



APPENDIX 1

MANAGEMENT REPORTS

Council Chambers

**Thursday
27 June 2013
9.00 am**

INDEX FOR MANAGEMENT REPORTS

Section	Page No.
Community Services	3-13
Operations	14-18
Planning	19-21

COMMUNITY SERVICES SECTION

From 1st – 31st May 2013 (reporting period)

1. COMMUNITY DEVELOPMENT:

- 'Living on the Edge' is Council's new branding to deliver Civil Defence information to school classes using the library and its resources as the platform for disseminating the 'Be Ready, Be Prepared' message. We have received a good response from schools to attend these classes; this initiative has proved to be an effective and positive partnership between the Library and the Community Development team. We are already planning a similar opportunity to dovetail on each other's resources and develop a presentation for schools to learn about 'Waste Minimisation' in 2014.



- Facilitated a 'Green Team' workshop, where several 'Green' initiatives were recognised and later implemented, these included "Be green – leave on the screen" (an environmental message on the footer of all emails). Desk-top cubes, replaced work station waste-bins, central waste and recycling stations set up on all levels, and instructions to complete an investigation on eco-lighting, vehicle fuel costs, and power audit, this data is measured, then analysed as key performance indicators, in the Westland District Council Long Term Plan.
- Sought funding of \$148.75 for AED pads from Hokitika Red Cross for the defibrillator which is situated in the i-SITE Office.
- Worked on Constitutional forms for the Westland Wilderness Trail Trust.
- Civil Defence training day held at Westland District Council.
- Attended the Department of Corrections Community Forum at the Heartland premises.
- Helped organise Westland's 2013 Trustpower Community Awards, distributing both the entry and information forms while collating all the information. I am pleased to report that this year looks like superseding last year's response, with a total of 31 entries to date. Councillors should mark Monday 12th August, 2013 in their calendar to attend the Award Ceremony at the Beachfront Hotel.

2. COMMUNITY SERVICES:

- **Major District Initiative (MDI) Funding Update**

Donovan's Store Refurbishment at Okarito:

Total Project Cost	\$323,375
MDI Funding approved	\$78,375
MDI funds spent in May	\$3,762
MDI Funds spent to date	\$40,444

A meeting was held with Ian and Deb James to discuss progress on Donovans Store on 9 May 2013.

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

Thirteen mentoring matches with volunteers are currently in progress. Seven boys and two girls are on the waiting list. One new mentoring match was set up but a few days later, the young person shifted to Christchurch so the match was closed. The Coordinator attended the annual South Island Coordinator's Workshop on 13-14 May 2013.

- **Safer Community Council Taxi Chit Scheme**

Three new chit books were issued to senior residents who have voluntarily given up driving and 26 chits from previous books came in for re-imbursement. Twenty two people are currently on the chit scheme.

- **Hokitika Service/Retail Excellence Award**

Three nominations were received during May. The winner was Brendan Haver who works for Renton Chainsaws and Mowers Ltd. Brendan was nominated by Gael Bullock.

Nominations for June close 28 June 2013.

- **Hokitika Community Patrol**

The Trust document was finalised and signed.
Statistics for May:

Vehicle related incidents	5
Patrol kilometres travelled	517 kms
Volunteer Patrol hours	45:40 hrs

- **Graffiti Removal**

Two lots of graffiti were reported during May.

- **Franz Josef Glacier and Fox Glacier Community Council Meetings 2 May and 9 May**

Both these May meetings were attended to discuss the submission process and how these communities could make submissions.

- **CACTUS Trust Meeting 20 May**

The Trust decided to move its programme from early mornings to afternoons.

- **Ministry of Social Development Meeting 24 May**

Further discussion centred around asking more community groups in Westland to record details about their programmes on the MSD website, with a view to having a link to Council's website.

- **Reserves and Environs Community Group 28 May**

The main discussion centred around beach erosion, the maintenance of the beach and river seats and what could be done to clean-up/tidy up Sunset Point.

