



## POARI HAPORI O PITO-ONE PETONE COMMUNITY BOARD

10 June 2024

Order Paper for the meeting to be held in the  
**Petone Library, 7 Britannia Street, Petone,**  
on:

**Monday 17 June 2024 commencing at 6:30 pm**

### **Membership**

Mike Fisher (Chair)  
Sheree Freeman  
Semi Kuresa  
Deputy Mayor Tui Lewis

Karen Yung (Deputy Chair)  
Mike Henderson  
Matt Roberts

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[www.huttcity.govt.nz](http://www.huttcity.govt.nz)

# COMMUNITY BOARDS – FUNCTIONS AND DELEGATIONS

This document records the delegation of Council functions, responsibilities, duties, and powers to Community Boards.

The Community Boards have been established under section 49 of the Local Government Act 2002 to represent, and act as an advocate for, the interests of their community.

The delegations are expressed in general terms. The delegations shall be exercised with proper regard for the Council's strategic direction, policies, plans, Standing Orders and its interpretation of its statutory obligations. The delegations are to be read together with the following propositions.

These delegations are based on the following principles:

- Issues relevant to a specific community should be decided as closely as possible to that community. Where an issue has city-wide implications, ie any effects of the decision cross a ward or community boundary or have consequences for the city as a whole, the matter will be decided by Council after seeking a recommendation from the relevant Community Board or (any ambiguity around the interpretation of "city-wide" will be determined by the Mayor and Chief Executive in consultation with the relevant Chair);
- Efficient decision-making should be paramount;
- Conflicts of interest should be avoided and risks minimised;
- To ensure processes are free from bias and pre-determination Community Boards should not adjudicate on issues on which they have advocated or wish to advocate to Council;
- Community Boards should proactively and constructively engage with residents on local matters that affect the community they represent and raise with Council issues raised with them by their community and advocate on behalf of their community.

These delegations:

- (a) do not delegate any function, duty or power which a statute (for example section 53(3) and clause 32(1) of Schedule 7 of the Local Government Act 2002) prohibits from being delegated;
- (b) are subject to and do not affect any delegation which the Council has already made or subsequently makes to any other committee, Council officer or other member of staff;
- (c) are subject to any other statutory requirements that may apply to a particular delegation;
- (d) are subject to any notice issued by the Council, from time to time, to a Community Board that a particular issue must be referred to Council for decision;
- (e) reflect that decisions with significant financial implications should be made by Council (or a committee with delegated authority);
- (f) promote centralisation of those functions where the appropriate expertise must be ensured; and
- (g) reflect that all statutory and legal requirements must be met.

## DELEGATIONS

### Decide:

- Naming new roads and alterations to street names (in the Community Board's area) within the provisions of Council's Kaupapa Here Tapanga - Naming Policy 2022-2027.
- Official naming of parks, reserves and sports grounds within the provisions of Council's Kaupapa Here Tapanga - Naming Policy 2022-2027. Note <sup>1</sup>
- Removal and/or planting of street trees within the provisions of Council's Operational Guide for Urban Forest Plan. Note <sup>2</sup>
- The granting of leases and licences in terms of Council policy to voluntary organisations for Council owned properties in their local area, for example, halls, but not including the granting of leases and licences to community houses and centres.
- The granting of rights-of-way and other easements over local purpose reserves and granting of leases or licences on local purpose reserves.
- The granting of leases and licences for new activities in terms of Council policy to community and commercial organisations over recreation reserves subject to the provisions of the Reserves Act 1977 and land managed as reserve subject to the provisions of the Local Government 2002, in their local area. (Note: renewal of existing leases and licences will be reported once a year to Council's City Development Committee).
- The allocation of funding from the Community Engagement Fund in accordance with Council's adopted guidelines.
- Expenditure of funds allocated by the Council to the Board from the Miscellaneous Budget to cover expenditure associated with the activities of the Board. The Chair to approve expenditure, in consultation with the Board, and forward appropriate documentation to the Committee Advisor for authorisation. Boards must not exceed their annual expenditure from the Miscellaneous Budget.
- The allocation of funding for the training and development of Community Board or members, including formal training courses, attendance at seminars or attendance at relevant conferences.

### CONSIDER AND MAKE RECOMMENDATIONS TO COUNCIL ON:

- Particular issues notified from time to time by Council to the Community Board.
- 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.

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<sup>1</sup> This excludes sites that are considered high profile, significant on a city-wide basis due to their size and location, or where the site crosses ward or community boundaries.

<sup>2</sup> The Operational Guide for Urban Forest Plan is available from Council's Parks and Gardens Division.

- Parks, reserves and sports ground naming for sites that have a high profile, city-wide importance due to their size and location and/or cross ward or community boundaries.
- Representatives to any Council committee, subcommittee, subordinate decision-making body, working group, or ad hoc group on which a Community Board representative is required by Council.
- The setting, amending or revoking of speed limits in accordance with the *Hutt City Council Bylaw 2005 Speed Limits*, including the hearing of any submissions.

## GENERAL FUNCTIONS

### Provide their local community's input on:

- Council's Long Term Plan and/or Annual Plan.
- Council's policies, programmes (including the District Roding Programme) and bylaws.
- Changes or variations to the District Plan.
- Resource management issues which it believes are relevant to its local community, through advocacy.
- The disposal or acquisition of significant assets.
- Road safety including road safety education within its area.
- Any other issues a Board believes is relevant to its local area.
- Review Local Community Plans as required.

Reports may be prepared by the Board and presented to Council Committees, along with an officer's recommendation, for consideration.

