



KOMITI HANGANGA INFRASTRUCTURE AND REGULATORY COMMITTEE

29 February 2024

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

Thursday 7 March 2024 commencing at 2:00 pm

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

Membership

	Cr S Edwards (Chair)
	Cr T Stallinger (Deputy Chair)
Mayor C Barry	Cr G Barratt
Cr K Brown	Cr B Dyer
Deputy Mayor T Lewis	Cr A Mitchell
Cr G Tupou	

For the dates and times of Council Meetings please visit 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 or calling the Democratic Services Team on 04 570 6666 | 0800 HUTT CITY

KOMITI HANGANGA | INFRASTRUCTURE AND REGULATORY COMMITTEE

Chair:	Cr Simon Edwards
Deputy Chair:	Cr Tony Stallinger
Membership:	Mayor Campbell Barry Deputy Mayor Tui Lewis Cr Glenda Barratt Cr Keri Brown Cr Brady Dyer Cr Andy Mitchell Cr Gabriel Tupou
Quorum:	Half of the membership
Meeting Cycle:	Meets on an eight-weekly basis or as required
Reports to:	Council
Membership Resource Management Act (RMA) Hearings	An independent Commissioner plus a minimum of either three or four elected members (including the Chair) and alternates who have current certification under the Making Good Decisions Training Assessment and Certification programme for RMA Decision Makers

OVERVIEW:

This is an operationally focused committee, overseeing Council’s above and below-ground core infrastructure needs, and core regulatory functions. The committee is aligned with the Economy and Development and Environment and Sustainability directorates.

AREAS OF FOCUS:

- Three waters infrastructure
- Three waters reform
- Water investment
- Roothing/active transport
- Infrastructure strategy
- Integrated transport strategy
- Wharves
- Environmental consents
- Regulatory functions including enforcement
- Treaty partnerships
- Riverlink
- Cycleways
- Accessibility
- Footpaths renewal programme
- Oversight of Major Projects Steering Group

PURPOSE:

To deliver quality infrastructure to support healthy and sustainable living, providing efficient and safe transport options and promoting the city's prosperity. To consider matters relating to the regulatory and quasi-judicial responsibilities of the Council under Council's bylaws and relevant legislation including the following:

- Building Act 2004
- Dog Control Act 1996
- Fencing of Swimming Pools Act 1987
- Local Government Act 1974 and the Local Government Act 2002
- Public Works Act 1981
- Reserves Act 1977
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012

DELEGATIONS FOR THE COMMITTEE'S AREAS OF FOCUS:

- All powers necessary to perform the committee's responsibilities including the activities outlined below.
- Develop required strategies and policies. **Recommend draft and final versions to Council** for adoption where they have a city-wide or strategic focus.
- Implement, monitor and review strategies and policies.
- Oversee the implementation of major projects provided for in the Long Term Plan (LTP) or Annual Plan.
- Oversee budgetary decisions provided for in the LTP or Annual Plan.
- Oversee the development and implementation of plans and functions that promote economic well-being.
- Advocate for strong relationships with Council's Mana Whenua partners as outlined in the Tākai Here agreements ensuring the outcomes of the committee are in line with the aspirations of the partners.
- Advocate for the best interests of Māori communities in Lower Hutt having regard to the committee's goals.
- Ensure the committee is operating in a way that is consistent with various pieces of legislation that provide for Te Tiriti o Waitangi.
- Maintain an overview of work programmes carried out by Council's Economy and Development Directorate.
- Undertake the administration of all statutory functions, powers and duties other than those specifically delegated to any other committee or subcommittee or retained by Council.
- Conduct any consultation processes required on infrastructure issues before the committee.
- Approve and forward submissions (other than those delegated to the District Plan Review Committee).
- Any other matters delegated to the committee by Council in accordance with approved policies and bylaws.
- The committee has the powers to perform the responsibilities of another committee

where it is necessary to make a decision prior to the next meeting of that other committee. When exercised, the report/minutes of the meeting require a resolution noting that the committee has performed the responsibilities of another committee and the reason/s.

- If a policy or project relates primarily to the responsibilities of the Komiti Hanganga | Infrastructure and Regulatory Committee, but aspects require additional decisions by the Komiti Hapori Ahurea me ngā Rangapū | Communities, Culture and Partnerships Committee and/or Komiti Kaupapa Taiao | Climate Change and Sustainability Committee, then the Komiti Hanganga | Infrastructure and Regulatory Committee has the powers to make associated decisions on behalf of those other committees. For the avoidance of doubt, this means that matters do not need to be taken to more than one of those committees for decisions.

Additional Infrastructure Delegations:

- Determine roading issues considered by the Mayor and Chief Executive to be strategic due to their significance on a city-wide basis, including links to the State Highway, or where their effects cross ward or community boundaries.
- Hear objections to specified traffic matters where the community board wishes to take an advocacy role.
- Make decisions under Clause 11(e) of the Tenth Schedule of the Local Government Act 1974 and the Transport (Vehicular Traffic Road Closure) Regulations 1965 in respect of temporary road closures, including making decisions on any ancillary matters including, without limitation, approval of temporary “No Stopping” restrictions under Hutt City Council Traffic Bylaw 2017.
- Undertake hearings on road stopping under the Local Government Act 1974.
- **Make recommendations to Council** whether to proceed with a road stopping and the disposal of stopped road, including (where the proposal includes or involves a related acquisition, disposal or land exchange) a **recommendation to Council** on the acquisition, disposal or exchange.
- Consider and **recommend to Council** any request to the Crown that a road is stopped under section 116 of the Public Works Act 1981, and the disposal of the stopped road.
- Make any resolution required under section 319A of the Local Government Act 1974 regarding the naming of new roads and alterations to street names (other than those in the Harbour and Wainuiomata Wards, which are delegated to the community boards in those areas).

Additional Regulatory Delegations:

- Develop any regulations required to achieve Council’s objectives.
- Approve Council’s list of hearings commissioners under the Resource Management Act 1991, including councillors sitting as hearings commissioners and independent commissioners.
- Conduct statutory hearings on regulatory matters and make decisions on those hearings², excluding those conducted under the Resource Management Act 1991, which are delegated to the Hearings Subcommittee and District Plan Hearings Subcommittee.
- Authorise the submission of appeals to the Environment Court on behalf of Council.
- Make decisions on applications required under the Development Contributions Policy

for remissions, postponements, reconsiderations and objections.

- **Recommend to Council** the list of members approved to be members of the District Licensing Committee under section 192 of the Sale and Supply of Alcohol Act 2012.

Delegations to make Appointments:

- The Chair of the Komiti Hanganga | Infrastructure and Regulatory Committee, in conjunction with the Chief Executive, is authorised to appoint a subcommittee of suitably qualified persons to conduct hearings on behalf of the committee.
- The Chair of the Komiti Hanganga | Infrastructure and Regulatory Committee, in conjunction with the Chief Executive, is authorised to appoint a Hearings Subcommittee of suitably qualified persons to conduct resource consent and related hearings on behalf of the committee.
- The Chair of the Komiti Hanganga | Infrastructure and Regulatory Committee is authorised to appoint three people from the list prepared under the Sale and Supply of Alcohol Act 2012 to specific meetings (Chair and two members).

NOTE:

The Manatū mō te Taiao | Ministry for the Environment advocates that Councils offer specialist Resource Management Act (RMA) training in areas that are difficult to grasp or where mistakes are commonly made. This is to complement the Good Decision Making RMA training that they run (which is an overview and basic summary of decision making, rather than an in-depth training in specific areas of the RMA). Therefore, in order to facilitate this, the RMA training run for councillors that wish to be hearings commissioners is mandatory.

Reasons for the importance of the training:

1. Hearings commissioners are kept abreast of developments in the legislation.
2. Legal and technical errors that have been made previously are avoided (many of which have resulted in Environment Court action which is costly, time-consuming and often creates unrealistic expectations for the community).
3. The reputation of Council as good and fair decision makers or judges (rather than legislators) is upheld.

HUTT CITY COUNCIL

KOMITI HANGANGA | INFRASTRUCTURE AND REGULATORY COMMITTEE

Meeting to be held in the Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt
on
Thursday 7 March 2024 commencing at 2:00 pm.

ORDER PAPER

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA TIMATANGA

Whakataka te hau ki te uru
Whakataka te hau ki te
tonga
Kia mākinakina ki uta
Kia mātaratara ki tai
E hī ake ana te atakura
He tio, he huka, he hau hū
Tihei mauri ora

Cease the winds from the west
Cease the winds from the south
Let the breeze blow over the land
Let the breeze blow over the ocean
Let the red-tipped dawn come with
a sharpened air.
A touch of frost, a promise of a
glorious day.

2. APOLOGIES

No apologies have 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. RECOMMENDATIONS TO TE KAUNIHERA O TE AWA KAIRANGI | COUNCIL - 27 March 2024

- a) Asset Management Policy

Report No. IARCC2024/1/47 by the Head of Assets & Facilities

10

CHAIR'S RECOMMENDATION:

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

- b) Raised Crossings - Harcourt Werry Drive and Waiwhetu Road/Waterloo Road

Report No. TSC2024/1/19 by the Traffic Engineer 20

CHAIR'S RECOMMENDATION:

"That the recommendations contained in the report be endorsed."

6. **THREE WATERS UPDATE**

Report No. IARCC2024/1/48 by the Strategic Advisor 37

CHAIR'S RECOMMENDATION:

"That the recommendation contained in the report be endorsed."

7. **REGULATORY MATTERS**

Report No. IARCC2024/1/49 by the Head of Planning 51

CHAIR'S RECOMMENDATION:

"That the recommendation contained in the report be endorsed."

8. **PROPOSED TEMPORARY ROAD CLOSURE: MURITAI ROAD FOR THE EASTBOURNE MEMORIAL RETURNED SERVICES ASSOCIATION ANZAC DAY EVENT 2024 - 2026**

Report No. IARCC2024/1/50 by the Traffic Engineer - Contractor 69

CHAIR'S RECOMMENDATION:

"That the recommendations contained in the report be endorsed."

9. **PROPOSED TEMPORARY ROAD CLOSURES: LAINGS ROAD, KNIGHTS ROAD AND QUEENS DRIVE, HUTT CENTRAL - ANZAC DAY DAWN SERVICE 2024 2026**

Report No. IARCC2024/1/51 by the Traffic Engineer 76

CHAIR'S RECOMMENDATION:

"That the recommendations contained in the report be endorsed."

10. **TRANSPORT ACTIVITY MANAGEMENT PLAN**

Report No. IARCC2024/1/52 by the Principal Advisor - Micromobility Programme 83

CHAIR'S RECOMMENDATION:

"That the recommendations contained in the report be endorsed."

11. INFORMATION ITEM

Infrastructure and Regulatory Forward Programme 2024

Memorandum dated 20 February 2024 by the Democracy Advisor 315

CHAIR'S RECOMMENDATION:

"That the recommendation contained in the memorandum be endorsed."

12. 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.

13. EXCLUSION OF THE PUBLIC

CHAIR'S RECOMMENDATION:

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

**14. RECOMMENDATIONS TO TE KAUNIHERA O TE AWA
KAIRANGI | COUNCIL - 27 March 2024**

**TE WAI TAKAMORI O TE AWA KAIRANGI - PROPERTY
MATTERS**

**15. NATIONAL LAND TRANSPORT PLAN (NLTP) 2024-27
IMPROVEMENT PROJECTS AND LOW COST, LOW RISK
PROJECTS - FINAL SUBMISSION**

16. CROSS VALLEY CONNECTIONS PROGRAMME UPDATE

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.
Te Wai Takamori o Te Awa Kairangi - Property Matters.	The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities (s7(2)(h)). 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)).	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.
National Land Transport Plan (NLTP) 2024-27 Improvement Projects and Low Cost, Low Risk Projects - Final Submission.	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)).	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.
Cross Valley Connections Programme Update.	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)).	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.”

Vanessa Gilmour
DEMOCRACY ADVISOR

20 February 2024

Report no: IARCC2024/1/47

Asset Management Policy

Purpose of Report

1. The purpose of this report is to seek Council's approval of the draft Asset Management Policy (the Policy).

Recommendations

That the Committee recommends that Council:

- (1) receives and notes the report; and
- (2) approves the draft Asset Management Policy (the Policy) attached as Appendix 1 to the report.

For the reasons outlined in the report.

Background

2. Asset Management was identified as a key area for improvement for Council, with opportunities to improve consistency and co-ordination across business units.
3. The Policy is a short statement that sets out the guiding principles by which Council intends to apply asset management to achieve its organisational objectives.
4. To best reflect Council's vision and objectives, we used facilitated workshops with Council Officers to identify the principles that most readily resonate with Council values.
5. The workshop attendees included Heads of key internal service areas who are responsible for leading asset management implementation as well as key personnel who liaise with Wellington Water.
6. This policy will be a Council Group policy that includes Council Controlled Organisations (CCOs) within its' scope. Seaview Marina and Urban Plus Chief Executives were engaged with and their approval given.

7. The asset management policy has been developed in alignment with international best practice, in particular the International Standard for Asset Management, ISO 5500X series. This series of standards was initially published in 2014 but has more recently become a key focus for best practice in New Zealand.
8. This is the first version of this policy. This policy will be reviewed every three (3) years in a timeframe to fit Council's needs to ensure Council's values and objectives are being met.

Discussion

9. Following engagement with the CCOs, it was agreed that the policy is kept at a high level and provides the overarching philosophy to group asset management.
10. No additional group reporting, timelines or deadlines are imposed upon on our CCOs consequent to this policy being implemented. Asset conditions are reported within the existing reporting framework.

Climate Change Impact and Considerations

11. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.
12. This Policy has been developed to support future proofing of our assets and make our communities resilient, by improving investment decisions and planning processes to ensure reliable, consistent and quality service delivery, in the face of significant environmental challenges.

Consultation

13. The Assets team led meetings with internal stakeholders, including team members from Finance, Neighbourhoods and Communities, and Legal. The updated draft Policy incorporates their feedback.
14. The Assets team also undertook a review of Asset Management Policies from neighbouring and similarly sized Councils.

Legal Considerations

15. An internal legal review of the draft Policy has been undertaken. The draft Policy incorporates the feedback, including adding approval from the CCO Boards.

Financial Considerations

16. Not applicable.

Appendices

No.	Title	Page
1	Draft Asset Management Policy	12

Author: Alannah Laban, Head of Assets and Facilities Management
Approved By: Jon Kingsbury, Director Economy & Development

ASSET MANAGEMENT POLICY



COUNCIL GROUP

Division	Assets and Facilities
Date created	February 2024
Publication date	March 2024
Review period	January 2027
Owner	Head of Assets and Facilities
Approved by	Council

Version	Author	Date	Description
V 1.0	Name	DD/MM/YYYY	Approved by Council.
		DD/MM/YYYY	Approved by Urban Plus Board.
		DD/MM/YYYY	Approved by Seaview Marina Board.
V 2.0	Name	DD/MM/YYYY	Reviewed.

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1. INTRODUCTION

Hutt City Council's vision for Te Awa Kairangi Lower Hutt is a city where everyone thrives. We are entrusted to provide a wide range of services to our communities that require the ownership and stewardship of physical assets. Implementing asset management practices allows us to manage assets sustainably and effectively over their full life span, to maximise benefits and reduce risks, for present and future generations. This policy establishes corporate leadership, direction and commitment for implementing asset management across the Council Group.

2. PURPOSE

The Asset Management Policy outlines our fundamental principles that will guide consistent asset management across the Council Group. Supporting mana whenua in their role of kaitiakitanga (guardianship) is the central pillar of this policy, as we seek to manage assets in a way that benefits both present and future generations.

This policy has been developed to support the following objectives:

- To future proof and make our communities resilient, by improving investment decisions and planning processes to ensure reliable, consistent and quality service delivery, in the face of significant environmental challenges
- To provide clear leadership and commitment to improve the level of asset management accountability and capability across Council Group
- To enable fit-for-purpose approach that aligns our asset management practices with the International Standard for Asset Management (ISO 5500X series).

3. SCOPE

This policy applies across Council Group, including Hutt City Council internal departments and the following Council Controlled Organisations (CCOs):

- Seaview Marina Limited
- Urban Plus Limited

The assets and activities considered within the scope of the policy include:

- Physical assets and supporting systems that are owned and/or managed by Hutt City Council.
- Activities related to the management of assets carried out either by Hutt City Council or an outsourced service provider who is required to plan, establish, implement, manage and continually improve the asset portfolio and/or the asset management system.

The scope of this policy excludes service areas where assets are not owned and/or managed by Hutt City Council. However, we will communicate this policy to strategic partners and others managing assets within Te Awa Kairangi Lower Hutt, and seek their alignment with the policy where:

- Hutt City Council is making a financial contribution towards assets that support community services provided by others
- Hutt City Council own the land, but is leased or licenced to others to develop, own and manage assets on it.

