



**WESTLAND**  
DISTRICT COUNCIL

# **MANAGEMENT REPORTS**

**Council Chambers**

**Thursday  
24 January 2013  
9.00 am**

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## COMMUNITY SERVICES SECTION

### From 1<sup>st</sup> – 31<sup>st</sup> December 2012 (reporting period)

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#### 1. COMMUNITY DEVELOPMENT:

- Debrief meeting with Ministry for the Environment to discuss the TV Takeback scheme and what worked and what didn't, ready for the South Island rollout on the 28 April, 2013, the lower North Island 29 September, 2013 and the upper North Island on the 1 December, 2013.
- Advertised a new category in Westland Garden Competitions specifically targeting sustainable and eco-friendly school gardens. A trophy has been kindly donated by the Westland Medical Centre. This category was judged in December, prior to school breaking up for 2012 and was won by Kumara School, who will attend the annual Garden Competition prize giving, in February.
- Advertised the 2013 Garden Competition, organised judges and collated nomination forms.
- Assisting with various projects (young woman's workshop, Haast Road, Whataroa RSA, Library and Museum projects).

#### **Funding Applications Completed:**

- Whataroa Playground
- Whataroa RSA Building x 2
- BBBS - \$3,000 - Tindall Foundation
- CACTUS - \$6,000 - Tindall Foundation
- Awatuna Parenting Programme - \$2,000 - Tindall Foundation

#### 2. COMMUNITY SERVICES:

- **Big Brothers Big Sisters of Westland Mentoring Programme:**

Thirteen mentoring matches with volunteers are currently in progress. Eight boys and one girl are on the waiting list. Two mentor team meetings for volunteers (including an end of year dinner) were held and an end of year lunch was held for young people after the Christmas Parade 15 December.

- **Safer Community Council Chit Scheme:**

Two new chit books were issued to senior residents who have voluntarily given up driving and 26 chits from previous books came in for re-imburement. One new application was declined on the grounds that other people were available to assist the applicant with transport.

- **Hokitika Service/Retail Excellence Award:**

Six nominations were received during December. The winner was Graham Provis who was nominated by Janine Pascoe. Graham works at the Westland Pharmacy Ltd.

*Nominations for January close 31 January.*

- **Hokitika Community Patrol:**

A members' end of year dinner was held for volunteers and the Police put on a special morning tea as a thank you for volunteer patrollers. One patroller resigned due to work commitments and one new volunteer applied to be a patroller.

***Statistics for December:***

Disorder	1
People related incidents	1
Number of Freedom Campers Observed	★ 18
Patrol kilometres travelled	520kms
Volunteer Patrol hours	50:40hrs

★ Sunset Point: 1, Beachfront Toilets: 13, Wadeson Island: 3, Corner Bealey and Weld: 1.

Of concern is the number of freedom campers parking overnight outside the Beachfront Toilets.

- **Awatuna Parenting Programmes:**

Two applications were received for the position of Programme Provider. Both applicants will be interviewed in February.

- **Strengthening Families:**

One meeting was attended to give assistance to a Harihari family.

- **Hokitika Reserves and Environs Community Group meeting 11 December:**

Items for discussion included the need to initiate the formation of a committee to plan the 150<sup>th</sup> Celebrations for Hokitika, Emily Fryer's suggestion that part of the pohutukawa tree behind the Pioneer Statue be cut back to help keep the statue clean, the offer of some NZ iris plants for possible replanting in the daffodil patches at the Weld Street/Fitzherbert Street intersection, vandalism in Preston's Bush and the opening of the Cemetery Kiosk 22 December.

- **Graffiti removal:**

Four lots of graffiti were reported during December.

- **Street Appeals:**

Permission was granted for the Surf Life Saving Appeal to be conducted in the Hokitika CBD 7 December.

- **Christmas Decorations:**

The street banners donated by Flagmakers were put in place without charge by Electronet and the Christmas Tree decorations were revamped by the Lions Club for the tree.

- **Fox Glacier and Franz Josef Community Development Officers:**

No reports were received to date.

- **Funding approved during December for projects:**

For BBBS - \$3,000 from the Tindall Foundation

For CACTUS - \$6,000 from the Tindall Foundation

For the Awatuna Parenting Programme - \$2,000 from the Tindall Foundation

### 3. **EVENTS:**

- **2013 Wildfoods Festival:**

The Events Department have a good variety of entertainers and performers lined up for the three events, with two entertainers from the popular TV 1 programme "New Zealand Has Got Talent".

