



**WESTLAND**  
DISTRICT COUNCIL

# APPENDIX 1

# MANAGEMENT REPORTS

**Council Chambers**

**Thursday  
29 August 2013  
9.00 am**

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**COMMUNITY SERVICES SECTION**  
**From 1st June – 31st July 2013 (reporting period)**

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**1. COMMUNITY DEVELOPMENT:**

- Wildfoods Revamp Committee – as Community Development Officer, my role on this Committee is to; Secure funding opportunities, Assist with funding applications and offer ideas for the 25<sup>th</sup> Anniversary of the Wildfoods Festival in 2014.
- The Civil Defence display “Living on the Edge’ went well; over 100 students attended this presentation which was a combined effort between the Library and Community Development.
- For the first time activities this year, senior students Westland High School and South Westland Area School were invited to attend a full day ‘Waste Expo’, visiting the Hokitika Recycling Station, Butlers Landfill and complete class room discussions on sustainability and ideas for futuristic projects to manage waste.
- Helped with data inputting for the ‘Getting Real’ Annual Plan submission process and advice when submissions made a comment on Community Service roles.
- Helped write the Terms of Reference for Westland District Council Health and Safety Committee, and provide input with regards to First Aid training and Health and Well-being.
- Attended the Junk to Funk, as part of my Waste Minimisation role, working with the community. I gave out tote bags with a recycling message to adults and children attending the show. Prizes for several categories were sponsored from the Waste Levy budget, managed as part of Waste Minimisation.
- Entries for the Trustpower awards were judged, 17 entries received prizes and Commendations for their volunteer groups. The Hon Damien O’Connor and the Hon Chris Auchinvole were in attendance on Monday 13 August to celebrate Westland’s volunteers.
- I have been working on the Westland Wilderness Trust Charity Commission status, and the Constitution.

## 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 June	\$4,688
MDI Funds spent to date	\$45,243

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

Thirteen mentoring matches with volunteers are currently in progress. Nine boys and two girls are on the waiting list. One new mentoring match was set up in July and one match was closed. Supervision sessions were held for mentors in early June.

- **Safer Community Council Taxi Chit Scheme**

Three new chit books were issued to senior residents who have voluntarily given up driving and 57 chits from previous books came in for re-imburement during June-July. Twenty-one people are currently on the chit scheme.

- **Hokitika Service/Retail Excellence Award**

The June winner was Hilary Rolleston who works at Fat Pipi Pizzas. Hilary was nominated by Tania Wilson.

The July winner was Cori Owen who works at the Hokitika Airport. Cori was nominated by Inger Perkins.

*Nominations for August close 30 August.*

- **Hokitika Community Patrol**

The patrol is now a charitable trust. Two new members joined in July.

<b>Statistics for June:</b>	
Vehicle related incidents	3
Breach of liquor ban	2
Patrol kilometres travelled	398kms
Volunteer Patrol hours	39:20hrs
<b>Statistics for July:</b>	
Vehicle related incidents	1
Property related incidents	1
People related incidents	1
Patrol kilometres travelled	370kms
Volunteer Patrol hours	30:30hrs

- **Family Group Conference 10 June**

This conference was attended on behalf of Council to seek reparation from a youth offender for damage done to Council property. A plan was put in place to recoup the full cost of damage done.

- **West Coast Restorative Justice**

A tender was put in to the Ministry of Justice as part of a Central South Island consortium for funding for the next 21 months. The intention is to establish an independent trust for the West Coast.

- **Ministry of Social Development**

Further discussions were held with the Ministry to identify community champions in South Westland, with the view of providing a future training session for them on community resources.

- **Te Rito Family Violence Campaign**

Funding has been offered in a contract with Rata Te Awhina Trust for the next two years.

- **Tindall Foundation Funding Workshop 16 July**

This workshop was attended to update the officer on changes in Tindall funding for community groups.

