



## **POARI HAPORI O WAINUIOMATA WAINUIOMATA COMMUNITY BOARD**

16 October 2024

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

**Wednesday 23 October 2024 commencing at 6:30 pm**

### **Membership**

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

Lesa Bingley (Deputy Chair)  
Leah Clark  
Gary Sue

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

# COMMUNITY BOARDS – FUNCTIONS AND DELEGATIONS

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

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

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

These delegations are based on the following principles:

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

These delegations:

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

## DELEGATIONS

### Decide:

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

### CONSIDER AND MAKE RECOMMENDATIONS TO COUNCIL ON:

- Particular issues notified from time to time by Council to the Community Board.
- Roading issues considered by the Mayor and Chief Executive to be strategic due to their significance on a city-wide basis, including links to the State Highway, or where their effects cross ward or community boundaries.

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

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

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

## **GENERAL FUNCTIONS**

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

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

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

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

### **Co-ordinate with Council staff:**

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

### **Maintain:**

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

### **Develop:**

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

### **Grant:**

- Local community awards.

**Promote:**

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

**Appoint:**

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

**Endorse:**

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

# APPENDIX 1 – COMMUNITY CLIMATE ACTION FUND

## Criteria

The fund aims to contribute to the city's carbon reduction goals by funding:

- i. Community-led carbon reduction initiatives, with a focus on initiatives already identified in the Lower Hutt Climate Pathway
- ii. Community engagement initiatives that can demonstrate a contribution to carbon reduction in the way they are delivered (eg waste minimisation).

## To be eligible for funding:

- Initiatives/activities must take place within Lower Hutt.
- Physical assets must not be stored on Council reserve land or road reserve.
- Any asset purchased over the value of \$1,000 must be added to the organisation's asset register.
- Organisations/groups requesting funding must meet specified criteria, including legal entity status for applications above \$10k and the project must align with Council's Climate Action Pathway.

This is a one-off grant, and any future maintenance of physical assets purchased are the responsibility of the applicant organisations.

Applications must align with the Lower Hutt Climate Action Pathway or be a community engagement initiative which results in waste minimisation.

Each of the city's seven wards receive funding according to the number of residents within its boundaries.

The ward allocations per annum are listed below:

Ward	Amount
Eastbourne	\$2,434
Petone	\$6,431
Wainuiomata	\$8,856
Central	\$9,590
Eastern	\$8,706
Northern	\$7,865
Western	\$6,380

## Decisions

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

## Examples of what can be funded

- Improving access to secure bike parking and charging.
- Supporting tamariki to walk or scoot safely to school.
- Community initiatives to tackle food and green waste.
- Community-led nature-based solutions to tackle the impact of climate change (eg: riparian planting or planting trees).

## **Examples of what won't be funded**

- Assets on Council land which require ongoing operational funding.
- Projects-assets which require significant support from Council teams to implement.
- Promotion of an organisation's religious, ethical, commercial, or political views.
- Buying land or buildings or carrying out maintenance on buildings.
- Duplicate services that are already covered by Council or by government agencies e.g. health or education providers.
- Kaupapa that has already begun or finished.
- Redistribution of funds to others at the applicant's discretion.
- Fundraising or legal costs.
- Capital investments or trust funds.
- Prize money or prizes.
- Operational costs e.g. salaries, wages, rent, power.

## **Funding rules**

Successful applicants must:

- Use funds only for the approved purpose and in accordance with any terms and conditions set by Council.
- Use funds by 30 June of the following year.
- Let Council's funding officer know immediately if any difficulty or potential difficulty arises that may compromise the service or project.
- Lay a complaint with Police if any funds are stolen or misappropriated, and then notify Council.
- Allow Council to audit the use of the funds should it wish to do so.
- Recognise Council's support in all publicity material, annual reports and similar publications.
- Complete accountability reports within a specified timeframe after project completion, demonstrating the impact of projects on carbon reduction.

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

**HUTT CITY COUNCIL**

**POARI HAPORI O WAINUIOMATA**  
**WAINUIOMATA COMMUNITY BOARD**

Meeting to be held in the Wainuiomata Neighbourhood Hub, Queen Street,  
Wainuiomata on  
Wednesday 23 October 2024 commencing at 6:30 pm.

**ORDER PAPER**

**PUBLIC BUSINESS**

**1. OPENING FORMALITIES - KARAKIA TIMATANGA**

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

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

**2. APOLOGIES**

No apologies have been received.

**3. PUBLIC COMMENT**

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

**4. MAYOR'S ADDRESS**

A verbal update by Mayor Barry

**5. PRESENTATIONS**

**a) Maru | Streets for people**

A verbal presentation by Council's Project Manager - Transport

**b) Local Councillor from Greater Wellington Regional Council**

A verbal presentation by Cr Quentin Duthie

**6. CONFLICT OF INTEREST DECLARATIONS**

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



## 7. MINUTES

Meeting minutes Wainuiomata Community Board, 14 August 2024 9

## 8. COMMUNITY CLIMATE ACTION FUND 2024 - 2025

Report No. WCB2024/5/300 by the Programmes & Innovation Manager 17

## 9. AMENDMENTS TO HUTT CITY COUNCIL STANDING ORDERS

Report No. WCB2024/5/6 by the Senior Democracy Advisor 19

## 10. DEMOCRACY ADVISOR'S REPORT

Report No. WCB2024/5/106 by the Democracy Advisor 26

## 11. QUESTIONS

With reference to section 32 of Standing Orders, before putting a question a member shall endeavour to obtain the information. Questions shall be concise and in writing and handed to the Chair prior to the commencement of the meeting.