Forty one stallholders have registered to have a stall site, with plenty of lovely healthy food from whitebait, crayfish, kebabs, jerk chickens, venison, wild boar sausages, crocodile, kangaroo bites, smoked eel and muttonbirds and for the sweet tooth people pineapple saisa, strawberry's and ice-cream, crepes washed down with monteiths family of beers, cider and rhubarb, rose petal and elderflower champagne's.

The Event manager organised for a Korean film crew to experience a 'Wild Food' sensation. Two of the visitors were Korean 'Rock Stars' and did not seem to enjoy eating many of the products offered!

The Wildfoods Festival and Hokitika will get a 30 minute TV premium time at 7.30pm showing in Korea in February 2013.

Catherine Mackmurdie is our new Event Assistant helping with the organising of the 2013 Wildfoods Festival, Cassie Lee is going over to Christchurch to do a "Fine Arts" course at the polytechnic.

The Wildfoods Festival still gets great coverage with articles and festival images in Travel NZ Magazines and Where The Locals Go For National Geographic which is a UK book.

A report on the budget for the 2013 event is on today's Council agenda.

#### 4. I-SITE

Market  
visitor  
services

**Increase visitor numbers**

**Hokitika i-SITE – Visitor numbers**

Visitor numbers through the door

Dec 2010 – 5,386

Dec 2011 – 5,349

Dec 2012 – 5,138

**Hokitika i-SITE – Average spend per visitor**

- 1 – 31 Dec 2010 / Gross bookings – \$109,773.91
- 1 – 31 Dec 2010 / Visitor numbers – 5,386
- Average spend per visitor – \$20.38
  
- 1 – 31 Dec 2011 / Gross bookings – \$134,814.40
- 1 – 31 Dec 2011 / Visitor numbers – 5,349
- Average spend per visitor – \$25.20
  
- 1 – 31 Dec 2012 / Gross bookings – \$100,600 (after all December refunds)
- 1 – 31 Dec 2012 / Visitor numbers – 5,138
- Average spend per visitor – \$19.58
- **Due to bad weather in the Glacier region in the beginning and the end of the month and with the closure of the Milford Sound the i-SITE had cancelations and refunds to the amount of \$19,069 during December**

**Increase sales of Westland activities and accommodation by 3%**

Dec 2010 – \$67,017

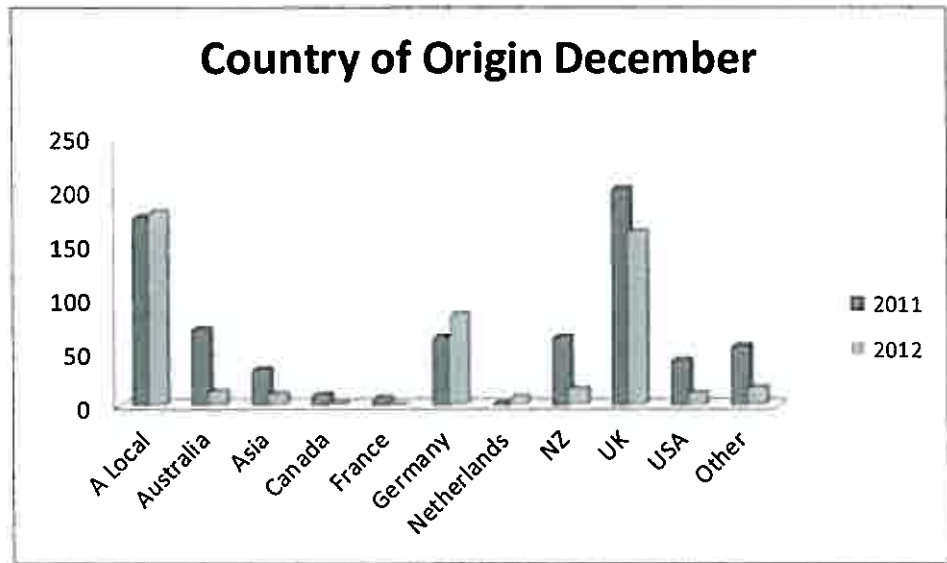
Dec 2011 – \$82,349

Dec 2012 – \$69,434

**Future Happenings**

i-SITE NZ in conjunction with Qualmark and Tourism NZ will be 'mystery shopping' every i-SITE in New Zealand over the next 2 months – results will be sent to every i-SITE Manager by March.

Who has the i-SITE been selling to?



What has the i-SITE sold?



