



## TE KAUNIHERA O TE AWA KAIRANGI

21 October 2024

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

**Tuesday 29 October 2024 commencing at 2.30pm**

The meeting will be livestreamed on Council's You Tube page.

### Membership

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

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

#### **Have your say**

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

## TE KAUNIHERA O TE AWA KAIRANGI | COUNCIL

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

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

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

### **DECIDE ON:**

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

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

#### **District Plan:**

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

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

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

**Representation, electoral and governance matters:**

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

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

Appointment of the Chief Executive of Hutt City Council.

**Meetings and committees:**

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

**Long Term and Annual Plans:**

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

**Council Controlled Organisations:**

- The establishment and disposal of any Council Controlled Organisation or Council Controlled Trading Organisation.
- Approval of annual Statements of Intent and annual Statement of Expectation for Council Controlled Organisations and Council Controlled Trading Organisations.

**Community Engagement and Advocacy:**

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

**Operational Matters:**

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

**Appoint:**

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

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

Ordinary meeting to be held in the Council Chambers, 2nd Floor, 30 Laings Road,  
Lower Hutt on  
Tuesday 29 October 2024 commencing at 2.30pm.

**ORDER PAPER**

**PUBLIC BUSINESS**

**1. OPENING FORMALITIES - KARAKIA TIMATANGA**

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

**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. WATER SERVICES DELIVERY PLAN AND DELIVERY MODEL**

Report No. HCC2024/5/307 by the Strategic Advisor 8

**MAYOR'S RECOMMENDATION:**

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

**6. DRAFT MEETING SCHEDULE FOR 2025**

Report No. HCC2024/4/276 by the Senior Democracy Advisor 179

**MAYOR'S RECOMMENDATION:**

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

7. **RECOMMENDATION TO COUNCIL FROM THE POLICY, FINANCE AND STRATEGY COMMITTEE MEETING HELD ON 14 OCTOBER 2024**

"That Council adopts the following recommendations made in relation to the New Zealand Local Government Funding Agency Annual General Meeting agreed at the Policy, Finance and Strategy Committee meeting held on 14 October 2024."

**RECOMMENDED:** (Cr Mitchell/Cr Morgan) **Minute No. PFSC 24502**

*"That the Committee recommends that Council:*

- (1) *notes that the next Local Government Funding Agency (LGFA) Annual General Meeting (AGM) is scheduled for 19 November 2024;*
- (2) *agrees that the Group Chief Financial Officer attend the AGM and vote on behalf of Hutt City Council, in line with the decisions that follow;*
- (3) *agrees to vote to support the appointment of the following as directors of the LGFA Board:*  
  
*Craig Stobo, Elena Trout, Alan Adcock; as detailed in Section B of Report No. PFSC2024/5/286 ;*
- (4) *agrees to vote to support Auckland and Wellington City Councils being reappointed as Nominating Local Authority members, as detailed in Section C of Report No. PFSC2024/5/286;*
- (5) *agrees to vote to support the proposed remuneration increases for Directors, as detailed in Section D of Report No. PFSC2024/5/286; and*
- (6) *agrees to vote to support the proposed changes to the LGFA Foundation Policies, as detailed in Section E of Report No. PFSC2024/5/286."*

8. **RECOMMENDATION TO COUNCIL FROM THE POLICY, FINANCE AND STRATEGY COMMITTEE MEETING HELD ON 29 OCTOBER 2024**

"That Council adopts the recommendations made in relation to the Hutt City Council Group Annual Report 2023-2024 agreed at the Policy, Finance and Strategy Committee meeting held on 29 October 2024."

9. **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.

## 10. EXCLUSION OF THE PUBLIC

### MAYOR'S RECOMMENDATION:

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

## 11. RICOH SPORTS CENTRE PROCUREMENT PROCESS

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

<b>(A)</b>	<b>(B)</b>	<b>(C)</b>
General subject of the matter to be considered.	Reason for passing this resolution in relation to each matter.	Ground under section 48(1) for the passing of this resolution.
Ricoh Sports Centre Procurement Process.	The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities (s7(2)(h)). The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s7(2)(i)).	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.

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

Kate Glanville  
SENIOR DEMOCRACY ADVISOR

08 October 2024

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Report no: HCC2024/5/307

## Water Services Delivery Plan and Delivery Model

### Purpose of Report

1. This report considers advice on a regional approach to a joint Water Services Delivery Plan (WSDP) and delivery model following the recent legislative changes to future water delivery and compares it to the current Wellington Water Limited (WWL) delivery model.
2. Council needs to progress this matter now so that there is sufficient time for the development of the WSDP and an accompanying implementation plan which is required to be submitted to the Minister of Local Government by 3 September 2025.