- **Sport NZ Rural Travel Fund allocations 2013/2014**

These were allocated by the committee as follows:

Hokitika Rugby League	\$1,200
Hokitika Swimming Club	\$431.20
Westland United Football	\$600
Hokitika Hockey Club	\$2,005
South Westland Netball	\$2,000
Wests RFC	\$1,200
South Westland RFC	\$2,000

- **Street Appeal**

Permission has been given for the annual Daffodil Cancer Society Appeal Friday 30 August.

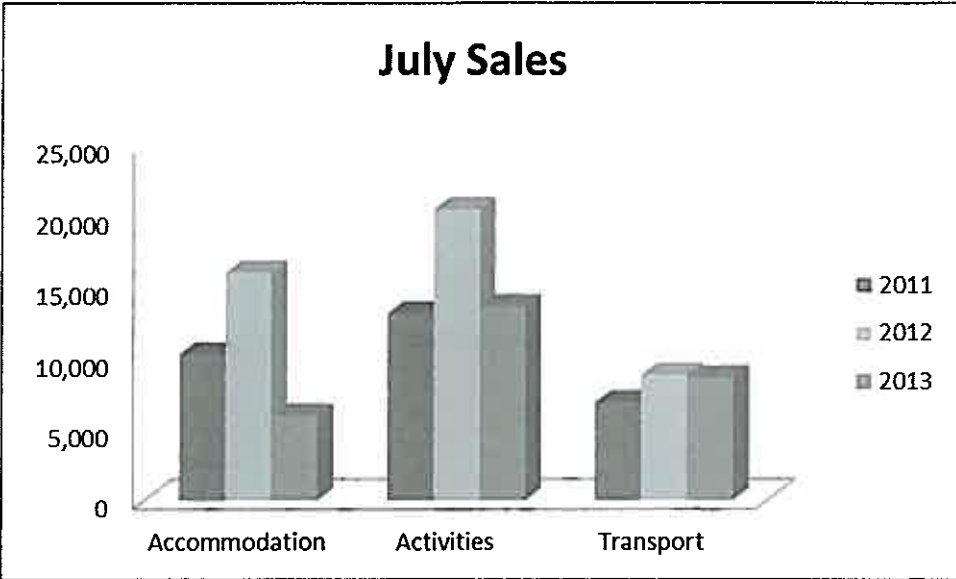
- **Funding received for the Safer Community Council Taxi Chit Scheme**

Hokitika Chartered Club	\$500.00
St Mary's Vincentians	\$500.00
Soroptimist International	\$100.00

### 3. I-SITE

Level of service	Performance measure																																				
Market visitor services	<p><b>Increase visitor numbers</b></p> <p><b><u>Hokitika i-SITE – Visitor numbers</u></b>            Visitor numbers through the door            Jul 2011 – 1,781            Jul 2012 – 2,356            Jul 2013 – 2,853</p> <p><b><u>Hokitika i-SITE – Average spend per visitor</u></b></p> <ul style="list-style-type: none"> <li>▪ 1 – 30 Jul 2011 / Gross bookings – \$30,321</li> <li>▪ 1 – 30 Jul 2011 / Visitor numbers – 1,781</li> <li>▪ Average spend per visitor – \$17.02</li>   <li>▪ 1 – 30 Jul 2012 / Gross bookings – \$45,366</li> <li>▪ 1 – 30 Jul 2012 / Visitor numbers – 2,356</li> <li>▪ Average spend per visitor – \$19.25</li>   <li>▪ 1 – 30 Jul 2013 / Gross bookings – \$28,245</li> <li>▪ 1 – 30 Jul 2013 / Visitor numbers – 2,853</li> <li>▪ Average spend per visitor – \$9.90</li> </ul> <p><b>Increase sales of Westland activities and accommodation by 3%</b>            Jul 2011 – \$20,869            Jul 2012 – \$24,875            Jul 2013 – \$16,833</p> <p><b>Who have we been selling to?</b></p> <div style="text-align: center;"> <table border="1"> <caption>Country of Origin July</caption> <thead> <tr> <th>Country</th> <th>2012</th> <th>2013</th> </tr> </thead> <tbody> <tr> <td>A Local</td> <td>115</td> <td>120</td> </tr> <tr> <td>Australia</td> <td>20</td> <td>20</td> </tr> <tr> <td>Asia</td> <td>30</td> <td>15</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>15</td> <td>5</td> </tr> <tr> <td>Netherlands</td> <td>5</td> <td>5</td> </tr> <tr> <td>NZ</td> <td>30</td> <td>20</td> </tr> <tr> <td>UK</td> <td>15</td> <td>20</td> </tr> <tr> <td>USA</td> <td>10</td> <td>5</td> </tr> <tr> <td>Other</td> <td>40</td> <td>15</td> </tr> </tbody> </table> </div>	Country	2012	2013	A Local	115	120	Australia	20	20	Asia	30	15	Canada	5	5	France	5	5	Germany	15	5	Netherlands	5	5	NZ	30	20	UK	15	20	USA	10	5	Other	40	15
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**What has the i-SITE sold?**



