



# POARI HAPORI O WAINUIOMATA WAINUIOMATA COMMUNITY BOARD

12 June 2024

Order Paper for the meeting to be held in the  
Wainuiomata Library, Queen Street, Wainuiomata,  
on:

**Wednesday 19 June 2024 commencing at 6:30 pm**

## Membership

Te Awa Puketapu (Chair)  
Daniel Chrisp  
Tamsyn Harker  
Cr Keri Brown

Lesla Bingley (Deputy Chair)  
Leah Clark  
Gary Sue

For the dates and times of Council and Community Board Meetings please visit  
[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 COUNCILPOARI HAPORI O WAINUIOMATA  
WAINUIOMATA COMMUNITY BOARD

Meeting to be held in the Wainuiomata Library, Queen Street, Wainuiomata on  
Wednesday 19 June 2024 commencing at 6:30 pm.

ORDER PAPERPUBLIC BUSINESS**1. OPENING FORMALITIES - KARAKIA TIMATANGA**

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

**2. APOLOGIES**

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) Love Wainuiomata update**

A verbal update by the Love Wainuiomata Kaiwhakahaere | Coordinator

**b) Presentation: Wainuiomata Hill Road slip repair**

A verbal update by the Project Manager – Transport.

**c) 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 Wainuiomata Community Board, 17 April 2024 9

8. **COMMUNITY ENGAGEMENT FUND 2023-2024**

Report No. WCB2024/3/144 by the Programmes & Innovation Manager 17

9. **2024 COMMUNITY BOARD CONFERENCE AND KO TĀTOU | LOCAL GOVERNMENT NEW ZEALAND CONFERENCE**

Memorandum dated 28 May 2024 by the Elected Member Support Coordinator 20

10. **DEMOCRACY ADVISOR'S REPORT**

Report No. WCB2024/3/69 by the Democracy Advisor 28

11. **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.

12. **CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA**

Unuhia!	<i>Release us from the supreme sacredness of our</i>
Unuhia!	<i>tasks</i>
Unuhia i te uru-tapu-nui	<i>To be clear and free</i>
Kia wātea, kia māmā	<i>in heart, body and soul in our continuing</i>
Te ngākau, te tinana, te	<i>journey</i>
wairua i te ara takatū	<i>Oh Rongo, raise these words up high</i>
Koia rā e Rongo	<i>so that we be cleansed and be free,</i>
whakairihia ake ki runga	<i>Yes indeed, we are free!</i>
Kia wātea, kia wātea!	<i>Good and peaceful</i>
Ae rā, kua wātea!	
Hau, pai mārire.	

Judy Randall  
DEMOCRACY ADVISOR

HUTT CITY COUNCILPOARI HAPORI O WAINUIOMATA  
WAINUIOMATA COMMUNITY BOARD

Minutes of a meeting held in the Wainuiomata Library, Queen Street, Wainuiomata on  
Wednesday 17 April 2024 commencing at 6:30 pm

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**PRESENT:** T A Puketapu (Chair) D Chrisp  
L Clark T Harker  
G Sue

**APOLOGIES:** Cr Brown and L Bingley

**IN ATTENDANCE:** J Kingsbury, Director Economy and Development  
J Randall, Democracy Advisor  
P Hewitt, Head of Transport  
B Stanfield, Project Manager – Transport  
A Rowe, Project Manager - Transport  
C Truman, Roading Engineer  
C McKenzie, Senior Advisor, Communications and  
Engagement

PUBLIC BUSINESS**1. OPENING FORMALITIES - KARAKIA TIMATANGA**

Whakataka te hau ki te uru	<i>Cease the winds from the west</i>
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Tihei mauri ora.	

**2. APOLOGIES**

**RESOLVED:** (TA Puketapu/ D Chrisp)

**Minute No. WCB 24201**

*“That the apologies received from Cr K Brown and L Bingley be accepted and leave of absence be granted.”*

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

**Rosie Goss, a representative of Grey Power Wainuiomata** (Grey Power), raised a concern about the issue of roaming dogs in Wainuiomata. She believed that this problem had worsened in recent months. She advised that dogs were running loose and had attacked people and other dogs. She sought ways for Grey Power to collaborate with Council in promoting responsible dog ownership in Wainuiomata.

In response to a question from a member, Rosie Goss agreed to organise a meeting with Grey Power, the Board and Council officers to discuss the matter further.

Members suggested Grey Power submit a request for increased animal control funding through Council's Long Term Plan process.

**Teresa Connor, a representative of Grey Power Wainuiomata**, asked for a seat to be installed at a bus stop on Mohaka Street near Kerepehi Grove.

The Chair agreed that T Harker would respond to the request for a bus stop at a Grey Power meeting once a reply was received from Council officers.

**Julie Sylvester** raised several concerns, including the aerial TB possum control work, communication with residents regarding deer culling, the Maru | Streets for People project, tree protection, recycling and roaming dogs. She asked for an invitation to discuss the issue of roaming dogs.

D Chrisp agreed to follow up on whether deer culling was occurring without public notification.

**John Paku** expressed concern about the high volume of vehicles parking and speeding on Wellington Road. He said he lived near a housing development, and the vehicle parking often made it difficult for the traffic to pass through. He highlighted that the removal of speed humps for pipe works had increased speeding. He asked that the speed humps be reinstated and for broken yellow lines to be installed on the road for better traffic management. He tabled images attached as pages 6-8 to the minutes.