4. ASSET MANAGEMENT PRINCIPLES

In managing our assets, we seek to embed the fundamentals of asset management as set out in ISO55000, into our asset management practices:

- **Value:** Assets exist to provide value to the organisation and its stakeholders.
- **Alignment:** Asset management translates the organisational objectives into technical and financial decisions, plans and activities.
- **Leadership:** Leadership and workplace culture are determinants of realisation of value.
- **Assurance:** Asset management gives assurance that assets will fulfil their required purpose.

We have adopted the following set of principles to underpin our asset management practice, recognising the role we play in securing a sustainable environment for current and future generations.

Hutt City Council is committed to:

- **Long term sustainability:** We manage our assets in accordance with sustainable development principles including due consideration of long-term financial, societal, cultural and environmental impacts, particularly carbon reduction and impacts of climate change.
- **Life cycle approach:** We aim to get best value for money over the whole life of the asset, including acquisition, operations, maintenance, resilience, renewal and decommissioning of assets when required to recycle investment.
- **Meaningful partnership:** We partner with Mana Whenua to ensure their values and culture are reflected in our approach to asset management and recognise their role in achieving our shared outcomes.
- **Stakeholder engagement:** We engage with our communities and stakeholders to understand their current and future needs and expectations, while seeking to balance cost, risk and performance of assets.
- **Strategic alignment:** Our asset management decision-making and planning aligns with our Te Tiriti o Waitangi obligations, relevant national and regional policies and Council strategies.
- **Integrated approach:** We integrate asset investment and management activities within the business through strategic conversations, corporate and business planning, budgeting and reporting processes.
- **Transparent decision making:** We use formal, consistent, repeatable approaches to decision making, including accurate and up to date information and data as evidence, to balance long and short term investment decisions.
- **Managing risk:** We identify risks that could compromise the sustainability and resilience of our assets and manage these within our risk management framework.
- **Supporting asset management:** We prioritise and direct resources, expenditure and capability to implementing the asset management system and practices, in order to deliver agreed community outcomes.
- **Compliance:** We comply with the Local Government Act Part 6 (Planning) and all other relevant legislative, regulatory and statutory requirements.
- **Reviewing performance:** We monitor, report on and review performance of assets and relate this to public benefit, adjusting to meet agreed community outcomes as required.
- **Continual improvement:** We uphold asset management as a priority and strive towards a best practice approach that focuses on performance, continual improvement and personal leadership.

5. ROLES & RESPONSIBILITIES

This policy recognises the primary role of corporate and other senior leadership necessary to a well-functioning Asset Management System and the asset management culture within Hutt City Council.

Role	Responsibility
Council Elected Members	Approve the Asset Management Policy Approve asset funding through financial plans Priority setting and articulating community values
Corporate Leadership Team (CLT)	Endorse this policy and any amendments Approve funding and resources for implementation Approve any exceptions to the policy Lead the implementation of the Asset Management Policy across the organisation
CCO Governing Bodies	Lead the implementation of the Asset Management Policy across the organisation
Asset Management Steering Committee	Leading adoption of the policy within departments Communication of policy across the organisation
Other staff & service providers	Comply with the asset management principles outlined in this policy

6. DEFINITIONS

The following definitions apply to this document:

Assets means physical assets and supporting systems recognised by Hutt City Council. Examples include land, buildings, structures, transport system, three waters infrastructure, plant and equipment, natural assets, cultural and heritage collections, ICT systems, digital services and asset information/data.

Asset life cycle encompasses all stages, from asset creation to asset end-of-life, involved in the management of an asset (based on ISO 55000, 3.2.2, 3.2.3), and would typically include planning, acquisition, operations, maintenance, resilience, renewal and decommissioning of redundant assets.

Asset management is the coordinated activity of an organisation to realise value from assets (ISO 55000, 3.3.1).

Asset management objectives are specific measurable results to be achieved through asset management. They provide direction for the organisation to ensure that its asset portfolio can fulfil its requirements. Objectives should be available as documented information in the SAMP. Levels of service are one type of objective that enable the organisation to meet the service needs of the customers and users of its asset(s).

Asset Management Plan (AMP) is documented information that specifies the activities, resources and timescales required for an individual asset, or a grouping of assets, to achieve the organisation's asset management objectives (ISO 55000, 3.3.3). Refer Appendix A.

Asset Management Policy documents the intentions and direction of an organisation as formally expressed by its top management (ISO 55000, 3.1.18). It is a short statement that sets out the principles by which the organisation intends to apply asset management to achieve its organisational objectives. The policy relates to the organisational leadership's overarching intentions for assets,

ASSET MANAGEMENT POLICY

asset management and the asset management systems and does not relate to specific assets (ISO 55002, 5.2). Refer Appendix A.

Asset Management System is the management system for asset management whose function is to establish the asset management policy and asset management objectives (ISO 55000, 3.4.3).

Council Group is the whole Hutt City Council organisation made up of all Hutt City Council internal departments and Council Controlled Organisations (CCOs).

Infrastructure Strategy is a requirement of the Local Government Act 2002 Section 101B (1). It provides a long term financial forecast (for a period of at least 30 consecutive years) and outlines how infrastructure assets are to be managed. Section 101B (6) defines the infrastructure assets that must be included in the strategy. Refer Appendix A.

International Standard for Asset Management (ISO 5500X series) consists of three separate documents: ISO 55000 – the concepts and definitions which underpin the standards, ISO 55001 – the requirements that make up the standard, and ISO 55002 – guidance on the requirements. The standard was released in early 2014.

Levels of service are parameters, or combination of parameters, which reflect social, cultural, environmental and economic outcomes Hutt City Council delivers. The parameters can include safety, customer satisfaction, quality, quantity, capacity, reliability, responsiveness, environmental acceptability, cost and availability. Levels of service statements describe the outputs or objectives Hutt City Council intends to deliver to customers.

Management System is a set of interrelated or interacting elements of an organisation to establish policies and objectives and processes to achieve those objectives (ISO 55000, 3.4.2)

Strategic Asset Management Plan (SAMP) is documented information that specifies how organisational objectives are to be converted into asset management objectives, the approach for developing asset management plans, and the role of the asset management system in supporting achievement of the asset management objectives (ISO 55000, 3.3.2). Refer Appendix A.

7. OTHER RELEVANT POLICIES & STRATEGIES

- Infrastructure Strategy – in accordance with the Local Government Act 2002
- Long Term Plan – in accordance with the Local Government Act 2002
- Strategic Asset Management Plan(s) (commencing development)
- Asset Management Plans
- Seismic Performance of Council Buildings
- Heritage Policy (Te Ao Māori)
- Arts & Culture Policy
- Treasury Risk Management Policy
- Lower Hutt Climate Action Pathway
- Interim Carbon Reduction and Climate Resilience Plan for Hutt City Council
- Integrated Transport Strategy
- Reserves Investment Strategy
- Reserves Strategic Direction
- Regional Living Well Strategy
- Regional Places and Spaces Plan
- Regional Sports Fields Plans
- Waste Management and Minimisation Plan
- Indigenous Biodiversity Strategy (in development)

8. IMPLEMENTATION

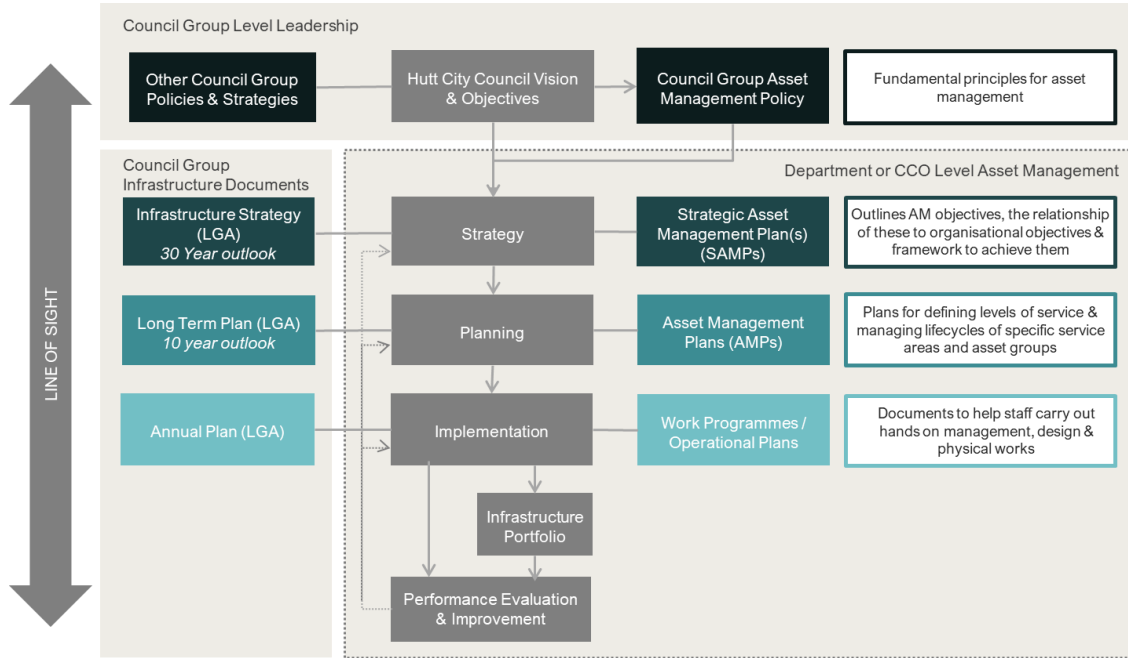
The approach to implementing the principles outlined in this policy should be documented in the Strategic Asset Management Plan(s) (SAMPs). Refer Appendix A.

9. POLICY REVIEW

This is the first version of this policy. This policy will be reviewed every three (3) years in a timeframe to fit Hutt City Council's needs to ensure Hutt City Council's values and objectives are being met.

APPENDIX A – ASSET MANAGEMENT SYSTEM

The diagram below shows how the Council Group Asset Management Policy sits at an organisational leadership level providing clear direction for implementing asset management at the department or CCO level.



Note: Only the primary connections are shown to avoid over-complexity.

02 February 2024

Report no: TSC2024/1/19

Raised Crossings - Harcourt Werry Drive and Waiwhetu Road/Waterloo Road

Purpose of Report

1. To seek approval for the raised crossings in the locations listed in the recommendations below.

Recommendations

That the Committee recommends that Council:

- (1) notes the Chair of the Traffic Subcommittee has referred this traffic matter to the Infrastructure and Regulatory Committee;
- (2) approves the installation of a new raised crossing on Harcourt Werry Drive, east of Kennedy Good Bridge as shown in Appendix 1 to the report; and
- (3) approves the installation of two new raised pedestrian crossings at the Waterloo Road/Waiwhetu Road roundabout intersection as shown in Appendix 2 to the report.

Raised Crossing on Harcourt Werry Drive

Background

2. Harcourt Werry Drive is a high-speed road, with a speed limit of 70 km/hr. The long stretch of straight road can encourage drivers to speed, posing a significant safety hazard for both pedestrians and cyclists.
3. To future-proof pedestrian and cyclist safety, considering Riverlink's expected traffic increase, a formal crossing on Harcourt Werry Drive is a necessary investment.
4. It has also been a long-standing request from the community, particularly cyclists and pedestrians.

Discussion

5. Officers have identified a safe crossing opportunity on Harcourt Werry Drive near Kennedy Good Bridge.
6. Currently, there are two courtesy crossing points, east and west of Kennedy Good Bridge as shown in image 1 below and do not provide legal protection for either pedestrians or cyclists.

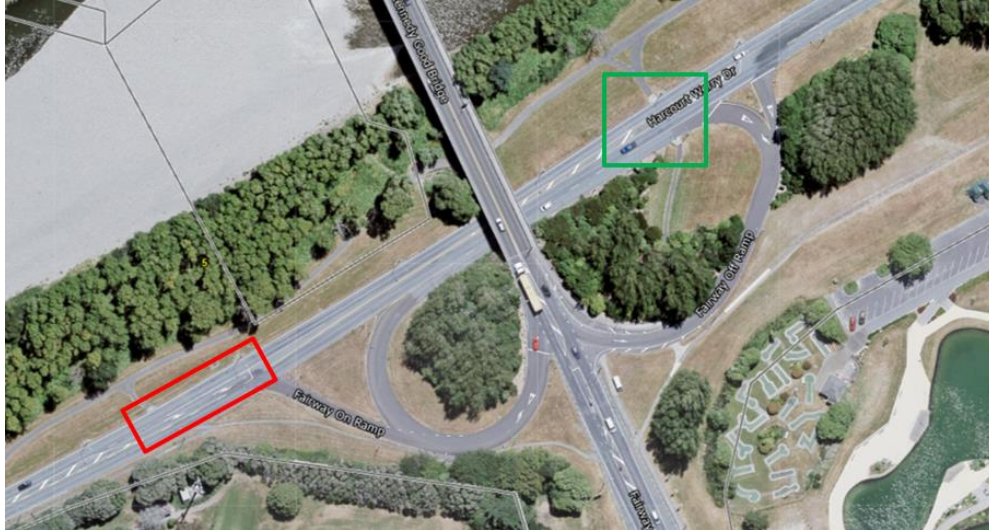


Image 1

7. The courtesy crossing on the west of the Kennedy Good Bridge has limited scope for improvement as it is obstructed by a right-turning bay into the Fairway on Ramp as shown in the red box highlighted in image 1 above.
8. Consequently, the courtesy crossing point highlighted by the green box in image 1 above, is the identified location for proposed improvements. Image 2 below illustrates the concept design for the proposed crossing at this location.



Image 2

9. A **raised pedestrian crossing** is considered an optimal fit for this location, as shown in (indicative) image 3 below.



Image 3 (Indicative Image Only)

10. The crossing will enable pedestrians to cross Harcourt Werry Drive and provide a safe, **convenient point for cyclists to dismount and access the River Trail.**
11. The crossing will be designed with flexibility in mind, allowing for a future upgrade to a **dual crossing** to accommodate the expected increase in pedestrian and cyclist volumes after the Riverlink changes.
12. The crossing is in close proximity to the Avalon Skate Park, Avalon Playground and Avalon Park Lions Mini Golf, all popular spots for families and recreational users who access the River Trail, see image 4 below.



Image 4

Driver Feedback Signs

13. Considering Harcourt Werry Drive's 70 km/hr speed limit, **driver feedback signs and crossing alert signs will be installed in accordance with NZTA specifications.** These measures will proactively alert approaching vehicles to slow down and yield to pedestrians and cyclists using the crossing.
14. The installation of a crossing on Harcourt Werry Drive would:
 - a) enable safety for pedestrians and cyclists;
 - b) reduce the risk of accidents;
 - c) encourage active transport; and
 - d) enhance accessibility to the River Trail and other nearby recreational facilities for improved convenience of all users.

Consultation on Harcourt Werry Drive

15. Consultation opened 20 October and closed 3 November 2023 with residents, cyclist groups, New Zealand Police and Fire and Emergency Services.
16. Hutt City Council Kaupapa Māori Design officer advises this crossing is not of any particular relevance to Mana Whenua.
17. **Consultation Summary:** The initial consultation for Harcourt Werry Drive received no public feedback.

However, re-engagement with the Cycle Activity Network generated eight responses all strongly supporting the proposed raised dual crossing as summarised in Appendix 4 attached to the report.

Crossings on Waterloo Road/ Waiwhetu Road Intersection

Background

18. The Waterloo Road - Waiwhetu Road intersection is a busy roundabout with a high volume of pedestrian traffic. Currently, there is no formal pedestrian crossing at this intersection, forcing pedestrians to cross the road at their own risk.
19. This is a significant safety hazard, especially for vulnerable road users such as children and the elderly as vehicles do not tend to give way to pedestrians at this intersection.
20. A number of local residents have expressed their concerns about the safety of this intersection, particularly that the refuge islands provided at the courtesy crossings do not provide an adequate route or protection for caregivers with prams, mobility scooter users or young children crossing on bikes or scooters.

Discussion

21. Currently, there are two courtesy crossing points one each on Waterloo Road and on Waiwhetu Road East.

22. Officers propose to improve these crossing points by providing raised pedestrian zebra crossings.
23. Raised pedestrian zebra crossings provide a dedicated and legal crossing point for all pedestrians to cross safely and conveniently.
24. Designed with tactile paving on both approaches, visually and mobility-impaired pedestrians and those using e-scooters will be aided for a safer crossing.
25. Two raised pedestrian crossings are proposed, on Waterloo Road and on Waiwhetu Road approaches to the roundabout, see image 5 below and Appendix 2 attached to the report.



Image 5

Consultation

26. Consultation opened 20 October and closed 3 November 2023 with residents, cyclist groups, New Zealand Police and Fire and Emergency Services.
27. Hutt City Council Kaupapa Māori Design officer advises these crossings are not of any particular relevance to Mana Whenua.
28. **Waterloo Road/Waiwhetu Road Consultation Summary:** 5 submissions were received from residents with four in favour of the proposed raised crossings as summarised in Appendix 3. One item of feedback was received expressing concerns about the crossing costs. Our response emphasised the vital role these crossings play in ensuring the safety of pedestrians and other vulnerable road users.

