



GREYTOWN COMMUNITY BOARD

**Agenda
26 April 2017**

Notice of a meeting to be held in the WBS Room of the Greytown Town Centre, 89 Main Street, Greytown, on Wednesday 26 April 2017 commencing at 7:00pm.

MEMBERSHIP OF THE COMMITTEE

Leigh Hay (Chair), Cr Paora Ammunson, Cr Margaret Craig, Mike Gray, Ann Rainford and Christine Stevenson. Student representative AJ Southey.

PUBLIC BUSINESS

1. APOLOGIES:

2. CONFLICTS OF INTEREST:

3. PUBLIC PARTICIPATION:

3.1 Geoff Clark, speaking on Greytown Matters **7:00pm**

4. PRESENTATIONS:

4.1 Katie Abbott and Jeremy Partridge, Tree Advisory Group update **7:05pm**

5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS:

As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

6. COMMUNITY BOARD MINUTES:

6.1 Minutes for Approval: Greytown Community Board Minutes of 15 March 2017 **Pages 1-5**

***Proposed Resolution:** That the minutes of the Greytown Community Board meeting held on 15 March 2017 be confirmed as a true and correct record.*

7. CHIEF EXECUTIVE AND STAFF REPORTS:

7.1 Action Items Report **Pages 6-9**

7.2 Income and Expenditure Statements **Pages 10-15**

7.3 Officers' Report to Community Boards **Pages 16-62**

7.4	Requests for Financial Assistance	Pages 63-64
7.5	Chorus Cabinet Art Community Board Project Opportunity	Pages 65-94
7.6	Poppy Road Signs Project	Pages 95-108
7.7	Review Policy C700 Street Banners and Flags	Pages 109-114
8.	NOTICES OF MOTION:	
8.1	None advised	
9.	CHAIRPERSON'S REPORT	
9.1	Chairperson's Report	Pages 115-116
9.2	Tree Advisory Group Terms of Reference	
10.	MEMBER REPORTS (INFORMATION)	
10.1	Civil Defence Emergency Management	
11.	CORRESPONDENCE	
	<i>Proposed Resolution: That the outwards correspondence be approved.</i>	
11.1	Outwards	
	To Margaret Cole, from Committee Secretary on behalf of the Greytown Community Board dated 16 March 2017	Page 117



Greytown Community Board

Minutes – 15 March 2017

- Present:** Leigh Hay (Chair), Cr Paora Ammunson (from 8:08pm), Cr Margaret Craig, Mike Gray, Ann Rainford, and Christine Stevenson.
- In Attendance:** Paul Crimp (Chief Executive), Mayor Viv Napier and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 15 March 2017 between 7:00pm and 8:30pm.
- Also in Attendance:** Liz Farley, Barbara Stedman, Jeremy Patridge (Tree Advisory Group).

PUBLIC BUSINESS

1. APOLOGIES

GCB RESOLVED (GCB 2017/11) to receive lateness apologies from Cr Paora Ammunson.

(Moved Hay/Seconded Cr Craig)

Carried

2. CONFLICTS OF INTEREST

Mike Gray declared a conflict of interest with the public participation item as presented by Liz Farley.

3. PUBLIC PARTICIPATION

3.1 Liz Farley

Mrs Farley requested Community Board support for the redesign of the chained western access to O'Connors Bush as it was a safety issue and deterred young families, the elderly, and those with disabilities from entering. Mrs Farley proposed a wooden barricade similar to the eastern entrance.

3.2 Barbara Stedman

Mrs Stedman presented concerns of Cotter Street residents (petition tabled) about future developments that would result in increased vehicle, cycle and foot traffic in the street. The primary concern was for non-vehicular users and residents' safety due to the narrowness of Cotter Street but uneasiness was also expressed about the preferred location of the proposed Wheels Park. Mrs Stedman proposed that Cotter Street become a 'no exit' street and requested Community Board action to ensure a safe, healthy and pleasant environment for residents and other users of the street.

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.

4. PRESENTATIONS:

4.1 Jeremy Partridge, Tree Advisory Group (TAG)

Mr Partridge was preparing a safety report on the St Luke's gum tree. Friends of O'Connors Bush had noted damage to young native trees in O'Connors Bush and asked Council to ensure contractors take care when working in the environment. The TAG would like additional trees to be listed as protected in the District Plan when it was reviewed. Concerns were expressed about the potential damage to anchorage tree roots when broadband fibre was laid and the TAG requested Council put in measures to ensure trees along Main Street were protected before works were undertaken.

5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS

5.1 Liz Farley

GCB NOTED:

1. Action 148: Propose a wooden barrier solution to the western entrance of O'Connors Bush that allowed entry to walkers, wheelchairs and strollers, but discouraged cyclists; GCB

5.2 Barbara Stedman

GCB NOTED:

1. Action 149: Accept Barbara Stedman's written submission to the Community Board as a submission the 17/18 Draft Annual Plan; P Crimp

5.3 Tree Advisory Group

Members noted the relevance of the point made regarding damage to tree roots from digging trenches to lay fibre, but that Greytown would not be getting fibre until 2020.

Residents would be asked to put forward their trees for protection once the District Plan review was underway.

6. COMMUNITY BOARD MINUTES

6.1 Greytown Community Board Minutes – 1 February 2017

GCB RESOLVED (GCB 2017/12) that the minutes of the Greytown Community Board meeting held on 1 February 2017 be confirmed as a true and correct record.

(Moved Hay/Seconded Rainford)

Carried

7. CHIEF EXECUTIVE AND STAFF REPORTS

7.1 Action Items Report

Members discussed the purchase of replacement flags for Greytown.

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GCB RESOLVED (GCB 2017/13) to receive the Action Items Report and remove the \$400 commitment for the ‘free swim day’.
(*Moved Cr Craig/Seconded Rainford*)

Carried

7.2 Income and Expenditure Report

GCB RESOLVED (GCB 2017/14) to receive the Income and Expenditure Statement for the period 1 July 2016 – 31 January 2017.
(*Moved Hay/Seconded Cr Craig*)

Carried

7.3 Officers Report

Christine Stevenson left the meeting at 7:38pm.

Christine Stevenson returned to the meeting at 7:40pm.

Mr Crimp discussed rates arrears, planned works for the Greytown Town Centre, Greytown service capacity due to land developments, contributions and affordable housing with members.

GCB RESOLVED (GCB 2017/15) to receive the Officers’ Report.
(*Moved Hay/Seconded Stevenson*)

Carried

7.4 Community Board Grants Accountability Report.

GCB RESOLVED (GCB 2017/16) to receive the Community Board Grants Accountability Report.
(*Moved Cr Craig/Seconded Stevenson*)

Carried

7.5 Naming of New Roads

GCB RESOLVED (GCB 2017/17):

1. To receive the Naming of New Roads Report.
2. To submit a list of approved names and support the revised road approval process.

(*Moved Cr Craig/Seconded Gray*)

Carried

7.6 Policy Review Process

Members discussed the Community Board Terms of Reference review date and asked that it was reviewed earlier than planned.

Mayor Napier undertook to finalise the findings of the Community Board Working Group and report them to Council and the community boards with a view to amending the Community Board Terms of Reference.

GCB RESOLVED (GCB 2017/18) to receive the Policy Review Process Report.

(*Moved Hay/Seconded Stevenson*)

Carried

7.7 Swimming Pool Management Issues

Mrs Hay expressed an interest in the Community Board purchasing the Martinborough Pool inflatable slide for Greytown use if it was unable to be used in Martinborough.

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GCB RESOLVED (GCB 2017/19) to receive the Swimming Pool Management Issues Report.

(Moved Cr Craig/Seconded Rainford)

Carried

8. NOTICES OF MOTION

There were no notices of motion.

9. CHAIRPERSONS REPORT

9.1 Chairperson's Report

GCB RESOLVED (GCB 2016/20) to receive the Chairperson's Report.

(Moved Hay/Seconded Rainford)

Carried

10. MEMBERS REPORTS (INFORMATION)

10.1 Greytown Free Swims Programme

Mayor Napier congratulated the Board on a great initiative.

GCB RESOLVED (GCB 2017/21) to receive the information and once financial amounts were known update the report and send to sponsors.

(Moved Cr Craig/Seconded Stevenson)

Carried

10.2 Wairarapa Library Service

GCB RESOLVED (GCB 2017/22) to receive the Wairarapa Library Service Report.

(Moved Hay/Seconded Rainford)

Carried

10.3 Greytown Sports Facilities Taskforce

Cr Ammunson reported that the Taskforce had undertaken a stocktake of sporting facilities in the community and findings showed limited long term planning for the maintenance and upgrade of buildings by clubs and that sports field use was at full capacity. The vision of the Taskforce was to future proof sporting facilities by getting better integration of clubs with Kuranui College as well as securing further investment into Soldiers Memorial Park.

10.4 Civil Defence Emergency Management

Members agreed to meet with Wellington Region Emergency Management Office (WREMO) to undertake forward planning.

11. CORRESPONDENCE

11.1 Inwards

From Victim Support to Greytown Community Board, dated 27 February 2017

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.

From Margaret Cole to Chair, Greytown Community Board, dated 31 January 2017

11.2 Outwards

To Linda Kirkland, Cobblestones Museum, from Suzanne Clark, committee Secretary on behalf of Greytown Community Board dated 23 February 2017

To Ian Farley, Greytown Lions, from Suzanne Clark, Committee Secretary on behalf of Greytown Community Board, dated 20 February 2017

GCB RESOLVED (GCB 2017/23):

1. To receive the inwards and approve the outwards correspondence.
2. That the correspondence from Margaret Cole be forwarded to Council's Amenities Manager for comment back to the Greytown Community Board as soon as possible.

(Moved Cr Craig/Seconded Stevenson)

Carried

Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

DISCLAIMER

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GREYTOWN COMMUNITY BOARD

26 APRIL 2017

AGENDA ITEM 7.1

ACTION ITEMS REPORT

Purpose of Report

To present the Community Board with updates on actions and resolutions.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*

1. Executive Summary

Action items from recent meetings are presented to the Community Board for information. The Chair may ask the Chief Executive for comment and all members may ask the Chief Executive for clarification and information through the Chair.

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will be remain in a master register but no longer reported on.

2. Appendices

Appendix 1 - Action Items to 26 April 2017

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – Action Items to 26 April 2017

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
43	GCB	3-Feb-16	Resolution	Leigh Hay	GCB RESOLVED (GCB 2016/06) to approve a budget of up to \$1,000 to remove old Greytown entrance way signs. (Moved Cr Craig/Seconded Stevenson) Carried	Open	In Commitments 13/4/17: This should take place within the next month. Permission for consent has being lodged with NZTA
240	GCB	27-Apr-16	Resolution	Mark	GCB RESOLVED (GCB 2016/17) to support the submission of Graeme Gray, representing the Greytown 2000 Project, to update the Greytown Cemetery name boards, including burials and cremations, in the immediate future. (Moved Cr Craig/Seconded Hay) Carried	Open	19/5/16: Advised that the Wairarapa Branch of the Society of Genealogists has been approached looking for volunteers to work through the update as there is currently no staff capacity. No time-frame for completion but the project has started. 07/06 Genealogists have a team to work on this, preliminary meeting next week 22/07 Genealogists under way with compiling revised list to update sign 7-2-17 Still underway 05/12 Genealogists are almost finished with their work, just waiting on final spreadsheet 03/03/17 Genealogists touched base to say they are about two weeks away from being finished with their work. Tirsh and Helen to meet with them when they finish, and then plan the updated signage <i>(this action is to remain live until completed)</i>
331	GCB	8-Jun-16	Resolution	Leigh Hay	GCB RESOLVED (GCB 2016/35) that up to \$3,000 plus GST be approved as per the agreed budget and street beautification plan proposal for planting arrangements in 16 wine barrels. (Moved Farley/Seconded Cr Napier) Carried	Open	16/8/16: Invoice for laurels \$1,836; 22/11/17 stencils \$287 (Lamb-Peters); 30/8/16 Potting Mix \$595 (Farmlands), Lansdowne Nuserly \$120 (TO DATE TOTAL: \$2,838, GCB to advise if more invoices to come)
58	GCB	1-Feb-17	Action	Paul	Request LGNZ provide a replacement certificate and any other items of recognition to Christine Stevenson for long service to the Greytown Community Board	Open	Being followed up with LGNZ every week. 13/4/17: Advised certificate would be with us by the 26 April 17.
60	GCB	1-Feb-17	Action	Paul	Review the proposed Greytown CDEM Community Response Team's TOR for uniformity	Open	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					(as compared to the Featherston and Martinborough documents), against WREMO's contracted responsibilities and Councils standard templates		
137	GCB	15-Mar-17	Resolution	Jennie	GCB RESOLVED (GCB 2017/13) to receive the Action Items Report and remove the \$400 commitment for the 'free swim day'. (Moved Cr Craig/Seconded Rainford) Carried	Actioned	
141	GCB	15-Mar-17	Resolution	Leigh Hay	GCB RESOLVED (GCB 2017/17): 1. To receive the Naming of New Roads Report. 2. To submit a list of approved names and support the revised road approval process. (Moved Cr Craig/Seconded Gray) Carried	Open	13/4/17: Leigh Hay has contacted Ian Farley to put forward significant local names (with Explanations) for consideration. Paora has submitted a list of significant Maori names,
145	GCB	15-Mar-17	Resolution	Ann Rainford	GCB RESOLVED (GCB 2017/21) to receive the information and once financial amounts were known update the report and send to sponsors. (Moved Cr Craig/Seconded Stevenson) Carried	Open	
147	GCB	15-Mar-17	Resolution	Paul	GCB RESOLVED (GCB 2017/23): 1. To receive the inwards and approve the outwards correspondence. 2. That the correspondence from Margaret Cole be forwarded to Council's Amenities Manager for comment back to the Greytown Community Board as soon as possible. (Moved Cr Craig/Seconded Stevenson) Carried	Actioned	
148	GCB	15-Mar-17	Action	GCB	Propose a wooden barrier solution to the western entrance of O'Connors Bush that allowed entry to walkers, wheelchairs and strollers, but discouraged cyclists	Open	
149	GCB	15-Mar-17	Action	Paul	Accept Barbara Stedman's written submission to the Community Board as a submission the 17/18 Draft Annual Plan	Actioned	

GREYTOWN COMMUNITY BOARD

26 APRIL 2017

AGENDA ITEM 7.2

INCOME AND EXPENDITURE STATEMENTS

Purpose of Report

To present the Community Board with the most recent Income and Expenditure Statement for the 16/17 year.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Statement for the period 1 July 2016 – 31 March 2017.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2015- 30 June 2016 and for 1 July 2016 – 31 March 2017 are attached in Appendix 1 for information. The Chair may ask the Chief Executive for comment and all members may ask the Chief Executive for clarification and information through the Chair.

The beautification budget income and expenditure is now included.

An existing arrangement exists with the Friends of Stella and Sarah to hold funds for the Cabbage Tree sculpture, the current balance is attached.

2. Appendices

Appendix 1 - Income and Expenditure Statement for the period 1 July 2016 – 31 March 2017

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Paul Crimp, Chief Executive

**Appendix 1 – Income and
Expenditure Statement for
the period 1 July 2016 – 31
March 2017**

Greytown Community Board		
Income & Expenditure to 31 March 2017		
	<u>INCOME</u>	
	Balance 1 July 2016	5,369.69
	Annual Plan 2016/17	31,954.00
	TOTAL INCOME	37,323.69
	<u>EXPENDITURE</u>	
	Members' Salaries	11,653.98
	Total Personnel Costs	11,653.98
1/07/2016	AP City Care Gtn Barrels - May 2016	120.00
26/07/2016	AP City Care Gtn Barrels July 2016	120.00
25/08/2016	AP City Care Gtn Barrels - Aug 16	120.00
1/09/2016	AP Lamb-Peters Pri 1xfootpath sign, Tourist Info Centre Layout and Proofing \$30.00 (ov	265.00
27/09/2016	AP City Care Weed & water barrels Gtn	120.00
27/09/2016	AP Local Governmen Annl Com Brd's lew Fsn, Gtn, Mbo	166.67
26/10/2016	AP City Care Gtn Barrels weed/water Oct 16	120.00
31/10/2016	AP OfficeMax New Z Stationery	11.19
25/11/2016	AP Fitting out container-space	500.00
25/11/2016	AP Greytown Swimmi Purchase 6 new starting blocks	500.00
25/11/2016	AP Greytown Cricke Costs 150th year Jubilee	500.00
29/11/2016	AP City Care Gtn Barrels weed & garden - November 16	120.00
8/12/2016	AP Printcraft Business cards 250 x 19 names	164.00
28/12/2016	AP City Care Gtn Barrels - Dec weed and garden	120.00
17/01/2017	AP City Care Gtn Barrels - January 2017	120.00
27/02/2017	AP City Care Gtn Barrels weeding/watering Feb 17	120.00
4/12/2016	AP Instal Xmas decorations for town hall	400.00
	Total General Expenses	3,586.86
1/08/2016	AP Greytown Scout GCB Grant-jamboree	500.00
31/08/2016	AP Greytown Trails GCB Grant Mtc costs of trail	1,000.00
	Total Grants	1,500.00
	TOTAL EXPENDITURE	16,740.84
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	20,582.85
	<u>LESS: COMMITMENTS</u>	
	Salaries to 30 June 2017	4,246.02
	City Care Maintain barrels in town centre 2016/17	360.00
	Remove Old Welcome to Greytown Signs	1,000.00
	Free Swim Month	1,250.00
	Total Commitments	6,856.02
	BALANCE TO CARRY FORWARD	13,726.83

Greytown Beautification budget	
Budget	
2013/2014	10,300.00
2014/2015	10,000.00
2015/2016	10,220.00
2016/2017	10,460.00
Total Budget	40,980.00
16/17 expenditure	
Flag makers GTN branded flags	1,498.54
Leafland plants for wine barrels	1,836.00
Power services	595.00
Farmlands	252.00
Lamb-Peters wine barrel stencils etc.	287.00
15/16 expenditure	
Marks signs	380.00
14/15 expenditure	
City care - entrance way project	8,716.72
City care - entrance way project	1,953.83
13/14 expenditure	
City care	1,106.80
Total Expenditure	16,625.89
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	24,354.11
<u>LESS: COMMITMENTS</u>	
Total Commitments	-
BALANCE TO CARRY FORWARD	24,354.11

