



KOMITI HANGANGA INFRASTRUCTURE AND REGULATORY COMMITTEE

11 November 2024

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

Monday 18 November 2024 commencing at 2:30 pm

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

Membership

	Cr S Edwards (Chair)
	Cr T Stallinger (Deputy Chair)
Mayor C Barry	Cr G Barratt
Cr K Brown	Cr B Dyer
Deputy Mayor T Lewis	Cr A Mitchell
Cr G Tupou	

For the dates and times of Council Meetings please visit 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 or calling the Democratic Services Team on 04 570 6666 | 0800 HUTT CITY

KOMITI HANGANGA INFRASTRUCTURE AND REGULATORY COMMITTEE

Chair:	Cr Simon Edwards
Deputy Chair:	Cr Tony Stallinger
Membership:	Mayor Campbell Barry Deputy Mayor Tui Lewis Cr Glenda Barratt Cr Keri Brown Cr Brady Dyer Cr Andy Mitchell Cr Gabriel Tupou
Quorum:	Half of the membership
Meeting Cycle:	Meets on an eight-weekly basis or as required
Reports to:	Council
Membership Resource Management Act (RMA) Hearings	An independent Commissioner plus a minimum of either three or four elected members (including the Chair) and alternates who have current certification under the Making Good Decisions Training Assessment and Certification programme for RMA Decision Makers

OVERVIEW:

This is an operationally focused committee, overseeing Council's above and below-ground core infrastructure needs, and core regulatory functions. The committee is aligned with the Economy and Development and Environment and Sustainability directorates.

AREAS OF FOCUS:

- Three waters infrastructure
- Three waters reform
- Water investment
- Roading/active transport
- Infrastructure strategy
- Integrated transport strategy
- Wharves
- Environmental consents
- Regulatory functions including enforcement
- Treaty partnerships
- Riverlink
- Cycleways
- Accessibility
- Footpaths renewal programme
- Oversight of Major Projects Steering Group

PURPOSE:

To deliver quality infrastructure to support healthy and sustainable living, providing efficient and safe transport options and promoting the city's prosperity. To consider matters relating to the regulatory and quasi-judicial responsibilities of the Council under Council's bylaws and relevant legislation including the following:

- Building Act 2004
- Dog Control Act 1996
- Fencing of Swimming Pools Act 1987
- Local Government Act 1974 and the Local Government Act 2002
- Public Works Act 1981
- Reserves Act 1977
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012

DELEGATIONS FOR THE COMMITTEE'S AREAS OF FOCUS:

- All powers necessary to perform the committee's responsibilities including the activities outlined below.
- Develop required strategies and policies. **Recommend draft and final versions to Council** for adoption where they have a city-wide or strategic focus.
- Implement, monitor and review strategies and policies.
- Oversee the implementation of major projects provided for in the Long Term Plan (LTP) or Annual Plan.
- Oversee budgetary decisions provided for in the LTP or Annual Plan.
- Oversee the development and implementation of plans and functions that promote economic well-being.
- Advocate for strong relationships with Council's Mana Whenua partners as outlined in the Tākai Here agreements ensuring the outcomes of the committee are in line with the aspirations of the partners.
- Advocate for the best interests of Māori communities in Lower Hutt having regard to the committee's goals.
- Ensure the committee is operating in a way that is consistent with various pieces of legislation that provide for Te Tiriti o Waitangi.
- Maintain an overview of work programmes carried out by Council's Economy and Development Directorate.
- Undertake the administration of all statutory functions, powers and duties other than those specifically delegated to any other committee or subcommittee or retained by Council.
- Conduct any consultation processes required on infrastructure issues before the committee.
- Approve and forward submissions (other than those delegated to the District Plan Review Committee).
- Any other matters delegated to the committee by Council in accordance with approved policies and bylaws.