**Provide excellent customer service**

N/A

#### 4. EVENTS

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

The planning and organising for Hokitika's 150<sup>th</sup> Celebration is going along well with events held from December 2014 to December 2015, heaps of great themes to be part of this great occasion.

A competition is now on for a logo, this is an opportunity for artistic people to come forward with their best interpretation of what they think the gold rush of 1864 was like.

- **Wildfoods Festival:**

Have had a lot of Festival subscribers requesting our newsletter, festival updates, news items, and accommodation enquiries from all over the world e.g. Sweden, Australia and the USA.

Have had a couple of group discussions on re-vamping the 2014 Wildfoods Festival weekend, at this stage we are looking at only organising the Festival at the Cass Square venue on the Saturday only.

To date there has been 16 enquiries from Poland, Belgium, England and local New Zealand artists and entertainers wanting to perform at the 2014 Festival.

Daryl Crimp is doing a re-print of his popular "The Wildfoods Cookbook" to be released the week of next year's Festival. There will be a lot of Festival photos in the book. My favourite recipe has to be the "Roast Fillet Od Sand-fly".

Had an enquiry from Cheryl Norrie a New Zealand correspondent for the German Press Agency, the DPA wanting Festival information and images. Also had a request from Little Book Wonder in London for Festival images.

- **Other:**

The Whitebait display panels which were used at last year's Great West Coast Whitebait Festival in Christchurch are now on display in the CRT land opposite the Westland District Council building in Railway Terrace.

A big multi-sport event will be held in the Hokitika area in September 2014, the announcement will be made at this year's event which is in Queenstown. About 500-700 competitors, plus support crew will be in the Hokitika and the Westland District.

I was a judge for the annual Trustpower volunteer awards, we are certainly blessed with so many community groups who do great volunteer work in Westland.

Spoke with Rod Hibberd from Blue Dogs Events in Christchurch who is going to organise this big East Coast to West Coast mountain bike event to finish up in Hokitika, around late February 2014.



## 5. LIBRARY

- Winter School Holiday Events

**Hairy Maclary's 30<sup>th</sup> Birthday** - Approximately 30 pre-school aged children enjoyed the songs, stories and cupcakes as part of the 30<sup>th</sup> Birthday Celebrations for author Lynley Dodd's well known book character Hairy Maclary.

**Liz Weir, puppeteer and storyteller** - Liz Weir, a professional entertainer from Christchurch was funded by the Creative Communities Scheme of Creative NZ to visit each West Coast public library. In Hokitika 50 children attended the two storytime events despite the terrible weather. Thirteen adults attended the workshop, aimed at up-skilling those working with children, in the art of using puppets for storytelling.