<u>CABBAGE TREE SCULPT INCOME AND EXPENDITURE</u>	
<u>Cabbage tree Grant income received</u>	
2014/15	
CABBAGE TREE SCULPT-FRIENDS OF	1,000.00
2015/16	
Sculpture Stella Bull	500.00
CCS GRANT, KOUKA SCULPTURE 40S	1,000.00
HOLMES CONSTRUCTION, KOUKA SCU	1,000.00
Trust House	3,000.00
Fresh Choice - Kouka Sculpt 7/1	500.00
Fresh Choice - Koura Sculpt 20/1	500.00
PBL Sculpture	500.00
Rotary	1,000.00
Liz Koh	500.00
Aratoi	5,000.00
Bequest Sargood	2,250.00
2016/17	
FOOD FOREST ORG	500.00
BETTY THOMPSON FAM	100.00
GTN TRUST LANDS TST	1,000.00
BLACKWELL A	500.00
THE LOLLY JAR	100.00
SOUTHEY CONSTRUCTION	50.00
CIVIC SQUARE LTD	500.00
NIKAU FOUNDATION	1,500.00
CRIGHTONS ITM	200.00
GREYTOWN DUTCHERY	100.00
STEPHEN MAURIC	100.00
WHITE SWAN	500.00
TRUST HOUSE	500.00
GREENWOOD TR	500.00
MALONE R M	200.00
Total Collected to 31 March 2017	23,100.00
<u>Cabbage tree Expenditure</u>	
Progress payment Niko Thomsen	6,037.50
Progress payment Niko Thomsen	6,037.50
Total Expenditure to 31 March 2017	12,075.00
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	11,025.00

Greytown Community Board	
Income & Expenditure For the year ended 30 June 2016	
INCOME	
Balance 1 July 2015	10,339.48
Annual Plan 2015/16	20,954.00
TOTAL INCOME	31,293.48
EXPENDITURE	
Members' Salaries	15,300.00
Total Personnel Costs	15,300.00
AP City Care Greytown barrels - July 15	120.00
AP Greathead papers-digitisation	3,260.00
AP Mr M Gray Friends of O'Connors Bush reimb	32.93
AP Artwork for Welcome to Gtn sign	150.00
AP City Care Gtn Barrels - Aug 15	120.00
AP Local Governmen Annual C/Brd levy 2015/16	166.67
AP City Care Greytown Barrels - Sept 15	120.00
AP Mark`s Signs Pick up after your pet sign	420.00
expenses x wages OCT	79.79
AP Student workshop 20/6/15	500.00
Diary 2016	11.99
AP Stationery & Info Cen volunteers lunch	324.38
AP Phase 2 Xmas decorations GCB	500.00
AP City Care December 15 Gtn Barrels	120.00
AP City Care October 15 Gtn Barrels	120.00
AP City Care November 15 Gtn Barrels	120.00
AP City Care January 16 Gtn Barrels	120.00
AP City Care Gtn Barrels Feb 16 Weed & Water Main	120.00
AP Lamb-Peters Pri 1600xA5 flyers CD preparedness Training	214.00
AP City Care Gtn Barrels March 2016 water & weed	120.00
AP City Care Gtn barrels - April 2016	120.00
Free Swim Day GCB 2015/59	140.50
AP City Care Gtn Barrels June	120.00
Total General Expenses	7,120.26
AP Grant-Rimutaka Crossing Reenactment	200.00
AP Greytown Trails GCB grant promotion of trail	1,000.00
AP NZ Council of V Programme costs-grant	500.00
AP Lanza Jute Tote Bags GCB grant Grant was to Greytown Country Market	524.40
C B WHYTE - JUTE BAGS GCB GRAN	-20.87
AP Friends of Cobb GCB grant"Carols at Cobblestones"	200.00
AP Greytown Little "Take a Chance on Me" grant	400.00
AP Wairarapa Mathe GCB Grant - Aug 16 Maths Week	200.00
AP GCB 16 grant wet weather overalls	500.00
Total Grants	3,503.53
TOTAL EXPENDITURE	25,923.79
ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	5,369.69
BALANCE TO CARRY FORWARD	5,369.69

GREYTOWN COMMUNITY BOARD

26 APRIL 2017

AGENDA ITEM 7.3

OFFICERS' REPORT

Purpose of Report

To report to the community boards and Maori Standing Committee on general activities.

Recommendations

Officers recommend that the Community Board/Committee:

1. *Receive the information.*

CHIEF EXECUTIVE OFFICER

1. Executive Summary

This period has been dominated with the preparation of the 2017/18 Annual Plan. The process involves a significant body of work and many meetings.

It is pleasing to note the proposed rates increase will be in line with that signalled in the 2015/25 Long Term Plan, prepared a couple of years ago.

The Local Government Commission has announced and published their draft proposal for consultation. This is a milestone many years in the making, and it is pleasing progress is being made.

2. Governance/Leadership/Advocacy

The following table provides the year to date results for KPI's set for the Governance output [note this report updated and is as at 30 June 2016]

GOVERNANCE, LEADERSHIP AND ADVOCACY MEASURING SERVICE DELIVERY PERFORMANCE					
SERVICE LEVEL	KEY PERFORMANCE INDICATORS	2014/15	2015/16	2015/16	COMMENTS
		ACTUAL	TARGET	ACTUAL	
Opportunities are provided for the community to have its views heard	Ratepayers and residents feel they can contact a Council member to raise an issue or problem	73%	75%	73%	The National Research Bureau (NRB) Customer Satisfaction survey was carried out during 2013/14. In addition to the 73% (2011 75%) positive response, 16% (2011 14%) felt they were unable to comment.
	Ratepayers and residents feel that the Mayor and councillors give a fair hearing to their views	62%	70%	62%	The NRB Customer Satisfaction survey was carried out during 2013/14. In addition to the 62% (2011 55%) positive response, 21% (2011 28%) felt they were unable to comment.
Council determines what activities it should engage in through consultation and regulatory requirements then sets clear direction	Ratepayers and residents are satisfied with Council's decisions and actions	59%	80%	76	The Colmar Brunton (CB) Customer Satisfaction survey was carried out in 2015 in addition to the 59% satisfied 11% felt they were unable to comment. The full NRB customer satisfaction survey was carried out during 2013/14. In addition to the 76% (2011 73%) positive response, 8% (2011 9%) felt they were unable to comment.
	Ratepayers and residents are satisfied with how Council allocates rates/funds to be spent on the services and facilities provided (target peer group age)	64%	78%	64%	The NRB Customer Satisfaction survey was carried out during 2013/14. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to comment.
Community Boards make decisions that consider local issues	Community Board decision - making reports on local issues	Greytown 92% Featherston 95% Martinborough 95%	90%	Greytown 98% Featherston 97% Martinborough 97%	This measure reports on the percentage of resolutions made that relate solely to local issues.
	% of ratepayers and residents who know how to contact a community board member	65%	65%	65%	The NRB Customer Satisfaction survey was carried out during 2013/14. In addition to the 64% (2011 59%) positive response, 14% (2011 9%) felt they were unable to comment.
Opportunities are available to raise local issues and understand what will happen as a result	Ratepayers and residents satisfied with the way Council involves the public in the decision it makes	49%	68%	49%	The NRB Customer Satisfaction survey was carried out during 2013/14. In addition to the 49% (2011 50%) positive response, 26% (2011 25%) indicated they were neither satisfied nor dissatisfied, and 5% (2011 5%) felt they were unable to comment.
Opportunities are available to raise issues relating to Maori through the Maori Standing Committee	The Maori Standing Committee makes recommendations to Council in relation to policy and plan development and resource management applications	Achieved	100% applicable applications	100%	Maori Standing Committee met on 6 occasions. In total 5 resource consent applications were considered, however due to the timing of the meetings 1 was considered outside normal meetings.

2.1 Local Government Commission

The Local Government Commission released their draft proposal on 15 March. Consultation will continue, the timeline is outlined in the table below:

Date	What is happening
15 March (TBC)	Draft proposal released and submissions called for
Weekends in April	Public information stands at various locations in the Wairarapa
3 May	Submissions close
Tuesday 23 May	Hearings commence in Martinborough – with SWDC at 9am
May onwards	Commissioners consider submissions and decide whether to release a final proposal
July - November	Commissioners aim to release final proposal (if sufficient community support), or a final decision
Nov 2017 – April 2018	If final proposal issued, poll will be held sometime during this period
Early 2018	If poll endorses final proposal, transition Board formed
Oct 18 – Oct 19	Election of new council

3. Strategic Planning and Policy Development

3.1 Meetings/Conferences

3.1.1. Chief Executive Forum

One CE forum was held. Matters covered were Accelerate Wellington; Rimutaka Cycle Trails; WREMO. In addition the first part of the meeting was the usual WREMO presentation. Of note was the resignation of Bruce Pepperell, CE of WREMO, and change in chair from Pat Dougherty (CE Kapiti Coast DC) to Tony Stallinger (CE Hutt City)

3.1.2. Mayoral Forum

No Mayoral forum was held, the next Mayoral forum is due 31 March.

3.1.3. Community Boards

The second round of community board meetings for the year has been completed.

3.1.4. Shared Services Working Party

One shared services working party was held, the following items were discussed: Rural broadband; Resilience regarding CDEM; Predator Free / Cats; joint submission on Land Transport Government Policy Statement.

3.1.5. Rural & Provincial

This meeting was held 16 and 17 March, and included the usual wide range of current topics. Day 1 included LGNZ Update; Local Government Excellence program; presentation from the Ombudsman; and a couple of Tourism sessions. Day two covered risk and resilience; and Ministry of culture and heritage.

Key outtakes from this forum were the focus (still) on infrastructural assets, particularly underground, and the now prominent focus on resilience. The

other outtake was that it was obviously election year, with the rhetoric that precedes that event.

4. Corporate

4.1 Occupational Health and Safety

We continue to make good progress on health and safety matters. No matters were reported during the period. Attached as Appendix 1 is a summary of activities for 1 February to 31 March 2017.

4.1.1. Waihinga Centre/Martinborough Town Hall

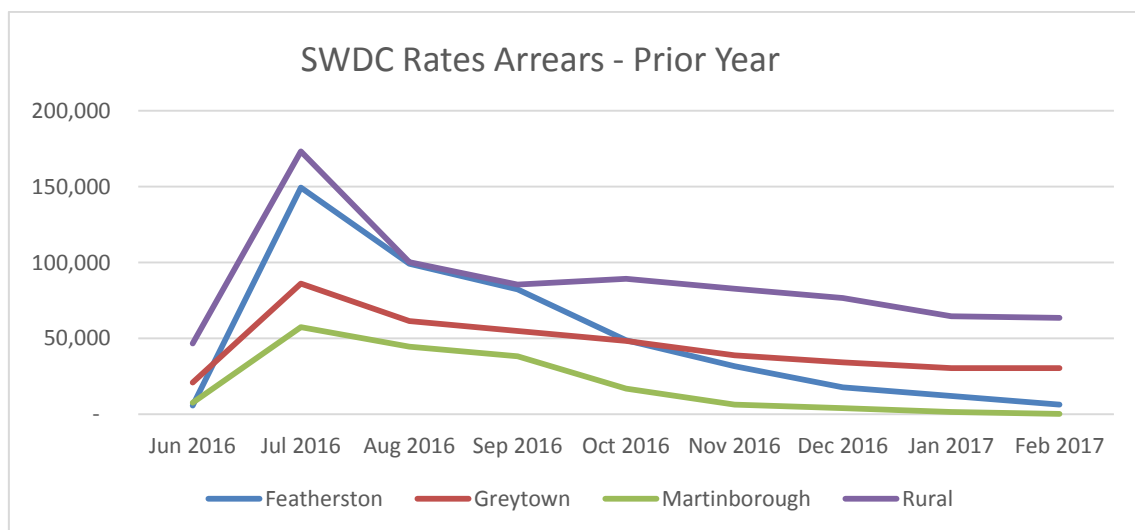
The project has commenced with work in the Town Hall being the initial focus.

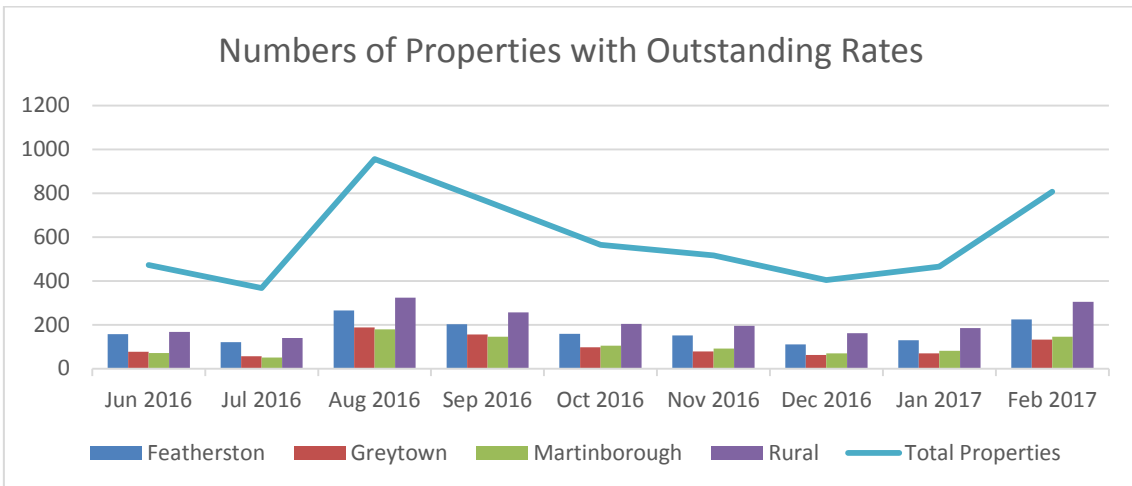
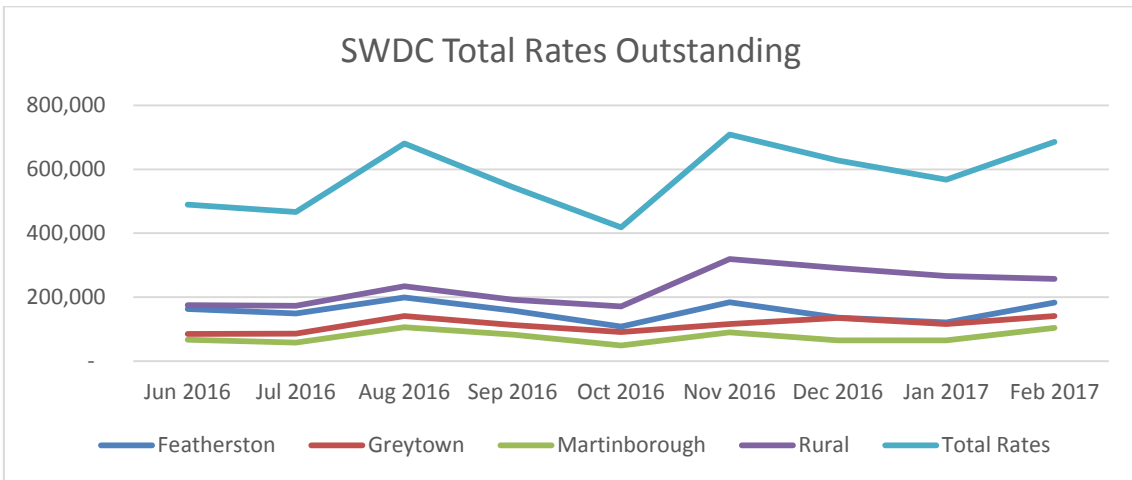
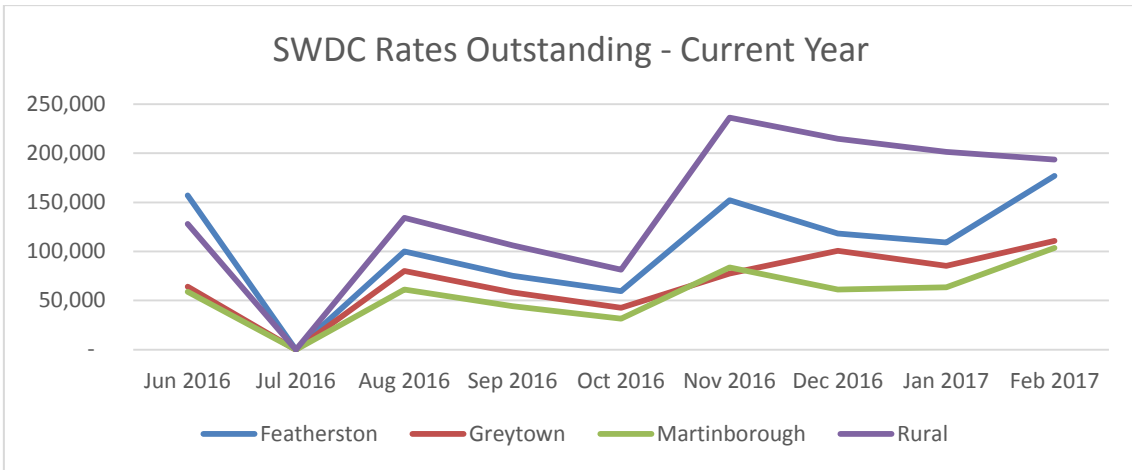
A stakeholder meeting was held with all stakeholder groups represented. This meeting was held to ensure all stakeholders are aware of progress and to seek further feedback if required.

As construction progresses further stakeholder meetings will be held to ensure any issues that may arise are able to be resolved.

4.2 Rates Arrears (Incl. GST)

As discussed at the previous meeting, rates debt will now be shown in graphical form, from which it is easier to ascertain trends.