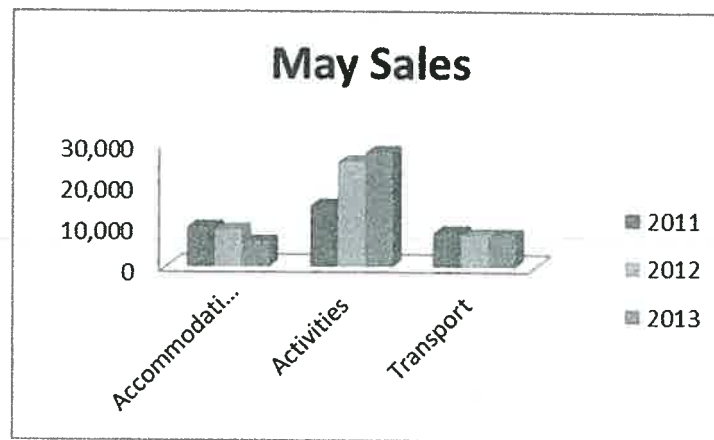
- **Community Probation Forum 30 May**

A forum was attended to understand how Community Services can better work with Community Probation to reduce re-offending in our community.

3. I-SITE

Level of Service	Performance measure																																				
Market visitor services	Increase visitor numbers																																				
	<u>Hokitika i-SITE – Visitor numbers</u>																																				
	Visitor numbers through the door																																				
	May 2011 – 3,229																																				
	May 2012 – 2,069																																				
	May 2013 – 2,952																																				
	<u>Hokitika i-SITE – Average spend per visitor</u>																																				
	<ul style="list-style-type: none">▪ 1 – 31 May 2011 / Gross bookings – \$40,206▪ 1 – 31 May 2011 / Visitor numbers – 3,229▪ Average spend per visitor – \$12.45																																				
	<ul style="list-style-type: none">▪ 1 – 31 May 2012 / Gross bookings – \$42,730▪ 1 – 31 May 2012 / Visitor numbers – 2,069▪ Average spend per visitor – \$20.65																																				
	<ul style="list-style-type: none">▪ 1 – 31 May 2013 / Gross bookings – \$41,542▪ 1 – 31 May 2013 / Visitor numbers – 2,952 (School holidays in May)▪ Average spend per visitor – \$14.07																																				
	Increase sales of Westland activities and accommodation by 3%																																				
	May 2011 – \$17,952																																				
	May 2012 – \$30,233																																				
	May 2013 – \$30,126																																				
	Who have we been selling to?																																				
	<div><div>Country of Origin</div><table><thead><tr><th>Country of Origin</th><th>2012</th><th>2013</th></tr></thead><tbody><tr><td>A Local</td><td>75</td><td>75</td></tr><tr><td>Australia</td><td>20</td><td>25</td></tr><tr><td>Asia</td><td>35</td><td>20</td></tr><tr><td>Canada</td><td>5</td><td>5</td></tr><tr><td>France</td><td>5</td><td>5</td></tr><tr><td>Germany</td><td>20</td><td>30</td></tr><tr><td>Netherlands</td><td>5</td><td>5</td></tr><tr><td>NZ</td><td>30</td><td>35</td></tr><tr><td>UK</td><td>25</td><td>15</td></tr><tr><td>USA</td><td>10</td><td>10</td></tr><tr><td>Other</td><td>20</td><td>15</td></tr></tbody></table></div>	Country of Origin	2012	2013	A Local	75	75	Australia	20	25	Asia	35	20	Canada	5	5	France	5	5	Germany	20	30	Netherlands	5	5	NZ	30	35	UK	25	15	USA	10	10	Other	20	15
Country of Origin	2012	2013																																			
A Local	75	75																																			
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UK	25	15																																			
USA	10	10																																			
Other	20	15																																			

What has the i-SITE sold?