## 12. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA

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

Judy Randall  
DEMOCRATIC SERVICES

HUTT CITY COUNCILPOARI HAPORI O WAINUIOMATA  
WAINUIOMATA COMMUNITY BOARD

Minutes of a meeting held in the Wainuiomata Library, Queen Street, Wainuiomata on  
Wednesday 14 August 2024 commencing at 6:30 pm

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**PRESENT:** T A Puketapu (Chair) L Bingley (Deputy Chair)  
D Chrisp L Clark  
T Harker  
Cr K Brown

**APOLOGIES:** There were no apologies.

**IN ATTENDANCE:** P Hewitt, Head of Transport  
B Stanfield, Roding Engineer (part meeting)  
A Rowe, Project Manager – Transport (part meeting)  
A Joy, Roding Engineer (part meeting)  
E Scherer, Transport Engineering Manager  
C Truman, Project Manager – Transport (part meeting)  
J Randall, Democracy Advisor

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 a sharpened air.</i>
He tio, he huka, he hau hū	<i>A touch of frost, a promise of a glorious day.</i>
Tihei mauri ora.	

**2. APOLOGIES**

There were no apologies.

**3. PUBLIC COMMENT**

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

Speaking under public comment, **Sandy Nimmo, a volunteer for the Hutt City Inline Hockey Club (the Club)**, advised that the Club would be launching a free learn to skate programme in Term Four through Wainuiomata Intermediate and Wainuiomata High Schools. She said the programme would be held at the outdoor skating rink in Wainuiomata.

In response to a question from a member, Sandy Nimmo said the Club was in contact with schools, Love Wainuiomata, the Board Chair and Chris Bishop's office to publicise the programme further.

Speaking under public comment, **Heinrich Burkhardt** advised that a large tree had fallen and blocked the track along the river from Richard Prouse Park to the Poole Crescent Reserve. He also said that mud pools had formed on the track after rain and suggested that a layer of gravel was needed. On another matter, he suggested that having a regularly updated brochure listing local tradespeople and organisations would be helpful.

Lesla Bingley agreed to send Heinrich Burkhardt a link to a local directory of companies maintained by Love Wainuiomata.

Cr Duthie agreed to connect Heinrich Burkhardt to the park ranger to discuss track maintenance.

Speaking under public comment, **Sarah Poole** expressed concern that a crematorium was being constructed near her home. She said that it was built without proper building consent or consultation with local residents. She believed that the crematorium would significantly contribute to pollution, which could lead to health problems for both humans and the environment. She highlighted that the crematorium was built close to residential and water collection areas.

In response to a question from a member, Sarah Poole confirmed that other residents living near the crematorium believed the location was inappropriate.

Members stated that the Board would discuss the crematorium with Council officers and Greater Wellington Regional Council and consider the need for a public meeting. They agreed to connect Sarah Poole to the Ministry of Health.

Speaking under public comment, **Steve Galyer** expressed frustration with a flood zone designation for two properties he owned. He highlighted that this designation had increased his insurance costs despite no history of street flooding. He said he was unaware of any consultation on the designation proposal, as he lived in a rural area and did not receive the Hutt News. He believed the maps showing flooding overlays were unavailable on Council's website. He said he found his recent rates increases to be excessive and requested a reassessment.

In response to questions from members, Steve Galyer confirmed that he would appreciate a link to the flood mapping on Council's website. He suggested that the best way to reach rural ratepayers was through letters or notices in the Wainuiomata News.

The Chair agreed to discuss other issues with Steve Galyer.

Speaking under public comment, **Pauline Innes** made the following comments:

- the Independent Panel Representation Review recommended that Wainuiomata should have fewer Councillors than Central Hutt, even though Wainuiomata had more residents. She considered that Wainuiomata deserved equal representation. She said the Board should be retained to ensure continued liaison with its community.
- the Wainuiomata Hill Road slip had caused congestion, and the road had been over-engineered.
- the previous weekend, water had run down Moores Valley Road, near where the urban and rural area met, causing black ice. She reported it on Saturday, but it was not fixed until Tuesday. The area from the layby to the bridge had still not been cleared. She believed a concrete channel was needed to prevent water from accumulating on the road in future.

Members asked the Democracy Advisor to provide data on the number of voters in the Wainuiomata Electorate for the 2022 election.

Speaking under public comment, **Linda Olsen** made the following comments:

- she supported the new crematorium currently being built because it was needed for Wainuiomata.
- she asked for lights along the driveway to the Wainuiomata Marae (the marae) for visibility and safety.
- she requested confirmation that Council intended to reaffirm a Māori Ward for Lower Hutt.
- she did not want additional vape shops in Wainuiomata.
- she asked for Fitzherbert Road to be widened to allow parking on each side, or a carpark to accommodate the number of cars.