4.3 LGOIMA Requests

DATE	TOPIC OF INFORMATION REQUEST	RESPONSE
5 February 2017	Traffic management plan for the Martinborough Fair	Information supplied
15 February 2017	Electronic Copy of the Council's District Valuation Roll information	Information supplied
28 February 2017	Information relating to dogs euthanized in the last five calendar years (2011 -2016).	Information supplied
8 March 2017	Government funding of product stewardship schemes in New Zealand, and the return of investment from these.	
16 March 2017	Chief Executive pay rates	
17 March 2017	Council rules relating to impounding of dogs.	

We continue to charge for those requests that require more than 1 hour and 20 pages of material. This charging regime is standard and used by central Government.

5. Appendices

Appendix 1 – Health and Safety Report

Contact Officer: Paul Crimp, Chief Executive Officer

Appendix 1 – Health and Safety Report

South Wairarapa District Council Health and Safety report 1 Feb 2017 – 31 March 2017

Health and Safety – driving continuous improvement (Lead indicators)

Health and Safety inductions	Health and Safety training	Near miss and new hazards reported
<ul style="list-style-type: none"> •No health and safety inductions this period. 	<ul style="list-style-type: none"> •One staff member attended ICAM investigation technique training. •Library staff attended safe use of ladder training by Building team member. •New H&S at Work Team members to receive training on hazard identification and risk assessment. 	<ul style="list-style-type: none"> •No near miss or hazards reported this period.

Health and Wellness programme

Employee Assistance Programme continues to be offered to all staff.

Health and Safety incidents (Lag indicators)

Non-injury incidents	Injuries requiring first aid, medical treatment (incl first aid register)	Number lost time injuries	Our learnings
<ul style="list-style-type: none"> •Non-injury Contractor incident. Overhead power cable struck with excavator while the machine was carrying pipe down the carriageway. Contractor undertook an investigation into the incident and Council notified WorkSafe. Layout, fatigue & inattentiveness by spotter identified as cause of incident. Contractor implemented actions to ensure incident does not occur again. 	<ul style="list-style-type: none"> •No incidents reported this period. 	<ul style="list-style-type: none"> •No lost time incidents reported this period. 	

Health and Safety strategy

Progress on Health and Safety work plan

- Work continues with contractor management systems, engaging with our contractors to ensure they have effective health and safety systems in place and their people are competent to work safely.

Engaging with our people

Health and Safety at Work Team continue to work hard and have made great progress since their forming late 2015. This year they have met twice and have worked on:

- Welcoming two new team members.
- Reviewing the H&S at Work Team charter.
- Reviewing the health and safety work plan.

Staff meetings

Health and safety a regular discussion point in staff team meetings.

Working with our contractors

Contractors are supplying details of their health and safety systems and council staff are reviewing to ensure they meet Council's requirements. Staff will follow up with contractors whose systems don't meet Council requirements or fail to provide information on their health and safety systems.

PLANNING AND ENVIRONMENT

1. Resource Management

1.1 Resource Management Act - District Plan

SERVICE LEVEL – Council has a Combined District Plan that proves certainty of land-use/environmental outcomes at the local and district levels.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 16/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	72%	92%	NRB 3 Yearly Survey
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)	Yes	-	Work has been completed on how data is recorded and stored in NCS. Effective reporting for the NMS can now be done. Council along with CDC and MDC have now commissioned the development of a strategy by Boffa Miskell to enable reporting against AER's in WCDP (plan effectiveness reports / SoE reports under Section 35 of the RMA91(as a first step in reviewing the WCDP.

Work has continued on the structure plan for the Future Development Area (FDA) in Greytown. All proceeding to plan it is anticipated that a presentation and report will be made to Council at the June meeting. This will set out the key aspects of the structure plan and provide a draft of the required Plan Change to commence implementation. At present consultation with local iwi is being set up. In addition a transportation report has been commissioned from a specialist traffic engineering consultancy GHD. This will look at the wider network issues that may arise with the development of the FDA.

1.2 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 16/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	97.75%	MagiQ (mainframe software system). 4 applications have exceeded timeframes as previously reported.
s.223* certificates issued within 10 working days	100%	91%	MagiQ. 2 applications have exceeded timeframes as previously reported.
s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	85%	96%	MagiQ. 1 application has exceeded timeframe as previously reported.

Resource Consent workloads continue to run well ahead of the long term average. Subdivision applications are leading the way. These are usually a precursor for other applications to Council for landuse approvals or building consents. We continue to use consultants to manage this workload. Two applications currently being processed could require hearings, consequently an Independent Hearings Commissioner (IHC) has been contracted to consider and determine the applications (there are submissions against the

applications). The applicants are Martinborough Transport and B and L Sollitt. It is also possible that the Orchard Road subdivision in Greytown (applicant Carruthers) will go to hearing before the same IHC, as the regional council wish to submit on the flood risk aspects of the development.

1.3 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 16/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains and updates reserve management plans as required.	1	0	No action required, plans up to date.

1.4 Local Government Act – LIM's

SERVICE LEVEL – Land Information Memoranda: It is easy to purchase information on any property in the District.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 16/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
My LIM contains all relevant accurate information (no proven complaints)	0	1	1 complaint to date, resulting from an error in the property title data supplied to Council by LINZ.
My non-urgent LIM is processed within 10 days	100%	100%	All processed within statutory timeline.

TYPE	YTD 1 JULY 2016 TO 28 FEBRUARY 2017	PREVIOUS YTD 1 JULY 2015 TO 28 FEBRUARY 2016	PERIOD 1 FEBRUARY TO 28 FEBRUARY 2017	PREVIOUS PERIOD 1 FEBRUARY 2016 TO 28 FEBRUARY 2016
Standard LIMs (Processed within 10 working days)	140	137	23	26
Urgent LIMs (Processed within 5 working days)	52	41	9	7
Totals	192	178	32	33

2. Public Protection

2.1 Building Act - Consents and Enforcement

SERVICE LEVEL - Council certifies all consented work complies with the building code, ensuring our communities are safe. The Council processes, inspects, and certifies building work in my district.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2016/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	99.56 %	MagiQ – 226 of 227 CCC's issued within 20WD. One application issued on 29 days. Application mis-placed electronically, procedures now in place to minimise risk of this recurring.
Building consent applications are processed within 20 working days	100%	98.60%	MagiQ – 351 of 356 consents issued within 20WD. This is due to volume of

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2016/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			consents being received over a 3 month period. Contactors have been secured to help with workflow.
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next IANZ review set for January 2018. Council was re-accredited in January 2016 without any CAR.
Earthquake prone buildings reports received	70%	63.43 %	144 of 227 known premises have been addressed. Work now on hold until the new statutory regime is fully in place. Changes may increase the number of buildings to be assessed.

TYPE	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	0	\$0.00
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	1	\$8,000.00
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters.	24	\$4,258,094.00
Other (public facilities - schools, toilets, halls, swimming pools)	1	\$90,000.00
Totals	26	\$14,207,881.00

INCIDENTS REPORTED (1 FEB – 28 FEB 17)	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	2	0	2
Attack on Person	0	1	0
Attack on Stock	0	0	0
Barking and whining	1	1	1
Lost Dogs	2	0	0
Found Dogs	0	0	0
Rushing Aggressive	0	0	0
Wandering	3	1	3
Welfare	0	0	0
Fouling	0	0	0
Total	8	3	6

A serious attack on a boy took place on a property near Greytown. Consequently the dog involved has been seized and is being held until a prosecution action is completed. Papers have been lodged with the Court, a hearing date is yet to be set down.

2.2 Public Places Bylaw 2012 - Stock Control

SERVICE LEVEL – Stock don't wander on roads, farmers are aware of their responsibilities.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\Animal Control Service request register.xls

INCIDENTS REPORTED	TOTAL
Stock	1

2.3 Resource Management Act – afterhours Noise Control

SERVICE LEVEL – The Council will respond when I need some help with noise control.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 15/16	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to	100%	100%	K:\resource\Health\Resource Management\Noise Control Complaints\Year Records 2010-2017.xls

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 16 TO 28 FEBRUARY 17	PREVIOUS YTD 1 JULY 15 TO 28 FEBRUARY 16	PERIOD 1 FEBRUARY 17 TO 28 FEBRUARY 17	PREVIOUS PERIOD 1 FEBRUARY 16 TO 28 FEBRUARY 16
Total	91	73	18	13

2.5 Sale and Supply of Alcohol Act - Licensing

SERVICE LEVEL – The supply of liquor is controlled by promoting responsible drinking.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2016/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	100%	All premises inspected to date at new or renewal application.
Premises that are high or medium risk are inspected annually, while low risk premises are audited no less than once every three years.	100%	100%	All premises inspected to date at new or renewal application.
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	100%	

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2016 TO 31 JANUARY 2017	PREVIOUS YTD 1 JULY 2015 TO 31 JANUARY 2016	PERIOD 1 FEBRUARY 2017 TO 28 FEBRUARY 2017	PREVIOUS PERIOD 1 NOVEMBER 2015 TO 31 JANUARY 2016
On Licence	8	14	4	1
Off Licence	8	14	2	0
Club Licence	1	1	0	0
Manager's Certificate	52	54	26	19
Special Licence	32	17	2	2
Temporary Authority	0	1	0	0
Total	135	123	34	22

2.5 Food Act - Safe Food

SERVICE LEVEL – Food services used by the public are safe.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 2016/17	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	MagiQ data
Premises are inspected in accord with regulatory requirements.	100%	100%	MagiQ data

2.6 Bylaws

Between the 1st and 28th of February 2017 one Notice relating to long grass was issued and two notices relating to trees and hedges. Six reports relating to litter and one abandoned vehicle complaint were responded to.

INFRASTRUCTURE AND SERVICES

1. Group Manager highlights

Over the last six weeks the department has been involved in the development of the Annual Plan and strategic planning. Work on information and data has been undertaken in advance of next year's works programmes, i.e. pram crossing reviews, speed zone reviews, water resilience and asset reviews, etc. This will inform the annual plan on works programs and costs.

Within the transport space meetings have been held with the 3 Wairarapa councils on the land transport plan and the strategic business case development for NZTA. Follow on from the reduction of the contract group discount collaboration is being looked into on a strategic level.

The combined waste contract tender closes on Wednesday 29 March and will be reviewed jointly. This contract is an excellent example of how the three councils can gain efficiencies and increase services together.

Civil Defence Emergency Management (CDEM) training undertaken has also highlighted the increase in standards and capability that has been achieved across the Wellington region. Both community training and individual role training has been undertaken and this is raising local and individual capability.

The Masterton, Carterton and South Wairarapa District Councils will submit the following comments in regard to the Government Policy Statement on Land Transport 2018 (GPS):

- "rural" roads.
- the GPS should identify that transport connections should not just be focused on the "destination" but also on the "starting point" for those journeys.
- The Councils have concerns about reduced maintenance spending resulting in lower average standards on the rural roads associated with the One Network Road Classification (ONRC) programme.
- The Councils support the regional economic development and tourism focus of the GPS.
- The Councils support the GPS giving priority to resilience investment on routes.
- The Councils are concerned that the GPS has focused on the extension of cycle networks in the main urban areas but is silent on supporting rural and provincial cycling.
- The Councils are also concerned that the national local road improvement budget will be reduced.

(See Appendix 4).

2. Water supply

SERVICE LEVEL – Council provides reliable and safe drinking water supplies. Water provided is safe to drink and there is adequate water for urban firefighting.

2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		FEBRUARY	YTD	FEBRUARY	YTD
The average consumption of drinking water per day per resident within the territorial authority	<400 Lt		341		
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%				
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000*	95%		99.6%		
Water supply systems comply with Ministry of Health Protozoa Drinking Water Standards guidelines 2000	95%		99.9%		
The total number of complaints received by the local authority about drinking water taste per 1000 connections	<15	0 per1000 (0 complaint)	0 per1000 (0 complaint)	0	0
The total number of complaints received by the local authority about drinking water odour per 1000 connections	<15	0 per1000 (0 complaint)	0.29 per1000 (1 complaint)	0	1
The total number of complaints received by the local authority about drinking water pressure of flow per 1000 connections	<15	0 per1000 (0 complaint)	1.73 per1000 (6 complaint)	0	6
The total number of complaints received by the local authority about continuity of supply per 1000 connections	<15	0 per1000 (0 complaint)	9.49 per1000 (33 complaint)	0	33
The total number of complaints received by the local authority about drinking water clarity per 1000 connections	<15	0.29 per1000 (1 complaint)	1.73 per1000 (6 complaint)	0	6
Ratepayers and residents satisfied with level of service for water	75%				
Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 1 Hr	(2/3) 67%	-	3	56
Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption	< 8 Hrs	(3/3) 100%	-	3	56
Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site	< 2 working days	(20/28) (71%)	-	28	229
Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm	< 5 working days	(24/28) (86%)	-	28	229
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	40%	40%		
The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<20%		45.5%		

2.2 Water supply capital improvements

2.2.1. Featherston water supply

Stage 2, the treatment improvement works, have now been completed despite some delay with the pH correction equipment. The commissioning/proving period will follow. After one month of routine operation (beginning April) Council will advise the Ministry of Health (MoH) that the project has been completed and is operating as intended. The balance of the subsidy available will then be claimed. Total project costs are not able to be confirmed as yet but expected to be in range \$1.35 - \$1.4M.

2.2.2. Water reticulation renewal

The tender for trunk pipeline renewal works for the Greytown urban supply in Woodside Road was let to Core Infrastructure Ltd in early January 2017. Note this matter was not (by accidental omission) reported to Council in the February meeting cycle.

The project scheduled within the 2016/17 renewals programme requires replacement of 3 kilometres of 300 mm diameter asbestos cement pipe-line that is deemed to be nearing the end of its useful service life (constructed in the 1970's). It is the second part of a three part rolling programme aimed at achieving full replacement of the trunk main in the 2017/18 year.

Work has progressed satisfactorily with some 80% of the pipeline laid to date. However we have experienced some difficulty with overhanging trees near the start of the works and associated private owner concerns.

Not wishing to compromise the preferred alignment in this location a section of some 90 metres in length will be replaced using trenchless technology at an additional estimated cost of about \$30K thereby mitigating potential tree and tree root damage. This technology will not be deployed until Stage 3, 2017/18 where the railway crossing at Woodside will be managed in the same way.

This work is expected to be completed by mid to late April 2017.

2.3 Water treatment plants

The Waiohine and Martinborough plants operated routinely over the period. The new WTP with UV disinfection is installed and the commissioning period will run through April.

2.4 Water reticulation

There were 18 reticulation repairs reported and rectified during the period.

2.5 Water races

Routine monthly inspections and blockage clearing of the water race network has been performed by City Care Ltd (CCL) to maintain satisfactory flows. There was 1 accounts for blockage clearing or no water flow for the Moroa network. None were reported for the Longwood network over the period.

3. Waste water

SERVICE LEVEL – Council provides waste water services that effectively collect and dispose of waste water. Waste water does not create any smells, spill or health issues and causes minimal impact on the natural environment.

3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		FEBRUARY	YTD	FEBRUARY	YTD
Number of blockages per 1000 connections	<10	0.99 per1000 (4 complaint)	8.46 per1000 (34 complaint)	4	34
Ratepayers and residents satisfaction with waste water services	70%	Annual survey	Annual survey	Annual survey	Annual survey
Number of dry weather sewerage overflows per 1000 connections	<10	-	-	0 per 1000 connections (0 overflow)	0 per 1000 connections (0 overflow)
Attendance time: from notification to arrival on site	< 1 Hr	-	-	4/5 (25%)	41
Resolution time: from notification to resolution of fault	< 4 Hrs	-	-	4/5 (80%)	41
% of resource consent conditions complied with to mainly complying or better*	90%				
No. of abatement notices	<2				0
No. of infringement notices	0				0
No. of enforcement notices	0				0
No. of convictions	0				0
No. of complaints per 1000 connections received about sewage odour	< 15	0.2 per 1000 (1 complaint)	0.99 per 1000 (4 complaint)	1	4
No. of complaints per 1000 connections received about sewage systems faults	< 15	0 per 1000 (0 complaint)	0.74 per 1000 (3 complaint)	0	3
No. of complaints per 1000 connections received about sewage system blockages	< 15	0.99 per1000 (4 complaint)	8.46 per1000 (34 complaint)	4	34
No. of complaints per 1000 connections received about the response to issues with sewage	< 15	0	0	0	0
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%	4/5 80%	-	4/5 (80%)	90% (37/41)

3.2 Waste water treatment plants

3.2.1. Capital and consents

Featherston waste water consent application

The consent application was lodged on 28 February 2017. To date no further feedback has been received from Greater Wellington Regional Council (GWRC), although more information is expected to be available at the meeting.

Another round of public consultation has been arranged for Saturday 8 April by way of a meeting at the Anzac Hall with previous submitters, adjoining landowners, the Featherston Community Board and other interested parties.

Staged improvements at Martinborough and Greytown WWTPs

Improvement works at the Martinborough site have commenced and are running late although irrigation infrastructure is expected on site before the end of April. Other civil works associated with the project are in the design confirmation phase and expected to be concluded next month. Realistically full completion of this phase cannot be expected until July/ August meeting the consent requirement of no later than November 2017 but later than we had anticipated.

Preliminary design works for the proposed improvements at the Greytown site have been completed with a number of minor matters to be resolved.

Procurement of the Stage 1B improvements will likely follow a ROI and RFP/ Design Build procurement process with completion aimed before May 2018.

New aerators have been ordered for Greytown, which are in transit from the United States. It is expected that the aerators will be in place by June, to assist with the treatment of the sludge and the planned desludging programme. The sludge bioremediation programme is planned to commence in May. Our application to Waste Minimisation Fund was denied.

3.2.2. Operational

Featherston, Greytown and Martinborough plants operated routinely during the period with no reported issues. Lake Ferry had some high flow issues at the pump stations during the heavy rain period mid-September. The plant coped well, with no breach of consent.

3.2.3. Water reticulation

There were 3 pipeline blockages reported during the period.

4. Storm water drainage

SERVICE LEVEL – Stormwater drains are well operated and maintained by the Council.