4. EVENTS

- **Hokitika Gold Rush 150th Celebration Meeting:**

The Events Manager attended the Hokitika Gold Rush 150th Celebration meeting on Monday 20 May 2013 which was well-attended. It was a positive meeting with great ideas and suggestions for themed events from December 2014 to December 2015.

- **Wildfoods Festival:**

Have received a lot of Wildfoods Festival subscribers after the 2013 Event report hit the media. Also received a lot of enquiries from entertainers wanting to perform at the 2014 Wildfoods Festival event.

Alyse Boaz from Boaz Consulting Business, Marketing and Training is writing a case study on the history and community involvement of the Wildfoods Festival for the student market.

Trudi Bridges from Sport Northland in Whangarei who is doing an event management thesis research on outdoor events and festivals has asked if the Wildfoods Festival would like to take part in a questionnaire for her master of business research paper.

Emma Bishop a student at the Tourism Aoraki Polytechnic in Timaru had an assessment on marketing of specific New Zealand Events and chose the Wildfoods Festival. Emma wanted information and details on the marketing and promotion that the Wildfoods Festival used, also copies of all our printing material and some event photos.

Met with Wayne Hicks from Inter Islander Ferries who is happy to cross link to our website for a promotion deal for North Island travellers to come down to our 2014 Event.

The Wildfoods Festival received great media coverage in the NZ Herald, Hokitika Guardian, The Press, Stuff website and TV 1 Seven Sharp programme from the comment by the United Nations report that recommends serving insects, such as crickets, grubs and grasshoppers as a way to starve off world hunger.

Had an enquiry from a Mexican Restaurant in Wellington looking to source insects or bugs for their menu.

- **Other:**

Attended the Department of Correction Community Engagement Forum on Thursday 30 May about what work and assistance is in the Hokitika community for their clients.

Applied for funding towards recycling at Events from Love New Zealand.

5. LIBRARY

- **Book Launch** - Former West Coaster, Trish McCormack launched her latest self-published book 'Glacier Murder' at the library. This novel is the second murder mystery featuring protagonist Philippa Barnes and is set in Franz Josef. Approx. 50 people joined the celebration, some travelling from as far as Christchurch and Wanaka.

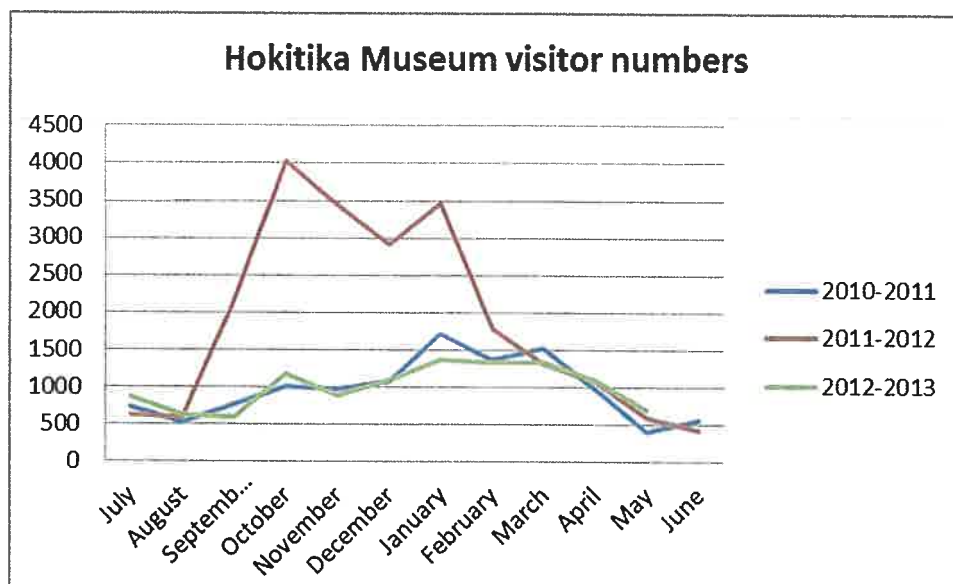


Trish McCormack signing a copy of her book.

