



## KOMITI HAPORI AHUREA NGĀ RANGAPŪ COMMUNITIES, CULTURE AND PARTNERSHIPS COMMITTEE

2 September 2024

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

**Monday 9 September 2024 commencing at 2:00 pm**

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

### Membership

Mayor C Barry	Cr K Brown (Chair)
Cr J Briggs	Cr K Morgan (Deputy Chair)
Cr C Parkin	Cr G Barratt
Cr G Tupou	Deputy Mayor T Lewis
	Cr N Shaw

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

#### Have your say

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

# KOMITI HAPORI AHUREA ME NGĀ RANGAPŪ COMMUNITIES, CULTURE AND PARTNERSHIPS COMMITTEE

<b>Chair:</b>	Cr Keri Brown
<b>Deputy Chair:</b>	Cr Karen Morgan
<b>Membership:</b>	<p>Mayor Campbell Barry Deputy Mayor Tui Lewis Cr Glenda Barratt Cr Josh Briggs Cr Chris Parkin Cr Naomi Shaw Cr Gabriel Tupou</p> <p>Refer to Council's Standing Orders (SO 31 Provisions for Mana Whenua)</p>
<b>Quorum:</b>	Half of the membership
<b>Meeting cycle:</b>	Meets on an eight-weekly basis or at the requisition of the Chair
<b>Reports to:</b>	Council

## OVERVIEW:

This committee assists Council to ensure healthy, vibrant and resilient communities through partnerships and the development and management of relevant plans, strategies and functions.

The committee is aligned with the Neighbourhoods and Communities Directorate and Te Tira Māori.

Its areas of focus are:

- Major neighbourhoods and communities projects
- Arts and culture
- Community funding
- Community development
- City/community safety
- Emergency management
- Housing needs
- Open spaces and places (parks and reserves, sport and recreation, community facilities and hubs)
- Social procurement
- Relationships with the seven marae
- Te Ao Māori
- Treaty partnerships
- Rangtahi | Youth engagement
- Oversight of the Pito-one projects
- Oversight of the Disability Advisory Group (if established)

## PURPOSE:

To develop, implement, monitor and review strategies, policies, plans and functions associated with community, social and cultural activities. This includes making the city a desirable, safe and attractive place, providing facilities and recreational opportunities that support quality living and healthy lifestyles, and supporting the cultural well-being of residents.

## DELEGATIONS FOR THE COMMITTEE'S AREAS OF FOCUS:

- All powers necessary to perform the committee's responsibilities including the activities outlined below.
- Develop required strategies and policies. **Recommend draft and final versions to Council** for adoption where they have a city-wide or strategic focus.
- Implement, monitor and review strategies and policies.
- Oversee the implementation of major projects provided for in the Long Term Plan (LTP) or Annual Plan.
- Oversee budgetary decisions provided for in the LTP or Annual Plan.
- Advocate for strong relationships with Council's Mana Whenua partners as outlined in the Tākai Here agreements ensuring the outcomes of the committee are in line with the aspirations of the partners.
- Advocate for the best interests of Māori communities in Lower Hutt having regard to the committee's goals.
- Ensure the committee is operating in a way that is consistent with various pieces of legislation that provide for Te Tiriti o Waitangi.
- Oversee the development and implementation of plans and functions associated with community, social and cultural activities.
- Oversee the social/broader outcomes through the delivery of Council's contracts.
- **Recommend to Council** the brief (alignment of projects, opportunity, community engagement) for the Pito-one projects.
- Maintain an overview of work programmes carried out by Council's Neighbourhoods and Communities Directorate.
- Advocate in conjunction with relevant community organisations on matters related to housing needs and the health and social/cultural well-being of communities.
- **Recommend to Council** the acquisition or disposal of assets unless the acquisition or disposal is provided for specifically in the LTP.
- Approve and oversee monitoring around Community Funding Strategy grants.
- Matters arising from the activities of Community Houses, other than those in the Harbour and Wainuiomata Wards, which are delegated to the community boards in those areas.
- Conduct any consultation/engagement processes required on issues before the committee.
- Approve and forward submissions (other than those delegated to the District Plan Review Committee).

- Any other matters delegated to the committee by Council in accordance with approved policies and bylaws.
- The committee has the powers to perform the responsibilities of another committee where it is necessary to make a decision before the next meeting of that other committee. When exercised, the report/minutes of the meeting require a resolution noting that the committee has performed the responsibilities of another committee and the reason/s.
- If a policy or project relates primarily to the responsibilities of the Komiti Hapori Ahurea me ngā Rangapū | Communities, Culture and Partnerships Committee, but aspects require additional decisions by the Komiti Hanganga | Infrastructure and Regulatory Committee and/or Komiti Kaupapa Taiao | Climate Change and Sustainability Committee, then the Komiti Hapori Ahurea me ngā Rangapū | Communities, Culture and Partnerships Committee has the powers to make associated decisions on behalf of those other committees. For the avoidance of doubt, this means that matters do not need to be taken to more than one of those committees for decisions.

#### **Additional Parks and Reserves Delegations:**

- Adopt, and agree amendments to, open space or reserve management plans.
- Make any decisions under open space or reserve management plans that are not otherwise delegated.
- Grant leases, licences, rights of way and easements in terms of Council policy for Council owned properties that are either open space under the District Plan or reserve under the Reserves Act 1977. This delegation, except the granting of leases and licences to Council owned community houses/centres in the Harbour and Wainuiomata Wards, is sub-delegated to the community boards in those areas.
- Official naming of parks, reserves and sports grounds within the provisions of Council's Kaupapa Here Tapanga Naming Policy, other than those in the Harbour and Wainuiomata Wards, which are delegated to the community boards in those areas, except where the sites have a high profile, city-wide importance due to their size and location and/or cross ward or community boundaries.
- Removal and/or planting of street trees within the provisions of Council's Operational Guide for Urban Forest Plan, other than those in the Harbour and Wainuiomata Wards, which are delegated to the community boards in those areas.



**HUTT CITY COUNCIL**

**KOMITI HAPORI AHUREA ME NGĀ RANGAPŪ**  
**COMMUNITIES, CULTURE AND PARTNERSHIPS COMMITTEE**

Meeting to be held in the Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt on  
Monday 9 September 2024 commencing at 2:00 pm.

**ORDER PAPER**

**PUBLIC BUSINESS**

**1. OPENING FORMALITIES - KARAKIA TIMATANGA**

Kia tau ngā manaakitanga a  
 te mea ngaro  
 ki runga ki tēnā, ki tēnā o  
 tātou  
 Kia mahea te hua  
 mākihikihi  
 kia toi te kupu, toi te mana,  
 toi te aroha, toi te Reo Māori  
 kia tūturu, ka whakamaua  
 kia tīna! Tīna! Hui e, Tāiki e!

*Let the strength and life force of  
 our ancestors  
 Be with each and every one of us  
 Freeing our path from obstruction  
 So that our words, spiritual power,  
 love, and language are upheld;  
 Permanently fixed, established and  
 understood! Forward together!*

**2. APOLOGIES**

No apologies have been received.

**3. PUBLIC COMMENT**

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

**4. CONFLICT OF INTEREST DECLARATIONS**

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

**5. PROGRESS ON WHAKATUPU NGAENGAE AND DESIGN PLANS FOR WALTER MILDENHALL PARK**

Memorandum dated 23 August 2024 by the Project Manager (Naenae)

8

**CHAIR'S RECOMMENDATION:**

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

6. **MOURI ORA FUND 2024-2025**

Report No. CCPC2024/4/248 by the Programmes & Innovation Manager 20

**CHAIR'S RECOMMENDATION:**

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

7. **HOMELESSNESS OVERSIGHT ADVISORY GROUP PROGRESS REPORT**

Report No. CCPC2024/4/246 by the Policy Advisor 28

**CHAIR'S RECOMMENDATION:**

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

8. **CCTV UPDATE**

Report No. CCPC2024/4/247 by the Head of Connected Communities 54

**CHAIR'S RECOMMENDATION:**

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

9. **INFORMATION ITEMS**

a) **Neighbourhoods and Communities Director's Report**

Report No. CCPC2024/4/91 by the Director Neighbourhoods and Communities 62

**CHAIR'S RECOMMENDATION:**

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

b) **Communities, Culture and Partnerships Committee Forward Programme 2024**

Memorandum dated 9 August 2024 by the Democracy Advisor 83

**CHAIR'S RECOMMENDATION:**

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

## 10. 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.

## 11. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA

Mai te tohi rangi, ki te tohu  
nuku,

Tiaho I roto, mārāma I  
roto,

Tupu mauri ora ki te whai  
ao ki te ao Mārāma

Haumi e, hui e tāiki e

Of heavenly and terrestrial  
blessings may it twinkle and shine  
within me and allow my being to  
grow out into the work of life and  
light

Draw together!

Affirm!

Vanessa Gilmour  
DEMOCRACY ADVISOR

**TO:** Chair and Members



**Communities, Culture and Partnerships Committee**

**FROM:** Andrew Quinn

**DATE:** 23 August 2024

**SUBJECT: PROGRESS ON WHAKATUPU NGAENGAE AND DESIGN  
PLANS FOR WALTER MILDENHALL PARK**

### **Purpose of Memorandum**

1. To provide an update to the Committee on the progress and management of the Whakatupu Ngaengae Project (pool and town centre development) since the last update to this Committee on 03 July 2024.
2. To ask the Committee to consider the design plans for the Walter Mildenhall Park prior to tendering.

### **Recommendations**

That the Committee:

- (1) receives and notes the information; and
- (2) notes the following progress that has been made on the Whakatupu Ngaengae project in the reporting period June 2024 to August 2024:
  - (a) work on the new Naenae Pool and Fitness Centre is in the final stages of construction. Plans are being made for a series of test days and special events leading to a grand opening in late 2024;
  - (b) the completion of Te Mako – Naenae Community Centre was celebrated with a public opening event on 29 June 2024 to large numbers of residents and visitors. Team Naenae Trust is now operating Te Mako and there is a growing interest in using the various spaces for community activities;
  - (c) following extensive community engagement, designs for Walter Mildenhall Park are being finalised and are attached to this paper for endorsement by this Committee, prior to tender;
  - (d) the scope of the works for Walter Mildenhall Park has been determined to fit within the budget available although there is the opportunity for the community to fundraise to enhance certain features if they wish; and
  - (e) confidence is high that this last part of the Naenae Spatial Plan can be completed on-time and on-budget; and
- (3) approves the design plans for the Walter Mildenhall Park prior to tendering, attached as Appendix 1 to the report.

**Naenae Pool and Fitness Centre**

3. The pool project is in the final fit-out stage of construction. On any day, there are over 75 individual trade contractors are on site, and over 250,000 project hours have been expended since the project started in June 2022.
4. Nearly 80% of the supply chain also work in the Wellington region, and a majority of these are also based in the Hutt Valley. This delivers economic benefits to the Hutt Valley in the form of local employment opportunities. By the end of the project, over 300 people will have worked on the project. Importantly the work has been performed safely, due to the strict safety protocols imposed by Main Contractor Apollo Projects.
5. Up to 80% of the construction materials that would normally go to waste have been recycled. Concrete from the old pool tank was crushed and used for site establishment. Materials arising from the demolition phase have been recycled and re-purposed by the community.
6. Work continues to close in the building envelope, as this is a key risk to completion. Whilst off-site fabrication of the perimeter glazing units has been slow, leading to hold-ups with the installation on site; measures have been implemented to mitigate these delays, eg temporary weatherproofing and this has enabled internal work to progress.
7. Officers are currently working with the Apollo site team to understand what is time-critical to completion. This review will be completed by the end of August 2024, by which time officers will be able to agree on a plan for opening and advise the public.
7. In the meantime, work is progressing on the internal fit-out. Major elements of the pool have already been completed such as the hydro-slides (zoom tubes) and tower, the main pool tank with bulkheads, the deep leisure pool tank, the shallow splash pool with toddler's pool, hydrotherapy bench, the moveable floor, and bleacher seating. All rooftop air-conditioning plant have now been lifted into place, and the dosing and filtration systems in the various plantrooms are nearing completion.
8. In the next month, work is due to progress in the following areas: fit-out of reception and staff areas, building services to the leisure pool and birthday room, lining to the community room, timber bleacher seats, completion of pool water services, the start of commissioning of building and pool water services and installation of acoustic panels to Leisure Pool Hall.
9. The project is also on track to deliver the planned benefits which are:
  - (a) improved health and well-being of the people of Hutt City;
  - (b) increased connection for the Naenae community;
  - (c) local economic development opportunities through local procurement and employment' and
  - (d) an environmentally efficient facility that will be more sustainable.

**Te Mako – Naenae Community Centre**

10. The completion of Te Mako – Naenae Community Centre was celebrated with a public opening event on 29 June 2024 attended by large numbers of residents and visitors. Team Naenae Trust is now operating the Centre and is taking an increasing number of bookings for the various spaces.
11. The building features include a reception desk, a co-working space with desks and comfortable soft furniture, two large activity spaces for communal gathering and events, a community kitchen, kitchenette, accessible and family toilets, and two meeting rooms. There is a public address and audio-visual system in the main activity spaces, and public Wifi available to all users.
12. Day to day management of the facility has now passed to Council's facilities team. Team Naenae Trust is in the process of establishing a governance board. Expressions of interest are being sought from interested members of the community with the necessary skills and governance experience.
13. Recently at Te Mako, Council's recreation and sports team hosted the Regional Spaces and Places Steering Group and received a presentation by the Naenae project manager.

**Walter Mildenhall Park**

14. Following extensive engagement with the community, the project team is now finalising designs with the target of seeking tenders by mid-September 2024. The plans are attached as Appendix 1 to the report.
15. The scope of the works design has been scaled to fit within the budget available in the 2024-2034 Long-Term Plan. However, there is the opportunity for the community to enhance certain features of the park at some point, either now or in the future if there is an identified source for external funding.
16. There is good interest from the construction market and a good number of registrations of interest from qualified and experienced suppliers have been received. These will be evaluated according to the criteria set out in the tender invitation, and shortlisted suppliers that meet the pre-conditions will be invited to tender for the works.
17. Resource consent for the park project was granted on 7 August 2024, which enables the project to proceed with confidence. This is the only consent required, as building consent for hard landscaping and planting is not required.

**Transition to Operations**

18. Regular meetings continue, and with five complementary workstreams continue to guide Council's operational teams through the transition to operations. The representative workstreams are FF&E, IT/AV, pool operations, asset management/maintenance and events management/communications.

19. Each workstream has produced a plan of activity leading to up to the opening day. A high-level timeline has been developed to illustrate the transition to operations and has been updated to reflect the latest project programme from Apollo Projects. In addition to the regular 'transition to operations' meetings, the Pools team make regular visits to the site to see progress.

**Risk**

21. The cost of the Naenae Pool and Fitness Centre build continues to be reviewed at regular intervals and remains within the \$68M capital expenditure budget. There is high confidence that the pool project can be completed within budget.
22. Officers continue to monitor construction market conditions, particularly in the local supply chain. Materials delivered earlier to the construction site have now been incorporated into the works.
23. The key risk of adverse weather conditions will diminish once the building envelope is fully closed, as most of the remaining work will be inside the building. This remains a key focus for the team as we pass through the winter months.

**Financial Considerations**

24. The project team has reviewed and updated the current financial profile of the project for the 2024 to 2034 Long-Term Plan. As reported above, the project is still tracking well to the capital expenditure budget of \$68M.
25. CIP is providing co-funding of \$27M through the COVID-19 response and recovery fund. To date, Council has drawn down \$14.85M of the \$27M of co-funding and will draw down the next payment of \$5.4M in September 2024 when the building is weathertight. The remaining payment of \$6.75M will be made on practical completion.
26. Expenditure on Te Mako was \$6.65M, inclusive of the purchase of the property. This leaves \$2.35M for the further development of Walter Mildenhall Park, which is the chosen priority for the Community Advisory Group. The scope of the park project has been scaled to fit within the remaining budget.

**Legal Considerations**

27. There are no legal considerations to report.

**Appendices**

No.	Title	Page
1	Appendix 1 - Design update - Walter Mildenhall Park	12
2	Appendix 2 - Progress photographs - July/ August 2024	18

**Author:** Andrew Quinn, Project Manager (Naenae)

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



# Walter Mildenhall Park, Naenae

## DESIGN UPDATE

HUTT CITY COUNCIL + LOCAL LANDSCAPE ARCHITECTURE COLLECTIVE + THIRD STUDIO  
Rev\_A ISSUED 23.08.24





# LANDSCAPE PLAN AS A RESULT OF THE COMMUNITY ENGAGEMENT

## WAITING SPACES

Near the pool entrance, and across the road from takeaway shops, community discussed this edge as a natural waiting space and transition space into the park.