4.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
% of ratepayers and residents satisfied with stormwater drains	54%	Annual survey	Annual survey	Annual survey	Annual survey
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	0	0	0	0
No. of flooding events	0	0	0	0	0
No. of habitable floors affected per flooding event per 1000 properties connected	0	0	0	0	0
No. of abatements notices	0				
No. of infringement notices	0				
No. of enforcement notices	0				
No. of convictions	0				
Median Response time to flooding events (Notification to personnel reaching site in hrs)	3	-	-	0	0
No. of complaints about stormwater per 1000 properties connected	0	0	0	0	0

There has been some localised flooding of gardens in Watt Street, Featherston where root infiltration has blocked part of a drain.

5. Solid waste management

SERVICE LEVEL – Recycling stations are accessible and maintained. Refuse and recycling collection services are provided and waste minimisation actively promoted.

5.1 Key Performance Indicators

SOLID WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Number of communities with recycling centres	6		6		
Volume of waste disposed out of district	Decreasing by 2.5%	Decreased by 16% for October	Previous 12 month increased 5.8% on 2014	-	-
% of ratepayers and residents satisfied with the level of service	80%	Annual survey	Annual survey	Annual survey	Annual survey

5.2 Waste management

Routine services have been delivered successfully over the period. The recycling centres operated satisfactorily. The green waste was transferred by the start of March from Featherston where it was mulched and spread. The contractor is currently monitoring the accumulated green waste in Greytown.

5.3 Kerbside and associated services (Combined Contract Masterton District Council, Carterton District Council and SWDC 2017-2022)

Tenders for the combined waste services contract closes on 29 March 2017 and further information may be available at the meeting.

6. Land transport

SERVICE LEVEL – Roads are maintained to ensure they are safe and comfortable to travel on. Footpaths can be safely used to get around town.

6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		FEBRUARY	YTD	FEBRUARY	YTD
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%				
Ratepayers and residents fairly/very satisfied with the roads	78				
5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%				
The pavement condition index as measured by the NZTA pavement integrity index	95%				
The number of crashes causing injuries is reduced	Group and control average				
The number of fatalities and serious injury crashes on the local road network	<7				
Ratepayers and residents are satisfied with footpaths in the district	68%				
Availability of footpaths on at least one side of the road down the whole street	87%				
Footpath Condition rating 95% compliant with SWDC AMP Standard	95%				
The % of customer service requests relating to roads and footpaths responded to within 48 hours	95%	38/50 (76%)	205/261 (79%)	50	261
Meet annual plan footpath targets	Yes				

6.2 Roading maintenance – Fulton Hogan

February was a busy month with some fixed price works, rock delivery, high cut as well as emergency response and clean up to a large rainfall event on 17 – 18 February.

The Donald’s Creek pedestrian crossing was painted with Cabot’s Aquadeck and has provided a very professional finish to a high quality job.

The Birdwood Street, Featherston pedestrian crossing was completed in full with signs and road marking installed.

A source of armour has been found in the Taranaki area. We have carted in 435 ton @ \$140/ton. This is \$25/ton more expensive than the previous supplier due to the extra cartage; however the quality of the rock is far more superior.

Fulton Hogan is currently looking to open up the old Taipo Quarry where there is a large amount of high quality armour rock to be sourced.

All other rock in close proximity has been reserved for the large earthworks in the Wellington region, mainly Transmission Gully.

There was a large rainfall event on 17 and 18 February with a heavy north easterly causing flooding and damage to the coastal areas. This required some initial response from our excavator and grader crews to open the roads and make as safe as possible. The cleanup works are continuing into March.

The rains also created an urgent culvert replacement and road reinstatement on Gregs Lane, Papawai. This is the main entrance to JR Orchard's and required urgent repair due to the harvest season coming up as well as the huge public safety risk.

There were some dig out repairs completed on the pre seal sites of Pukio West and Esther Street, Martinborough as well as the monthly routine items and sign replacement.

The East Street, Greytown judder bars and signs have now been reinstated.



7. Amenities

The Amenities team is responsible for the management of council's parks, reserves and other amenities. The team looks after 12 parks, 31 reserves, 41 buildings, five sports facilities, four cemeteries, seven public toilets and 22 other properties. The Amenities Manager is the contract manager for the City Care parks and reserves contract, and also for the management of the libraries.

SERVICE LEVEL – Parks and reserves enhance the quality of life in our communities. Our playgrounds are safe and enjoyed by the community. Clean safe public swimming pools can be accessed in the District. Provision of some low cost housing for the elderly (or in line with Council policy) in each town. Well maintained hall facilities that are available for the public to book. Public toilets are convenient, clean and safe. There is a wide range of library stock including up to date material.

7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2016/17	COMPLAINTS		INCIDENTS	
		MONTH	YTD	MONTH	YTD
Users satisfied with parks and reserves	90%				
Ratepayers and residents are satisfied with Council playgrounds	80%				
Council playground equipment that meets national standards	100%				
Council pools comply with NZ swimming pool water testing standards	100%				
Ratepayers and residents satisfaction with Council swimming pools	65%				
Occupancy of pensioner housing	99.8%				
Ratepayers and residents satisfied with town halls	74%				
Cycle strategy	Developed				
Ratepayers and residents satisfied with public toilet facilities	90%				
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library				
% of ratepayers and residents satisfied with libraries	90%				

7.2 Parks and Reserves

7.2.1. Featherston

Preparations are underway at Card Reserve for the transition from summer sport to winter sport. The rugby fields have now been marked out.

7.2.2. Greytown

The 4-tonne steel kouka (cabbage tree) sculpture has been installed at Stella Bull Park. Some finishing touches are required, and a formal blessing ceremony will be held.

7.2.3. Martinborough

Grass has been re-sown on Soldiers' Memorial Park in the Town Square – the second Martinborough Fair came after a fair bit of rain, and heavy foot traffic from the fair killed a considerable amount of grass.

7.2.4. Coastal reserves

Two new warning signs have been installed at Lake Ferry, at the beginning of the track to the beach, and near the hard-stand for the portable toilets. The old sign is being removed.



7.3 Community housing

There has been an increase in the enquiries over the last month, and from those enquiries two applications have been received. The waiting lists remain long, with five people waiting for flats at Martinborough, two at Greytown and twelve at Featherston.

The six monthly flat inspections at Cicely Martin flats in Martinborough were held on Thursday, 9 February 2017. The inspections for Burling and Matthews flats in Featherston were held on Monday 13 March 2017. The inspection of Westhaven flats will be in early April.

Flat inspections give officers the opportunity not only to check that flats are being kept in a reasonable condition, but also to ensure that smoke detectors are actively working and to identify any maintenance work that is required. It is a good chance to have a general catch-up with the residents, ensure they are managing in their flats, and check whether they need home assistance, meals on wheels etc.

The tenants regularly provide feedback such as 'they were grateful to have these flats' and that they 'feel safe'.

Yukiko Kuboshima, a PhD student in the School of Architecture at Victoria University of Wellington, attended the inspections as part of her survey work. Tenants at Cicely Martin, Burling and Matthew flats enjoyed meeting Yukiko and talking to her.

7.4 Cemeteries

7.4.1. Purchases of burial plots/niches 10 February 2017 to 23 March 2017

	Greytown	Featherston	Martinborough
Niche			
In-ground Ashes Beam	1		
Plot	1	2	
Total	2	2	0

7.4.2. Ashes interments/burials 10 February 2017 to 23 March 2017

	Greytown	Featherston	Martinborough
Burial	1		
Ashes in-ground	1		1
Ashes wall			
Total	2	0	1

7.5 Swimming pools

The swimming season finished for 2016/17 on 12 March. Numbers were well down on previous seasons presumably due to poor weather.

7.5.1. Swimmer numbers for all pools February and March

The swimming season finished for 2016/17 on 12 March. Numbers were well down on previous seasons presumably due to poor weather.

	Greytown	Featherston	Martinborough
February swimmer numbers	1203	455	708
Concessions as %age of total swimmers	24%	44%	45%
Peak day : number of swimmers	05/02/2017 : 363	05/02/2017 : 74	05/02/2017 : 192
Number of unattended days (no swimmers)	5	7	6

	Greytown	Featherston	Martinborough
March swimmer numbers (1-12/03 only)	368	311	437
Concessions as %age of total swimmers	24%	45%	34%
Peak day : number of swimmers	04/03/2017: 112	04/03/2017 : 51	04/03/2017 : 10
Number of unattended days (no swimmers)	3	3	8

7.5.2. Total swimmer numbers for 2016/17 season

	Greytown	Featherston	Martinborough
Total swimmer numbers	5984	2395	3212
Difference to previous season	↓28.05%	↓17.32%	↓55.06%
Concessions as %age of total swimmers	20%	44%	42%
Peak day : number of swimmers	05/02/2017: 363	05/02/2017 : 74	05/02/2017 : 192

The Kids' Pool Access Programme run in the three towns was well-received, however numbers are much lower than anticipated, with the weather again being the likely cause. Featherston's programme was extended to the end of the season, as was Martinborough's. The final number of swims under the programme was Featherston and Greytown 338 each and Martinborough 167.

7.6 Events

7.6.1. Featherston

Completed events:

Ride the Rail (Cross Creek Railway Society Inc) is being held every Sunday through to the last Sunday in April 2017 (Clifford Square, Featherston)

Junior Triathlon is being held Saturday, 25 February 2017 (Card Reserve/Featherston Swimming Pool)

The Wellington Anglican Diocese Games is being held Sunday, 5 March 2017 (Randolf Park and Featherston Swimming Pool)



Future events:

Ride the Rail (Cross Creek Railway Society Inc) is being held every Sunday through to the last Sunday in April 2017 (Clifford Square, Featherston)

Ron Hughes Memorial Athletics Meet is being held Sunday, 25 March 2017 (Card Reserve, Featherston)

7.6.2. Greytown

Completed events:

Greytown Country Market at Stella Bull Park – Sunday, 18 December 2016, 15 January 2017, 19 February, 19 March 2017

Future events:

Greytown Country Market at Stella Bull Park – The dates for the markets start from: 16 October then 20 November, 18 December 2016, 15 January, 19 February, 19 March and 16 April 2017



7.6.3. Martinborough

Completed events:

Martinborough Fairs held 4 February and 4 March 2017 (Martinborough Square and Adjacent Streets)



Round the Vines Fun Walk/run held Sunday, 19 March 2017 (Memorial Square and Designated Streets)

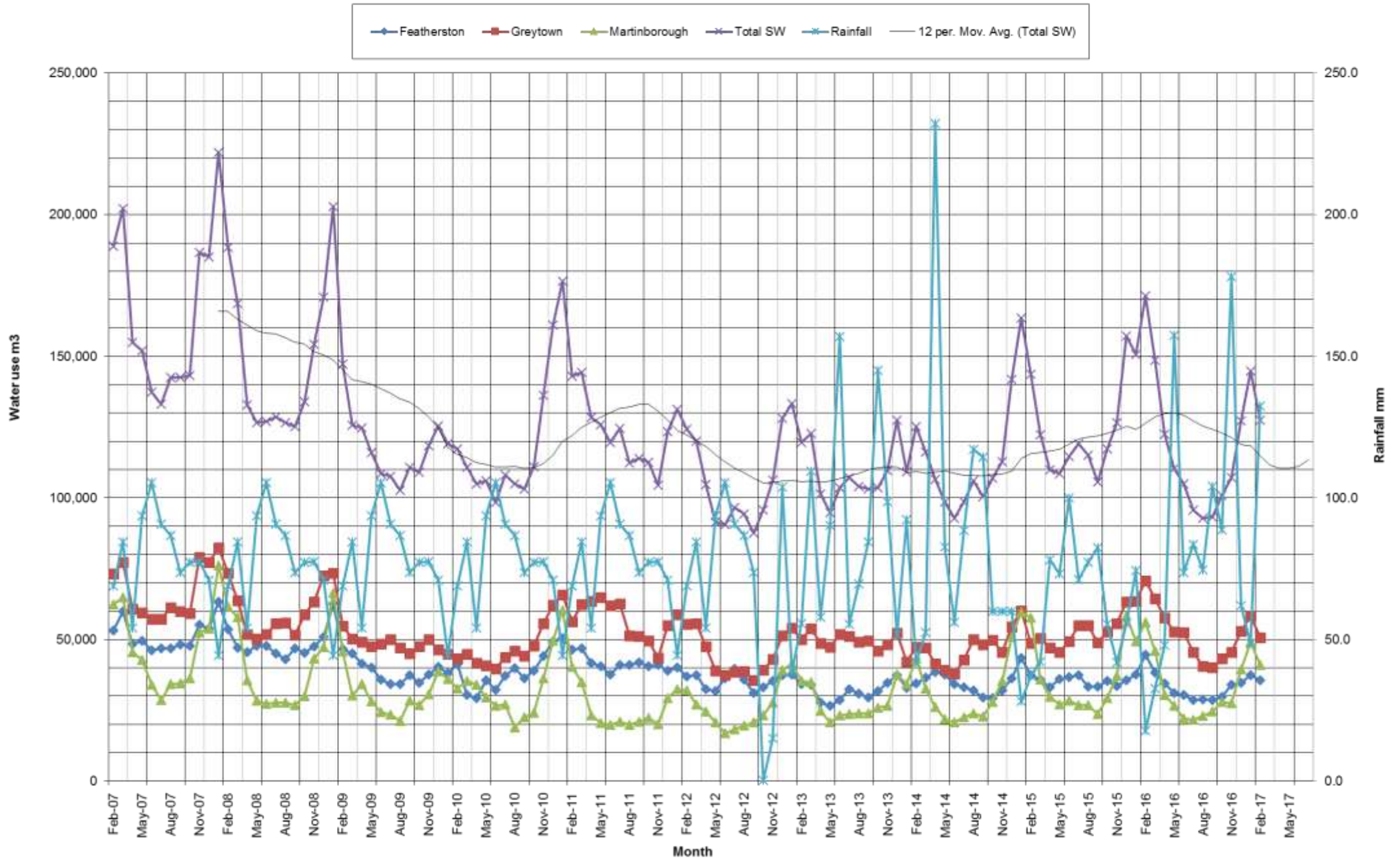


Appendices

- Appendix 1 Monthly water usage
- Appendix 2 Waste exported to Bonny Glen
- Appendix 3 Library statistics
- Appendix 4 Draft submission on GPS to Ministry of Transport
- Appendix 5 Wellington Regional Transport Committee Submission

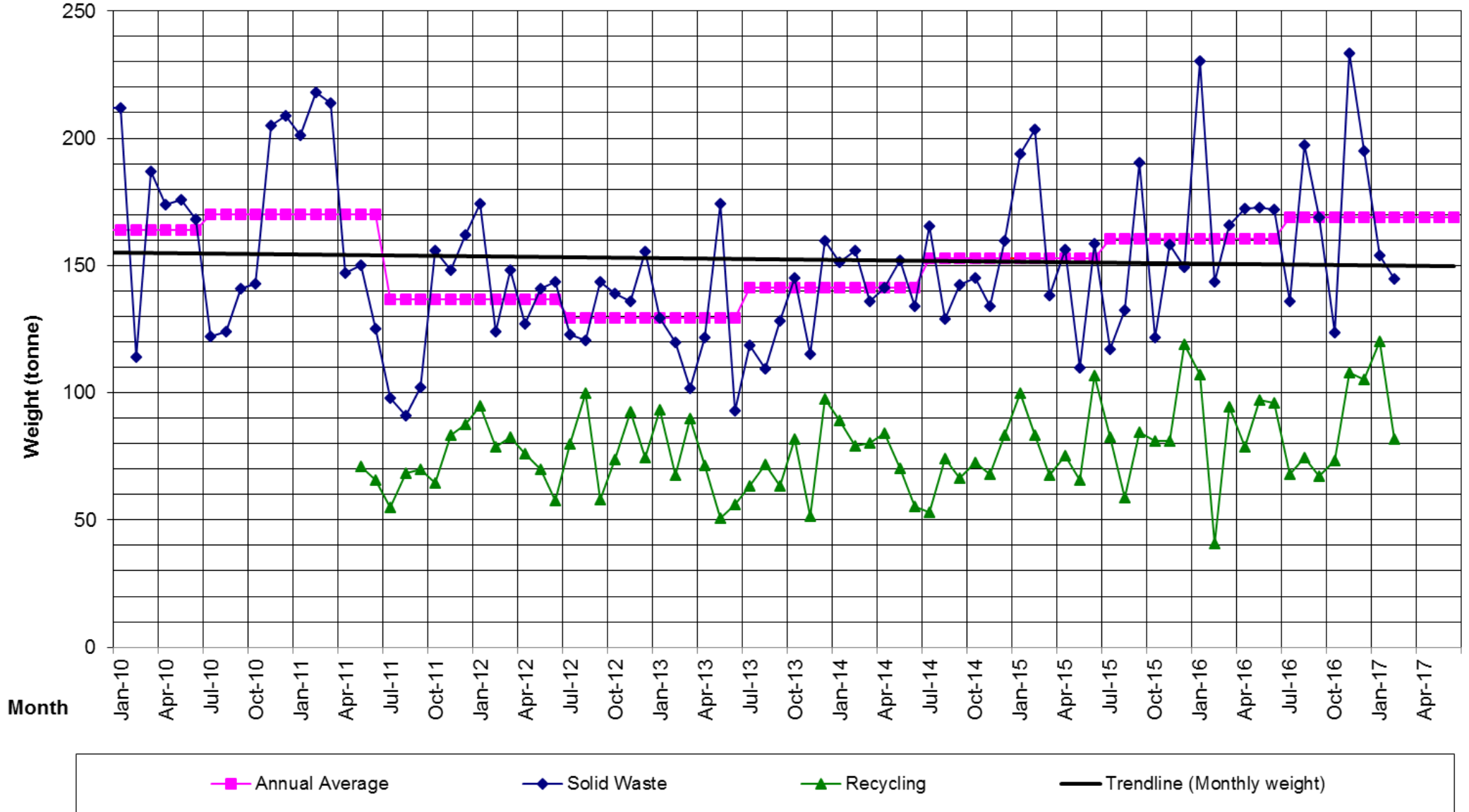
Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