Any submissions lodged by a Board or Committee require formal endorsement by way of resolution.

### Co-ordinate with Council staff:

- Local community consultation on city-wide issues on which the Council has called for consultation.

### Maintain:

- An overview of roadworks, water supply, sewerage, stormwater drainage, waste management and traffic management for its local area.
- An overview of parks, recreational facilities and community activities within its local area.

### Develop:

- Community Response Plans in close consultation with the Wellington Region Emergency Management Office, emergency organisations, the community, residents' associations, other community groups, and local businesses. The Community Response Plans will be reviewed on an annual basis.

**Grant:**

- Local community awards.

**Promote:**

- Recreational facilities and opportunities in its area with a view to ensure maximum usage.
- 
- Arts and crafts in its area.

**Appoint:**

- A liaison member or, where appropriate, representatives to ad hoc bodies, which are involved in community activities within the Board's area, on which a community representative is sought.

**Endorse:**

- Amendments to the Eastbourne Community Trust Deed (Eastbourne Community Board only).

# APPENDIX 1 – COMMUNITY ENGAGEMENT FUND

## CRITERIA

The fund is for local activities and events that directly benefit the local community.

To be eligible for funding the organisation must be a charitable trust or an incorporated society and the activity must take place within the Hutt.

Each of the city's seven wards receive funding according to the number of residents within its boundaries. For each resident there is an allocation of 40 cents.

The ward allocations are listed below:

<b>Ward</b>	<b>Amount</b>
Eastbourne	\$2,366
Petone	\$6,250
Wainuiomata	\$8,607
Central	\$9,320
Eastern	\$8,461
Northern	\$7,644
Western	\$6,201

Applications must support the Local Community Plan, if there is one, and also core Council business as identified in the Long Term Plan.

## Decisions

Each Community Board decides the funding applications within its area. Boards are free to distribute their funding in a single large allocation or spread it over a number of smaller ones.

## What can be funded

- purchase of office equipment
- food and catering costs
- community festivals
- youth group events and projects run by the elderly or citizens associations
- art projects that are not part of the core curriculum
- advertising, promotion costs

## What won't be funded

Activities that:

- promote an organisation's religious, ethical, commercial or political views
- involve buying land or buildings or carrying out maintenance on buildings
- duplicate services that are already covered by Council or by government agencies eg, health or education providers
- have already begun or have already finished
- involve the redistribution of funds to others at the applicant's discretion
- involve fundraising or legal costs
- involve capital investments or trust funds

- go towards prize money
- are operational costs eg, salaries, wages, rent, power

### **Funding rules**

Successful applicants must:

- use funds only for the approved purpose and in accordance with any terms and conditions set by Council
- use funds by June 30 of the following year
- let Council's funding officer know immediately if any difficulty or potential difficulty arises that may compromise the service or project
- lay a complaint with Police if any funds are stolen or misappropriated, and then notify Council
- allow Council to audit the use of the funds should it wish to do so
- recognise Council's support in all publicity material, annual reports and similar publications
- complete an Accountability Report no later than six weeks after completing the project. This should outline how the funds were used and how the community benefited
- make a presentation to the funding group showing how the event met its objectives.

Council's Community Funding Advisor is available to support and assist community groups when making applications through the Council's online grants system.

**HUTT CITY COUNCIL**

**POARI HAPORI O PITO-ONE**  
**PETONE COMMUNITY BOARD**

Meeting to be held in the Petone Library, 7 Britannia Street, Petone on  
Monday 17 June 2024 commencing at 6:30 pm.

**ORDER PAPER**

**PUBLIC BUSINESS**

**1. HE MIHI**

Aio ki te Aorangi Aroha ki te Aorangi Koa ki te Aorangi Pono ki te Aorangi	Peace to the universe Love to the universe Joy to the universe Truth to the universe
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Nā Rangimarie Rose Pere

**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). Speakers may be asked questions on the matters they raise.

**4. ACTING MAYOR'S ADDRESS**

A verbal address by Acting Mayor Tui Lewis

**5. PRESENTATIONS**

**a) Korokoro slip repair**

A verbal update by the Project Manager, Transport.

**b) Moerā playground and toilet block upgrade**

A verbal update by the Asset Manager - Parks and Reserves

**c) Te Ara Tupua construction update**

A verbal update by Lisa Lee, Lead Advisor Communications and Engagement, Te Ara Tupua Alliance.

**d) Presentation by the Jackson Street Programme**

A verbal presentation by Hellen Swales, Jackson Street Programme Coordinator



e) **Presentation by Local Councillor from Greater Wellington Regional Council**

A verbal presentation by Cr Quentin Duthie

6. **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.

7. **MINUTES**

Meeting minutes Petone Community Board, 15 April 2024 9

8. **2024 COMMUNITY BOARD CONFERENCE AND KO TĀTOU LOCAL GOVERNMENT NEW ZEALAND CONFERENCE**

Memorandum dated 15 April 2024 by the Elected Member Support Coordinator 16

9. **SUBMISSION TO HUTT CITY COUNCIL'S DRAFT LONG TERM PLAN 2024-2034**

Memorandum dated 4 April 2024 by the Democracy Advisor 24

10. **CHAIR'S REPORT**

Report No. PCB2024/3/64 by the Chair, Petone Community Board 29

11. **DEMOCRACY ADVISOR'S REPORT**

Report No. PCB2024/3/65 by the Democracy Advisor 32

12. **INFORMATION ITEM**

**Petone projects update**

A verbal update by the Director, Neighbourhoods and Communities.

13. **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.