*Liz Weir telling stories with one of her puppets.*

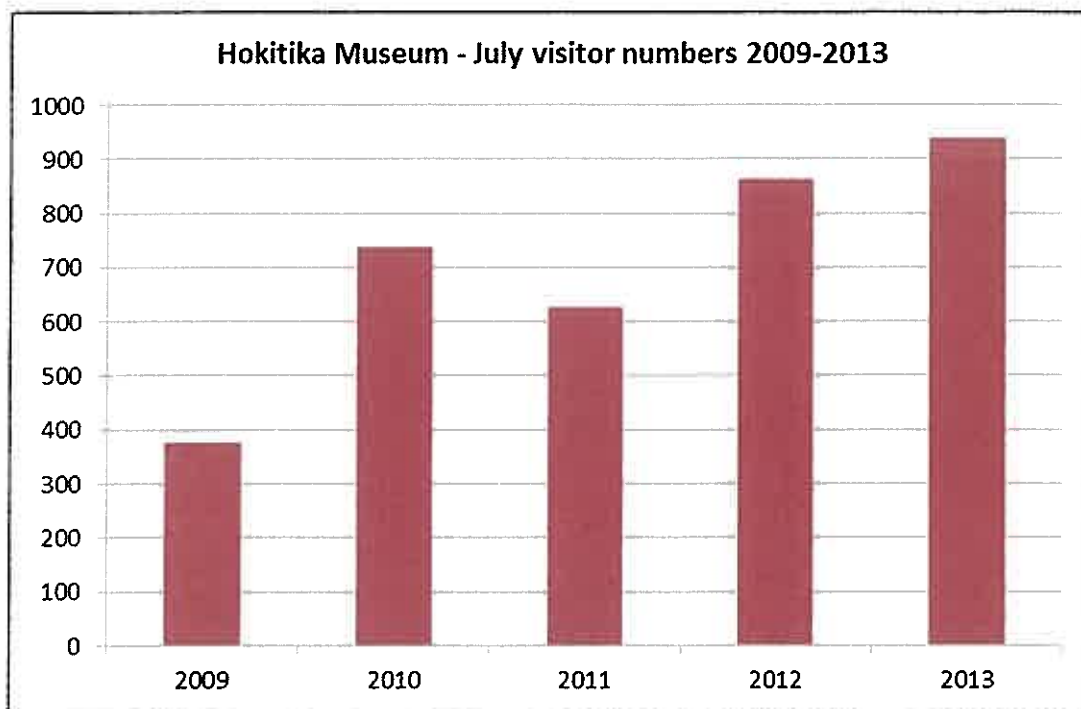
**'Bingo' Winter Holiday Reading Programme** - Twenty-nine children aged between 0-15 years completed the winter reading programme. Based on the numerical bingo game, children read what was in the box, completed a line, and then visited the library to discuss their reading and choose a book prize. All entrants also went into a draw for one of two \$20 book vouchers.

- Early Childhood Expo - One library staff member attended the early childhood expo to showcase library services on offer for pre-schoolers and their parents.

- **Summer Reading Challenge 2013/14** – A joint application by the three West Coast public libraries was made to the West Coast Community Trust (WCCT) to run the Summer Reading Challenge 2013/14. Last year, thanks to WCCT funding, 595 children completed the challenge throughout the West Coast region. This year \$9134 was applied for and \$3200 was approved. The running of this successful programme will be in jeopardy, if alternative funding sources are not available.
- **Library Shelving Units** – The project to remove castors completely from some library shelving units and replace other castors with lockable ones is almost complete. Many units have also been secured to posts, making the library safer in the event of an earthquake.
- **Library Sign** – A new flag banner attached to the lamp post outside the library is proving to be a very effective way of highlighting the location of the library, as it is clearly visible from the clock tower.
- **Primary School Principal Meetings** – A library staff member had a meeting with the Hokitika Primary School Principal to discuss ways in which the Public Library can strengthen its relationship with the school. Feedback from teachers was invaluable and several new ideas will be implemented. It is hoped that meetings with the other Primary School Principals will also take place.