- **Newsletter for schools** – To continue to strengthen the links between the Public Library and Westland schools, a newsletter highlighting new library resources, children's programmes and events has been created which will be sent to teachers and youth educators on a quarterly basis.
- **New Zealand Post Children's Book Awards Festival Week** – Final preparations are underway for the 17th – 21st June festival week. There will be 8 Primary School class visits and two Pre-school visits. Based on one of the finalist titles 'The Kiwi' by Annemarie Florian, children will enjoy stories and art activities in a 'kiwi burrow' created in the History room.
- **Civil Defence Display- 'Living on the Edge'** – Approximately 40 homeschoolers and their parents attended the first Civil Defence session run by Glenys Byrne, Westland District Council Civil Defence Educator. Feedback from the group confirmed that it was informative and offered very practical advice. The display runs until 20th July and it is hoped that up to 400 children will participate.

6. MUSEUM

Visitor numbers May 2012 May 2013
601 702



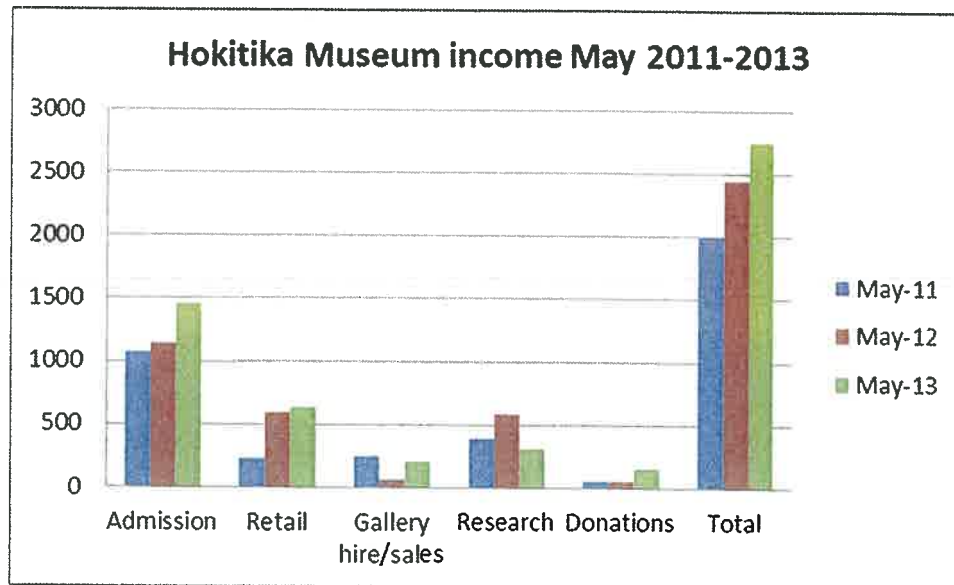
International Museums Day:

- To celebrate International Museums Day on 18 May, Hokitika Museum held an open day and offered free 'behind the scenes' tours. All staff volunteered for the day which was well attended with a total of 147 people taking advantage of the opportunity. Participants were mostly local although we also had people from the Grey District, Christchurch, Wales and the Netherlands. Feedback was very positive and comments from the survey forms are appended. As the day proved so popular and, as much of the planning and organisation work can be re-used, staff hope to make the open day an annual event.



Hokitika Museum's Open Day – 18th May 2013.

Images on lower left and on right courtesy of the Hokitika Guardian



Research Centre:

- During May the research centre handled a total of 42 enquiries - 25 in-person and 12 phone or written enquiries. Seven photograph orders were completed with a total of 15 copies of photographs being supplied. Over the past couple of months Hokitika Museum has supplied 20 images for an episode of the TV show 'Great Crossings' which will feature Dr Teichelmann.
- A low cost upgrade to improve the layout of the Hokitika Museum's research centre for researchers and staff is underway. This involves moving everything out of one part of the centre, replacing a window with a rotten frame with wall space to allow for more shelving and installing an internal door. The end result will be a greatly improved layout and improved access to the collection for researchers. The assistance of the following volunteers is greatly appreciated; Brian Ward and Dave Wilson who each donated half a day, Daija Howie who helped after school and Bevan and Luke from Rentons Hardware who helped with three heavy lifts.