Judy Randall  
DEMOCRACY ADVISOR

HUTT CITY COUNCILPOARI HAPORI O PITO-ONE  
PETONE COMMUNITY BOARD

Minutes of a meeting held in the Korokoro School hall, 79 Korokoro Road, Korokoro, on  
**Monday 15 April 2024 commencing at 6:30 pm**

**PRESENT:** M Fisher (Chair) K Yung (Deputy Chair)  
S Freeman M Henderson  
S Kuresa (from 6.49pm) M Roberts  
Deputy Mayor T Lewis

**APOLOGIES:** S Kuresa for lateness.

**IN ATTENDANCE:** J Ransom, Head of Neighbourhood Hubs and Library Services  
B Hodgins, Strategic Advisor  
P Hewitt, Transport Manager  
N Garcia, Project Manager - Transport  
E Scherer, Transport Engineering Manager  
R Murugadhas, Traffic Engineer  
J Varghese, Traffic Engineer  
R Lemalu, Project Delivery Manager  
J Randall, Democracy Advisor

PUBLIC BUSINESS**1. HE MIHI**

Aio ki te Aorangi	Peace to the universe
Aroha ki te Aorangi	Love to the universe
Koa ki te Aorangi	Joy to the universe
Pono ki te Aorangi	Truth to the universe

Nā Rangimarie Rose Pere

Naydene Hake, a mentee of the Mayoral Taskforce, was welcomed to the meeting.

**2. APOLOGIES**

An apology was received from S Kuresa for lateness.

Under Standing Order 16.1, the Chair allowed comments from residents on items not appearing on the agenda.

**Sylvia Allan, a representative of the Save Petone Wharf group** (the group), advised that the group was asking for \$6M to be allocated through the Long Term Plan process to remediate the Petone Wharf (the wharf) and prevent it from being demolished. She said

the group had already collected over 5,000 signatures through a petition. She also said an estimate for the work required to remediate the wharf would be available by the end of April 2024. She expressed disappointment that submitters could only indicate their preference by filling in the text box. She asked that the Board support retaining the wharf as part of its submission.

In response to a question from a member, Sylvia Allan advised that a 'Save Petone Wharf Community Beach Walk' would take place on Sunday 28 April 2024, from the Settlers Museum to the Petone Wharf.

**Andre Oliver, a representative of the Pest Free Puke Ariki Group** (the group), said that volunteers were needed to service new traplines in Belmont Regional Park. He confirmed that Greater Wellington Regional Council (GWRC) had agreed to progress with trapping using traps and bait stations. He highlighted that contractors would service the bait stations. He encouraged interested volunteers to contact the group through GWRC Councillor Quentin Duthie or the group's Facebook page.

**Tamsin Falconer, a representative of the Korokoro Environmental Group**, expressed concerns about the deteriorating and narrow footpaths on the lower Korokoro Road and asked if there were any plans to improve them.

In response to a question from a member, Tamsin Falconer suggested that if funding was limited, Council could focus on improving some of the corners that posed the greatest danger to pedestrians while adopting a more relaxed approach for other parts of the road.

Council's Director, Economy and Development agreed that officers would review the Korokoro Road footpath upgrade in future work programmes.

Council's Project Manager – Transport advised that officers planned to improve the footpaths on Akatea Road and remediate the slip on London Road. She said a public meeting would be organised soon to discuss traffic management plans during the construction, scheduled from May to June 2024.

Members requested an update on footpath renewals for Korokoro. They also asked for early advice on a public meeting about improvements to the footpath on Akatea Road and the remediation of the slip on London Road.

S Kuresa joined the meeting.

### 3. PUBLIC COMMENT

No public comments were made regarding the items on the Order Paper.

### PRECEDENCE OF BUSINESS

In accordance with Standing Order 10.4, the Chair accorded precedence to item 7 on the agenda, 'Changes to parking time restrictions adjacent to 35 Bouverie Street, Petone.'

This item is recorded in the order in which it is listed in the Order Paper.

#### 4. PRESENTATIONS

##### a) Presentation: Seaview Wastewater Treatment Plant

Linda Fairbrother and Blair Johnson, representatives of Wellington Water Limited (WWL), were in attendance for the item.

Linda Fairbrother and Blair Johnson shared an electronic presentation that can be viewed here: [Seaview Wastewater Treatment Plant presentation](#).

Blair Johnson acknowledged the odour from the plant. He explained that many plant components were aging and would need to be replaced. He highlighted that work was underway to renew the components causing the odour.

In response to questions from members, Linda Fairbrother and Blair Johnson advised the following:

- the plant was built in 1960, with additions until the early 2000s. It was expected to maintain capacity in its current form until 2040 – 2050.
- the three areas of the plant identified in the presentation were most likely to cause odour. The odour was expected to decrease once the planned improvements were in place.
- reinstating tours at the plant might help the community better understand the issues and processes.
- anyone could sign up for the plant's monthly newsletter via email, and printed copies would be available at Hutt City Council libraries.
- WWL was currently discussing options for the outfall pipe with Mana Whenua.
- signage was in place to warn nearby fishers of possible water contamination.
- the plant worked with contractor Veolia to ensure compliance with resource consent conditions during work.

Members volunteered to deliver the plant's printed newsletter to local communities.

**b) Presentation: Seismic assessment of Cuba Street overbridge**

Council's Project Manager – Transport shared an electronic presentation, which can be viewed here: [Cuba Street Overbridge presentation](#). She advised that the seismic assessment of the Cuba Street Overbridge project (the project) was currently being investigated. She said the project would be evaluated against the National Policy Statement for Natural Hazards once available. She highlighted that the level of disruption in Stages 2 and 3 of the project would depend on the results of the Stage 1 investigation.