## 6. MUSEUM

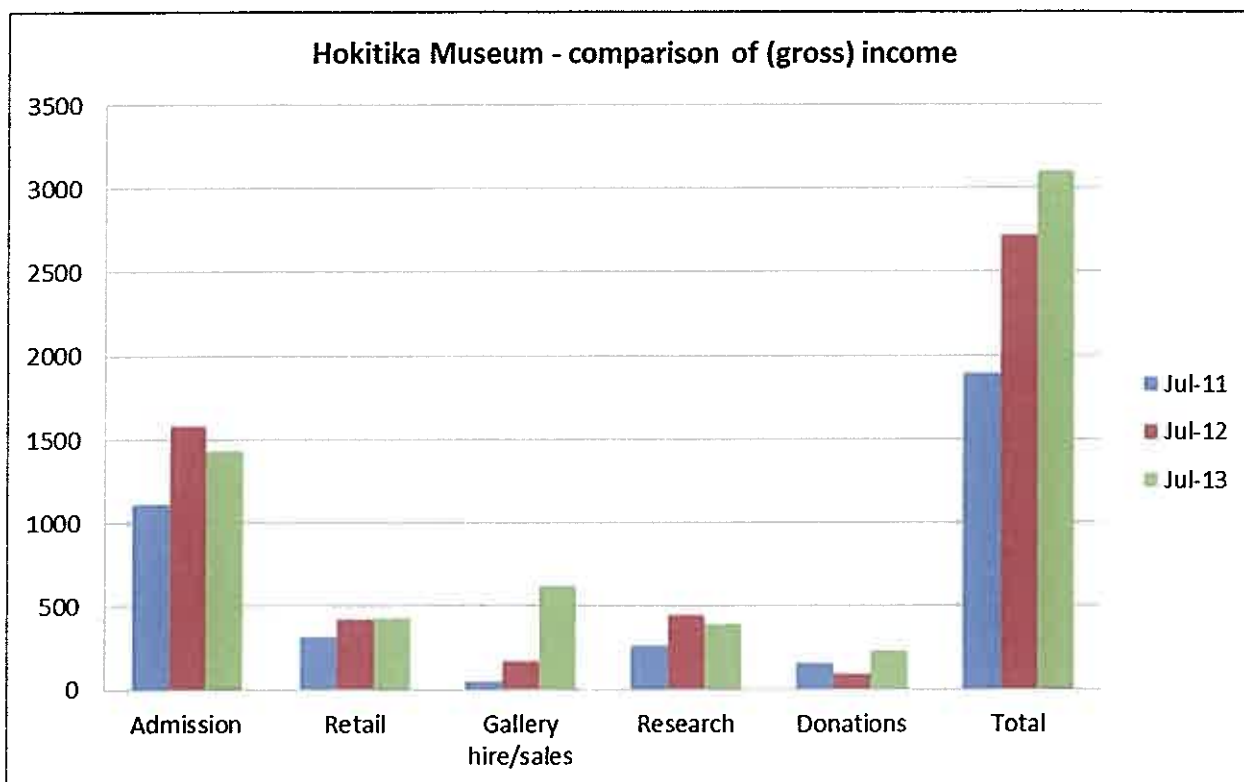
Visitor numbers July 2012  
863 July 2013  
940



July saw a boost in visitor numbers due to visits by school groups and the popular Junk2Funk exhibition which opened in the gallery on 9 July. Junk2Funk's opening night was attended by about 150 people (this figure is not included in the Museum's visitor numbers) with full use of the Museum's galleries being made for the judging and fashion parade.

During the month work began on a revamp of the 'pioneer hall' to create space for the permanent installation of *WHITEBAIT! The story of New Zealand's favourite fish*. During this process the existing displays will be substantially upgraded. Volunteers assisting with the revamp collectively worked 54.5 hours on the revamp during July. Volunteers were Dave Wilson, Eddie Newman, Mort Cruickshank, Graeme Northcroft (both from Westland Industrial Heritage Park), Frank Newman, Harry Collett and Julia Bradshaw. Members of the Hokitika Volunteer Fire Brigade also assisted when they were removing their fire appliances for restoration.