### Recommendations

That Council:

- (1) notes the legislative changes enacted under the Government's plan, Local Water Done Well through the Local Government (Water Services Preliminary Arrangements) Act 2024, to address long standing water infrastructure challenges which includes:
  - (a) the requirement for Councils to produce a Water Services Delivery Plan and accompanying implementation plan by 3 September 2025;
  - (b) consideration of a fit for purpose future delivery model;
  - (c) ensuring water services are financially sustainable; and
  - (d) greater central government oversight through economic and quality regulation;
- (2) notes that the Government intends to introduce further water services legislation in December 2024 to be enacted in mid 2025 that will establish the enduring settings for the new water services system;
- (3) notes that all Councils within the Wellington region plus Horowhenua District Council have worked collaboratively on exploring a joint approach to water management across the region;
- (4) receives the report, dated 4 October 2024, on a recommended regional approach to a joint Water Services Delivery Plan (WSDP) and delivery model attached as Appendix 1 to the report;



- (5) notes the report sets out a proposed regional asset owning Water Services Council Controlled Organisation model (WSCCO) for participating Councils to consider and compare with their current service delivery model;
- (6) notes that the proposed joint regional model will be considered by each of the participating Councils in late October and November 2024, with some expected to consider other options, such that the new model may not include all ten participating Councils;
- (7) notes that Council is required by the Local Government (Water Services Preliminary Arrangements) Act 2024 to consider and consult on at least two options for the future delivery model for water services, being the current model versus a new model;
- (8) agrees that Council consult on two options, being;
  - (a) a new regional asset owning WSCCO as proposed; and
  - (b) the status quo, with changes to meet new legislative requirements, of a non-asset owning CCO as currently exists with Wellington Water Limited;
- (9) adopts in principle as its preferred option for consultation the proposed WSCCO model requiring a joint WSDP;
- (10) agrees in principle that Hutt City Council work with other Councils in the region on a joint consultation plan for undertaking the requisite public engagement on the future proposed model for the ownership and delivery of water services; and
- (11) notes that Council has already agreed to fund in this financial year its share of the ongoing work required to progress the proposed regional model and joint WSDP at an estimated cost of \$500,000, offset by savings within the operating budget for three waters.

For the reason(s) that Council is required by new legislation to consider options for the future delivery of water services with the development of a Water Services Delivery Plan and consideration of a preferred delivery model.

### **Background**

3. The Government is part way through the process of introducing legislation to address New Zealand's long-standing water infrastructure challenges, with its Local Water Done Well policy implementation. This includes a requirement that councils must prepare and submit to the Secretary of Local Government a Water Services Delivery Plan (WSDP), which includes an adopted service delivery model.
4. The Local Government (Water Services Preliminary Arrangements) Act 2004 came into effect in early September 2024 with further detailed legislation expected before the house later this year to be enacted by mid-2025. The legislation will set minimum requirements for service delivery models that include;
  - new economic, environmental and water quality regulations

- a new planning and accountability framework
  - financial sustainability objectives
  - new statutory objectives consistent for all water providers
  - restrictions against privatisation.
5. Councils within the Wellington Region and Horowhenua face some challenges in preparing a WSDP and meeting all the requirements and investment needed to improve water services, including drinking water, wastewater, stormwater, infrastructure, and storage. Water services in the Wellington Region are suffering long-standing and serious challenges.
  6. A regional approach has been explored, with the nine territorial authorities within the Wellington regional area, and Horowhenua District Council, signing a Memorandum of Understanding in May 2024 to work together on a joint WSDP process. This included the Greater Wellington Regional Council.
  7. An Advisory Oversight Group (AOG) was established with elected member representatives and Iwi/Māori partners. This was supported by a Chief Executives' steering group, project team, joint budget and an agreed development process. The councils and Iwi/Māori partners made a commitment to work together through a collaborative and non-binding process, which did not transfer any formal decision-making responsibilities or delegations from any council.
  8. The AOG has helped to test options and provide direction on a set of key requirements for a possible regional WSDP. It identified an agreed goal to: ensure the delivery of safe, reliable, environmentally and financially sustainable water services so the region can be resilient, restore te mana o te wai, and enable new homes and the well-being of communities.
  9. Attached to this report as Appendix 1 is the report on a recommended regional approach for a joint WSDP and Water Services Council Controlled Organisation (WSCCO) delivery model. It outlines key considerations to support Council decision-making on whether to develop a joint WSDP with other councils in the region or consider another model.
  10. The Government has identified five different service delivery models that Councils might consider. These are:
    - An internal business unit or division
    - Single council-owned water organisation
    - Multi council-owned water organisation
    - Mixed Council/consumer trust owned
    - Consumer trust owned.

