



MANAGEMENT REPORTS

Council Chambers

**Thursday
28 February 2013
9.00 am**

INDEX FOR MANAGEMENT REPORTS

Section	Page No.
Governance	3-4
Corporate Services	5-6
Community Services	7-23
Operations	24-37
Planning	38-54

Governance

Reporting Report is 1 July 2012 to the 31 December 2012

Service Levels and Performance Measures for Governance

Level of Service	Performance Measure	Information we will use to measure success	Current Performance YTD Q2 2012/13	LTP 2012/13						
The community contributes to decision making.	Public notification of council meetings must be at least 10 working days before each meeting.	Adverts placed in local newspaper.	Achieved.	100%						
The community contributes to decision making.	At least 80% of residents feel they have some influence on decision making.	Resident Satisfaction Survey.	Resident's survey has not been undertaken.	80%						
Council decision making is open and transparent.	At least 90% of items on the agenda are conducted in open meetings.	Review agendas for council.	<div>92% of all agenda items were conducted in open meetings.</div> <table><tr><th>Committee Meeting</th><th>Agenda Items (General Business and Inward Correspondence)</th><th>Public Excluded Items</th></tr><tr><td>Council</td><td>66</td><td>9</td></tr></table>	Committee Meeting	Agenda Items (General Business and Inward Correspondence)	Public Excluded Items	Council	66	9	90%
Committee Meeting	Agenda Items (General Business and Inward Correspondence)	Public Excluded Items								
Council	66	9								
Council decision making is open and transparent.	Local Government official information and Meetings Act 1987 (LGOIMA) requests are complied within the 20 working days.	Review of requests and written replies.	From 1 July 2012 to 31 December 2012, 20 Official Information Requests were received and all were responded to within 20 working days.	100%						

Council decision making is open and transparent and promotes accountability.	Elected representatives attend 90% of all meetings and workshops.	Number of meetings attended.	From 1 July 2012 to 31 December 2012, 3 workshops were held and 11 Council/Committee Meetings.					100% compliance
			Attendees at the Workshops/Meetings were as follows:					
			Committee - Workshop	Date	Present	Apologies	Absent	
			Strategy Workshop	11 July 2012	5 attended.		1 absent.	
			Council	26 July 2012	10 attended.	1 apology.		
			Strategy	15 August 2012	3 attended.	1 apology.	1 absent.	
			Council	23 August 2012	10 attended.	2 apologies (1 for lateness).		
			Performance	27 August 2012	5 attended.	2 apologies.		
			Performance Workshop	27 August 2012	5 attended.	2 apologies.		
			Operations	17 September 2012	5 attended.			
			Council	27 September 2012	11 attended.			
			Strategy	5 October 2012	3 attended.	1 apology.	1 absent.	
			Risk	18 October 2012	5 attended.		1 absent.	
			Council	25 October 2012	11 attended.			
			Council	22 November 2012	10 attended.	1 apology.		
			Council Workshop	22 November 2012	10 attended.	1 apology.		
			Council	11 December 2012	11 attended.	1 apology for lateness.		
The community understands what Council does.	% of residents who understand how Council makes decisions.	Resident Satisfaction Survey.	Resident's survey has not been undertaken.					50%

Corporate Services

Reporting Period is 1 July 2012 to the 31 December 2012

Service Levels and Performance Measures for Corporate Services

Level of Service	Performance Measure	Information we will use to measure success	Current Performance YTD Q2 2012/13	LTP 2012/13
The community contributes to decision making.	The annual Plan and LTP must be adopted using the special consultative process, within statutory requirements.	Date of council meeting for adoption.	Annual Plan will be adopted in 2013	100%
Council decision making is open and transparent.	The Annual report must be adopted within statutory requirements 31st October.	Date of council meeting for adoption.	2011/12 Annual Report was adopted on 22 November 2012.	0%
Service and information is provided to the community.	% satisfied with service at front-line of Council.	Resident Satisfaction Survey.	New Measure. (This is unable to be measured at present as we have yet to establish an appropriate measurement base).	90%
To provide value for money for residents and businesses who pay rates.	% reduction in rates arrears per annum.	Quarterly reports.	New Measure (This is unable to be measured at present as we have not yet quantified the appropriate data).	Establish baseline in 2011/2012 year.
To provide value for money for residents and businesses who pay rates and to conduct business in an environmentally sensitive manner.	The number of litres of fuel used per 100 kilometres travelled by all vehicles within the fleet per annum.	Quarterly reports. This information was obtained from the fuel card bill.	New Measure (This is unable to be measured at present as we have not yet quantified the appropriate data).	Establish baseline in 2011/2012 year.
To provide value for money for residents and businesses who pay rates and to conduct business in an environmentally sensitive manner.	The number of kilowatt hours of electricity used per full time equivalent (fte) per annum.	Quarterly reports. This information was obtained from the electricity bill.	New Measure (This is unable to be measured at present as we have not yet quantified the appropriate data).	Establish baseline in 2011/2012 year.

To provide value for money for residents and businesses who pay rates and to conduct business in an environmentally sensitive manner.	The kilograms of waste sent to landfill from the main Council office per full time equivalent (fte) in that office, per annum.	Quarterly reports.	New Measure (This is unable to be measured at present as we have not yet quantified the appropriate data).	Establish baseline in 2011/2012 year.
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COMMUNITY SERVICES GROUP
Reporting Period is 1 July 2012 to the 31 December 2012

Service Levels and Performance Measures for the i-Site

Level of Service	Performance Measure	Information we will use to measure success	Current Performance YTD Q2 2012/13	LTP 2012/13
Increase number of activities and accommodation booked and purchased.	Increase sales of Westland activities and accommodation by 3%	Recorded information from the IBIS booking and sales system used by i-SITE.	New Measure. Gross bookings 1 Jul 12 – 31 Dec 12 \$358,570 Average spend \$ \$20.94	Establish baseline in 2011/2012 year.
Provide excellent customer service.	Maintain customer satisfaction levels at 90%	Annual mystery shopper assessment.	New Measure. (This is unable to be measured at present as we have not yet quantified the appropriate data).	90%
Provide business efficiency.	Grow revenue by at least 3%.	End of financial year information.	New Measure. (This is unable to be measured at present as we have not yet quantified the appropriate data).	Establish baseline in 2011/2012 year.
Increase visitor numbers to Westland.	The number of Visitors handled by Hokitika i-SITE Visitor Centre maintained.	Recorded information from i-SITE.	Hokitika i-SITE Jul-Dec 2010 - 18,000 Jul-Dec 2011 – 19,755 Jul-Dec 2012 – 17,127	To respond to 53,470 enquiries.

Service Levels and Performance Measures for the Museum

Level of Service	Performance Measure	Information we will use to measure success	Current Performance YTD Q2 2012/13	LTP 2012/13
Users of the Museum visitor service are satisfied with their experience.	% of visitors satisfied with the museum displays and exhibitions.	Resident Satisfaction Survey	Not held in 2012 but in museum visitor survey 88% of those filling out the survey rank the museum a 4 or 5 out of 5.	90%
The Museum environment is comfortable and user friendly.	% satisfied with the museum environment, availability, opening hours and remote access.	Resident Satisfaction Survey	95% Resident Satisfaction Survey has not been undertaken In museum visitor survey only five per cent of respondents expressed dissatisfaction.	90%
The Museum provides a good quality experience.	Maintain visitor numbers.	Museum visitor records.	New measure. 6604 visitors y.t.d. (median over last 10 years is 7599 p.a.)	Establish baseline
The Museum reflects the history and character of the people of Westland.	Maintain number of exhibitions and programmes per annum.	Number of exhibitions or programmes that relate to Westland.	New Measure A temporary exhibition with some West Coast content is currently on display	Establish baseline
Research and heritage advisory or related information services are easily accessible.	Requests for service are responded to within 5 working days	Service Request system.	New Measure Museum not currently on Service Request System. Museum enquiries register shows that the initial response to enquiries is currently within 5 working days.	Establish baseline

Collection objects, archives and photographs are cared for to industry standard	Museum Collection is maintained and preserved	Number of objects damaged due to poor climate and pests.	New Measure (This is unable to be measured at present as we have not yet quantified the appropriate data).	0 objects damaged or destroyed by poor climate or pests.
Collection objects, archives and photographs are cared for to industry standard.	Museum Collection is maintained and accessible	Number of objects catalogued per annum.	New Measure So far this year 1,011 items have been donated, approximately 50% of these have been catalogued.	11,803 items donated in 2011/12 of which 685 have been catalogued.
The Museum knows who their visitors are and will develop to meet their needs.	Analyse visitor profiles	Visitor survey.	New Measure Records of visitor origin and a visitor survey are being undertaken.	Completed by June 2013.