#### **Research centre:**

- During July the research centre handled a total of 57 enquiries - 33 in-person and 24 phone or written enquiries. Six photograph orders were completed with a total of 11 copies of photographs being supplied.
- Staff have assisted Westland Industrial Heritage Park with acquiring and using the Past Perfect Collection management system.

#### **Collection:**

- There were five donations of new items during July. Cataloguing work included entering 52 items removed from display during the display upgrade.
- The loan agreement with Te Papa Tongarewa Museum of New Zealand for 11 taonga currently on display in the pounamu room at Hokitika Museum is due to expire on 1 October 2013. An application for an extension of the loan has been submitted along with photographs requested by the conservator for a condition assessment.

#### **Marketing:**

- Hokitika Museum has been recognised as 'outstanding' by the on-line review site Tripadvisor (because of consistently good reviews) and has been awarded a Certificate of Excellence.
- Facebook continues to a great way to connect with supporters and acknowledge volunteers with 'likes' currently at 159.
- We were pleased to have Kaniere School visit in June and staff put together a brief 'welcome to the Museum' talk.
- The Museum Director gave a presentation to Soroptimists International of Westland outlining Hokitika Museum's history and future development and suggested projects that Soroptimists might like to be involved with.



## OPERATIONS

From 14 June – 15 August 2013 (reporting period)

### Operational works and activities

#### 1. Activities

##### 1.1 Transportation

###### Winter Maintenance

Winter maintenance continues for the District's roading network. Signage warning for ice and grit have been placed at known problem areas. Particular attention is given to inspect these roads in the early morning. Grit is spread if conditions warrant.

###### Pre-seal Maintenance

2013-14 reseal programme has been prepared and provided to Westroads Limited. Pre-seal maintenance of the identified areas is currently underway as a result.

###### Speed Limit Reviews

Site inspections have been completed of areas for reviewing of speed limits within Westland District. These areas have been identified by public requests and those sections of legal road which form part of the West Coast Wilderness Trail. This work was undertaken by Opus International Consultants and Council Staff. A report to Council recommending the areas for changes and possibly consultation will be presented at the September Council Meeting.

##### 1.2 West Coast Wilderness Trail

A second marketing workshop was held on Monday 29 July 2013.

Materials have been procured for suspension bridges at Reservoir Creek and Macpherson Creek. Actual physical work will commence mid-August.

Construction continues 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

#### Hokitika Water Supply

On 14 July the inflow to the Blue Spur Water Treatment Plant dropped to 40l/s which is 50% of the normal inflow. This was due to debris built up at the intake at Lake Kaniere. This is not a common problem and is attributed to a particularly windy weekend that significantly stirred up Lake Kaniere.

#### Ross Water Supply

On 1 August a faulty level sensor on the treated water reservoir resulted in the township being without water for a couple of hours in the morning. The sensor has since been replaced.

### 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 occurred as a result of the sudden change in temperature from mild to very cold.

Sodium nitrate and “sludge bombs” were placed in the ponds and odour complaints have dropped.

### **Franz Josef Wastewater Treatment Plant**

The Waiho River has finally changed course in its bed, away from the Franz Josef Oxidation Ponds. This is the first time since floods on 2 January 2013 that staff have been able to access the outfall pipe and infiltration gallery to carry out repairs.

West Coast Regional Council staff have been notified of this and work is expected to be completed by the end of August.

### **1.5 Hokitika Beachfront Erosion**

Sea Erosion protection works organised by the West Coast Regional Council have been let to Westland Contracting Limited. This work is currently underway. It is expected that the work will be complete by the end of December 2013.

Council Staff have been involved with the preparation of traffic management plans, resource consents and preventative maintenance funding applications to the New Zealand Transport Agency.



