



## TE KAUNIHERA O TE AWA KAIRANGI

12 February 2024

Order Paper for Council meeting to be held in the  
Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt,  
on:

### **Tuesday 20 February 2024 commencing at the conclusion of the Long Term Plan/Annual Plan Subcommittee**

The meeting will be livestreamed on Council's Facebook page.

### **Membership**

	Mayor C Barry (Chair)
	Deputy Mayor T Lewis
Cr G Barratt	Cr J Briggs
Cr K Brown	Cr B Dyer
Cr S Edwards	Cr A Mitchell
Cr K Morgan	Cr C Parkin
Cr N Shaw	Cr T Stallinger
Cr G Tupou	

For the dates and times of Council Meetings please visit [www.huttcity.govt.nz](http://www.huttcity.govt.nz)

#### **Have your say**

You can speak under public comment to items on the agenda to the Mayor and Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this by emailing [DemocraticServicesTeam@huttcity.govt.nz](mailto:DemocraticServicesTeam@huttcity.govt.nz) or calling the Democratic Services Team on 04 570 6666 | 0800 HUTT CITY

## TE KAUNIHERA O TE AWA KAIRANGI | COUNCIL

<b>Chair</b>	Mayor Campbell Barry
<b>Deputy Chair</b>	Deputy Mayor Tui Lewis
<b>Membership:</b>	All Councillors (11) Refer to Council's Standing Orders (SO 31.10 Provisions for Mana Whenua)
<b>Meeting Cycle:</b>	Council meets on an eight-weekly basis (extraordinary meetings can be called following a resolution of Council, or on the requisition of the Chair or one-third of the total membership of Council)
<b>Quorum:</b>	Half of the members

### **POWER TO (BEING A POWER THAT IS NOT CAPABLE OF BEING DELEGATED)<sup>1</sup>:**

- Make a rate.
- Make bylaws.
- Borrow money other than in accordance with the Long Term Plan (LTP).
- Purchase or dispose of assets other than those in accordance with the LTP.
- Purchase or dispose of Council land and property other than in accordance with the LTP.
- Adopt the LTP, Annual Plan and Annual Report.
- Adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the LTP or developed for the purpose of the Local Governance Statement.
- Appoint the Chief Executive.
- Exercise any powers and duties conferred or imposed on the local authority by the Local Government Act 1974, the Public Works Act 1981, or the Resource Management Act 1991, that are unable to be delegated.
- Undertake all other actions which are by law not capable of being delegated.
- The power to adopt a Remuneration and Employment Policy for Council employees.

### **DECIDE ON:**

#### **Policy and Bylaw issues:**

- Adoption of all policies required by legislation.
- Adoption of strategies, and policies with a city-wide or strategic focus.
- Approval of draft bylaws before the consultation.
- Adoption of new or amended bylaws.

#### **District Plan:**

- Approval to call for submissions on any Proposed District Plan, Plan Changes and Variations.

<sup>1</sup> Work required before the making of any of these decisions may be delegated.

- Before public notification, approval of recommendations of District Plan Hearings Subcommittees on any Proposed Plan, Plan Changes (including private Plan Changes) and Variations.
- The withdrawal of Plan Changes in accordance with clause 8D, Part 1, Schedule 1 of the Resource Management Act 1991.
- Approval, to make operative, District Plan and Plan Changes (in accordance with clause 17, Part 1, Schedule 1 of the Resource Management Act 1991).
- Acceptance, adoption, or rejection of private Plan Changes.

**Representation, electoral and governance matters:**

- The method of voting for the triennial elections.
- Representation reviews.
- Council’s Code of Conduct for elected members.
- Hearing of and making decisions on breaches of Council’s Code of Conduct for elected members.
- Elected members’ remuneration.
- The outcome of any extraordinary vacancies on Council.
- Any other matters for which a local authority decision is required under the Local Electoral Act 2001.
- Appointment and discharge of members of committees when not appointed by the Mayor.
- Adoption of Terms of Reference for Council Committees, Subcommittees and Working Groups, and oversight of those delegations.
- Council’s delegations to officers, community boards and community funding panels.