Options:

- a) approves the installation of a new raised crossing on Harcourt Werry Drive east of Kennedy Good Bridge;
 - b) approves the installation of two new raised pedestrian crossings each at Waterloo Road and Waiwhetu Road approaches at the Waterloo Road/Waiwhetu Road roundabout intersection as shown in Appendix 2 attached to the report; and
 - c) reject the raised crossings.
29. Officers recommend option (a) and option (b) as the new proposed raised crossings would improve safety, accessibility, active transport and community satisfaction.

Climate Change Impact and Considerations

30. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.

Legal Considerations

31. Council approval is required to make the proposed raised crossings enforceable by Land Transport (Road User) Rule 2004.

Financial Considerations

32. The construction of the new proposed raised crossings will be funded from the National Land Transport Plan (NLTP) 2021-2024 Low Cost, Low Risk transport budget.

Appendices

No.	Title	Page
1	Appendix 1 - Harcourt Werry Drive Raised Crossing Concept Sketch	26
2	Appendix 2 - Waterloo-Waiwhetu Raised Pedestrian Crossing Concept Design	27
3	Appendix 3 - Waiwhetu-Waterloo Road Raised Pedestrian Consultation Summary	28
4	Appendix 4 - Harcourt Werry Drive Raised Dual Crossing - Consultation Summary	31

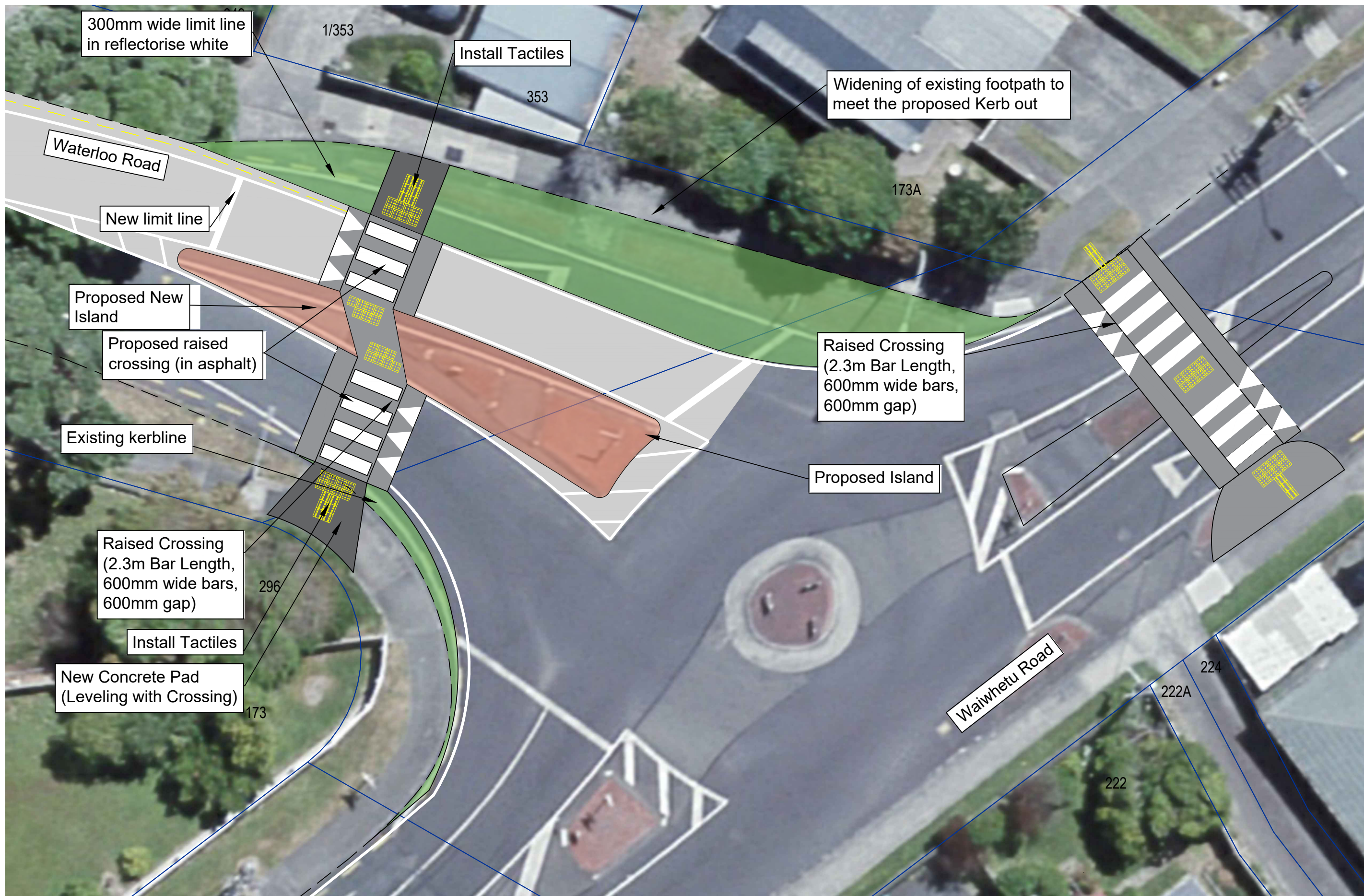
Author: Anita Manda, Traffic Engineer

Reviewed By: Rona Lemalu, Project Delivery Manager

Reviewed By: Andrea Mitchell, Acting Head of Transport

Approved By: Jon Kingsbury, Director Economy & Development





PROJECT:	WATERLOO PEDESTRIAN CROSSING IMPROVEMENTS WATERLOO ROAD / WAIWHETU ROAD ROUNDABOUT	STATUS:	CONCEPT DESIGN		Designed/Drawn	Approved	Date
		TITLE:	Plan of Pedestrian Crossings and Intersection Improvements		Sheet No.	Revision	Project No.



Consultation Feedback Summary

Proposed Raised Pedestrian Crossings on Waiwhetu Road and Waterloo Road at Waiwhetu Road/Waterloo Road Roundabout

Location	# of Feedback received	Positive	Negative	Feedback	# of letters distributed
Waiwhetu Road and Waterloo Road	05	04	00	01	50

Feedback Responses for Eastern Hutt Road Raised Crossing, near Taita College

Response	Theme
<p>Hi,</p> <p>We fully support your proposal. We have been concerned for a long time about the safety of this area as vehicles are always speeding / travelling too fast for the conditions, and doing a 'sling shot' through the existing roundabout on Waiwhetu Road in particular.</p> <p>We live at no 347 Waterloo Road and it a dangerous proposition trying to exit and enter our property at times. The existing very large Pohutukawa trees also provide an obstruction to vision.</p> <p>To whom it may concern in the traffic engineering team ,</p> <p>I am writing to express my support to Hutt City Councils proposed safety plan/ improvements to the waterloo rd / waiwhetu rd roundabout area .</p> <p>We live locally and often walk in the area. The speed of vehicles almost makes it impossible to cross the road and turn into our driveway. We are very happy with the proposed plan and look forward to commencement of works .</p> <p>Hello Traffic Engineering Team People,</p> <p>I'm Chris Hill, one of the residents in the flats at 220 Waiwhetu Road.</p>	<p>Positive</p> <p>Positive</p> <p>Positive</p>

[Document title]

<p>Thank you for the information about the proposed installation of pedestrian crossings outside our front gate. I think it's a good idea, and long overdue.</p> <p>My only concern is this: there are 26 flats at 220 Waiwhetu Road, and one household at 222 Waiwhetu Road. I hope that the traffic island at the southern end of the intersection along Waiwhetu Road will not be extended further south than it is at present.</p> <p>Currently, we are able to exit our properties, drive across the southern end of the intersection, and proceed into Waterloo Road or north into Waiwhetu Road. Likewise, if we are returning home by driving north along Waiwhetu Road, we are able to pull into the centre of the road before we reach the traffic island, and then drive on to our properties. If the traffic island is extended further south, both these manoeuvres would become impossible for us.</p> <p>I hasten to add that we come and go with a great deal of care, and that, to the best of my knowledge, we have not caused any accidents by doing so – well, not for the past 22 years while I have been living here.</p> <p>I hope this feedback is useful.</p> <p>Hi.</p>	<p>Feedback</p> <p>Just a few questions about the crossing on the Waterloo and Waiwhetū roundabout. First I can not understand why crossings are put near roundabouts.</p> <p>Now don't get me wrong crossings are good and needed, this looks like a very expensive crossing why not just one of the simple crossings away from the roundabout.</p> <p>like the one up near the Waterloo bridge or the Fairfield crossing not only will there be a crossing but a bus stop right next to it and a very large tree.. If you are going to widen</p> <p>the footpath that side will it not be harder to see the crossing and the bus stop as you come around the corner as the footpath is not a small one would it not be better to decrease it so you are able to see around the corner better. I also do understand that council will do what they feel best so asking the public is a waste of time. Its just I have always wonder why a crossing so near a roundabout.?</p>
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[Document title]

<p>Positive</p>	<p>Good morning, I refer to the attached letter received recently. I wish to express our very strong support for this initiative. It is extremely dangerous trying to cross these roads at this intersection . Since there is a bus stop near the intersection on both Waterloo and Waiwhetu roads , passengers are at risk when they need to cross if they need to catch the bus or when they get off the bus and try to cross.</p> <p>Would you also consider installing judder bars in Waiwhetu road similar to the ones that are installed at the pedestrian crossing in Knights road at the exit from the railway station ?</p> <p>The way many vehicles drive down Waiwhetu road at high speed and the way they enter the roundabout is highly dangerous . The number of accidents that occur at this roundabout is legendary.</p> <p>Many thanks for taking the initiative to make our roads safer .</p>
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Consultation Feedback Summary

Proposed Raised Dual (Pedestrian and Cyclist) Crossing on Harcourt Werry Drive

Location	Total	Positive	Negative	Feedback
Harcourt Werry Drive (near Kennedy Good Bridge)	05	05	00	02

Concept Design (shown below for reference)

Feedback Responses

Response	Theme
<p>Could I please strongly endorse the proposal for a crossing on Harcourt Werry drive below the Kennedy Good Bridge.</p> <p>Safely connecting the river trail with Avalon is a key link in the active transport network through Hutt. Increasing uptake of active modes will:</p> <ul style="list-style-type: none"> • Reduce preventable death through cancer, heart disease and diabetes • Make a small but important contribution to the huge mode shift we need for the HCC to achieve it's CO2 reduction goals for the City • Decongest our roads for those who need to still need to use cars <p>If a speed reduction is necessary to make this crossing tenable, that is a worthwhile price to pay for the above outcomes (in addition to the safety outcomes of speed reduction).</p> <p>Please note, the path from the crossing up to the road will also need upgrading – it is much too narrow to safely be a bidirectional shared path.</p>	Positive

[Document title]

<p>Hi,</p> <p>Unfortunately I was away over the period when the feedback on the proposed Harcourt Werry Crossing was requested. Patrick Morgan has now advised me that the deadline has been extended to the 8th February so hopefully my comments can be included in your review.</p> <p>As we live near this area and use the existing 'safe haven' arrangement regularly, I fully support the concept of a raised crossing for pedestrians and cyclists as a much safer option than the existing hurry up and dash arrangement. I feel that similar crossings at Marsden Street, High Street and Taita Drive have proven that the design works well. Unlike the flaw in the Marsden Street crossing where an electric pole obscures the motorists view of cyclists, the proposed Harcourt Werry crossing will have buildouts and thus excellent sightlines.</p> <p>I raise a few points to ponder:</p> <ol style="list-style-type: none"> 1. Motorists wanting to turn left into Harcourt Werry from the off-ramp from Kennedy Good bridge will naturally be looking right for traffic heading south on Harcourt Werry. The crossing, as shown in the document, will be very close to this junction and motorists are likely to accelerate away to 'take the gap' in the traffic when they will suddenly confront the crossing. It may be safer to shift the crossing further south or, as a minimum, have signage near the exit of this lane warning of an impending crossing. 2. The proposal document largely justifies the Harcourt Werry crossing on the grounds of its proximity to all the family-based activities that occur in Avalon Park. It should be noted that the lack of any safe crossing point over the off-ramp off Kennedy Good bridge is, in my opinion, of much greater concern. This off-ramp must be crossed to reach the Harcourt Werry crossing point from Avalon Park. Fortunately, HCC in the recent past improved matters marginally by adding hit posts to force drivers not to cut the corner when exiting Kennedy Good bridge. Nevertheless, it still remains a dangerous crossing. Sightlines are severely limited for crossers and motorists alike. Pedestrians from the west strain to see cars exiting from the bridge while pedestrians from the east are suddenly surprised by cars exiting from Fairview Drive. If you are going to encourage use of this Harcourt Werry crossing by users of Avalon Park, you really need to include a safe way of crossing this off ramp. 	<p>Positive + Feedback</p>
<p>Hi</p> <p>I believe that you are still taking feedback on this crossing. It is well used and dangerous being on a fast busy road.</p> <p>I live on the Belmont hills and do all my commuting by push bike. It's dangerous because of the speed and frequency of the cars. Another factor is cars shooting in from the feeder lane from Kennedy Good bridge.</p>	<p>Positive + Feedback</p>

[Document title]

<p>There are also many recreational bike riders, mostly retirees, who use this often, as riding the River Trail is a great outing. The meeting place is often Avalon Park.</p> <p>Your notice mentions Avalon Park as a destination for families. Please be aware that the crossing from the end of Kennedy Good bridge to Avalon Park is even more dangerous! It's really hard to know which cars coming over the bridge are going to turn, as not all indicate. This crossing is also used by school children cycling or walking from the hills to the Naenae schools.</p> <p>I think the crossing and lowering of speed is a great idea. Any improvement to the other crossing would also be most welcome.</p>	<p>Positive</p> <p>Kia ora thanks for bringing this to our attention. Here's our submission</p> <p>Cycling Action Network strongly supports proposals to</p> <ol style="list-style-type: none"> 1. install a raised dual crossing for cyclists and pedestrians on Harcourt Werry Drive, and 2. set a 50 kmph speed limit there. <p>Why?</p> <p>There's no doubt speed is a major factor in the number of deaths and injuries on New Zealand roads. It causes more injuries than alcohol and drugs, and it's estimated that 87% of current speed limits are incorrectly set. The risk of injury or death if you are hit by a vehicle is substantially lower at speeds below 60km/h. But what of the argument that slowing drivers down and prolonging trips mean the economy will suffer? There are two answers to this.</p> <p>The first is that evidence shows lower speed limits in urban areas add virtually no time to journeys. You can see why in this simple simulation that compares traffic with different speed limits.</p> <p>The second is that people don't always productively use the time saved by faster travel. In fact, research suggests people often choose to travel further, especially for their daily commute. Making journeys faster can also encourage people to travel more often. This is called induced demand, and it adds to congestion.</p> <p>Source: Lower speed limits don't just save lives – they make NZ towns and cities better places to live (https://theconversation.com/lower-speed-limits-dont-just-save-lives-they-make-nz-towns-and-cities-better-places-to-live-194448) About CAN</p>
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[Document title]

<p>CAN is New Zealand's national charity of cycling advocates. We work with government, local authorities, businesses and the community on behalf of cyclists, for a better cycling environment.</p> <p>CAN's goals are to:</p> <ul style="list-style-type: none"> Promote the benefits of cycling Improve safety for cyclists Encourage the creation of a good cycling environment Advocate for integrated cycle planning Increase the number of cyclists on our roads. <p>More at https://can.org.nz</p>	Positive
<p>Kia ora</p> <p>I was very pleased to hear about the proposal for a cycle/pedestrian crossing on Harcourt Werry Drive adjacent to the Kennedy Good bridge. I am a recreational cyclist and frequently cross at that point as part of a trip up the river and back down the beltway to Petone. I have found the similar crossings in Marsden Street and at the north end of the beltway to be very good and motorists are courteous in giving way to cyclists. I expect that the proposed crossing would be great for families travelling from Avalon Park to the river trail and back. This proposal has my strong support.</p>	Positive + Feedback
<p>I recommend that the upgrade of this crossing point for cyclists and pedestrians between Kennedy Good Bridge and the river trail be carried out as soon as possible.</p> <p>I use this crossing quite often by cycle and welcome any improvement in safety.</p> <p>The proposed reduction in speed on Harcourt Werry drive will be a small cost for the improved safety.</p> <p>The changes should also be accompanied by improvements to the trail from Fairway Drive which is too narrow for a shared 2-way path.</p> <p>Thank you</p> <p>Hello,</p> <p>I fully support the addition of the proposed raised dual crossing on Harcourt Werry Drive below the Kennedy Good Bridge. These are key facilities that will assist with pedestrian and cyclist safety and assist with increasing active mode share.</p> <p>Safely connecting the river trail with Avalon is a key link in the active transport network through Hutt.</p> <p>Increasing uptake of active modes will:</p>	Positive

[Document title]

<ul style="list-style-type: none"> • Reduce preventable death through cancer, heart disease and diabetes • Make a small but important contribution to the huge mode shift we need for the HCC to achieve its CO2 reduction goals for the City • Decongest our roads for those who need to still need to use cars <p>I also support the other proposed raised dual crossings across Lower Hutt.</p> <p>Hi Anita,</p> <p>Thanks for sending through the email address. Much appreciated.</p> <p>Submission on proposed crossing.</p> <p>I frequently use the River trail when traveling (cycling) North and join it at the point of the proposed crossing as I come down via Hill Road, the underpass under SH2 and across KG bridge.</p> <p>I also use when cycling to Avalon park with my grandchildren when we approach it from the South having joined the cycle trail at Melling.</p> <p>I wholeheartedly support the proposal. Currently crossing a 70km/h traffic stream is not for the faint hearted and a major impediment to the perception of a cycling as a safe means of transport.</p> <p>Given the amount of time and money the council has invested in creating Avalon Park as a major hub for child related activity it seems to me to be incongruous and counter productive that existing traffic management creates active barriers that prevent children from accessing that facility safely under their own steam.</p> <p>As noted in my own use, safe links between the river trail and the city are essential in creating a viable active transport network. This crossing is a key component of that network.</p> <p>I note that it is also proposed to reduce the speed limit to 50km/h when approaching the crossing. Whilst I fully support this speed reduction, I note that observed compliance with short lengths of lower speed limit is poor and recommend that an active user controlled lights be installed.</p>	<p>Positive + Feedback</p>
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[Document title]

	<p>Please note also, that for the crossing to achieve maximum benefit, the path joining it to Fairway drive should also be upgraded to accommodate bidirectional shared use.</p> <p>██████████</p> <p>President, Normandale Residents Association</p>
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13 February 2024

Report no: IARCC2024/1/48

Three Waters Update

Purpose of Report

1. This report provides an update on three waters activities including the latest information on the government's programme for water reform.