## 5. LIBRARY

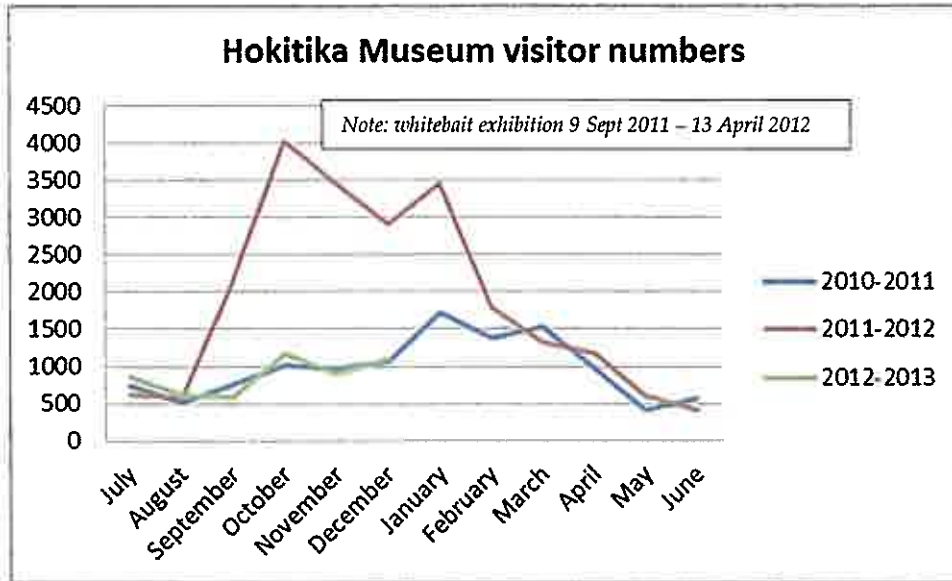
- **Adrian Kirk**, a professional entertainer from Christchurch, enthralled 800 Westland children aged between 5 - 13 years old with his show 'Reading Rocks'. His visit was sponsored by Pub Charity and aimed at promoting the Summer Reading Challenge (SRC). His message about the power of reading was well executed and it is anticipated that many children will complete the SRC which runs December 21 2012 - January 31<sup>st</sup> 2013.  
The West Coast Community Trust is the major sponsor of the SRC. Other sponsors include WDC, Video Ezy, Noel Leeming, Subway.
- **Te Kura (The New Zealand Correspondence School)** has expressed an interest in using the back store room of the library as a base for Hokitika students studying by correspondence.
- **Storytelling workshops:** A library staff member has completed a series of workshops with a local storyteller to learn the art of storytelling and performance. In February two library staff will visit each Westland school to do a storytelling performance, in conjunction with the delivery of the Summer Reading Challenge prizes.
- **Friends of the Library volunteers:** Morning tea was held for the five volunteers who have helped the library throughout the year. In 2012, ten volunteer hours per week were completed.
- **Library website usage:** 4290 library website visits for December 2012 compared to 516 visits for December 2011.  
Library website usage has increased significantly in the last year. Staff believe it is a combination of the following:
  1. Additional content, as well as an upgrade of many webpages following analysis of webpage usage.
  2. Increased promotion of the library website by library staff to walk-in library users and to remote users via the quarterly library newsletter.
  3. OverDrive (software for downloading eBooks and Audiobooks) went live in Oct 2011. There has been a continual increase in the number of users throughout 2012. Access to OverDrive is via the library website.
- **PowerPoint presentations:** Enterprise Hokitika has provided images and video clips relating to 'thecoollittletown.com' promotion; Westland Property Company Limited has provided PowerPoint slides outlining the projects in their Westland 2030 vision; Hokitika Museum has provided a selection of images from their extensive photograph collection. These PowerPoint presentations are being shown on the library TV screen, in addition to the ones promoting the library services and resources.
- **Hokitika Centennial Swimming Pool:** The Stage 1 concept design of the proposed Hokitika Centennial Swimming Pool re-development is displayed in the library.