**Delegations and employment of the Chief Executive:**

Appointment of the Chief Executive of Hutt City Council.

**Meetings and committees:**

- Standing Orders for Council and its committees.
- Council’s annual meeting schedule.

**Long Term and Annual Plans:**

- The adoption of the LTP and Annual Plans.
- Determination of rating levels and policies required as part of the LTP.
- Adoption of Consultation Documents proposed and final LTPs and proposed and final Annual Plans.

**Council Controlled Organisations:**

- The establishment and disposal of any Council Controlled Organisation or Council Controlled Trading Organisation.

- Approval of annual Statements of Intent and annual Statement of Expectation for Council Controlled Organisations and Council Controlled Trading Organisations.

#### **Community Engagement and Advocacy:**

- Receive reports from the Council's Advisory Groups.
- Regular reporting from strategic partners.

#### **Operational Matters:**

- Civil Defence Emergency Management matters requiring Council's input.
- Road closing and road stopping matters.
- Approval of overseas travel for elected members.
- All other matters for which final authority is not delegated.

#### **Appoint:**

- The non-elected members of the Standing Committees, including extraordinary vacancies of non- elected representatives.
- The Directors of Council Controlled Organisations and Council Controlled Trading Organisations.
- Council's nominee on any Trust.
- Council representatives on any outside organisations (where applicable and time permits, recommendations for the appointment may be sought from the appropriate Standing Committee and/or outside organisations).
- Council's Electoral Officer, Principal Rural Fire Officer and any other appointments required by statute.
- The recipients of the annual Civic Honours awards.

**TE KAUNIHERA O TE AWA KAIRANGI | HUTT CITY COUNCIL**

Ordinary meeting to be held in the Council Chambers, 2nd Floor, 30 Laings Road,  
Lower Hutt on  
Tuesday 20 February 2024 commencing  
at the conclusion of the Long Term Plan/ Annual Plan Subcommittee

**ORDER PAPER**

**PUBLIC BUSINESS**

**1. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA**

Whakataka te hau ki te uru	<i>Cease the winds from the west</i>
Whakataka te hau ki te tonga	<i>Cease the winds from the south</i>
Kia mākinakina ki uta	<i>Let the breeze blow over the land</i>
Kia mātaratara ki tai	<i>Let the breeze blow over the ocean</i>
E hī ake ana te atakura	<i>Let the red-tipped dawn come with a sharpened air.</i>
He tio, he huka, he hau hū	<i>A touch of frost, a promise of a glorious day.</i>
Tihei mauri ora.	

**2. APOLOGIES**

An apology from Cr Dyer has been received.

**3. PUBLIC COMMENT**

Generally up to 30 minutes is set aside for public comment (three minutes per speaker on items appearing on the agenda). Speakers may be asked questions on the matters they raise.

**4. CONFLICT OF INTEREST DECLARATIONS**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

**5. APPROVAL FOR TRAVEL TO MINOH CITY FOR CR DYER**

Memorandum dated 5 February 2024 by the Head of Mayor's Office

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**MAYOR'S RECOMMENDATION:**

“That the recommendations contained in the memorandum be endorsed.”

**6. RECOMMENDATIONS TO COUNCIL FROM THE LONG TERM PLAN/ANNUAL PLAN SUBCOMMITTEE MEETING HELD ON 20 FEBRUARY 2024**

“That Council adopts the recommendations made on the following reports, and any amendments agreed at the Long Term Plan/ Annual Plan Subcommittee meeting held on 20 February 2024:

- a) Draft 2024-2034 Long Term Plan and Consultation document;
- b) Three Waters Further Advice for 2024-2034 Long Term Plan;
- c) Approval of draft Development and Financial Contributions Policy 2024 for consultation;
- d) Rates Remission and Rates Postponement Policies;
- e) Three Waters Capital Works Programme Review 2023/24.”