In response to questions from members, John Paku confirmed that he had already asked Council to install broken yellow lines on Wellington Road.

In response, the Director Economy and Development agreed that officers would investigate the issues and consider the request. He advised that the process would take around two months.

### **3. PUBLIC COMMENT**

There was no public comment relating to items on the agenda.

#### 4. PRESENTATIONS

##### a) Presentation: Wainuiomata Hill Road slip repair

Council's Roading Engineer shared an electronic presentation that can be viewed here: [Wainuiomata Hill Road landslide remediation](#). She advised extensive planning was underway for traffic management on Wainuiomata Hill Road. She confirmed that the number of traffic lanes would only be reduced daily while traffic volumes were low. She added the speed would be reduced to 30km/hr while workers were onsite.

In response to questions from members, Council's Roading Engineer advised the following:

- Council officers used Google Maps to determine pinch-point times on Wainuiomata Hill Road. Once work began, officers would better understand traffic volumes and tweak the traffic plan as needed.
- it was risky to open and close lanes as traffic flow changed, as this could cause driver confusion.
- there was enough distance between the Wainuiomata Hill Road slip remediation and the works on Parkway to avoid major traffic issues.
- any issues during the slip repair could be reported using an email address provided to the Board and the Wainuiomata community. A drop-in information session was planned to answer questions.

The Director Economy and Development advised that residents should be prepared for disruption outside peak hours once the work commenced.

##### b) Presentation: Coast Road slip repair

The Project Manager – Transport shared an electronic presentation that can be viewed here: [Coast Road river erosion mitigation works](#). He explained high rain events were scouring the western riverbank of the Wainuiomata River and threatening the integrity of the road. He advised the resource consent for work to protect the riverbank was expected soon from Greater Wellington Regional Council. He said the work would likely begin in November 2024 after fish spawning had concluded. He expected work to be complete by late 2024 or early 2025.

In response to questions from members, the Project Manager – Transport agreed to find if there was a budget in Council's Long Term Plan for preventative work on other parts of the riverbank. He confirmed officers consulted with residents and would post a notice in the Hutt News once the resource consent was granted.

In response to a question from a member, the Director, Economy and Development assured that the resource consent would prevent adverse effects on the environment and the fish habitat. He stressed the need to protect the road from potential flood damage. He agreed to check if it was feasible to improve the fish habitat during the road protection work.

c) **Presentation: Maru | Streets for People**

Council's Project Manager – Transport and the Senior Advisor, Communications and Engagement shared an electronic presentation that can be viewed here: [Maru | Streets for People](#). He said feedback on the design included the narrowness of the chicanes, no parking signs required near raised crossings, and more signs required on Konini Street. He advised officers were now working on adaptation works based on the feedback received. He said the project would be complete in June 2024. He highlighted that the community event held in March 2024 had been an opportunity to connect with the community, encourage active travel and hear feedback from children and parents.

Council's Senior Advisor, Communications and Engagement confirmed that officers were analysing the feedback and would share it with the Board once available.

In response to questions from members, Council's Project Manager – Transport stated that further design adaptations might be required after analysing all the feedback. He confirmed that the design conformed with the guidelines set by Waka Kotahi. He explained that the drivers would need to be cautious when the road narrowed down to one lane to ensure the safe passage of vehicles. He added that officers were still reviewing feedback regarding this design aspect. He confirmed the survey had been open to all residents, including those who lived outside the *Maru | Streets for People* area.

In response to questions from members, Council's Senior Advisor, Communications and Engagement confirmed that officers had access to baseline data, including traffic speed and volume, to analyse the impact of changes. He said officers would provide more information on behaviour change, accessibility, and satisfaction once the analysis was complete.

5. **CONFLICT OF INTEREST DECLARATIONS**

There were no conflicts of interest.

6. **MINUTES**

**RESOLVED:** (TA Puketapu/ G Sue)

**Minute No. WCB 24202**

*"That the minutes of the meeting of the Wainuiomata Community Board held on Wednesday, 14 February 2024, be confirmed as a true and correct record."*

7. **DEMOCRACY ADVISOR'S REPORT**

Report No. WCB2024/2/47 by the Democracy Advisor

**RESOLVED:** (TA Puketapu/ G Sue)

**Minute No. WCB 24203**

*"That the Board receives and notes the report."*

8. **INFORMATION ITEM**

**Greater Wellington Regional Council - Councillor update**

Report No. WCB2024/2/48 by the Democracy Advisor

**RESOLVED:** ( TA Puketapu/ G Sue)

**Minute No. WCB 24204**

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

9. **QUESTIONS**

There were no questions.

10. **CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA**

Unuhia!

*Release us from the supreme sacredness of our tasks*

Unuhia!

*To be clear and free*

Unuhia i te uru-tapu-nui

*in heart, body and soul in our continuing journey*

Kia wātea, kia māmā

*Oh Rongo, raise these words up high*

Te ngākau, te tinana, te wairua i te ara  
takatū

*so that we be cleansed and be free,*

*Yes indeed, we are free!*

Koia rā e Rongo whakairihia ake ki  
runga

*Good and peaceful*

Kia wātea, kia wātea!