Water use South Wairarapa District Council



Appendix 2 -Waste exported to Bonny Glen

Monthly weight of waste transferred to Bonny Glen



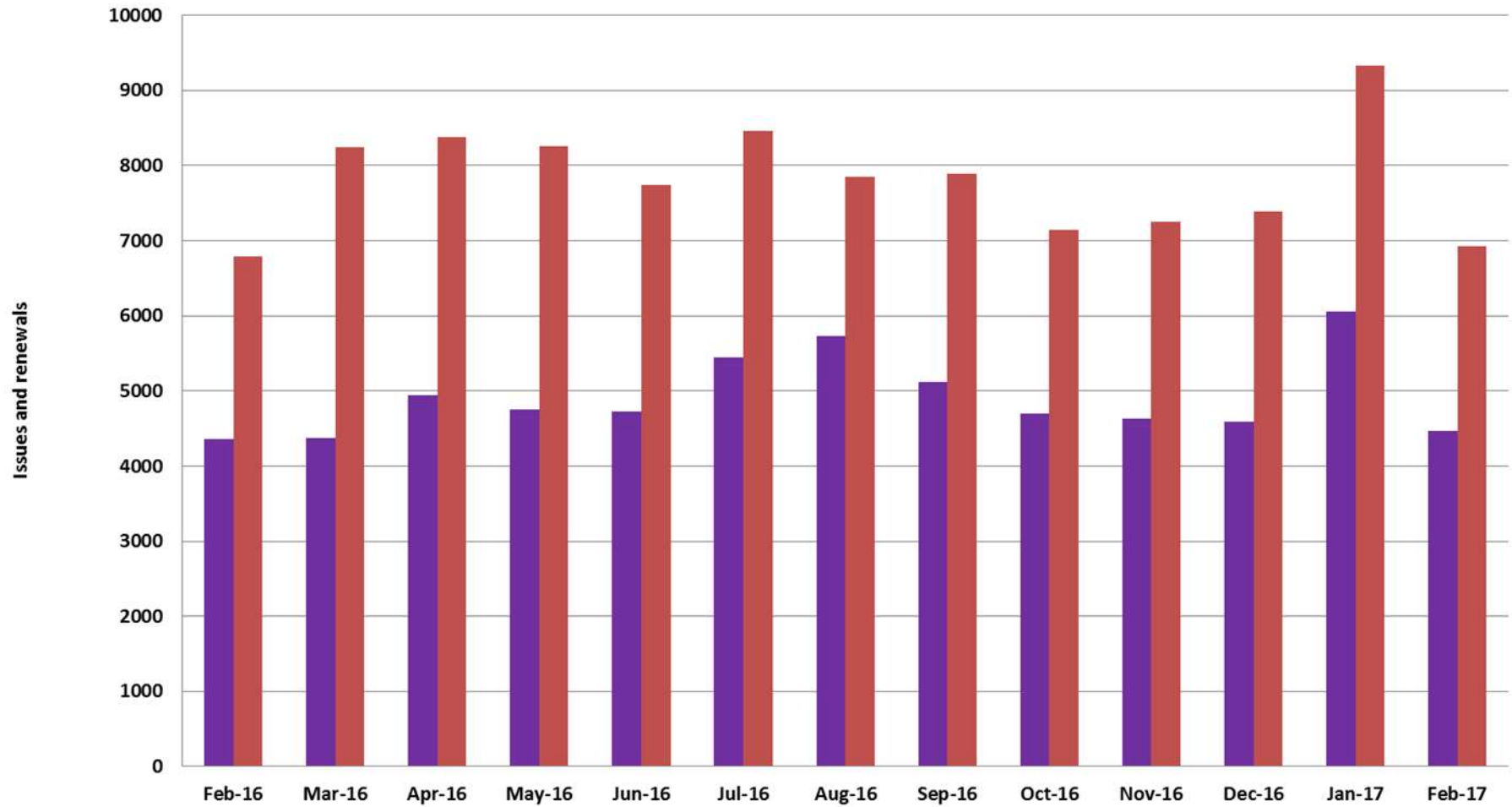
Appendix 3 – Library statistics

South Wairarapa libraries - issues and renewals to February 2017



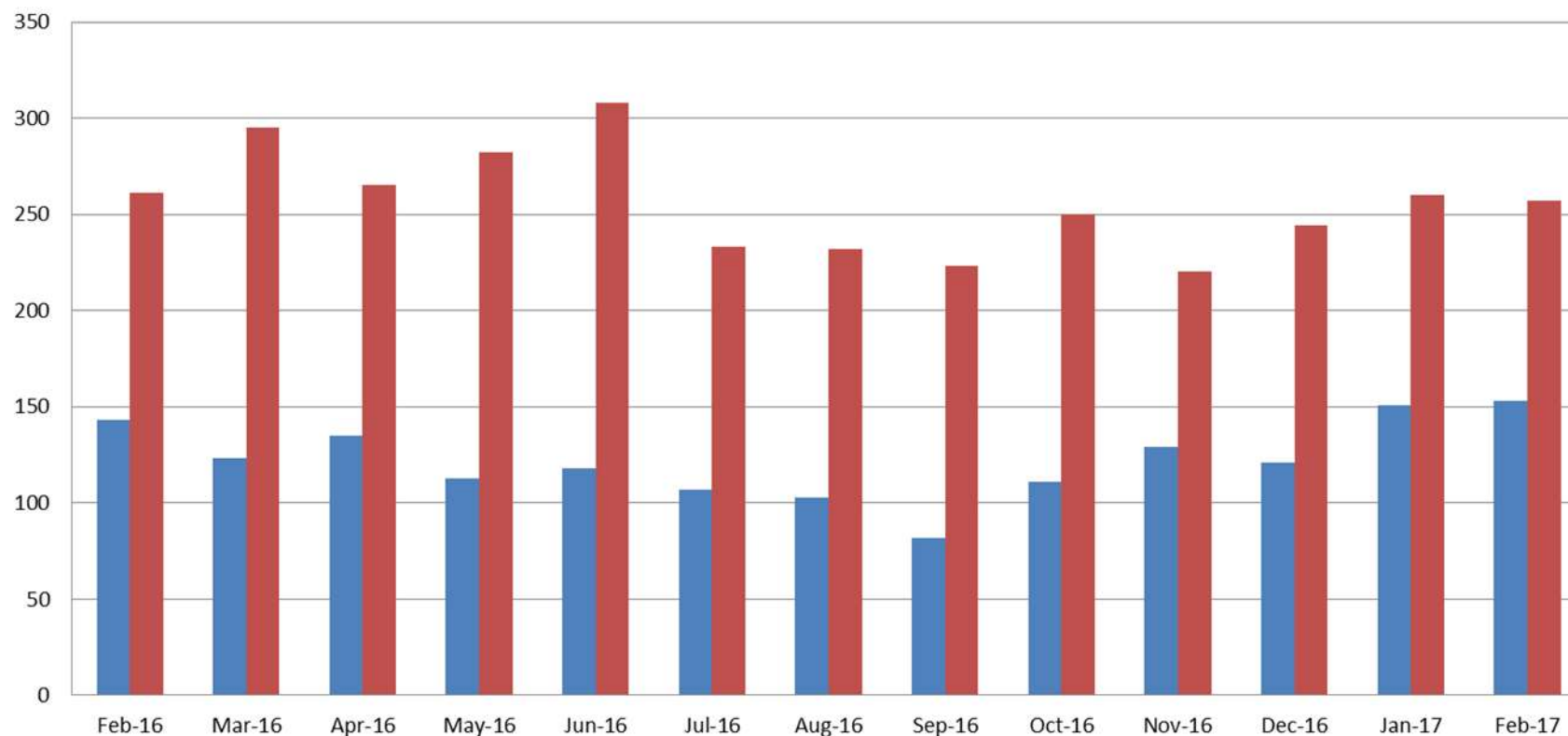
	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17
■ Featherston	2057	2304	2482	2591	2375	2440	2533	2574	2113	2296	2167	2836	2057
■ Greytown	2495	3010	2757	2588	2543	2820	2684	2659	2567	2136	2556	2967	2432
■ Martinborough	2242	2925	3134	3074	2820	3197	2635	2654	2467	2819	2661	3526	2442

Wairarapa Library Service - issues and renewals to February 2017



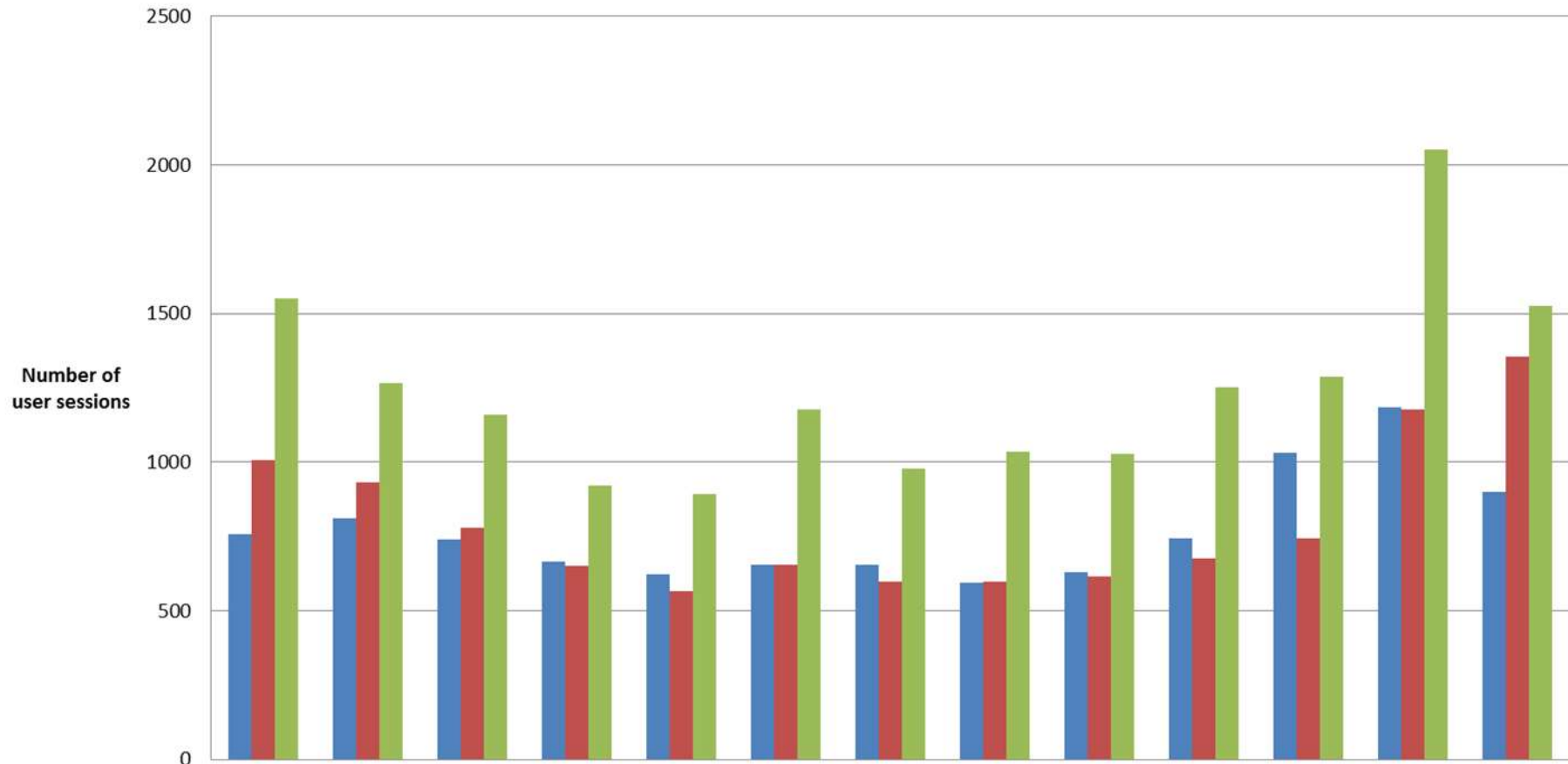
	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17
■ Carterton	4362	4378	4948	4752	4730	5444	5733	5126	4698	4629	4586	6051	4468
■ South Wairarapa	6794	8239	8373	8253	7738	8457	7852	7887	7147	7251	7384	9329	6931

Wairarapa Library Service - audio and e-book issues to February 2017



	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17
■ Audiobooks	143	123	135	113	118	107	103	82	111	129	121	151	153
■ E-books	261	295	265	282	308	233	232	223	250	220	244	260	257

APNK Wi-fi user sessions to February 2017



	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17
■ Featherston	757	810	738	666	621	655	653	593	628	745	1030	1183	900
■ Greytown	1008	931	779	651	567	653	599	597	617	675	745	1177	1354
■ Martinborough	1552	1267	1159	920	894	1177	977	1036	1026	1251	1288	2050	1524

Appendix 4 – Draft letter to Ministry of Transport, GPS Policy Team

XX March 2017

Attn: GPS Policy Team
Ministry of Transport
PO Box 3175
WELLINGTON 6140

Dear Sir/Madam

Thank you for the opportunity to review and provide feedback on the Government Policy Statement on Land Transport 2018 (GPS).

The Masterton, Carterton and South Wairarapa District Councils would like to submit the following comments in regard to the GPS;

- The Councils note that “rural” roads are not mentioned in the GPS while “urban” areas are mentioned on nine occasions. This has the potential to create confusion as rural is a term the public are familiar with, and it appears to be ignored in the GPS.
- The Councils support the GPS approach considering the whole transport system and all the transport modes. However, the GPS should clearly identify that transport connections should not just be focused on the “destination” but also on the “starting point” for those journeys. They recommend that rural roads are included in the GPS and that the journey starting point be as much a focus as the destination.
- The Councils have concerns about reduced maintenance spending resulting in lower average standards on the rural roads associated with the One Network Road Classification (ONRC) programme. The Councils note that the public has not yet had an opportunity to comment on the ONRC customer levels of service and the implications it will have on their local roads. What is the time frame for a public discussion on this?
- The Councils support the regional economic development and tourism focus of the GPS and notes that the Wellington region is identified for future growth. Rail services improvement for the Wairarapa would be a key aspect regarding this development and tourism focus. They recommend that rail service improvement in the region be included in the GPS.
- The Councils support the Government in considering providing additional support to reduce local funding contributions but recommend the GPS commits to the support rather than just considering it.

- The Councils support the GPS giving priority to resilience investment on routes with highest economic and social costs. However, it does have concerns that the Rimutaka Hill road has not been included in the accelerated regional road package and is unclear on the implications of this for the region. They recommend that the Rimutaka Hill road be included in the accelerated regional road package.
- The Councils are concerned that the GPS has focused on the extension of cycle networks in the main urban areas but is silent on supporting rural and provincial cycling. Cycling is a tourism focus for the regions and this leaves rural and provincial Councils with the full costs for providing these networks when urban areas are receiving Government subsidies. They recommend that this subsidy be made available to all councils.
- The Councils are also concerned that the national local road improvement budget will be reduced by \$40million, especially when safety, safer speeds and dust management are issues that will be drawing on this budget in the future. They understand that some councils are currently not fully utilising this budget but are concerned that the councils that are, will be penalised through this budget reduction. They recommend that this budget not be reduced.

Once again, thank you for the opportunity to provide feedback.

Yours sincerely

Appendix 5 - Wellington Regional Transport Committee Submission

Wellington Regional Transport Committee

Submission on the Draft Government Policy Statement on Land Transport 2018/19 – 2027/28

28 March 2017

Introduction

The Wellington Regional Transport Committee (RTC) would like to thank the Ministry of Transport for this opportunity to provide feedback on the Draft Government Policy Statement on Land Transport 2018/19 – 2027/28 (Draft GPS 2018).

Key points

This submission identifies particular areas of support, as well as changes that the RTC would like to see made to the Draft GPS 2018. The key points in our submission are as follows:

- One transport system approach – The RTC fully supports this integrated approach but the Draft GPS 2018 does not provide the mechanisms to make this happen efficiently or effectively. The balance of objectives and funding are unevenly weighted, for example, the emphasis is still heavily geared towards road investment, particularly state highways. The ‘silo’ structure of the activity class framework does not encourage integrated planning, and better provision in the activity classes is needed to enable multi-modal, multi-agency programmes particularly in the areas of travel demand management and network optimisation.
- Weighting of objectives – The lower priority that has been given to two of the six national land transport objectives, those concerning the provision of appropriate transport choices and mitigating the effects of land transport on the environment, is not supported. All six objectives should be equally important. Although additional funding for walking and cycling is welcomed, there is insufficient attention given to walking in the objectives.
- Public transport – While the increased funding is welcomed, the Draft GPS 2018 downplays the important role of quality public transport in supporting economic growth, improving efficiency and optimising the transport system, particularly in urban areas. The RTC also remains concerned that the ability to deliver high quality and integrated public transport services is constrained by the inability to fund rail infrastructure through the NLTF.
- Resilience – The RTC supports the increased focus on resilience but it needs to encompass a broader perspective, including longer term impacts and trends such as climate change. A specific activity class for resilience is recommended.

- Local road investment – The RTC does not support the reduced funding allocated to the local road improvements activity class as we believe that there are reasons for the underspend related to the funding criteria that need to be investigated and resolved before any decisions are made regarding the level of funding.

One transport system approach

The RTC fully supports the ‘one transport system’ approach as this is in line with the approach taken in the Wellington Regional Land Transport Plan 2015 (RLTP). A multi-modal, integrated package of solutions that effectively support economic growth and community wellbeing is key to delivering the strategic vision for the region. This includes providing *a high quality, reliable public transport network and an attractive and safe walking and cycling network*, as well as *a reliable and effective strategic road network*. This also means ensuring the Wellington region has *a well planned, connected and integrated transport network and an efficient and optimised transport system that minimises the impact on the environment*.

The RTC has strong concerns that the ‘one transport system’ approach will not be able to be delivered in practice due to the balance of funding set out in the Draft GPS 2018. Funding is still heavily weighted towards road investment, particularly state highways and this is despite the Draft GPS 2018 clearly stating that in order to achieve value for money (one of the three strategic priorities) investment needs to get the best use out of existing assets. While some investment in roading is necessary particularly for safety and resilience reasons, the balance of funding does not adequately recognise the important role of public transport, active modes and travel demand management as part of an effective and optimised transport network.