## ACCESSIBLE PATHWAYS

Stepless pathways that can be comfortably shared by wheelchairs, prams and scooters were desired. Consequently, the Principal path is 3m wide and the Garden path is 1.8m wide.

## ENCLOSED PLAY AREA

A small, fenced area is very much desired from whānau with special needs kids. This location was preferred by caregivers of 'runner' kids due to it being away from the road, yet close to the shelter and lawn. This is not a playground but a safe play space with some simple nature and texture play.

## SEATING UP HIGH

For rangatahi (teenagers), 'play' also translates to hanging out with friends in group seating. A body of research into public spaces for teenage girls indicates that getting up higher feels safer, amongst other design recommendations.

## NATURE PLAY

Community desired play elements that encouraged tamariki to connect with nature and use their imagination.

## WHEELED ACTIVITIES

Low-to-ground, beginner skate opportunities were important to tamariki and rangatahi wāhine so they could try it out with low risk. More difficult skate features were desired by tamariki and rangatahi who wanted to keep improving. Advanced skaters acknowledged that other parks provide good facilities nearby.

Across all demographics, community members desired an open space to kick a ball around or hold an event. Simultaneously, everybody desired more trees for more shade.

## TRANSITION FROM BUSY CORNER INTO PEACEFUL PARK

Across all demographics, community members desired increased shade from the sun and shelter from wind and noise. This planted corner provides shelter from the prevailing wind and busiest intersection, providing peaceful nooks.

## PLANTED EDGE

Concerns were raised about the noise and traffic dangers associated with Treadwell Street. Planting provides a soft barrier and shelter.

## SHELTERED KAI PREP AREA

Community were engaged heavily about kai facilities and location. This location was preferred due to its centrality and connection, making it the heart of the park.

## VARIOUS FORMS OF SEATING

A variety of seating is desired, including a low platform to sit and share food with a large group. Other desired features included in seating around the park are picnic tables and seating with backrests and armrests.

## BASKET SWING

A crowd favourite! Basket swings were popular for multiple groups for multiple reasons. They provide gentle swinging for low-energy play with friends and whānau as well as fast and high swinging for high-energy, risky play.

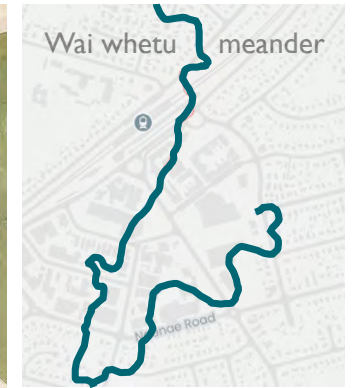
**THIRD STUDIO** local  
creating opportunities in design processes

North:  
Scale:  
Job Number:  
2401-1321  
Revision:  
A  
Issued For: Information  
level 3, 11 vivian street, wellington, new zealand, 6011

Project:  
Walter Mildenhall Park  
Drawing Title:  
Community Engagement  
Drawing No:  
LA240823  
phone: 04801 6437  
www.localcollective.nz



# LANDSCAPE PLAN



**THIRD STUDIO** local  
creating opportunities in design processes local landscape architecture collective limited.

North:  
Scale:  
Job Number:  
2401-1321  
Revision:  
A  
Issued For: Information  
level 3, 11 vivian street, wellington, new zealand, 6011

Project:  
Walter Mildenhall Park  
Drawing Title:  
Landscape Plan  
Drawing No:  
LA240823  
phone: 04801 6437  
www.localcollective.nz





## KEY DESIGN DRIVERS

### COMMUNITY ENGAGEMENT:

Extensive community engagement led by Third Studio and Hutt City Council has been vital to the design process. This included both co-design engagements as well as surveys (Community Voice Survey) and online questionnaires.

### SPATIAL ANALYSIS:

The design development is informed by inhouse, site specific spatial analysis as well as relevant HCC documents such as Naenae Town Centre Spatial Plan (2020) and Naenae Spatial Analysis (2023).

### CULTURAL NARRATIVE:

Cultural values and themes exploration was guided by Joshua Ambler (HCC), consulted with Mzna Whenua and based on the Design drivers for Nanae Pool, Cultural Overlay for Te Ngaengae (Naenae) by Len Hetet, and Kāhui Mana Whenua Design Principles prepared for Hutt City Council.

### SCALE:

Balance the scale of the pool building with a large, unified green-space. Provide a variety of scaled spaces from large, flexible lawn space, to intimate nooks in which to read a book.

### TAIAO:

Greenspace balancing the built environment  
Emphasis on nature and immersive play

### KAITIAKITANGA:

Re-vegetating, repairing and caring the environment  
Providing free food and rongoa

### WHANAUNATANGA & MANAAKITANGA

Creating spaces for people to meet and gather at varying scales and ways

Creating opportunities for design input and knowledge exchange  
Creating safe, accessible pathways and spaces for everyone

### FRUGALITY:

Efficient use of resources to maximise community benefit  
Re-use of existing features where possible

### HUMILITY:

Simple, humble, natural materiality and character  
Robust, and enduring.

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North: Job Number: 2401-1321  
Scale: Revision: A  
Issued For: Information  
level 3, 11 vivian street, wellington, new zealand, 6011

Project: Walter Mildenhall Park  
Drawing No: LA240823  
Drawing Title: Key concepts  
phone: 04801 6437  
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## SELECTED 3D MODEL VIEWS



**THIRD STUDIO** local  
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North:  
Scale:  
Issued For: **Information**  
level 3, 11 vivian street, wellington, new zealand, 6011

Job Number:  
**2401-1321**  
Revision:  
**A**

Project:  
**Walter Mildenhall Park**  
Drawing Title:  
**3D model renders**  
Drawing No:  
**LA240823**

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## SELECTED 3D MODEL VIEWS



**THIRD STUDIO** **local**  
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North:  
Scale:  
Issued For: **Information**  
level 3, 11 vivian street, wellington, new zealand, 6011

Job Number:  
**2401-1321**  
Revision:  
**A**

Project:  
**Walter Mildenhall Park**  
Drawing Title:  
**3D model renders**  
Drawing No:  
**LA240823**

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Naenae pool and Fitness Centre – July 2024



Main pool with lane marking



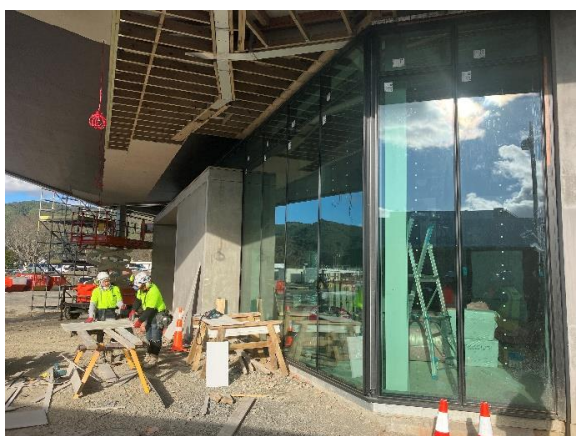
Blocking for the fitness centre



Leisure pool hall (splash pool)



PhMain pool cleaning in progress preparing for filling of the pool.



Main entrance (installation of glazing)



Outdoor plant room



## Naenae pool and Fitness Centre – August 2024



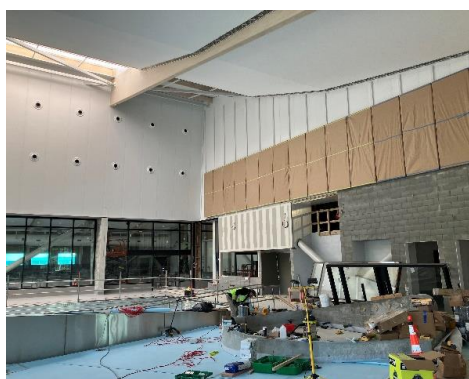
Main reception and approach to changing rooms



Rear plant year civil works are continuing. Kerb and channel formation are nearing completion.



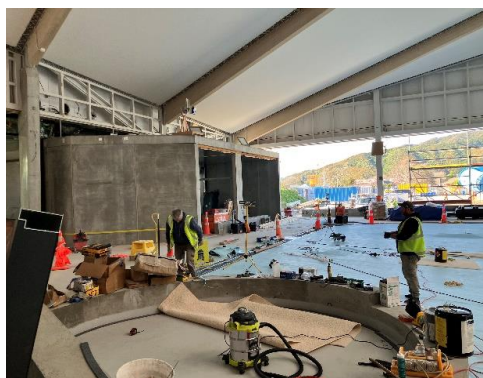
Cladding of the Everest Ave canopy continuing, glazing along this elevation completed.



Leisure pool hall



Ready for timber bleacher seats



Progress within the Leisure Pool Hall. Pool liner nearing completion, carpentry works are progressing, and interior glazing units now installed.

05 August 2024

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Report no: CCPC2024/4/248

## Mouri Ora Fund 2024-2025

### Purpose of Report

1. For the Communities, Culture, and Partnerships Committee to consider the recommended funding allocations for the Hutt City Council Mouri Ora Fund 2024-2025.

### Recommendations

That the Committee:

- (1) notes there is \$776,070 available for allocation under the Mouri Ora Fund 2024-2025;
- (2) notes that \$323,762 is tagged to community groups receiving multi-year contracts, leaving \$452,308 for allocation in the 2024/25 round;
- (3) notes funding has been allocated in response to the outcomes in the Rautaki Māori and to fund community AEDs;
- (4) agrees to the recommended allocations of \$431,991 attached as Appendix 1 to the report; and
- (5) agrees that unspent funds totalling \$10,058 be allocated later through Chief Executive approval, in consultation with the Mayor and Committee Chairs and reported back to the Committee.

As these recommendations align with Council's approach and criteria for receiving community funding and have the potential to have the most impact on our strategic outcomes.

### Background

2. Council's purpose is to make Te Awa Kairangi ki Tai Lower Hutt city a place where everyone thrives. The priorities of the Long-Term Plan (LTP) 2024-2034 include enabling a liveable city and vibrant neighbourhoods, and more generally promoting the wellbeing of all people.
3. Council's annual community funding round plays a key role in enabling this by supporting the groups whose mahi contributes to the social and cultural outcomes we seek for our city.



4. There was a total of **65** applications made to the Mouri Ora fund 2024-2025, totalling \$2,928,442.31. This is significantly more than the previous year (\$1.3M in 23/24) and likely reflects the current level of community need and changes in central government funding arrangements in some areas.
5. Of the \$776,070 available in this 2024-2025 financial year, \$323,762 is committed to community groups receiving multiyear contracts. Those groups are:

Organisation name:	Years remaining:	Total amount due 2024-2025:
Birthright Hutt Valley	3 <sup>rd</sup> of 3 payments	\$23,069
Chanel Family Centre	3 <sup>rd</sup> of 3 payments	\$20,000
Dress for Success	2 <sup>nd</sup> of 3 payments	\$10,000
English Language Partners	2 <sup>nd</sup> of 3 payments	\$10,000
Four Diamonds Charitable Trust	2 <sup>nd</sup> of 2 payments	\$20,000
Ignite Sport	3 <sup>rd</sup> of 3 payments	\$25,000
Kaibosh Charitable Trust	2 <sup>nd</sup> of 2 payments	\$10,000
Naenae Youth Charitable Trust	2 <sup>nd</sup> of 2 payments	\$25,000
Pomare Taita Trust	3 <sup>rd</sup> of 3 payments	\$50,000
Te Puna Manawa	3 <sup>rd</sup> of 3 payments	\$20,000
Toku Reo	3 <sup>rd</sup> of 3 payments	\$21,888
Wellington City Mission	3 <sup>rd</sup> of 3 payments	\$23,805
Wesley Community Action	3 <sup>rd</sup> of 3 payments	\$65,000
Youth Inspire	2 <sup>nd</sup> of 3 payments not invoiced this financial year	\$0
	<b>Total owing</b>	<b>\$323,762.00</b>

6. Following a conversation with Youth Inspire, payment for this financial year will not be awarded due to underspend from their previous year. Funding from 2023-2024 year will be carried over to support their project. The \$25,000 allocated for Youth Inspire will be repurposed and made available for other applications in the 2024-2025 financial year.
7. The Mouri Ora Fund is promoted through Council's website and Facebook page, Council Community Hub Facebook pages, Lower Hutt official community Facebook pages, and networks of the wider Connected Communities Department.

### Discussion

8. Community priorities approved by Council:
  - community led: locally owned initiatives, goals, and detailed outcomes; and
  - equity: recognising different people with different levels of advantage requires different approaches/resources to achieve equitable wellbeing outcomes.

9. All applications were scored through a matrix system that was used by Council's Community Funding Advisor and, Council's Recreation Sport and Play Manager. Criteria included:
- a) clearly making a difference - benefiting a diverse group, a priority group.
  - b) community ownership – community led, local group with local volunteers, employee/s, service provided because of an identified community and financial need.
  - c) demonstrated collaborative approaches – working with others, working with those who will benefit from the programme/ activity as well as working with other organisations.
  - d) show well-managed organisations - financial reporting, organisation structure and evaluation.
  - e) an element of innovation and environmental sustainability.
10. This year there is also a more diverse group of applicants, which is in part due to the work Council is doing with communities of interest. Due to the increased number of applications, some groups who have been funded previously may receive reduced amounts. While the work of these groups is still highly valued, funding also needs to be made available to new communities, needs and activities.
11. Officers' recommendations outlined in the report are against a total allocation available under the Mouri Ora Fund 2024-2025 budget of \$452,308. Officers are recommending a total spend of \$431,991 with an unallocated fund total of \$20,317.
12. Officers note the outcomes in the Rautaki Māori, agreed in 2023, which necessitate collaboration with external organisations to collectively address issues including kai. This includes helping local foodbanks to ensure accessibility for whānau Māori in need. In addition to the previous multi-year funding agreements, the officers' recommendations in this report account for 7.25% of the overall Mouri Ora Fund allocated towards kai and kai resilience.
13. Officers also note that an additional \$10,000 from the 2024-2025 Mouri Ora Fund is allocated to the provision of community AEDs, in partnership with Wellington Free Ambulance. Total surplus after this allocation is \$10,317.
14. Officers' recommendations, endorsed by the Corporate Leadership Team, are attached as Appendix 1 to the report.
15. Based on officers' recommendations within the report, the following groups align more closely with other Council community funding. Council's Funding Advisor has informed groups and the majority have applied to best-aligned funding streams:

Name	Fund aligned to
The African Community Council Wellington (ACCW)	Event Support Fund
Egelani Faitu Wellington	Naenae Activation Fund
Mountains to Sea Wellington Trust	Community Climate Action Fund
Zambians in Aotearoa Association	Event Support Fund

16. Priority is given to local groups with a presence in Lower Hutt who may not have access to large central government funding/contracts, and/or are delivering services in an area where there is a gap or Council has a focus.
17. Officers also enquire as to whether groups have applied to other Council funding streams for the same event or initiative. Multiple applications for the same event or initiative are not supported and applications are directed to the most appropriate fund.
18. This year Council again received applications from sports clubs/organisations. Council currently invests in organised sport through other mechanisms, in particular a high level of subsidy provided on sports fields and courts. As such, these applications were again declined.
19. A list of unsuccessful applicants is attached as Appendix 2. They will be contacted by the Community Funding Advisor to be directed to other possible avenues of funding.
20. As happened in prior years, officers recommend that the unallocated amount of \$10,058 be held and allocated at the discretion of the Chief Executive, in consultation with the Mayor and Committee Chairs, to support and enable initiatives in areas identified as gaps. These often arise through our work with communities of interest. Further funding decisions would be reported back to this Committee.
21. Officers note the following organisations are due to receive annual grants subject to Council approval:

Organisation name:	Total amount due 2024-2025:
Wainuiomata Historical Museum	\$5,000
Avalon Public Hall Society	\$3,000
Wellington Free Ambulance	\$119,846
	<b>\$127,846</b>

22. These grants were previously part of the long-term plan but are now part of the community funding round to enable these decision to be made at the same time as other community funding decisions. Organisations will now be asked for accountability reports, in alignment with other community funding recipients.

### **Climate Change Impact and Considerations**

23. In line with Council's Climate Change Pathway, applicants to this fund were asked what practical steps their organisation/project has taken to address environmental concerns.
24. The purpose of this was to enable further conversation to occur with successful applicants around environmental impacts and how this can be related to the work they do in their context. Note that Council has developed a separate community fund focused on climate action and carbon reduction which will launch in September 2024.

### **Consultation**

25. Relevant officers were consulted during the assessments of applications. There was considerable engagement with the community/voluntary sector in designing Council's approach to community.
26. All applications are placed through Council's Funding Matrix.