Ae rā, kua wātea!

Hau, pai mārire.

There being no further business, the Chair declared the meeting closed at 7.59 pm.

TA Puketapu  
**CHAIR**

**CONFIRMED as a true and correct record**

**Dated this 19th day of June 2024**









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**Report no: WCB2024/3/144**

## **Community Engagement Fund 2023-2024**

### **Purpose of Report**

1. For the Wainuiomata Community Board to assess and determine the funding to be granted through round two of the Community Engagement Fund 2023-2024.

### **Recommendations**

That the Board:

- (1) notes that this is the first round of Community Engagement Funding for the 2023-2024 financial year for the Board;
- (2) notes that the Board has \$4,661.63 to allocate this round;
- (3) notes the Community Engagement Fund closed on 20 May 2024 with seven applications received;
- (4) notes the New Zealand Collective of Abused in State Care Charitable Trust application had to be removed from round 2 due to the project predominantly taking place outside of Wainuiomata;
- (5) notes that the Wainuiomata Community Engagement Fund criteria does not support projects outside of Wainuiomata;
- (6) notes the New Zealand Collective of Abused in State Care Charitable Trust applicant was advised to apply to the Hutt City Council Mouri Ora Fund;
- (7) notes the Pukeatua Kohanga Reo charitable Trust application was removed from round 2 due to being funded by the Matariki Puanga Event Support Fund;
- (8) determines the funding to be granted through the Community Engagement Fund 2023-2024 for the Board;
- (9) agrees the applications received under the Community Engagement Fund are considered according to the merits of the application criteria and priorities of the fund; and
- (10) agrees the organisations granted funding will be invited to attend a meeting of the Board once the event/activity has been completed.

## Background

2. Council agreed through the last Annual Plan to continue contributing \$48,850 to the Community Engagement Fund.
3. The Board is allocated \$8,607 per annum to support local activities and events that directly benefit the communities concerned.
4. The 2023/2024 Community Engagement Fund (round 2) was advertised through Council's social media page, Wainuiomata community Facebook pages, Wainuiomata Hub Facebook page, and to networks of the Connected Communities team who have relationships with external stakeholders/organisations across the Hutt Valley (Wainuiomata-based).
5. Organisations/groups were required to make an application through the Hutt City Council website.

## Discussion

6. Seven applications were received via round two of the Wainuiomata Community Board – Community Engagement Fund 2023-2024.
7. Five applications are considered eligible, with one application withdrawn due to taking place outside of the Wainuiomata area and one being withdrawn to be supported by the Matariki Puanga Event Support Fund.
8. The applications will be assessed by Board members.
9. Eligible applications to be considered are as follows:

No	Organisation	Description	Amount Requested
1	Wood Hatton Play Centre	Four volunteer members of the playcentre to attend a refresher first aid course	\$462.00
2	Endo Warriors Aotearoa	Funding for single use and reusable period products to be distributed at Wainuiomata Hub	\$2,869.84
3	Ulalei Wainuiomata Sport	Equipment to run a soccer fun day for Māori and Pasifika children in Wainuiomata at Wise Park	\$777.96

4	Hills NZ	Bouncy castle, food, and entertainment for the "Block Party" held at Wainuiomata Community Hall	\$4,126.30
5	Wainuiomata Rugby Football Club	Food and catering costs at youth events and contribution toward trophies	\$5,500.00
		<b>TOTAL AMOUNT REQUESTED</b>	\$13,736.10
		<b>TOTAL AMOUNT AVAILABLE</b>	\$4,661.83
		<b>DIFFERENCE</b>	-\$9,074.27

### Climate Change Impact and Considerations

10. 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

11. There are no legal considerations to be considered.

### Financial Considerations

12. The funds granted through round two need to be fully allocated by the end of July 2024. Payments will be made throughout the month of June-July 2024.

### Appendices

There are no appendices for this report.

**Author:** Lauren Coe  
Programmes & Innovation Manager

**Reviewed By:** Lagi Moananu  
Head of Connected Communities

**Approved By:** Andrea Blackshaw  
Director Neighbourhoods and Communities



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

**FROM:** Hamish Bell

**DATE:** 28 May 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 Wainuiomata 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

No.	Title	Page
<a href="#">1</a>	Appendix 1: Community Board 2024 Conference Programme	23
<a href="#">2</a>	Appendix 2: SuperLocal 2024 Conference Programme	25

**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.
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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**

**Mākaro 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.

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Report no: WCB2024/3/69

## 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) receives and notes the report; and
- (2) considers holding the Board's annual Wainuiomata Spirit Awards before the Board's meeting on 14 August 2024.