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

Additional Infrastructure Delegations:

- Determine 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.
- Hear objections to specified traffic matters where the community board wishes to take an advocacy role.
- Make decisions under Clause 11(e) of the Tenth Schedule of the Local Government Act 1974 and the Transport (Vehicular Traffic Road Closure) Regulations 1965 in respect of temporary road closures, including making decisions on any ancillary matters including, without limitation, approval of temporary “No Stopping” restrictions under Hutt City Council Traffic Bylaw 2017.
- Undertake hearings on road stopping under the Local Government Act 1974.
- **Make recommendations to Council** whether to proceed with a road stopping and the disposal of stopped road, including (where the proposal includes or involves a related acquisition, disposal or land exchange) a **recommendation to Council** on the acquisition, disposal or exchange.
- Consider and **recommend to Council** any request to the Crown that a road is stopped under section 116 of the Public Works Act 1981, and the disposal of the stopped road.
- Make any resolution required under section 319A of the Local Government Act 1974 regarding the naming of new roads and alterations to street names (other than those in the Harbour and Wainuiomata Wards, which are delegated to the community boards in those areas).

Additional Regulatory Delegations:

- Develop any regulations required to achieve Council’s objectives.
- Approve Council’s list of hearings commissioners under the Resource Management Act 1991, including councillors sitting as hearings commissioners and independent commissioners.
- Conduct statutory hearings on regulatory matters and make decisions on those hearings², excluding those conducted under the Resource Management Act 1991, which are delegated to the Hearings Subcommittee and District Plan Hearings Subcommittee.
- Authorise the submission of appeals to the Environment Court on behalf of Council.

- Make decisions on applications required under the Development Contributions Policy for remissions, postponements, reconsiderations and objections.
- **Recommend to Council** the list of members approved to be members of the District Licensing Committee under section 192 of the Sale and Supply of Alcohol Act 2012.

Delegations to make Appointments:

- The Chair of the Komiti Hanganga | Infrastructure and Regulatory Committee, in conjunction with the Chief Executive, is authorised to appoint a subcommittee of suitably qualified persons to conduct hearings on behalf of the committee.
- The Chair of the Komiti Hanganga | Infrastructure and Regulatory Committee, in conjunction with the Chief Executive, is authorised to appoint a Hearings Subcommittee of suitably qualified persons to conduct resource consent and related hearings on behalf of the committee.
- The Chair of the Komiti Hanganga | Infrastructure and Regulatory Committee is authorised to appoint three people from the list prepared under the Sale and Supply of Alcohol Act 2012 to specific meetings (Chair and two members).

NOTE:

The Manatū mō te Taiao | Ministry for the Environment advocates that Councils offer specialist Resource Management Act (RMA) training in areas that are difficult to grasp or where mistakes are commonly made. This is to complement the Good Decision Making RMA training that they run (which is an overview and basic summary of decision making, rather than an in-depth training in specific areas of the RMA). Therefore, in order to facilitate this, the RMA training run for councillors that wish to be hearings commissioners is mandatory.

Reasons for the importance of the training:

1. Hearings commissioners are kept abreast of developments in the legislation.
2. Legal and technical errors that have been made previously are avoided (many of which have resulted in Environment Court action which is costly, time-consuming and often creates unrealistic expectations for the community).
3. The reputation of Council as good and fair decision makers or judges (rather than legislators) is upheld.

HUTT CITY COUNCIL
KOMITI HANGANGA
INFRASTRUCTURE AND REGULATORY COMMITTEE

Meeting to be held in the Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt
on
Monday 18 November 2024 commencing at 2:30 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

Cr Brown

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. RECOMMENDATIONS TO TE KAUNIHERA O TE AWA KAIRANGI COUNCIL - 10 December 2024

- a) KiwiRail Partial Land Acquisition - Substation Construction,
Cambridge Terrace, Naenae

Report No. IARCC2024/5/327 by the Head of Transport

10

CHAIR'S RECOMMENDATION:

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

- b) Hearing Subcommittee recommendations for the Local Alcohol Policy (LAP) review

Report No. IARCC2024/5/328 by the Senior Policy Advisor 19

CHAIR'S RECOMMENDATION:

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

- c) Hearing Subcommittee recommendations for the Alcohol Fees Bylaw review

Report No. IARCC2024/5/329 by the Senior Policy Advisor 41

CHAIR'S RECOMMENDATION:

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

6. **SALE AND SUPPLY OF ALCOHOL (FEES) REGULATIONS 2013
REGULATION 19 (1) - REPORTING BY TERRITORIAL AUTHORITIES**

Report No. IARCC2024/5/330 by the Environmental Health Manager 51

CHAIR'S RECOMMENDATION:

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

7. **THREE WATERS UPDATE**

Report No. IARCC2024/5/331 by the Strategic Advisor 54

CHAIR'S RECOMMENDATION:

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

8. **REGULATORY MATTERS**

Report No. IARCC2024/5/332 by the Head of Planning 68

CHAIR'S RECOMMENDATION:

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

9. **PROPOSED TEMPORARY ROAD CLOSURES - PETONE ROTARY
CLUB FAIR, 2025**

Report No. IARCC2024/5/333 by the Traffic Engineer 85

CHAIR'S RECOMMENDATION:

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

10. PROPOSED TEMPORARY ROAD CLOSURE - HUTT PARK, LOWER HUTT - JUICY FEST 2025

Report No. IARCC2024/5/334 by the Traffic Engineer

92

CHAIR'S RECOMMENDATION:

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

11. PROPOSED TEMPORARY ROAD CLOSURES: STOKES VALLEY CHRISTMAS PARADE 2024

Report No. IARCC2024/5/335 by the Roothing Engineer

99

CHAIR'S RECOMMENDATION:

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

12. INFORMATION ITEMS

a) Economy and Development Director's Report

Report No. IARCC2024/5/8 by the Director of Economy and Development

109

CHAIR'S RECOMMENDATION:

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

b) Infrastructure and Regulatory Forward Programme 2025

Memorandum dated 18 October 2024 by the Democracy Advisor

117

CHAIR'S RECOMMENDATION:

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

13. QUESTIONS

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

14. EXCLUSION OF THE PUBLIC

CHAIR'S RECOMMENDATION:

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

**15. NATIONAL LAND TRANSPORT PROGRAMME 2024-27
PUBLICATION REPORT BACK AND IMPLICATIONS**

16. INFRASTRUCTURE ACCELERATION FUND PROJECT UPDATE

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:

(A)	(B)	(C)
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.
National Land Transport Programme 2024-27 publication report back and implications.	The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities (s7(2)(h)).	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.
Infrastructure Acceleration Fund project update	The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities (s7(2)(h)).	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.”

Vanessa Gilmour
DEMOCRACY ADVISOR

04 October 2024**Report no: IARCC2024/5/327**

KiwiRail Partial Land Acquisition - Substation Construction, Cambridge Terrace, Naenae

Purpose of Report

1. The purpose of this report is to seek approval for the sale of a 325m² parcel of Council Road Reserve adjacent 350 & 351 Cambridge Terrace, Naenae to KiwiRail for the construction of a traction substation, powering the Hutt Valley train system.

Recommendations

That the Committee recommends that Council:

- (1) receives and notes the information;
- (2) approves the sale of a 325m² parcel of Council Road Reserve to KiwiRail as shown in Appendix 1 attached to the report; and
- (3) notes that the transfer of land will take place under section 50 of the Public Works Act 1981.

For the reason that the proposed KiwiRail Naenae Substation is required for Public Work and is critical to the upgrade of the Wellington passenger rail network.

Background

2. New Zealand Railways Corporation (NZRC) is a statutory corporation established to administer the Crown's rail estate. Under the terms of the Core Lease, the Crown and NZRC granted to KiwiRail a lease of certain land owned by the Crown or owned, held, used or occupied by NZRC. KiwiRail is now the lessee under the Core Lease.
3. KiwiRail's Wellington Metro Upgrade Programme is a rolling programme of work on the Wellington metro rail network to address deferred maintenance (catch up) and to provide new levels of capacity and performance (upgrades) with the objective of delivering a safe and reliable metro rail network that meets current and future customer expectations in the Wellington region.