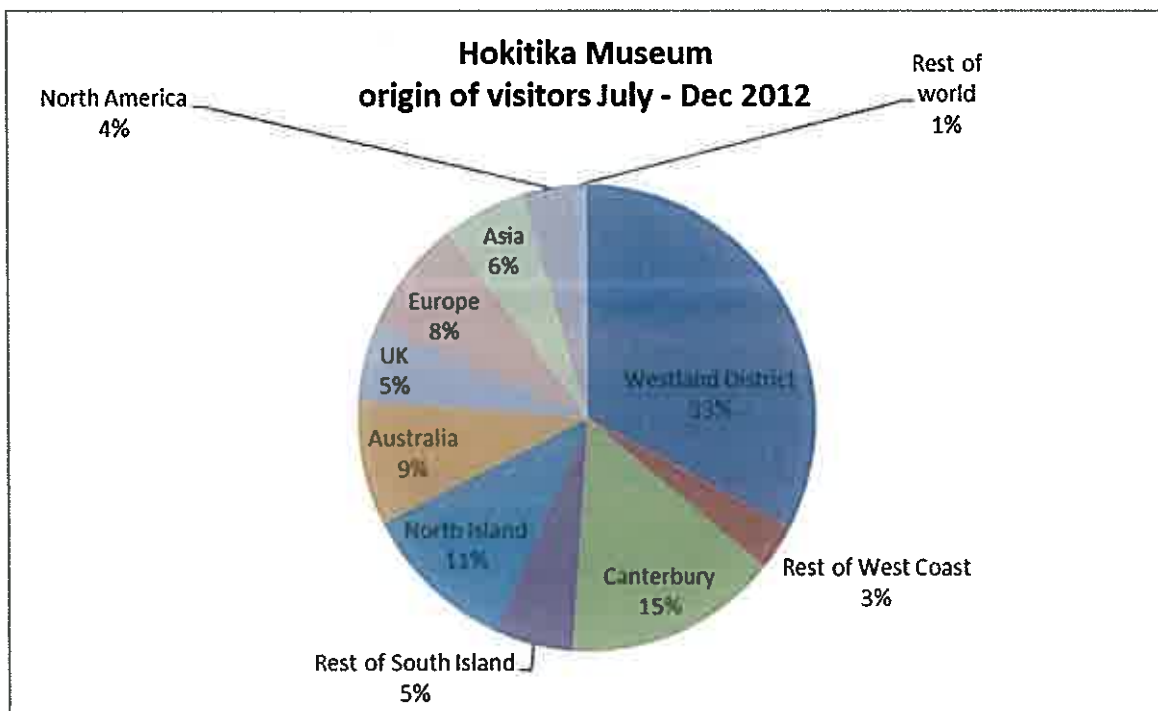
- **Living History tour** with David Verrall, in the guise of Richard Seddon – All library staff completed the tour enabling them to promote it more effectively to tourists using the library wireless internet connection. Additional ways to assist the Museum with promotion are also being investigated.
- **Book Club:** A book discussion group now meets every second Thursday of the month in the History/Meeting room at the library, 5.00– 6.00pm. It is an informal, social session for book lovers to share good reads, as well as have the opportunity to browse a selection of new adult fiction/non-fiction titles from the library collection. New members are very welcome.

6. MUSEUM

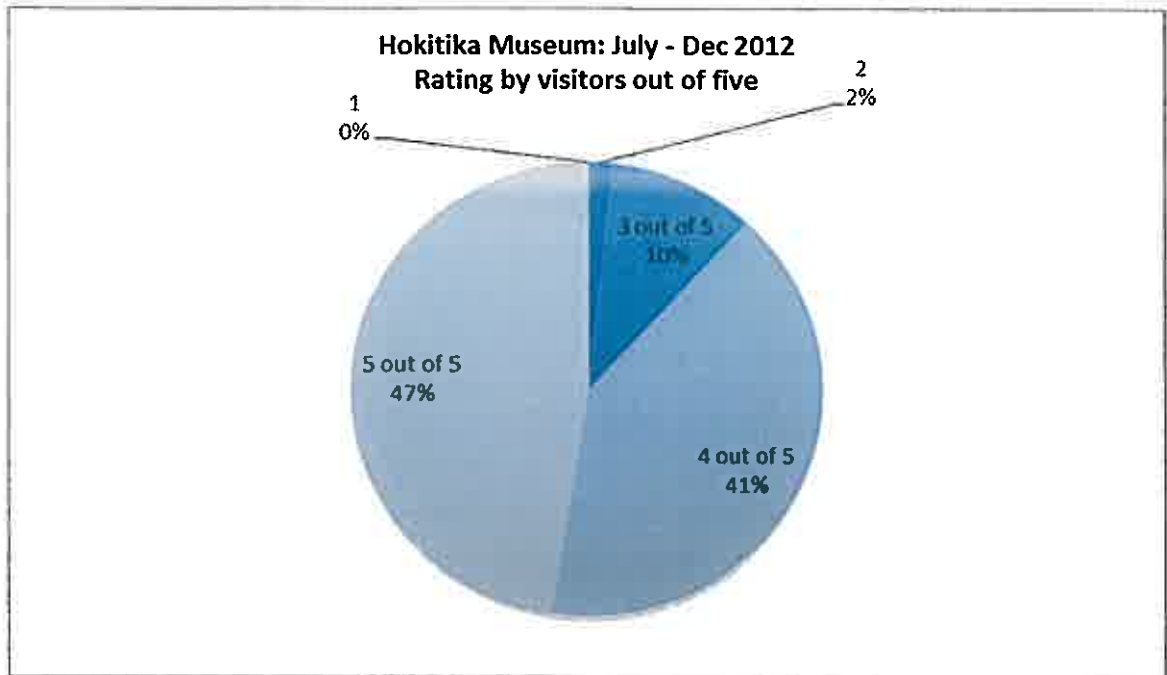
Visitor numbers December 2011 December 2012  
2911 1099