Recommendation

That the Committee receives the report and notes its contents.

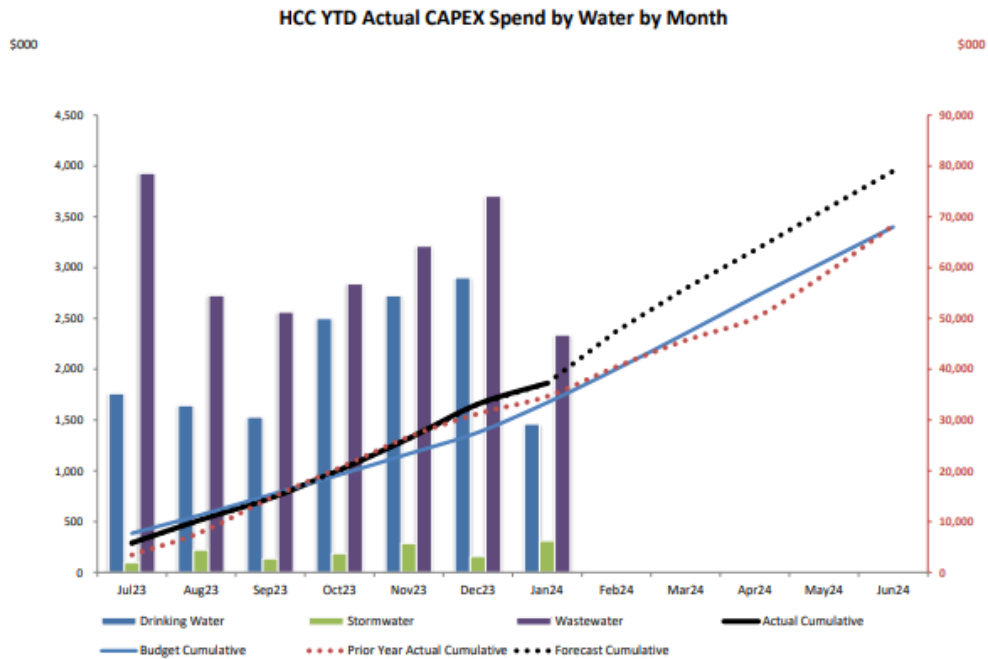
Background

2. Wellington Water Limited (WWL) provides Council with regular updates on capital and operating projects and programmes. These are summarised in the following paragraphs. This report also provides an update on the new government's plans for the future delivery of three waters.

2023/24 CAPEX Programme

3. The capital spend by WWL up to 31 January 2024 on Three Waters CAPEX projects was \$37.2M, compared to a year to date budget of \$33.4M.
4. The year end forecast of \$79M is greater than originally budgeted due to three main factors, being;
 - a) the bringing forward from future years of renewal works valued at \$5.7M;
 - b) the introduction of pressure reduction work of \$4.1M to help reduce leaks; and
 - c) a cost overrun of \$2.9M on the Barber Grove to Seaview Wastewater Treatment Plant wastewater trunk main.
5. A report on this was considered by the Long Term Plan/ Annual Plan Subcommittee on 20 February 2024 and the changes to the programme and budget approved.

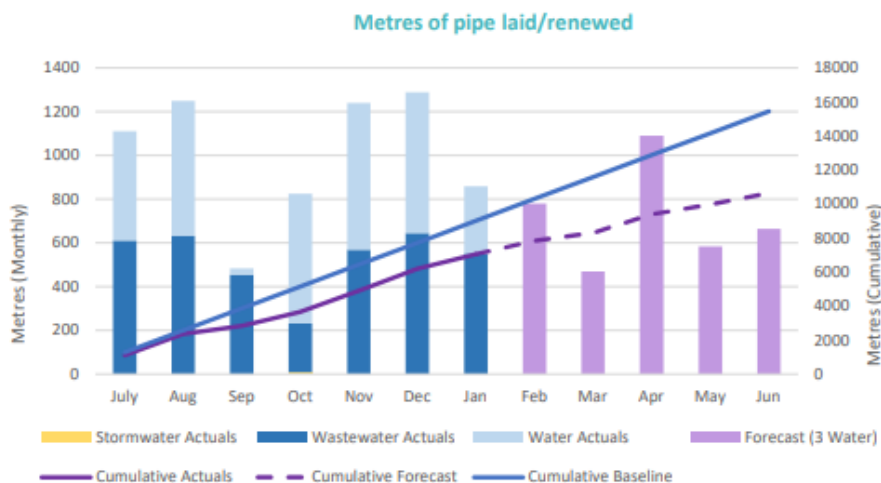
6. The following graph shows the CAPEX spend by water type by month up until 31 January 2024 and the projected tracking of the programme spend up to year end.



7. The renewals programme has a target to deliver 15.3 kilometres of ageing pipe renewals, broken down as follows:

- a) Wastewater 9.8 kilometres;
- b) Water 5.3 kilometres; and
- c) Stormwater 0.2 kilometres.

8. To date around 7km of pipes have been renewed in Wainuiomata, Epuni and Woburn, with the works on track to deliver approximately 12 kms by year end. This is less than what was initially projected to be delivered mainly due to an early optimistic forecast. Some works that were thought would be completed in this year’s programme are now likely to occur later in 2024.



9. A full schedule of project works that are either in physical progress or in design are summarised in the following schedule.

Physical Works in Progress during January 2024:

- Wainuiomata 21-22 Wastewater Renewals - Frazer St
- Wainuiomata 21-22 Water Supply Renewals - Hine Road
- Eponi and Woburn WW Network Renewals.
- Avalon Wastewater Renewals 22-23 (Year2)
- Knights Road - Colin Grove E Coli Wastewater and Stormwater - Package 2
- Wainuiomata Water Supply Renewals - Lees Gr and Holland Street
- HCC Watermain Renewals - Package 5 (Howard Road phase 2)
- HCC VHCA Reservoir Water Quality Renewals – Construction has commenced on the Kamihi and Korokoro Reservoirs.

Procurement in Progress during January 2024:

- HCC Urgent Works Pressure Management - URGENT WORKS
- Totara Park Road-Bridge Pipework Seismic Resilience WWJV (UHCC)

Design completed during January 2024:

- No Physical Works completed in January

Design in Progress during January 2024:

- Te Mome Pump Station
- Muritai Road-Rona Street-Marine Parade Stormwater Improvement - Optioneering WIP
- Jackson St Stormwater Improvements - Optioneering assessment to incorporate additional scope
- Wainuiomata North Wastewater Trunk Main Upgrade - in Detailed design
- Kingsley Reservoir Seismic Resilience - optioneering assessment complete.
- Kamihi Pressure Control Valve Installation - in planning
- Avalon Wastewater Renewals - 23-24 (Year 3)
- HCC Watermain Renewals - Package 3
- HCC Watermain Renewals - Package 5 (Howard Road phase 3)
- Wainuiomata Water Supply Renewals – Hair St, Sunny Grove
- Wainui and Stokes Valley GI Ridermain Renewals

Barber Grove to Seaview Wastewater Trunk Main

10. The cost overrun on the Barber Grove to Seaview WWTP wastewater trunk main project was reported to the Long Term Plan/ Annual Plan Subcommittee on 20 February 2024. The total cost of the project was \$34.4M, 25% above the original estimate of \$27.5M. Attached as Appendix 1 is the close out report on this significant project.

Gracefield Reservoir

11. The remedial work on the Gracefield Reservoir was completed late last year. The work was undertaken as part of the Urgent Capital Works Programme. The total cost of the work came in at \$0.5M, half of what had been originally forecast. Funding of \$35.1M (uninflated budget) to replace this reservoir is included in the 2024-2034 draft Long Term Plan spread across years 3 to 8.

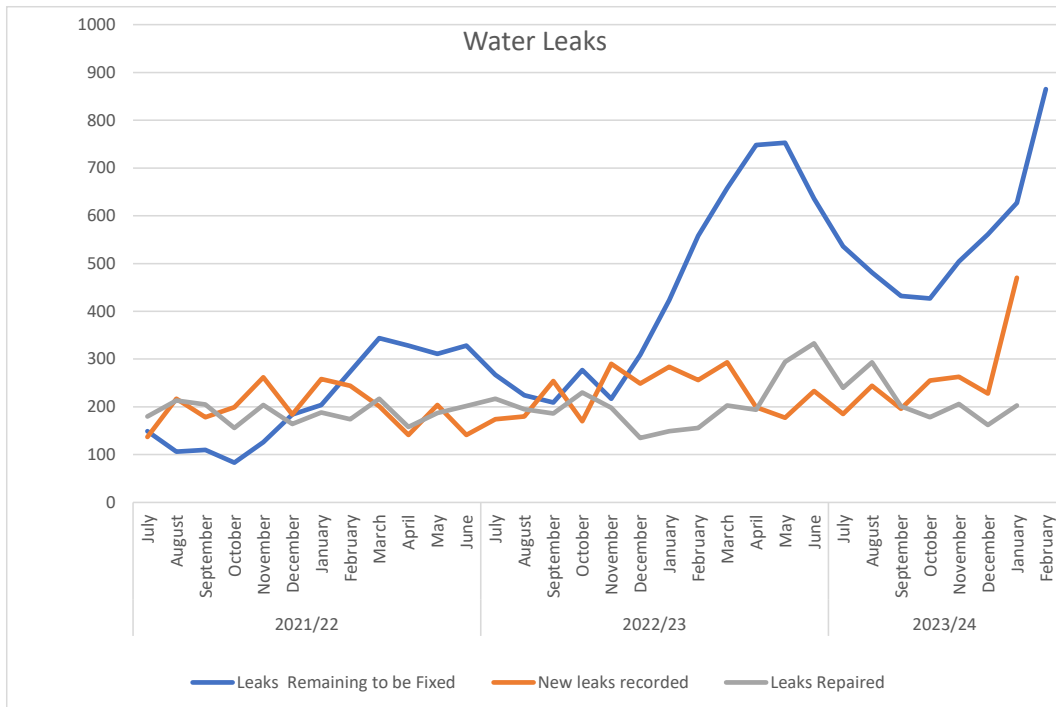
Jackson Street Stormwater Renewal Project

12. WWL is investigating the option to renew water and wastewater infrastructure in Jackson Street at the same time as the stormwater renewal works. WWL is now expected to report back on the feasibility of undertaking the works concurrently in May 2024, following investigations, along with the cost implications of doing so.
13. If Council decides that works should be undertaken on the networks concurrently, construction will commence mid-2025, otherwise stormwater renewals on their own would commence August 2024.

- 14. Note that in planning renewals Wellington Water considers resilience over the expected life of the asset, particularly in areas that may be prone to sea level rise. The Jackson Street renewals have been planned on that basis.

Water Leaks

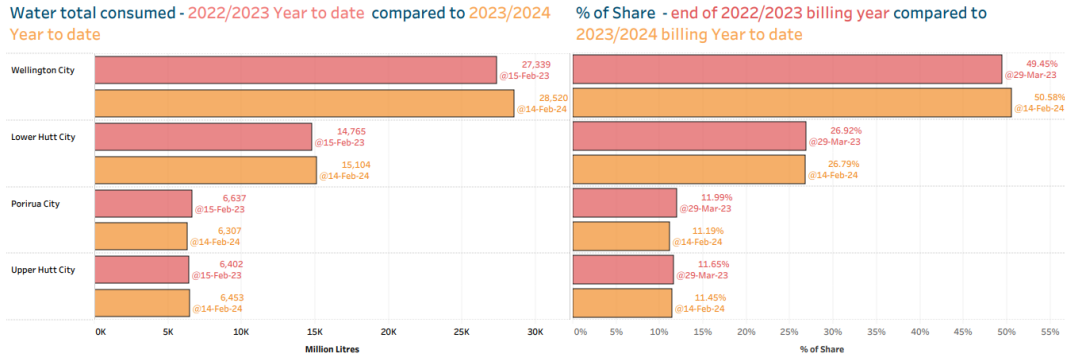
- 15. The number of unresolved water leaks for the city has increased over the past two months. This appears to be a cyclic occurrence with capacity to fix leaks reduced, owing to the summer holiday period. At the end of January 2024 there was a total of 865 leaks waiting to be fixed. Almost 700 leaks were reported over the December/January period with just over 365 fixed in this same period.
- 16. The following graph records for the past three years the reported leak history with the number of leaks waiting to be fixed increasing over the past year. As reported at the previous meeting of this Committee this is mainly due to WWL proactively locating hard to see leaks which the public have not been able to report.



- 17. Council has recently agreed to include an additional \$2.8M in the draft Long Term Plan to clear this backlog in response to the ongoing water shortage.

Bulk Water

- 18. Bulk water consumption is measured and billed each year by Greater Wellington Regional Council on a 1 April to 31 March basis.
- 19. For the period ending 14 February 2024, Hutt City usage was 15,104 megalitres which was a 2.3% increase in usage over the same period for the previous year. As a percentage of total use across the four-Council region the results are marginally lower (26.79% compared to 26.92%) than for the 2022/23 year. These results are outlined in the following table.



Seaview Wastewater Treatment Plant

- 20. A key issue for the treatment plant has been the poor odour compliance. There were 143 odour complaints received for the treatment plant between 1 November 2023 and 31 January 2024. Greater Wellington Regional Council (GWRC) assessed the plant odour to be offensive and objectionable and therefore not meeting consent conditions on 13 occasions between 31 October and 12 December 2023. The main cause of the odour was the biofilter media replacement, with several other equipment maintenance issues also contributing.
- 21. GWRC issued 26 infringement notices to WWL and Veolia, while Hutt and Upper Hutt City Councils each received 13 infringement notices for odour during this period. Wellington Water provided a response letter to GWRC related to these infringement notices on 31 January 2024 disputing the interpretation and application of infringement notices and are in ongoing discussions with GWRC regarding this.
- 22. A public meeting was held on 6 December 2023 jointly between HCC and WWL to explain and apologise for the odour during this period. The media replacement work was substantially completed before Christmas, with some settling in period and reinstatement work including the fixed watering system completed in January.
- 23. A follow up odour survey and investigation has concluded that while the odour has reduced, the biofilter is still not operating fully effectively and that the "plenum" air distribution system under the biofilter cells requires replacement. This was identified during condition inspection work in November 2023 but was not able to be undertaken at the time due to the time required to plan the work effectively. This work is likely to occur during the winter months later this year.
- 24. Council has included \$13M in the first three years of the draft 2024-2034 Long Term Plan to renew and improve the plant's odour control systems to help address the odour issue. Due to the ongoing odour around the site the investigation and design phases of this work have been brought forward rather than await the new financial year. The project team is currently finalising its project management plan for the work and has been instructed to provide a proposal on what activities can be fast tracked within this financial year.

25. Further public meetings have been scheduled on a quarterly basis and the level of proactive notification of maintenance will be increased to keep the community better informed of any activity that might contribute to an odour issue.