### Updates from the previous meeting held on 17 April 2024

1. At the Board's meeting on 17 April 2024, a response was requested to an appeal from a member of the public for a seat at a bus stop in Mohaka Street. A response from a representative of Metlink/ Greater Wellington Regional Council is as follows:

*This stop isn't currently prioritised for a shelter, but we are always assessing our bus stop prioritisation for shelters, therefore we will consider it for future improvements.*

2. At the Board's meeting on 17 April a meeting was proposed between the Board, Grey Power Wainuiomata and representatives from Council's Animal Control team to discuss the issue of roaming dogs in Wainuiomata. A summary of the meeting is as follows:

*Animal Control officers explained the current regulatory issues for animal control nationally. Participants discussed enforcement challenges, the pros and cons of social media and potential solutions. Officers are looking at better collaboration with the*

community, particularly around evidence gathering and the information an Animal Control officer needs to act. Since the meeting:

- some preliminary discussions for a Wainuiomata targeted de-sexing and support campaign have been held with the SPCA.
  - Council's website is being upgraded to provide better information to the public about dogs. This is due to go live in July 2024.
  - work is underway to programme responsible dog ownership training for the new 2024/2025 year.
3. At the Board's meeting on 17 April 2024 a response was requested on deer culling and whether the public are notified prior to deer culls taking place. A response from Council's Ecological Advisor is as follows:

*Lower Hutt has seen an increase in feral deer presence, significantly damaging forest ecosystems. Hutt City Council contracted Trap & Trigger to conduct 136 deer culling hours this financial year to address this. A total of 17 deer were removed by Trap & Trigger in their March/April 2024 cull, of which eight were in the Wainuiomata foothills.*

*The next cull is likely to occur in November 2024. Greater Wellington Regional Council (GWRC) are also funded to undertake deer control throughout Lower Hutt, with a large proportion of time dedicated to the Eastern Hills. GWRC performs night shootings in known deer hotspots and strategically responds to requests from private landowners.*

*Hunters have identified hotspots where deer are regularly seen, including in Wainuiomata. However, most of these areas are private, have thick vegetation, or don't offer good angles for shooting opportunities. Residents can help Hutt City Council improve deer control outcomes by permitting access to shoot on private properties where deer are present. Council has invested in additional 3G hunting cameras and increased funding for hunting hours, allowing hunters to respond to more private property requests.*

*If deer culls are on public reserves, signs around those reserves indicate when hunting will be done and in which areas. GWRC does this. Hutt City Council will also post on social media to alert the public of upcoming operations. Police are notified if there are any reports from the public.*

*If hunting is on private land, then there are no communications that go out to the wider public.*

4. At the Board's meeting on 17 April 2024 a response was requested on parking and speeding issues on Wellington Road. A response from Council's Project Manager, Traffic is as follows:

***Wellington Road Speeding Concerns:***

*Hutt City Council previously installed speed cushions at five Wellington Road locations (and three Wise Street locations) to address speeding concerns. Unfortunately, one cushion needed removal due to vibration impacting a nearby house.*

*Remedial work is planned to address gaps between the remaining cushions; a strategy driver has been used to bypass them. The plan is attached for reference as Appendix 1 to the report.*

***Future Speed Calming Measures:***

*Please note that any suggestions for traffic calming measures on Wellington Road and other streets should be submitted to Council's Transport team for a thorough assessment before being implemented. Providing additional details will assist the officers in starting the investigation process.*

**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 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.

**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. 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 Moera (York Park), and another in Stokes Valley (Delaney Park).
6. This planting aims 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 the Arakura sports field and the creek which will help capture any rogue balls that fly toward Black Creek.
7. A list of species being planted across the parks is attached as Appendix 2 to the report. A map of the Wainuiomata planting sites is attached as Appendix 3 to the report.
8. The planting schedule for Arakura Park and Leonard Wood Reserve is as follows:

**Thursday 4 July 2024** – community event: Arakura Park (sports ground), Wainuiomata, targeted to local enviroschools, approx. 1800 plants.

**Friday 5 July 2024** – Native Solutions to complete planting at Arakura Park.

**Tuesday 9 July– Wednesday 11 July 2024** – Native Solutions layout and plant Leonard Wood Reserve, Wainuiomata.

9. For more information: [Mouri Tupu - Planting for the Future | Hutt City Council](#)

### **Rangatahi Action Plan**

10. 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.

### **Maru | Streets for People**

11. At the April meeting of the Board, officers advised that they were still reviewing feedback on Maru | Streets for People and would share it with the Board once it was available.
12. The project works are now complete. Surveys are also complete, including pedestrian counts, traffic volume and a speed survey. Feedback from residents and the local schools has been collected. The gathered information is under analysis and will be published in a report in time for the next Wainuiomata Community Board meeting on 14 August 2024.

### **Wainuiomata Garden of Remembrance**

13. The tender documents for the Wainuiomata Garden of Remembrance extension were sent to multiple contractors in late May 2024. The tender closes on 21 June 2024, and construction will commence as soon as possible once the tender has been officially awarded.
14. There is a waiting list for people who wish to purchase new plots in perpetuity at the Garden of Remembrance. Interments on existing plots can still be unaffected during the tender process. During the construction period, interments on plots near the construction area will need to be reviewed from a health and safety perspective to check whether these can be carried out. This will be clarified before construction commences.

### **Low Carbon Acceleration Fund**

15. Five organisations have received funding for green initiatives under Council's new Low Carbon Acceleration Fund (the fund). The fund is available to any eligible legal entity provided the project is being implemented in Te Awa Kairangi ki Tai | Lower Hutt.
16. \$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

17. 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](#)

## 2023/24 Operating and Training Budget

18. 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	\$2,291.84	\$1,709.43
<b>BALANCE</b>	<b>\$2,708.16</b>	<b>\$1,290.57</b>

19. The detailed expenditure is attached as Appendix 4 to the report.
20. The Board will receive a new budget from 1 July 2024.