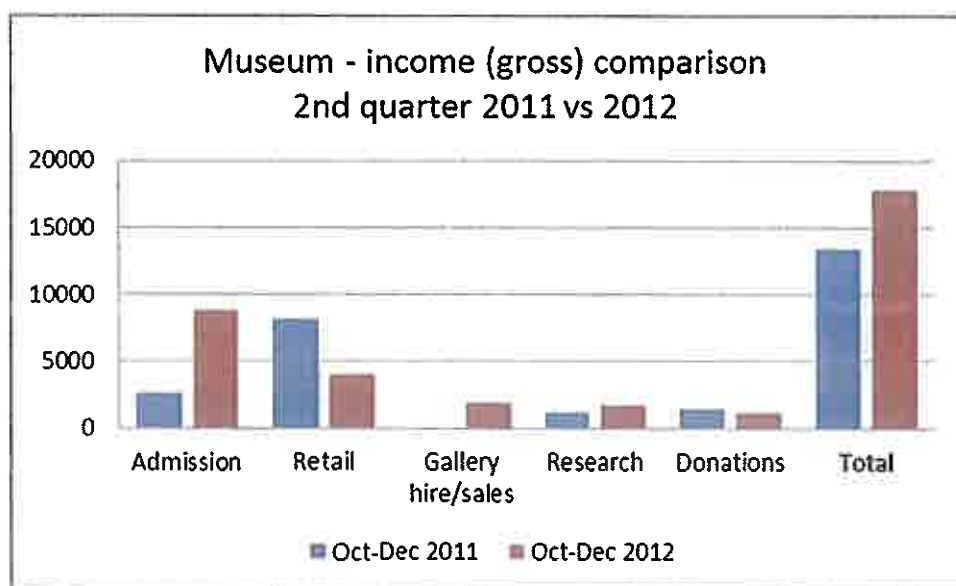
Hokitika Museum visitor numbers are following a similar trend to previous years, with the exception of last year when the Museum had its popular whitebait exhibition. The origins of the Museum’s visitors are shown in the chart below. The Museum is equally attractive to -Westland residents (33 per cent), visitors from elsewhere in New Zealand (34 per cent) and international visitors (33 per cent).



Visitors completing our survey form over the last six months (118) indicated a high degree of satisfaction with their experience, with 88 per cent of respondents rating the Museum a four or five out of five.



Total Museum income for the second quarter of the financial year exceeds that of the same period last year with the main difference being higher admission income (during the whitebait exhibition museum entry was by donation) and lower retail sales, which are almost certainly the result of lower visitor numbers.



**Research centre:**

The research centre was busy in October and November but relatively quiet during the pre-Christmas period. The breakdown of research centre users during December was 17 in-person enquiries and 27 phone or written enquiries, making a total of 44. Eight photograph orders were completed in December with a total of 33 photographs being supplied.

### Collection:

- **WW1:** A set of World War One photographs and postcards from South Westland men who had been boarding at the Red Lion Hotel, Hokitika, has been loaned for copying. The resulting scans will become part of our digital archive. Eventually the Museum would like to put the collection on-line and encourage the community to identify some of the men.
- **Donovan's Store:** The Department of Conservation has donated a large collection of material from Donovan's Store (Okarito) along with other historic objects. The Collections Curator will be working through the process of sorting, boxing, listing and finally accessioning the collection. The assistance of Westland District Library by providing temporary storage is gratefully acknowledged.

### General:

- **Exhibitions:** The Carnegie Gallery has been busy. Paula Aldridge and Kerry Weston's very successful 'Elements' exhibition was taken down on December 9 and the Christmas Tree Festival, which raised funds for the Hokitika Food Bank, was installed the following day.