### **Legal Considerations**

27. Funds must only be used for the purpose for which they were sought and/or approved.
28. Funds must be used within 12 months of the recipient being notified of their successful application.
29. Recipients are required to inform Council immediately if any difficulties arise that may compromise the service or project.
30. A complaint must be filed with the Police if any funds received under this scheme are stolen or misappropriated. Council must be notified of all such complaints to the Police.
31. The recipient must allow an audit on the use of Council's funds should Council wish to undertake such an audit.
32. The recipient must recognise the support of Council in appropriate publicity material, annual reports, and similar publications.

### **Financial Considerations**

33. There are no financial implications apart from those detailed in the report. All money being dispersed is budgeted and practical steps have been taken to offer a ringfenced option to one of the recommended applications.

**Appendices**

No.	Title	Page
1 <a href="#">↓</a>	Appendix 1 - Mouri Ora 2024-2025 Allocation Recommendations	26
2 <a href="#">↓</a>	Appendix 2 - Mouri Ora Fund Unsuccessful Applications 2024/25	27

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

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

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

Organisation Name	Project name	Total amount requested	Community of Interest	Wellbeing Areas	Recommended Allocation	Multiyear allocation (One additional year)	FY23-24 MOF allocation
Your Way   Kia Roha	Taonga Takiwātanga	\$9,642.72	Disabilities	Inclusion / diversity, education / training	\$9,600.00		
Thumbs up	Operational Costs	\$9,641.00	Disabilities	Health, inclusion/diversity	\$9,641.00		\$4809 (FY 22/23)
Austism NZ Inc.	Outreach services	\$180,000.00	Disabilities	Inclusion / diversity, health	\$5,000.00		
Ahuru Mowai Trust	Hutt Valley Sensory Sessions	\$15,000.00	Disabilities	Inclusion and Diversity	\$12,500.00		
Hutt Valley Riding for Disabled	Programme Costs	\$75,000	Disabilities	Inclusion / Diversity	\$7,500.00		\$7,500
Recreate NZ	Recreate NZ Youth Development	\$15,000.00	Rangatahi / Disabilities	Health, inclusion and diversity	\$12,000.00		\$15,000 (FY 22/23)
Changemakers	Supporting Former Refugees	\$25,000.00	Migrant / refugee	Inclusion diversity	\$15,000.00		
Hutt MultiCultural	HMC	\$10,000.00	Migrant / refugee	Arts, culture / heritage, inclusion and diversity,	\$10,000.00		
Voice of Aroha	Empowering Youth Voices	\$25,000.00	Migrant / Refugee	Inclusion/ Diversity	\$12,000.00		
Therapyin Charitable trust	Compassionate Connexions	\$24,300.00	Migrant / Refugee	Health - mental	\$11,250.00		
Luo Community	Luo Connect	\$15,000.00	Migrant / Refugee	Inclusion / Diversity	\$7,500.00		
Hutt Timebank	Growing kai resilience through Timebanking	\$12,000.00	Kai	Safety & Resilience	\$10,000.00		\$9,750
Lower Hutt Foodbank	Emergency Food Provision for Lower	\$150,000.00	Kai	Resilience, safety, health	\$22,000.00	\$22,000.00	
He Puawai Trust	Māra Ora across Te Awa Kairangi:	\$180,000.00	Kai	Education, safety/ resilience	\$22,000.00	\$22,000.00	\$25,000
Te Ngakau Kahukura	Te Whare Kahukura	\$60,000.00	LGBT	Inclusion/ diversity, health	\$30,000.00	\$30,000.00	\$30,000 (Kākano)
Whānau Family Support Services Trust	Thrive Hutt Valley:	\$65,000.00	Māori / Pasifika	Education, training, employment	\$26,250.00		\$25,000
Nāku Ēnei Tamariki	Supporting Vulnerable Whānau	\$20,000.00	Māori	Resilience, education and training	\$15,000.00		\$20,000 (FY 22/23)
Women of Worth	Rangatahi Programmes	\$8,750.00	Rangatahi	Health - mental	\$8,750.00		\$10,000
YSAR	YSAR - Wellington Branch	\$10,000.00	Rangatahi	Health, safety and resilience	\$10,000.00		\$10,000
The Common Unity Project	Urban Kai Connect	\$38,000.00	Rangatahi / kai	Resilience	\$12,500.00		\$25,000
Vibe	LH Premises	\$97,500.00	Rangatahi, LGBT, Māori / Pasifika	Inclusion / Diversity, health,	\$38,750.00	\$38,750.00	
Mens Shed	Part operating costs	\$7,000.00	Seniors	Inclusion / diversity.	\$7,000.00		
Dementia Wellington	Community Connections	\$114,000.00	Seniors, disabilities	Health, inclusion diversity	\$12,650.00		
Age Concern	Ageing well in LH	\$27,500.00	Seniors	Health, inclusion / diversity	\$17,500.00		\$28,971
Sally Richards	Drama School for seniors	\$9,100.00	Seniors	Inclusion and diversity, arts and culture	\$9,100.00		\$3,500 (FY 22/23 as Voice Arts Trust)
Lower Hutt Womens Centre	Operational Costs	\$20,000.00	Mixed	Health - mental / physical	\$5,000.00		
Living Violence Free	Rental - Behaviour Change Programmes	\$8,000.00	Mixed	Health - Mental / Physical	\$5,000.00		\$8,000 (FY 22/23)
Free Ride Charitable Trust	Free Ride	\$70,000.00	Mixed	Environment / sustainability	\$7,500.00		\$10,000
CAB Lower Hutt	Operational costs	\$138,000.00	Mixed	Active Citizenship	\$26,000.00	\$26,000.00	\$36,000
Life Flight Trust	Life Flight Operating Costs	\$15,000.00	Mixed	Health, Safety & Resilience	\$5,000.00		\$11,000 (RG 21/22)
Volunteer Hutt	Salaries	\$30,000.00	Mixed	Mixed	\$5,000.00		\$5,000 (AG)
Petone Community House	Thriving and Empowered	\$27,929.46	Mixed	Inclusion, Health, Diversity, Arts	\$5,000.00		
Moera Community House	Wellbeing in Moera	\$132,000.00	Mixed	Education, training and employment	\$5,000.00		\$40,000
Stroke Foundation of NZ	Community Stroke Support Services	\$15,000.00	Maori / pasifika	Health - education / training	\$10,000.00		
Big Brothers Big Sisters Wgtn	Mentoring Programme for	\$12,000.00	Mixed	Inclusion / education	\$5,000.00		
Total					\$431,991.00		

Mouri Ora Fund unsuccessful applications 2024/25

Capital Zone Basketball	The Road Forward	Hutt fest
Epilepsy Association NZ.	Graeme Dingle Foundation Wellington	CanInspire
Mountains to Sea	Big Buddy Mentoring Trust	Hutt City Emergency Response Team.
Zambians in Aotearoa	Every body is a treasure	Team Naenae Trust
Garden to Table Trust	Little Shadow Inc	NZ Abused in State Care
Taiohi Morehu	Lower Hutt Primary School Sports Association	Thinking Matters New Zealand Foundation
Egelani Faitu Wellington	Hutt Art Society	Wainuiomata Rugby Football Club Inc.
Y Central	Twinkle Foundation	Hutt Valley Samoa Rugby League
Men and Trauma NZ	Wainuiomata Rugby League	Hutt Multicultural Council - HMC projects
Your Way   Kia Roha – Autistic Community Development and Capability Training	Your Way   Kia Roha – Supported Decision Making Workshop	The African Community Council Wellington

20 August 2024

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Report no: CCPC2024/4/246

## Homelessness Oversight Advisory Group Progress Report

### Purpose of Report

1. To present to the Community, Culture and Partnerships Committee (the Committee) the first Homelessness Oversight Advisory Group (the Oversight Group) progress report on delivering the homelessness refreshed action plan agreed in February 2024.

### Recommendations

That the Committee:

- (1) receives and notes the report;
- (2) notes the first Homelessness Oversight Advisory Group progress report on delivering the homelessness refreshed action plan, attached at Appendix 3 to the report along with the proposed SMART indicators for each action in the action plan;
- (3) agrees to the proposed methodology for developing the homelessness dashboard, attached at Appendix 4 to the report; and
- (4) agrees to the timeline for future reports to the Communities Culture and Partnerships Committee set out in Table 2 contained within the report.

For the reason that the action plan will support the delivery of Council's objectives for the Homelessness Strategy

### Background

2. In February 2024, the Communities, Culture and Partnerships Committee (the Committee) agreed to the refreshed action plan for helping end homelessness in Te Awa Kairangi ki Tai Lower Hutt (attached at Appendix 1 to the report).



3. The refreshed action plan includes the establishment of the Homelessness Oversight Advisory Group (the Oversight Group) to oversee:
  - a) the delivery of identified actions and initiatives for Council; the development of the homelessness dashboard (the dashboard); and
  - b) the development of SMART indicators for each action in the action plan.
4. On 1 May 2024, the Committee agreed to the Terms of Reference for the Oversight Group attached at Appendix 2 to the report.
5. The Committee directed officers to report back on 6 September 2024 on the first Oversight Group progress report on delivering the homelessness refreshed action plan including reporting on:
  - a) the proposed methodology for developing the homelessness dashboard (the dashboard); and
  - b) the proposed development of SMART indicators for each action in the action plan.

## **Discussion**

### ***Oversight Advisory Group: First progress report***

6. The first Oversight Group progress report is attached at Appendix 3 to the report and provides an overview of progress made in delivering all the agreed actions. Currently, all actions are on track.

### ***Dashboard methodology***

7. Since 2019, Council focused on implementing the homelessness strategy by using a partnership model and a city-wide approach to homelessness in partnership with providers. This decision was made after engagement with the sector showing that council or the social service agencies working in isolation can't end homelessness and a truly collective approach was necessary to be successful.
8. Understanding the underlying causes of homelessness is a key priority towards achieving Council's goal to end homelessness in the city.
9. In May 2024, the Government announced a series of immediate actions and measures in response to the independent review of Kāinga Ora Homes and Communities, harsher eligibility criteria and new obligations for emergency housing came into effect in August. These recent changes and insufficient housing supply also mean that it is now taking longer to get whanau in situation of homelessness into settled accommodation.
10. Homelessness is difficult to precisely measure and, with the increasing pressure on whanau and the sector likely to worsen overtime, council urgently needs a centralised platform to gather Hutt-specific data primarily showing:
  - a) who is homeless (anonymised data including on Tamariki); and
  - b) what do the numbers look like.

11. A dashboard working group has been created to oversee the development of the dashboard. Membership of the group is internal to Council, but external advice and engagement with the sector on gathering the right data to understand the homelessness picture in the city will be a key priority of this group.
12. The dashboard methodology takes a Hutt-focused, collective and partnership-based approach acknowledging that data needs to be gathered into a centralised platform in partnership with providers and the sector.
13. The proposed methodology for the dashboard is set out in Appendix 4 attached to the report.
14. The dashboard's main goals and purpose are:
  - a) to provide Council, stakeholders and the public with interactive and accessible information about the state of homelessness in Te Awa Kairangi ki Tai Lower Hutt;
  - b) to inform policy advice enabling council to make evidence-informed decisions to support its goal of ending homelessness;
  - c) to work regionally with other councils to achieve shared goals, identify trends, and address common challenges; and
  - d) to have a local approach in order to understand and overcome local challenges with the intention to build a picture of local homelessness in Te Awa Kairangi ki Tai Lower Hutt with a particular focus on showing:
    - who the homeless are in our city;
    - the demographics of the homeless; and
    - a real-time picture of the situation in Lower Hutt through regular quarterly reporting.
15. The dashboard working group identified that the overarching goal of the dashboard is to inform council decision-making in supporting council's homelessness strategy goals. This includes the need for the dashboard to take both a local and regional approach:

**Local approach:**

- centralise and consolidate available Hutt specific data into one platform;
- support understanding of local challenges and success stories on homelessness for the city;
- support informed and evidence-based decision-making for council; and
- provide a centralised platform easily accessible to the sector including Te Awa Kairangi Lower Hutt Homelessness network, and communities and whānau who are homeless or are at risk of homelessness.

**Regional approach:**

- partner with other council to identify and achieve shared goals;
- work collectively to identify trends and resolve similar challenges;
- understand homelessness in the city by connecting it the broader regional picture;
- provide consistency in filling data gap on homelessness across the region; and
- avoid duplication of similar initiatives across the region.

**Options*****Options for hosting Council's Homelessness Dashboard platform***

16. Engagement with Wellington Region Leadership Committee (WRLC) allowed officers to explore the option of having Council's Homelessness dashboard hosted into the WRLC Regional Housing Dashboard platform as a pilot, with other Councils to join overtime.
17. The proposed options for hosting the dashboard are either on WRLC Regional Housing Dashboard platform or on a council platform. These have been evaluated in Table 1 as follows:

**Table 1: Evaluation of options for hosting Council's Homelessness Dashboard**

Criteria	Option 1: WRLC Regional Housing Platform (Recommended)	Option 2: HCC Platform
Cost and Resourcing	<ul style="list-style-type: none"> <li>✓ Platform already set up (no costs)</li> <li>✓ Resources: WRLC data team already operational</li> <li>✓ Cost associated to maintenance</li> </ul>	<ul style="list-style-type: none"> <li>× Development costs</li> <li>× Maintenance costs</li> <li>× Additional resourcing: Support from a number of teams across council</li> </ul>
Understanding Homelessness	<ul style="list-style-type: none"> <li>✓ Opportunity to connect Homelessness data for Lower Hutt to regional housing data and homelessness data from other Councils in future.</li> <li>✓ Regional understanding of the issue</li> <li>✓ Ability to be locally specific</li> <li>✓ Consistent with Homelessness Partnership Model to achieve shared goals</li> </ul>	<ul style="list-style-type: none"> <li>✓ Locally specific and ability to add live information e.g. mapping scenarios and relevant contacts in the city in each scenario</li> <li>× No regional scope to understanding homelessness</li> </ul>
Timeframe	<ul style="list-style-type: none"> <li>✓ April 2025 (the latest)</li> </ul>	<ul style="list-style-type: none"> <li>✓ April 2025 (the earliest)</li> </ul>

18. Based on the above analysis, officers recommended having the dashboard hosted in the WRLC Regional Housing Dashboard platform with a link to Council's website for more locally specific information.
19. Subject to the Committee agreeing to the dashboard methodology, officers propose reporting back to the Committee on 30 April 2025 seeking agreement to launch the dashboard.
20. From 30 April 2025, the Oversight Group will provide quarterly reporting on the dashboard to the Committee. This includes providing an update of progress made in implementing action 2 of the action plan with a particular focus on building a picture of the homelessness situation in the city.

### ***SMART Indicators***

21. The Committee directed officers to report back on 6 September 2024 on the development of SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) indicators.
22. The first Oversight Group progress report at Appendix 3 shows the application of the SMART indicators to date. Officers will apply the same principles to the development of SMART indicators as part of the providers contract reviews.

### **Next Steps**

23. Further work is required to ensure external and internal data privacy, including:
  - a) Addressing the issue of data sovereignty in alignment with Hutt City Council research ethics policy and privacy requirements for storing data appropriately. This will also be done by consulting with providers to discuss adding privacy consent into their consent forms when meeting with whanau, this includes confirming what information can be shared and what information can't be shared;
  - b) noting that all three providers contributed to the review of the homelessness strategy implementation through the Homelessness Panel and agreed with council to the need to develop a homelessness dashboard to gather homelessness data already existing (and more overtime) into one centralised platform for the city to inform local decision-making, the public and the sector; and
  - c) officers will adhere to providers' internal privacy processes and update contractual agreements to reflect privacy statement process for sharing data.

24. Steps to ensure internal data privacy include:
- a) considering data sovereignty and following research ethics policy and privacy requirements for storing data appropriately;
  - b) consulting with Council's privacy team, research ethics panel and service delivery team to work on technical aspects of sharing data including Privacy impact assessment; and
  - c) ensuring that the legal team and research ethic panel is across the privacy requirements of the dashboard and provide a final peer-review of the legislative requirement of the tool before going live.
25. Other steps required prior to the dashboard going live will be developed by the dashboard working group alongside WRLC Regional Housing Dashboard's data team and project manager. This will be informed by and align with the methodology used by Wellington City Council (WCC) to develop their housing dashboard, which includes the following:
- a) peer review (legal team, providers etc.);
  - b) GIS content (GIS team);
  - c) functionality review (communications and web team);
  - d) accessibility review;
  - e) communication plan to socialise dashboard with staff, public and Lower Hutt Homelessness Network; and
  - f) coordination of communication plan with WRLC communication team to socialise the dashboard across the region.
26. The proposed timing for the future reports to the Committee are set out in Table 2:

**Table 2: Next steps for reporting and proposed dates**

Proposed dates	Committee reports
November 2024	Yearly update from providers
April 2025	Launch of the homelessness dashboard
September 2025	Next Oversight Group progress report

### **Climate Change Impact and Considerations**

27. There are no climate change impact considerations in this report.

### Consultation

28. Consultation was undertaken with providers for the purpose of initiating the contract review; WRLC, Ministry of Housing and Urban Development and WCC, regarding the dashboard methodology and exploring options for the dashboard hosting platform; and Urban Plus Limited to understand opportunities to improve access to housing.