## Appendices

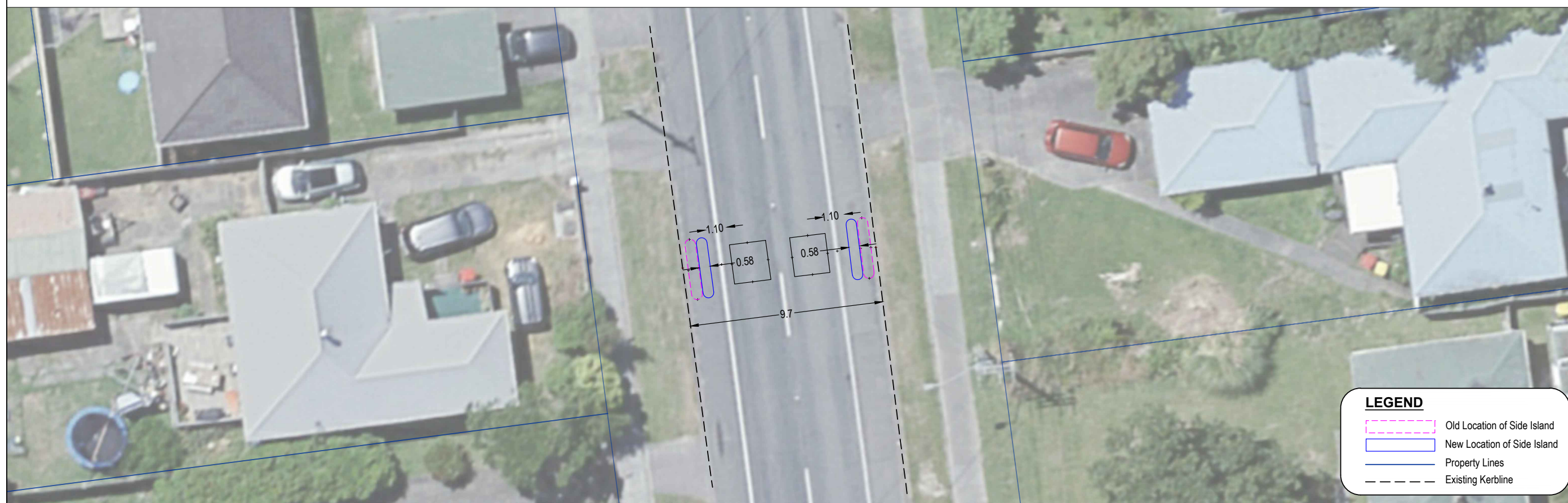
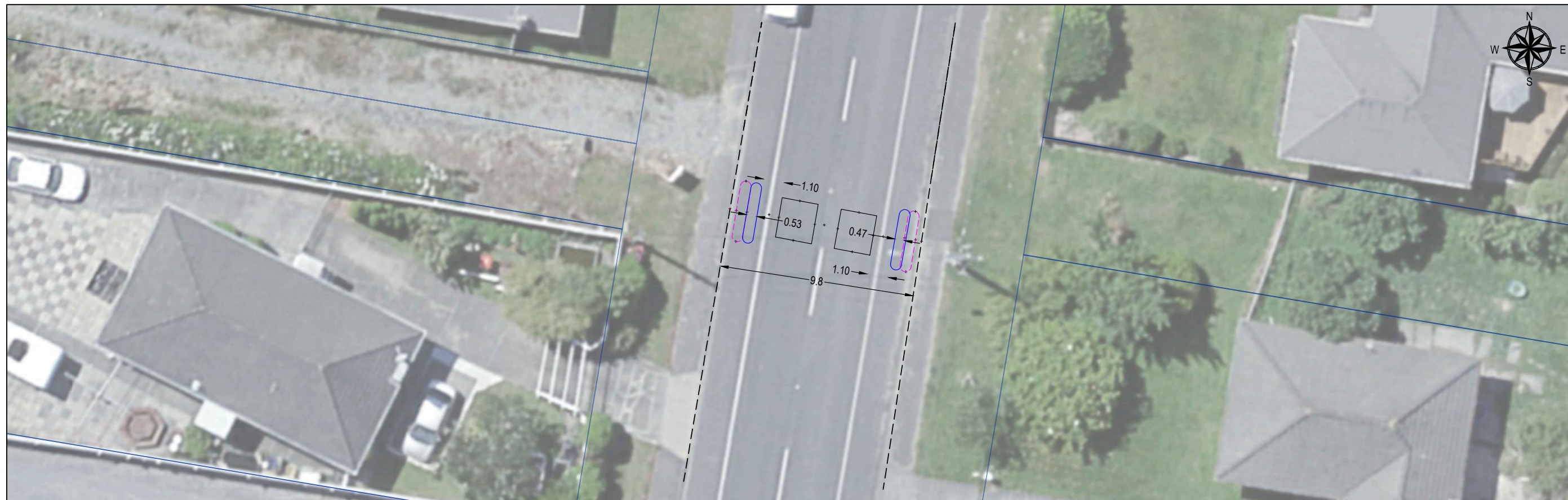
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<a href="#">3</a>	Appendix 3: Map of planting sites	38
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**Author:** Judy Randall  
Democracy Advisor