There is also concern that the ‘silo’ structure of the activity classes framework does not encourage the integrated multi-modal planning needed to support and enable the one transport system approach. The activity classes need to make better provision for multi-modal, multi-agency programmes particularly in the areas of travel demand management and network optimisation. We also note that despite significance reference to emerging technologies, many of which may be employed to optimise the transport system, it is not clear how the activity classes will allow these to be funded.

We welcome the guidance in the ministerial expectations for the NZ Transport Agency regarding the need to “work collaboratively with the transport sector” and “encourage integrated network planning”. We agree these are crucial to ensuring a one transport system approach. The alliance that was formed to deliver the Mackays to Peka Peka Expressway, involving the NZ Transport Agency, the local authority (Kapiti Coast District Council) and contractors, is a good example of this collaborative approach and resulted in a number of wider positive outcomes around community engagement, safety, integration with other transport modes and environmental management.

The RTC **recommends** a shift to a more balanced and multi-modal funding allocation within GPS 2018, recognising the important role of public transport, active modes and travel demand

management as part of an effective and optimised transport network, possibly via a more area-based approach to funding activities.

Weighting of objectives

The RTC does not support the lower priority given to two of the six national land transport objectives and questions the lack of explanation for giving unequal weighting to the objectives. The Draft GPS simply states that the objectives concerning the provision of appropriate transport choices and mitigating the effects of land transport on the environment “have less focus” but it is not clear why. There are concerns about the impact this prioritisation will have on progress towards a ‘one transport system’. The provision of transport choice is an essential part of achieving a resilient and efficient transport network, and mitigation of environmental effects should be an important priority given that the transport sector accounts for nearly 20% of domestic greenhouse gas emissions in New Zealand and is the highest emitting sector after agriculture. Environmental effects can also be addressed through positive initiatives such as electric cars and low emission public transport vehicles. The RTC would like to see all six objectives given equal importance.

The additional funding provided in the walking and cycling improvements activity class is welcomed by the RTC. There are several key cycleway projects in the Wellington region that can be progressed using this funding allocation and will assist in achieving our key strategic objective of *an attractive and safe walking and cycling network*. However, we are concerned that insufficient attention has been given to walking in the objectives. The long and short term results are limited to cycling only and there is a concern that this will impact on the ability for walking infrastructure projects to be funded. It may even influence whether walking is considered as part of wider projects, such as connections to public transport and providing paths adjacent to highways.

Virtually every journey begins and ends with walking and the importance of this mode cannot be ignored, particularly in areas such as Wellington City which has New Zealand’s highest proportion of journey to work trips that are made on foot (21% based on 2013 Census data). Furthermore, as our population ages, walking will also become an increasingly important mode of transport across the region, requiring high quality infrastructure.

There is also a concern about the lack of funding for cycleways outside main urban areas and the impact this will have on cycle networks in other areas that are not eligible for Government subsidies.

It is noted that reporting measures are not included in the Draft GPS. Without these, it is hard to understand how the short to medium term results will be assessed and how this will shape investment decision making. For example, the short to medium term results for the Economic Growth and Productivity priority include: “Public transport is provided where there is sufficient demand”. It is unclear what is meant by “sufficient demand” and what metrics will be used to determine the level of demand.

The RTC **recommends** that all six national land transport objectives are given equal importance, including provision of appropriate transport choices and mitigating the effects of land transport on the environment.

The RTC **supports** the additional funding provided in the walking and cycling improvements activity class.

The RTC **recommends** that greater emphasis is placed on walking in the objectives and the results, and that reporting measures also include walking.

Public Transport

The Wellington region has a high-quality, well used public transport network of bus, train and harbour ferry services and one of our key strategic objectives is to provide *a high quality, reliable public transport network*. The rail network accounts for around 45% of journey to work trips from local authority areas other than Wellington City to destination workplaces within the Wellington CBD, highlighting the importance of the rail network as a means of transporting people to/from the Wellington CBD and taking pressure off the strategic highway network. The ongoing investment in public transport is welcomed by the RTC but it does not go far enough, particularly when compared to the funding allocated for roading.

The Draft GPS 2018 downplays the important role that quality public transport performs in supporting economic growth, improving efficiency and optimising the transport system, particularly in urban areas. It is also virtually silent on the role that public transport can play in reducing emissions. The references to public transport throughout the Draft GPS seem to suggest that it is a secondary mode of transport that should only be invested in if sufficient demand already exists. This contrasts with the GPS's statements in respect of roading, where investment is strongly encouraged to enable growth despite the acknowledgment that benefit cost ratios for state highway improvements have been diminishing.

Public transport is so much more than simply “a transport choice for those without private vehicles”. This type of wording does little to support or encourage an uptake in public transport and is not an accurate reflection of public transport users. Public transport (including buses, trains, ferries and light rail) is an extremely efficient mover of people and therefore plays an important role in addressing traffic congestion, achieving liveable cities, supporting an efficient transport network and contributing to economic growth and productivity. It will also play an increasingly important role in supporting New Zealand's ageing population which is likely to lead to more demand for public transport.

Reference is made in the Draft GPS 2018 to the lack of growth outside Auckland and Wellington in public transport use. Public transport patronage is very much a reflection of the services available and how it is integrated with the rest of the transport network. The RTC notes that in the cycling area, investment in networks is being explicitly used as a means of creating user growth. We therefore question why this investment approach is not also being applied to stimulate public transport growth across other centres in New Zealand.

The RTC remains concerned that the ability to deliver high quality and integrated public transport services is constrained by the inability to fund rail infrastructure through the NLTF. Separate funding for rail undermines the ability to efficiently plan and deliver an integrated one transport system approach. Under the current approach, rail capital works on KiwiRail network infrastructure that are critical for the reliable running of commuter rail services are not included in the NLTP.

In the Wellington region's Hutt Valley, all of the partners involved in the State Highway 2 (Ngauranga to Te Marua) Programme Business Case concluded that public transport and particularly rail improvements were an essential part of the solution for addressing the problems along this corridor including congestion, as well as facilitating growth. Delivering these solutions will be much less efficient, and ultimately more costly overall, than it should be because the public transport improvements are reliant on some significant infrastructure improvements to the rail lines. Negotiations with KiwiRail are required to make this happen, but the necessary infrastructure works are a lower priority for Kiwirail due to their focus on freight rather than passenger services. This disconnect makes it very difficult to deliver and maintain high quality passenger rail services.

We also wish to question the guidance in the ministerial expectations regarding the NZ Transport Agency taking a lead role in securing prudent activity management in public transport. The region's local authorities undertake activity and asset management planning as part of our responsibilities under the Local Government Act 2002 and are set out in our Long Term Plan.

The RTC **recommends** that the role and benefits of public transport are more clearly outlined in the GPS, recognising that public transport is an extremely efficient mover of people and therefore plays an important role in addressing traffic congestion, achieving liveable cities, supporting an efficient transport network and contributing to economic growth and productivity as part of the one transport system approach.

The RTC **recommends** a substantial reallocation of funding within the activity class framework in order to reflect the important role that public transport performs in the transport system.

The RTC **recommends** that the Government review the funding of passenger rail infrastructure, recognising that the delivery of high quality and integrated public transport services is constrained by the inability to fund rail infrastructure through the NLTF.

Resilience

The identification of resilience as one of the six national land transport objectives in the Draft GPS 2018 and its identification as a priority is supported by the RTC. Providing *an increasingly resilient transport network* is a key strategic objective for the Wellington region. The need to address resiliency now and for future users is a very real and pressing one.

As set out in the RLTP, a resilient transport network is one which is designed, developed and maintained to recover quickly from unplanned events. A transport network may be affected by both ‘High Impact Low Probability’ events and ‘Low Impact High Probability’ events. These may be natural hazard events ranging from a slip or surface flooding, through to a major earthquake or tsunami. Crashes that occur on the road network may also result in disruptions as a result of lane closures or an entire corridor being temporarily out of use. Another aspect of transport network resilience is the need to be adaptable to potential future changes in climate patterns, sea levels, travel demands, technologies, fuel types, and lifestyles.

It is this latter resilience element that we do not feel has been adequately addressed in the Draft GPS 2018. It is often the slower incremental threats to the network that are overlooked and it is critical that these be factored into our planning. It will be difficult to achieve this under the Draft GPS 2018 approach to resilience which focuses on identifying and remedying critical points on the network.

The RTC would strongly support a specific activity class for resilience to encourage and enable a focused investment approach to this important priority.

The RTC **recommends** that greater emphasis is given to longer term impacts and trends such as climate change.

The RTC **recommends** that a specific activity class for resilience activities be introduced.

Local road investment

The RTC does not support the reduced funding allocated to the local road improvements activity class. The rationale suggests this is due to underspending and we question if the reason behind this has been adequately investigated as it may be an indication of difficulties meeting the funding criteria rather than a reduced need for funding. We understand some local councils face difficulties raising their local share, particularly with pressure to keep rates increases to a minimum. We are concerned that those councils that are fully utilising this budget will be penalised by the reduced funding allocation. We also note the new definition for the activity class is focused on creating new local assets which is not in line with the value for money objective requiring investment get the best use out of existing assets (as mentioned earlier).

The RTC welcomes the additional funding provided in the local road maintenance activity class which is essential to support the implementation of the ONRC. However, we note that the public has not yet had an opportunity to comment on ONRC customer levels of service and the implications it will have on their local roads. We also envisage a greater effect on local road maintenance arising from the uptake of High Productivity Motor Vehicles by the transport industry. The increased use of these vehicles has been very successful and improved transport efficiency. However, the greater vehicle mass means assets are deteriorating at a faster rate than anticipated and the renewal needs of roads and bridges is increasing in turn.

The RTC **recommends** the reasons for underspending in the local road improvements activity class be fully investigated before any decisions are made regarding the level of funding.

Thank you once again for the opportunity for the RTC to provide feedback on the Draft GPS 2018.

GREYTOWN COMMUNITY BOARD

26 APRIL 2017

AGENDA ITEM 7.4

APPLICATIONS FOR FINANCIAL ASSISTANCE

Purpose of Report

To present the Community Board with applications received requesting financial assistance.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*
2. *Consider the application from the Greytown Information Centre against the grant criteria and consider allocating the requested \$200-\$300 for the purchase of a suitable second hand table.*
3. *Consider the application from Cobblestones Museum against the grant criteria and consider allocating the requested \$500 for Museum Shop signage.*

1. Executive Summary

The Community Board has delegated authority to make financial decisions within the confines of the allocated and available budget as shown in the Income and Expenditure Report.

Applications will be provided to members in confidence.

2. Criteria

The criteria of the grant are:

To be eligible, applications must be from non-profit organisations for an essential social service or a recreational, cultural, educational or sporting purpose located or operating in the Greytown Ward of the South Wairarapa District. Grants are considered throughout the year.

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations which will be fully accountable for any grants they receive, have relevance to the Community and do not qualify for Creative Communities New Zealand funding.

2. Successful applicants are required to expend grants received within six months of payment being made. A request must be made, should an extension of time be needed.
3. An accountability in report form (form will be supplied), together with evidence of the expenditure of a grant received (copies of invoices or receipts) is required within three months of a grant being expended.
4. The maximum grant will be \$500 unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants).

3. Accountability Reports

Applicant	Status of Accountability Forms for Previous Grants
Greytown Information Centre	No outstanding accountability forms
Cobblestones Museum	No outstanding accountability forms

Contact Officer: Suzanne Clark, Committee Secretary

Approved By: Mark Allingham, Infrastructure and Services Group Manager

GREYTOWN COMMUNITY BOARD

26 APRIL 2017

AGENDA ITEM 7.5

CHORUS CABINET ART COMMUNITY BOARD PROJECT OPPORTUNITY

Purpose of Report

To refer information received from Chorus to community boards for consideration as a community project.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*
2. *Consider whether to coordinate as a Community Board project, the Chorus Cabinet Art Project.*

1. Executive Summary

In 2010 Chorus began a trial in Auckland to test if art works on their fibre cabinets decreased the frequency of tagging. This proved successful so a programme was extended to include other NZ cities and towns.

Locally, Masterton have taken up this project and all of their urban boxes are now painted. Sandy Ryan at Connecting Communities has been managing this project.

Chorus have now invited South Wairarapa to consider taking part in the Cabinet Art Project. Final terms and conditions of this project including funding available should be discussed and agreed with Chorus.

2. Criteria for Selection

Previously the main criteria for selecting cities/towns for cabinet art work was the frequency of tagging, as the mural became cost effective through eliminating cleaning costs. Chorus are now considering towns for selection if there is a community or council request.

3. Cabinet Art Process

- a. The Community Board contacts Chorus to register interest in the programme.
- b. The Community Board works with Chorus to find a local artist for a nominated cabinet.
- c. The Community Board works with the community, artist and Chorus to come up with design ideas.
 - A design is submitted to Chorus for approval.
 - Chorus approves the design or requests modifications.
 - An artist contract is signed (see example in Appendix 2).
- d. The Community Board or artist prepares the cabinet for painting (note this is different from how the Masterton scheme worked and project information in Appendix 1).
- e. The artist purchases materials and completes art work, including applying the final anti-graffiti guard (supplied by Chorus).
- f. The artist submits photos of the cabinet and an invoice for materials and time at the agreed amount to Chorus for final sign off.
- g. Chorus signs off the design and pays the invoice.
- h. Chorus loads the artwork on to the Chorus website and Facebook page and the cabinet may be considered for the annual Chorus cabinet art calendar.

4. Location of Cabinets

The number, size and location of Chorus cabinets in the South Wairarapa is currently not in hand, Chorus have undertaken to provide this information in a few weeks.

5. Financial Considerations

5.1 Cabinets Funded by Chorus

Chorus will fund the cost of artwork for some South Wairarapa cabinets (exact number not yet known):

- Funding includes the cost of paint and a contribution for the artist's time which is typically \$1,000 for large cabinets and \$400 for smaller cabinets.
- Artists must submit an invoice to Chorus for the cost of the paints and provision of services and they will be reimbursed unless they have not adhered to the previously agreed design.

5.2 Cabinets and Costs not Funded by Chorus

Artists' costs exceeding the above amounts for any one cabinet would need to be borne by the Community Board.

Chorus cannot provide information at this time on how many cabinet murals they will fund. The amount of funding available is dependent on how many other councils pickup this project.

After allocated funds have been used, the Community Board may elect to continue the project utilising their own funds or by securing sponsorship from other community organisations.

6. Options

The Community Board can choose not to move forward with the Cabinet Art Project and Chorus will continue to remove any graffiti.

7. Appendices

Appendix 1 – Chorus Cabinet Art Project Information

Appendix 2 – Example Artists Contract

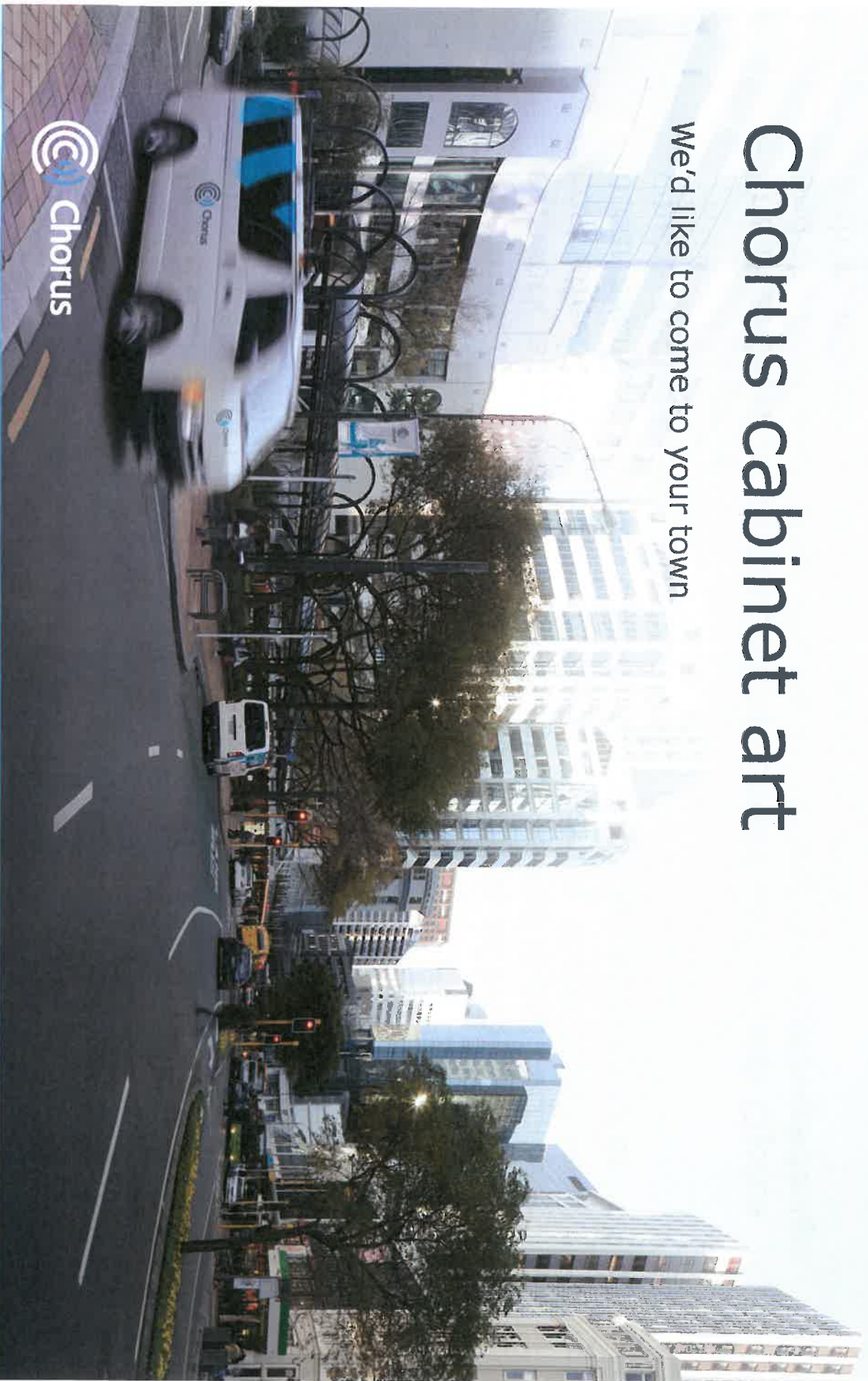
Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Mark Allingham, Group Manager Infrastructure and Services

Appendix 1 – Chorus Cabinet Art Presentation

Chorus cabinet art

We'd like to come to your town



Cabinet art project overview

- > In 2010 Chorus began a trial in Auckland to test if art works on the cabinets decreased the frequency of tagging. This proved successful so the programme has been extended to include art works in Wellington, Nelson, Hutt Valley, Dunedin, Upper Hutt, Porirua, Christchurch, Invercargill and Kapiti Coast, along with many other New Zealand towns.
- > The main criteria for considering a cabinet as a candidate for art work is the frequency of tagging, as the mural becomes cost effective through eliminating cleaning costs. However other avenues are also considered, such as community or council requests and involvement.
- > The final decision on design and content remain with Chorus and the final work must accurately reflect the approved design with no offensive designs, images or words.