Local Water Done Well

26. The government has repealed the Water Services Entities Act 2022 as part of its 100-day work programme.
27. The Prime Minister and Minister of Local Government announced on Monday 12 February 2024 government's plans to implement the replacement regime, *Local Water Done Well*. Legislation will consist of three stages:
- a) repeal the existing legislation –February 2024;
 - b) establish the framework and transitional arrangements – Introduced and enacted in mid-2024; and
 - c) establish enduring settings and begin transition – Introduced December 2024 and enacted mid-2025.
28. Key aspects of *Local Water Done Well* will include:
- a) Councils being required to develop a water services delivery plan within 12 months to transition to a future water model that can meet regulatory and investment requirements; (required to be completed around mid-2025);
 - b) The water services delivery plan can be done either individually or jointly, with final decisions still sitting separately with each Council;
 - c) No mandated future model so this could include a bespoke approach for the Wellington region, including an asset owning CCO;
 - d) Ability for increased borrowing and over time increased revenue from water users; and
 - e) Increased regulation on both water quality and asset investment.
29. The government has indicated that it expects Councils to bear the costs of preparing the water service delivery plan and any establishment and transition costs with the creation of a new entity. It further expects that future delivery of 3 waters will be financially sustainable.
30. In response to these pending changes, the region's Chief Executives are working together to consider a pathway for the region's Councils to work collaboratively on a preferred model and develop a shared water services delivery plan.

Climate Change Impact and Considerations

31. This report touches on the current WWL capital work programme for which Council has previously made decisions as part of the consideration of the Long Term Plan on Climate Change considerations.

Consultation

32. There are no specific consultation matters to comment on in this report.

Legal Considerations

33. There are no legal considerations.

Financial Considerations

34. There is likely to be a budget overrun for the Barber Grove to Seaview WWTP trunk main which will be known shortly. The final claim from the contractor is currently being assessed.
35. Operating expenditure for fixing water leaks is expected to exceed budget, as additional resources are being used to keep leaks to a manageable level.
36. Projected budget overruns will be proactively managed, with an aim to work with WWL to find offsets to manage within the overall net budget.

Appendices

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Director Environment and Sustainability

Barber Grove to Seaview WWTP Pipe Duplication Project

Project Close Out Report

Barber Grove to Seaview WWTP Pipe Duplication Project

Project Close Out Report

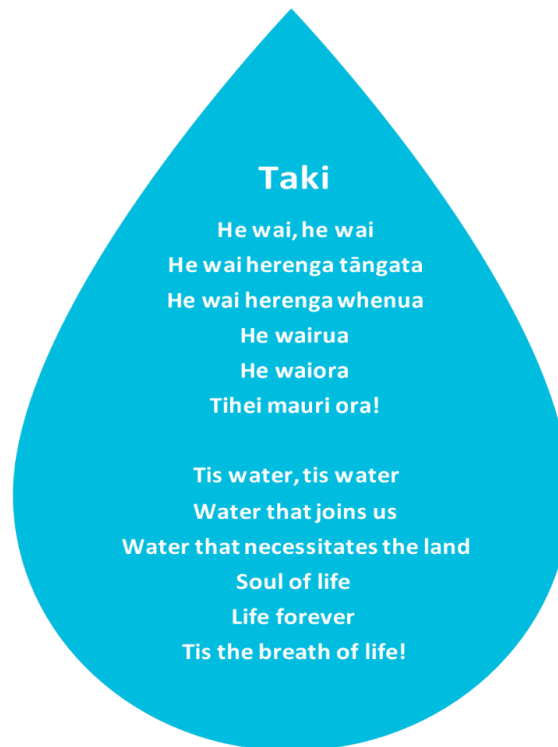
January 2024



Prepared by: Linda Fairbrother, Project Lead, Wellington Water

Barber Grove to Seaview WWTP Pipe Duplication Project

Project Close Out Report



Te Horopaki

Background

The Main Collecting Sewer (MSC), constructed in the 1960s, is a 1.2km long rubber ring jointed concrete pressure pipe that conveys wastewater from Barber Grove Pump Station to Seaview Wastewater Treatment Plant (WWTP). All untreated water from the Hutt Valley (except Wainuiomata and Eastbourne) is delivered to the treatment plant through the MCS.

The underlying soils in the Seaview and Moera area are prone to liquefaction in a seismic event. This can cause pipes like the MCS to float resulting in the joints failing and pulling away from one another. The existing main collecting sewer is therefore considered highly vulnerable to failure during an earthquake and would be extremely difficult to repair. A failure of this main would result in raw sewage flowing overland into the stormwater system, discharging into the Waiwhetu Stream and/or into Te Awa Kairangi. This would also cause disruption and damage to the local community including commercial properties.

This project was originally programmed for delivery in 2015, but due to funding constraints was deferred and re-programmed for delivery from 2020.

Barber Grove to Seaview WWTP Pipe Duplication Project

Project Close Out Report

Whakarāpopototanga

Summary

The project successfully installed a new 1.2km long, one-metre diameter pressurised wastewater pipeline using trenchless technology (55%) and open trench construction. The new pipeline now services 90% of Hutt Valley residents, and provides increased resilience for the environment in the event of a large earthquakes.

The project construction took longer than expected which resulted in increased costs, in turn exceeding the project budget. At the time of this report the final claims are still under review so the final cost cannot be confirmed.

The innovation used to deliver this project resulted in a reduced impact for the community and in particular road users and businesses along the route of the pipeline. Complex connections on live pressure pipes were completed with no wastewater entering the environment. The innovation undertaken on this project saw it win a Civil Contractors New Zealand award and be a finalist in the Australasian Society for Trenchless Technology awards held in Brisbane 2023.

Ngā hoaketanga

Project Objectives

1. Review and update the 2014 detailed design to ensure it meets current standards, specifications and best practice
2. Deliver a new resilient pipeline with a 100 year design life.

Whakataunga

The Solution

Following review of the 2014 design, a procurement approach was identified to seek a contractor to deliver both the construction and input into the final design.

The successful tenderer, McConnell Dowell engaged in the design review and brought innovation and new technology to the project in the form of micro tunnelling. The Early Contractor Involvement (ECI) period allowed the project delivery team time to foster a customised and collaborative approach.

Micro tunnelling allowed the pipeline to be installed in a more resilient layer of the ground, less susceptible to liquefaction, further enhancing the resilience of the new asset. The other significant benefit of the micro tunnelling approach was the reduced disruption to the local community and in particular allowed us to maintain two way traffic on Randwick Road for the duration of the project. This would not have been possible with a traditional open trench solution.

The final design allowed for 55% of the pipeline to be installed using micro tunnelling technology, the remaining portion was largely installed by traditional open trench construction.

12 February 2024

Report no: IARCC2024/1/49

Regulatory Matters

Purpose of Report

1. To provide the Committee with an update on regulatory matters arising from the work of the Environment and Sustainability Group.

Recommendation

That the Committee receives and notes the information.

Background

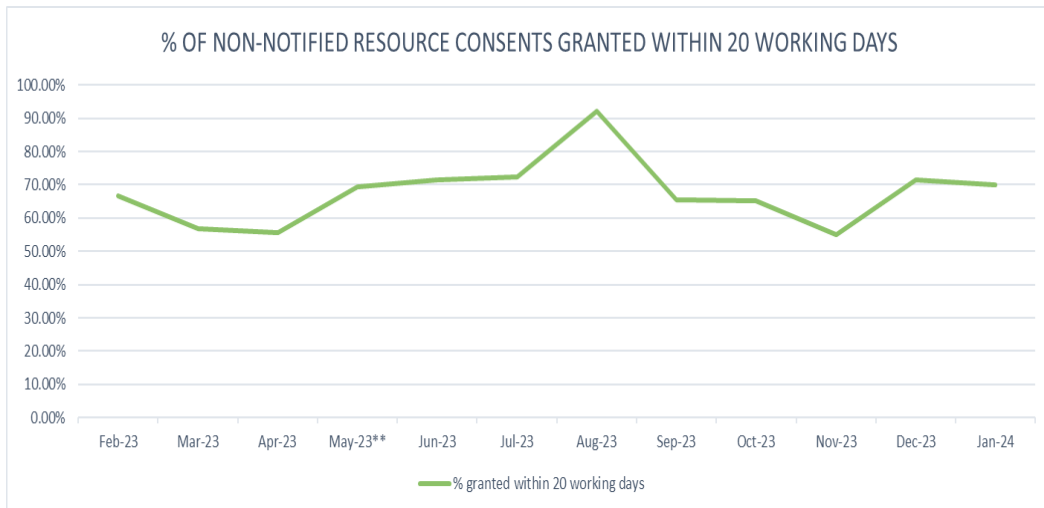
2. From 12-16 February, International Accreditation New Zealand (IANZ) undertook a Building Consents (BCA) Accreditation Assessment of the Building Control Unit (including BCA) and Territorial Authority (TA) functions on behalf of Ministry of Business, Innovation & Employment (MBIE). The assessors concluded that they would be recommending the continuation of the BCA Accreditation for Council. It was noted that there had been substantial business improvement work done since their last visit and they recognised that the function was on a sound footing to achieve compliance with statutory timeframes in the near future.
3. Recommendations related largely to detail around further implementation of the Objective, Go Get and the new Quality Management System (QMS). Performance against statutory timeframes was noted as a general non-conformance, however, it was also recognised that legacy consents had detrimentally affected our performance statistics. The auditor made the comment that with the legacy consents removed, the performance against statutory timeframes is satisfactory. A full report will be provided in 10 days. The IANZ assessors will return in two years' time as we are considered low risk.
4. The latest edition of Kaihanga was issued in October 2023. Kaihanga is a newsletter targeted at our stakeholders and available to the public on the Council webpage. It focuses on topics across the Building Consents, Resource Consents and Development Engineering teams. The latest Kaihanga featured information from our consenting teams and updates on District Plan Change 56 and the new EPlan. The full edition can be viewed here:
<https://mailchi.mp/huttcity.govt.nz/kaihanga-6205224>

Resource Consents

5. There are currently 110 resource consent applications in the system. 57 of these are being actively processed and 53 are on hold. Approximately 24 (21%) of these consents are over 20 working days (down from 66% in August 2022). Below is a table summarising the throughput and statutory compliance of resource consents for each month since February 2023. It is noted that in January 2023 59.5% were issued within 20 working days compared to 70% in January 2024. If we removed any consents that came in prior to 2023, 81% of consents are being issued within 20 Working days.

Table 1: Non-notified consents granted within 20 working days since February 2023

Feb 23 - Jan 24	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Land use	10	10	12	9	6	5	0	7	6	3	3	3
Subdivision	6	0	1	2	0	4	0	1	0	5	4	2
Land use & Subdivision	10	9	2	4	3	2	2	7	7	3	2	4
Change of Condition	4	2	5	3	1	2	0	2	2	0	1	5
Total	30	21	20	18	10	13	23	17	15	11	10	14
% granted within 20 working days	67%	57%	55%	70%	71%	72%	92%	65%	65%	55%	71%	70%



6. The table below shows that land use consents were the dominant consent in the first half of 2023, with subdivision consents picking up towards the second half of 2023.

Table 2: Resource consents received since February 2023

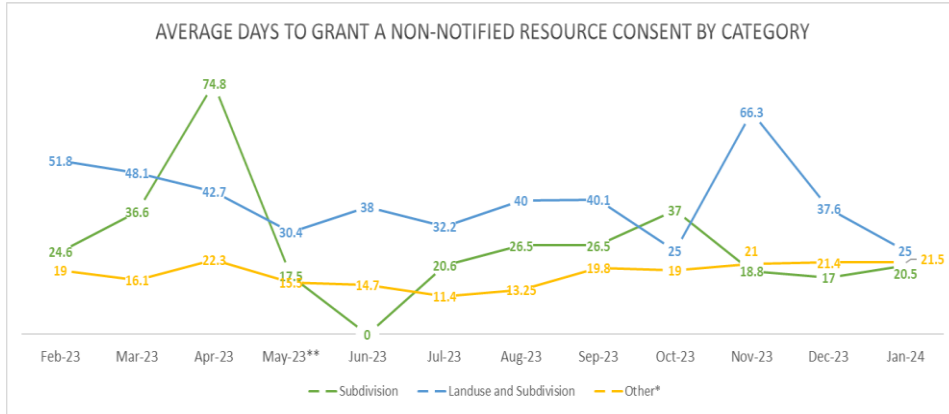
Feb 23 - Jan 24	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Landuse	14	9	11	7	9	7	16	2	4	10	17	12
Subdivision	2	3	1	7	2	4	3	5	2	9	1	1
Landuse and Subdivision	6	3	5	6	6	11	9	8	3	5	7	5
PBA	0	2	0	6	0	2	3	0	1	2	0	0
Change of Condition	5	5	1	2	3	3	3	2	3	3	5	0
Total	27	22	18	28	20	27	34	17	13	29	30	18

7. The average working days to process a consent has continued to reduce steadily. Table 3 below shows the average working days for all issued resource consents and includes many legacy consents that came in prior to 2023. There is a considerable overall improvement in the average days to grant a consent. In January 2023 consents were issued in an average of 36 days, and the average is now down to 22.3 days as of January 2024. A more accurate snapshot of the consenting timeframe is demonstrated in table 4, as discussed in paragraph 8.

Table 3: Average days to grant a resource consent

Feb 23 - Jan 24	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Subdivision	24.6	36.6	74.8	17.5	0	20.6	26.5	26.5	37	18.8	17	20.5
Landuse & Subdivision	51.8	48.1	42.7	30.4	38	32.2	40	40.1	25	66.3	37.6	25
Other*	19	16.1	22.3	15.5	14.7	11.4	13.25	19.8	19	21	21.4	21.5
Total	36	35.9	34.8	21.5	24	23.1	18	29.4	23	45.35	25.9	22.3

*Includes Permitted Boundary Activities (PBA), Land use and Change of Condition consents



*Includes Landuse, PBA and Change of Conditions Consents

8. Table 4 shows the average working days to issue consents that came in during 2023 only (specifically excluding legacy consents which came in prior to 2023). This table shows that the average working days to grant a resource consent is consistently under 20 working days.

Table 4: Average days to grant resource consents received in 2023

Consent types	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Subdivision	0	0	0	18	17.5	0	20.7	16.7	26.5	37	18.8	17
Landuse & Subdivision	0	0	19	25.5	28	13	19.3	20.2	20.2	23.25	27.3	23.3
*Other	0	17.6	13.8	16.9	14.5	15.4	17.1	16.7	18.3	19	21.3	19
Overall Average	0	17.6	14.4	17.9	19.7	15.1	18.6	17.6	20.6	22.1	23	19.2

9. The reliance on external resources to process consents has also reduced significantly, with only 5 resource consents allocated to external resources in the last 3 months. It is considered that the reliance will continue to decline as a number of new staff have recently joined the team and are currently being trained and gaining experience.

10. It is important to flag a significant risk in relation to the use of external resources and also to resource consent processing times as a result of the proposed increases to Development Contribution that are likely to take effect from 1 July 2024. The last time there was a substantial increase in Development Contributions in July 2021, there was also significant influx in the number of resource consents that were submitted in the month prior in order to avoid the higher development contribution payments. It is unknown what level of applications we are likely to receive prior to the 2024 increase. If there is a similar amount to the previous experience in 2021 then this will impact on resource consent processing times, require an increased use of external resources with associated cost implications for Council.

11. The Resource Consents Team is planning to implement a number of actions, including communicating with the development community through the Customer Advisory Group (CAG) and the development industry newsletter (Kaihanga) to mitigate these risks as far as possible. However it cannot fully negate the potential impacts of the Development Contributions increases on workloads and our ability to resource the potential influx of resource consents
12. The business improvement project underway to reduce the number of consents that have been on hold for over 12 months is progressing well. This list has been reduced down to 12, from the original list of 112. Each 6 months we add any additional consents that have been on hold for longer than 12 months and will continue to work through them. There are 22 long term holds currently being worked through as of February 2024.

Resource Consents update

Riverlink Update

13. The Riverlink project includes three primary areas of work relating to flood protection works, Melling transport improvements, and urban renewal and revitalization works. In November 2022, the Environment Court confirmed the designations and resource consent approvals for all these works.
14. The first stage of construction works will be for the new Mills Street stop bank. This is scheduled to begin in mid-February, pending all conditions are satisfied and certifications given.
15. In this stage the true left bank between Kennedy-Good Bridge and Melling bridge will become a construction site and closed to the public, which will be the first large scale disturbance of amenities.

Pre-application update

16. At the last update it was noted that we were seeing some pre-application requests for larger scale developments taking full advantage of the recent PC56 provisions. However, since this time we have not seen anything of similar scale, and pre-application meetings continue steadily as normal to include a range of multi-unit residential and commercial requests.