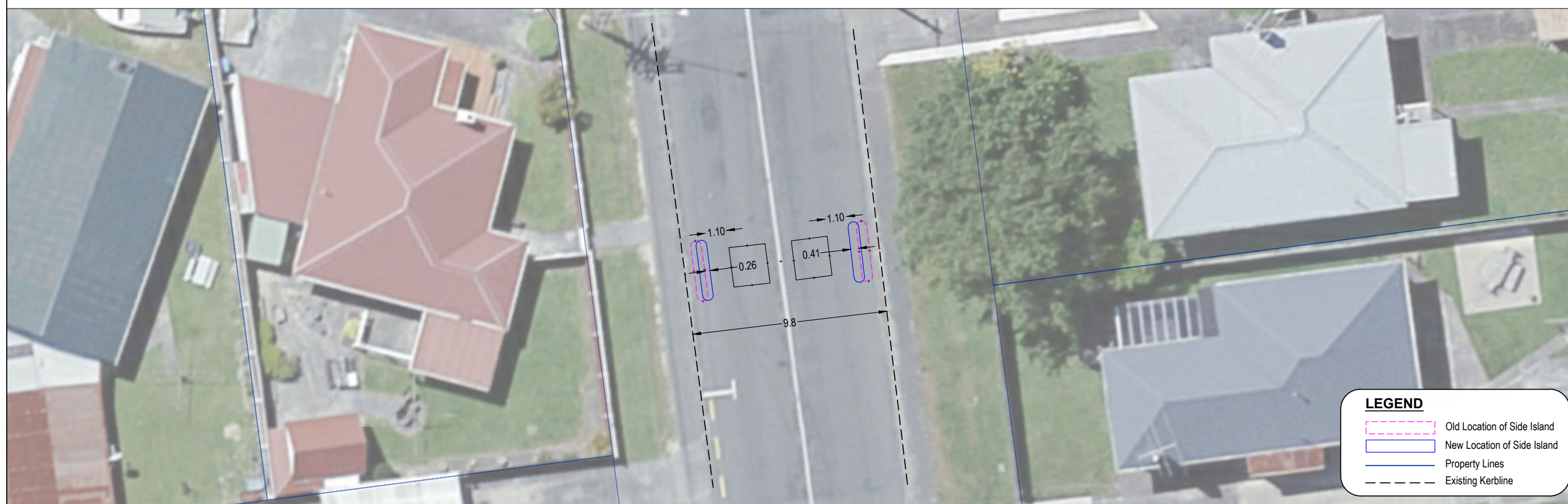
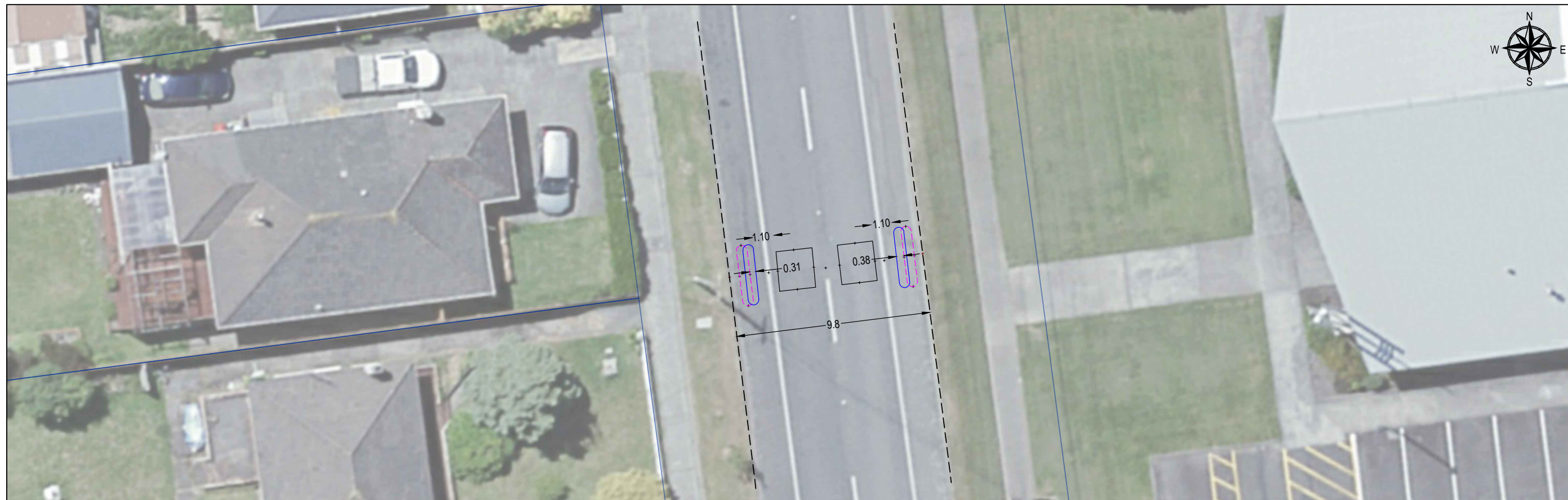
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**Reviewed By:** Kate Glanville  
Senior Democracy Advisor