4. The programme started in 2016 and is now made up of seven inter-linked sub programmes of work that collectively are critical to an integrated 12-year programme developing passenger rail infrastructure in Wellington.
5. KiwiRail and Greater Wellington Regional Council (GWRC) (through its customer-facing brand Metlink) are working together to upgrade the rail network to make services more reliable and enable more people and freight to travel on trains in the future, with funding provided by the New Zealand Government.

Discussion

6. A new substation is required near Naenae due to power capacity constraints on the current network. KiwiRail has existing substations at Woburn (14.5km) and Pomare (22.0km). For optimal electrical feed to the rail traction overhead power system, the new substation needs to be positioned as close as possible to the midpoint between these existing substations. Wingate is too far from this location.
7. KiwiRail has conducted a thorough investigation of potential sites near Naenae Station. There are no suitable locations that are entirely within rail land designation due to land constraints, or undesirable distances for optimal electrical power feeding to the overhead lines.
8. KiwiRail has identified 325m² of land (subject to survey) required from Council, held for road.
9. This Naenae land acquisition is the only land requirement for the Wellington Metro Upgrade Programme – Substations Project, attached as Appendix 1 to the report.
10. The proposed substation site at Naenae, attached as Appendix 2 to the report, includes approximately 250m² of rail land and the construction of the 20m x 5m x 4m substation is planned for 2025-2026.
11. There are no existing Council water services in the proximity of the proposed site.
12. Council's Transport Engineering have reviewed proposed site layouts and provided requirements for the detailed design of the site.

Options

13. All other possible sites in the vicinity of Naenae station have similar impacts. There is some flexibility as to the final position of this substation, however the chosen location is preferred due to the land between the railway and road being sufficient. Options available are:
 - a) approve the disposal of 325m² being part road reserve adjacent to #350 and 351 Cambridge Terrace to NZRC/KiwiRail; OR
 - b) reject the disposal of 325m² being part road reserve adjacent to #350 and 351 Cambridge Terrace to NZRC/KiwiRail. Noting the subject land is required for a Public Work.

14. Officers recommend option (a) as this would lead to community benefit and reduce public expenditure through unnecessary costs.

Climate Change Impact and Considerations

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

Consultation

16. An independent market value assessment for the required land at Cambridge Terrace was completed by JLL on 8 July 2024. The required land has been valued at \$90,000 plus GST. The Sale and Purchase (S&P) document reflects the price.
17. KiwiRail Communications and Engagement team has undertaken an information leaflet drop to residents between 348 and 359 Cambridge Terrace on 8 October 2024, attached as Appendix 3 to the report. Some questions have been received, with residents informed public can attend the Infrastructure and Regulatory Committee meeting on 18 November 2024.
18. KiwiRail has responded to the questions, with two suggesting Wingate as an alternative location (refer paragraph 6 in discussion section as to why this is not possible). KiwiRail will engage further with the community during the substation design stage to ensure the optimal solution for the site is achieved, minimising impact on the local community.

Legal Considerations

19. An internal legal review of the S&P document has been completed. The Property Group (TPG) have been engaged by Council as external advisor for the transfer of land under Section 50 of the Public Works Act 1981, and the required Road Stopping process. The proposed conditions of the S&P document are acceptable to Council.
20. Under Section 50 of the Public Works Act 1981, land held for an existing public work can be transferred for use in another public work. This applies to the land required by NZRC/KiwiRail for the Project. In this case, because the transfer involves a change in ownership, the land can be acquired by the Minister through formal declaration and therefore the usual disposal requirements for public work land, such as Crown clearances, will not apply.

Financial Considerations

21. As outlined in section 6.1 of the S&P document, KiwiRail shall be responsible for the costs of surveying the Legal Road, the Owner's reasonable legal costs and LINZ fees associated with the stopping of the Legal Road and costs for publication and registration of the gazette notice stopping the Legal Road.