Table 5: Significant resource consents received since October 2023

Location	Development
176 Liverton Road, Kelson	Renewal of earthworks consent for Belmont Quarry
16D Pitoittoi Road, Days Bay	Landscaping redevelopment at Williams Park
38 Treadwell Street, Naenae	Construction of 42 residential units including earthworks and associated unit title subdivision
12 Hollard Grove, Avalon	Construction of 18 residential units and associated earthworks

Table 6: Update of notable consents from previous reports

Location	Development
30 Benmore Crescent (Manor Park)	<p>Resource Recovery Park, including infrastructure for retail, café, material recovery, construction/waste/demolition sorting, and general waste transfer. A related application is being processed to upgrade intersection in SH2 designation.</p> <p>Update February 2024: Additional information submitted by the applicant is being reviewed by Council's expert advisors and the consent remains on hold, awaiting also for the approval from Waka Kotahi. No decision has been made on notification.</p>
47 The Esplanade (Petone)	<p>Construction and use of a 9.5m high, 3.5m wide billboard with a 7m digital screen. The digital billboard will be used for third party advertising that will change on a rotating basis, displaying an image for 8 seconds.</p> <p>Update February 2024: Following the submissions period ending in early October the processing planner needed to find an alternative landscape and urban design expert following the closure of the existing design firm engaged. Having sorted a replacement expert, we are moving forward with identifying date options for a hearing.</p>
56 Wood Street (Wainuiomata)	<p>Residential development by Kainga Ora comprising 40-units and associated 53-lot subdivision.</p> <p>Update February 2024: No change from previous update - the applicant has responded to planning, engineering and traffic related further information issues. The response has been reviewed and a few matters need further clarification. On going discussion is occurring in regard to the stormwater and wastewater infrastructure. No decision on notification will be made until all of the information requested has been provided.</p>

Table 7: Notable consents granted since October 2023

Location	Development
18 Bunny Street, Hutt Central	New four-storey mixed use building comprising ground-floor commercial activity and 9 residential units in the Central Commercial activity area.
541 Hebden Crescent, Stokes Valley	Retrospective resource consent for an expansion to consented operations for the asphalt plant co-sited with Belmont Quarry.
26A & 28 Marina Grove, Hutt Central	Multi-unit development of 35 dwellings and related subdivision.
1A Boulcott Street, Boulcott	Change to condition 55 of RM180108 relating to the construction of the High Street/Boulcott Street intersection – this was to allow for staging occupation to advance prior to completion of the intersection upgrade in line with agreements made with the HCC Transport Team
48 Udy Street, Petone)	Residential development comprising 30-units and associated 53-lot subdivision.
41 Birch Street, Hutt Central	Multi-unit development consisting of 14 dwelling units and 2 commercial units and associated subdivision

RMA Compliance**Table 8: Compliance Notices issued since February 2023**

Feb 23 - Jan 24	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Total
Infringements	5	6	4	9	2	2	7	0	1	2	6	1	45
Abatement Notices	2	0	0	0	0	0	0	0	1	0	0	0	3
Enforcement Orders	0	0	0	0	0	0	0	0	0	0	0	0	0
Prosecutions	0	0	0	0	0	0	0	0	0	0	0	0	0

17. The infringements issued since October 2023 were related to noise from works outside of permitted hours, truck movement outside of permitted hours, and sediment down stormwater drains.

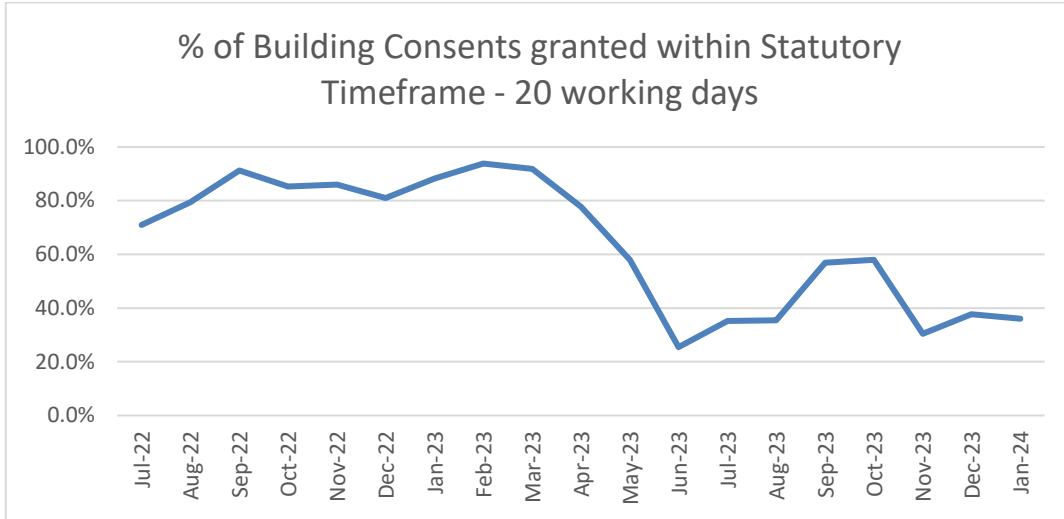
Table 9: Complaints received since February 2023

Feb 23 - Jan 24	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Complaints received	34	28	28	33	38	20	36	25	16	21	31	35	345
Complaints acknowledged within 24hrs	34	28	28	33	38	20	36	25	16	20	31	35	344
Complaints resolved	14	28	26	21	42	19	20	16	15	14	19	26	260
% Acknowledged within 24hrs	100	100	100	100	100	100	100	100	100	95.2	100	100	99.5

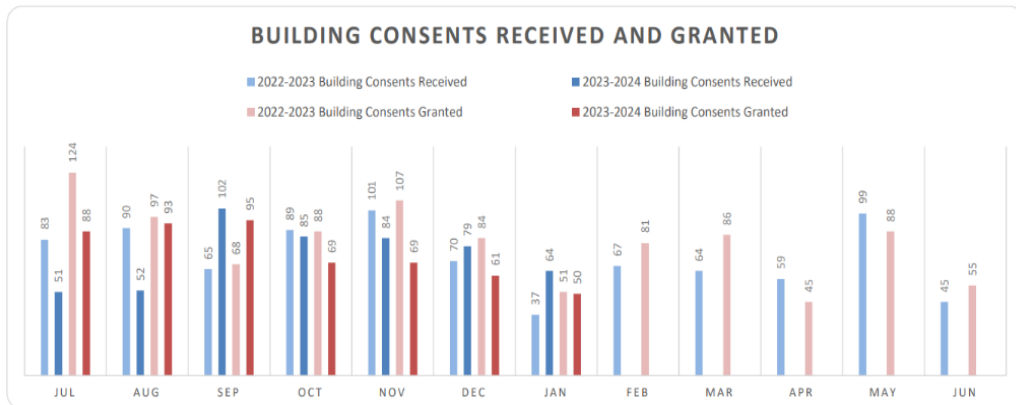
18. The number of complaints coming into the enforcement team has remained steady and is largely attributed to insufficient erosion and sediment controls, works occurring after hours, and noise or vibrations.
19. Complaints from the Manor Park development increased in October and November 2023, and were largely attributed to noise and vibrations. The complaints dropped off in December when the consent holder stopped works for the year. The complaints increased again January 2024 as a result of dust, and heavy vehicles operating after hours. Meetings were held with the consent holder and council staff, with the consent holder co-operating and agreeing to engage experts to install noise and vibration meters around the site. Council staff will be given access to these meters to determine any breaches in real time.
20. We have recently added more resource into the compliance function to cover the increased complexity and demand of the Riverlink project, and the cycleways.

Building Control

21. Building Consenting is currently tracking at an average of about 50% in statutory timeframes in the last quarter to 31 December 2023. This downturn of performance from 93.8% earlier in the year was initially caused by a peak in volume in April (due to a change in building regulations requiring a higher standard of insulation) and has been exacerbated by the implementation of a new data management and digital consenting system (Objective and Objective Build) addressing legacy consents in the system and the capacity and capability gap between the level of skills required and resources available. The BCA is still heavily reliant on external resources to backfill consent processing and inspections which has had significant budget implications. The graph below shows our statutory performance by month.



22. The number of new building consents accepted are approximately 25% below those accepted during the first two quarters of financial year 2022/2023, which is a further reduction of approximately 30 percent compared with financial year 2021/2022. Revenue when compared with financial year 2022/2023 has fallen by approximately 4 percent. Operating costs are also forecasted to increase approximately 11 percent by the end of the financial year when compared with the previous financial year. This is largely due to the increase in larger, more complex multi-unit residential and commercial consents compared with smaller residential consents and the need to outsource to fill capacity and capability gaps.



2023-2024 KPIs	KPI %	YTD % Achieved	YTD totals
100% Building Consents granted within 20 days	100%	41.9%	220/525
100% Code Compliance Certificates issued within 20 days	100%	57.6%	239/415

23. There were 180 building consents granted in the same November to January period. Initial February data is suggesting that we are now returning to normal operating timeframes (65% statutory performance for the first three weeks), however our statutory timeframe will continue be negatively impacted for some time, as legacy consents (that are already over 20 days) come off hold.
24. At the end of January there were 122 active consents within statutory timeframes, 20 active applications exceeding statutory timeframes and 51 suspended applications that exceed statutory timeframes.
25. Table 8 below shows the rolling twelve-month total number of BCs and CCCs issued each month. The corresponding graph depicts these figures against the statutory compliance rate for each month.

Table 8: Number of Building Consents and Code Compliance Certificates issued since November 2022

	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
BC granted	81	86	45	81	55	88	93	95	69	69	61	50	873
CCC's issued	74	79	27	94	95	57	63	55	58	76	57	49	505

26. The Building Control function continues to focus on implementing a programme of improvements and as mentioned above, has just passed the two-yearly BCA Accreditation assessment with IANZ.
27. While the assessors commented that the department was now in a solid position to improve performance in the near future the stated requirement is to achieve 95% throughput against statutory timeframes to meet the expected standard to maintain accreditation as a BCA. The assessor commented that the BCA was already achieving that if legacy consents were removed and agreed that we can report our performance against statutory timeframes on that basis, for the purpose of closing out the assessment.

Table 10: Notable Building Consents Received

Location	Development
BC230860 - 8 Burnham Street PETONE 5012	COMMERCIAL - Otane School - MOE Contract - Construct 3 school buildings, Building A - admin block, Building B - single classroom, Building C - three teaching spaces (to be relocated)
BC230942 - 5 Andrews Avenue HUTT CENTRAL 5010	COMMERCIAL - Seismic Strengthening to 67% NBS (IL2) and fit out of rear ground floor residential unit.
BC240030 - 255 Rata Street NAENAE 5011	COMMERCIAL - Wesley Rata Village - Redevelop two buildings into 15 self-contained residential units (Building A - Units 1-12), Building B - Units 12-15), replace windows, doors, some cladding (Building C)
BCPRE230046 - 8 Railway HUTT CENTRAL 5010	COMMERCIAL Pre-application - Refurbishment of Woburn Station
BC200941.51 - 195 High Street HUTT CENTRAL 5010	COMMERCIAL - CPU for High Street Apartments - Convert levels 1-3 & additional 4th floor into residential apartments, ground floor retail fit out and more

Earthquake Prone Buildings

28. All earthquake-prone buildings are recorded on a national register, managed by MBIE, more info in <https://epbr.building.govt.nz/>.
29. An earthquake prone notice was issued to Health NZ for the Hutt Hospital Clock Tower following a provision of Detailed Seismic Assessment (DSA) from Health NZ in early February.

Inspections of residential pools

30. There were 27 pool fencing inspections completed for the period 1 November to 31 January. Of the 27 pools inspected, 13 were ruled compliant, 9 non-compliant, 4 new pools were inspected and 1 removed. All pools that are deemed non-compliant will be reinspected at a later date.

Building Warrants of Fitness Audits

31. Between 1 November and 31 January, 22 BWoF audits have been completed. During the period 12 audits passed, 9 failed and 1 is pending further information. The most common reasons for failing BWoF audits are, no BWoF, issues with emergency exits and owners failing to provide maintenance and testing records.

Land Information Memoranda

32. From 1 November 2023 to 31 January 2024, we received 298 LIM applications, 282 LIM reports issued and all within the statutory timeframe (10 working days), and 6 cancelled.

33. The LIM team had a big month last month (January), we issued 93 LIM reports and receiving 111 requests. By way of comparison 75 LIMs were issued in January 2019.

Table 12: Number of LIM applications received

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2023 - 24	91	108	110	116	120	67	111					
2022 - 23	58	105	104	129	109	68	76	91	91	70	98	85
2021 - 22	91	76	116	136	146	78	101	104	114	78	89	79

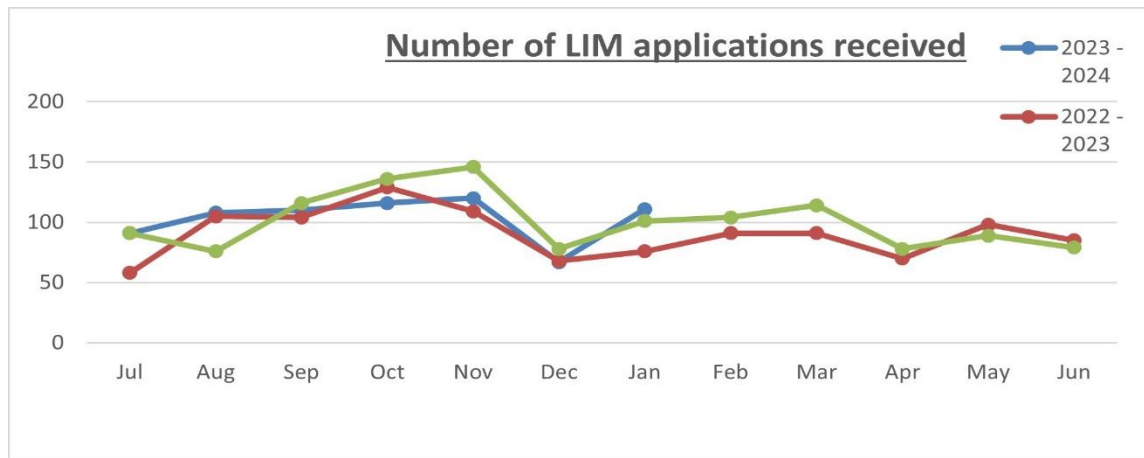
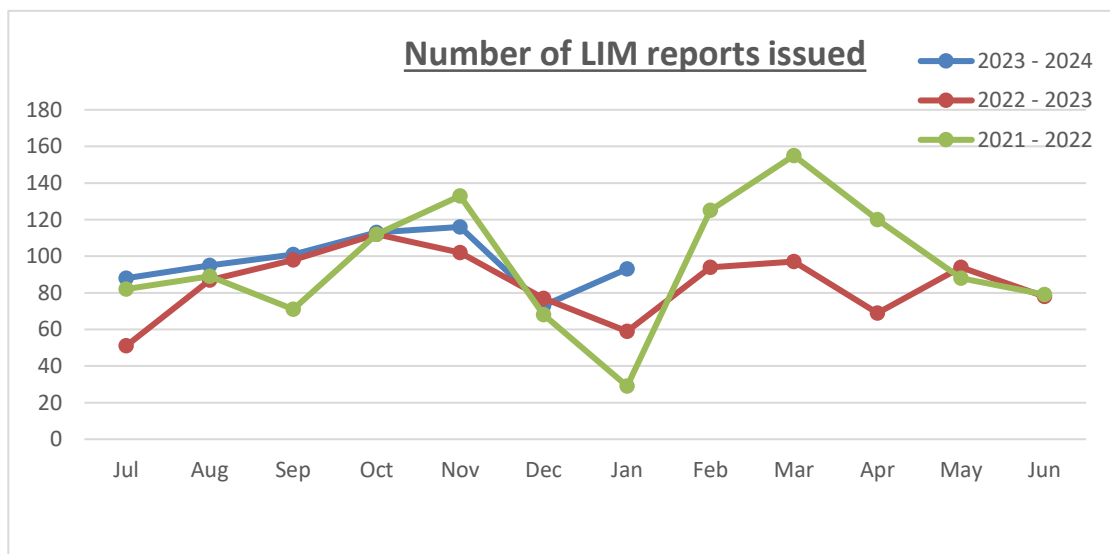


Table 13: Number of LIM reports issued

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2023 - 24	88	95	101	113	116	73	93					
2022 - 23	51	87	98	112	102	77	59	94	97	69	94	78
2021 - 22	82	89	71	112	133	68	29	125	155	120	88	79



Environmental Health

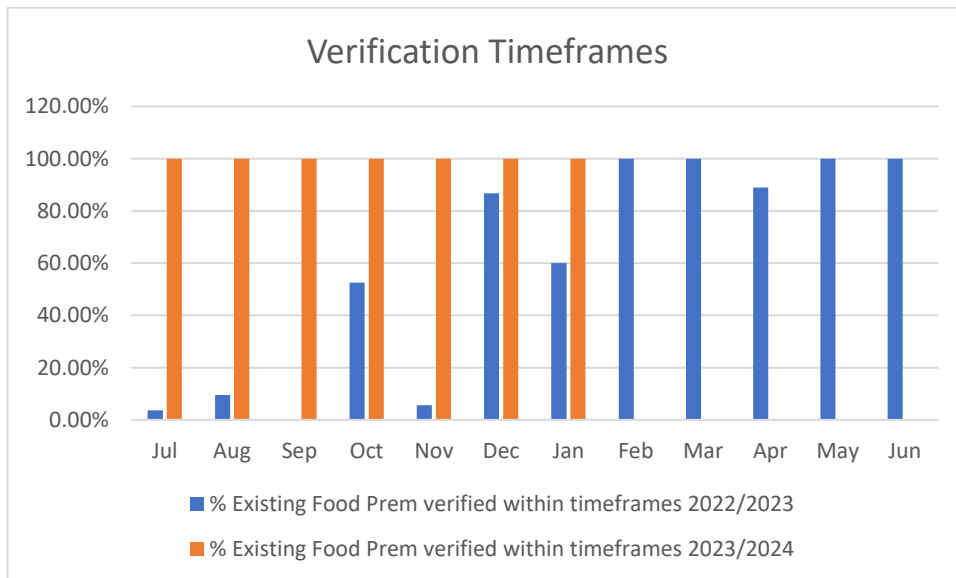
Alcohol Licensing

- 34. Seventeen peak-hour compliance checks were undertaken during November to the end of January. The inspectorate is on track (62% YTD) to achieve its annual KPI target of 95%.
- 35. A District Licensing Committee hearing was held in December 2023, regarding an application for the renewal of an on-licence for the Roadhouse Bar and Grill, located in Laings Road. The application attracted objections from members of the public, primarily due to noise concerns. The licence was renewed for a truncated period and the outdoor area hours were reduced also.