Collection:

- Climate readings for May were downloaded from the data logging system. Although they have yet to be analysed they do show some significant variations and a report on this will be provided in due course. Constant and acceptable levels of temperature and relative humidity are important requirements for safe storage of collection items.
- Donations during the month included photographs, books and other miscellaneous items along with a collection of meteorological equipment donated by Mark Crompton.

Appendix to Museum Report May 2013

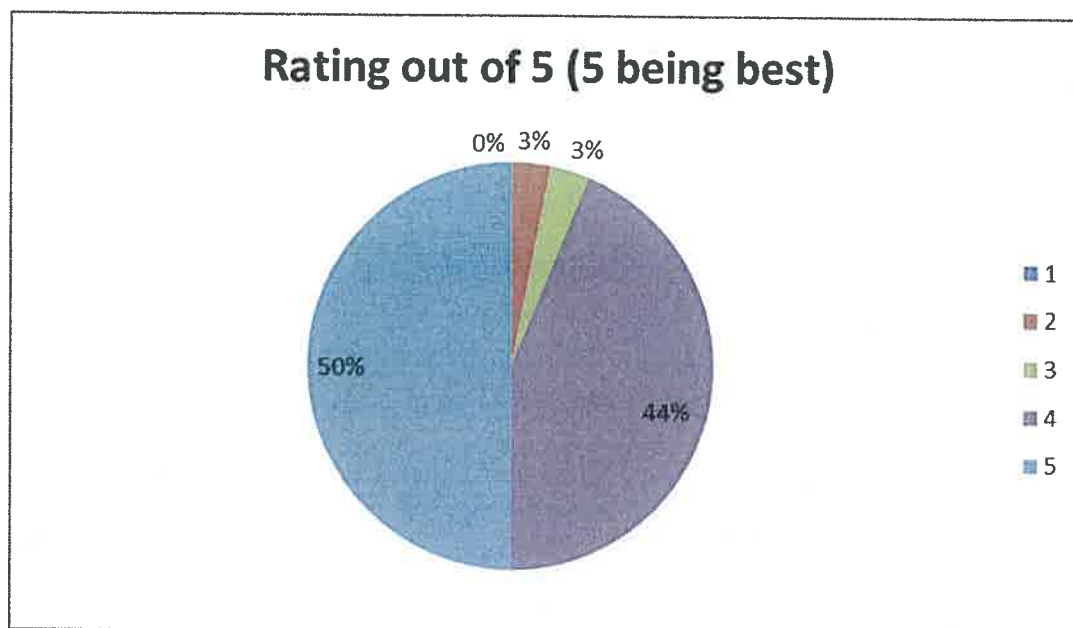
Hokitika Museum Open Day & 'behind the scenes tours' – 18th May 2013