Service Levels and Performance Measures for the Library

Level of Service	Performance Measure	Information we will use to measure success	Performance Results 2012/13	Target 2012/13-2015/16
Opening hours are convenient for users of District Library services	% of customers satisfied with opening hours	Resident Satisfaction Survey and Internal Survey	New Measure	90%
Library services are utilised	Number of physical visits to Library	Recorded visitor numbers	51,210 (7mths)	90,000
Library services are utilised	Increased use of Library facilities	Membership Issues	3393 (40%) 49,826 (7mths)	3600 88,000
The Library environment is comfortable and user friendly	% of customers satisfied with library environment	Resident Satisfaction Survey	90%	90%
A wide range of up to date material is available in a variety of formats and relevant to the community	% of customers satisfied with the selection of material available in print, E-format, audio/visual and IT services	Resident Satisfaction Survey	86%	90%
A wide range of up to date material is available in a variety of formats and relevant to the community	Increased awareness in the community of availability of material	Hits on website and downloads from E-Service 'Overdrive'	New Measure <u>OverDrive- 574 Website -</u> 18,257 (7mths)	Baseline to be established by the number of hits and downloads to E-Service
The Library meets National Public Library Standards	The Library lending collection is up to date and relevant for the community	Library meets NZ Public Library Standard D 3.1 for issues per capita	10.2	10.4
The Library meets National Public Library Standards	The Library lending collection is up to date and relevant for the community	Library meets NZ Public Library Standard D.3.1 for turnover of lending collections	3.02	4
The Library meets National Public Library Standards	The Library lending collection	Library meets New Zealand Public Library	11%	20%

Level of Service	Performance Measure	Information we will use to measure success	Performance Results 2012/13	Target 2012/13-2015/16
Standards	is up to date and relevant for the community	Standard D.1.3 for % of operating budget allocated for purchase of collection material		

Service Levels and Performance Measures for Events

Level of Service	Performance Measure	Information we will use to measure success	Current Performance YTD Q2 2012/13	LTP 2012/13
Increase visitor numbers to Westland.	Grow the estimated economic impact to the District of major events.	BERL Impact report to be conducted on a two yearly basis	New measure. (The Berl Impact Report will not be undertaken in the 2013 year)	Establish baseline in 2011/2012 year.
Increase visitor numbers to Westland.	The number of events and the estimated attendance.	The number of events and the estimated attendance	New measure. (The Wildfoods Festival will be held on Saturday 9 th March 2013)	Establish baseline in 2011/2012 year.
Provide excellent and well attended events.	% of residents satisfied with events and festivals.	% of residents satisfied with events and festivals	New measure. (Resident Satisfaction Survey has not been undertaken)	90%

Service Levels and Performance Measures for Community Development – Assistance/Funding

Level of Service	Performance Measure	Information we will use to measure success	Current Performance Q1 2012/13	Target 2012/13 – 2015/16
Funding is available for community projects.	Advertising of grants occurs 4 times year.	Newspaper ads, advertising in Uniquely Westland.	Two (Four is unachievable as we only advertise twice)	4 times per year.
Funding is available for community projects.	Number of groups/individual applying.	Number of applications received.	Council has no funding available for community projects. (Unachievable).	10
Funding is available for community projects.	Funding is made available to all members/groups of the community.	Number of applications approved.	No funding available. (Unachievable)	10
Build capacity in the community to create community projects.	Referrals to external agencies.	Number of referrals recorded.	New Measure. (This is unable to be measured at present as we have not yet quantified the appropriate data). Currently 9 referrals.	Baseline to be established by the recording of referrals in this year.
Consult the community on issues of importance.	Number of consultations per year.	Summary of consultation results over year tabled to Council.	New Measure. 1 Community Consultation RSA.	4

Service Levels and Performance Measures for Community Development – Safer Community Council

Level of Service	Performance Measure	Information we will use to measure success	Current Performance YTD Q2 2012/13	LTP 2012/13
Build capacity in the community to reduce reported crime.	Maintain low level of family violence, vandalism, and burglary.	Number of reported crimes in Family Violence, vandalism and burglary from NZ Police reports.	Family violence notified cases 28 Burglary reported offences 17 (vandalism is a new measure) Two lots of graffiti removed to date. Three of four CCTV security cameras operational.	Family Violence notified cases 70 Burglary reported offences 40 Vandalism 10.
Build capacity in the community to reduce reported crime.	At least three programmes are delivered throughout the year that meet the requirements of the funder.	Number of programmes that meet the requirements of the funder.	New measure. Big Brothers Big Sisters mentoring programme. Hokitika Community Patrol. Restorative Justice. Awatuna Parenting Programme. CACTUS. Victim Support	Establishing a baseline 2012/13.
Create opportunities for the community through building relationships with outside groups and agencies.	Meetings with the Police and other government agencies regarding prevention and programming.	Number of meetings per annum.	New measure. Three Safer Community Council meetings. Six Te Rito Family Violence Prevention meetings. Nineteen Chit books issued to people who have voluntarily given up driving or cannot drive. Three Community Patrol meetings for volunteers. 29 nominations serviced for Enterprise Hokitika's Service/Retail Excellence Award. Three Strengthening	Establishing a baseline 2012/13.

			<p>Families meetings facilitated.</p> <p>Nine Street Appeals approved.</p> <p>Nine BBBS meetings</p> <p>Three CACTUS meetings.</p> <p>Two Victim Support meetings</p> <p>Five Awatuna Parenting Programmes Trust meetings.</p> <p>Three Restorative Justice Management meetings</p>	
Protect the environment from littering.			New measure.	Establishing a baseline 2012/13.

COMMUNITY SERVICES GROUP

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

1. COMMUNITY DEVELOPMENT:

- Plans are well underway for Children's Day, on **Sunday 3rd March, 2013**; the WDC site will run competitions to help highlight 'waste minimisation' and 'Civil Defence Education'.
- Resources have been purchased using waste levy funding to giveaway at Children's Day and while visiting school and doing workshops. The bright lime green bags with a recycling message and Council logo are also being used by the library to help get the message out, whilst also protecting the books.
- A united effort between community development and Library staff to create a display for Civil Defence maps, posters and educational material where visiting school children can learn about natural disasters.
- At a recent COGS (Community Organisation Grants Scheme) assessment round, the Community Development Officer was successful in proposing Franz Josef in South Westland to hold a community meeting on **15 April, 2013 at 1pm at the St Johns Hall**, to discuss local issues with community groups, Councillors, are encouraged to pass on this information to all interested parties.
- Several funding applications and invitations are in stage one of preparation for future projects and events such as Wildfoods 2014, Library Reading Programmes, and the Woman's Hui.
- Westland's 2012 garden competition is over for another year and the award ceremony is set for **Wednesday February 27th at 10.30am**. The new category for School Gardens created a lot of interest. Special thanks to the Westland Medical Centre for the trophy they donated.
- 2012 Civic Awards – Personal/Organisation of the Year:
No nominations were received for the 2012 Civic Awards.

2. COMMUNITY SERVICES:

- **Big Brothers Big Sisters of Westland Mentoring Programme:**
Twelve mentoring matches with volunteers are currently in progress. Nine boys and three girls are on the waiting list. One school based mentoring match was closed as the young person shifted to High School. The Coordinator met new Principal Kath Martin at Hokitika Primary School, 30 January, to discuss BBBS.
- **Safer Community Council Chit Scheme:**
One new chit book was issued to a senior resident who has voluntarily given up driving and 33 chits from previous books came in for re-imbursement.

- **Hokitika Service/Retail Excellence Award:**
Four nominations were received during January. The winner was Carol Martin who was nominated by a local person who donated their voucher to the Foodbank. Carol works at the ASB.