Appendices

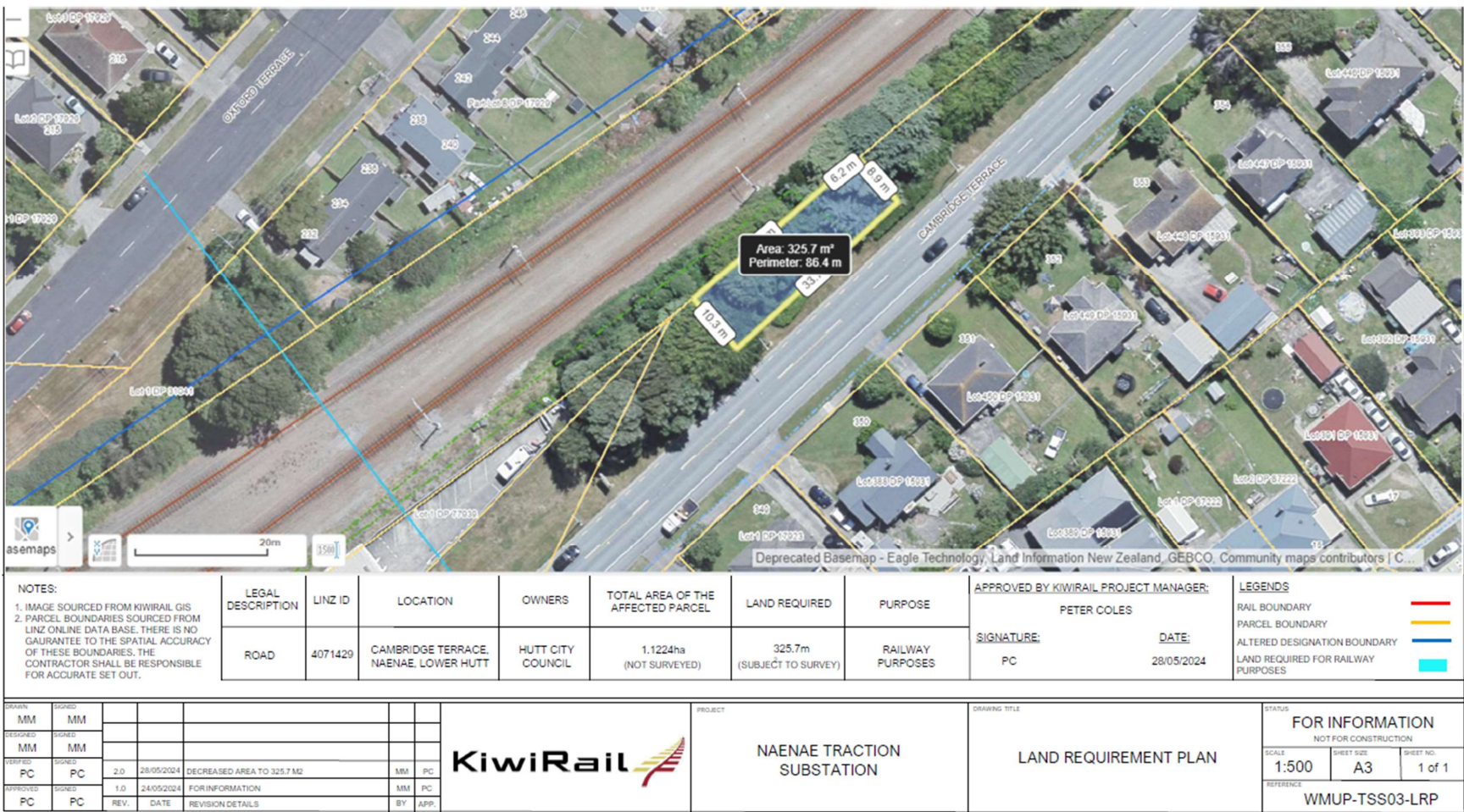
No.	Title	Page
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2 ↓	Appendix 2 - Indicative Layout	15
3 ↓	Appendix 3 - Information Sheet Distributed to Residents	18