11. The consumer trust and mixed council/consumer trust models have not been pursued by any of the Councils in the Wellington Region. Regionally they are not models that have some similar public utility local experience to draw a good understanding of their workings and confidence in their success. Such models would not be able to access LGFA funding, which is a significant advantage of the WSCCO model.

### Options

12. In this report two main options are presented for consideration:
- the current Wellington Water Limited (WWL) model, being a non-asset owning CCO which manages water assets on behalf of shareholder Councils; or
  - the proposed new regional asset owning Water Services Council Controlled Organisation (WSCCO) model.
13. Both models will be subject to the financial, economic and regulatory requirements of the new water legislation.
14. The main advantages and disadvantages of each option are presented in the following table.

Model	Advantages	Disadvantages
WWL type model	<ul style="list-style-type: none"> <li>• established model familiar to councils and communities</li> <li>• some economies of scale and integration across metro councils</li> <li>• existing relationships and processes in place</li> <li>• existing depth and range of in-house expertise who have good knowledge of the water networks</li> </ul>	<ul style="list-style-type: none"> <li>• fragmented accountabilities between WWL and councils</li> <li>• constrained and uneven funding across shareholding Councils</li> <li>• limited investment in critical core IT systems</li> <li>• challenges in optimising investment across whole network</li> <li>• dependent on Council decision making processes to determine investment funding levels</li> <li>• borrowing limits for each Council have restricted headroom and are unable to fully fund investment needed for ageing networks, with significant range of risks.</li> <li>• Councils have restricted financing limits through LGFA of debt to revenue ratio of 280%,</li> <li>• Organisational capacity and capability limited due to funding constraints from Councils.</li> <li>• substantial price increases likely required over time</li> </ul>

New Regional WSCCO	<ul style="list-style-type: none"> <li>• clarity with a single point of accountability for service delivery</li> <li>• enabling a more efficient management of the networks</li> <li>• structure of water CCO will enable access to higher LGFA financing capacity to address investment in ageing networks, with equivalent of debt to revenue ratio limit of 500% which is significantly higher than Council limit of 280%.</li> <li>• empowered to operate independently and prioritise investment</li> <li>• scale to enable efficiency and in-house capability development</li> <li>• long term planning and investment would not be subject to short term political cycles.</li> </ul>	<ul style="list-style-type: none"> <li>• significant change and transition required</li> <li>• loss of direct Council control over water assets and services</li> <li>• potential for less local influence and responsiveness</li> <li>• complex implementation across multiple councils</li> <li>• substantial price increases likely required over time</li> </ul>
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15. The scale of the proposed regional WSCCO is dependent on individual participating Councils deciding to remain within the grouping as it enters the next phase of the planning process, including consultation and development of the joint WSDP.
16. Most participating Councils are expected to make their decisions on options in late October 2024. The Horowhenua and Kapiti Coast District Councils' decisions will be made in late November. At this point some Councils may decide to withdraw from the ten Council regional proposal.
17. Councils in the Wairarapa are considering other options including a joint WSCCO with Tararua District Council. Similarly, Kapiti Coast and Horowhenua District Councils are considering other options including a joint proposal with Palmerston North City Council.
18. A stand-alone option for Hutt City Council is not being considered on the basis that a larger scale water entity will better provide efficiency and enable an organisation with a critical mass to attract and retain experienced and highly qualified staff to manage a more regulated environment. As a minimum, given the joint nature of wastewater service in the Hutt Valley, a WSCCO covering the Hutt Valley (Hutt and Upper Hutt City Councils) would be preferred than a stand-alone arrangement.
19. High level economic modelling of the stand-alone option was undertaken using like for like assumptions to compare with the regional WSCCO, the likely ongoing cost to consumers. This work showed that the cost of providing water services in the longer term could be approximately 30% higher for consumers under a stand-alone model over the regional model.