- On 18 December the touring exhibition 'Feeling for Daylight' featuring photographs by mountaineer Jack Adamson arrived and was installed mostly by two volunteers, Tony Rippin from South Canterbury Museum and Hokitika's Dave Wilson. Eddie Newman and Don Neale volunteered during their lunch break to help unload the truck. Hokitika Museum really appreciates the support of our fantastic volunteers.



- **Cemetery Kiosk panels:** Hokitika Museum was pleased to work with Heritage Hokitika on their information panels for the new kiosk at Hokitika Cemetery and provided text, photographs and project management of the graphic design component. Congratulations are due to Heritage Hokitika on the completion of another important project.
- **Promotion:** It was great to again partner with Heritage Hokitika to produce a joint annual newsletter. This is an extremely useful and cost effective way to keep interested members of the community up to date with Museum happenings. The Museum's Facebook page (113 likes so far) is also proving to be a useful way of keeping the community informed and encourages feedback and comments.

## OPERATIONS SECTION

From 22 November 2012 – 10 January 2013 (reporting period)

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### Risk Issues

#### 1. Risk

No new risks identified.

### Operational works and activities

#### 1. Executive Summary

This report provides updates on the operational works and activities.

Key items for this reporting period are:

- a. Flood event on 2<sup>nd</sup> January 2013 – A significant rainfall event occurred resulting in moderate damage throughout Westland District.
- b. Hokitika Oxidation Ponds – Odour issues.

#### 2. Operational Update

##### 2.1 Activities

##### 2.1.1 Community Halls and Buildings

##### Council Headquarters Building

Staff are liaising with fire protection experts to prepare plans for the upgrade of the fire alarm system in the Council Headquarters Building and ultimately apply for the necessary building consent to carry out the work.

##### 2.1.2 Transportation

##### Reseal Contract

This contract was publicly advertised and closed on Friday 23<sup>rd</sup> November 2012. Fulton Hogan Limited were approved by Council as the successful contractor with a tender price of \$1,150,344.86. Work is programmed to commence in late January 2013.

### Flood Event – 2<sup>nd</sup> January 2013

A significant flood event hit Westland District on Wednesday 2<sup>nd</sup> January 2013 which resulted in moderate damage throughout the district. This damage included but was not limited to the following:

- South Bank Arahura Road – Arahura River washed out approximately 100m of the road carriageway. Road closed and detour in place for a week.
- Kaniere Road and Kokatahi/Kowhitirangi Road – Road closed for approximately 24 hours during the flood event. Significant surface scouring.
- Middle Branch Bridge – Scouring at southern abutment.
- Styx No2 Bridge – Build up of material on centre pier.
- Dorothy Falls Road – Surface scouring across various locations.
- Milltown Road – Existing rock protection slumped and requires repair.
- Whale Road, Whataroa - Surface damage caused by flooding from Whataroa River.
- Oneone Road, Harihari - Loss of surface of the road by flooding from Poerua River.
- Golden Trees Road. – Drop out along edge of this road. Scouring from the Whataroa River.
- North Turnbull Road, Haast - Loss of surface with scouring from flooding of the Turnbull River - over 50m.
- Windblown trees - across Gillespies Beach Road, Fox Glacier.
- Minor Slips across road on Jackson Bay Road, Haast.

Repair work is estimated to cost \$200,000. A full report will come to Council once a full assessment of damage is complete.

Water entered two properties in the Kaniere area, two along Arthurstown Road and at least two in the Kokatahi and Kowhitirangi area.



*South Bank Arahura Road – Road Washout*



*South Bank Arahura Road – Washout Repairs*



*Kokatahi/Kowhitirangi Road – Carriageway Scouring*

## **Wanganui Bridge Washout – SH6**

During the 2nd January flood event the northern approach of the Wanganui Bridge, Harihari was washed out, cutting access to South Westland for approximately one week. During this time Operations Staff kept in contact with New Zealand Transport Agency (NZTA) and Westland Milk Products. Staff constantly stressed to NZTA that Council expected the road to be open as soon as practical.

### **2.1.3 West Coast Wilderness Trail**

Work continues on the existing road formations. Work is complete on new track through Conservation land. Current focus is on tracks through private land in Milltown, Mawhera Reserve, Trustpower land and Larrikins Road Kumara. Structures Contract was selectively tendered and closed on Wednesday 19<sup>th</sup> December. Three prices were received and the successful tenderer was Fulton Hogan Limited for a price of \$118,384.00. A full report on this project, including financial information will come to Council on 28 February 2013.

### **2.1.4 Water Supply Services**

#### **Hokitika Water Supply**

The Hokitika various Watermains Contract was publicly tendered and awarded to Westroads Ltd. Work began early October and the project is 95% complete.