### Legal Considerations

29. Data sharing and the development of the dashboard are being undertaken in accordance with the requirements of Council's privacy policy.
30. In October 2024, the Oversight Group will work alongside Council's privacy team and providers' data teams to understand data privacy requirements what data can and can't be publicly shared in the homelessness dashboard.
31. In November 2024, the Oversight Group will also work alongside providers and council legal team and providers' legal teams to update provider contracts with a clause on data privacy requirement for sharing data provided as part of quarterly reporting into the homelessness dashboard.

### Financial Considerations

32. Funding for provider contracts is budgeted for in the Long-Term Plan.
33. Development and activation of the Dashboard will be funded through baseline operating budgets.
34. If necessary, the Oversight Group will develop a budget for the next annual plan.

### Appendices

No.	Title	Page
1 <a href="#">↗</a>	Homelessness Strategy Action Plan	35
2 <a href="#">↗</a>	Oversight Advisory Group Terms of Reference	37
3 <a href="#">↗</a>	Oversight Advisory Group Progress Report September 2024	39
4 <a href="#">↗</a>	Homelessness Dashboard Methodology	45

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**Reviewed By:** Richard Hardie  
Head of Strategy and Policy

**Approved By:** Jarred Griffiths  
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### Appendix 1: Refreshed Action Plan

	Action	Strategic Priority/objective <sup>1</sup>	Current situation	Outcomes	Timeframe
	Continue current outreach actions: <ul style="list-style-type: none"> <li>Early intervention to prevent homelessness</li> <li>Increased access to settled housing</li> <li>Advice and advocacy</li> </ul>	Prevention (1)  Improving support (2)  Ending rough sleeping (3)	Contracts with: <ul style="list-style-type: none"> <li>Takiri Mai te Ata</li> <li>Tuatahi Centre</li> <li>Community Law</li> </ul>	<ul style="list-style-type: none"> <li>Better support for people experiencing homelessness</li> <li>Reduced number of homeless whanau</li> </ul>	By September 2024: Oversight Group review current contracted services and explore possibilities for growth and innovation
	Develop and operationalise a housing and homelessness dashboard: <ul style="list-style-type: none"> <li>Including crisis response information</li> </ul>	Improving data (5)	Lack of overall data for monitoring homelessness in the city and understanding the scale of the issue	<ul style="list-style-type: none"> <li>Timely data availability</li> <li>Collective understanding of housing challenges</li> <li>Informed decision making</li> </ul>	By 9 September 2024: report to CCP on data collection methodology
3	Formalise and operationalise an Oversight Advisory Group <ul style="list-style-type: none"> <li>Develop Terms of Reference</li> <li>Advocate to central government</li> </ul>	Prevention (1)  Improving support (2)  Increasing supply (4)	<ul style="list-style-type: none"> <li>No such group exists</li> <li>Work is uncoordinated across council business units</li> <li>No shared understanding of the</li> </ul>	<ul style="list-style-type: none"> <li>Better coordination and oversight of council actions to prevent homelessness</li> </ul>	By 1 May 2024: report to CCP on Terms of Reference for the Oversight Advisory Group

<sup>1</sup> Strategic Priorities:

1. Preventing homelessness
2. Improving the supply of suitable accommodation and support for people experiencing homelessness
3. Ending rough sleeping – help people who are street homeless or living in their cars move into and retain settled accommodation
4. Increasing the supply of affordable homes to rent and buy
5. Improving data on homelessness and housing in Lower Hutt

	Action	Strategic Priority/objective <sup>1</sup>	Current situation	Outcomes	Timeframe
		Improving data (5)	role of the Homelessness Network		
	Work with Urban Plus to find opportunities to improve access to accommodation	Increasing supply (4)	Provide affordable housing	Improved accessibility to Urban Plus housing	By July 2024: opportunities scoped
	<i>Development Contributions:</i> <ul style="list-style-type: none"> <li>• <i>Explore lowering/removing development contributions for developers of affordable homes</i></li> </ul>	<i>Increasing supply (4)</i>	Development contribution applies <i>universally</i>	<i>Incentivise building of affordable housing</i>	By July 2024: project scoped
	SMART measures established and operationalised for each of the above actions	Improving data (5)	No action measurement system	Implementation of actions is monitored	By 9 September 2024: report to CCP on <i>SMART measures</i>





# TERMS OF REFERENCE

## Homelessness Oversight Advisory Group

### PURPOSE OF THE GROUP:

- To oversee the implementation of the homelessness refreshed action plan;
- To improve internal coordination and oversight of council actions to support the implementation of Hutt City Council's Homelessness Strategy;
- To enable advocacy action on behalf of Hutt City Council by centralising the Council's voice as contributor to the Lower Hutt Housing and Homelessness Network, the Homelessness Research Network, and the Wellington Region Healthy Housing Group (WRHHG); and
- To report progress to the Communities, Culture and Partnerships Committee (the Committee).

### BACKGROUND:

#### Refreshed Action Plan

In February 2024, the refreshed action plan (Appendix 1) was approved by Council. It includes a series of targeted actions aligned with the strategic objectives of the Homelessness Strategy including:

- Preventing homelessness;
- Improving the supply of suitable accommodation and support for people experiencing homelessness;
- End rough sleeping – help people who are street homeless or living in cars move into and retain settled accommodation;
- Increasing the supply of affordable homes to rent and buy; and
- Improving the understanding of homelessness in Te Awa Kairangi ki Tai Lower Hutt.

## MEMBERSHIP:

Oversight Advisory Group Sponsor: Head of Strategy and Policy

Policy:	Policy Lead
Connected Communities:	Head of Connected Communities
Urban Development Team:	Housing and Development Lead

## ROLES AND RESPONSABILITIES:

Reporting to the Committee on **Action 1** including:

- reviewing the current contracted services to explore possibilities for growth and innovation over the remaining period of the contracts to 2031.
- relationship management:
  - Kaupapa partners (Tuatahi centre, Takiri Mai Whanau Collective, Hutt Valley and Wellington Community Law).
  - sector including Lower Hutt Housing and Homelessness Network, Homelessness Research Network and Wellington Region Healthy Homes Group.
- contract management with Kaupapa partners:
  - quarterly reporting.
  - invoicing/Payments.

Supporting the dashboard working group to develop and operationalize a housing and homelessness dashboard (**Action 2**).

Reporting against **Action 3** as part of overseeing the action plan implementation including reporting on behalf of Oversight Group to the Committee.

Reporting against **Action 4** on ongoing work being carried with Urban Plus Ltd. to find opportunities to improve access to Accommodation.

Reporting against **Action 5** including overseeing a review of Council system and processes on exploring ways to incentivize the building of affordable homes.

Overseeing the development of SMART indicators for each action in the action plan (**Action 6**), alongside the dashboard working group and report against it to Council (starting September 2024).

## Appendix 3: Homelessness Oversight Group: First Progress Report

	Action	Strategic Priority/objective <sup>i</sup>	Roles and Responsibilities	Progress and Next Milestones	On track (Yes/No)
1	Continue current outreach actions: <ul style="list-style-type: none"> <li>• Early intervention to prevent homelessness</li> <li>• Increased access to settled housing</li> <li>• Advice and advocacy</li> </ul>	Prevention (1) Improving support (2) Ending rough sleeping (3)	Reviewing the current contracted services to explore possibilities for growth and innovation over the remaining period of the contracts to 2031.	<i>Quarterly reporting:</i> <ul style="list-style-type: none"> <li>• <b>May – September 2024:</b> The OAG progressed the review by exploring content to be reviewed (scoping stage)</li> </ul> <i>Next Milestones:</i> <ul style="list-style-type: none"> <li>• <b>October-November 2024:</b> The OAG will work alongside privacy and legal teams at council to coordinate contract review with our kaupapa partners.</li> <li>• <b>Next LTP:</b> Performance expectations for 3 contracts will remain same <b>until next LTP (2026)</b>. Update and review on measures can be made if needed for the next LTP in 2026 for LTP (2027-2030)</li> </ul>	Yes
			Relationship management: <ul style="list-style-type: none"> <li>• sector including Lower Hutt Housing and Homelessness Network, Homelessness Research Network and Wellington Region Healthy Homes Group.</li> <li>• Kaupapa partners (Tuatahi centre, Takiri Mai Whanau Collective, Hutt Valley and Wellington Community Law).</li> </ul>	<i>Quarterly reporting:</i> <ul style="list-style-type: none"> <li>• <b>Ongoing:</b> Kaupapa partners (Tuatahi centre, Takiri Mai Whanau Collective, Hutt Valley and Wellington Community Law) have been informed about the next steps of the review process through regular communication including a hui with Policy team and Connected Communities in May 2024.</li> <li>• <b>Quarterly hui (3):</b> The OAG attended quarterly hui for Lower Hutt Housing and Homelessness Network, Homelessness Research Network and Wellington Region Healthy Homes Group. At each quarterly hui, the OAG presented updates to the sector on ongoing work and next steps from council on homelessness. This will be continuing at every quarterly hui.</li> </ul>	

	Action	Strategic Priority/objective <sup>i</sup>	Roles and Responsibilities	Progress and Next Milestones	On track (Yes/No)
			<p>Contract management with Kaipapa partners:</p> <ul style="list-style-type: none"> <li>quarterly reporting.</li> <li>invoicing/Payments.</li> </ul>	<p><i>Quarterly reporting:</i></p> <ul style="list-style-type: none"> <li><b>May-August 2024:</b> Quarterly reports received from providers and reporting sheet updated for invoicing</li> <li><b>May-August 2024:</b> Meeting and communication with providers were organised where needed to follow-up and discuss provided reporting.</li> <li><b>July 2024:</b> KPIs target numbers were updated in Opal 3 by the OAG as part of yearly reporting on performance expectation requirements from Kaipapa partners. Targets were successfully achieved and exceeded for all three Kaipapa partners (more details will be provided as part of the yearly update from providers expected to take place in November 2024).</li> </ul> <p><i>Next Milestones:</i></p> <ul style="list-style-type: none"> <li><b>November 2024:</b> Yearly update from providers to council</li> <li><b>June 2024-July2025:</b> Quarterly reporting from providers on quantitative data and narrative report (qualitative) aligning with council Financial Year timeframes (June2024-July) *Quarterly reporting on quantitative data and yearly narrative report (qualitative) for Community Law</li> <li><b>September-December 2024:</b> Contracts will be updated and reviewed between September and December 2024 reflecting the financial year timeframe above.</li> </ul> <p><i>Invoicing:</i></p> <ul style="list-style-type: none"> <li><b>May-September 2024:</b> Transition ongoing from Policy team to Connected Communities team</li> <li><b>August 2024:</b> Blanket PO number for next financial year (2024-2025) raised and sent to all providers</li> </ul>	

	Action	Strategic Priority/objective <sup>i</sup>	Roles and Responsibilities	Progress and Next Milestones	On track (Yes/No)
2	Develop and operationalise a housing and homelessness dashboard: <ul style="list-style-type: none"> <li>Including crisis response information</li> </ul>	Improving data (5)	Supporting the dashboard working group to develop and operationalize a housing and homelessness dashboard.	<p><i>Quarterly reporting:</i></p> <ul style="list-style-type: none"> <li><b>May 2024</b> Dashboard working group was established in with support of the OAG.</li> <li>Dashboard working group meets <b>monthly</b> (past meeting dates: May 2024, June 2024 and August 2024)</li> <li>Dashboard working group developed the proposed approach and methodology for the homelessness dashboard (in <b>Appendix 4</b>)</li> </ul> <p><i>Next Milestones:</i></p> <ul style="list-style-type: none"> <li><b>April 2025:</b> Dashboard launch</li> <li><b>September 2025: Yearly reporting</b> on dashboard by OAG in September (in synergy with the homelessness dashboard working group in September)</li> <li><b>From 2026</b> expand to new data after the pilot period (potentially as part of next LTP)</li> <li><b>April 2025 onwards:</b> Crisis response has been discussed and OAG has identified the need for developing a mapping of homelessness crisis pathway scenarios with relevant contact details and who to contact in each scenario. This mapping will be published in the Hutt City Public facing platform for the dashboard in Hutt City website and available externally for public and internally at council from April 2025 (dashboard launch). This mapping will be updated by OAG on a <b>monthly</b> basis to ensure accuracy.</li> <li><b>April 2025 onwards:</b> Update of data from providers in dashboard each quarter</li> <li><b>April 2025 onwards:</b> Update of data on LH from HUD in dashboard every month.</li> </ul>	Yes

	Action	Strategic Priority/objective <sup>i</sup>	Roles and Responsibilities	Progress and Next Milestones	On track (Yes/No)
3	Formalise and operationalise an Oversight Advisory Group <ul style="list-style-type: none"> <li>• Develop Terms of Reference</li> <li>• Advocate to central government</li> </ul>	Prevention (1) Improving support (2) Increasing supply (4) Improving data (5)	Reporting against Action 3 as part of overseeing the action plan implementation including reporting on behalf of Oversight Group to the Committee.	<p><i>Quarterly reporting:</i></p> <ul style="list-style-type: none"> <li>• <b>1 May 2024:</b> Terms of Reference for the Oversight Advisory Group reported to CCP</li> <li>• <b>Quarterly progress</b> report to CCP in September 2024. This document is the first progress report from the OAG</li> <li>• <b>No new advocacy action</b> to central government undertaken on behalf of Hutt City Council by centralising the Council's voice as contributor to the quarterly hui: Lower Hutt Housing and Homelessness Network, Homelessness Research Network, Wellington Region Healthy Housing Group (WRHHG)</li> <li>• <b>Quarterly</b> update from Hutt Valley Hoarding Working Group provided no new cases of hoarding in relation to homelessness</li> </ul> <p><i>Next Milestone:</i></p> <ul style="list-style-type: none"> <li>• Next progress report from the OAG is in <b>September 2025</b></li> </ul>	Yes
4	Work with Urban Plus to find opportunities to improve access to accommodation	Increasing supply (4)	Reporting against Action 4 on ongoing work being carried with Urban Plus Ltd. to find opportunities to improve access to accommodation.	<p><i>Quarterly reporting:</i></p> <ul style="list-style-type: none"> <li>• Urban Plus is continuing to find opportunities to partner with Community Housing Providers who can provide accommodation.</li> <li>• <b>End of 2024 Calendar year:</b> Statement of Expectations approved by Council and issued to UPL.</li> </ul> <p><i>Next Milestone:</i></p> <ul style="list-style-type: none"> <li>• <b>Early 2025:</b> submission of draft Statement of Intent from UPL early 2025.</li> <li>• <b>September 2025:</b> Update on progress through OAG progress report September 2025</li> </ul>	Yes

	Action	Strategic Priority/objective <sup>i</sup>	Roles and Responsibilities	Progress and Next Milestones	On track (Yes/No)
5	Development Contributions: <ul style="list-style-type: none"> <li>Explore lowering/removing development contributions for developers of affordable homes</li> </ul>	Increasing supply (4)	Reporting against Action 5 including overseeing a review of Council system and processes on exploring ways to incentivize the building of affordable homes.	<p><i>Quarterly reporting:</i></p> <ul style="list-style-type: none"> <li>As part of the 2024 LTP, Council has agreed to remissions on development contributions for CHP developments.</li> <li>Council's <i>Development Contribution Remissions and Rebates for Community Housing Providers Policy 2024</i> provides for a 40% remission or rebate (capped at \$150k per development), which can be increased to up to 60% where additional broader outcomes are met (capped at \$225k per development).</li> </ul> <p><i>Next Milestone:</i></p> <ul style="list-style-type: none"> <li><b>September 2025:</b> This action is now complete but ongoing monitoring of the remission utilisation will provide information on the effectiveness of the policy. Monitoring will be evaluated at each OAG yearly update (next one in September 2025)</li> </ul>	Yes
6	SMART measures established and operationalised for each of the above actions	Improving data (5)	Overseeing the development of SMART indicators for each action in the action plan (Action 6), alongside the dashboard working group and report against it to Council (starting September 2024).	<p><i>Quarterly reporting:</i></p> <ul style="list-style-type: none"> <li><b>May 2024-August 2024:</b> The OAG alongside the dashboard working group developed SMART indicators for each action in the action plan</li> <li><b>September 2024:</b> Report to CCP on SMART measures</li> </ul> <p><i>Next Milestones:</i></p> <ul style="list-style-type: none"> <li><b>September 2025:</b> Next reporting from OAG on SMART measures' implementation as part of yearly progress report to CCP (each September). This includes updating SMART measures as needed overtime as part of yearly progress update to CCP.</li> </ul>	Yes

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<sup>i</sup> Strategic Priorities:

1. Preventing homelessness
2. Improving the supply of suitable accommodation and support for people experiencing homelessness
3. Ending rough sleeping – help people who are street homeless or living in their cars move into and retain settled accommodation
4. Increasing the supply of affordable homes to rent and buy
5. Improving data on homelessness and housing in Lower Hutt





## Appendix 4

# Homelessness Dashboard Approach and Methodology

## Aronga – Purpose

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1. Hutt City Council does not have an accessible set of trusted data to help us understand the state of homelessness in Te Awa Kairangi ki Tai Lower Hutt. To address this gap, the Homelessness Dashboard's main goals and purpose are:
  - To provide council, stakeholders and the public with interactive and accessible information about the state of homelessness in Te Awa Kairangi ki Tai Lower Hutt;
  - To inform policy advice enabling council to make evidence-informed decisions to support its goal of ending homelessness;
  - To work regionally with other councils to achieve shared goals, identify trends, and address common challenges;
  - To have a local approach in order to understand and overcome local challenges.