Mural process

- > Cabinet is identified and an artist sought to create design.
- > Design is submitted (where possible including colours and indication of finer details to be added during actual painting) to Chorus.
- > Chorus approves design or requests modifications.
- > Artist purchases materials and completes art work, including final anti-graffiti guard (supplied by Chorus).
- > Artist submits photos and invoice for final sign off and (if approved) invoice is paid.
- > Art work is loaded on to Chorus website and Facebook page and may be considered for the annual Chorus cabinet art calendar.

Working with our communities

- > Among others, we are currently working with local communities in:
 - Gisborne
 - Auckland
 - Masterton
 - Levin
 - Dunedin
 - Hastings
 - Palmerston North
 - Nelson
 - Invercargill
 - Rotorua
 - Hamilton
 - Taumarunui

We would love to extend the project around the country and are now hoping to bring the project to your town.

Some examples of existing art: Lower Hutt

Adjacent residents wanted birds and ferns on their cabinet.



Paraparaumu



The panoramic view of the Kapiti Coast is wrapped around this cabinet. This cabinet was hit once with graffiti since the mural was completed, but the local residents ensured the offender knew their contribution is not needed again.



Titirangi, Auckland



Edith Diggle, illustrator of the book *Tiberius the Titirangi Mouse*, lives near the cabinet and decorated it with a mural from the book. When it came time to replace the cabinet, the second



book was about to be launched, so Edith again created a mural for us. We then moved the old mural-clad cabinet to her garden.



Chorus

Glendene, Auckland



Henderson, Auckland

This is outside the local skate park.



Christchurch

Local communities were asked what they wanted to see on their cabinets and murals were designed from these ideas.



Christchurch

This cabinet was completed in conjunction with the Christchurch City Council and the Girl Guides as part of their jamboree.



Christstchurck



Christchurch

These murals were completed working with the Riccarton Community Policing Team.

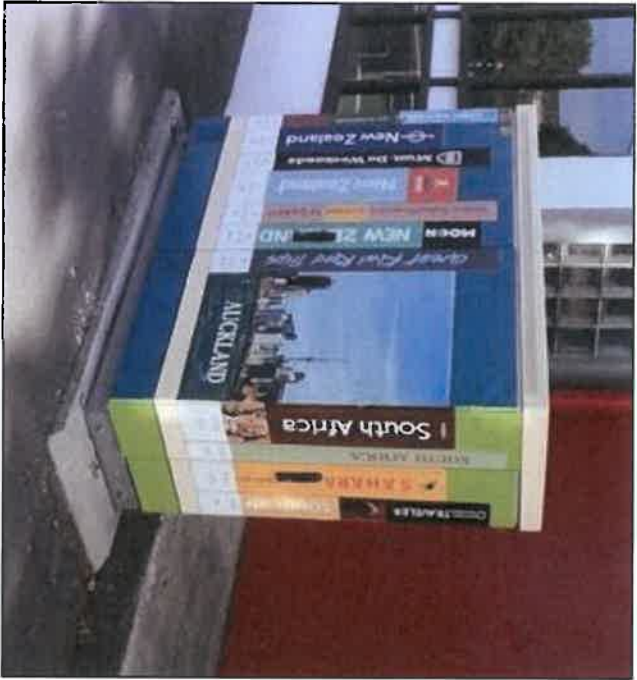


Christchurchurch

This cabinet is near the golf course and suffered from multiple graffiti attacks.



Pt Chevalier Library, Auckland



Titirangi Golf Course, Auckland



Paremata, Porirua



Green frogs are abundant in this area and locals wanted to see them on the cabinet.



Wellington

This adjacent landowner requested a beach scene as they live in Lyall Bay.

Shortly after the mural was completed the whole area was graffiti bombed.

Every lamp post, letter box and fence was hit – except our cabinet.



Stokes Valley, Lower Hutt

This cabinet was hit
by graffiti every day.

It hasn't been
touched since the
mural was
completed.



Lower Hutt



This is another cabinet that has not been vandalised since gaining new clothes.



Dunedin

This mural captures much of Dunedin's spirit – from its Scottish heritage, its penguins and Jaffas, to Robbie Burns and albatross.



Where next?

- > We are now ready to come to your town.
- > How can you help?
 - Work with us to find local artists
 - Community partnerships
 - Local funding
 - Design ideas
- > Contact me on: jo.seddon@chorus.co.nz 04 896 4080



More images

> Can be found on our website:
<https://blog.chorus.co.nz/cabinet-art-gallery/>

> Or on Facebook:
<http://www.facebook.com/pages/Chorus/232281130146993>



Appendix 2 – Example Artists Contract



Connecting Communities
Wairarapa Community Centre
41 Perry Street
Masterton
Phone 06 3788900

Connecting Communities Chorus Box Project Contract

Person contracted

Name: _____ **Address:** _____

Phone: _____ **Mobile:** _____

Email address: _____

Location of Chorus Box: _____ **Size:** _____

*Timeframe for work is to be completed six weeks from the start date.
Unless arranged prior with CCW and CHORUS, or due to weather restrictions. In this
case CCW needs to be contacted and a new completion date negotiated.*

Start Date: _____ **Completion Date:** _____

Payment for completed work will be: \$ _____

*Payment will be made on completion and receipt of an invoice clearly stating whether it
is GST inclusive or not and if so your GST number included.*

I accept and agree to the attached terms and conditions

Signed Contract Worker:

_____ **Dated:** / /

Signed Manager Connecting Communities Wairarapa:

_____ **Dated:** / /

Terms and conditions:

- Chorus will pay for the materials required to complete the artwork, including the final anti-graffiti coating. Contractors must keep evidence by way of GST receipt for all expenditure.
- Contractors must adhere to the timeframe stipulated in this contract (page 1).
- Chorus requires the artist to wear a high visibility vest when working on the cabinet and to follow Council health and safety guidelines for working in the road reserve.
- Chorus requires the artist working on the cabinet to follow all the health and safety guidelines set out in the Health & Safety document attached.
- Chorus requires the area around the cabinet to be kept clean and tidy at all times.
- All paint, equipment and tools must be stored safely when working on the site so as not to impede any pedestrian access or cause any health and safety concerns. All materials must be removed from site and stored securely when not working on the site.
- The final decision on the design and content remain with Chorus and final work must reflect accurately the approved design.
- Artists understand and agree no paint may cover the handles, locks, sight glass or identification tags in the top left corner of cabinet. Care must be taken around the top vent.
- Cabinet must be prepared properly prior to painting to ensure the long life of the mural by lightly sanding down then wipe down, apply Smooth Surface Sealer using a roller.
- Your completed cabinet artwork will be loaded onto the Chorus website and Facebook page and may be considered for the annual Chorus cabinet art calendar.
- Payment will be made on completion of cabinet and submission of an invoice. Expenses claims (with receipts) will only be accepted if prior arrangement has been made with CCW and CHORUS.
- Please fill in your bank account number for payment purposes:

Name:

Bank:

Account Number:

== == ===== ===== =====

GREYTOWN COMMUNITY BOARD

26 APRIL 2017

AGENDA ITEM 7.6

POPPY ROAD SIGNS PROJECT

Purpose of Report

To inform Community Board of the Poppy Road Signs Project.

Recommendations

Officers recommend that the Community Board:

1. *Receive the information.*
2. *Consider whether the Community Board wants to co-ordinate the Poppy Road Signs Project.*

1. Executive Summary

They went off to war and many tragically died, the nation mourned and slowly commemorated them in various ways. All over New Zealand we have remembered them through the naming of streets and buildings, by the planting of trees, and through erecting individual monuments.

The Poppy is the most powerful and easily recognised symbol of both courage and sacrifice that we have as New Zealanders.

The Places of Remembrance project is about ensuring we never forget. It is about a place where our hero's contributions and their stories are linked to the physical via the simple placement of a poppy.

The genesis of the project is in knowing that many of our street names and places are directly related to people and events from overseas military history. And that this is often known to only a small and shrinking number of citizens.

2. Background

Using the Poppy (an internationally known symbol) to mark these places, those that pass by will see the Poppy and be reminded every time of ANZAC.

The New Zealand Poppy Places Trust has been established to develop, promote, and oversee a nation-wide project to commemorate and recognise

as part of the heritage of New Zealanders, the participation of New Zealand in military conflicts and military operational services overseas. The Places of Remembrance project will encourage all New Zealanders in local communities to:

- Identify places in New Zealand which have a link to our military involvement in a conflict or operational service overseas
- Research and record the history of these places on the poppyplaces.org.nz website
- Link the physical with the recorded history, by joining the community in an organised remembrance ceremony to educate and to forever mark the place/monument with a poppy.

In addition the Poppy Places Trust will:

1. Generally promote the education and awareness of New Zealanders about our military history and heritage and the association with place names
2. Work with local, regional, and central government, the Royal New Zealand Returned and Services Association, New Zealand Defence Force, heritage genealogy and other organisations or community groups to advance the objectives of the trust
3. Establish and maintain a central repository of poppy Places as verified by the Trustees
4. Share the research and records for the benefit of the community and the national heritage of New Zealand.

2.1 NZTA Transport

There is no issue with this via NZTA other than the costs of the signs and their continued subsidy's that are achieved.

3. Discussion

3.1 Places

While many New Zealanders have learned of Gallipoli, the Somme, and Passchendaele, how many of us know the story behind place names such as Messines Road? Seddul Bahr Road? Marne Road? Or the many other places such as the surviving oak trees planted outside the Tomoana Freezing Works dedicated to the 24 staff that lost their lives in World War II.

Throughout New Zealand there are numerous places named after ordinary New Zealanders who made the ultimate sacrifice for their country. Places such as Nigel and Frickleton Streets, Selwyn Road, and many more.

The Poppy Places Trust believes there are perhaps 3000 places which if left to history may disappear from our collective consciousness. Our aim is to provide a "place" where these stories can be captured and forever stored. Each place will be marked with the placement of the official Poppy flower of the Returned Serviceman's Association. The RSA has given the Trust the authority to use the poppy.

Just like our logo for poppyplaces.org.nz, a Poppy will appear on the Street sign to designate its significance and history while its individual story will be preserved on our website. The New Zealand Transport Agency has authorised the poppy to be placed on the street signs.

The Poppy may also be placed on memorials and plaques to denote their significance and also that the story be accessed from our website.

3.2 Writing the story

Writing the story may be done as part of a community effort. This could be a school or classroom project, a local community group, or even a family which wishes to remember their family's involvement. From there the Trust will guide you as you research the background, involve the community, and determine what story and format you wish to use (e.g. video, audio and text).

The intention is not to necessarily document a specific event as there may already be significant historical detail known. The idea behind Poppy Places is to record the story behind why a place has been named locally, and who or what it has been named after. For example Gallipoli Street in Leeston: How did Leeston choose this particular street to be named? When was the street named? Who from the community fought in Gallipoli? Are the original minutes from the council approving the name in existence and so on.

3.3 Working with community groups

These can also tie into other projects such as walkways and tours. The current process of painting pillar boxes could have an ANZAC theme.

4. Recommendations

There are several issues and they lay predominantly around maintenance and replacement as well as installation.

While these are painted on the signs it would be the easiest process to have high visibility poppys produced and stuck on the signs. And with a small stock the normal name blade can be ordered and the sticker applied.

As a sign is lost it will need to be registered so that we know to order a "poppy sign" not a normal one. As is some of our street signs are difficult to see and this can be addressed as we go.

If Poppy stickers were used the implementation would be cheap and easy. The replacements of blades across the district would be done over time and more difficult to do instantaneously.

4.1 Consultation

It may pay to consult with the local RSA's and associations.

4.2 Financial considerations

There will be initial costs and ongoing maintenance but it should not be prohibitive costs depending on how they will be implemented.

5. Conclusion

The project seems to be one of traditional history and will add to the towns' connection with linkages to the community and also to projects like the painting of the power and phone boxes.

The process is a small amount of work with some preplanning and a system needed for replacement. There is no reason this could not be done without too many issues.

6. Appendices

Appendix 1 – Poppy Places Brochure

Appendix 2 – Poppy Places Example Story

Contact Officer: Mark Allingham, Group Manager Infrastructure & Services

Appendix 1 – Poppy Places Brochure

The Places of Remembrance Project

How it works

There are five steps that are followed:

Step 1 - Identify

Firstly **identify** a possible place of remembrance then contact your local council.

Councils are not bound to participate in the project, if this is so, we suggest you contact the New Zealand Poppy Places Trust for advice.

Step 2 - Assign

The Council will register with the Trust's Project Manager to confirm that your intended place meets the requirements to be on the website.

This step also **assigns** the place to the Council.

Step 3 - Write

Writing the story is coordinated by the Council and may be done as part of a community effort.

This could be a school or classroom project, a local community group, or even a family who wish to remember their family's involvement.

From there the Trust will guide you as you research the background and determine what story and format you wish to use (e.g. video, audio, and text).

The idea behind the project is to record the story behind why a place has been named, and who or what it has been named after. For example:

How did the town choose a particular street to be named? When was the street named? Who from the community served there? Are the original Minutes from the Council approving the name in existence and so on.

What can be a place?

While a Poppy Place will usually be a street, there may be other places such as buildings, walkways, parks, gardens and bridges etc.

Place naming can include battles, campaigns, people, military units and war material.

Associated titles such as memorial avenues or victory parades could be considered.

Our authorities

The Royal New Zealand Returned and Services Association has given the Trust the authority to use the Poppy flower head.

The New Zealand Transport Agency has amended Regulations to allow the Poppy flower head, as a logo, to be placed on street signs.



Marked Places - Gallipoli Rd and Messines Ave in Upper Hutt

Step 4 - Share (uploading)

The Council will procure the new signs and send the finished story to the Trust for uploading to the Trust's website.

Step 5 - Mark

Lastly, when it's all done, we would encourage you to have a community event to **mark** the Place of the Poppy. Details of that event can then be added to your story.



Pupils of Oxford Crescent School, Upper Hutt at the Project Launch

The New Zealand Poppy Places Trust

"The objects of the Trust are primarily to develop,

promote and oversee a

nationwide project to commemorate and

recognise, as part of the heritage of

New Zealanders, the participation of

New Zealand in military conflicts and

operational service overseas."

The Board

Terry McBeth	Chairman and Trustee
Joseph Bolton	Project Manager and Trustee
John Masson	Trustee
Wayne Guppy	Trustee
Brian Bray	Trustee
Bruce Peddie	Treasurer and Trustee
Phillip Blundell	Secretary and Trustee

All trustees may be contacted by email through info@poppyplaces.nz

Help support us

We are seeking funding primarily to maintain the on-line library of places. If you would like to help us with our project you can donate in the following ways:

Online:

At our Givealittle website:

<https://givealittle.co.nz/org/poppyplaces>

By cheque to:

The Treasurer

New Zealand Poppy Places Trust

PO Box 5593

Lambton Quay

Wellington 6145

We are a registered charitable trust CC50596 with IRD Number 114-356-891 and your donation can be claimed for tax purposes.

Contact us

Joseph Bolton
Project Manager
New Zealand Poppy Places Trust
9 Marua Palm Grove
Timberlea
Upper Hutt 5018

Phone Office: 04 526 7599

Phone Mobile: 027 526 7599

Email: info@poppyplaces.nz

Our website: www.poppyplaces.nz



The Places of Remembrance Project

The Places of Remembrance Project is about identifying and recording many of our street names and places that are directly related to people and events from our overseas military history.

Only a small and shrinking number of citizens are aware of the significance of the naming.

The project works with community groups and local Councils to identify these places and develop the stories behind the naming.

The community uses the Poppy flower head to permanently mark these places.

Those that pass by will see the Poppy and the place and be reminded of these special parts of our history and seek the reason from our website.