Comments from Visitor Surveys filled out on the day

- *I enjoyed the way displays tell stories.*
- *I enjoyed the pictures, tools, watch construction, interesting to know how you do things, but for me I am not up to date. It was a shame all the tools were together so you cannot pick out individual tools. The things on rails are good, but in a quake, twice the width would be far more stable link together and hold stuff in from both sides.*
- *I enjoyed the depth of fascinating exhibits. Needs ongoing development. More funding.*
- *Fascinating, difficult to find one thing that stood out. So much work to do for the poor staff to catalogue everything. More funding for shelving/cataloguing.*
- *I enjoyed the day.*
- *Loved the guided tour. Need more staff, funding, shelving etc.*
- *I can picture our past with local exhibits. It means more to me than the likes of Te Papa. Not enough exhibition space. Try and access some external funding for the likes of digitising the photo collection.*
- *I enjoyed the local information. We need more open days.*
- *I love the fact that this museum focuses on Westland's history. I love the special exhibits. I feel that there are untapped resources here in the museum if there were the resources to use them.*
- *Historic research records vast. Not much to see visually compared to other museums. More displays that you can see.*
- *Great to get assistance when I need it. Increase size.*
- *I loved seeing the Nancekivell stuff. [from a local Nancekivell descendant]*
- *I enjoyed seeing all those lovely treasures. Get more dollars off Council for storage etc.*
- *I enjoyed being able to see behind the scenes.*
- *Really enjoyed the visit at the back, so many interesting things to see.*
- *Loved the tour in the collection. Exhibits rarely change. Get more money from the Council.*
- *I liked the tour. The collection would be good to look at. I disliked the fact that we cannot look at the archives.*
- *I enjoyed tour into back rooms.*
- *I enjoyed the tour behind scene to give greater understanding of needs.*
- *I enjoyed seeing behind the scenes – a wide variety of interesting sections. Community fundraiser to help purchase shelving – advertise re volunteers.*
- *All of it. Was great to see the archives.*
- *Came for the "Back Room" tour – was wonderful. There looked like opportunities here for community "working bees". Has this been tried?*
- *Enjoyed the back room tour.*
- *Enjoyed all the old and very interesting things that they have.*
- *Enjoyed peeking in the back stores. Disliked the lack of funding. Increased storage/data digital catalogue.*

- *Love the displays. Need more seats in the visual viewing room. More seats.*
- *Enjoyed Open Museum day seeing what is behind the scene. Disliked that the general public cannot see what we have – more items should be on display.*
- *Advertise 'Friends of the Museum' to help out more – working bees.*
- *A gloriously eclectic selection of local interest items. Not sufficiently supported financially! Developed as a key tourist attraction, maintain maximum hours.*
- *Loved the enthusiasm of people running the museum. Disliked that they have difficulty getting resources and funds to do essential work. Recruit volunteers for cataloguing etc. Keep up the Good Work!!*
- *Liked pretty much everything in the archives! All very interesting. More funding & more volunteers, so cataloguing can be brought up to date - more exhibitions using archived resources.*
- *Great photos and vast information held in archives. Disliked lack of space for displaying collections. Lots more council money!*

Open day responses to the survey question – How would you rate the museum overall on a scale of 1 (low) to 5 (high)?



OPERATIONS

From 9 May – 14 June 2013 (reporting period)

Operational works and activities

1. Activities

1.1 Transportation

Winter Maintenance

Winter has certainly arrived and with this change in season emphasis has turned to winter maintenance procedures for the District's roading network. Signage warning of ice and grit have been placed at known problem areas and particular attention is given to inspecting these roads in the early morning and grit is spread if conditions dictate.

1.2 West Coast Wilderness Trail

Professional Service staff have met and inspected the cycle trail with Jonathan Kennett from the New Zealand Cycle Trail Group. The purpose of this inspection was to investigate options for redesigning the route in recognition of the identified funding shortfall. A report of proposed alterations will be prepared for approval.

The marketing workshops will be held on Monday 24 June 2013.

Westroads Limited have completed work on the boardwalk through Department of Conservation wetland.



West Coast Wilderness Trail – Loopline Road Boardwalk

Construction has commenced on widening and upgrading the existing Water Race Track from the Landing at Lake Kaniere to Wards Road.