## Discussion

20. The new legal framework under the Governments Local Water Done Well policy will make it harder for Councils to deliver water services via the traditional in-house model. Hutt City Council has a 20 -year history of collaborating with neighbouring local authorities in delivering water services, commencing with the establishment of Capacity Infrastructure Services Limited in 2004, a CCO jointly owned by Hutt and Wellington City Councils. Capacity later evolved into Wellington Water Limited in 2014 and today has 6 shareholding Councils.
21. Based on the premise that a joined-up approach will be more efficient and provide the scale to attract and retain a breadth of quality in-house capability, the models considered in this report are confined to the two types of joint WSCCO, being asset owning or non-asset owning, with assets managed on behalf of its owners.
22. The current model is limited in that the full range of efficiencies cannot be realised with fragmented accountabilities between the owners and the CCO. WWL for instance has six owners and a Board to which it is required to report and manage a range of differing requirements (e.g. coordinating information for LTPs). Furthermore, WWL is reliant on shareholder Councils for all investment decisions, which have not always been well aligned (e.g. universal water metering for the region) nor long term focused. The short-term nature of the electoral cycle is likely to have contributed to this.
23. The current model would not enable an increase in loan funding of much needed capital investment to renew ageing assets, noting that borrowing limits are under pressure with little existing headroom capacity. The government and Local Government Funding Agency (LGFA) recently announced that the LGFA CCO lending framework will be extended to new water organisations that are financially supported by their parent councils. This framework will enable borrowings up to equivalent of 500% debt to revenue ratio, subject to prudent credit criteria. This is significantly higher than the Council limit which will remain at 280% limit (Refer Appendix 4 for further details). This is a key difference between the two models, which is likely to directly benefit consumers as it will enable long term financing of infrastructure and to spread these costs over the life of the assets.
24. Without an ability to loan fund both the three waters assets backlog and forthcoming renewals, the financial sustainability of this model would be difficult to achieve without increasing rates or user charges substantially.
25. For these reasons officers would recommend that a joint asset owning WSCCO be considered as its preferred option, for the purposes of undertaking community engagement, noting that the number of Councils willing to be part of a new regional CCO is yet to be determined.
26. Once this is known further work will be undertaken as part of the WSDP to better understand the economic and financial modelling for the proposed WSCCO.

27. The main disadvantage of a joint asset owning WSCCO is that Council would lose direct input into investment decision-making and would need to rely on other mechanisms to influence service levels and capital investment in renewals and growth. For instance priorities to enable growth will need to be managed through the Statement of Expectations and the Water Services Strategy.

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

28. Under either option Council will be able to influence climate change objectives through input into the Statement of Expectations.

### **Consultation**

29. Council is required to consult on its proposed water services delivery model. Further work needs to be done to compare the financial and economic implications of the two options for consultation. This can only be finalised once the size and scale of the proposed regional WSCCO is known.
30. Further work will be undertaken to better ensure alignment of information for participating councils for consultation purposes and the level of coordination that might be able to be achieved, noting that each Council may have different options that it wishes to put forward for consideration.

### **Legal Considerations**

31. Section 61 of the Local Government (Water Services Preliminary Arrangements) Act 2024 requires Councils to identify at least two options in considering its service delivery model for inclusion in its WSDP.
32. Council may identify additional options for consideration but is not required to do so. Officers propose that Council confine itself to considering the two options outlined in this report.
33. Council must assess the advantages and disadvantages of all options identified in its decision making.
34. Before confirming its decision, Council must consult on its preferred service delivery model (s62 of the Act). To meet this requirement consultation is proposed to occur in early 2025, once it is known which Councils have included the regional WSCCO as a preferred option and further work can be done on the economic and financial modelling of that grouping of councils.

### **Financial Considerations**

35. The work that has been done to date on the economic and financial modelling, including a price path and debt transfer was not intended to be at a level of detail required for a draft WSDP. The information has been developed at a strategic level for the purpose of assisting Councils in their initial decision on the regional joint WSCCO option. As such it is directional in nature with some caveats to it. (These are set out in the disclaimer at the front of the joint regional WSDP report in Appendix 1.) Future detailed work will be done on the financing and price path as part of the next stage in developing the WSDP.

36. In general terms, the analysis that has been undertaken, using the same assumptions and parameters, indicates that the long-term cost to the consumer is likely to be lower as the size and scale of the joint WSCCO increases.
37. A go-alone option indicates that the long-term cost to consumers could be about 30% higher than the proposed regional model.
38. This analysis is in line with the work that was carried out by DIA under the former government water reform policy, which was informed by international experience. It is also supported by advice from Crown Infrastructure Partners.
39. The transfer of water debt and revenues to an asset owning WSCCO will improve Council's financial position. The details of this were reported to the LTP/AP Subcommittee in August 2024.
40. Further detailed analysis will be required to be undertaken once preliminary decisions have been made by Councils so that a more detailed comparison of the financial and economic considerations of the two options can be made.
41. Council has previously agreed to re-allocate \$500k from within its water budget as its share of costs for the work required to continue to develop a joint regional WSDP over the next eight months.