In response to questions from members, Council's Project Manager – Transport assured members that her team would keep in touch with the Cross Valley Connection project team and Metlink during the work. She confirmed that the work would likely only disrupt Wakefield Street traffic. She said the bridge was the last of a series of bridges that still needed seismic strengthening.

**c) Presentation by the Jackson Street Programme**

Hellen Swales provided a verbal update of Jackson Street Programme (JSP) activities as follows:

- JSP participated in the consultation regarding bus stops in Petone. JSP would appreciate receiving feedback on the work and any decisions made.
- businesses were informed about the current location of defibrillators through an update.
- there had been a recent increase in shoplifting incidents on Jackson Street. JSP worked closely with local businesses and provided crucial information to the police, ultimately leading to an arrest.
- Council's Transport team collaborated with JSP to implement speed changes on Jackson Street. However, JSP expressed disappointment with the new speed variations and the lack of signage alerting motorists to the speed changes.
- JSP organised community meetings on the draft Long Term Plan (LTP) for business owners and residents in Petone. The meetings were well attended, and hot topics included parking, Petone Wharf, and development contributions. JSP would present a petition as part of its submission to Council's proposed LTP.
- Petone Community House had received a letter from Council regarding re-purposing some Council-owned assets due to affordability. It was suggested that the Board obtain a copy of the letter.
- Council's Senior Advisor, Business and Economy visited two sustainable businesses in Petone. These businesses had applied for funding through the regional Wellington NZ Low Carbon Wellington Hospitality Sustainability Programme and Council's Low Carbon Acceleration Fund. Both businesses had contributed toward Council's goal of net-zero emissions by 2030.

In response to a question from a member, Hellen Swales said that Council's plans for repurposing community assets were unclear.

d) **Presentation: Te Ara Tupua | Shared Path**

The Waka Kotahi representative was unable to attend the meeting.

5. **CONFLICT OF INTEREST DECLARATIONS**

There were no conflicts of interest.

6. **MINUTES**

**RESOLVED:** ( M Fisher/K Yung)

**Minute No. PCB 24201**

*"That the minutes of the meeting of the Petone Community Board held on Monday, 12 February 2024, be confirmed as a true and correct record."*

7. **REPORT REFERRED FOR BOARD INPUT BEFORE BEING CONSIDERED BY SUBCOMMITTEE OF COUNCIL**

**Changes to parking time restrictions adjacent to 35 Bouverie Street, Petone**

Report No. PCB2024/2/76 by the Traffic Engineer – Contractor

The Traffic Engineer – Contractor elaborated on the report.

In response to questions from members, Council's Transport Engineering Manager and Traffic Engineer explained that the car parking changes would help balance long-term parking with short-term parking in the area and support businesses. They noted that many car parks were currently used by staff for all-day parking. They confirmed that the changes would apply only during business hours. They further confirmed that a letter had been sent out to the residents in the area seeking their feedback. However, no objections had been received from the residents.

**RESOLVED:** (M Fisher/M Roberts)

**Minute No. PCB 24202**

*"That the Board endorses the recommendations contained in the report."*

## 8. SUBMISSION TO HUTT CITY COUNCIL'S DRAFT DISTRICT PLAN

Memorandum dated 12 February 2024 by the Democracy Advisor

The Chair elaborated on the memorandum.

RESOLVED: (M Fisher/M Roberts)

**Minute No. PCB 24203**

*"That the Board:*

- (1) notes that its submission in respect of the City of Lower Hutt draft District Plan requires the Board's retrospective endorsement; and*
- (2) endorses its submission attached as Appendix 1 to the memorandum."*

## 9. CHAIR'S REPORT

Report No. PCB2024/2/38 by the Chair, Petone Community Board

The Chair elaborated on the report.

RESOLVED: ( M Fisher/ K Yung)

**Minute No. PCB 24204**

*"That the report be received and noted."*

## 10. DEMOCRACY ADVISOR'S REPORT

Report No. PCB2024/2/39 by the Democracy Advisor

RESOLVED: ( M Fisher/ M Henderson)

**Minute No. PCB 24205**

*"That the Board:*

- (1) receives and notes the report;*
- (2) approves an additional \$100 from the Board's miscellaneous budget to cover the additional cost of a second wreath for the Petone ANZAC Day events on 25 April 2024; and*
- (3) approves a maximum of \$ 2,000 from the Board's miscellaneous budget for a sound system for the Memorial Park ANZAC Day event on 25 April 2024."*

## 11. INFORMATION ITEMS

### a) Moerā Library update

Council's Head of Neighbourhood Hubs and Library Services provided a verbal update on constructing a new library for Moerā. She confirmed that Niche Construction had signed the library contract.

In response to questions from members, the Head of Neighbourhood Hubs and Library Services provided some clarifications regarding Moerā Library's (the

library) upcoming building project. She explained that the library building would be constructed off-site to minimise the time the library would be closed. She advised that during this period, a temporary space in the community hall would be open for library services. She estimated that the library would reopen between September and November 2024. She confirmed that three ceremonies had been planned in consultation with Mana Whenua to close the old building and open the new building. She agreed to liaise with local community groups, including the Moerā Community House, to coordinate the ceremonies. She assured members that the adjacent park and public toilets would be refreshed for the project. She also assured members that there would be no change to the number of available car parks.

b) **Greater Wellington Regional Council - Councillor update**

Report No. PCB2024/2/40 by the Democracy Advisor

**RESOLVED:** (M Fisher/Deputy Mayor Lewis)

**Minute No. PCB 24206**

*"That the report be received and noted."*

12. **QUESTIONS**

There were no questions.