Food

- 36. The food verifiers are exceeding the verification KPI of 95%, currently tracking at 100%. This target has been met consistently since July 2023 which is a significant improvement on the previous year.

Table 13: Food Verification Timeframes July 2022 to January 2024



Litter

- 37. There were 69 complaints to Council about fly tipping during November, December, and January. This is one more than the previous three months. Four of these related to the Te Awa Kairangi area. The Greater Wellington Regional Council (GWRC) has advised of 43 instances where household refuse items were dumped along the river environs during the same time, similar to the previous 3 months.

Noise

38. Council’s Noise Control/Smoke Nuisance contractor continues to perform well. Attendance times did slip a little from previous months, but that is expected given the busier summer months resulting in more complaints. Thus far this year they have attended 91% of attendances within 45 minutes (KPI is 85%).

Table 14: Attendance Timeframes July 2022 to January 2024

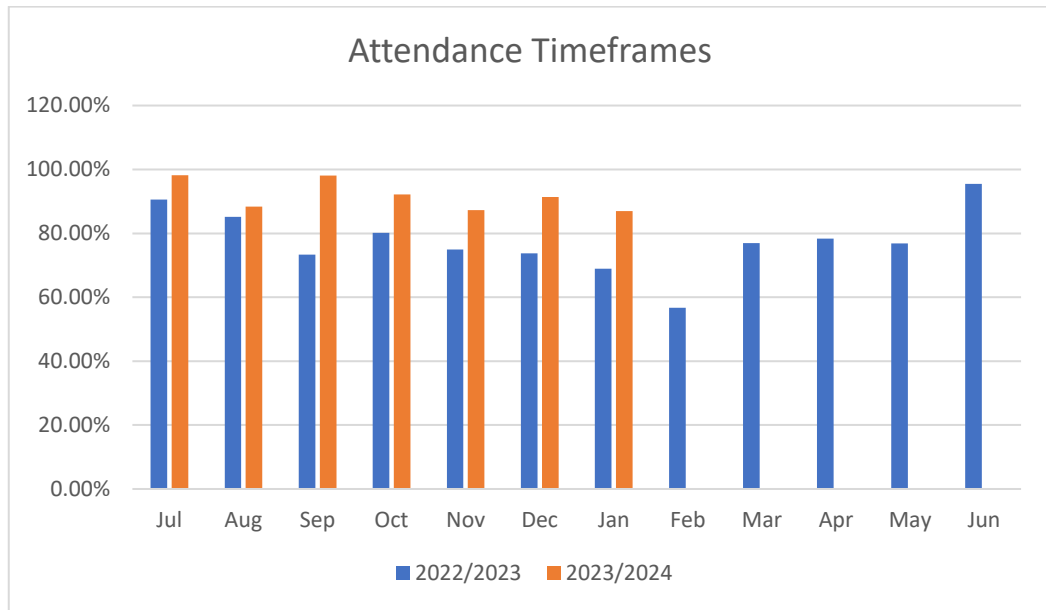
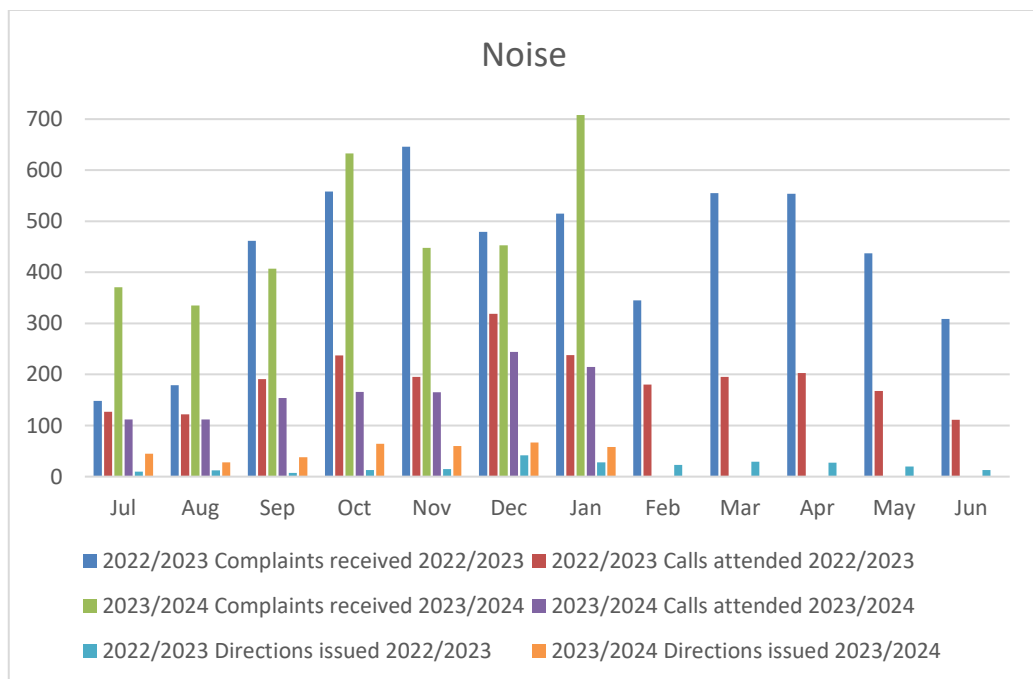


Table 15: Noise complaints, attendances and directions issued July 2022 to January 2024



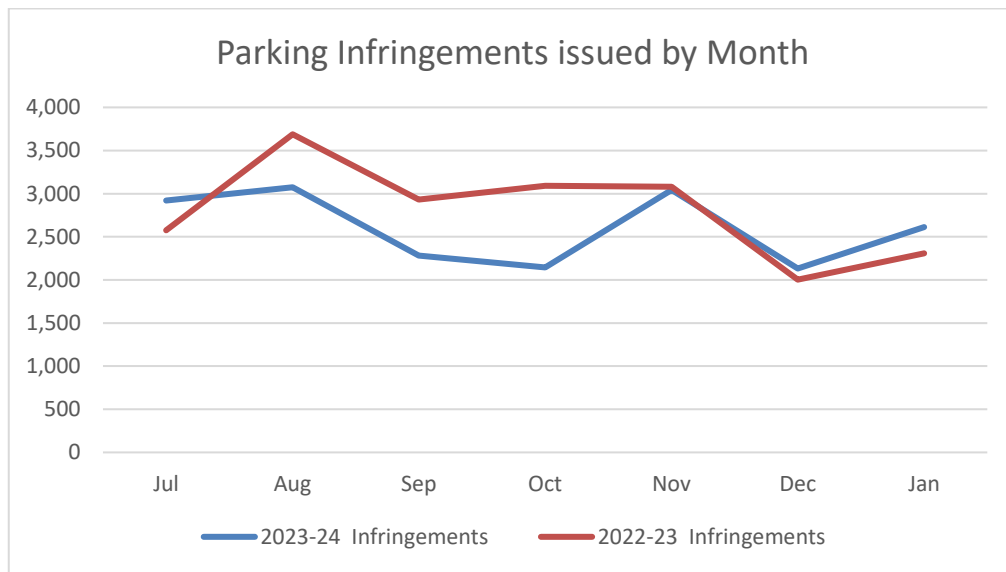
39. During November to end of January, 2 abatement notices and 8 infringement fines were issued for ongoing residential noise issues and non-compliance with notices and directions. Ten items of stereo equipment were also seized during this period, 3 of which will not be released back to the owner due to concerns that noise will not be kept to reasonable levels in the future.

Parking Services

40. In the period between July 2023 to January 2024, a total of 19,677 infringements were issued. A comparison with the previous year’s figures is shown below. The number of infringements fluctuates from month to month depending on factors such as staff absence due to illness and availability.

Table 16: Total number of parking infringements issued by month:

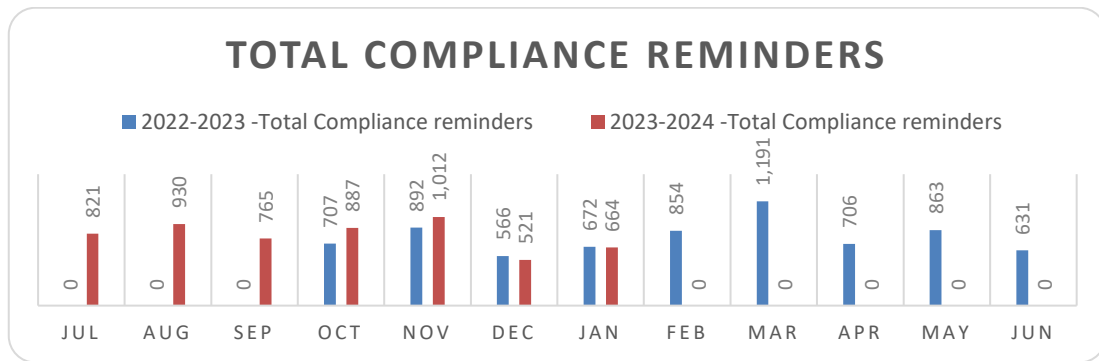
	July	Aug	Sept	Oct	Nov	Dec	Jan	Total
2022/23	2575	3688	2932	3090	3081	2003	2308	18208
2023/24	2922	3074	2281	2144	3042	2132	2613	19677



41. Parking Services began formally issuing compliance reminder notices in October 2022, notifying motorists that their warrant of fitness or licence label is nearing the expiring date. Public awareness of the safety hazards associated with operating an unsafe vehicle is the key driver behind this work, promoting safer communities across Te Awa Kairangi ki Tai, Hutt City.

42. The chart below outlines the number of compliance reminders issued since July 2022.

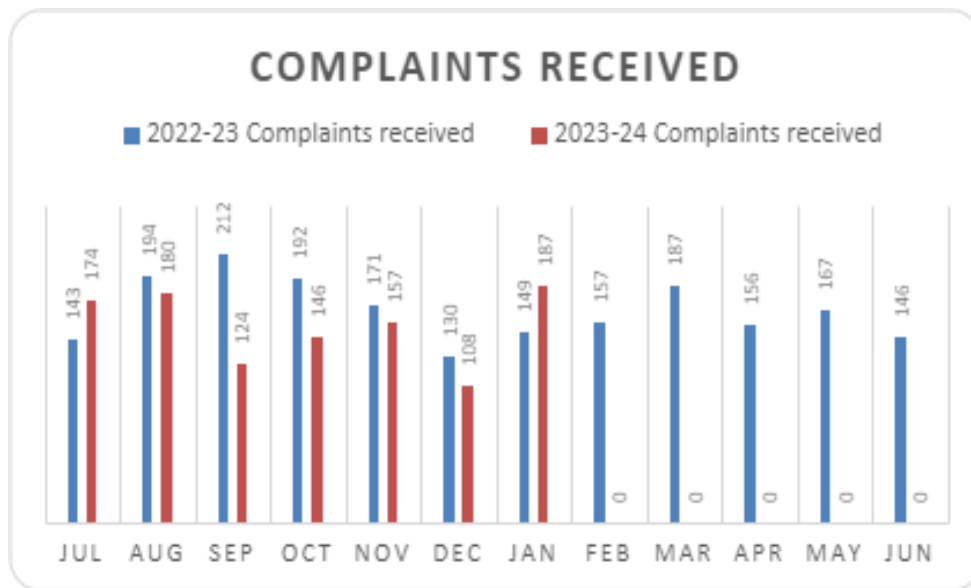
Table 17: Parking compliance reminders by month



Animal Services

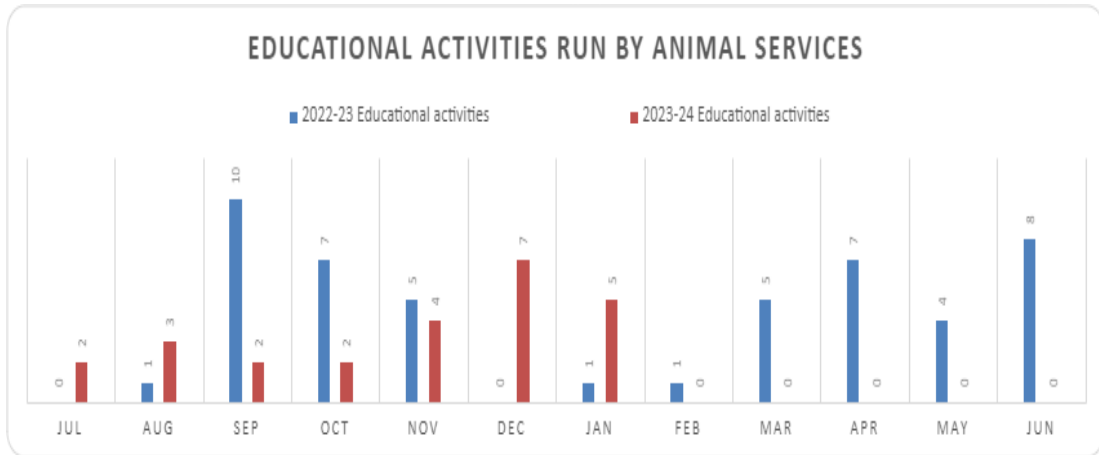
43. There are 10,461 recorded dogs in Lower Hutt for the 2023/2024 period. 1,046 dogs have not yet been registered. Reminders are sent and ultimately an infringement fine is issued for outstanding registration fees.

Table 18: Complaints were received from July 2022 to January 2024.



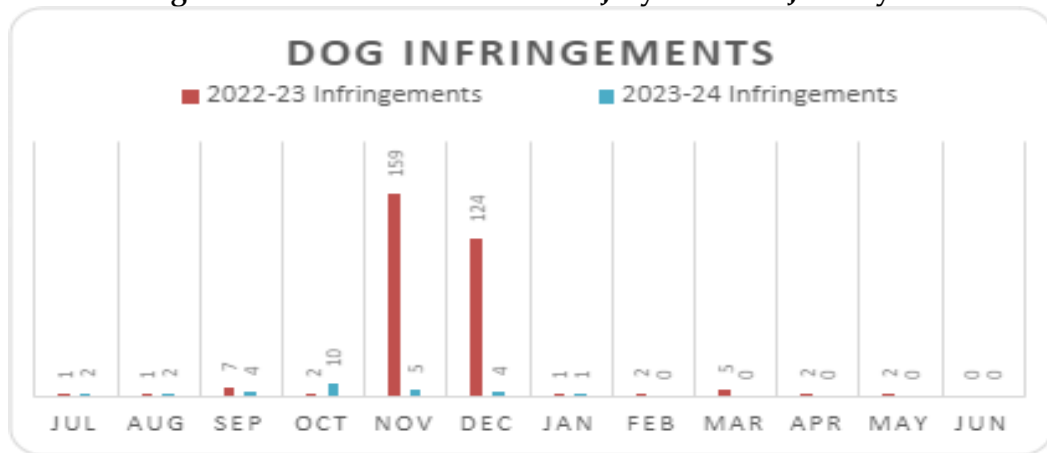
44. Animal Services have several community outreach programmes such as community education programmes on requests, and school education programmes. They also visit private residences to assist owners with dog behaviour. The current KPI requires that the same, or more visits be undertaken than the previous year, which would become unachievable. The proposed KPI for 2024/25 is 20 visits per annum.

Table 19: Educational Activities by Animal Services from July 2022 to January 2024



45. Animal Control Officers can issue infringement notices for non-compliance with the Dog Control Act 1996. The chart below shows the number of infringements issued between July 2022 and Jan 2024. The spike in infringements in November 2022 and December 2022 is due to dogs that had not been microchipped as required by the Dog Control Act 1996, despite being reminded several times during the year.