Nominations for February close 28 February.

- **Hokitika Community Patrol:**
Statistics for January: Wilful damage 1, Disorder 1, People related incidences 3, Patrol kilometres travelled 347km, Volunteer patrol hours 35:30hrs, Freedom campers observed at Sunset Point, Beachfront toilets, Beach Street behind Dwan and Andrews, rest area south of Serpentine Hill.
- **Civil Defence EMIS Training attended 15 January.**
- **CACTUS Trust meeting attended 28 January to discuss Term 1 plans.**
- **Street Appeals Approved for March 2013:**
15th March - Orphans Aid International; 22nd March - Child Cancer Appeal.
- **Fox Glacier and Franz Community Development Officers: assisted both officers with enquiries.**
- **MDI Update:**
No further changes in plans or finances to report since the update provided for Council's January 2012 meeting. The Okarito Community Association is currently having trouble in finding a builder who will stay to finish the work on Donovan's Store.
There is a separate report on the Hari Hari community facility on the Council agenda.
- **Funding received:**
For BBBS - \$3,000 from West Coast Community Trust
For Safer Community Council Chit Scheme - \$500 from Anglican Family and Community Services

3. EVENTS:

- **2013 Wildfoods Festival:**

With only days to go now until the 24th Annual Wildfoods Festival, interest is high with our advertising, ticket sales and media interest e.g. Singapore in Flight Airline Magazine, Australian Women's Weekly and Gekkan Japanese Magazine.

In conjunction with Daryl Crimp we are looking at updating the very popular "Wildfoods Cookbook", with festival photos and some new recipes.

We have two new support sponsors on board for the 2013 Festival; Swanndri with product prizes for the Wildfoods Festival recipe competition, plus 2nd and 3rd product prizes in the Best Dress costume awards. The NZ Lotteries Commission is sponsoring the Best Community Stallholders prizes and also giveaway spot prizes to Festival goers "Super Triple Dip tickets".

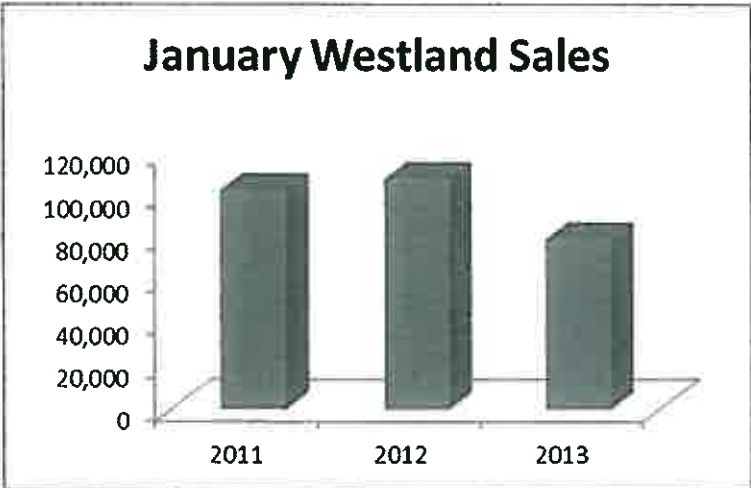
The Southern Skies netball and rugby group from the Westland High School are running the Wadeson Island Campsite as a fundraiser for their Australia trip.

The Events Manager has had meetings with the Police and Off Licence businesses on ways we can reduce the amount of alcohol arrests (mainly to do with the liquor ban) downtown over the Wildfoods Festival weekend. There will be more signs and plenty of food outlets downtown.

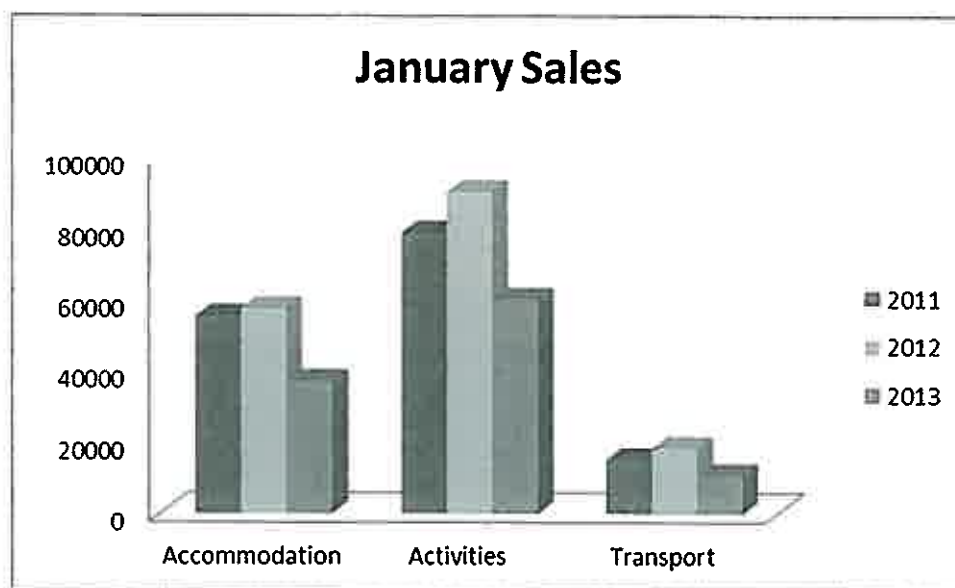
A first for the Wildfoods Festival is that Air New Zealand are going to try and get a chartered Grabaseat deal from Wellington to Hokitika down and back on the day of the Festival all for \$199.00.

Council's CE and the Police Communications Manager will work together over Wildfoods weekend to issue joint press releases.

4. I-SITE

Level of service	Performance measure								
Market visitor services	<p>Increase visitor numbers</p> <p><u>Hokitika i-SITE – Visitor numbers</u></p> <p>Visitor numbers through the door</p> <p>Jan 2011 – 8,526</p> <p>Jan 2012 – 7,486</p> <p>Jan 2013 – 6,486</p> <p><u>Hokitika i-SITE – Average spend per visitor</u></p> <ul style="list-style-type: none"> ▪ 1 – 31 Jan 2011 / Gross bookings – \$149,050 ▪ 1 – 31 Jan 2011 / Visitor numbers – 8,526 ▪ Average spend per visitor – \$17.48 ▪ 1 – 31 Jan 2012 / Gross bookings – \$165,899 ▪ 1 – 31 Jan 2012 / Visitor numbers – 7,486 ▪ Average spend per visitor – \$22.16 ▪ 1 – 31 Jan 2013 / Gross bookings – \$108,480 ▪ 1 – 31 Jan 2013 / Visitor numbers – 6,893 ▪ Average spend per visitor – \$15.74 <p>Figures are down for Jan 2013 due to bad weather - road closures in the Buller, Arthurs Pass and Bridge SH6 South, Wanaka to Haast Rd and Milford Sound. On the 2 Jan the i-SITE had a door count of 750 people, enquiring about the road conditions and changing their pre booked activities and accommodation. The i-SITE are still receiving enquiries if the road is open south of Hokitika</p> <p>Increase sales of Westland activities and accommodation by 3% Decrease of approx. 29% for Jan 2013 period compared to Jan 2012</p> <div> <p>January Westland Sales</p>  <table border="1"> <caption>January Westland Sales Data</caption> <thead> <tr> <th>Year</th> <th>Sales (Approx.)</th> </tr> </thead> <tbody> <tr> <td>2011</td> <td>110,000</td> </tr> <tr> <td>2012</td> <td>115,000</td> </tr> <tr> <td>2013</td> <td>90,000</td> </tr> </tbody> </table> </div>	Year	Sales (Approx.)	2011	110,000	2012	115,000	2013	90,000
Year	Sales (Approx.)								
2011	110,000								
2012	115,000								
2013	90,000								

Hokitika i-SITE Total Sales throughout NZ (including Westland)



5. LIBRARY

- Te Kura (New Zealand Correspondence School) – A rental agreement for the back room of the library has been signed. From 4th February 2013 a tutor will use the room to assist 15 Hokitika students studying by correspondence.
- Summer Reading Challenge – Library staff have been busy throughout January helping children with book selection for the Summer Reading Challenge. A range of up-to-date reader advisory resources, available in print and on the library website, have been developed to assist children and their parents.