In response to questions from members, Linda Olsen said she had discussed the need for lights on the marae driveway with two Councillors, who were now following up the request.

#### **4. PRESENTATIONS**

##### **a) Presentation: Coast Road slip repair**

Council's Roding Engineer shared an electronic presentation that can be viewed here: [Coast Road River Erosion Mitigation Works – August 2024 update.](#)

In response to questions from members, the Roding Engineer advised that the work at 636 Coast Road was expected to cost \$450K, and the work at 204 Coast Road was expected to cost \$80K. He said that the work was planned to be completed by early 2025. He confirmed that the work was reactive by necessity due to the natural hydrology of the river. He highlighted that Council would continue to protect the road, but private property owners would need insurance. He noted the project had received support from most affected properties.

b) **Presentation: Delegation of Authority to indicate 'no stopping' areas**

Council's Transport Engineering Manager shared an electronic presentation that can be viewed here: [Delegated Authority for Council Officers](#)

In response to questions from members, the Transport Engineering Manager explained that delegated authority would only be used when safety was a priority. He said affected residents would usually be advised within three to four weeks on whether safety changes would occur under delegated authority. He agreed to keep community boards updated on the delegation changes.

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

Council's Project Manager – Transport shared an electronic presentation that can be viewed here: [Wainuiomata Hill Landslide Remediation](#).

In response to questions from members, the Project Manager – Transport advised that engineers had discovered a tension crack in the hill. As a result, they expanded the area which needed repair, to prevent future slips. She stated that work would continue on Saturdays to ensure the repairs were completed on schedule. She highlighted that officers would update Council's Facebook page and website to notify the public about the Saturday work schedule.

d) **Local Councillor from Greater Wellington Regional Council (GWRC)**

Cr Quentin Duthie provided a verbal presentation as follows:

**Public Transport**

- over the past year, public transport was consistently reliable with patronage, greater than 99% reliability and a full complement of drivers. There were almost five million boardings on Hutt Valley buses and almost five million on the Hutt Valley Line trains. This was an increase of 16% and 5%, respectively in the previous 12 months.
- the proposed Waterloo Station upgrade had funding assigned, and the design work was underway. The proposal would create a new station and allow for a commercial space.
- the Regional Public Transport Plan (the Plan) consultation was open for submissions from 23 September to 18 October 2024.

**Environment and bulk water supply**

- GWRC's Te Awa Kairangi Subcommittee would discuss flood risk in October 2024. It would provide residents with an opportunity to gain a better understanding of the risk and contribute to how GWRC manages it.
- a planting day would be held at Oruapouanui on Saturday, 17 August 2024, at 9am at the Baring Head entrance.
- the Lighthouse Keepers Cottage at Baring Head was now bookable on Airbnb.
- pollution could be reported via the Environmental Hotline at 0800 496 734.

### **Planning and Representation**

- the GWRC Long Term Plan was approved.
- GWRC's Te Tiriti Komiti was scheduled to meet the week of the Board meeting to reaffirm or rescind its Māori Ward decision.
- GWRC was transitioning to live-streaming its meetings, with the video recordings available on YouTube.

In response to questions from members, Cr Duthie advised the following:

- any update on Wainuiomata bus routes and timetables would need to wait until the Plan was approved. Several bus improvements were proposed for Wainuiomata. He agreed to keep the Board and the Wainuiomata News updated.
- flood risk considerations for new developments fell under Hutt City Council's District Plan regulations. GWRC and Wellington City Council provided flood hazard mapping that supported Hutt City Council's District Plan.

### **5. CONFLICT OF INTEREST DECLARATIONS**

The Chair declared a conflict of interest in Item 7c Proposed Parking Configuration - Wainuiomata High School and took no part in discussion or voting on the item.

### **6. MINUTES**

RESOLVED: (TA Puketapu/D Chrisp)

**Minute No. WCB 24401**

*"That the minutes of the meeting of the Wainuiomata Community Board held on Wednesday, 19 June 2024, be confirmed as a true and correct record."*

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

#### **a) Maru Streets for People**

Report No. WCB2024/4/194 by the Project Manager

The Project Manager – Transport elaborated on the report.

In response to questions from members, the Project Manager – Transport gave the following advice:

- it would cost approximately \$130K to remove the street installation.
- officers were investigating alternative means of securing the hit sticks so they could not be removed. No estimate was available for the cost of maintaining and replacing hit sticks over the next two years. The hit sticks were helpful for slowing vehicles and making crossing roads safer. If safety issues emerged Council would take action. The hit sticks could be removed if they were creating a maintenance issue.

- the planters were a helpful safety guide, but without the hit stick reflectors, advice on their safe use would be needed.
- there could be an opportunity to regularly review the project with the Board throughout the two-year temporary phase of the project
- the Board would receive information about the maintenance costs of the installation.
- officers had collected feedback from the public throughout the process using similar questions, to evaluate the project before and after installation
- the project received funding from Waka Kotahi and 'Streets for People.'

Members asked that the report be deferred to the October 2024 Board meeting and the Traffic Subcommittee meeting in November 2024.

Members asked for a report on the number of hit sticks replaced in the previous six months.