The project is being managed by the
New Zealand Poppy Places Trust

www.poppyplaces.nz



Appendix 2 – Poppy Places Example Story

POPPY PLACES EXAMPLE STORY

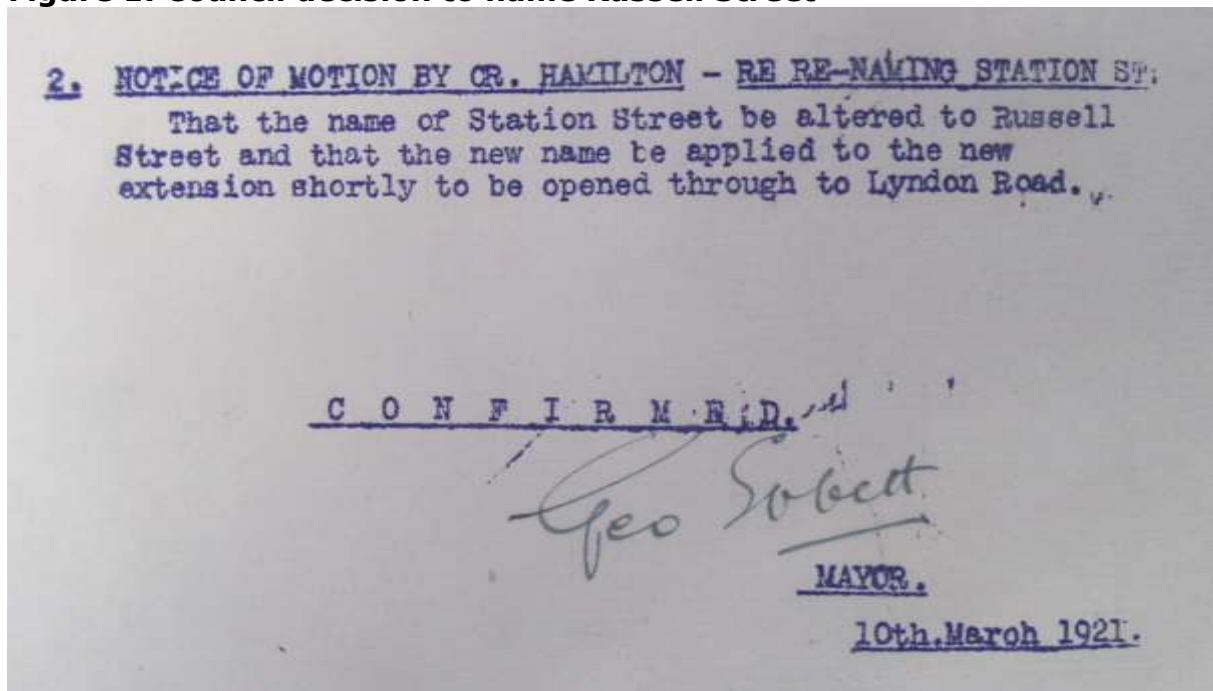
Poppy Place after Sir Andrew Hamilton Russell

This story has been put together with oversight and assistance from family members of Sir Andrew Russell.

About Russell Street

At a meeting of the Hastings City Borough Council on 10 March 1921, it was agreed that Station Street be renamed Russell Street (see Figure 1- Council Decision to Name Russell Street 10 Mar 1921). While the Borough Council records showing the reasoning behind the renaming have not been retained, it is clear given the timing, 1921 just after the war, and the location, adjacent to the new Hastings war memorial, that it was in honour of the distinguished son of Hawke's Bay, Major General Sir Andrew (Guy) Hamilton Russell, KCMG.

Figure 1: Council decision to name Russell Street



The naming of Russell Street after (Major General) Sir Andrew Russell is confirmed in *Swamp to Centenary. A History of Hastings*, and in *City of the Plains, A History of Hastings*, which notes "...the cenotaph, erected on land purchased...for a civic square... faced an extension of Station Street, re-named Russell Street to honour Sir Andrew Russell who became national president of the RSA" from 1921-1924 and again from 1927-1935.

Russell Street is centrally located, and following Hasting's naming conventions, Russell Street South (highlighted) runs from Lyndon Road to Heretaunga Street, then becomes Russell Street North to its intersection with St Aubyn Street. The Cenotaph is located on Russell Street South, in Hastings' Civic Square (Hastings War Memorial Library is also in Civic Square).

Figure 2: Pictures of Russell Street, Hastings, intersection with Heretaunga St by Clock Tower (9 March 2015)



About Sir Andrew (Guy) Hamilton Russell

Major General Sir Andrew Russell earned a high reputation for his tactical skills, insistence on strict discipline, care for his men and his personal courage. Under his leadership the N.Z. force was regarded as one of the finest in the allied army and fought with distinction in the major battles of WW 1, Messines, Passchendaele and the Battle of the Somme. His contribution was recognised with decoration from France, Belgium, Serbia and Montenegro as well as Britain. On returning to N.Z after the war he was given a hero's welcome at Wellington where he was hailed in Maori "Ariki Toa" -the fighting chief sent forward to lead.

Andrew Hamilton Russell, known to his family and friends as Guy, was born in Napier in 1868. His father Colonel A.H. Russell, having come to N.Z as a soldier, left the army to take up farming in Hawke's Bay. The early childhood was spent at Redclyffe, near the Tutaekuri River west of Taradale. His education was in England at Twyford preparatory school and Harrow.

From Harrow, Guy went to the Royal Military College, Sandhurst where he entered as the cadet with second highest marks. He left a year later in 1887, with the Sword of Honour awarded to the top cadet of the year. Five years of service with the British Army serving in India and Burma in the 1st Border Regiment with the rank of Lieutenant followed, after which Guy resigned his commission and returned to N.Z.

He followed his love of farming as a cadet, then manager and finally owner on the family land at Twyford and Tuna Nui (near Sherenden). In 1896 he married Gertrude Williams, the daughter of J.N. Williams of Frimley. Together they raised a family of two sons and three daughters. In 1912/13 they built the Homestead at Tuna Nui, designed by the architect C.T. Natusch.

Throughout these years Guy maintained a strong interest in military and defence affairs. From 1900 he was a territorial officer in the New Zealand Army. He raised the Hawke's Bay Mounted Rifles, a volunteer force, and was promoted to Major under the volunteer system. The Defence Act of 1909 brought in a Territorial system, the rapid expansion of the N.Z. Defence Force, and compulsory Military training. The Wellington Mounted Rifles Brigade was formed in 1911 and Guy was given command with the rank of Colonel. In 1914 on outbreak of war, the N Z Mounted Rifles Brigade was formed and sailed for Egypt with Guy in command. While the horses came with them from New Zealand, the Mounted Rifles Brigade, without their horses, landed on the Gallipoli Peninsula on 12 May 1915 where Russell served with distinction. [Only four horses returned to New Zealand](#) this is a link to a sad poem and a song, The Last Parade, by the Australian poet Banjo Paterson.

Figure 3: Sir Andrew Russell on horseback



Noted New Zealand military historian, Christopher Pugsley², writes

"...Russell took over the northern sector of the ANZAC perimeter, establishing his headquarters on the plateau that later became known as Russell's Top. His troops seized the foothills below Chunuk Bair on the night of 6-7 August and opened the way for an infantry advance, which was one of the most brilliant feats of the campaign. Russell later commanded his exhausted and depleted brigade in the unsuccessful attacks on Hill 60 at the end of August. After this offensive Sir Ian Hamilton, who commanded the

Mediterranean Expeditionary Force, considered Russell the outstanding New Zealander on the peninsula.”

Sir Andrew Russell’s abilities were such that he was put in charge of the ANZAC Rear Guard during the final 48 hours of the highly successful evacuation from Gallipoli. The evacuation was meticulously planned to create the impression of ongoing work and reinforcements arriving even while evacuation was underway by night. The final 20,000 troops were withdrawn by ships over two nights, with diversions in place such as self-firing rifles (rigged with water dripping from one tin into another to pull the trigger) to ensure the Turks didn’t move up and attack the troops in their vulnerable embarkation points. The only casualty was a slight wound by a stray bullet through a rifleman’s ear. Following this campaign Sir Andrew Russell was awarded the K.C.M.G., promoted to the rank of Major General, and made commander of the N.Z. Division which was sent to fight in France and Belgium under overall British Command.

Figure 4: The New Zealand Commander (Sir Andrew Russell) at field operations in Belgium, World War I



By the end of the war, Pugsley writes

"...Russell fought his New Zealand Division with consummate skill. He insisted on subordinates using every opportunity to learn lessons from each operation, and anticipation and planning remained his hallmark. Messines had shown his mastery of the set-piece attack, and the battles of 1918 showed his mastery of the advance and encounter battle... Russell was one of the few generals in the British armies to display innovation and tactical skill in the First World War. He brought to his command the practical

experience of a working farm manager combined with an understanding of men, and a broad study of military history and tactics. Thinking things through was one of his strengths and his range of interests gave him the ability always to see the bigger picture. He was widely read, fluent in French... an enthusiastic cellist, an opera lover, and a brilliant conversationalist. Despite these gifts, Russell, a man of strong Anglican religious convictions, was self-effacing and modest..."

With the war over Guy returned to N.Z to his family and farm and to recover his health. His concern for the welfare of his men and their rehabilitation into a civilian and peacetime world was ongoing. His work with the R.S.A., of which he was President from 1921 – 1924 and again from 1927 – 1935, was largely to this end.

Civilian life was busy not only with his own farming business but also the wide variety of organisations he was involved with, which show the breadth of his interests, and indicate the esteem in which he was held. He was a founding member of the Round Table in N.Z., member of the Rhodes Scholarship Selection Committee, Board member of The Hawke's Bay Farmers' Co-operative Association of Barraud and Abraham, and of Flock House agricultural training establishment. He belonged to the British Empire Service League, the international charity Toc H, The British Israel World Federation and The Farmers Union to name a few. In WW2 he was Inspector General of Troops from 1940 - 1941, and a member of the War Council.

A man of high intellect and a dedicated family man with strong Christian beliefs and firm principles Sir Andrew Russell stands as an example to all who follow.

He died at Tunanui in 1960 at the age of 92 and was farewelled with a full Military funeral at St Matthews's Anglican Church in the city of Hastings.

Honours and Awards

Russell's military achievements were recognised with a KCMG in 1916 and, in 1917, a KCB. He was awarded the French Légion d'honneur (croix d'officier) and Croix de guerre (avec palme), the Belgian Ordre de Léopold (commander) and Croix de Guerre, the Serbian Order of the White Eagle (first class) and the Montenegrin Order of Danilo. He was nine times mentioned in British dispatches.

List of honours:

- Knight Commander of the Order of the Bath
- Knight Commander of the Order of St Michael and St George
- 1914-15 Star
- British War Medal 1914-19
- Victory Medal with Mention in Despatches (9 times)

- King George VI Silver Jubilee Medal
- King George VI Silver Coronation Medal
- Knight Commander of the Order of Danilo (Montenegro)
- Knight Commander de la Order of Leopold (Belgium)
- Officier de la Légion d'Honneur (France)
- Grand Cross of the Order of the White Eagle (with Swords) (Serbia)
- Croix de Guerre (Belgium)
- Croix de Guerre (France)

GREYTOWN COMMUNITY BOARD

26 APRIL 2017

AGENDA ITEM 7.7

REVIEW POLICY C700 STREET BANNERS AND FLAGS

Purpose of Report

To inform Community Board members of the proposed changes to Policy C700 Street Banners and Flags.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Street Banners and Flags Policy Review Report.*
2. *Approve the amendments to the policy.*
3. *Agree the next review date should be April 2020.*

1. Executive Summary

The policy D100 C700 Street Banners and Flags was reviewed and sent to Community Boards in April 2016.

Featherston Community Board requested further clarification regarding several points.

Minor changes have been made to the policy and need approval by the Community Boards and then by Council.

Any changes made are shown as tracked changes on the attached document.

2. Background

The policy D100 C700 Street Banners and Flags was reviewed and sent to Community Boards in April 2016.

Featherston Community Board requested further clarification regarding several points:

1. Ensure the Policy is consistent with the Wairarapa District Plan wording with regards to the use of wording (i.e. banners vs. signage).

2. Ensure the Policy only applies to external organisations using Council poles to advertise events rather than community board signage.
3. Clarify sign removal clauses including warnings and liability for costs associated with enforced removal.

Point 1 has been covered off by adding Clause 11 indicating that any sign or banner must not contravene the Wairarapa Combined District Plan or other plans or guidelines.

Point 2 has been considered and we confirm the policy applies to all signage.

Point 3 is covered by an amendment to clause 8 stating that the applicant is responsible for all charges incurred by Council ...including removal and reinstatement costs incurred by Council should the applicant fail to remove the flags by the agreed date.

Additional wording has also been added at Clause 6 to indicate applicants need to apply via the SWDC website for a non-evacuation Corridor Access Request/Works Access Permit.

3. Appendices

Appendix 1 – Street Banners and Flags Policy

Contact Officer: Kereana Sims. Roading Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure & Services

Appendix 1 – Street Banners and Flags Policy

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STREET BANNERS AND FLAGS

1. RATIONALE

Council supports many events and organisations through the display of street banners and flags. To ensure a consistent approach for all organisations and groups, including Council, a flags policy is required to assist officers and Council determine priorities in display.

2. PURPOSE

1. To set out guidelines to Council's elected members and Council employees who are required to determine use of poles and brackets and what may be displayed.
2. To streamline the approach of taking bookings for street flags throughout the district.

3. GUIDELINES

1. To streamline the approach of taking bookings for street flags throughout the district, Council requires that anyone wanting to install street flags or banners make an application through the respective community board in writing. The application must include:
 - a. *The dates of installation and removal.*
 - b. *Reason for installation, event details.*
 - c. *Description or picture of the banner or flag.*
2. While the respective community board approves and takes bookings for street flags it is the applicant's responsibility to arrange installation and removal of their flags on the applied dates by a Council approved contractor.
3. It is the responsibility of the applicant to maintain the standard of the flags during the installation period.
4. It is the responsibility of the applicant to reinstate flags previously hanging.
5. Due to the application being required to go to the appropriate community board for comment and allowing time for amendments in design (if required) and subsequent print times, applications must be received no later than forty (40) working days prior to the applied installation date.
6. Applicants (or the approved contractor) are required to [submit](#) [apply for a non-evacuation Corridor Access Request/Works Access Permit via the link on](#)

[the SWDC website and supply a](#) Traffic Management Plan at least ~~five~~^{fifteen} working days prior to the installation date.

7. Any deviation from the approved banner/flags or event signage without previous agreement with the respective community board may result in the removal of the banner/flag or event signage.
8. The applicant is responsible for all charges incurred by Council in the event of any emergency works necessary to make the street flags safe [and for any removal and reinstatement costs incurred by Council should the applicant fail to remove the flags by the agreed date.](#)
9. In determination of appropriate usage the community board will consider the following:
 - a. *Previous use and historical context.*
 - b. *The commercial or community nature of the event or occasion.*
 - c. *Cost recovery or financial support to the event or occasion.*
 - d. *The financial contributions made by or to the applicant present or historical.*
 - e. *To help make the design more effective it is recommended that:*
 - Graphics be simple and bold.
 - Text only be used where it forms part of the established image of the event or logo.
 - Text be large enough to be read from a distance and be kept to no more than a few words.
 - Dates and venues are best avoided, as they are difficult to read.
 - Montages, slogans and extended text should be avoided.
 - White backgrounds should be avoided as they soil easily and are difficult to see against the greyness of the winter weather, often inhibiting legibility.
 - Material deemed to be inappropriate or offensive to the community at large, or to any sector of the community, will not be permitted.
10. The community board reserves the right to refuse design applications at its discretion.
11. [Any sign or banner must not contravene the Wairarapa Combined District Plan or other plans or guidelines.](#)

GREYTOWN COMMUNITY BOARD

26 APRIL 2017

AGENDA ITEM 9.1

CHAIRPERSON REPORT

Recommendations

The chairperson recommends that the Community Board:

1. *Receive the information.*
2. *Recommendation to receive the Street Planting Scheme report & approve a cost of \$360 for resource consent for barrels.*
3. *Recommendation. To receive the information and approve a cost of up to \$1500 for new street flags and a cost of up to \$400 for erecting street flags.*
4. *Recommendation. To write to Jan Eagles, Friends of Stella Bull Park congratulating her on her hard work with fundraising and successful completion & installation of the new sculpture*
5. *Recommendation. To pay\$180+GST towards an ad to be placed in Grapevine magazine for the public meeting of Greytown's Civil Defence Strategy.*
6. *Recommendation: To receive the report on bike stands for Greytown*

1. Topic 1-Greytown Street Planting Program

We have been informed that resource consent is required for the wine barrels on Main St. The GCB had not previously considered this necessary when planning the project as they replaced existing wine barrels and were not permanent fixtures. However we wish to comply with any council rules so will be applying for resource consent at a cost of \$360.

2. Topic 2 –New Street Flags

The current street flags are damaged due to excessive winds and need replacing. We are looking at more robust flags for the future and some cost savings by working across the SWDC for future flags.

Recommendation: approve a cost of up to \$1500+GST for new street flags and a cost of up to \$400+GST for erecting street flags.

3. Topic 3 –Stella Bull Park’s New Sculpture

Greytown’s Stella Bull Park now has a new sculpture of the iconic cabbage tree which was erected on the Main St frontage of the park. Carterton sculptor Niko Thomsen had crafted the work that cost about \$40,000. The group (Friends of Stella and Sarah) chose the cabbage tree – ti kouka – because of its significance as a food source to early Maori, and to celebrate Greytown as the Arbour Town of New Zealand.

Jan Eagle and her group have worked tirelessly over the last 3 years fundraising for the project.

The Greytown Community Board would like to formally acknowledge her hard work in making this new sculpture part of the Greytown landscape. The South Wairarapa District Council will organise a blessing for the new sculpture once signage is complete.

4. Topic 4 –Greytown Community Board –Civil Defence

The Greytown Community Board has begun meetings with WREMO in March/April and plan to follow-up by public consultation with key stakeholders in Greytown to finalise our Civil Defence Plan. This follows a workshop held in February with WREMO civil Defence co-ordinator.

We want as large a group to attend as possible and plan on a one page ad in the Grapevine (colour) to promote this event. WREMO will also pay towards the ad.

Recommendation: *To pay\$180+GST towards an ad to be placed in Grapevine magazine for the public meeting of Greytown’s Civil Defence Strategy to be held in May.*

5. Topic 5 –Greytown Bike Stands

With the increasing interest in Cycle Tourism and biking trips to Greytown and the Wairarapa we believe SWDC consider putting attractive bike stands in Greytown at strategic points and in consultation with the GCB.

Written By: Leigh Hay, Chair Greytown Community Board

Greytown Community Board

Chair: Leigh Hay
8 Wood Street
Greytown 5712
06 304 9876



16 March 2017

Margaret Cole
72C Woodside Road
RD1
Greytown 5794

Dear Margaret

GREYTOWN PLAYGROUND

Thank you for your letter to the Greytown Community Board dated 31 January 2017 and received at their meeting of the 15 March 2017.

The Community Board resolved that *"the correspondence from Margaret Cole be forwarded to Council's Amenities Manager for comment back to the Greytown Community Board as soon as possible"* and asked that I let you know they will provide a response once they have received answers to your queries.

If you have any questions feel free to get in touch.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Suzanne Clark'.

Suzanne Clark
Committee Secretary
Suzanne.clark@swdc.govt.nz