There being no further business, the Chair declared the meeting closed at 7.57 pm.

M Fisher  
**CHAIR**

**CONFIRMED as a true and correct record**  
**Dated this 17th day of June 2024**



*Our Reference*



**TO:** Chair and Members  
Petone Community Board

**FROM:** Hamish Bell

**DATE:** 15 April 2024

**SUBJECT:** 2024 COMMUNITY BOARD CONFERENCE AND KO  
TĀTOU | LOCAL GOVERNMENT NEW ZEALAND  
CONFERENCE

### **Purpose of Memorandum**

1. The purpose of this memorandum is to advise the Board of the upcoming 2024 Community Board Conference and the 2024 Ko Tātou | Local Government Conference, both being held in Te Whanganui-a-Tara Wellington from 21-23 August 2024.

### **Recommendation**

It is recommended that the Board:

- (1) receives and notes the information;
- (2) notes the 2024 Community Board Conference programme attached as Appendix 1 to the memorandum;
- (3) notes the 2024 Ko Tātou | Local Government Conference programme that includes the Te Maruata Hui and the Young Elected Members Hui attached as Appendix 2 to the memorandum; and
- (4) nominates members to represent the Petone Community Board at the 2024 Community Board Conference in Te Whanganui-a-Tara Wellington from 21-23 August 2024 with registration costs covered by the Community Board's training budget.

### **Background**

2. Ko Tātou | LGNZ is the primary political representative body of local government in New Zealand. Its purpose is to provide national representation to elected representatives. Ko Tātou | LGNZ monitors developments affecting local government in New Zealand and has advocacy, research and advisory roles.
3. To assist Ko Tātou | LGNZ in its activities the country is divided into six geographical zones. Hutt City Council is a member of Zone 4 which comprises all members' authorities within the Wellington Region.

**National Council**

4. Ko Tātou | LGNZ National Council is the elected leadership of Ko Tātou LGNZ. As well as being a Mayor, Chair, Deputy Mayor or Councillor, National Council members also act as the governing body of Ko Tātou LGNZ, set and guide policies and oversee them to the point of achievement. Mayor Barry is the Vice President and Zone 4 representative on the National Council.

**2024 Community Board Conference**

5. This year's Community Board Conference is being held at the Tākina Convention Centre in Te Whanganui-a-Tara Wellington from 21-23 August 2024.
6. Ko Tātou | LGNZ says that the conference will tackle pressing issues like resilience building, climate change, and enhancing connections between communities and councils. Attendees will hear from a lineup of inspiring local leaders and participate in workshops showcasing successful community initiatives.
7. The 2024 Community Board Conference programme is attached as Appendix 1 to this memorandum.

**SuperLocal 2024: Louder local leadership**

8. SuperLocal 2024 is taking place alongside the Community Board Conference. It is also being held at the Tākina Convention Centre in Te Whanganui-a-Tara Wellington from 21-23 August 2024.
9. The 2024 conference theme is "Super Local: Bringing Localism to Life."
10. There is some crossover in sessions between both conferences.
11. The SuperLocal 2024 Conference programme is attached as Appendix 2 to this memorandum.

**Te Maruata Hui**

12. The pre-conference programme features Te Maruata Hui for Māori elected and appointed members. This hui is an opportunity to engage with Te Maruata whanui kaupapa and whakawhanaungatanga.
13. Te Maruata Hui is on Tuesday 20 August 2024 from 10:00am to 3:00pm. A summary of this hui is included in the SuperLocal 2024 programme attached as Appendix 2 to the memorandum.

**Young Elected Members Hui**

14. The pre-conference programme also features the Young Elected Members (YEM) Hui for elected members under 40. The YEM Hui is on Wednesday 21 August from 9:30am to 1:30pm. A summary of the hui is included in the SuperLocal 2024 programme attached as Appendix 2 to the memorandum.

**Financial Considerations**

- 15. The early-bird registration fee for the Community Board Conference (if registered before 12 July 2024) is \$895. This includes access to Community Board events and dinner but not the Fulton Hogan Premier Gala Dinner and LGNZ Awards Night. Access to this function is an additional \$240.
- 16. The early-bird registration fee for SuperLocal 2024 (if registered before 12 July 2024) is \$1,395. This figure covers all conference sessions, workshops, exhibitions, and the Fulton Hogan Premier Gala Dinner and LGNZ Awards Night.
- 17. There is no registration cost for the Te Maruata Hui and the YEM Hui.
- 18. The Board has provision for this activity through its training budget (2023/2024). The Democratic Services business unit can facilitate attendance.

**Appendices**

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**Author:** Hamish Bell  
Elected Member Support Coordinator

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**Reviewed By:** Kathryn Stannard  
Head of Democratic Services

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

## LGNZ Community Board Conference 2024

### Pre Conference - Tuesday 20 August 2024

TIME	SESSION
10:00am-3:00pm	<a href="#">Te Maruata Hui</a> Māori elected and appointed members are invited for this hui. Pre-registration required.