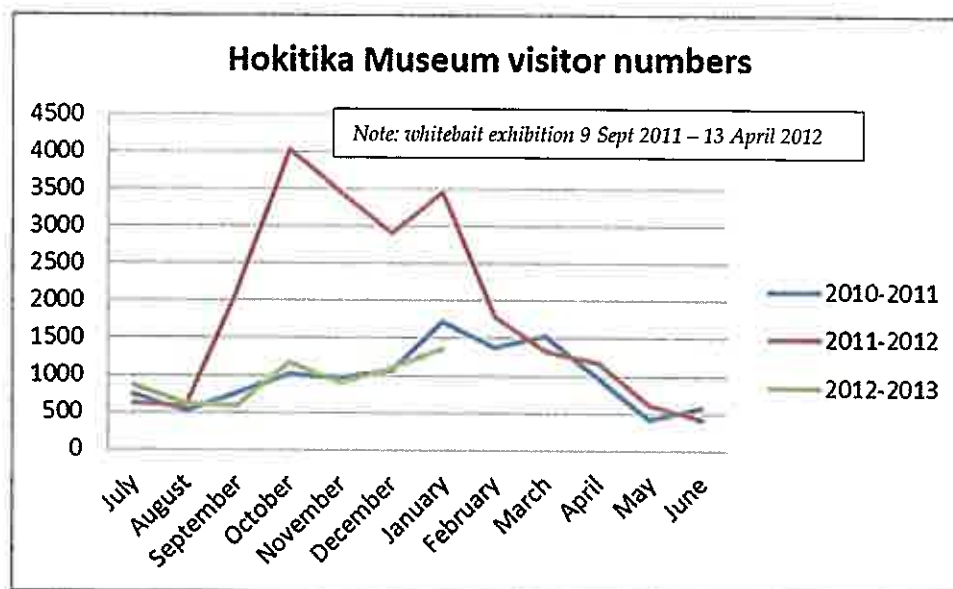
The Challenge finished on 31 January 2013. A record 224 Westland children (157 in 2012), aged 5-13 yrs, successfully completed the Challenge. Two library staff will visit the South Westland schools to present the prizes. The major spot prize is an iPad2.

- LGNZ National Council library representative – Mayor Maureen Pugh has been appointed as the Local Government New Zealand (LGNZ) representative to liaise with the Association of Public Library Managers (APLM). It is hoped that APLM can build a closer strategic relationship with LGNZ. Maureen will speak at the annual APLM meeting in Queenstown in April 2013. This appointment is great for the West Coast Public Libraries, as Maureen has an understanding of the challenges in delivering library services to geographically isolated areas.
- Westland District Community Libraries –The network of eight Community Libraries is kept alive by the huge commitment of volunteers, which is much appreciated. At present Council staff, DOC staff and library users all help with book delivery. Books are exchanged every 10-12 weeks and Intercity has kindly agreed to transport books free of charge, if no other option is available.

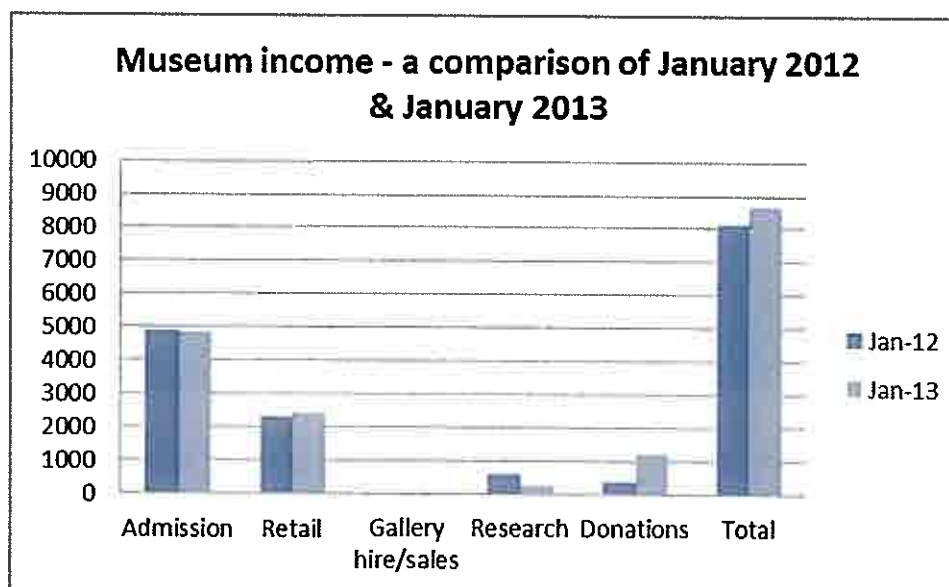
6. MUSEUM

Visitor numbers

	January 2012	January 2013
	3463	1365



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. Museum income was similar to January 2012 with the exception of the donation of \$1,000 from the West Coast Whitebaiters Association. This is to assist with the costs associated with permanently installing the successful temporary exhibition about whitebaiting on the West Coast.



Research centre:

The research centre was busy with a constant stream of written enquiries and bursts of researchers. The breakdown of research centre users during January was 16 in-person enquiries and 36 phone or written enquiries, a total of 52 enquiries.

Collection:

- **Donovan's Store:** This collection of material has now been sorted, boxed and listed. It will not be catalogued or available to the public until we have the resources to process the collection. Among the items included in this collection are fashion magazines (1902 onwards), *Weekly News* magazines (1933 – 1970s), a large number of bottles, artifacts from Chinese sites, educational books, ancient library books, two leather gold pouches stamped with the word 'Okarito', assorted advertising cards and tin sheets, *New Zealand Dairyman* magazines (1917 – 1923), kitchen utensils, wooden boxes with product brand names and much more.
- **Collection storage:** While the Museum still has plenty of storage space, the arrival of such a large collection of objects (62 boxes) has made our shelving needs very obvious.
- **Photographs:** Cataloguing work includes a series of photos of the Kowhitirangi/Stamley Graham incident. The collection of c.800 digital scans of the Charles Lucas glass plate collection has been resized in preparation for cataloguing.



Boxing match at Harihari, not dated. Charles Lucas Collection, Hokitika Museum.

General:

- **Exhibitions:** The touring exhibition 'Feeling for Daylight' is proving popular and generating sales of the accompanying publication. The exhibition will close on 11 March.
- **The busiest day in January** saw 122 people visit the Museum and on the 24th the Museum hosted 21 French guided tour visitors. Small coach tours are a market that the Museum would like to grow when time and resources allow.

OPERATIONS SECTION

Reporting Period is 1 July 2012 to the 31 December 2012

Service Levels and Performance Measures for Transportation

Level of Service	Performance Measure	Information we will use to measure success	Current Performance YTD Q2 2012/13	LTP 2012/13
The transportation network is constructed and maintained so that it is safe and good to use.	Number of Police reported vehicle crashes per year on Council maintained roads involving injury where the contributing factor is "road factor".	NZTA Crash Analysis System.	0 for the year to date. The NZTA Crash Analysis System provides this information per calendar year.	Less than 50
The transportation network is constructed and maintained in a prompt manner.	Contractors respond to and repair faults within timeframes that are specified within the maintenance contract.	Reporting from Contractors.	100%	90% compliance rate
Transportation activities are managed at a standard that satisfies the community.	% satisfied with Council's roading network.	Resident Satisfaction Survey.	Resident Satisfaction Survey has not been undertaken	80%
Transportation activities are managed at a standard that satisfies the community.	The number of service requests received regarding roading and transportation assets.	Service Request System.	18	Less than 12
Transportation activities are managed at a standard that satisfies the community and legislation.	Consents are applied for held and monitored.	Compliance with West Coast Regional Council resource consent conditions.	100% - all necessary consents are in place and monitored.	100% compliance

Roads are comfortable to drive on.	Roads in Westland meet the national average according to the Smooth Travel Index Guide. This is the comparison of the condition of roads across New Zealand, measuring smoothness relative to traffic volume and whether the road is rural or urban.	Road Assessment and Maintenance Management system as a requirement by the New Zealand Transport Agency.	96% (National average 86.7%)	Better than the national average
The surface condition of roads in Westland is good quality.	Road surfaces meet the national average according to the surface condition index. This represents surface condition of roads and demonstrates Council is maximising the life of road surfaces.	Road Assessment and Maintenance Management system as required by the New Zealand Transport Agency.	98.5% (National average 97.7%)	Better than the national average.
The transportation network is constructed and maintained so that it is safe and good to use.	The road network is accessible subject to planned or emergency works closure.	Service Request System.	0	0 requests for service.
The transportation network is maintained so that failures are prevented as much as possible.	A customer service system is managed for handling emergency calls after hours promptly and efficiently.	Service Request System.	4	0 requests for service.
Footpaths are maintained and in good condition.	Service requests regarding the state of footpaths.	Service Request System.	10 received and actioned to date.	12 requests for service.