## Appendices

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**Author:** Bruce Hodgins  
Strategic Advisor

**Author:** Jenny Livschitz  
Group Chief Financial Officer

**Approved By:** Jo Miller  
Chief Executive



Wellington Region Water Services Delivery Planning  
**Recommended regional approach  
to a joint Water Services Delivery  
Plan and delivery model**

October 2024

















































































































































































































































































































































































03 September 2024

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Report no: HCC2024/4/276

## Draft Meeting Schedule for 2025

### Purpose of Report

1. The report seeks adoption of the meeting schedule for 2025 (the meeting schedule). The meeting schedule is for Council and its committees, subcommittees, and community boards provided for in accordance with Clause 19(6)(a) of Schedule 7 of the Local Government Act 2002 (LGA).

### Recommendations

It is recommended that Council:

- (1) receives and notes the report;
- (2) adopts the meeting schedule until 10 October 2025 attached as Appendix 1 to the report, subject to approval by the Community Boards in respect of its meeting dates;
- (3) agrees that the venues for the meetings of Council, its committee and subcommittees, other than Community Boards, be the Hutt City Council Chambers, 30 Laings Road, Lower Hutt;
- (4) agrees to a commencement time of 2pm for Council, committees and subcommittee meetings;
- (5) notes that under Standing Order 9.12, the Chair of a scheduled meeting may cancel the meeting in consultation with Chief Executive; and
- (6) notes that the meeting times will be publicly notified by the Democratic Services business unit.

For the reason that the Local Government Act 2002 requires that a local authority must hold meetings that are necessary for the good government of its district.

### Background

2. The LGA requires that a local authority must hold meetings that are necessary for the good governance of its district, at the times and places that it appoints.
3. The LGA stipulates that each member must receive written notice of the time and location of a meeting at least 14 days before the meeting. If the local authority has established a schedule of meetings, the notice must be given not less than 14 days before the first meeting on the schedule.

4. At its meeting held on 30 October 2023, Council adopted the interim meeting schedule for 2025. The meeting schedule, attached as Appendix 1 to the report, is based on the adopted interim meeting schedule with proposed amendments outlined in paragraph 17 below.
5. The meeting schedule takes account of the local elections to be held on Saturday, 11 October 2025.
6. The meeting schedule is based on the governance structure presented by the Mayor at Council's inaugural meeting on 26 October 2022.

### **Discussion**

7. Adopting the meeting schedule will ensure transparency, democracy, and effective planning of upcoming decisions. It will also help members plan their commitments for the rest of the triennium.
8. The meeting schedule was prepared considering various factors, such as availability, the importance of the decisions to be made, and other logistical considerations.
9. When preparing the meeting schedule, several factors were carefully considered to ensure everything aligned with key processes. This includes:
  - (a) aligning meetings with the Annual Plan process and the Annual Report process.
  - (b) considering the Council Controlled Organisation's Statements of Intent.
  - (c) aligning the agreed bylaw work plan with the meeting schedule.
  - (d) observing statutory holidays.
  - (e) designated breaks in January and July 2025.
  - (f) considering the draft schedule of Council's consultations and deliberations leading to the 2025/26 Annual Plan.
  - (g) allowing time for briefings before meetings.
10. The eight-weekly cycle is based on:
  - (a) Week 1: Forward Programme process involving the Directors and Heads of Business Units reviewing the list of items on Council's forward programme that will be reported during the upcoming meeting cycle.
  - (b) Week 2: Community Board meetings and agenda preparation for Week 3 meetings.
  - (c) Week 3 to 5: Meetings and agenda preparation for the following week's meetings.
  - (d) Week 6: Meetings.
  - (e) Week 7: Agenda preparation for Council meeting.
  - (f) Week 8: Council meeting.