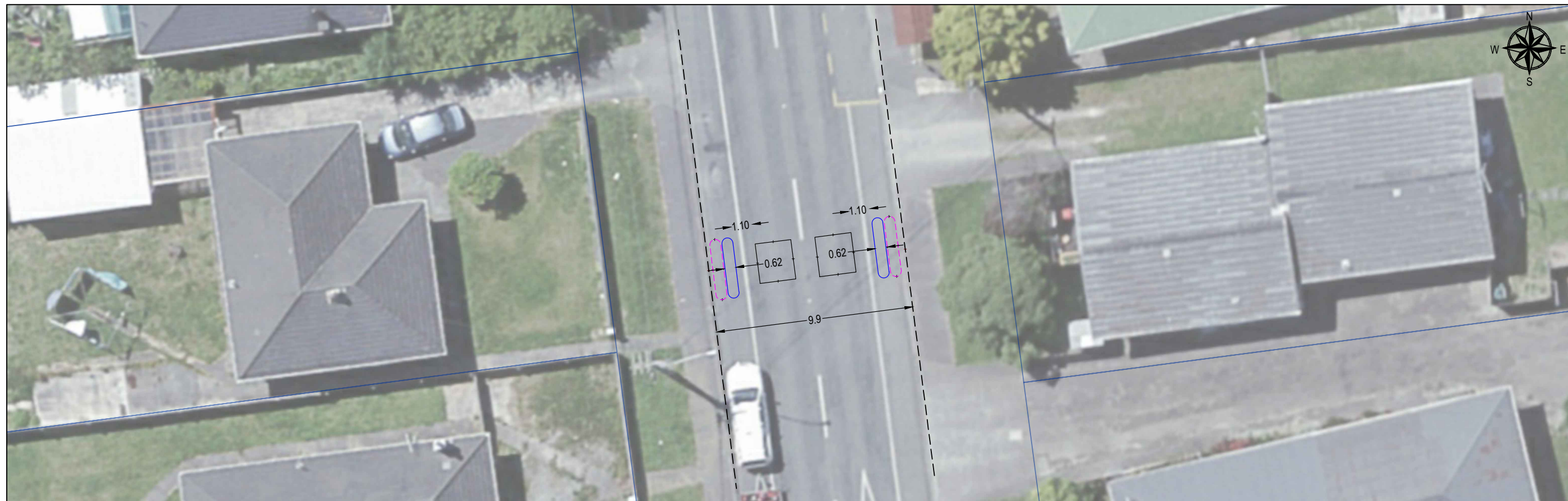
**Approved By:** Kathryn Stannard  
Head of Democratic Services



<b>CLIENT</b> <b>HUTT CITY COUNCIL</b> Lower Hutt	<b>PROJECT</b> ARAKURA SPEED CUSHIONS DESIGN IMPROVEMENTS	<b>STATUS</b> ISSUED FOR TENDER	<b>Project No.</b> 2405C	<b>SHEET NO.</b> 001
			<b>Revision</b> A	
<b>CONSULTANT</b> <b>TLD ENGINEERS</b> 4 Margaret St. Hutt Central, Lower Hutt, Wellington www.tlde.co.nz - 027 803 0653	<b>TITLE</b> SPEED CUSHION LAYOUT PLAN	<b>DESIGNED/DRAWN BY</b> S BHANDARI	<b>Remarks</b> -	<b>SCALE</b> 1:200 @ A3
		<b>APPROVED BY</b> A SHAHIN	<b>Date</b> 05 / 24	