#### **Harihari Water Supply**

In the week of the 17<sup>th</sup> December the drive unit for the bore pump for the Harihari water supply failed. A new one was ordered but due to the Christmas freight load the new unit was not delivered until January. The unit has been over-ridden to run constantly to supply water to the reservoir.

#### **Whataroa Water Supply**

Over the Christmas break the Whataroa township got seriously low on water due to the filling of a swimming pool without notifying Council or Westroads Staff. Notification has been sent to the local fire brigade (as they hold the equipment required to access the watermain) regarding the seriousness of the situation.

#### **Franz Josef Water Supply**

The Franz Josef water intake suffered little damage during the 2<sup>nd</sup> January flood but due to power cuts and power fluctuations as a result of the event the pump has not been running to full capacity with the



reservoirs only holding around 50%. Westroads are keeping an eye on the situation with remedial actions in place if needed.

## 2.1.5 Wastewater

### Franz Josef Wastewater Scheme

During the 2<sup>nd</sup> January flood the Waiho River moved once again to the north side of its bed where the oxidation ponds are situated. This is expected to have possibly blocked the infiltration gallery again but until the river diverts away the gallery cannot be inspected or repaired.

### Hokitika Oxidation Ponds

On Sunday 18<sup>th</sup> December it was noticed that the southern pond of the Hokitika wastewater treatment plant had a significant scum build up towards the southern end and an associated odour problem.



*Hokitika Oxidation Ponds – Scum Build Up*

Several complaints were received with regard to this problem and the West Coast Regional Council were informed of the issue and the steps Council took to reduce the odour.

The background was that three situations occurred in close succession that were not uncommon and by themselves are not normally a problem.

1. The area was in a dry warm spell of weather. What was uncharacteristic was the absence of wind.

2. Westroads staff inspect the ponds including inlet and outlet pipes once a week. Soon after their last inspection plastic wrap and wood entered the reticulation from some point after the Fitzherbert Street pump station. This blocked the inlet pipe to the north pond meaning all effluent was discharging to the southern pond.

3. A local meat processing plant dumped a significant amount of cattle waste, in particular blood, into the ponds in high volume. (Normal domestic waste biochemical oxygen demand (bod) is 200 - 400mg/l, cattle waste/blood is 20,000mg/l bod)



*Hokitika Oxidation Ponds – Blood and Waste Entering Ponds*

All three of these events at once resulted in the odour problem experienced.

The following measures are being taken to mitigate the issues:

1. Council staff have are in discussions with the commercial operators with an aim to have a trade waste agreement in place.
2. Council staff are discussing the matter with wastewater experts to identify further improvements that could be made to the oxidation process
3. Options for mechanical aeration are also being looked at. In the interim a boat is being used to provide temporary aeration.
4. Effluent quality is being monitored constantly and recent tests have shown improvements. Staff have confirmed there are no airborne contaminants in the vicinity of the pond.

5. A press release has been issued and a meeting held with concerned residents. A letter drop will follow.



*Hokitika Oxidation Ponds – Boat Aeration*

#### 2.1.6 Stormwater

##### Flood Event – 2<sup>nd</sup> January 2013

A significant flood event hit Westland District on Wednesday 2<sup>nd</sup> January 2013. During this event significant surfacing flooding occurred in areas that historically do not experience flooding. Operations staff documented the flood areas during the event and are currently investigating these areas in more detail. The outcomes of this study will be reported in more detail in the February report to Council.



*2<sup>nd</sup> January Flood – Kaniere River Bridge*



*2<sup>nd</sup> January Flood – Rolleston Street, Hokitika*

### **2.1.7 Solid Waste**

A detailed options report is being prepared to address the issues including possible closure of Franz Josef Landfill and variations to current solid waste services contract. This will include the options to introduce a glass collection and disposal service. The report will also address the free dumping available at bin station sites.

The report will be presented at February Council meeting.

### **2.1.8 Swimming Pools**

#### **Ross Swimming Pool**

Operations staff continue to liaise with Ross Swimming Pool Committee representatives and work with Contractors to address historical issues with the solar water heating system and ultimately ensure its efficient operation.

**PLANNING AND REGULATORY SECTION**  
**From 1<sup>st</sup> – 31<sup>st</sup> December 2012 (reporting period)**

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**1. INSPECTORATE:**

**1.1 Building:**

**1.1.1 Statistics for the reporting period:**

- Building Consent applications received for processing: 17.
- Building Consents granted: 14.
- Value of granted consents: \$1,065,000.
- Average consent value: \$76,071.
- Number of consents with values in excess of \$5,000.00: 12.
- Of note were consents granted for 2 new dwellings and a new commercial building.
- The average number of days for building consent processing for the reporting period was 7 days (the statutory requirement is 20 days). The average number of days for processing for the year ended 30 June 2012 was 7 days (2009 was 9, 2010 was 7, 2011 was 6).