**7. QUESTIONS**

With reference to section 32 of Standing Orders, before putting a question a member shall endeavour to obtain the information. Questions shall be concise and in writing and handed to the Chair prior to the commencement of the meeting.

**8. EXCLUSION OF THE PUBLIC**

**MAYOR'S RECOMMENDATION:**

“That the public be excluded from the following parts of the proceedings of this meeting, namely:

**9. RECOMMENDATIONS TO COUNCIL FROM THE LONG TERM PLAN/ANNUAL PLAN SUBCOMMITTEE MEETING HELD ON 20 FEBRUARY 2024**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

(A)	(B)	(C)
General subject of the matter to be considered.	Reason for passing this resolution in relation to each matter.	Ground under section 48(1) for the passing of this resolution.
Recommendations to Council from the Long Term Plan/Annual Plan Subcommittee meeting held on 20 February 2024 – Te Wai Takamori o Te Awa Kairangi: Programme Update	<p>The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities (s7(2)(h)).</p> <p>The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s7(2)(i)).</p>	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.

This resolution is made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as specified in Column (B) above.”

Kate Glanville  
**SENIOR DEMOCRACY ADVISOR**



**TO:** Mayor and Councillors  
Hutt City Council

**FROM:** Charlotte Parish

**DATE:** 05 February 2024

**SUBJECT:** APPROVAL FOR TRAVEL TO MINOH CITY FOR CR DYER

### **Recommendation**

It is recommended that Council:

- (1) receives and notes the information; and
- (2) retrospectively approves international travel for Councillor Dyer to visit Minoh City.

### **Purpose of Memorandum**

1. The purpose of this memorandum is to seek Council's retrospective approval for Councillor Dyer to visit Lower Hutt's Sister City, Minoh, Japan, alongside a delegation to Japan led by the Waiwhetū Marae in February 2024.
2. Council was only made aware of the delegation in late December, after the last Council meeting of 2023. Therefore, this memorandum seeks a retrospective decision to allow for travel to be arranged in time.

### **Background**

3. In 2025, Lower Hutt and Minoh City will celebrate the 30<sup>th</sup> anniversary of their Sister City relationship. In February 2024, a delegation from the Waiwhetū Marae is visiting Japan, including Minoh, as part of a cultural exchange. As Chair of the Hutt Minoh House Friendship Trust, it is appropriate for Councillor Dyer to visit Minoh alongside the delegation to explore further opportunities to strengthen the Hutt/Minoh relationship as we approach the 30<sup>th</sup> anniversary.
4. Councillor Dyer will arrive in Minoh on 18 February and return on 22 February 2024. The purpose of the visit is to deepen our connection with Minoh city and assist in exploring mutual cultural, educational and environmental opportunities for both cities. The itinerary for the visit will include:
  - Meeting with Mayor Ueshima
  - Engaging with the Hutt Club (counterpart to the Hutt Minoh House Friendship Trust)



- Connecting with Lower Hutt teachers on a year-long exchange in Minoh City
- Cultural exchange and formal welcome with Waiwhetū Marae delegation
- Discuss the rehabilitation of the Hashimoto Walkway, which has been damaged by a recent storm
- Planning for upcoming 30<sup>th</sup> anniversary celebrations

### **Financial Considerations**

5. The cost of flights to Minoh is \$3,317 (exc GST), of which \$2,094 will come from Councillor Dyer's training budget. Hutt Minoh House Friendship Trust has agreed to contribute \$1,500 to the trip. This will cover the remainder of the flight costs and some travel expenses in Japan. Council will also contribute \$500 for other miscellaneous costs. To further minimise costs, Councillor Dyer will arrange a homestay in Minoh.
6. Councillor Dyer is expected to adhere to Council's Elected Member Support and Council's Sensitive Expenditure policies and guidelines.

### **Appendices**

There are no appendices for this report.

**Author:** Charlotte Parish  
Head of Mayor's Office

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**Approved By:** Jarred Griffiths  
Director Strategy and Engagement