Table 20: Infringement Notices issued between July 2022 and January 2024



Climate Change Impact and Considerations

- 46. Fleet Management is committed to reviewing vehicles that come up for renewal to check if they are still required and prioritise a change to electric vehicles, where appropriate. Vehicles across Animal Services, Building, Parking and Environment Health have been replaced by electric vehicles.
- 47. With development on the most densely populated floodplain in Australasia, which is subject to climate impacts, great care needs to be taken to ensure development is appropriate and this risk is mitigated. This is currently managed using thorough peer reviews and expert technical advice. Council is also preparing new up-to-date hazard mapping for the District Plan Review and will be proposing a more proactive approach to managing hazards in the Draft District Plan which will be consulted on later this year.

Legal Considerations

48. There are no legal considerations.

Financial Considerations

49. Financial results for all areas are reported to the appropriate committee and in Council's Annual Report.

Appendices

There are no appendices for this report.

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Head of Planning

Author: Richard Barton
Project Manager

Approved By: Alison Geddes
Director Environment and Sustainability

02 February 2024
Report no: IARCC2024/1/50

Proposed Temporary Road Closure: Muritai Road for the Eastbourne Memorial Returned Services Association ANZAC Day Event 2024 - 2026

Purpose of Report

1. The purpose of this report is to seek approval for the temporary closure of identified roads in Eastbourne to accommodate the Eastbourne Memorial Returned Services Association Anzac Day Event 2024 and seeks advance approval to cover years 2025 and 2026.

Recommendations

That the Committee:

- (1) notes and receives the information;
- (2) notes that the recommendations should not be amended without first carrying out further consultation with affected parties and verification from Council's Traffic Engineer that the amendment(s) are not likely to cause an unreasonable impact on traffic;
- (3) agrees to temporarily close the following road, subject to the conditions listed in the Traffic Impact Report attached as Appendix 1 to the report:

Muritai Road, Eastbourne (the section of road between the intersections of Rimu and Makaro Streets);

Anzac Day Service - 2024: Thursday 25 April 2024 between the hours of 8:00am to 11:00am (attached as Appendix 2 to the report);

Anzac Day Service - 2025: Friday 25 April 2025 between the hours of 8:00am to 11:00am (attached as Appendix 2 to the report);

Anzac Day Service - 2026: Saturday 25 April 2026 between the hours of 8:00am to 11:00am (attached as Appendix 2 to the report); and
- (4) agrees to temporarily rescind the existing parking restrictions during the listed event and impose a 'No Stopping' parking restriction on the following roads:

Muritai Road, Eastbourne (the section of road between the intersections of Rimu and Makaro Streets);

Anzac Day Service – 2024: Thursday 25 April 2024 between the hours of 8:00am to 11:00am (attached as Appendix 2 to the report);

Anzac Day Service – 2025: Friday 25 April 2025 between the hours of 8:00am to 11:00am (attached as Appendix 2 to the report); and

Anzac Day Service – 2026: Saturday 25 April 2026 between the hours of 8:00am to 11:00am (attached as Appendix 2 to the report).

For the reasons that the proposed road closure and parking restrictions are required to accommodate the annual Eastbourne Memorial Returned Services Association - Anzac Day Service 2024-2026 and closures for previous year's events have not solicited any complaints from the public.

Background

2. Council receives numerous requests throughout the year for public roads to be closed for public and private events. For the closures to have an effect, under Schedule 10 of the Local Government Act 1974 (LGA), Council approval is required.
3. Council has received a request from the Eastbourne Memorial RSA (Inc.) for approval to hold its annual ANZAC Day Service, an event involving a temporary road closure and temporary 'No Stopping' restriction as detailed in the recommendations above. Details of the event and expected impact on traffic are attached as Appendix 1 to the report.
4. At its meeting on 12 August 2008, Council approved a procedure for Council to follow to comply with the LGA (Schedule 10) provisions for temporary road closures for events.
5. Processes have been established to implement these procedures, including the required communications and consultations before any approval of a closure.
6. For those events where vehicles remain on temporarily closed roads and are inconsiderately parked, it is also necessary for Council to pass a resolution that for the duration of the event allows for the legal removal of vehicles at the direction of the event organiser. This is administered by Council's Parking Enforcement Officers.
7. This report has been prepared in accordance with the approved procedures.

Discussion

8. This is an annual event citing no traffic issues with historic approvals.
9. The event is in the early morning of a public holiday and a short detour around the proposed road closure (Muritai Road between its intersections of Rimu and Makaro Streets).

10. Council Traffic Engineer has assessed the proposed closures regarding the expected impact on traffic. The Traffic Engineer has provided a professional opinion as to whether the resulting impact on traffic is likely to be reasonable or unreasonable:

Eastbourne Memorial RSA – ANZAC Day Service 2024-2026: The proposed closure, if implemented in accordance with an approved temporary traffic management plan and associated conditions are not likely to have an unreasonable impact on traffic or the network.

11. Any vehicles remaining within the proposed road closures during these events will be a safety concern and therefore temporary 'No Stopping' restrictions are required to enable these vehicles to be removed.
12. Where existing parking restrictions are in place, these are to be temporarily rescinded to facilitate the temporary 'No Stopping' restrictions.
13. Temporary Traffic Management Plans prepared for the event will be assessed by Council's Traffic Management Coordinator (TMC) to ensure traffic safety and traffic flow management.

Options

14. The Committee can:
- a) approve the proposed temporary road closure; or
 - b) amend and defer all or part of the Committee's decision to the Council meeting on Wednesday 27 March 2024, to give officers time to assess the proposed amendments and offer an assessment on the impact on traffic and the network.
15. Officers recommend option (a) as the effects of the event can be effectively managed through the conditions of the road closure approvals, as successfully proven in previous years.

Climate Change Impact and Considerations

16. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.
17. The decision will not be affected by a changing climate.

Consultation

18. Public notice of any decision to close roads will be advertised in The Hutt News.
19. At its meeting held on 13 February 2024 the Eastbourne Community Board endorsed the officer's recommendations.

Legal Considerations

20. Approval is required from Council, or the Infrastructure and Regulatory Committee, to allow for the temporary closure of roads and temporary 'No Stopping' restrictions. This will ensure that Council is complying with the requirements of the LGA (Schedule 10) for the temporary closure of roads for events within its jurisdiction.

Financial Considerations

21. For community events, the cost of public notices in The Hutt News is covered by existing budgets. This is a community event.

Appendices

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Author: Amin Shahin
Traffic Engineer - Contractor

Author: Rogan Murugadhas
Traffic Engineer

Reviewed By: Evandro Scherer
Transport Engineer Manager

Reviewed By: Andrea Mitchell
Acting Head of Transport

Approved By: Jon Kingsbury
Director Economy & Development

08 February 2024
Report no: IARCC2024/1/51

Proposed Temporary Road Closures: Laings Road, Knights Road and Queens Drive, Hutt Central - ANZAC DAY DAWN SERVICE 2024 2026

Purpose of Report

1. The purpose of this report is to seek approval for the temporary closure of Roads in Hutt City for the Civic - Anzac Day Dawn Service and Wreath Laying in 2024 and seeks advance approval to cover years 2024 and 2026.

Recommendations

That the Committee:

- (1) notes and receives the information;
- (2) notes that the recommendations should not be amended without first carrying out further consultation with affected parties, and verification from Council's Traffic Engineer that the amendment(s) are not likely to cause an unreasonable impact on traffic;
- (3) agrees to temporarily close the following roads, subject to the conditions listed in the attached Traffic Impact Report attached as Appendix 1 to the report:
 - Anzac Day Dawn Service - 2024: Thursday 25 April 2024 between the hours of 5:00 to 11:00am, attached as Appendix 2 to the report;
 - Anzac Day Dawn Service - 2025: Friday 25 April 2025 between the hours of 5:00 to 11:00am, attached as Appendix 2 to the report;
 - Anzac Day Dawn Service - 2026: Saturday 25 April 2026 between the hours of 5:00 to 11:00am, attached as Appendix 2 to the report;
 - (a) Laings Road, Hutt Central (the section of road between the intersections of Myrtle Street and Queens Drive); between 5.00am- 6.00am;
 - (b) Knights Road, Hutt Central (the section of road between the intersections of Stevens Grove and Laings Road); between 5.00am- 6.00am;

- (c) Queens Drive, Hutt Central (the section of road between the High Street roundabout and Laings Road); between 5.00am – 11.00am; and
- (4) agrees to temporarily rescind the existing parking restrictions during the listed event, and impose a 'No Stopping' parking restriction on the following roads:
- Anzac Day Dawn Service and Wreath Laying – 2024: Thursday 25 April 2024 between the hours of 5:00 to 11:00am, attached as Appendix 2 to the report;
 - Anzac Day Dawn Service – 2025: Friday 25 April 2025 between the hours of 5:00 to 11:00am, attached as Appendix 2 to the report;
 - Anzac Day Dawn Service – 2026: Saturday 25 April 2026 between the hours of 5:00 to 11:00am, attached as Appendix 2 to the report;
- (a) Laings Road, Hutt Central (the section of road between the intersections of Myrtle Street and Queens Drive); between 5.00am-6.00am;
 - (b) Knights Road, Hutt Central (the section of road between the intersections of Stevens Grove and Laings Road); between 5.00am-6.00am; and
 - (c) Queens Drive, Hutt Central (the section of road between the High Street roundabout and Laings Road), between 5.00am – 11.00am.

For the reason that the proposed road closures and parking restrictions are required to accommodate the Civic - Anzac Day Dawn Service and Wreath Laying 2024-2026. Closures for previous year's events have not solicited any complaints from the public.

Background

2. Council receives numerous requests throughout the year for public roads to be closed for public and private events. For closures to have an effect, under Schedule 10 of the Local Government Act 1974 (LGA), Council approval is required.
3. Council has received a request from the Mayor's Office for approval to hold the Civic ANZAC Day Dawn Service and Wreath Laying. This is an event involving both temporary road closures and temporary 'No Stopping' restrictions as detailed in the recommendations above. Details of the event and expected impact on traffic are attached as Appendix 1 to the report.
4. At its meeting on 12 August 2008, Council approved a procedure for Council to follow to comply with the LGA (Schedule 10) provisions for temporary road closures for events.
5. Processes have been established to implement these procedures, including the required communication and consultation before any approval of a closure.

6. For those events, where vehicles remain on roads and are inconsiderately parked, it is also necessary for Council to pass a resolution that, for the duration of the event allows for the legal removal of vehicles at the direction of the event organiser, administered by Council's Parking Enforcement Officers.
7. This report has been prepared in accordance with the approved procedures.

Discussion

8. This is an annual event with historically proposed closures meeting with approval.
9. Council's Traffic Engineer has assessed the proposed closures regarding the expected impact on traffic. The Traffic Engineer has provided a professional opinion as to whether the resulting impact on traffic is likely to be reasonable or unreasonable:

Civic ANZAC Day Dawn Service and Wreath Laying 2024-2026: The proposed closures, if implemented in accordance with an approved temporary traffic management plan and associated conditions, are not likely to have an unreasonable impact on traffic or the network.

10. Any vehicles remaining within the proposed road closures during these events will be a safety concern and therefore temporary 'No Stopping' restrictions are required to enable these vehicles to be removed.
11. Where existing parking restrictions are in place, these will be temporarily rescinded to facilitate the temporary 'No Stopping' restriction.
12. Temporary Traffic Management Plans prepared for the event will show how traffic safety and flow will be managed.

Options

13. That the Committee:
 - a) approves the proposed temporary road closure and the associated 'No Stopping' parking restrictions; or
 - b) amends and defers all or part of the Committee's decision to the Council meeting on 27 March 2024, to give officers time to assess the proposed amendments and offer an assessment on the impact on traffic and the network.
14. Officers recommend option (a) as the effects of the event can be effectively managed through the conditions of the road closure approvals, as successfully proven in previous years.
15. Officer do not recommend option (b) as this may delay the approval process of the road closure for the event.

Climate Change Impact and Considerations

16. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.

17. The decision will not be affected by a changing climate.

Consultation

18. The public will be notified that Council was to consider the proposed temporary road closure through a Public Notice advertisement in The Hutt News closer to the date. No correspondence had been received at the time this draft report was finalised.
19. Public notice of any decision to close roads will be advertised in The Hutt News.
20. The Sebel Hotel, with guest access sited at 15 Queens Drive, was emailed by Council on 31 January 2024 to seek their written approval to support the annual road closure on Queens Drive between 5-11am on 25 April. The Hotel Manager replied with their approval later the same day.

Legal Considerations

21. Approval is required from Council, or the Committee, to allow for the temporary closure of roads and temporary 'No Stopping' restrictions. This will ensure that Council is complying with the requirements of the LGA (Schedule 10) for the temporary closure of roads for events within its jurisdiction.

Financial Considerations

22. For community events, the cost of public notices in The Hutt News is covered by Council budget. For commercial events, the cost of public notices is passed onto the appropriate event organiser. This is a community event.

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Author: Rogan Murugadhas
Traffic Engineer

Reviewed By: Evandro Scherer
Transport Engineer Manager

Reviewed By: Andrea Mitchell
Acting Head of Transport

Approved By: Jon Kingsbury
Director Economy & Development

02 February 2024

Report no: IARCC2024/1/52

Transport Activity Management Plan

Purpose of Report

1. To provide a summary of the current position of the Transport Activity Management Plan (AMP) which underpins our Maintenance, Operating and Renewals (MOR) funding submission to New Zealand Transport Agency (NZTA) and future steps.

Recommendations

That the Committee:

- (1) receives and notes the report;
- (2) notes the Transport Activity Management Plan (AMP) underpins the Council's National Land Transport Plan (NLTP) 2024-27 submission for Maintenance, Operating and Renewals (MOR) funding from the NZ Transport Agency (NZTA) and focuses on subsidised activities;
- (3) notes the November 2023 report IARCC2023/5/358 considered by the Infrastructure and Regulatory Committee, set out the matters relating to the MOR funding and AMP submission made to NZTA on 8 December 2023;
- (4) notes the AMP attached as Appendix 1 to the report is the version submitted on 8 December 2023;
- (5) notes that no NZTA feedback has been received but when feedback is received, or the MOR funding amounts are agreed, the AMP may need to be updated; and
- (6) notes officers will only revisit this AMP with Council if decisions outside their delegations are required.

Background

2. The AMP is a subset of information provided for the Long Term Plan Activity Management Plan (LTP AMP) that was part of the documentation provided to the LTP auditors during February 2024.

3. There is currently on-going uncertainty for feedback from NZTA on timelines and implications as funding priorities are set out through the Government's Government Policy Statement (GPS) and the publication of that is due shortly.
4. No NZTA feedback on the AMP or MOR funding sought which would impact the AMP, has been received at the time of drafting this report.
5. The AMP may need to be updated if there are material changes to priorities or the funding amounts agreed. It is also possible funding may not be set for the entire 2024-27 period for MOR immediately. This means future annual updates may be required in 2025 and 2026.

Discussion

6. As there is more certainty, officers will assess implications for the AMP and current Council decisions (and draft LTP) and if further decisions or Council approval is required.

Climate Change Impact and Considerations

7. Climate Change impact implications of the MOR funding which the AMP focuses on are covered by the NZTA assessment process.
8. The Transport AMP includes sections on climate and environmental considerations for the AMP.

Consultation

9. Consultation implications of the MOR funding which the AMP focuses on are covered by the NZTA assessment process or as the MOR funding aligns with the draft LTP are covered within Council's LTP processes.

Legal Considerations

10. This process follows the mandate process set by NZTA.

Financial Considerations

11. The AMP reflects the MOR funding which aligns with the draft LTP which are covered within Council's LTP processes.

Appendices

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1↓	Appendix 1 - Transport Activity Management Plan (AMP)	85

Author: Declan Millin, Principal Advisor - Micromobility Programme

Author: Ashfaq Clyde, Senior Management Accountant

Author: Aaron Sergent, Management Accountant

Reviewed By: Andrea Mitchell, Acting Head of Transport

Approved By: Jon Kingsbury, Director Economy & Development

Our Reference



TO: Chair and Members
Infrastructure and Regulatory Committee

FROM: Vanessa Gilmour

DATE: 20 February 2024

SUBJECT: INFRASTRUCTURE AND REGULATORY FORWARD PROGRAMME 2024

Purpose of Memorandum

1. To provide the Infrastructure and Regulatory Committee with a forward Programme of work planned for the Committee for 2024.

Recommendation

That the Committee receives and notes the Forward Programme for 2024 attached as Appendix 1 to the memorandum.

Background

2. The Terms of Reference for the Committee requires the Committee to consider and make recommendations to Council on infrastructure matters and considering any infrastructure core matters referred to it by Council. This is an operationally focused committee, overseeing Council's above and below ground core infrastructure needs, and core regulatory functions.
3. The forward programme for 2024 provides a planning tool for both members and officers to co-ordinate programmes of work for the year. The forward programme is attached as Appendix 1 to the memorandum.

Forward Programme

4. The forward programme is a working document and is subject to change on a regular basis.

Appendices

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1	Appendix 1 - Infrastructure and Regulatory Committee forward work programme 2024	316

Author: Vanessa Gilmour, Democracy Advisor

Reviewed By: Kate Glanville, Senior Democracy Advisor

Approved By: Kathryn Stannard, Head of Democratic Services