Service Levels and Performance Measures for Water Supply

Level of Service	Performance Measure	Information we will use to measure success	Current Performance YTD Q2 2012/13	LTP 2012/13
Requests for service are dealt with promptly.	% of disruptions to water supply are responded to within 4 hours of reporting.	Monthly reports from contractors.	100% Seven watermain breaks were reported to date.	90%
Council supplied potable water is safe to drink.	The number of illnesses confirmed to be attributed to consuming from Council treated water supplies.	Information provided to Council from the Health Protection Officer, Community Public Health.	0 No illnesses reported.	No illnesses
Council supplied potable water is safe to drink and tastes good.	% satisfied with water supply and quality.	Resident Satisfaction Survey.	Resident Satisfaction Survey has not been undertaken	90%
All Council water supply sources are managed in an environmentally sensitive manner.	All necessary consents for maintenance and capital projects are applied for, held and monitored accordingly.	Monthly reports.	100% - all consents are in place and monitored.	100%

Service Levels and Performance Measures for Wastewater

Level of Service	Performance Measure	Information we will use to measure success	Current Performance YTD Q2 2012/13	LTP 2012/13
Requests for service are dealt with promptly.	% of disruptions to the wastewater system are responded to within 2 hours.	Monthly reports from contractors.	86% Seven mains blockages were reported with six responded to within 2 hours.	90%
Properties that are within the wastewater reticulation system are able to connect to it.	% of properties within urban areas where a reticulated wastewater system is provided by Council have the ability to connect to the system at their boundary.	Number of properties with service laterals to boundary providing the building is no more than 60m away.	100%	90%
Council wastewater systems are managed in an environmentally sensitive manner and are reliable.	No service requests received with regard to odours from Councils wastewater reticulation.	Service Request System.	0 service requests received for odours Numerous odour reports received for Hokitika Oxidation Ponds.	No service requests.
Council wastewater systems are managed affordably and appropriately.	All necessary consents for maintenance and capital projects are applied for, held and monitored accordingly.	Monthly reports.	100% - all consents are in place and monitored.	100%

Service Levels and Performance Measures for Stormwater

Level of Service	Performance Measure	Information we will use to measure success	Current Performance YTD Q2 2012/13	LTP 2012/13
Stormwater systems have the capacity to resist major storms and flooding events.	No flooding of properties will occur in events with a return period of 1 in 20 years. No reports of flooding of properties.	Service Request System.	0 2 nd of January 2013 flood event was in excess of a 1 in 50 year event.	Less than 5.
Requests for service are dealt with promptly.	% of problems with the Council stormwater system investigated within 24 hours of reporting, prioritised and a remedial plan prepared within 48 hours.	Service Request System.	100% 3 requests for service were received.	100%
Council stormwater systems are managed affordably and appropriately.	All necessary consents for maintenance and capital projects are applied for, held and monitored accordingly.	Monthly reports.	100% - all consents are in place and monitored.	100%

Service Levels and Performance Measures for Solid Waste

Level of Service	Performance Measure	Information we will use to measure success	Current Performance YTD Q2 2012/13	I.TP 2012/13
A reliable refuse and recycling collection service is provided to customers.	% of customers satisfied – Collection.	Resident Satisfaction Survey.	Resident Satisfaction Survey has not been undertaken	100%
A reliable refuse and recycling collection service is provided to customers.	% of customers satisfied – Recycling.	Resident Satisfaction Survey.	Resident Satisfaction Survey has not been undertaken	100%
A reliable Transfer Station service is provided to customers.	% of customers satisfied – Opening hours at sites.	Resident Satisfaction Survey.	Resident Satisfaction Survey has not been undertaken	100%
Solid waste is managed affordably and appropriately.	All necessary consents for the solid waste activities and capital projects are applied for, held and monitored accordingly.	Monthly reports.	100% - all consents are in place and monitored.	100%
Waste diversion increases.	Waste diverted from landfill from recycling.	Tonnes recycled.	Data not yet available.	Increase 5% per year.
Recycling and diversion of waste increases.	Increased use of recycling and reuse services.	Calculate diversion rate for all waste through Hokitika Transfer Station based on tonnages reported.	New Measure Data not yet available	Establish baseline in 2011/2012 year.
Education about waste minimisation is provided to the Community.	Number of visits to schools and community groups.	Monthly reports to Council.	5 school visits to date.	Visits to 6 Schools and 3 Community Groups each year.

Solid waste is managed affordably and appropriately.	Plan available.	Plan Available.	Plan prepared and consulted on.	100%
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Service Levels and Performance Measures for Community Township Development

Level of Service	Performance Measure	Information we will use to measure success	Current Performance YTD Q2 2012/13	LTP 2012/13
The community contributes to decision making.	Consultation occurs with each plan and projects completed to schedule.	Management reports to council.	Some consultation has taken place with the Franz, Fox and Kumara communities. A draft plan for further development has been completed by the community.	Consultation occurs through a priority list signed off by Council.
Community township development is understood and the community contributes to the process.	% satisfied with town planning services.	Resident Satisfaction Survey.	Resident Satisfaction Survey has not been undertaken	70%

Service Levels and Performance Measures for Land and Buildings

Level of Service	Performance Measure	Information we will use to measure success	Current Performance YTD Q2 2012/13	LTP 2012/13
Maintain buildings so they are safe for the people who work and visit them.	Buildings get current Warrant of Fitness where required.	Warrant of Fitness issued.	Achieved. 100% All buildings under management and ownership of the council have an up to date WOF.	100%
Requests for service are dealt with promptly.	Service requests are responded to within 3 working days.	Services request support system.	100% compliance.	100% compliance.
Leased buildings or spaces are managed commercially.	Obtain market rental for offices leased.	Market review gained.	Not achieved. There was no market review undertaken for the 2010-11 year as most commercial properties were sold or managed by the Property company.	100%

Service Levels and Performance Measures for Public Toilets

Level of Service	Performance Measure	Information we will use to measure success	Current Performance YTD Q2 2012/13	LTP 2012/13
Requests for service are dealt with promptly.	Service requests are investigated and responded to within one day.	Service Request System.	1 – 100% achieved.	Under 5 complaints per year and responded to within 1 day.
Public toilets are clean and safe to use.	% residents satisfied with toilet facilities.	Resident Satisfaction Survey.	Resident Satisfaction Survey has not been undertaken.	90%

OPERATIONS

From 1 January – 13 February 2013 (reporting period)

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 2nd January 2013 – A significant rainfall event occurred resulting in moderate damage throughout Westland District. A separate report on this flood event is on this meeting's agenda.
- b. Hokitika Oxidation Ponds – Odour issues. A detailed report has been included on this meeting's agenda.
- c. Franz Josef Water Treatment Plant upgrade works are nearing completion. At the time of writing this report the plant is expected to be commissioned by end of February.

2. Operational Update

2.1 Activities

2.1.1 Transportation

Reseal Contract

Work commenced in early February 2013 and work is expected to take approximately four weeks subject to weather conditions.

Flood Event – 2nd January 2013

A significant flood event hit Westland District on Wednesday 2nd January 2013 which resulted in moderate damage throughout the district. Work continues on the repairs associated with this event.

A more detailed report to Council, including a breakdown of costs is included as part of the Council agenda.