## Pae Tawhiti | Scope

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2. Council has a duty to maintain trusting relationships by treating the data with care and respect and representing it accurately. The homelessness dashboard, data collection, maintenance and storage align with appropriate ethical standards and demonstrates respect for Te Ao Māori and cultural values. This is essential to promote the safety and wellbeing of whanau in situation of homelessness sharing their data and to protect our providers (Takiri Mai Te Ata, Hutt Valley Community Law and Tuatahi centre) collecting data and Council publishing data online from the potential repercussions of unethical research.
3. The homelessness dashboard is aligned with:
  - Council's Data Strategy because it provides data management processes around data generation and use that ensures regulatory compliance.
  - Council's Research Ethics Policy because it provides guidance on internal data use and ethics involved at each steps of the process.
  - Council's data stewardship principles outlined in this policy outlining Council's responsibilities and overarching ethical guidelines in research and data stewardship. It upholds the principles of Te Tiriti o Waitangi, our

obligations under the Privacy Act 2020, and our relationship with the community by outlining responsibilities and principles that sit with Council as data stewards.

- Māori principles for data stewardship and sovereignty that underpin this policy.
4. The dashboard aligns with research ethics policy deriving from the below legislation and national guidance:

Overarching legislation	National guidelines
<ul style="list-style-type: none"> <li>• <a href="#">Te Tiriti o Waitangi</a></li> <li>• <a href="#">Privacy Act 2020</a></li> <li>• <a href="#">Public Records Act 2005</a></li> <li>• <a href="#">Local Government Official Information and Meetings Act 1987</a></li> <li>• <a href="#">Data and Statistics Act 2022</a></li> </ul>	<ul style="list-style-type: none"> <li>• Statistics NZ – <a href="#">Data Stewardship Framework</a></li> <li>• Statistics NZ– <a href="#">Nga Tikanga Paihere Guidelines (2020)</a></li> <li>• Archives New Zealand – <a href="#">Information and Records Management Standard 2016</a></li> <li>• MSD – <a href="#">Privacy, Human Rights, and Ethics Framework</a></li> </ul>

## Dashboard Guiding Principles

5. Guiding principles for the homelessness dashboard have been set up as follows:
- **Data Sovereignty** to ensure whanau have sovereignty over their data;
  - **Ethical and Protecting confidentiality** to ensure whanau respect and dignity are safeguarded;
  - **Locally-specific** to ensure local data available is centralised into one platform;
  - **Replicable** to ensure a consistent replicable approach across the region;
  - **Collaborative** because we cannot and are not doing this alone;
  - **Housing is a human right** so we are doing this because we want to end homelessness in Lower Hutt.

## Ngā pou tokotoru | Data stewardship principles

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6. In alignment with Council's research ethics policy, the Homelessness Dashboard is founded on three pou. These are:

### **Respect**

***Rangatiratanga & Whakapapa***

### **Responsibility**

***Kaitiakitanga & Kotahitanga***

### **Relationships**

***Whanaungatanga & Manaakitanga***

7. The pou align to the mana (governance) and mahi (operations) principles of Māori Data Sovereignty to ensure we are giving effect to our obligations to Tangata Whenua under Te Tiriti o Waitangi.
8. By aligning with the mana and mahi principles of Māori Data Sovereignty, the dashboard recognises the way forward in partnership with Tangata Whenua to redress past breaches of Te Tiriti o Waitangi and deliver an equitable and mana enhancing approach to data collection, storage and usage going forward.

### **Respect (Rangatiratanga & Whakapapa):**

- The dashboard is for the benefit of the community.
  - Data shared by whanau are respected and their information is protected.
  - Treatment of information as taonga.
  - Cultural knowledge is valued.
9. Respect is a core value of data stewardship. This means that whanau sharing data are valued, which includes respectful treatment of their personal information and consideration of their cultural perspective that they may contribute. The community of Te Awa Kairangi ki Tai Lower Hutt must benefit from research in that their information will be respected by those collecting the data and acting on their behalf.

## Responsibility (Kaitiakitanga & Kotahitanga):

- Appropriate treatment of data:
    - uphold confidentiality.
    - clarity in privacy statements.
    - appropriate storage (including limiting access to information to staff who need access).
    - data is a valuable strategic asset.
  - Uphold legislation and the principles of Te Tiriti o Waitangi.
  - Appropriate research methods:
    - informed consent.
    - Parent/Guardian/Caregiver consent if children (those under 18) are the subjects.
10. Council has a responsibility to uphold overarching legislation and national guidelines. This includes adhering to appropriate research methods, such as conducting surveys, when the participants know what the information being collected is being used for. The information gathered from research may at times include potentially sensitive data such as personal information, so it must be managed in compliance with Council's Privacy Policy.

## Relationships (Whakawhanaungatanga & Manaakitanga):

- Uphold the mana of Council's partnership with Mana Whenua and give effect to the Tākaia Here.
  - Integrity in relationships with communities, especially Tangata Whenua.
  - Ensure we carefully consider the views of our communities and are mindful of their values.
  - Transparency in why we are asking for their opinions or personal information and how their data will be used.
11. Council's relationship with the community is strengthened with the continual upholding of values, such as those listed within this document. By accepting to share their data for the purpose of the dashboard, whanau and providers have trusted Council with their information, with a reciprocal desire to see why this

information has been requested and how it will improve understanding of homelessness in the city.

12. If whanau sharing their data have shown an interest in the subject matter and indicate that they want to be kept informed, it is good practice to update them on the progress of the dashboard project. How they are kept informed will depend on the Communications & Engagement approach used throughout for the dashboard. Information on the dashboard can be shared with whanau based on their preferences and in discussion with providers.

## **Key considerations**

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13. Key considerations for developing the dashboard are:
  - Interactive, accessible information about the state of homelessness in Te Awa Kairangi ki Tai Lower Hutt;
  - up to date, evidence-based information to inform policy advice and decision making;
  - working collaboratively to identify trends, and address common challenges; and
  - a local approach to understand and overcome local challenges
    - a. who the homeless are in our city;
    - b. the demographics of the homeless; and
    - c. a real-time picture of the situation in Lower Hutt through regular quarterly reporting.

## Data included in the dashboard

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14. The data in the dashboard will be a good reflection of local data, but in a regional context. The methodology will take both a local and regional approach to its development.

### **Regional Approach**

- Partner with other council to identify and achieve shared goals;
- Work collectively to identify trends and resolve similar challenges;
- Understand homelessness in the city by connecting it the broader regional picture;
- Provide consistency in filling data gap on homelessness across the region; and
- Avoid duplication of similar initiatives across the region.

### **Local approach:**

- Centralise and consolidate available Hutt specific data into one platform;
- Support understanding of local challenges and success stories on homelessness for the city;
- Support informed and evidence-based decision-making for council; and
- Provide a centralised platform easily accessible to the sector and Te Awa Kairangi Lower Hutt Homelessness network, and communities and whanau who are homeless or are at risk of homelessness.

15. Steps to prioritise indicators and select data that will be reflected into the dashboard include:

- Aligning definitions and exploring indicators:** This task started by aligning with [NZ definition of Homelessness \(Stat NZ, 2015\)](#) including definitions/indicators highlighting (i) how homelessness is defined and captured across the three homelessness/housing dashboards across the region and (ii) identify common threads in methodologies used to develop the dashboard.
- Data prioritisation:** The Housing Dashboard is a single place to centralise existing data on homelessness with the possibility to expand to new data overtime. Data explored for data prioritisation includes:

- ✓ Wellington Region Leadership Committee (WRLC): [Regional Housing Dashboard](#)
  - ✓ Ministry of Housing and Urban Development (HUD): [HUD Homelessness Dashboard and Indicators](#) including full context and methodology for development [here](#).
  - ✓ Wellington City Council: [State of housing dashboard](#)
- c. **Selected data:** [HUD Homelessness Dashboard and Indicators](#) for Lower Hutt on public and transitional housing, other housing built by the Government, the housing register and other housing support provide.
- d. **Frequency of data updates in dashboard:** Monthly updates.

### Local Data

16. Local data received by council through contractual agreements provides meaningful information on homelessness at various stages across the homelessness spectrum including data received on:
- a. **homelessness prevention** (data received from Takiri Mai Te Ata whanau collective);
  - b. **retained accommodation** (data received from Tuatahi centre); and
  - c. **advocacy services** for whanau facing situation of homelessness (data received from Community Law).
17. **Frequency of data updates on dashboard:** Quarterly (based on council's financial year calendar).

## Data access and storage

18. HCC Homelessness dashboard will be hosted on the WRLC Regional Housing Dashboard platform as a pilot. The WRLC Regional Housing Dashboard includes:
- ✓ an **interactive dashboard** bringing together housing data from multiple sources into one easy-to-use place.



- ✓ designed to allow stakeholders in the region, whether they are Councils, CHPs, funders, or developers to **easily locate and understand key data** and information.
- ✓ Interactive dashboards provide **visual insights**, with **downloadable raw data**.
- ✓ this tool as a **living document** and welcome input for enhancing the platform's contributions to shape the project's evolution.
- ✓ the platform is a **work-in-progress** and aims to iterate as user suggestions are taken onboard.
- ✓ **data sovereignty** prevails over local data, and we will follow research ethics policy and privacy requirements for storing data appropriately.

## Ngā hononga ki ngā puka matua kaunihera | Links to key Council documents

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This policy is related to:

- [Hutt City Council Data Strategy](#)
- [Information Management Policy](#)
- [Privacy Policy](#)
- [Koha Policy](#)

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<sup>i</sup> Principles of the dashboard derive from desk-based review of 49 data collection systems on Homelessness from 8 countries synthesised to generate 8 areas of design: data architecture, governance, data quality, ethical and legal, privacy/security, data access, and importantly, purpose. Thomas, I. and Mackie, P. (2019) "The Principles of an Ideal Homelessness Administrative Data System: Lessons from Global Practice" *European Journal of Homelessness*, Volume 14, No. 3\_2020 [https://www.feantsaresearch.org/public/user/Observatory/2020/EJH/EJH\\_14-3\\_A3\\_v02.pdf](https://www.feantsaresearch.org/public/user/Observatory/2020/EJH/EJH_14-3_A3_v02.pdf)

**22 August 2024**

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**Report no: CCPC2024/4/247**

## **CCTV Update**

### **Purpose of Report**

1. To update the Committee on CCTV, in particular the recent review, increased investment and city safety aspects, and;
2. To seek approval for the City Safety priorities for the term of the Long Term Plan 2024/34.

### **Recommendations**

That the Committee:

- (1) notes and receives the report;
- (2) notes the outcome and recommendations of the CCTV review;
- (3) notes details on recent and future investment in CCTV;
- (4) approves the proposed City Safety priorities for Long Term Plan 2024/34;  
and
- (5) notes the next report to the Committee will be the six-monthly update in February 2025.

For the reason(s) For the reason that the city safety's business plan, and CCTV, will support the delivery of Council's objectives for city safety.

## Background

3. In July 2024, the Communities Culture and Partnership Committee requested an update on Council's CCTV review and investment, to be provided at the September 6 meeting of this Committee.
4. Additionally, post the adoption of a Long Term Plan (LTP), the priorities of the City Safety plan are re-aligned to Council's new priorities and investment. Officers are seeking approval of the priorities for City Safety 2024/34. This includes a new focus area of commercial and retail safety.

### *Purpose of Council's CCTV network*

5. The network serves two main purposes:
  - a) City Safety (around 15% of cameras): CCTV cameras target and prevent crime and public disorder, assist police to resolve issues and increase the perception of safety. These are managed by Council's IT and use Council's IT network infrastructure. The City Safety team support this function through monitoring and downloading footage for police. They work with police to determine the location of new cameras in accordance with the Privacy Act.
  - b) Council facilities and spaces: most CCTV cameras are for the purpose of surveillance around and inside Council facilities and spaces. These are currently managed by a variety of teams and external providers.

### *City Safety CCTV operations*

6. The City Safety CCTV network is designed to target and prevent crime and public disorder, assist police to resolve issues and increase the perception of safety.
7. The network includes 47 CCTV cameras that are strategically placed across the city as determined by data provided by police to ensure they are most effective. Cameras are located and positioned predominantly to monitor theft, property damage, anti-social behaviour, breach of liquor bans, assaults, burglary and traffic incidents.
8. A full list of camera locations is available on the Hutt City Council website: [hutt.city/CCTV](http://hutt.city/CCTV)
9. Council also monitor the Upper Hutt City Council (UHCC) CCTV camera network. UHCC fund their own CAPEX (cameras and system) but provide no OPEX for monitoring services provided by Council. Police also do not provide funding.
10. The system follows strict privacy guidelines, ensuring that footage is used responsibly and in accordance with the Privacy Act. Recorded footage is retained for 28 days.

11. The City Safety CCTV hub is based in the Lower Hutt Police Station. Council employs a CCTV Supervisor (1FTE) to work in the hub over high-crime activity periods - Thursday to Sunday evenings. Outside of this, real-time monitoring relies on volunteers, which can be challenging to recruit.
12. The CCTV Supervisor role includes live monitoring, reviewing footage, managing footage requests, supporting police with incident response, maintenance and administration of cameras, and recruiting and training volunteers.

#### *CCTV Review*

13. In 2023 a Council-wide review of CCTV was carried out and made recommendations in the following three areas:

#### Centralised Investment

14. As there is no oversight of investment in CCTV systems, individual departments are using independent budgets to invest in CCTV that do not provide a benefit beyond that department. A CCTV investment strategy needs to be developed to ensure the value of the investment is maximised.
15. Council should determine if benefiting parties (Police and UHCC) should contribute to funding. Council should assess additional funding sources to supplement targeted investment and support future demand.

#### Centralised Governance

16. An established set of accountability, roles, and obligations (particularly with privacy and security) should be established for all stakeholders. Formal agreements need to be established with all stakeholders including the Police MoU (renewed in August 2023) and a new MOU with UHCC.
17. A comprehensive review of legal obligations, including LOGIMA, privacy (internal/external), role conflicts (UHCC vs Council) and security, should be undertaken to ensure alignment to appropriate practice and protect internal and external stakeholders and Council's reputation.

#### New Operating Model

18. A new operating model is required to address the concerns of wasted investment in bespoke systems and the privacy and security risks that come along with a lack of governance to a critical council system. The new operating model should consist of the following change:
  - a) Technology – Shift from a disjointed and disconnected to a centralised and supported network of cameras;
  - b) Monitoring Operations: Shift from a volunteer model to a funded resource model; and
  - c) Accountability: Shift from departmental responsibility to central accountability.

### *Funding*

19. Additional funding was approved as part of the LTP 2024/34 to modernise and expand the CCTV system, in alignment with the findings of the review – a \$0.2M increase in CAPEX and a \$0.15M increase in OPEX, totalling \$1.63M over the period of the LTP.
20. The City Safety Budget Funds a small number of additional cameras or upgrades to cameras annually in response to issues raised by police. Ten new CCTV cameras (flash 360 PTZ) were purchased in 2023/24 and will be installed once the upgrade of the CCTV hub has been completed. These will be installed in Bunny Street and the CBD (replacements) and Moera (new – subject to community consultation) by the end of 2024. The next area identified for upgrades and additional cameras is Petone.