### Day One - Wednesday 21 August 2024

TIME	SESSION
9:30am-1:30pm	<a href="#">Young Elected Members Hui</a> Elected members under the age of 40 are invited to this Hui. Pre-registration required.
11:00am-12:45pm	<a href="#">Women in Local Government lunch: Leading and Thriving</a>
12:30pm-2:00pm	LGNZ AGM
2:00pm	Registrations open
3:00pm	Welcome and conference opening
5:00pm	Simpson Grierson Welcome Reception

### Day Two - Thursday 22 August 2024

TIME	SESSION
7.00am	Registration opens
9:00am	<b>Session one: Bringing localism to life</b> Minister for Local Government address and panel discussion
11:00am	Connect and refuel break
12:00pm	<b>Session two: Resilience as an elected member</b>
2:00pm	Connect and refuel break
3:00pm	<b>Session three: Tackling climate change with grassroots solutions</b>
5:00pm	Community Boards Dinner and Awards Night

<b>Day 3 – Friday 23 August 2024</b>	
<b>TIME</b>	<b>SESSION</b>
7.00am	Registration opens
9:00am	<b>Session four: Localism in action – working with communities to build resilience</b>
11:00am	Connect and refuel break
12:00pm	<b>Session five: Building strong connections with communities and relationships with councils</b>
2:00pm	Connect and refuel break
3:00pm	<b>Session six: Conference wrap up</b>
4:00pm	Event concludes

## SuperLocal 24 – Ko Tātou | LGNZ Conference Programme

### Pre Conference - Tuesday 20 August 2024

TIME	SESSION
10:00am-3:00pm	<a href="#">Te Maruata Hui</a> Māori elected and appointed members are invited for this hui. Pre-registration required.

### Day One - Wednesday 21 August 2024

TIME	SESSION
9:30am-1:30pm	<a href="#">Young Elected Members Hui</a> Elected members under the age of 40 are invited to this Hui. Pre-registration required.
11:00am-12:45pm	<a href="#">Women in Local Government lunch: Leading and Thriving</a>
12:30pm-2:00pm	LGNZ AGM
2:00pm	Registrations open
3:00pm	Welcome and conference opening
5:00pm	Simpson Grierson Welcome Reception

### Day Two - Thursday 22 August 2024

TIME	SESSION
7.00am	Registration opens
9:00am	<b>Session one: Bringing localism to life</b> Minister for Local Government address and panel discussion
11:00am	Connect and refuel break
12:00pm	<b>Session two: Unlocking local and regional</b> Panel discussion
2:00pm	Connect and refuel break
3:00pm	<b>Session three: Forging authentic partnerships</b>
5:00pm	Refreshments and networking

<b>Day 3 – Friday 23 August 2024</b>	
<b>TIME</b>	<b>SESSION</b>
7.00am	Registration opens
7:00am	<a href="#">Mayors Taskforce for Jobs AGM breakfast meeting</a>
9:00am	<b>Session four: Reimagining representation from the ground up</b> <i>Representation framework, panel discussion and Leader of the Opposition address</i>
11:00am	Connect and refuel break
12:00pm	<b>Session five: Fostering sustainable adaptation: Local solutions for global challenges</b> <i>Minister for Climate Change</i>
2:00pm	Connect and refuel break
3:00pm	<b>Session six: Conference wrap up</b>
4:00pm	Event concludes
5:30pm	<b>Fulton Hogan Conference Dinner and LGNZ Awards Night</b>

## **Te Maruata Hui**

**Tuesday 20 August 10am–3pm**

**Mākarō Room, Wharewaka Function Centre, 2 Taranaki Street, Wellington**

Te Maruata hui provides a supportive space for Māori elected and appointed members to come together before LGNZ's annual conference SuperLocal. It's an opportunity to connect with your wider Te Maruata community and whakawhanaungatanga to build relationships.

The hui offers a chance for you to develop skills and build tools to support your role as a community leader. You'll also be able to canvas key issues – from representation and participation to policy and building strong relationships with iwi and hapu.

All Māori elected and appointed members from across New Zealand are welcome. Connect with peers who are innovating, challenging norms, and driving positive change in their communities.

## **Young Elected Members Hui**

**Wednesday 21 August 9.30am–1.30pm**

**Mabel's, 66 Tory Street, Wellington**

Join us for the Young Elected Members hui ahead of LGNZ's annual conference SuperLocal.

This hui is tailored for our younger local leaders, specifically those under 40 years old (yes, under 40 is considered young). You'll gain valuable insights, build lasting connections, and find support and resources to lead with vision and purpose.

There'll be an opportunity to reflect on current challenges and opportunities and identify ways to work together – including progressing the YEM strategy and kaupapa. We'll focus on getting stuff done!

Whether you're a newly elected representative or have been around the traps a little longer, this hui provides an opportunity to share, learn, and grow alongside other passionate advocates for positive change.



*Our Reference*



**TO:** Chair and Members  
Petone Community Board

**FROM:** Judy Randall

**DATE:** 04 April 2024

**SUBJECT:** SUBMISSION TO HUTT CITY COUNCIL'S DRAFT LONG TERM PLAN 2024-2034

### **Purpose of Memorandum**

1. To seek the Board's retrospective endorsement of a submission on Council's Long Term Plan 2024-34.

### **Recommendation**

That the Board:

- (1) notes that a submission in respect of Hutt City Council's Draft Long Term Plan 2024-34 requires the Board's retrospective endorsement; and
- (2) endorses its submission attached as Appendix 1 to the memorandum.

### **Background**

2. Under the Board's Functions and Delegations, any submissions lodged by a Board require formal endorsement by way of resolution.
3. The Board submitted a submission to Council's draft Long Term Plan 2024-34, which is required to be formally endorsed by members.
4. The Board's submission is attached as Appendix 1 to the memorandum.