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

**Minute No. WCB 24402**

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

**RESOLVED:** (TA Puketapu/L Clark)

**Minute No. WCB 24403**

*"That the Board asks that officers delay the report until the following information is provided:*

- (a) *the estimated cost for maintenance of the project for the next two years; and*
- (b) *a projected cost for the replacement of removable or more easily damaged items, for example, hit sticks, over the next two years."*

**b) Broken Yellow Lines - No Stopping At All Times, Orongorongo Terrace, Wainuiomata**

Report No. WCB2024/4/195 by the Roading Engineer

Council's Transport Engineering Manager elaborated on the report.

**RESOLVED:** (TA Puketapu/Cr Brown)

**Minute No. WCB 24404**

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

**c) Proposed Parking Configuration - Wainuiomata High School**

Report No. WCB2024/4/196 by the Roading Engineer

The Chair declared a conflict of interest and took no part in discussion or voting on the item.

Lesa Bingley assumed the Chair for the duration of the item.

Council's Transport Engineering Engineer elaborated on the report.

In response to questions from members, the Transport Engineering Manager agreed to report back on the process for the school to reserve the bus stop for school coaches during school hours. He further agreed to liaise with the school to understand its needs.

**RESOLVED:** (L Bingley/T Harker)

**Minute No. WCB 24405**

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

**8. BOARD'S SUBMISSION ON THE RECOMMENDATIONS OF THE INDEPENDENT REPRESENTATION REVIEW PANEL ON HUTT CITY COUNCIL'S REPRESENTATION PROPOSAL**

Memorandum dated 7 August 2024 by the Democracy Advisor

The Chair elaborated on the memorandum.

**RESOLVED:** (TA Puketapu/L Clark)

**Minute No. WCB 24406**

*"That the Board:*

- (1) notes that submissions in respect of the recommendations of the Independent Representation Review Panel on Hutt City Council's Representation Proposal closed on Thursday, 1 August 2024;*
- (2) notes that any submissions lodged by a Board require formal endorsement by way of resolution; and*
- (3) hereby gives retrospective endorsement to its submission attached as Appendix 1 to the memorandum."*

**9. DEMOCRACY ADVISOR'S REPORT**

Report No. WCB2024/4/86 by the Democracy Advisor

Cr Brown encouraged members to submit on Council's alcohol bylaw consultation.

**RESOLVED:** (TA Puketapu/L Bingley)

**Minute No. WCB 24407**

*"That the Board:*

- (1) receives and notes the report; and*
- (2) agrees to hold the Board's annual Wainuiomata Spirit Awards before the Board's meeting on 23 October 2024."*

**10. QUESTIONS**

There were no questions.



**11. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA**

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

There being no further business, the Chair declared the meeting closed at 8.55 pm.

TA Puketapu  
**CHAIR**

**CONFIRMED as a true and correct record**  
**Dated this 23rd day of October 2024**

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**Report no: WCB2024/5/300**

## **Community Climate Action Fund 2024 - 2025**

### **Purpose of Report**

1. For the Wainuiomata Community Board to assess and determine the funding to be granted through Round One of the Community Climate Action Fund 2024-2025

### **Recommendations**

That the Board:

- (1) notes that this is the first round of the Community Climate Action Fund for the triennium for the Board;
- (2) notes that the Board has \$8,856 available to allocate for the current financial year;
- (3) notes the Community Climate Action Fund closed on 1 October 2024 with two applications received for the Board;
- (4) notes the application from Vatau Sagaga was removed and passed to the Parks and Reserve Team;
- (5) determines the allocation of funding to be granted through the Community Climate Action Fund 2024-2025 for the Board;
- (6) agrees that the application received under the Community Climate Action Fund is considered according to the merits of the application criteria and priorities of the fund; and
- (7) agrees that the organisation granted funding will be invited to attend a meeting of the Board once the event/activity has been completed.

### **Background**

2. Council has established the Community Climate Action Fund for the 2022/25 triennium by combining the budgets of the previous Local Projects Fund and Community Engagement Fund.
3. The Wainuiomata Community Board has been allocated \$26,568 over three years, with \$8,856 per annum, as part of the new Community Climate Action Fund, to support local carbon reduction and community engagement initiatives.

4. The 2024/2025 Community Climate Action Fund (Round 1) was advertised via Council's social media channels, networks managed by the Connected Communities team across the Wainuiomata area and digital billboards.
5. Organisations/groups within Wainuiomata are required to submit applications through the Hutt City Council website, ensuring that their projects align with Council's carbon reduction objectives.

### Discussion

6. Two applications were received for Round One of the Wainuiomata Community Board – Community Climate Action Fund 2024-2025.
7. One application was considered eligible, with one application passed to the Parks and Reserves Team for consideration as part of upgrades planned for Wise Park.
8. The application will be assessed by Board members.
9. The eligible application to be considered is as follows:

No	Organisation	Description	Amount Requested
1	He Puāwai Trust	"Wainui Kai" project, which will strengthen Wainuiomata's local kai network by providing education, seedlings and sustainable food practices, through partnerships with local schools and Kōkiri Marae.	\$4858.30
		<b>Total amount requested</b>	\$4858.30
		<b>Total amount available</b>	\$8,856.00
		<b>Difference</b>	\$3,997.70

### Climate Change Impact and Considerations

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

### Legal Considerations

11. There are no legal considerations to be considered.

### Financial Considerations

12. The funds granted need to be fully allocated by the end of July 2025.

### Appendices

There are no appendices for this report.