### *CTV Enhancement Project*

21. A project has been established to progress recommendations from the review. The following provides an update on progress. Attached as Appendix 1 to this report is a table that summarises this work.

### Centralise Investment (Quarter 2 2024 / 2025):

22. The CCTV Governance group is working to centralise budgets, procurement, and develop a future investment strategy, including a joint programme of work for future CCTV investment. The programme will focus on upgrading current CCTV capabilities and expanding CCTV systems to agreed locations.

### Centralised Governance (Quarter 1 2024 / 2025):

23. The CCTV Governance group was established in July. The group jointly oversees CCTV operations across the council and provide direction to future investment. The initial focus of the group includes creating joint CCTV reporting, communications, and investment oversight, including all CCTV procurement.

### New Operating Model (Quarter 3 2024 / 2025):

The new operating model will focus on how we deliver CCTV operations.

24. Technology (Quarter 1 - Q4 2024 / 2025)
  - a) Upgrade of the CCTV control room based in the Lower Hutt Police Station (currently in progress)
  - b) implementing a fit for purpose future proofed CCTV infrastructure (servers and connections – currently in progress)
  - c) enhancing, and extending the current CCTV camera network throughout the city. New locations will be determined through discussion with Police on where these will most improve city safety.

25. Monitoring Operations:

- Council currently employs a CCTV Supervisor (1FTE) to work in the hub over high-crime activity periods - Thursday to Sunday evenings. Outside of this, real-time monitoring relies on volunteers.

26. Accountability:

- Establishment of the CCTV governance group has centralised accountability.

**Update on new safety initiatives**

*Business Safety Support Fund*

27. Rising visibility of retail theft and crime in and around our city and suburban shopping centres promoted businesses to reach out to Council for support. In response Council approved \$150k for the establishment of a fund to support the retail and hospitality sectors.
28. The fund was launched on 7 August 2024 and provides grants for small to medium sized retailers, hospitality and consumer-facing businesses in Lower Hutt to acquire safety and security equipment.
29. Eligible businesses can apply for up to \$2,500 plus GST per business to purchase equipment items such as security mirrors, sirens, alarms, on-site CCTV and fog cannons. Full details are available on the Hutt City Council website: [hutt.city/safetyfund](https://hutt.city/safetyfund).
30. There has been a good uptake of the fund so far and a number of applications are being processed. Applications will remain open until the fund is exhausted.

*Kia Haumaru – Safer Centres Retailer programme*

31. In July 2024, Council launched a free programme to support retail, hospitality and consumer-facing businesses in Lower Hutt. The Kia Haumaru Safer Centres Programme is aimed at enhancing safety and reducing crime in retail and service businesses. It offers training to build skills and confidence in managing risks, improving business safety, and fostering a culture of care and guardianship.
32. The programme developed with First Retail Group and the NZ Police, supports businesses in creating safer environments for staff and customers by providing resources and training on business resilience, security, and theft prevention.
33. Local businesses can self-register online to participate in the next training session(s). Two training sessions were held in early August with retailers within the CBD. The next training session will be hosted in Petone on 5 September and then in Wainuiomata.

34. Full details are available on the Hutt City Council website:  
hutt.city/safercentres.

### **City Safety Priorities 2024/34**

35. Post the adoption of a LTP, the priorities of the City Safety plan are re-aligned to Council's new priorities and investment. Officers are seeking approval of the priorities for City Safety 2024/34, attached as Appendix 2 to the report. This includes a new focus area of commercial and retail safety.

### **Climate Change Impact and Considerations**

36. The matters addressed in this report have been considered in accordance with the process set out in Hutt City Council's Climate Change Considerations Guide. Going forward Council's Neighbourhood Support function will have an increased focus on resilience, in particular to increased extreme wet weather events, with priority to grow networks in the most flood-prone areas of the city.

### **Consultation**

37. Consultation with a number of stakeholders involved in CCTV operations was undertaken as part of the CCTV review.

### **Legal Considerations**

38. There are no legal considerations in this report beyond what is already covered in terms of privacy requirements for sharing data in a public platform.

### **Financial Considerations**

39. Financial aspects are noted in this report.

### **Appendices**

<b>No.</b>	<b>Title</b>	<b>Page</b>
1 <a href="#">↓</a>	HCC CCTV enhancements summary	60
2 <a href="#">↓</a>	HCC City Safety Priorities 2024/34	61

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**Author:** Lyndon Allott, Chief Digital Officer

**Reviewed By:** Andrea Blackshaw, Director Neighbourhoods and Communities

**Approved By:** Jo Miller, Chief Executive



# HCC CCTV Enhancements 2024

Delivered, Planned, and Future

**Delivered & Ongoing**

**Sept 2024**

CCTV system upgrades completed...including adding recording capacity. Work also completed upgrading aging network hardware to increase reliability of the CCTV network.  
Work underway adding capacity the CCTV control room...increasing our ability to monitor more cameras.  
Expand our camera network...including 10 new cameras at Naenae Community Centre.  
Established central CCTV governance...to provide oversight and prioritization of CCTV related investment and network performance.

**Planned**

**Dec 2024**

Continue expanding our camera network...including 44 new cameras at Naenae Pool, integrating 50 cameras at Fraser Park and adding 5 new cameras at Moera Neighborhood hub.  
Continue to centralize....all possible cameras to the best of breed Milestone CCTV management system. December completion priority will focus on migration of Aquatics cameras.  
Centralize CCTV investment....via new investment reporting and oversight by the CCTV Governance Group.

**Future**

**2025 -**

Develop new CCTV operating model...focused on how we delivery CCTV services, technology capability, and new strategic partnerships with Upper Hutt, Wellington City, and 3rd party CCTV providers,  
Continue building fit for purpose infrastructure...our CCTV camera network with possible business cases for community hot spots. New locations will be determined through discussion with Police on where these will most improve city safety.





Appendix 2: City Safety Outcomes and Priorities LTP 2024/34

Hutt City Council partners with NZ Police to ensure people feel safe wherever they live, work and visit in our city.

NZ Police are responsible for law enforcement, keeping the peace, public safety, crime prevention and community support and reassurance. Council supports this work through several workstreams and by working with police and other key stakeholders on issues and community-led solutions.

The Quality of Life Survey includes a question around people’s perception of safety in the city. Crime statistics from NZ Police and CCTV surveillance provide useful indicators to guide priorities. Council use data analytics to identify high-risk areas and allocate resources effectively. Council works in collaboration with local businesses, schools and community organisations to create a unified approach to safety, and review our safety strategies based on feedback and changing conditions.

City Safety Key Outcomes

Key Outcome	Actions/activities
Crime is prevented and resolved quickly.	<ul style="list-style-type: none"><li>Invest in and manage a CCTV network</li><li>Support police crime prevention initiatives</li><li>Create safe, well-lit and maintained public spaces that discourage criminal activity</li></ul>
People feel safe where they live, work and visit.	<ul style="list-style-type: none"><li>Minimise graffiti and vandalism through rapid response and community involvement</li><li>Implement traffic calming measures, enhance pedestrian and cyclist infrastructure and support police to enforce traffic laws (including those relating to illegal driving)</li><li>Homelessness Strategy - Build relationships with homeless/housing network, invest in homelessness prevention programmes, advocate for policies that support homelessness prevention.</li></ul>
Communities are enabled and supported to be safe and resilient.	<ul style="list-style-type: none"><li>Invest in and grow community patrols</li><li>Invest in and grow neighbourhood support networks</li><li>Support neighbourhood and community safety meetings and initiatives</li><li>Support retail, hospitality and consumer-facing businesses to improve safety and reduce crime</li><li>Through Council’s Emergency Management function, support community emergency plans and drills and educate the public on disaster preparedness</li></ul>

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Report no: CCPC2024/4/91

## Neighbourhoods and Communities Director's Report

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### Purpose of Report

1. To update the Committee on work across the Neighbourhoods and Communities team.

### Recommendation

That the Committee receives and notes the report.

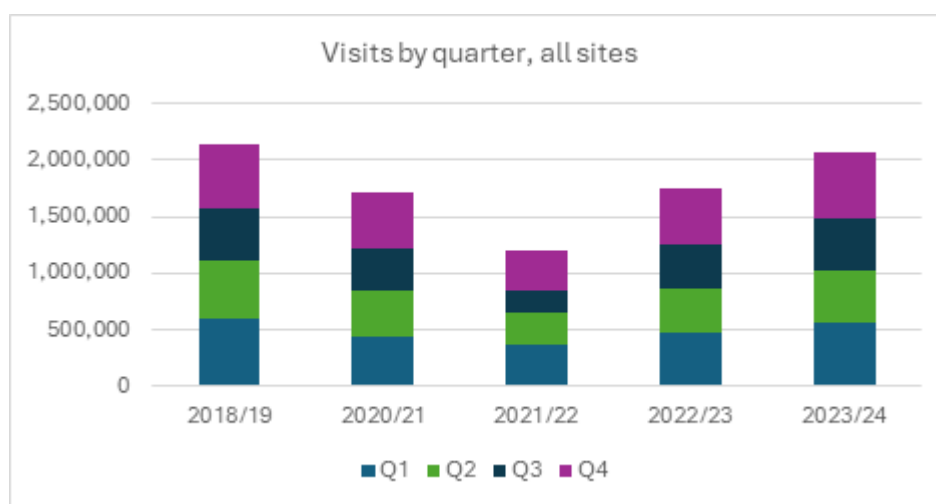
### Highlights

2. The Mouri Tupu project is going from strength to strength with over 9,000 natives planted in partnership with the community at events since our last report. The initiative is engaging local schools and community groups, further strengthening the connection between residents and their environment.
3. Visitation to many of our facilities continues to improve with neighbourhood hubs visits up 19% for Q4 compared to the same period last year, 11% over target. Visits to the Dowse are also up 19% over the year, aquatic facilities up 9% and hours booked at community halls up 20%. The team is now focused on retaining these levels and leveraging the strengths of these spaces to engage community further.
4. In Wainuiomata, new initiatives focused on kai security have flourished, with multiple organizations collaborating on educational workshops and community garden plots.
5. In this report you can also read about an innovative collaboration between TRM Training and Council which saw harakeke plants that were destined for disposal replanted at Hutt Park, and providing invaluable work experience for 30 local rangatahi.

## Neighbourhood Hubs

### Visits

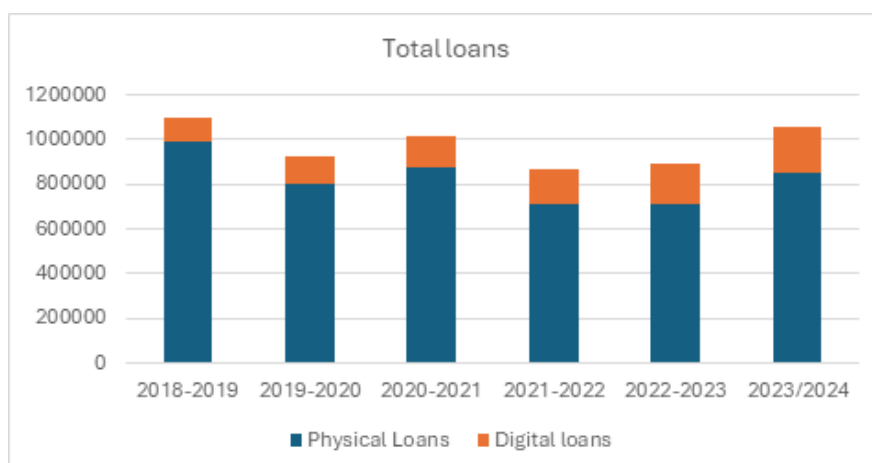
6. Q4 visits from 1 April to 30 June are 19% higher than the same quarter last year and 8% above target. This the highest quarter since Q1 2019/2020. All sites, with the exception of Maungaraki, met their Q4 targets.
7. For the full 23/24 year, visits are 18% higher than last year and the annual target was exceeded by 11% (actual visits 2,067,441 vs target of 1,868,620). 9/9 sites met their annual targets.



## Library Services

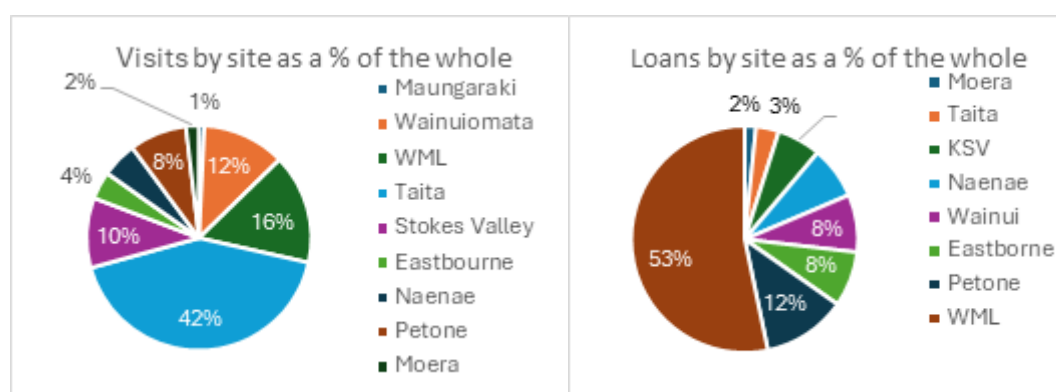
### Loans

8. Q4 physical loans from 1 April to 30 June are 12% higher than the same quarter last year and 2% above target. Total combined loans, including digital loans, are 7% higher than last year.
9. For the full 23/24 year, physical loans are 11% higher than last year and the target was exceeded by 0.5% (actual physical loans 852,727 vs target of 790,000). Digital loans are 15% higher than last year. Combined loans for 23/24 are 12% higher than last year.



## Transition to 8 Neighbourhood hubs

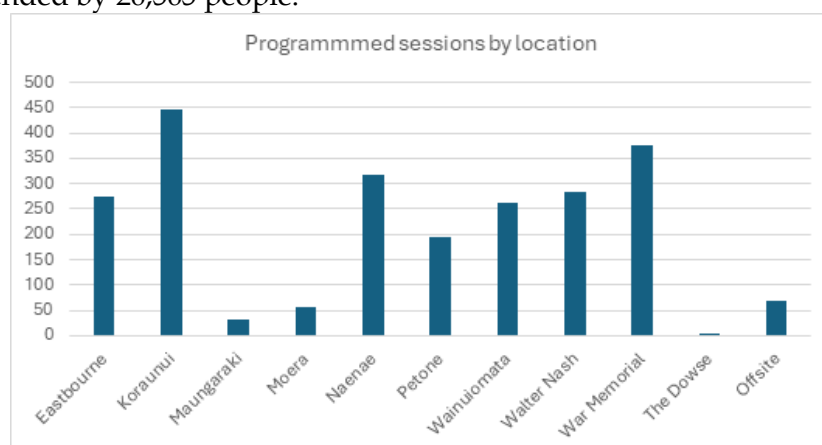
10. As part of the Neighbourhoods and Communities approach, we are transitioning out eight anchor facilities (3 hubs and 5 libraries) to become 8 neighbourhood hubs working closely with the Connected Communities team to provide spaces, services and activities that would resonate with the neighbourhoods they serve.
11. The original hubs: Walter Nash in Taita, Koraunui Stokes Valley and Wainuiomata all dominate the visitor distribution with War Memorial Library rounding out the top 4, while libraries dominate library loans. Historically neighbourhood hubs had placed a greater emphasis on activities and social connection while the libraries had a greater focus on library collections and services. While all sites have now broadened their focus to provide an equal emphasis on both, the origins of the 8 neighbourhood hubs can still be seen in viewing by hub, total loans and visits as a % of the whole.



12. Our focus is taking what we know about providing excellent library services and grow library activity in the original hubs and take what we know about creating popular community gathering places and grow visitation by bringing in new audiences to the original libraries.