### **Appendices**

No.	Title	Page
1	Appendix 1: Petone Community Board LTP 2024-34 submission	25

**Author:** Judy Randall  
Democracy Advisor

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**Reviewed By:** Kate Glanville  
Senior Democracy Advisor

**Approved By:** Kathryn Stannard  
Head of Democratic Services

## **Submission of the Petone Community Board on the Hutt City Draft Long Term Plan 2024 - 2034**

### **General comment**

Thank you for the opportunity to comment on the proposed draft long term plan (LTP). This submission has been jointly prepared by members of the Petone Community Board (PCB).

This plan will have a lasting impact on the physical amenities, commercial and retail activity, community wellbeing, environment and recreation assets of the Petone Community Board area for some time, and certainly in one document.

PCB gathered the views and feedback of the community through its own and wider meetings, drop in sessions, talking with individual residents, business owners, visitors using local facilities, holding a stand at the Petone Rotary Fair and monitoring feedback via social media.

The draft LTP highlights three Petone issues for decisions; the wharf, library and grandstand while the proposed adoption of paid parking in Jackson Street and the Peel Place car park has also naturally become a flashpoint for public feedback.

The comparatively small budget for the wharf, library and grandstand highlighted for us, a historical lack of investment and maintenance of community facilities in Petone. Expecting urgent maintenance of these three facilities to be considered as a trade off against each other put Petone at a disadvantage compared to parts of the city where there has been major Council investment in recent years. We acknowledge this is largely the result of decisions made in previous terms of Council's elected representatives. But this can be addressed in this LTP.

PCB also wants to highlight the binary options for each facility limited community input and were not in our view the options that should have proceeded to public consultation. The ability to suggest other options was not clear and has led to considerable confusion. As a result we have spent much time explaining to the public that they do not have to choose one or other, and can write in whatever they like. Many have commented that the options are too leading and slanted towards a preferred outcome.

After listening to a wide range of opinions the PCB would like to comment on these key issues for Petone and the wider Board area:

### **Petone Wharf**

The PCB acknowledges the strong public feedback on the wharf and supports as our preferred option the exploration of alternative solutions to demolition. The expenditure of \$6 million to demolish and forever lose the wharf was seen as a poor use of funds when alternative options at a similar cost have been proposed and are yet to be properly explored.

We would like to see good process carried out, which includes full and detailed information on all feasible options rather than the incomplete data, so that a thoroughly balanced decision can be reached. This would include an analysis of costs and benefits of options including wider benefits of retaining the wharf as a regional attraction and supporting wider economic activity in Petone.

***Recommendation:** That no work to progress demolition of the wharf is undertaken at this time. Instead the option of repair at a similar cost to demolition is fully explored and progressed if it is confirmed as a viable alternative with a similar cost to demolition.*

### **Petone Library**

Petone Library is a highly valued community facility. Retention of current library services is important to many. Feedback on the library options showed that people would like to see the library and associated space 'improved and enhanced', however what this looks like is different to different people. Many people are not after a 'grand' building but one that allows for current activities to continue, and more usable spaces within the facility.

The phrase "in partnership" was confusing or a red signal for many. The community already made its views clear on not supporting intensive development on this site when this was last proposed, this was reiterated in more recent community feedback.

A redesigned Britannia Street frontage that provides facilities that complement and do not detract or compete with the Petone Community House and Petone Depot was highlighted by many people.

***Recommendation:** That Petone Library and associated spaces be redeveloped once and well with adequate funding and with effective community input, for now and into the future, that is allowing up to \$10 million for this project and working closely with the community to develop the scope of work ensuring a library and other community spaces that will be resilient, flexible and still provide core services well into the future.*

### **Petone Grandstand**

The Petone Grandstand is yet another Petone asset which holds significance to a wider audience than many would be aware of, and we received engagement from a wide variety of people and groups who use and value it.

PCB would like to see the option of partnerships between local sports clubs, businesses and Council to retain and enhance the grandstand explored. The Bell Park/Ignite Sports redevelopment is a great example of what can be achieved through collaboration.

There was support for removal of the current roof with seating and some shelter through a lighter weight roof favoured by many uses of this facility.





**06 May 2024**
**Report no: PCB2024/3/64**

## Chair's Report

### Recommendation

That the report be received and noted.

### Appendices

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1↓	Appendix 1: Chair's report	30

**Author:** Mike Fisher  
 Chair, Petone Community Board







06 May 2024

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Report no: PCB2024/3/65

## Democracy Advisor's Report

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### Purpose of the report

1. The purpose of the report is to update the Board on items of interest and ask the Board to decide on miscellaneous matters relating to its meetings.

### Recommendation

That the Board:

- (1) notes and receives the report;
- (2) retrospectively approves payment of an additional \$575.00 (\$2,575.00 in total) from its operating budget for the 2024 ANZAC event sound system due to the cost exceeding the \$2,000.00 approved at the Board's meeting on 15 April 2024;
- (3) retrospectively approves payment of \$304.00 from its operating budget for the 2024 ANZAC event catering; and
- (4) retrospectively approves a payment of \$800.00 to the Remembrance Army from its operating budget for war memorial cleaning work carried out prior to ANZAC Day.

### Dog Control Bylaw

2. Council has approved changes to the Dog Control Bylaw. Detailed information about the changes can be found here: [Hutt City Council makes changes to the Dog Control Bylaw | Hutt City Council](#).
3. Council expects the signage and fencing for the dog prohibition areas to be completed by late July or mid-August 2024.
4. Council's Animal Services team is increasing the number of patrols in these areas prior to the signage and fencing to answer any questions and let dog walkers know about the changes. Once the signage is in place, there will be

more intensive monitoring for a period of time.