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

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

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**Report no: WCB2024/5/6**

## **Amendments to Hutt City Council Standing Orders**

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### **Purpose of Report**

1. This report aims to seek amendments to three of Hutt City Council's Standing Orders to align with legislative changes that allow remote participation at Council and Community Board meetings to be counted as quorum.

### **Recommendations**

It is recommended that the Board:

- (1) receives the information contained in the report;
- (2) notes the requirement to achieve the agreement of at least 75% of members present at a meeting to amend Standing Orders; and
- (3) adopts the amendments to Hutt City Council's Standing Orders, that allow remote participation at meetings counting towards quorum attached as Appendix 1 to the report.

### **Background**

2. Section 51 of the Local Government Act 2002 (LGA) expressly provides that a Community Board is not a local authority nor a Council committee, but an incorporated body. The role of the Community Board is primarily to represent, and act as an advocate for, the interests of its community. Its powers are those delegated to it by Council.
3. Although Community Boards do not form part of a council, certain provisions of the LGA relating to councils (contained in Schedule 7 of the LGA) are expressed to apply equally to Community Boards "with all necessary modifications as if they were local authorities".

4. Clause 27(1) of Schedule 7 states that “a local authority must adopt a set of standing orders for the conduct of its meetings and those of its committees.” Standing Orders require the agreement of at least 75% of members present at a meeting to adopt (and amend) the Standing Orders.
5. The Community Boards adopted amendments to its current Standing Orders in February 2023.
6. Community Boards have the legal authority to create their own Standing Orders, but it is more practical for them to adopt the amendments to Council's Standing Orders. This will help ensure consistency across all meetings throughout Council's meeting cycles.

### Discussion

7. Audio-visual technology has become increasingly used over the past few years. However, members who have used this technology have traditionally not been able to be counted as quorum.
8. In response to COVID-19 and, more recently, the effects of Cyclone Gabrielle, the government has amended legislation to allow members joining the meeting remotely to be counted towards quorum requirements. This assists Council and community boards in continuing their business uninterrupted by having members join remotely if they are unable to attend the meeting in person.
9. The Local Government Legislation Amendment Act 2023 amended Schedule 7 s25A(4) of the Local Government Act 2002 to allow for members joining the meeting remotely to be counted as quorum and enables councils and community boards to manage remote participation through their standing orders.
10. The below table outlines the recommended changes to the Standing Orders that relate to members attending meetings by audio or audio-visual link.

Standing Order	Recommended change
Ngā whakamārama Definitions	<p>Delete the current definition:</p> <p><del><i>Present at the meeting to constitute quorum means the member is to be physically present in the room.</i></del></p> <p>Replace with:</p> <p><i>Present at the meeting to constitute quorum means the member is to be either physically present in the room or attending the meeting by audio/audio-visual link, should this be enabled by their council's standing orders.</i></p>

SO 12.1 Ngā hui Kaunihera Council meetings	<p>Delete the word 'physically':</p> <p>The quorum for a meeting of the council is:</p> <p>(a) Half of the members <del>physically</del> present, where the number of members (including vacancies) is even; and</p> <p>(b) A majority of the members <del>physically</del> present, where the number of members (including vacancies) is odd.</p>
SO 14.8 Te tūnga a te mema: kōrama Member's status: quorum	<p>Delete:</p> <p><del>Members who attend meetings by electronic link will not be counted as present for the purposes of a quorum.</del></p>
SO 14.9 Te tūnga a te mema: te pōti Member's status: voting	<p>Delete the word 'physically':</p> <p>Where a meeting has a quorum, determined by the number <del>physically</del> present, the members attending by electronic link can vote on any matters raised at the meeting.</p>

## Options

Options	Advantages	Disadvantages
<p><b>Option A (recommended)</b></p> <p>Amend Standing Orders to allow for remote participants to be counted towards quorum</p>	<p>Amendment to the Standing Orders reflects a practice that is already occurring to good effect and is already allowed in legislation.</p> <p>There is less possibility of losing the quorum</p>	<p>None identified as members are already able to join remotely; this is only a change to count them as present for quorum</p>
<p><b>Option B (not recommended)</b></p> <p>Do not amend Standing Orders to allow for remote participants to be counted towards quorum</p>	<p>None identified</p>	<p>Online meetings as needed cannot continue after 1 October 2024</p> <p>There is a possibility of losing quorum</p>

### Climate Change Impact and Considerations

11. Climate change considerations are not considered relevant to this report, which deals with an administrative matter.

### Consultation

12. There is no requirement for consultation on this matter. The amendments to Standing Orders for use at meetings are a matter to be determined in accordance with the provisions of the Local Government Act 2002.
13. The amended Standing Orders will be made available on Council's website and copies will be provided to community board members. The amended Standing Orders will also be included in the local governance statement.

### Legal Considerations

14. The adoption (including amendments) of Standing Orders requires in every case a vote of not less than 75% of the members present. The appendices, as an attachment to the Standing Orders, do not require a vote of 75% of the members present, but rather a majority vote.