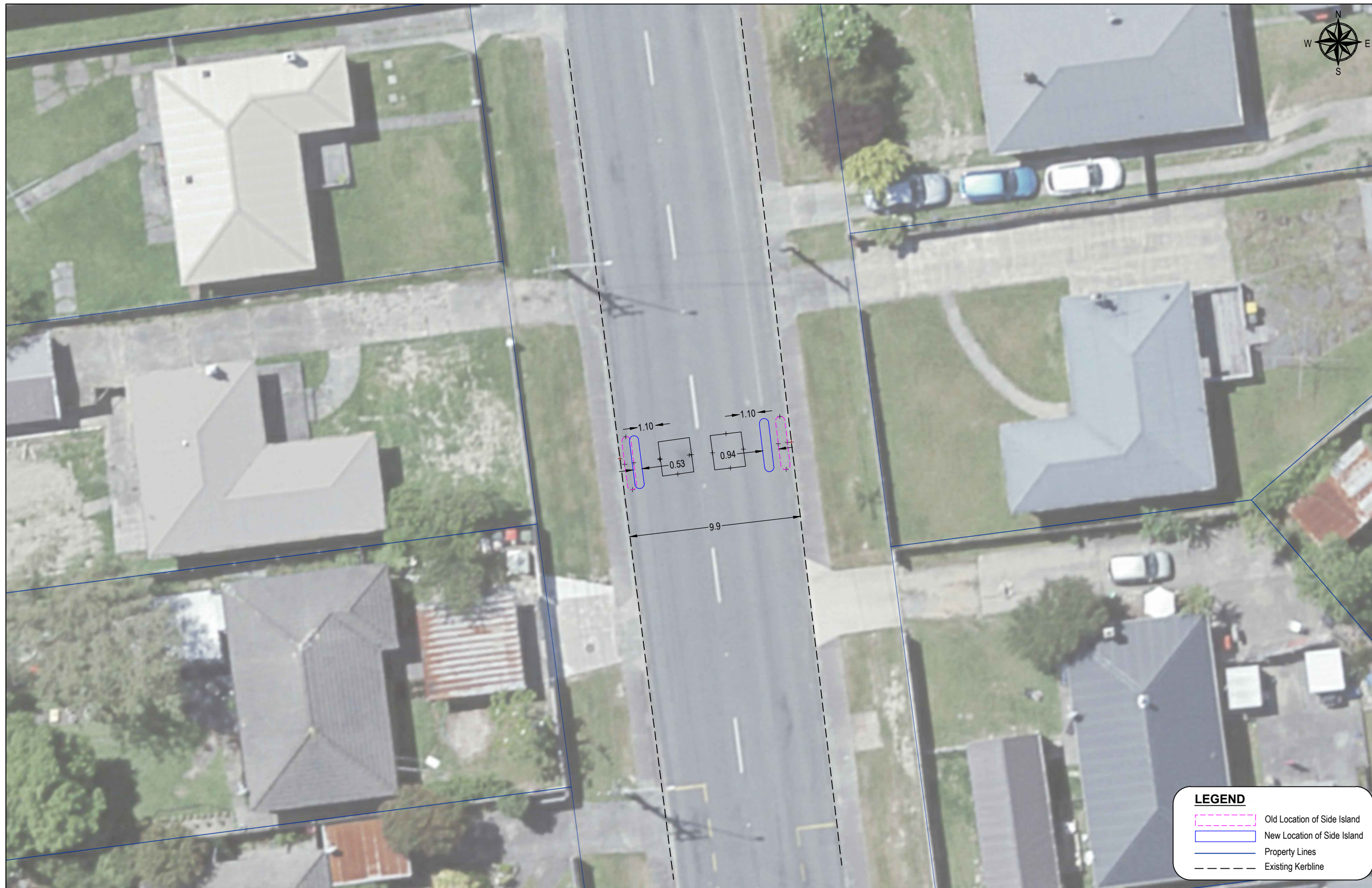
<b>CLIENT</b>  <b>HUTT CITY COUNCIL</b> Lower Hutt	<b>PROJECT</b> ARAKURA SPEED CUSHIONS DESIGN IMPROVEMENTS	<b>STATUS</b> ISSUED FOR TENDER	<b>Project No.</b> 2405C	<b>SHEET NO.</b> 002
			<b>Revision</b> A	
<b>CONSULTANT</b>  <b>TLD ENGINEERS</b> 4 Margaret St. Hutt Central, Lower Hutt, Wellington www.tlde.co.nz - 027 803 0653	<b>TITLE</b> SPEED CUSHION LAYOUT PLAN	<b>DESIGNED/DRAWN BY</b> S BHANDARI	<b>Remarks</b> -	<b>SCALE</b> 1:200 @ A3
		<b>APPROVED BY</b> A SHAHIN	<b>Date</b> 05 / 24	



**LEGEND**

- Old Location of Side Island
- New Location of Side Island
- Property Lines
- Existing Kerblines

<b>CLIENT</b>	<b>HUTT CITY COUNCIL</b> Lower Hutt	<b>PROJECT</b>	ARAKURA SPEED CUSHIONS DESIGN IMPROVEMENTS	<b>STATUS</b>	ISSUED FOR TENDER	Project No.	2405C	<b>SHEET NO.</b>	<b>003</b>
						Revision	A		
<b>CONSULTANT</b>	<b>TLD ENGINEERS</b> 4 Margaret St. Hutt Central, Lower Hutt, Wellington www.tlde.co.nz - 027 803 0653	<b>TITLE</b>	SPEED CUSHION LAYOUT PLAN	<b>DESIGNED/DRAWN BY</b>	S BHANDARI	<b>Remarks</b>	-	<b>SCALE</b>	1:200 @ A3



CLIENT	<b>HUTT CITY COUNCIL</b> Lower Hutt	PROJECT	ARAKURA SPEED CUSHIONS DESIGN IMPROVEMENTS	STATUS	ISSUED FOR TENDER	Project No.	2405C	SHEET NO.	004
						Revision	A		
CONSULTANT	<b>TLD ENGINEERS</b> 4 Margaret St. Hutt Central, Lower Hutt, Wellington www.tlde.co.nz - 027 803 0653	TITLE	SPEED CUSHION LAYOUT PLAN	DESIGNED/DRAWN BY	S BHANDARI	Remarks	-	SCALE	1:200 @ A3
				APPROVED BY	A SHAHIN	Date	05 / 24		

**The list of species being planted across the parks:**

- *Coprosma robusta* (Karamu)
- *Cordyline australis* (Cabbage tree)
- *Hebe stricta* var. *stricta* (Koromiko)
- *Myoporum laetum* (Ngaio)
- *Kunzea ericoides* (Kanuka)
- *Melicytus ramiflorus* (Mahoe)
- *Pittosporum eugenioides* (Tarata/Lemonwood)
- *Pittosporum tenuifolium* (Kohuhu)
- *Pseudopanax arboreus* (Five-finger)
- *Phormium tenax* (Harakeke/Lowland flax)
- *Coprosma propinqua* (Mingimingi)
- *Muelenbeckia astonii* (Shrubby tororaro) – York Park only
- *Austroderia toetoe* (NZ Toe Toe)
- *Sophora microphylla* (Kowhai)
- *Pseudopanax ferox* (Toothed lancewood)