### **Seismic assessment of Cuba Street Overbridge**

5. As discussed during the last Board meeting, a seismic evaluation of the Cuba Street overbridge is underway to determine its performance during an earthquake. The resulting assessment report will provide details on how the overbridge is expected to behave across various levels of ground-shaking. Once the officers have received and reviewed the assessment report, the Infrastructure and Regulatory Committee will consider the report if necessary. Further information will be provided to the Board at its meeting on 12 August 2024.

### **Mouri Tupu Planting project**

5. The Mouri Tupu project is a community campaign to plant 114,000 native trees and plants in Lower Hutt and inspire citizens to join in. To date, 30,000 natives have been planted across Lower Hutt since October 2022 by Council and community organisations. The Mouri Tupu planting campaign for the 2023 – 2024 financial year has dedicated 10,001 native plants spanning across four reserves within Lower Hutt, with two being within Wainuiomata (Arakura Park, and Leonard Wood Reserve), one in Moerā (York Park), and another in Stokes Valley (Delaney Park).
6. The aim of this planting is to improve the green space and beautification across our parks, improve biodiversity, introduce additional habitat for native birds, lizards, and insects, improve stream quality through riparian planting, and add a safety buffer between sports fields and creeks which will help capture rogue balls. A list of species being planted across the parks is attached as Appendix 1 to the report. Maps of the York Park planting site are attached as Appendix 2 to the report.
7. The schedule for York Park planting is as follows:
  - Monday 1 July** – Native Solutions mobilise to York Park to begin plant layout and planting.
  - Tuesday 2 July** – Community event: York Park (sports ground), Moerā, targeted to local enviroschools, approx. 3996 plants.
  - Wednesday 3 July** – Native Solutions to complete planting at York Park.
8. For more information: [Mouri Tupu - Planting for the Future | Hutt City Council](#)

### **Rangatahi Action Plan**

6. The Rangatahi / Youth Engagement Action Plan has been approved by Council, and work has begun to implement it throughout Council. This Action Plan is designed to assist Council in effectively engaging with rangatahi by establishing clear goals and actions. These actions will facilitate rangatahi in expressing their ideas and opinions more efficiently to have a greater impact on the developments in Te Awa Kairangi ki Tai Lower Hutt. Additionally, Council has proposed a full-time equivalent role to champion and drive the plan as part of its Long Term Plan process.

### Low Carbon Acceleration Fund

7. Five organisations have been provided funding for green initiatives under Council's new Low Carbon Acceleration Fund. The Fund is available to any eligible legal entity provided the project is being implemented in Te Awa Kairangi ki Tai | Lower Hutt.
8. A total of \$160,000 was available for co-funding in this round, with a maximum of \$40,000 for each applicant. The fund will be run yearly, so those who missed the first round are encouraged to prepare for the next round. For more information: [First recipients of the Low Carbon Acceleration Fund announced | Hutt City Council](#)

### Moerā Neighbourhood Hub

9. Locally owned and operated Niche Modular Construction Ltd has been awarded the contract to build the new Moerā Neighbourhood Hub. The new hub, located on the existing Moerā Library site, will provide a vibrant community space for locals to connect, learn, and play with open plan space and a connection to the reserve and playground outside. The new hub is expected to be completed by the end of 2024. For more information: [Contractor Announced for Moerā Neighbourhood Hub Build | Hutt City Council](#)

### ANZAC Day expenses

At the meeting the Chair will speak to the ANZAC Day expenses as detailed in the recommendations of the report. The expenses have been included as 'pending' in the detailed expenditure attached as Appendix 3 to the report.

### 2023/24 Operating and Training Budget

10. The Board is allocated \$8,000.00 GST exclusive per annum, comprised of:
  - Operating costs \$5,000
  - Training \$3,000

The following is the Board's expenditure as of 31 May 2024

	Operating costs	Training
Budget	\$5,000.00	\$3,000.00
Expenditure	\$1,276.62	\$2,310.39
<b>BALANCE</b>	<b>\$3,723.38</b>	<b>\$689.61</b>

11. The detailed expenditure is attached as Appendix 3 to the report.
12. The Board will be allocated a new budget from 1 July 2024.

## Appendices

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**Author:** Judy Randall  
Democracy Advisor

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**Reviewed By:** Kate Glanville  
Senior Democracy Advisor

**Approved By:** Kathryn Stannard  
Head of Democratic Services





Petone Community Board Expenditure 2023/2024 - Operating Budget														
Item	July	August	September	October	November	December	January	February	March	April	May	June	Total per item	Balance
Opening Balance														
Venue Hire	\$ 20,00	\$ 60,00	\$ 20,00			\$ 69,56		\$ 20,00					\$ 189,56	\$ 5,000,00
Petone Rotary Fair stall							\$ 295,65						\$ 295,65	
Other operating costs		\$ 210,54											\$ 210,54	
ANZAC Event										\$ 580,87	\$ 3,679,00		\$ 4,259,87	
Total Expenditure										(pending)				\$ 4,955,62
Closing Balance														\$ 44,38

Petone Community Board Expenditure 2023/2024 - Training Budget														
Item	July	August	September	October	November	December	January	February	March	April	May	June	Total per item	Balance
Opening Balance														
IGNZ Conference M Fisher			\$ 648,12										\$ 648,12	\$ 3,000,00
IGNZ Conf and YSM Nui K Wung		\$ 279,12											\$ 1,662,27	\$ 2,310,39
Total Expenditure													\$ 1,662,27	\$ 2,310,39
Closing Balance														\$ 689,61