Washout Repairs – South Bank Arahura Road

2.1.2 West Coast Wilderness Trail

Tracks through private land in Milltown, Mawhera Reserve, Trustpower land and Larrikins Road Kumara are near completion. Estimated four weeks remaining on construction through these areas. Fulton Hogan have commenced work on structures between Kumara and Milltown. Building consent documents have been submitted for suspension bridges.



West Coast Wilderness Trail – Track Construction Mawhera Land

2.1.3 Water Supply Services

Harihari Water Supply

In the week of the 17th 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. This was replaced on 11th January 2013.

Franz Josef Water Supply

The Franz Josef Water Treatment Plant upgrade is well on target to be commissioned by the end of February. Work which includes installation of 1.5km of underground powerline, media filtration, and UV and chlorination treatment is being undertaken by Filtration Technology Ltd.



Franz Josef Water Treatment Plant Upgrade

2.1.5 Wastewater

Franz Josef Wastewater Scheme

During the 2nd January flood the Waiho River moved once again to the north side of its bed where the oxidation ponds are situated. Although the river is still close to the ponds it has moved enough to allow Council's Utility Maintenance Contractors and Council staff to inspect the damage and make temporary repairs.

A more detailed report to Council is included as part of the Council agenda.

Hokitika Oxidation Ponds

The Hokitika oxidation ponds are back up and running as designed. Sodium nitrate was introduced into the ponds two weeks ago to help with the aeration process. Staff have been in discussions with immediate neighbours and West Coast Regional Council staff and no complaints have been registered for the last two weeks.

Long term improvements to treatment process are being investigated. Work continues to introduce trade waste agreements with various commercial users of the ponds.

A more detailed report to Council is included as part of the Council agenda.



Hokitika Oxidation Ponds – Sodium Nitrate Introduction

PLANNING AND REGULATORY
Reporting Period is 1 July 2012 to the 31 December 2012

Service Levels and Performance Measures for Animal Control

Level of service	Performance measure	Information we will use to measure success	Current Performance YTD Q2 2012/13	LTP 2012/13
Requests for service are dealt with promptly.	All service requests are responded to within 1 working day.	Customer complaint form.	Of 36 service requests received, 27 were responded to within one working day.	100%
The public are safe from dogs.	That the public are satisfied with the service.	Resident Satisfaction Survey.	Resident Satisfaction Survey has not been undertaken	95%
The public are safe from dogs.	Records will be kept relating to dog numbers, location, sex and breed and in conformity with the National Dog Database (NDDB).	NDDB.	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 are \$1477.00 for the 2012-13 year.	100%

Service Levels and Performance Measures for Building Consents, Environmental Health and Liquor Licensing

Level of service	Performance measure	Information we will use to measure success	Current Performance YTD Q2 2012/13	LTP 2012/13
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.	Monthly Reports.	For the reporting period a total of 99% of Building Consent applications had been determined within the statutory time frames.	100%
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.	Monthly Reports	For the reporting period a total of 97% of Project Information Memoranda applications had been determined within the statutory time frames.	100%
Users of the service receive appropriate advice regarding their enquiry.	% of users are satisfied with advice.	Resident Satisfaction Survey.	Resident Satisfaction Survey has not been undertaken	100%
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.	Monthly Reports/	Of 129 licenced or registered premises, 38 have been inspected for the period 01/07/12 to 31/01/13.	100%
Encourage compliance with health standards by undertaking inspections so that all food, liquor and other licensed premises comply with the relevant legislation.	Work with Police and Community Public Health to reduce the negative impacts of alcohol abuse through collaborative meetings.	Quarterly Report.	No meetings have been held since May 2012.	100%

Service Levels and Performance Measures for Resource Consents

Level of service	Performance measure	Information we will use to measure success	Current Performance YTD Q2 2012/13	LTP 2012/13
Process Resource Consents within statutory timeframes as specified in Resource Management Act 1991.	100% of Resource Consent applications processed within the statutory timeframe.	Monthly Report.	For the reporting period 89% of <u>non-notified</u> Resource Consent applications without a hearing had been determined within the statutory timeframes.	100%
	100% of Resource Consent applications processed within the statutory timeframe.		For the year to date, of 0 consents put in place, 0% of <u>limited notified</u> (no hearing) Resource Consent applications had been determined within the statutory timeframes.	100%
	100% of Resource Consent applications processed within the statutory timeframe.		For the year to date, of 0 consents put in place, 0% of <u>limited notified</u> (hearing held) Resource Consent applications had been determined within the statutory timeframes.	100%
	100% of Resource Consent applications processed within the statutory timeframe.		For the year to date, of 0 consents put in place, 0% of <u>publicly notified</u> (no hearing) Resource Consent applications have been determined within the statutory timeframes.	100%

	100% of Resource Consent applications processed within the statutory timeframe.		For the year to date, of 4 consents put in place, 100% of <u>publicly notified</u> (hearing held) Resource Consent applications have been determined within the statutory timeframes.	100%
Public complaints relating to environment are investigated and responded to within 10 days.	Complaints responded to within 10 days.	Monthly Report.	Two complaints were received during the reporting period and were responded to within 10 days.	100%
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.	Work plan developed and updated annually.	The Strategy Committee has been appraised of work being undertaken and has approved two Plan Changes to proceed to notification. Two other Plan Changes (one private) are proceeding.	Reviewed annually.
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.	Monthly Reports.	(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.	100%
Community township development is understood and the community contributes to the process.	% satisfied with town planning services.		Resident Satisfaction Survey has not been undertaken	70%

Service Levels and Performance Measures for Civil Defence and Rural Fire

Level of service	Performance measure	Information we will use to measure success	Current Performance YTD Q2 2012/13	LTP 2012/13
An excellent response to all disasters and emergencies across the District.	Number of exercises held each year.	Monitoring of these measures will be achieved through the management reports at Council's monthly meetings. Two exercises per annum.	Exercise Shakeout – held 26 September 2012. EMIS training for 12 staff within council with four of those people moving onto the next level in regards the use of the system.	2.
	Maintain community awareness.	Management reports at council monthly meetings of school visits.	Yet to be measured.	12.
	Standard Operating Procedures (SOP's) documents are reviewed annually and signed off.	Latest signed documents held on file.	Local SOP has been updated	100%
	Plans updated annually and on Council website.	Reports to Regional Civil Defence Emergency Management group.	No progress.	Westland Civil Defence Plan is on the website.
	% of residents that believe they are prepared for a civil defence emergency.	Resident Satisfaction Survey.	A report commissioned by the Coordinating Executive Group in February 2012 revealed that in Westland: 23% of residents were fully prepared, 25% were partly prepared and 52% were not prepared.	70%
The public is aware of fire permits and understands how to maintain a controlled fire.	Number of permitted fires that become out of control.	West Coast Rural Fire Authority reports.	Nil.	Nil.

	Number of permits issued.	Number per year.	104.	200.
Fires can be fought and extinguished efficiently and effectively.	Equipment complies with NRFA audits.	Compliance.	Westroads: Complies with audit. Kokatahi/Kowhitirangi: Does not comply with audit. Haast Rural Fire party: Does not comply with audit.	100%
	Number of training sessions is at least two per year.	Number of training sessions recorded.	Westroads. Training – Hot training Nil. Kokatahi Rural Fire Party – Train once per month. Haast Rural Fire Party – Train once per month.	2.

PLANNING AND REGULATORY
From 1 July – 31 January 2013 (reporting period)

1. ANIMAL CONTROL:

1.1 All processes and procedures are up to date. The contract is current to May 2015.

1.2 The annual report on dog control (for 2011-12) has been forwarded to the Secretary for Local Government.

1.3 Statistics:

	04-05	05-06	06-07	07-08	08-09	09-10	10-11	Year to date
The number of registered dogs in the District.	1472	1455	1449	1441	1489	1484	1511	1509
The number of probationary owners and disqualified owners in the District.	0	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	9
The number of infringement notices issued by the Council.	56	26	10	11	18	15	19	70 (26 cancelled - 4 on hold, 5 paid)
The number of dog related complaints received by the Council and (since August 2007) the Contractor.	34	47	51	130	109	86	110	73
The number of prosecutions taken by the Council under the Act.	10	6	3	11	18	13	12	20

2. INSPECTORATE:

2.1 Building:

2.1.1 Statistics (January and year to date):

- Building Consent applications received for processing: 14 and 145.
- Building Consents granted: 20 and 151.
- Value of granted consents: \$ 2,363,850 and \$17,802,625.
- Number of consents with values in excess of \$5,000.00: 16 and 117.
- Of note were consents granted in January for 5 new dwellings.
- The average number of days for building consent processing for January was 6 days (the statutory requirement is 20 days). The average number of days for processing for the year ended 30 June 2012 was 8 days.

