">Promotion coordinated</p> <p data-bbox="443 490 687 521"><u>Rugby World Cup</u></p> <p data-bbox="443 528 1477 678">Meetings have been scheduled with representatives of Glacier Country Tourism Group, Enterprise Hokitika, Haast Promotions, Development West Coast and Tourism West Coast with a view to discussing and gaining support for the Deals on Wheels initiative as presented to Council at the meeting held 28 April 2011.</p> <p data-bbox="443 723 1477 909">At the time of writing Glacier Country Tourism Group have pledged their support in the form of a \$3,000 cash contribution. A meeting with Enterprise Hokitika is due to take place on 18 May 2011 whereby a like contribution will be sought and efforts are currently being made to reach the Chair of Haast Promotions to ascertain when their next meeting will take place.</p> <p data-bbox="443 954 1477 1104">Initial discussions have been held with Development West Coast who wish to see evidence of the tourism industry's contribution to the initiative before considering an application for \$10,000 and a meeting with Tourism West Coast is due to take place on 12 May 2011 to discuss a contribution of \$5,000.</p> <p data-bbox="443 1149 1477 1223">Another quantum has been sought from Hokitika Airport and a decision on that sum is pending.</p> <p data-bbox="443 1267 783 1299"><u>Te Runanga o Makaawhio</u></p> <p data-bbox="443 1305 1477 1491">Several discussions have been held with Susan Wallace who is the Chair of Komiti Mahakitaka, Te Runanga o Makaawhio on a number of fronts including organising a meeting with representatives of both local iwi so completion of the entranceway into the i-SITE can be completed following full consultation with both runanga.</p> <p data-bbox="443 1536 1477 1722">When initial plans were drawn for the i-SITE it was always the intention that Westland's rich Maori culture is respectfully acknowledged with a mihi from each runanga providing a prominent and symbolic welcome to our visitors at the entrance to the building. The project is not yet complete and the time has come to initiate discussions with a view to progressing it.</p> <p data-bbox="443 1767 1477 1908">Discussions have also been initiated around opportunities for local iwi to become involved in the marketing work of the Business Unit in order that collaboratively we can start developing marketing partnerships and offerings that recognise the cultural heritage stories and experiences available to visitors to Westland.</p>

Level of service	Performance measure
Profitability	Gross Margin

i-SITE	2010 / 11 YTD Actual	2010 / 11 Budget	2009 / 10 Actual
Income	349,843	536,670	319,437
Expenditure	305,308	476,187	394,489
NET Cost	44,535	60,483	-75,052

Events	2010 / 11 YTD Actual	2010 / 11 Budget	2009 / 10 Actual
Income	407,771	649,445	575,439
Expenditure	451,123	607,481	602,308
NET Cost	-43,352	41,964	-26,869

Museum	2010 / 11 YTD Actual	2010 / 11 Budget	2009 / 10 Actual
Income	189,263	149,038	141,336
Expenditure	200,974	196,222	167,930
NET Cost	-11,711	-47,184	-26,594

Corporate	2010 / 11 YTD Actual	2010 / 11 Budget	2009 / 10 Actual
Income	19,455	0	296,953*
Expenditure	107,515	42,000	54,586
NET Cost	-88,060	-42,000	242,367

Total WBU Results	-98,588	13,263	113,852
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*Note: Major District Initiative Funding received from Development West Coast for the redevelopment of the i-SITE.