*Hokitika Beach Protection – Initial Earthworks*

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

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**1. INSPECTORATE:**

**1.1 Building:**

**1.1.1 Statistics for the reporting period:**

- Building Consent applications received for processing: 17.
- Building Consents granted: 29.
- Value of granted consents: \$1,454,255.
- Average consent value: \$50,147.
- Number of consents with values in excess of \$5,000.00: 24.
- Of note were consents granted for 4 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:	98%
Reasons for non-achievement.	Temporary resourcing issue while the accreditation assessment was proceeding
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
2012-2013	262	\$ 26,295,641	257 & 98%	9
Year to date	29	\$1,454,255	28 & 97%	12
July	29	\$1,454,255	28 & 97%	12

### 1.1.4 Accreditation Assessment

The biannual accreditation reassessment occurred during the period 23-26 July. The assessment resulted in a single Corrective Action which is readily able to be attended to. The Westland BCA continues to be accredited and registered.

## 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
130020	Nelson Petroleum Distributors	Discretionary Land use: sign	SH6, Fox Glacier
130031	Westland Cooperative Dairy Company	Non complying Land Use: Exceed height and undertake earthworks within HAIL site.	Livingstone Street, Hokitika
130036	PF & SM Wilson	Discretionary land use – Clearance of 8000m2 of vegetation	Hunts Beach
130037	NZG Ltd	Restricted Discretionary land use: mining exploration	Mikonui
130038	Westland Developments Ltd	Delayed construction of a verandah within commercial area	Weld Street, Hokitika
130042	JD Williams & JA Kennedy	Discretionary Land use: Relocated dwelling	Pioneer Drive, Franz Alpine Resort
130044 & 130045	J, A & J Keogan	Discretionary Subdivision and Land use: 6 lots for residential purposes	Keogans Road

## 2.2 Other Matters:

- **Resource Consent 120084: A Cameron & H Mathers:** The bond relating to outstanding works has been partially refunded as progress continues to meet all conditions. An application, supported by Council, was made to postpone the hearing of the appeal on this consent for personal reasons. It is likely that a new hearing date will be set around December 2013.
- **Resource Consent 130023: Westland District Property Ltd:** This application 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. The consent remains on hold for further information requested on June 19 relating to the methodology of managing the intended residents of the dwellings.
- **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. One submission was received that did not wish to be heard. The decision granting this consent was issued on July 12.
- **Resource Consent 130035: Spanit on behalf of Alpha Aqua:** This non complying activity to construct a 3585m<sup>2</sup>, 8.1m high building is on hold for affected party approvals.
- **Resource Consent 120093: Birchfield Ross Mining Ltd:** This discretionary activity to undertake mining activities at Donoghues Road, Ross was limited notified on July 8. Two submissions were received, both wishing to be heard. One has subsequently been withdrawn. The consent has been placed on hold at the applicant's request.
- **Resource Consent 130047: Kerr and Sons Ltd:** This application to construct and operate an information centre and café on legal road at Ship Creek, a commercial activity in the rural zone, 150metres from Mean High Water Spring was lodged on July 10. Further information has been requested to assess landscape, hazard risk, and the scale of the activity. The applicant has been advised that this application is likely to be publicly notified.
- **Resource Consent 130048: Westland District Property Ltd:** This consent application to undertake earthworks under the National Environmental Standard for Assessing and Managing Contaminants in Land to Protect Human Health remains on hold for further information requested July 26.
- **Resource Consent 130019: Vodafone New Zealand Ltd:** This discretionary utility activity to construct a new telecommunications facility and associated structures at Lake Kaniere Road was limited notified. Submissions close on August 20<sup>th</sup>.

- **Resource Consent 130032: MF Enright:** This non complying activity to construct a dwelling and accommodation units that are within the setbacks from Union Street, Greenstone Road, unnamed legal road and the side boundary was limited notified on August 12<sup>th</sup>. Submissions close on September 10.
- **Resource Consent 130026: AJ Gillman:** This discretionary application to alter the location of the screening plant for the existing mining operation at Stony Creek, Lake Kaniere Road was limited notified on August 14.