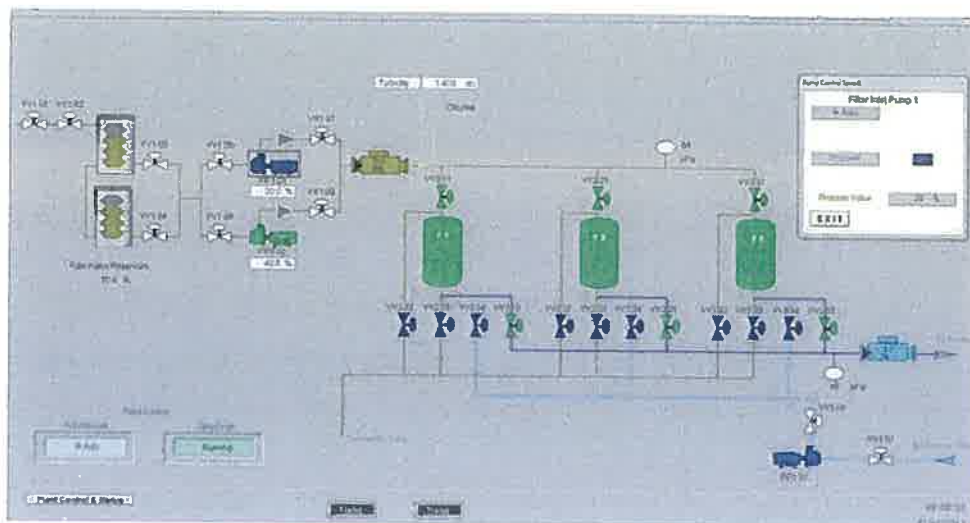


West Coast Wilderness Trail – Water Race Track: Landing to Wards Road

1.3 Water Supply Services

Franz Josef Water Treatment Plant

The Franz Josef Water Treatment Plant upgrade works are complete. Final commissioning of the plant has finished and the new plant was officially on-line as of 27 May 2013. The plant is operating as per design with none of the “teething problems” to date that are often expected with new plants.



Computer Screen Shot of the Franz Josef Telemetry System

Harihari Water Supply Outage

On-going issues with communications between the reservoir site and the Harihari treatment plant have resulted in various water outages and audible alarm failures. As a result the plant has been put into manual mode that will continually fill the reservoir. Several options are being investigated to remedy this issue but these cannot be implemented until the new financial year.

1.4 Wastewater

Hokitika Wastewater Treatment Plant - Abatement Notice

In early June, Council Staff received complaints again with regard to unpleasant odours from the Hokitika Wastewater Treatment Plant.

As with the earlier event in January of this year, it is believed that the cause of the current odour problem is a reduced level of dissolved oxygen. This has occurred as a result of the sudden change in temperature from mild to very cold. Research on temperature when the ponds crashed early January indicated that dramatic temperature changes were a major contributing factor to that event. This research also concluded that a dramatic cooling of temperature can actually have a greater effect than high temperatures. Normally the ponds would cope with our current weather conditions but unfortunately the ponds are still in a delicate balance as a result of the January event.

To date staff have responded to the issue by:

1. Introducing sodium nitrate into both ponds
2. Each day maintenance staff are aerating the ponds with a boat to further promote oxygen development in the ponds.
3. Liaising with Silver Fern Farms management with regard to their production methods.

Franz Josef Wastewater Treatment Plant

During the month of May the Franz Josef Wastewater Treatment Plant was identified as having odour issues as a result of the sudden change in temperature. Remedial action was taken immediately by removing the rubber mats in between the floating reed beds and dosing the ponds with Sodium Nitrate. The rubber mats were part of an additional experiment that Waterclean had undertaken at no cost to Council. Council has since re-used these mats at the Butlers Landfill as a fluff layer.



Franz Josef Oxidation Pond Rubber Mats and Reed Beds

1.5 Hokitika Beachfront Erosion

Sea Erosion continues to be a problem on the Hokitika Beach Front. Since the last report the Hokitika Soroptimist Beach Shelter and the Take-a-Seat "Armchair" have been removed by Council's Maintenance Contractor. Staff continue to monitor the situation.

This issue is considered in more detail in a report to this Council meeting from the Group Manager Assets and Operations.

1.6 Buildings

Westland District Council Headquarters

A circulating pump in the hot water boiler system failed. A replacement pump has been ordered and will be installed as soon as it arrives from Australia.