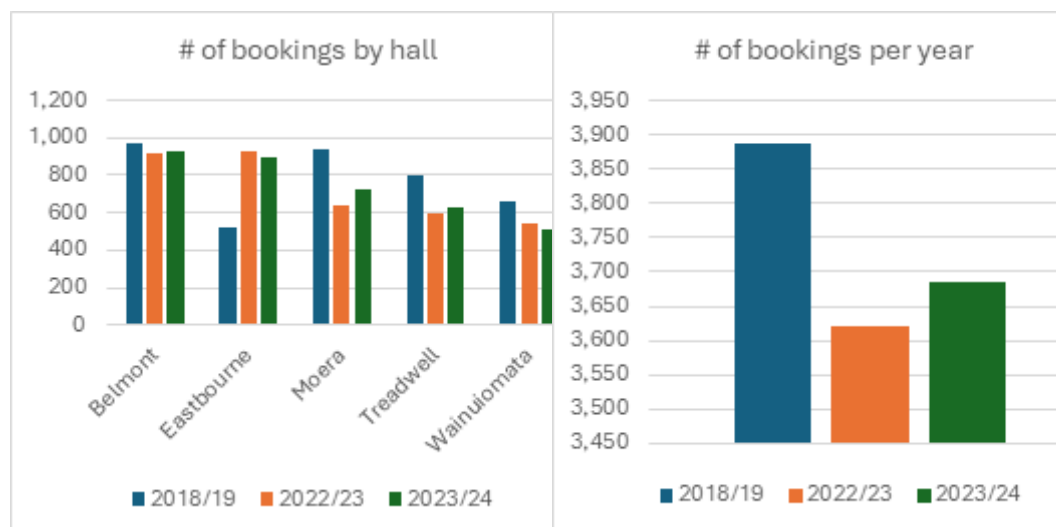
## Programming

13. The Library App has been used for much of Q3 and Q4 to promote programming across the city and to track attendances. While we are still fine tuning the use of tags to categorise activities some useful reporting is becoming available. 2,352 events or programmed activities were delivered attended by 26,565 people.



## Community Halls

14. The number of community hall bookings for 23/24 is 1.7% higher than last year (23/24: 3,685 v 22/23: 3,622) with the biggest increase being Moera Community Hall which is 12.7% higher than last year.



## Family Heritage Week

15. August was a month-long celebration and promotion of the services and resources available to our residents. This included 22 events from a research day at the Heritage Centre in Petone Hub, guest speakers on topics that included: searching newspapers online, the Land Barons of Wainuiomata, the Story of Christ Church Taita, Petone Family Businesses and NZ Police Resources to assist research.
16. Understanding DNA has introduced a new generation to family history research and the role it plays in finding distant relatives or understanding your heritage. One example is someone who, for their whole life, thought they were half Italian but after a DNA match found they were only 2% Italian and mainly of Scottish heritage. This year the mayor and several councillors got involved by learning about their own whakapapa.

## Neighbourhoods

### Waiwhetū

*Harakeke Propagation – TRM Training empowering rangatahi*

17. Mere Puketapu, mana whenua and Leader of the TRM Training based in Wainuiomata, in collaboration with Council's Neighbourhood Manager Hiria Davies and the Parks and Reserves team breathed new life into harakeke plants that were once destined to be disposed of from Hutt Park. This initiative not only saved precious harakeke plants but provided invaluable work experience for 30 rangatahi participating in TRM's 10-week course.

18. Under the kaitiakitanga of Mere and TRM kaimahi, the rangatahi spent a week immersed in the whenua by the Waiwhetū stream, learning the traditional practices of harakeke propagation. This experience was more than just a week of mahi; it was a profound journey into the heart of Māori culture and environmental stewardship. The rangatahi gained hands-on skills that they will carry with them for generations, ensuring the knowledge is passed down through their own whakapapa.
19. Mere's leadership exemplifies the strength and wisdom of mana whenua. Her teachings and that of her mother Aroha Puketapu and sister Ana Taripo and TRM team, equipped the rangatahi with practical skills and instilled a deep sense of pride and connection to their heritage. The laughter, songs, and hard work shared during this week have created a strong foundation for future generations.
20. This project aligns with Council's approach of community-led. By partnering with TRM Training, Council officers have supported an initiative that fosters resilience, skill-building, and cultural enrichment among youth. The harakeke was replanted alongside the awa, using the kaokao design to improve water quality and provide habitat for local wildlife, further enhancing the environmental benefits. The remaining harakeke was delivered to Taitā High School for planting on the perimeter of their grounds and wetland area.
21. The success of this project has sparked the idea of continuing such mahi through the Parks and Reserves team as a work experience program for rangatahi, through partnering with contractors such as Downers and Mexteds. This program aims to provide ongoing opportunities for youth to gain experience while making a positive impact on the community and environment. It's a shining example of how innovative thinking and collaboration with mana whenua can transform challenges into opportunities.

## **Moera**

### *Moera Library Replacement*

22. Good progress is being made on the new Moera Neighbourhood Hub. The mauri of the old library was formally put to 'sleep' through a whakamoe whare ceremony and a temporary service is now operating out of the supper room at the Moera Community Hall. Resource consent has been obtained, building consent is in progress and demolition scheduled for week beginning 26 August.
23. The development of a refurbishment plan for Moera Reserve is also underway, led by Parks and Reserves working closely with Urban Design and the Moera Library Project Team to ensure a coordinated and seamless result.



## Naenae

### *Naenae Town Centre Activation Fund*

24. The fund was launched in May 2024 for applicants to receive up to \$5,000 and aims to enable community-led activity or events to attract people to the Naenae Town Centre. For example, community performances, art installations, festivals and celebrations, workshops and classes, family-friendly activities. Funding will be available until it's exhausted or up until the pool is open in October.
25. The Neighbourhood Facilitator has actively promoted and shared knowledge of the fund and supported groups to apply. Council officers have received many applications and approved funding of almost \$40K to community groups to activate the town centre.
26. Past events have included celebrations for Matariki, a Lion Dance Workshop, Colombian Independence Day, Naenae Heritage Ride and Art workshops. Upcoming events to look forward to including Spring into Naenae, Hutt Multifest 2024, and Music performances.

## Wainuiomata

### *Wainuiomata Connections Business Breakfast*

27. Love Wainuiomata led and hosted a business breakfast on 29 August. The event featured keynote speaker Chris Wilkinson from First Retail Group who spoke about the benefits the Wainuiomata Town Centre is experiencing from recent investments, attraction of new businesses and new audiences. The Neighbourhood Manager and City Centre Activator are supporting the event by promoting the event and encouraging businesses and retailers to participate as guests or speakers.

## Services and activities to support wellbeing

### Kai

#### *Building Kai Resilience in Wainuiomata*

28. Wainuiomata is thriving with new initiatives focused on kai sustainability and māra education. Various services in the valley are collaborating to promote kai resilience through educational workshops, community and home garden plots, and co-design models for māra kai. The community's enthusiasm is evident, supported by a new internship program led by He Puawai Trust with the Wainuiomata High School.
29. Wainuiomata High School is establishing a māra ora providing an educational space for students and a place for whānau and the community to grow their own kai. Arakura School is integrating a comprehensive kai program into their curriculum and lunch program, extending its benefits to the wider community with new gardens and plantings.

30. The Garden to Table program supports wānanga at local schools, teaching easy, no-dig gardening techniques. Meanwhile, the portable community kitchen at Te Pataka is nearing completion, set to become a hub for meal production and education. He Puawai Trust's Papakainga Māra Ora program offers home visits and resources to help whānau grow their own kai, aiming to expand across the Hutt Valley.
31. The Neighbourhood Manager supports these community-led initiatives by connecting them into the Regional Food Strategy work and facilitating connections in respect of emergency preparedness.

### *Foodbank hui*

32. Council officers recently facilitated a hui with local foodbanks and stakeholders to re-start conversations around working more collectively. Discussions at the hui focused on challenges, sharing resources, and exploring collaborative opportunities to enhance food security. The purpose was to connect foodbanks with funding opportunities and provide strategic support to consider their continued operation and sustainability so that they could access the necessary resources to meet community needs.
33. The success of the hui highlighted the critical need for ongoing support and coordination among foodbanks. Moving forward, regular hui and additional initiatives will be pursued to further support foodbanks and tackle food insecurity in the region. A number of kai initiatives are being funded through the 2024/25 Mouri Ora Fund.

### *Health*

#### *Moana Sports*

34. Healthy Families Hutt Valley (HFHV) has invested seed funding to support pacific communities to more regularly connect to their culture and ground themselves through participation in traditional pacific physical activities. This initiative aims to enable pacific communities to be active, improve mental health and wellbeing and increase the use of kaupapa Māori approaches and regenerative practice and prevention solutions.
35. HFHV worked alongside Hutt Valley Kilikiti Bears and invested in mentoring and training of additional coaches and referees to support the sustainability of the sport through education and embedding of cultural protocols, practices and knowledge in the traditional activity. HFHV team designed a programme of workshops to connect with teams to build capability and capacity as well as cultural understanding of game etiquette. Looking forward, participants of the workshops aim to run a mini tournament in local schools to introduce and familiarise kilikiti in schools.

36. HFHV also worked with HCUC Youth – a collective of six churches from Stokes Valley, Avalon, Waiwhetū, Wainuiomata, Petone/Hutt Central, and Maungaraki. During Matariki, HCUC were supported to host a whānau based, cultural physical activity day marking the start of their programme to keep their young people engaged and active. 80+ people took part, from infants to grandparents. Grandparents were able to share and pass down knowledge of traditional pacific games like Pā Polo, Tolo Pato, and ‘coconut tree climbing’. Moving forward HCUC Youth plan to coordinate monthly events amongst the collective.

#### *Ricoh Sports Centre*

37. Officers continue to work closely with the Fraser Park Sportsville Board and Founding Member Clubs on the transition of Ricoh Sports Centre back to Council from 1 October.
38. The Transition Working Group has developed an interim operating model for the facility which will see services reduced and the building closed to the public from Monday-Friday, and open only through swipe card access for sub-tenants, squash players and groups with bookings for the Activity Zone, and function and meeting rooms.
39. Founding Members Clubs will be able to hire the Kadima Lounge for clubrooms activity on Saturdays and Sundays.
40. With the ROI complete, the RFP for new operators has now opened and elected members had the opportunity to hear from those involved in the process at a briefing on 28 August.

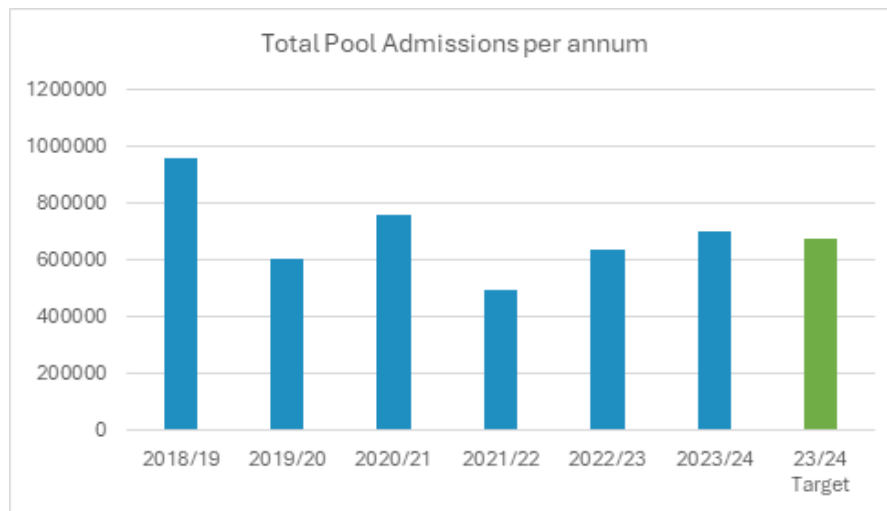
#### *Wellington Region Sports Fees and Charges review*

41. The Wellington City Council-led regional review of sports field charges was released recently. The main findings were:
  - a. Each council has its own approach to recovering the cost of providing sports facilities;
  - b. The delivery of sports facilities is significantly subsidised by ratepayers;
  - c. It is difficult to compare costs across councils on a like-for-like basis
  - d. Cross-subsidisation of sports facilities (e.g. subsidising junior sport through senior sports fees) is common, but it needs to be understood further to ensure equity; and
  - e. Adjustments often overlook shifts in service costs.

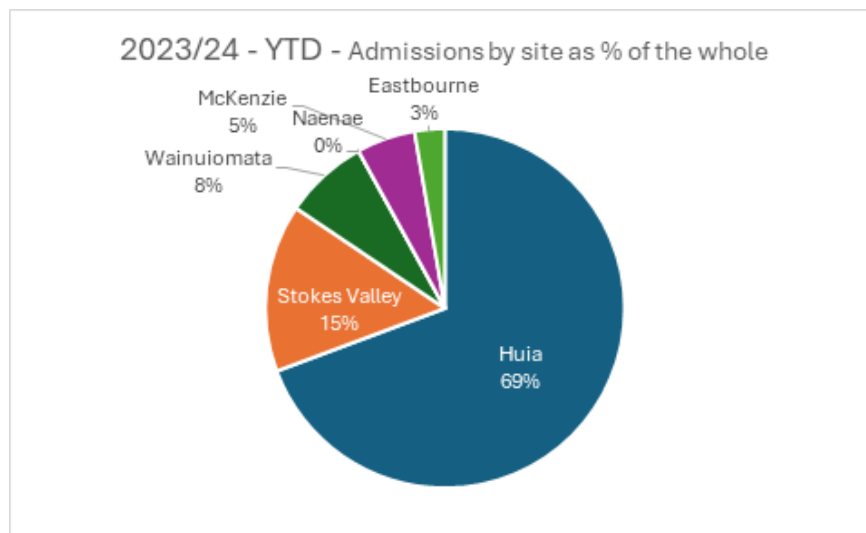
42. The report recommended that Councils improve transparency of their costs and fees, and that sport organisations should raise awareness to members of how fields and facilities are provided and the cost of using council facilities. It also recommended there be a consistent approach to substantive future fees reviews across councils, and they should occur every 3-5 years. Officers from around the region will meet in the coming months to consider how this could happen.

### Aquatics

43. Pool admissions have continued their rising trend since Covid closure. Visitation for 23/24 is 9% better than last year and 3.4% above target.



44. The yearly admissions, by percentage, show that Huia currently has the bulk of the patronage. When Naenae was open Huia had about half.



### *Waterworld*

45. Waterworld visited Huia Pool for 2 days and Stokes Valley for 1 day in the recent holidays and was very popular with over 1,100 people through the facilities and additional revenue of \$3,500 generated. Once Naenae pool opens the plan is to bring Waterworld more regularly as the new pool will be able to accommodate the toys without compromising general public access.



### *Maintenance*

46. The maintenance period was completed at the Hydro Pool and the Stokes Valley pool sauna getting a complete refurbishment much to the delight of the community. The Huia main pool did not undergo its yearly maintenance due to the pending refit. During that refit we will incorporate a new sauna into the old private spa area which was underutilised.

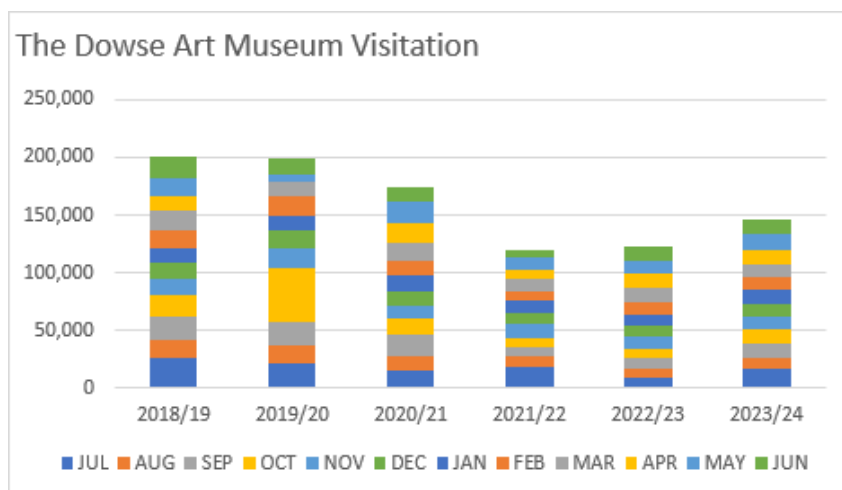
### *Pool Management Software*

47. Aquatics staff are enjoying training and looking forward to the efficiencies of the new Envibe software which is being rolled out as part of the Go Digital CCX project. This software will streamline online bookings for lanes and registrations for swim lessons and memberships. The system will be implemented before Naenae pool opens.