2.1.2 Council continues to be an accredited and registered Building Consent Authority.

2.1.3 Ana Coleman is on maternity leave. Contractual arrangements continue to ensure capacity.

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

The 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 action considered and adopted in October 2012
Actions to be taken.	Nil

2.2 Building Consent Statistics:

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	344	\$24,456,744	341 & 99%	7
2010-2011	298	\$22,767,072	297 & 100%	6
2011-2012	273	\$25,478,663	269 & 99%	7
July	33	\$3,759,400	33 & 100%	8
August	22	\$2,100,500	22 & 100%	8
September	12	\$1,964,149	11 & 92%	8
October	19	\$2,492,000	19 & 100%	9
November	26	\$3,806,500	25 & 96%	9
December	14	\$1,065,000	14 & 100%	7
January	20	\$2,363,850	20 & 100%	6
Projection 2012-13	280	\$27,000,000	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.

2.4 Liquor Licensing:

2.4.1 A total of 112 certificates, licences and renewals have been granted during the reporting period.

2.4.2 The annual report to the Liquor Licensing Authority has been completed and lodged with the Authority.

2.4.3 A public hearing was held during the period in relation to applications for temporary authorities made by Scally Road Investments Ltd. The applications were granted and the decision has been appealed by the Police. The matter is to be considered by the Alcohol Regulatory and Licensing Authority (ARLA). In the meantime, the decision is suspended until the ARLA has determined the appeal.

2.4.4 Licensing staff are preparing for the transition to the Sale and Supply of Alcohol Act 2012.

3. RESOURCE CONSENTS:

3.1 The following WCRC notified resource consent applications were dealt during the October to January period:

- Lindis Schist Supplies Ltd – September 2012
A submission was made in opposition to this application to take pebbles from the coastline south of the Hokitika River through to the Totara River. The submission outlined concerns that there was no upper limit specified on volume of the take. Concern was also raised in relation to the lack of information supplied on the potential adverse effects of the take on erosion of the Hokitika beach north of the river mouth. Information was also sought in relation to the cumulative effect of the proposal along with other takes in the area. Council wished to be heard on this consent. No hearing date has been set.
- Kaniere Farm Ltd – September 2012
No submission was made on the application from Kaniere Farm Ltd.
- West Stone West Coast Ltd - January 2013.
A submission was made in opposition to this limited notified consent to extract stones from the south of the Hokitika River to the Mikonui River. The submission outlined concerns relating to cumulative effect of the existing and proposed consented takes on the south of the Hokitika River on the erosion on the Hokitika beach and Sunset point. The submission sought further consideration of these effects prior to a decision being made. Due to staff absence, this submission was made outside of the statutory timeframe. The submission was made on Monday the 28th January after the closure date of Friday 25th January at 5pm. The West Coast Regional Council Manager of Consents and Compliance has advised staff that an extension will not be granted and this submission is therefore considered late. Given that the submission was late by less than one working day and no person was likely to be prejudiced, the decision was disappointing.

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

- PF Olsen: Harvest of trees and gravel extraction: Kakapotahi River.
- Madden Mining Ltd: Alluvial Mining: Sunday Creek, Chesterfield.

3.3 The following resource consents have been determined by other than staff delegated authority during the reporting period:

- 120001 & 120002: Phelps Mining Ltd: Non complying subdivision and land use : 24 lots: Arthurstown: Heard by Commissioner Mike Garland in October: Granted.
- 120004 & 120005: Lake Kaniere Developments Ltd: Non complying subdivision and land use: 47 allotments: Stuart Street, Lake Kaniere: Heard by Commissioner Mike Garland in September: Granted.

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

Number	Consent Holder	Type of Consent	Location
110118	L Smith	Discretionary land use – road setback encroachment	Little Paddock, Blue Spur
120027	Westland District Property Ltd	Discretionary Rural Subdivision – Two lots	Keogans Road, Three Mile
120041	Department of Conservation	Discretionary Rural Subdivision – 2 lots	State Highway, Donoghues
120063	Whyte Gold Ltd	Non complying land use – alluvial gold mining, vegetation clearance and riparian disturbance	Kapitea Creek,
120064	Bonar Farms Ltd	Discretionary land use – Alluvial gold mining and vegetation clearance	State Highway 6, Ianthe
120075&120076	MC & P Ralfe	Discretionary Rural subdivision and residential land use – 2 lots	Blue Spur
120077	T & P Sheridan	Non complying land use – setback	Arthurstown Road
120078	P Weijers & L Fitzgibbon	Non complying land use – recession plane encroachment	Seddon Street, Kumara
120079	TP & E Schroder	Controlled residential land use	State Highway, Awatuna
120082	TJ& MN Gibb & JT & EM Gibb	Non complying land use – commercial storage sheds	Lake Kaniere Road
120083	2 Degrees Mobile	Non complying land use – Utility height	Seaview, Hokitika
120084	A Cameron & H Mathers	Controlled subdivision – 26 lots	Pine Tree Road, Kaniere
120085	SPCA	Non complying land use	Hau Hau Road
120086	C Matthewson & G Birt	Controlled land use – residential in rural zone	Totara Valley Road
120087	M Ede	Non complying land use – setback reduction	Muturimu Road, Hannahs Clearing
120088	R & L Molloy	Discretionary land use – Residential use	Waiho Flat Road
120090	Madden Mining Ltd	Non complying land use – Alluvial mining, riparian modification	Kapitea Creek, Waimea
120091	BG Mining Ltd	Discretionary land use – alluvial mining	Stafford
120094	S Kerr	Controlled land use- residential land use	Frames Road, Fox
120095	NZ Autoknitter Ltd	Discretionary Land use – commercial activity	Sewell Street, Hokitika
120096	MH Eccles	Discretionary land use – Mean High Water Spring setback reduction	Hannahs Clearing
120097	RS & LJ Inwood & Blight Family Trust	Controlled Land use – residential land use	Providence Drive

120098	G Molloy	Controlled Subdivision – 4 lots	Franz Alpine Resort
120099	PN Sawyers & MK Cumming	Discretionary land use- setback reduction	Kaniere Tram
120102	Department of Conservation	Discretionary subdivision – 2 lots	Haast-Jackson Bay Road
120103	JR Dale	Non complying land use – Setback reduction	Nyhon Place, Haast

Consents 120063 Whyte Gold Limited, 120083 2 Degrees Mobile Ltd, 120095 NZ Autoknitters Ltd and 120041 Department of Conservation were completed outside of the statutory timeframes.

3.5 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
2010-2011	32 & 91	106 & 99%	14
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 & 75%	14
November 2012	2 & 4	4 & 65%	27
December 2012	1 & 5	2 & 50%	26
January 2013	3 & 4	6 & 85%	15

4. CIVIL DEFENCE AND RURAL FIRE:

4.1 Civil Defence

- The VHF Radio network has continued to be troublesome. Recent inspection of Mount Bonar radio site has shown a fault in the repeater aerial. This has been replaced and performance of our network is back to standard.
- Exercise Planning is now underway to carry out an exercise in May 2013 called Te Ripahapa, which is an earthquake of magnitude 8 centered at Franz Josef.
- An operational review is underway with volunteers and DOC staff at Franz Josef in respect to the response activities with the flooding earlier in January this year.
- The Civil Defence Officer is reviewing procedures associated with rainfall events that could elevate the Waiho River. The changes that have occurred to the stopbanks and the changes that appear to have occurred in the river have prompted the review.
- The Fox Glacier plan is in the process of update in conjunction with the community. The document is with the local community.
- Budget issues for the future include the full costs of the satellite phones that were previously funded entirely by the MCDEM.