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

The LTP 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.	Previous actions considered and adopted in April and November 2012.
Actions to be taken.	No additional actions required at this time.

### 1.1.3 Building Consent Statistics:

Year	No of granted consents	Value	Number and % granted within statutory time frame	Average processing days
2011-2012	246	\$ 23,449,248	242 & 95%	7
October	17	\$2,392,00	17 & 100%	11
November	26	\$3,806,500	25 & 96%	9
December	14	\$1,065,000	14 & 100%	7

## 2. RESOURCE CONSENTS:

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

Number	Consent Holder	Type of Consent	Location
110118	L Smith	Discretionary Land use – road boundary setback	Big Paddock Road, Blue Spur
120090	Madden Mining	Non complying activity - Alluvial gold mining and riparian modification	Kapitea Creek, Chesterfield
120095 (over time)	NZ Autoknitter Ltd	Discretionary land use – modification of commercial building	Sewell Street, Hokitika
120096	M Eccles	Discretionary land use – residential use of rural zone that encroaches on Mean High Water Spring setback	Hanna's Clearing

### 2.2 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)
2011-2012	23 & 76	97 & 98%	17
July 2012	2 & 16	18 & 100%	17
August 2012	3 & 4	7 & 100%	20
September 2012	0 & 1	1 & 100%	14
October 2012	3 & 9	9 & 94%	14
November 2012	2 & 4	4 & 65%	26
December 2012	5 & 1	4 & 50%	26

### 2.3 Other matters:

- Anna Derks has completed her period of leave and has recommenced work in the planning office.
- Section 95 approval has been given to an application of Madden Mining to the WCRC to undertake alluvial gold mining.
- Resource Consents 120004 & 120005 - Lake Kaniere Developments Ltd: An appeal has been received on the decision approving this subdivision and land use. Mediation has been agreed to.
- Resource Consent 120084: A Cameron & H Mathers: An appeal has been received on this subdivision consent at Pine Tree Road. This appeal was accompanied by an application under section 116 to commence the activity. This is addressed in a report elsewhere in this agenda.
- Resource Consent 060068: A Cameron & H Mathers: This appeal was resolved by Consent Order by the Environment Court on 3 December 2012.
- Resource Consents 120001 & 120002: Phelps Mining Ltd. A decision granting this application for subdivision and land use was released by the Commissioner on 6 December 2012.
- Resource 120080: Hokitika Rimu Treetop Walk: This non complying land use application to erect two off-site signs on the state highway was publicly notified. Submissions close on January 28.
- Resource consent 120092: MJ Schacke: This non complying land use application to use land within the commercial zone for residential purposes has been limited notified. Submissions close on February 3.
- Parliament has released the Resource Management Reform Bill which proposed amendments to the RMA, LGOIMA and Local Government provisions relating to Auckland. Submissions close on February 28. The reform bill includes wide ranging alterations.

### 3. ALCOHOL REFORM LEGISLATION:

The Sale and Supply of Alcohol Act commenced on 19 December 2012. There is a raft of changes to be phased in with most occurring between June and December 2013. These changes will rely on regulations which have yet to be drafted. The first change has commenced with the replacement of the Liquor Licensing Authority with the Alcohol Regulatory and Licensing Authority. A notable feature of the new Act is the provision for Local Authorities to develop Local Alcohol Policies. There are opportunities for integration with other West Coast Councils.

### 4. CIVIL DEFENCE AND RURAL FIRE:

The weather events of 2 January did lead to civil defence measures being briefly activated. A consequence of the event is that the Civil Defence Officer has been asked to review all procedures associated with the Waiho River and the responses relating to the Glacier Gateway Motel.

**5. FREEDOM CAMPING CONTROL BYLAW:**

Enforcement of the bylaw has commenced. Since 21 December 2012 a total of 36 infringement notices have been issued (Fox 12, Franz 7, Hokitika 17, 12 cancelled). The correspondence, visits to the office and calls is a significant demand on time.

**6. PARKING INFRINGEMENT BYLAW:**

Progress has been made in instituting the infringement regime.

**7. TRANSFER OF FUNCTIONS TO WCRC:**

No progress has been made on this matter. Progress will occur before the next Strategy Committee meeting.