11. Carefully planning work schedules aims to reduce the need for extra or rescheduled meetings. However, Council's extensive workload may necessitate additional or extraordinary meetings.
12. It is the responsibility of Council to determine the starting times for Council, committee and subcommittee meetings.
13. Working, steering, and advisory groups have not been included in the meeting schedule. These groups do not make decisions and are not required to comply with the Local Government Official Information and Meetings Act 1987 for public notifications.
14. When additional meetings of Council, committees, and subcommittees are required, members should ideally receive a 14-day prior notice. If it is not possible to provide a 14-day notice, such meetings will be considered extraordinary meetings, following the requirements set by LGA.
15. Occasionally, situations may arise where a meeting's date, time or location requires alterations, or the meeting may need to be cancelled. It is recommended that Council, in a collaborative effort, delegates authority to the Chief Executive to make those necessary adjustments, after consulting with the Mayor or the Chair of the relevant committee or subcommittee.

### Options

Options	Advantages	Disadvantages
<p><b>Option A (recommended)</b></p> <p>Adopt the draft meeting schedule for 2025 attached as Appendix 1 to the report.</p>	<p>Will ensure a transparent and democratic process and enable effective planning of the upcoming decisions. It also helps the members to plan their commitments for the rest of the year.</p>	<p>None identified.</p>
<p><b>Option B (not recommended)</b></p> <p>Asks officers to draft an alternative meeting schedule for its consideration.</p>	<p>None identified.</p>	<p>Will delay the planning of upcoming decisions and notification of the 2025 meeting schedule.</p>
<p><b>Option C (not recommended)</b></p> <p>Agrees not to adopt a meeting schedule.</p>	<p>None identified.</p>	<p>The Chief Executive must provide written notice to each member regarding the date, time, and location of any meeting, which does not allow members to plan their commitments for the rest of the year.</p>

### **Consultation**

16. Consultations were held with the Senior Leadership Group, with specific input from key business units including the Office of the Chief Executive, Office of the Mayor, Enterprise Portfolio Management Office, Finance, Strategy and Policy, and Planning. In addition, the Chair of the Audit and Risk Subcommittee also provided input.
17. Based on the feedback from the consultation, officers have made changes to the interim meeting schedule for various committees and subcommittees. The interim meeting schedule for the Long Term Plan/ Annual Plan Subcommittee meetings in February and May 2025 has been adjusted. The meetings scheduled initially for the first week of March 2025 have been moved to the following week. The Council meeting in May 2025, the Audit and Risk Subcommittee meeting, and the Chief Executive Performance Review Subcommittee meeting in June 2025 have also been rescheduled.
18. In July 2025, there will be a three week break period with no scheduled Council or committee meetings.
19. The Corporate Leadership Team has endorsed the interim meeting schedule for 2025 before being considered by Council.
20. The civic events will be scheduled to avoid conflicting with the meeting schedule.
21. The meeting dates for the Komiti Ratonga O Te Awa Kairangi | Hutt Valley Services Committee and Komiti Ngā Wai Hangarua | Wellington Water Committee have been reviewed by Upper Hutt City Council and Wellington Water Limited. The Hutt Valley Services Committee meeting dates will be considered on 22 November 2024. The Wellington Water Committee meeting dates were adopted on 24 May 2024.
22. The meeting schedule for meetings managed by Te Pane Matua Taiao Greater Wellington Regional Council (GWRC) includes dates provided by GWRC officers. These meetings encompass the Te Awa Kairangi | Hutt River Valley Subcommittee, the Regional Transport Committee, the Wellington Region Leadership Committee, and the Civil Defence Emergency Management Group.
23. Ko Tātou | Local Government New Zealand has confirmed the dates for the Zone 4 meetings and the SuperLocal conference in Christchurch scheduled for 2025. These dates are included in the meeting schedule.
24. Council, committee, subcommittee and community board meetings will be publicly advertised. All meetings will be livestreamed through Council's page on YouTube.
25. As a governance decision of Council, this decision does not require engagement or consultation with the public.

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

26. There are no climate change considerations as the report relates to an administrative matter.

### Legal Considerations

27. The LGA allows local authorities to adopt a meeting schedule, which serves as notice to members of when the meetings will be held.
28. The LGA provides the Mayor with powers to establish committees of the territorial authority.
29. Council, committee, subcommittee and community board meetings will be publicly notified in accordance with the LGOIMA. The meeting schedule will also be published on Council's website.
30. Due to the Local Government Electoral Legislation Bill Act, members are now allowed to participate in meetings through audio or audio-visual connections and this will be considered as part of the quorum. On 6 September 2024, Council agreed to amend its Standing Orders to comply with this new legislation change.

### Financial Considerations

31. There are no direct financial considerations arising from the report.

### Appendices

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