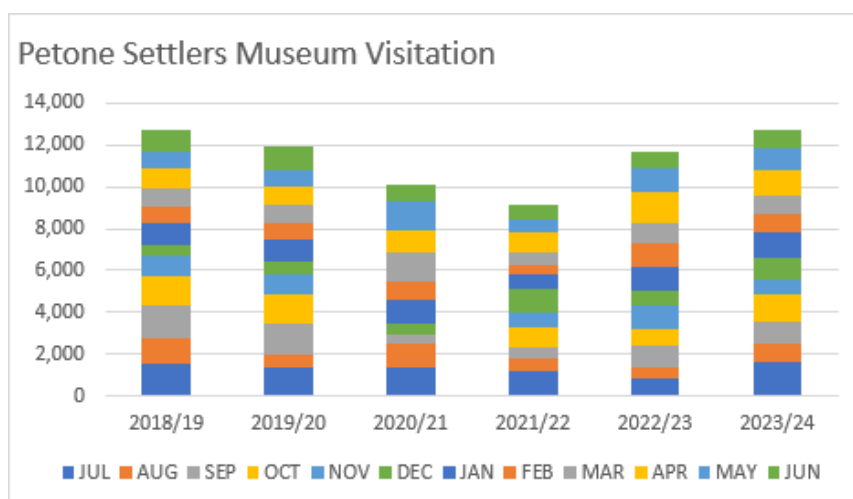
### *Arts and Culture*

#### *Museums Visitation*

48. 23/24 visits at the Dowse Art Museum are up 19% on last financial year. This marks the highest visitation since the 20/21 financial year. While this does not equal pre-COVID 19 levels it is on a steady increase. Due to financial efficiencies The Dowse has held less exhibitions then in previous years (as a comparison in 2019/20 we had 22 exhibitions including touring while in 2023/24 we had 12). This has contributed somewhat to lower visitation compared to pre-COVID.

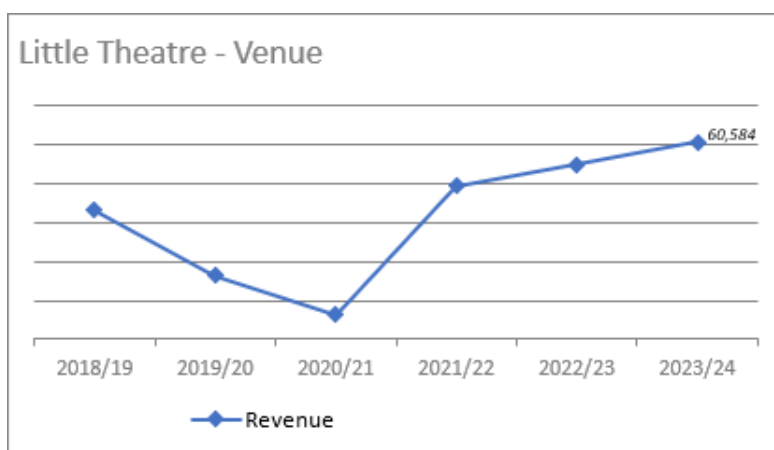


49. Petone Settlers Museum 23/24 visits are down 7% on last financial year but are still meeting target with a large number of school groups attending A&C education programmes with a particular focus on local histories and the environment.



### *Little Theatre*

50. The theatre was booked for 77 different events with a significantly higher revenue, an increase of 11% on 22/23 mostly accounted for by the on-charge of costs previously covered by Council.





## Programmes

51. The Arts & Culture team have worked across public programmes to deliver to a broad cross section of the community over the past 2 months hosting nearly 500 visitors. In response to the collection exhibition House of Dowse X Jimmy D hosted a series of Hutt centric programmes including creatives success stories featuring 4 creatives at the top of their game: Poet Laureate Chris Tse, artist Chevron Hasset, prize-winning musician Vera Ellen and Fashion designer Jimmy D who discussed the impact and influence of growing up in the Hutt.



(Left to Right - Vera Ellen, Jimmy D, Gemma Brown, Chris Tse, and Chevron Hasset)

52. As part of an ongoing series of talks focused on issues related to Māori and Indigenous sovereignty the team facilitated called ***Re-Indeginising Spaces, Re-imagining the Past*** featuring Sonya Korohina, Te Ari Pendergrast, Rangi Kipa, and Josh Ambler from Councils Urban Design team (below).



53. Educators had a busy term focusing on programmes about looking after the whenua and knowing our local history with 1,351 participants over the past 2 months. Community collaborations this term included the Jackson St Programme, Libraries, Arts Access, and the Blind Foundation. Officers were invited along to a professional development day sharing their knowledge about teaching local Māori histories with local teachers and iwi representatives.

54. Work is underway on the relocation project for the Petone Settlers Museum collection out of the Petone Library complex. Officers have determined that consolidating spatial requirements is key and have elected to move the collection into the Dowse collection store following its recent upgrade. This consolidation will reduce costs, ensure collection specific climate control, and will better utilize staff time and resources moving forward. An application has been made for external funding to help facilitate the rehousing and relocation of these collections, however in the meantime officers are undertaking an assessment of the collection to assist with understanding the storage requirements.
55. The Arts & Culture team hosted a regional gathering of museum collections professionals which included an indepth tour of the new Dowse collection storage. This is one of over a dozen recent tours that have been taken through the refurbished store highlighting the increased ability to host in this space due to the work that was undertaken (although capacity due to fire regulations is still limited).

### ***Public Art***

56. The Arts & Culture team have been working with the Urban Design team to develop a process for the commissioning of artworks as part of major works and also through placemaking and Council refurbishment activities. This process will be circulated through the Kahui Roopu and other council teams to ensure it is utilized as councils preferred practice moving forward.
57. Alongside the permanent works commissioned for Te Mako the associated works by Mollie Stevens and a framed historical photograph of the building have now been installed.
58. The Naenae Pool artworks lead by artist Matthew McIntyre Wilson and his project manager Natalie Jones are being completed. Among these is the community project involving hundreds of whetu that were woven during council and artist facilitated workshops. These will be turned into a graphic presentation to be applied to the windows in the foyer.

### ***Boulcott Memorial***

59. Our Lead Researcher Liana McDonald has come back on-board for Stage 2 of the project. We have also contracted Jen Craddock as our Concept Lead and will assist with the project brief and delivery of the final outcomes for Stage 2. We have also been working alongside other Council business units to consult on the project including comms and engagement and urban design. The two leads will spend the next month meeting with all of the existing kaupurakau (key stakeholders).

*Workplan (Draft)*

Kaipurākau hui – reengagement with Stage 2	August – September 2024
Visitor goals and project parameters confirmed	August - September 2024
Residential Community engagement	October 2024
Kaipurākau hui - open brainstorm visual ideas/ artist input/digital solutions	October 2024
Residential Community and internal council engagement	October - November 2024
Concept/approach sign-off	November 2024
Scope delivery, get quotes and begin design work	December 2024 – February 2025
Kaipurākau check-in on progress	March 2025
Residential Community and internal council check-in on progress	March 2025
Final installation	April – June 2025

**Parks and Reserves**

60. **Track renewal work – Singers/Galbraith Gulley.** Hutt City has a wide array of track and walkways and Parks and Reserves are conscious of the opportunities that they provide for residents not only to improve physical and mental wellbeing but to interact with nature. It is as such always great to get feedback from the community when an issue raised is resolved leading to positive feedback. The team received just such positive feedback about the Singers/Galbraith Gulley Track recently. *“Tēnā koutou. It was great to see the proper repairs to the bridge on the Singers/Galbraith Gully track this morning, and to meet the contractor Paul who was doing some final fixing of the handrails. He was wonderful to talk with and I was very impressed to hear that he helped to put in the Mohaka Meander track in the Wainui Mountain Bike Park; it has become our favourite track in the Hutt. He also mentioned the audit that has been done of the full Singers/Galbraith Gully track, so it will be great to see that once it has been submitted and reviewed. Nga mihi nui / many thanks”* As reported in the P&R workplan earlier in the year it will be looking at reviewing and updating Council’s Making Tracks strategy to make sure that the local network of tracks is integrated, safe, and continues to provide great outdoor experiences for the community.
61. **Mouri Tupu – Arakura Park.** On the first week of the new financial year, thousands of native plants were planted across four of our parks and reserves, installed by our contractor Native Solutions, with assistance by the community. Arakura school sent over 20 students to Arakura Park on Thursday 4th of July to brave the drizzly weather and become a part of improving their community’s greenspace. Enviro schools’ group and the Mouri Tupu team worked collaboratively to get the school involved and teach them not only how to correctly plant a tree and its importance to the environment but also encourage them to take pride in their community and make them feel that even a small feat can make a difference.



*Arakura school students planting at Arakura Park.*

62. **Mouri Tupu – Delaney Park.** A public planting day took place on the following Saturday at Delaney Park. Approximately 1,500 plants were put in on the riverbank running through Delaney Park by members of the public, local community groups, our elected members and Council staff. Native Solutions took care of the plant layout and quality control, whilst the connected communities team ran a tight ship on the BBQ sizzle and music to which brought in parents and children after their sports games to have a bite and learn about our campaign, with some even venturing over to plant.



*Delaney Park Community Planting Day*

63. **Mouri Tupu – York Park.** York Park had close to 4,000 plants planted around the park's boundary and either side of Waiwhetu stream, which aims to further improve the creek quality by reducing algae growth and creating a buffer zone from rubbish, whilst improving the overall amenity of the park and attracting bird life. Local schools were scheduled to assist in planting this park, but the inclement weather was not appropriate for children so the work was undertaken by Native Solutions.





*York Park Planting along Waiwhetu Stream*

64. **Mouri Tupu - Leonard Wood Park.** The Park had over 2,600 plants planted along the Willow tree river band which will aid in native seed dispersal, improve the parks beauty, increase birdlife and progressively phase out the exotic river trees with native species.

#### **Bell Park planting event**

65. Enviro schools helped Mouri Tupu engage with Our Lady of the Rosary school to help with planting after missing out on York Park. Three classes came to Bell Park to help fill up the two newly mulched amenity gardens with just over eighty plants, one plant for each student. The children gave a beautiful waiata presentation before it was demonstrated how to plant. After each student planted their plant, they ran onto the middle of the field to enjoy games and activities set up by the Sport and Play team (Earl and Lahrairie) until the next class arrived.



*Bell Park Planting*

66. **Mouri Tupu - Gifting Event** - Keen gardeners braved the rain on Saturday at Avalon Park, to collect free native plants as part of the Mouri Tupu: Planting for the Future initiative. Mouri Tupu aims to make Lower Hutt a greener more climate resilient city by planting a native plant for every citizen before the next local election. Planting of natives is not only good for mitigating some of the effects of climate change it is also a boon for indigenous biodiversity in all a win/win. Snapping up a range of species including kowhai, harakeke, five-finger and more, residents from Stokes Valley to Maungaraki were keen to get stuck into their gardens! Of particular note was the number of children wishing to get engaged in the process, after all it is this generation that will need to continue to deal with the ongoing effects of climate change.



67. **Community Planting Events.** Parks and Reserves has for many years been supporting the community to improve Hutt's natural environments and services numerous community groups in this regard. The community winter planting is now complete for 2024. Throughout June-August of this year, thirteen community restoration groups planted 10,000 native, eco-sourced plants. This included established volunteer groups, schools, and workplaces using community service leave. The restoration groups are involved in developing coastline resilience as in the first two photos where indigenous dune plants were planted at local beaches. The use of native duneland grasses and plants provides for a much more resilient coastline and provides excellent habitat for indigenous spiders such as Katipo. Indigenous plants are introduced to knit together the dunes, reduce erosion and also improve coastline habitats.

### Community Planting Events



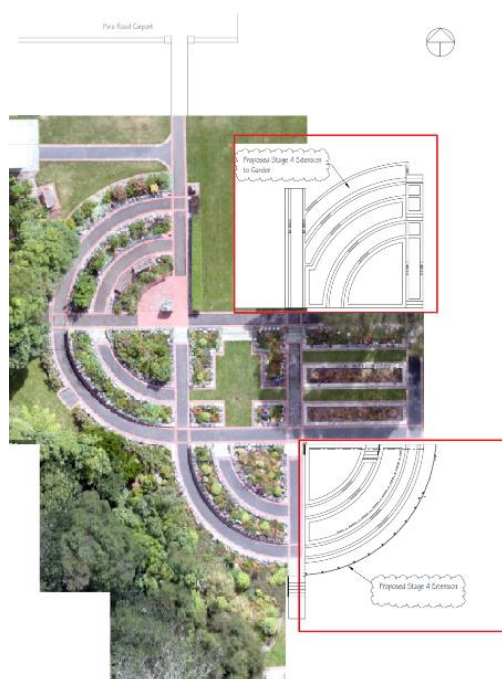
68. Some groups have a more urban focus as in the photographs indicated below at several local parks where again the focus is to improve natural habitats and mitigate the effects of climate change in the urban environment.



69. **Wainuiomata Gardens of Remembrance.** The contract for the stage 4 extension of the Wainuiomata Garden of Remembrance ash gardens and footpaths has been awarded. Preliminary works are set to start in August which will consist of some necessary tree works and site establishment. This project aims to provide over 250 additional ash plots that can accommodate two loved ones per plot lifting the current availability by 500. Access to the outer eastern end of the cemetery will be restricted to allow the construction team to safely carry out the works but the remaining cemetery and the wider park will be open to the public and will remain unhindered. Taita Lawn cemetery is unaffected by the proposed works.



### *Outline of Phase 4 Plots.*



### **Reserves Investment Strategy - Bell Park.**

70. A blessing was held Thursday 8 August to acknowledge the completion of the redevelopment works at Bell Park, Waiwhetu and the reopening of the park. In attendance was the Mayor, Deputy Mayor, Councillors Parkin, Mitchell, Dyer, and Morgan, Ignite Sport, PCL Contracting, Downer and Align Construction.
71. Kaanihi Butler-Hare, Tumuaki Māori, conducted a Karakia and Whakatau as attendees walked through the redevelopment. Ignite Sport then hosted the attendees inside their facility where speeches were held and kai and light refreshments shared.
72. This is the final phase of the development, with this green space being kept so that it can be enjoyed by the community, alongside the fantastic Ignite Facility.





73. **Reserves Investment Strategy Delaney Park.** The recent drainage and levelling project at Delaney Park has transformed the playing surface, enhancing the quality of play and overall experience. The improved drainage system ensures that the field remains in better condition for longer and more likely playable after heavy rain. This will help reduce the likelihood of winter game cancellations. The levelling work on the number one football pitch, will be open for cricket season and open for the next winter season, has created a smoother, more even surface allowing for more consistent play. These upgrades have not only elevated the safety and performance of players but also extended the usability of the grounds, making it fit for community sport.



74. **Hardsurface Renewals - Alicetown carpark renewal.** The Parks team recently completed a significant renewal of the Alicetown Carpark. The first image highlights the poor condition of the carpark. It had numerous potholes and cracks making it unfit for use. The second image shows the carpark after the renewal, now fully resurfaced and fit for purpose, providing a smooth and safe parking area for the community.

*Carpark prior to resurfacing*



*Carpark after resurfacing*



## Appendices

There are no appendices for this report.

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Director Neighbourhoods and Communities

**TO:** Chair and Members



**Communities, Culture and Partnerships Committee**

**FROM:** Vanessa Gilmour

**DATE:** 09 August 2024

**SUBJECT:** COMMUNITIES, CULTURE AND PARTNERSHIPS  
COMMITTEE FORWARD PROGRAMME 2024

### **Purpose of Memorandum**

1. To provide the Communities Culture and Partnerships Committee (the Committee) with a Forward Programme of work planned for 2024.

### **Recommendation**

That the Forward Programme 2024 for the Communities, Culture and Partnerships Committee be received and noted.

### **Background**

2. The Terms of Reference for the Committee require the Committee to develop, implement, monitor and review strategies, policies, plans and functions associated with community, social and cultural activities. This includes making the city a desirable, safe and attractive place, providing facilities and recreational opportunities that support quality living and healthy lifestyles, and supporting the cultural wellbeing of residents.
3. The Forward Programme for 2024 provides a planning tool for both members and officers to coordinate programmes of work for the year. The programme is attached as Appendix 1 to the report.

### **Executive Summary**

4. The Forward Programme is a working document and is subject to change on a regular basis.

### **Appendices**

No.	Title	Page
<a href="#">1</a>	Appendix 1 - Communities, Culture and Partnerships Committee Work Plan 2024	84

**Author:** Vanessa Gilmour, Democracy Advisor

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

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

## Communities, Culture and Partnerships Committee Work Programme 2024

<b>Description</b>	<b>Author</b>	<b>Cycle 5 14 Nov</b>	<b>Pending</b>
Forward Programme	Democracy Advisor	✓	
Director's Report (update on 2023/24 work programme)	Director Neighbourhoods and Communities	✓	
Whakatapu Ngaengae Progress Update	Project Manager (Naenae)	✓	
Neighbourhoods and Communities focus area (topic tbc)	Head of Connected Communities	✓	
City Safety Update (six monthly update)	City Safety Manager	✓	
Te Herenga Kairangi - Rautaki Māori	Senior Policy Advisor	✓	
Homelessness Update (six monthly update)	Policy Advisor	✓	
Rangatahi/Youth Engagement Update	Acting Engagement Lead	✓	
Emergency Management Update (six monthly update)	Emergency Management Lead	✓	
Arts and Culture Framework	Head of Arts and Culture		✓
Smokefree Outdoor Public Places Policy	Policy Advisor		✓