### Financial Considerations

15. There are no financial considerations in respect of the adoption of amendments to the Standing Orders.

### Appendices

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1 <a href="#">↓</a>	Appendix 1: Amendments to Hutt City Council's Standing Orders - Remote Participation	23

**Author:** Kate Glanville  
Senior Democracy Advisor

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

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

**Mover** means the member who initiates a motion.

**Newspaper** means a periodical publication published (whether in New Zealand or elsewhere) at intervals not exceeding 40 days, or any copy of, or part of any copy of, any such publications; and this includes every publication that at any time accompanies and is distributed along with any newspaper.

**Notice of motion** means a motion given in writing by a member in advance of a meeting in accordance with, and as provided for, in these Standing Orders.

**Officer** means any person employed by the council either full or part time, on a permanent or casual or contract basis.

**Pecuniary Interest** includes any interest described in s 3 and 6 of the Local Authorities (Members Interests) Act 1968.

**Open voting** means voting that is conducted openly and in a transparent manner (i.e. enables an observer to identify how a member has voted on an issue) and may be conducted by electronic means. The result of the vote must be announced immediately it has concluded. Secret ballots are specifically excluded.

**Order paper** means the list of items for consideration at a meeting together with reports and other attachments relating to those items set out in the order in which they will be considered. An order paper is also referred to as an agenda.

**Ordinary meeting** means any meeting, other than the first meeting, of a local authority publicly notified in accordance with ss 46(1) and (2) of LGOIMA.

**Petition** means a request to a local authority which contains at least 20 signatures.

**Powhiri** means a formal welcome involving a Karanga from the Tangata Whenua (the home people) followed by formal speech making. A Powhiri is generally used for formal occasions of the highest significance.

~~**Present at the meeting to constitute quorum** means the member is to be physically present in the room.~~

**Present at the meeting to constitute quorum** means the member is to be either physically present in the room or attending the meeting by audio/audio-visual link, should this be enabled by their council's standing orders.

**Presiding member** means the chairperson.

**Procedural motion** means a motion that is used to control the way in which a motion or the meeting is managed as specified in Standing Orders 26.1 – 26.7.

**Public excluded information** refers to information which is currently before a public excluded session, is proposed to be considered at a public excluded session, or had previously been considered at a public excluded session and not yet been released as publicly available information. It includes:



#### **10.14 Public excluded business on the agenda/Ngā take o te rārangi take kāore e whārikihia ki te marea**

Items that are likely to be discussed under public-excluded must be indicated on each agenda, including the general subject of the item. The chief executive, however, may exclude public access to any reports, or parts of reports, which are reasonably expected to be discussed with the public excluded.

*LGOIMA, s 46A(9).*

#### **10.15 Qualified privilege relating to agenda and minutes/Te maru whāiti e pā ana ki te rārangi take me ngā meneti**

Where any meeting is open to the public and a member of the public is supplied with a copy of the agenda, or the minutes of that meeting, the publication of any defamatory matter included in the agenda or in the minutes is privileged. This does not apply if the publication is proved to have been made with ill will, or improper advantage has been taken of the publication.

*LGOIMA, s 52.*

### **Meeting Procedures/Ngā Tikanga Hui/**

#### **11. Opening and closing/Te whakatuwhera me te whakakapi**

Local authorities and community boards may, at the start of a meeting, choose to recognise the civic importance of the occasion through some form of reflection. This could be an expression of community values, a reminder of the contribution of members who have gone before or a formal welcome, such as a mihi whakatau.

Options for opening a meeting could include a karakia timitanga, mihi whakatau, or powhiri as well as a karakia whakamutunga to close a meeting where appropriate.

#### **12. Quorum/Kōrama**

##### **12.1 Council meetings/Ngā hui Kaunihera**

The quorum for a meeting of the council is:

- (a) Half of the members ~~physically~~ present, where the number of members (including vacancies) is even; and
- (b) A majority of the members ~~physically~~ present, where the number of members (including vacancies) is odd.

*LGA 2002, sch 7, cl 23(3)(a).*

meetings) then the office held by the member will become vacant. A vacancy created in this way is treated as an extraordinary vacancy.

*LGA 2002, sch 7, cl 5(d).*

#### **14.7 Right to attend by audio or audiovisual link/Te mōtika kia tae atu mā te hononga ā-oro, ataata-rongo rānei**

Provided the conditions in Standing Orders 14.11 and 14.12 are met and a quorum for the committee is met, members of the local authority and its committees (and members of the public for the purpose of a deputation approved by the chairperson), have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

#### ~~14.8 Member's status: quorum/Te tūnga a te mema: kōrama~~

~~Members who attend meetings by electronic link will not be counted as present for the purposes of a quorum.~~

~~*LGA 2002, sch 7, cl 25A(4).*~~

#### **14.9 Member's status: voting/Te tūnga a te mema: te pōti**

Where a meeting has a quorum, determined by the number ~~physically~~ present, the members attending by electronic link can vote on any matters raised at the meeting.