RSA Building

A structure assessment of the RSA Building in Sewell Street, Hokitika is being prepared by a Structural Engineer from Opus International Consultants.

This report was requested to assist Council to understand the existing condition of the building, primarily to ensure the safety of building users and to provide direction as to the way forward.

An initial inspection of the building resulted in an immediate recommendation by the Structural Engineer that Council consider restricting access to the building.

It was identified that steel trusses have been significantly altered, extra load has been added to these trusses and steel angle bracing has been removed through the middle part of the building. These alterations appear to have been carried out with little regard to the structural integrity of the building.

The Structural Engineer also noted it is unlikely that the building would perform well if assessed using the Initial Evaluation Procedure developed by the New Zealand Society for Earthquake Engineering. Due to the age of the building, alterations that have been carried out, and type of construction, the building is potentially Earthquake Prone.

Council Staff have provided the Westland District Property Company Limited with a copy of this information and the access to the building is now restricted to authorised personnel only. The Westland District Property Company Limited is working with the RSA to resolve the occupancy issues.

A detailed report will be made available at the July Council meeting.

PLANNING AND REGULATORY SECTION
From 1 – 31 May 2013 (reporting period)

1. INSPECTORATE:

1.1 Building:

1.1.1 Statistics for the reporting period:

- Building Consent applications received for processing: 26.
- Building Consents granted: 27.
- Value of granted consents: \$1,727,896.
- Average consent value: \$63,995.
- Number of consents with values in excess of \$5,000.00: 20.
- Of note were consents granted for 3 new dwellings.
- The average number of days for building consent processing for the reporting period was 12 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.	
Actions from previous reports.	Previous actions considered and adopted in April 2013.
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
Year to date	228	\$23,301,921	198 & 99%	8
May	27	\$1,727,896	27 & 100%	12

1.1.4 Accreditation Assessment

The biannual accreditation reassessment will occur during the period 23-26 July.

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
130025	W Stewart	Discretionary land use – setback encroachment.	Reg Cox Drive, Blue Spur.
130027	P Aldridge	Non complying – set back encroachment.	One Mile Line Road, Kaihinu.

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
Year to date	19 & 62	63 & 91%	16
May 2013	0 & 4	2 & 100%	12

2.3 Other Matters:

- **Resource Consent 120084: A Cameron & H Mathers:** An appeal to a subdivision consent at Pine Tree Road. The Section 223 and 224 certification of the first stage, which allows the consent to proceed to title, was signed on 22 April 2013. Council evidence was submitted to the Environment Court on 17 May 2013. Rebuttal evidence has been circulated from the appellant. A hearing date is yet to be set by the Court.
- **Resource Consent 120021: Rhett Robinson:** This consent to construct commercial storage sheds at Takutai Road was heard by Commissioner Gary Rae on 23 April 2013. A decision granting the consent subject to conditions was issued on 31 May 2013. The appeal period ends on 24 June 2013.
- **Resource Consent 130023: Westland District Property Ltd:** This non complying land use to convert Tudor Street Motels into 10 residential units, creating dwellings that do not comply with the minimum site area per dwelling or exclusive outdoor space requirements of the Westland District Plan was publicly notified on 3 May 2013. Following a newspaper error, the application was re-notified on the 7 May 2013. Submissions closed on 7 June 2013. Eight submissions were received, all in opposition, along with one email of approval. The Planner is currently assessing whether further information is required, prior to setting a date for the hearing.
- **Resource consent 130020: Nelson Petroleum Distributors:** This discretionary application to construct a sign that is 8 metres high and 2.2 in width was limited notified on 22 May 2013. Submissions close on 20 June 2013.
- Council has given preliminary consideration to transferring mining functions to the West Coast Regional Council and input was sought from the wider minerals industry and some responses have been received. The views of the two Runanga were also sought but there has been a delay in this feedback. The Runanga have been given a reminder of their desire to be associated with this decision.