4.2 Rural Fire

- Audit inspections ongoing on PPE (personal protection equipment) and equipment at Kaniere (Westroads).
- Haast Rural Fire Party - replacement machine is reported as being superior to the older machine. Changing from a V8 petrol to 6 cylinder Diesel has proved to be a good move with fuel costs cut significantly and it is easier to operate
- Kokatahi/Kowhitirangi Rural Fire Party – This party is still asking to have an alarm system funded in the nature of a siren at the new fire station. The party is also asking for new PPE. The equipment they are asking for is 50% subsidized by the NRFA, but Council will still need to find about \$6k to 8k. This expenditure has not been provided for in the current budget.
- Budget issues for the future include additional costs associated with the audit of all rural fire equipment to comply with NRFA requirements.

5. FINANCIAL:

5.1 Financial report: (Separate report)

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

- Kokatahi Kowhitirangi Community Committee: Special Licence fee of \$64.40.
- South Westland Lions Club: Building Consent fees of \$70.00.
- Te Runanga o Katiwaewae: Building Consent fees of \$6,540.10.
- Fox Glacier Emergency Services Centre: Building Consent fees of \$1376.50.
- Kumara Community Trust: Building consent fees of \$70.00.

5.3 No fees have been waived since Council resolved to decline ad-hoc requests for funding, sponsorship and fee waivers in December 2012.

6. APPROVALS:

6.1 The following documents have been certified during the reporting period:

- Consent Notice under section 221 of the Resource Management Act:
 1. 090113: F Fuller: Requirement for design of effluent disposal.
 2. 120075: M P Ralph: Requirement for Engineer's report for ground stability and design of effluent disposal.
- Permitted Subdivisions:
 1. Coastpak Holdings Ltd: Subdivision of Lots 2 & 3 DP 438341, State Highway, Harihari.

7. OTHER MATTERS:

DISTRICT PLAN:

Proposed Plan Change 8: Private Plan Change request: Kumara Junction Developments Ltd:
This private plan change was publicly notified on 29 May and submissions closed on 29 June. 31 Submissions were received and 26 further submissions. Staff recommended that the plan change be approved, subject to minor amendments. The Strategy Committee, assisted by Commissioner Martin Kennedy, heard this plan change on the 5 October. The decision approving this plan change has been released and no appeals were received. The Plan Change is now operative.

Proposed Plan Change: Fault Rupture Avoidance Zone for Westland and Franz Josef:

Proposed Plan Change 7 was publicly notified on August 24 and attracted media attention. Twenty submissions were received. The majority of submissions related to the proposed Franz Josef/Waiau Fault Rupture Avoidance Zone and many detailed submissions were received. Staff are currently working to summarise these submissions prior to public notification for further submissions.

NZPI Second Generation Plan Workshop:

The Manager: Planning and Regulatory and District Planner attended a workshop run by the New Zealand Planning Institute to discuss second generation plans. The workshop was well attended by Management and staff of Buller, Grey District Council and the West Coast Regional Council. There was some useful discussion around the general direction of the Coast and encouraging further communication between Councils as we move forward reviewing the District Plans and the Regional Policy Statement and Coastal Plan.

Joint Regional Project: Identifying Outstanding Natural Features and Landscapes, and areas of high and outstanding natural character:

Draft maps have been produced by Stephen Brown of Brown Ltd. The three Councils intend to meet in early March to discuss these findings and the next steps. It is expected that the information will inform the WCRC as it reviews the Regional Policy Statement and the Regional Coastal Plan and through this process, the District Plan Review.

LIMITED NOTIFIED RESOURCE CONSENTS IN PROCESS:**120021: R Robinson: Commercial/Industrial Activity in a Rural Zone and setback reduction: Takutai:**

This application to construct, operate and maintain 15 rental storage sheds within 3 buildings was limited notified on the 29 June. Seven submissions were received. The applicant has requested the consent be placed on hold and is understood to be obtaining further technical advice. A partial further information response has been received and the consent remains on hold.

120090: M & J Schacke: Residential use of Commercial Zone:

This retrospective application to use commercial land for a residential purpose was limited notified in December and has attracted 12 submissions. A hearing date is currently being set.

PUBLICLY NOTIFIED RESOURCE CONSENTS DURING LAST THREE MONTH PERIOD:**100151 & 110075: Trustpower Ltd: Hydroelectric power scheme: McKays Creek & Kaniere Forks:**

These applications are being processed jointly with the West Coast Regional Council. Public notification in August 2010 drew 48 submissions to Westland District Council and 129 to the WCRC. A hearing was commenced on 6 June. Commissioners Terry Archer, Mike Garland and Sharon McGarry requested further hydrological information and the hearing was then closed on the 6 July. A decision was released granting the scheme subject to conditions on the 26 July.

Appeals have been lodged with the Environment Court to the WCRC component of this decision.

110081: Birchfield Ross Mining Ltd: Gold Mining: Ross:

This non complying land use was publicly notified on 15 September 2011. 87 submissions were received. Further information was requested on the 15 October 2011. The applicant requested that this application be placed on hold on the 30 October 2011. This application remains on hold.

Two applications relating to smaller areas within this application area have been applied for, one of which has been granted. Further information has now been provided in relation to the application on the eastern side of the highway and this is currently being assessed by staff. The effects of this proposal were deemed to be more than minor and public notification is required. The application is on hold at the applicant's request.

120001 & 120002: Phelps Mining Limited: Subdivision: State Highway 6: Southside:

This application for 24 non complying rural allotments was publically notified on the 28th February. Further information was requested and a hearing date set. Upon release of the s42A hearing report recommending declining the consent, the consent was placed on hold at the applicants' request. Amendments were made at the hearing. Commissioner Mike Garland heard this application over two days and granted the consents subject to conditions. .

120004 & 120005: Lake Kaniere Developments Ltd: Hans Bay, Lake Kaniere:

The application to subdivide 50 allotments over 3 stages was publicly notified on the 29 March. 14 submissions were received. The application was heard by Commissioner Mike Garland on the 27th September. A decision approving the subdivision and land use consents was released and attracted an appeal. Mediation will be held in Hokitika on the 25th February.

120080: Hokitika Rimu Treetop Walkway: Off-site signs:

The application to erect two off-site signs to advertise the Treetop walkway was publicly notified in December and attracted two submissions in opposition. A hearing date is being set.

OTHER:

Resource Consent 060068: Extension of time to exercise consent: AJ Cameron: Appeal:

This matter was set down for Environment Court Mediation on 30 March 2012. The appellant vacated the mediation date on 22 March and no new date was set. On application to the Court by the appellant, the Court granted an adjournment without comment from Council which was responded to by counsel by 26 August. Subsequent to the grant of the adjournment the appellant requested, thorough counsel, a return to mediation which was held on 23 October 2012. The outcome was that the time to exercise the consent was extended to 27 July 2015.

Resource Consent 120084: Subdivision consent Appeal: AJ Cameron:

This subdivision consent to subdivide 26 allotments over 5 stages was granted on November 14th. The consent holder has appealed this decision. Council confirmed their support to the application under section 116 of the RMA for the commencement of the consent in the January meeting. Council is now seeking urgent mediation in order to resolve this process. The appellant, however, is electing to undertake "direct negotiation" with the Council.

High Court Review: Freedom Camping Bylaw:

Council is aware that the New Zealand Motor Caravan Association has requested the High Court to review the Council's freedom camping bylaw on the grounds that it is ultra vires the Act, inconsistent with the New Zealand Bill of Rights Act 1990 and has been enacted for an improper purpose and is unreasonable. Counsel has been appointed and the first deadline for response is 11 March 2013.

At the time of the preparation of this report a total of 75 infringement notices had been issued. The assistance of the industry in collecting the fines from renters of hire vehicles has been appreciated. Tourism Holdings Ltd has been most helpful while Appollo, Tui Campers and Jucy have chosen to ignore the provisions of the Act that allow companies to deduct fines. Rental companies are represented on the New Zealand Freedom Camping Forum and the legislation came about, in part, as a consequence of the work of the Forum. It is regrettable that the companies have chosen to not provide reasonable assistance in the administration of the bylaw which puts them firmly in the sector of being part of the problem and not part of the solution.