#### **14.10 Chairperson's duties/Ngā mahi a te ūpoko**

Where the technology is available and a member is attending a meeting by audio or audiovisual link, the chairperson must ensure that:

- (a) The technology for the link is available and of suitable quality; and
- (b) Procedures for using the technology in the meeting will ensure that:
  - i. Everyone participating in the meeting can hear each other;
  - ii. The member's attendance by audio or audio-visual link does not reduce their accountability or accessibility of that person in relation to the meeting;
  - iii. The requirements of Part 7 of LGOIMA are met; and
  - iv. The requirements in these Standing Orders are met.

*LGA 2002, sch 7, cl 25A(3).*

If the chairperson is attending by audio, or audio-visual link, then chairing duties will be undertaken by the deputy chairperson, or a member who is physically present.

**Report no: WCB2024/5/106**

## **Democracy Advisor's Report**

### **Purpose of the report**

1. The purpose of the report is to update the Board on items of interest.

### **Recommendations**

That the Board:

- (1) receives and notes the report;
- (2) agrees to hold an ordinary Board meeting in the Wainuiomata Neighbourhood Hub, Queen Street Wainuiomata on Wednesday 12 February 2025 commencing at 6.30pm;
- (3) notes that the schedule of meetings for 2025 will be reported to the first Board meeting in 2025;
- (4) determines catering requirements for its 2025 meetings;
- (5) determines advertising requirements for its 2025 meetings; and
- (6) determines the venue and start times for its 2025 meetings.

### **Consultation**

#### ***Dog Control Policy Bylaw and Dog Control Policy Review***

2. Council is starting the review process for its Dog Control Bylaw and Dog Control Policy. Officers will be meeting with selected stakeholders for early feedback to identify issues and shape the review. The proposed bylaw and policy will open for consultation in March 2025.

### **Extra bin latches**

3. Council is now offering extra bin latches that can be easily attached to rubbish and recycling bin handles to stop them blowing open on windy days. Residents can request these via the Bin Enquiry Form on Council's website:  
[Bin enquiry form](#)

## **Mouri Tupu – Planting for the future**

4. The Mouri Tupu project aims to plant 114,000 native plants in Lower Hutt this triennium – the same number of plants as citizens of Te Awa Kairangi ki Tai / Lower Hutt. Council has been working with its community using community planting initiatives to get the planting done. So far, 60,658 have been planted. In August 2024 Council gave away 2,000 plants to residents, and surplus plants have been given to schools and NGOs. For more information: [mouri-tupu-planting-for-the-future](#)

## **Waste and resource recovery - videos and fridge magnets**

5. Council is producing videos to help Lower Hutt residents with recycling:
  - the glass recycling video will explain the importance of clean items going in the crate, what can go in, where it goes and what is made from the glass.
  - the landfill video will promote Council's landfill voucher system, where landfill users are discounted for recyclable items. If separated recycling is estimated to weigh 20kg or over, users get at least a 10% discount. The more recyclable and reusable items, the higher the discount, capped at 50%. Accepted recyclable materials include whiteware, metals, e-waste, household goods and some hazardous materials.
6. Also, Council is printing free recycling fridge magnets to make it easier to see what should go in each bin. These will be distributed with the 2025 recycling calendar.
7. The videos will be distributed via social media, YouTube, Council's website and the Too Good to Waste website.

## **Licence plate recognition technology**

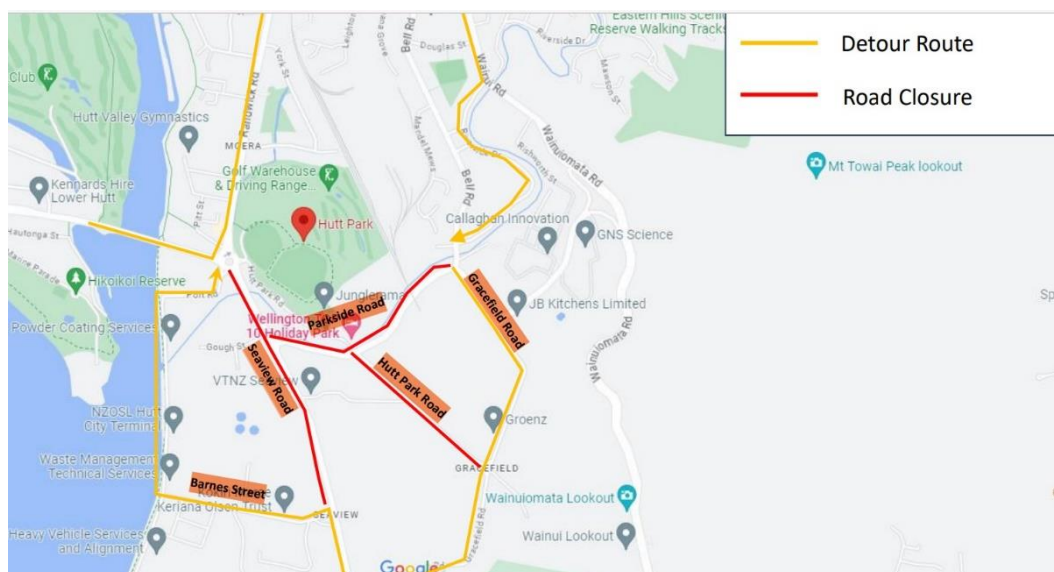
8. Council has introduced licence plate recognition technology to improve fair access to parking across Lower Hutt. The camera kit is attached to the windows of one of Council's parking enforcement vehicles. The camera records information about vehicles and visible parking signage as it drives, then on its return, can register whether a car should have moved or whether it has paid for the parking. The system will be trialled from 1 October 2024 for six months. More information can be found on Council's website: [licence-plate-recognition-technology](#)

## **No-mow meadow trial**

9. Council is introducing a no-mow meadow area in the Hikoikoi Landing area in Petone as part of a two-year trial from September 2024 to March 2025. The aim is to adjust the type of plants growing in the meadow over time so that the meadow feels like a nice place to visit. It will be mown at the end of summer once the grass and plants have dried out. The spaces chosen for the trial have low foot traffic and are not near any residential buildings.

## Juicy Fest 2025

10. Juicy Fest 2025 is scheduled for Friday 10 January 2025, between 8:00pm and 11:59pm at Hutt Park. The following roads will be closed for the event:
  - Seaview Road (between Hutt Road and the Barnes Street/Seaview Road intersection);
  - Parkside Road (between Seaview Road and Bell Road/Gracefield Road);
  - Hutt Park Road (between Parkside Road and Gracefield Road); and
  - Gracefield Road (between Bell Road and Seaview Road).
11. The organiser submitted its application for the road closure on 27 July 2024, which included technical event details and information on engagement with key businesses likely to be impacted by the closures. However, no formal consultation with affected businesses or property owners was provided in their application. On 13 August 2024, Council officers notified the organiser of the need to conduct a public consultation in compliance with Section 82 of the Local Government Act 2002.
12. The organiser has advised that public consultation will take place between 10 and 25 October 2024. While the consultation has yet to occur, officers do not anticipate significant opposition, as Juicy Fest has been successfully held in previous years.
13. The 2024 Juicy Fest traffic plan will be repeated for 2025 with some improvements. After the event in 2024 the large number of people exiting the venue caused delays but traffic cleared in 30-45 minutes. Traffic delays can be expected again in 2025. Efforts will be made to keep footpaths clear of bottles and support will be provided to the Z Service Station to reduce the load on its public bathrooms.
14. The following map shows the planned road closures and detours for the event.



## Wainuiomata Centre Hub upgrade

15. The Wainuiomata Centre Hub upgrade is nearing completion, with just the installation of reflective accents on the bollards still pending. The construction phase and safety audits have been completed. Final works included the installation of park furniture, LED lighting, outdoor power points, minor landscaping, and deck fall mitigation measures. The goal is to finish all physical works by the end of October 2024. The next steps involve conducting a final defects walk-through, a lessons learned workshop, and moving toward project closeout.

## **2025 Meetings**

### ***Schedule of meetings***

16. Council will consider the Schedule of Meetings for 2025 at its meeting on 29 October 2024. Due to the timing, the report seeking the Board's approval of its 2025 meeting dates is deferred until the first Board meeting in 2025. Once the Schedule of Meetings for 2025 has been approved by Council, appointments will be sent out to allow members time to plan for 2025.
17. The Board is asked to approve the date and venue for its first meeting in 2025.

### **2025 schedule of meetings**

#### ***Catering***

18. In the 2024 year the Board required catering for its meetings. The Board is asked to consider its catering requirements for its 2025 meetings.

#### ***Advertising meetings***

19. The Board's meetings are advertised in the Hutt News and on Council's website. The cost for this does not come from the Board's Miscellaneous Administration Budget. The Board is asked to consider continuing additional advertising in the Wainuiomata News for its 2025 meetings.

#### ***Venue and start times for meetings of the Board***

20. In 2024, the Board met at the Wainuiomata Neighbourhood Hub. The Board is asked to confirm its meeting venue for its 2025 meetings.
21. In 2024, the Board met at 6.30pm. The Board is asked to confirm the meeting time for its 2025 meetings.

### **2024/25 Operating and training budget**

22. The Board is allocated \$8,000.00 GST exclusive per annum, comprised of:

- Operating costs	\$5,000
- Training	\$3,000

23. The Board was allocated a new budget from 1 July 2024. The following is the Board's expenditure as of 30 September 2024.

	Operating costs	Training
Budget	\$5,000.00	\$3,000.00
Expenditure	\$392.66	\$935.00
<b>BALANCE</b>	<b><u>\$4,607.34</u></b>	<b><u>\$2,065.00</u></b>

24. The detailed expenditure is attached as Appendix 1 to the report.

## Appendices

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Democracy Advisor

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

Wainuiomata Community Board Expenditure 2024/2025 - Operating Budget													
Item	July	August	September	October	November	December	January	February	March	April	May	June	Total per item
Opening Balance													
ANZAC event 2024	\$ 46.63												\$ 46.63
Advertising		\$ 234.00											\$ 234.00
Catering		\$ 112.03											\$ 112.03
Total Expenditure													\$ 392.66
Closing Balance													\$ 4,607.34

Wainuiomata Community Board Expenditure 2024/2025 - Training Budget													
Item	July	August	September	October	November	December	January	February	March	April	May	June	Total per item
Opening Balance													
Community Board conference	\$ 935.00												\$ 935.00
Closing Balance													\$ 2,065.00