Author: Paul Hewitt
Head of Transport

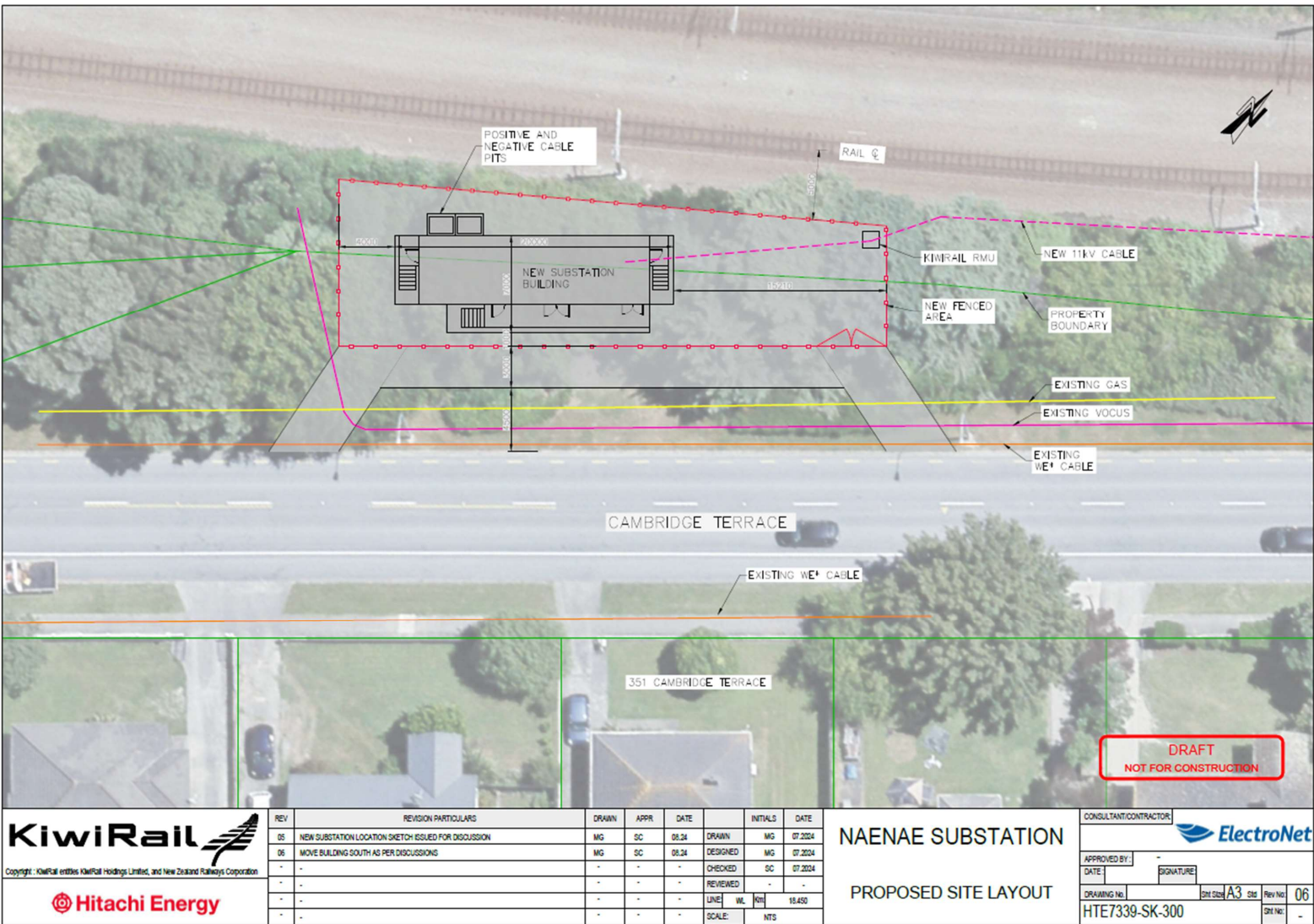
Reviewed By: Bradley Cato
Chief Legal Officer

Approved By: Jon Kingsbury
Director Economy & Development

Appendix 1: Land Requirement Plan (Subject to Survey)



Appendix 2: Indicative KiwiRail Substation Site Layout, position relative to Naenae town centre, render of substation







Appendix 3: Information sheet distributed to local residents 8th Oct 2024

Dear Naenae resident,

KiwiRail needs to build some new substations on the Hutt Valley Line to power more train services in the coming years. One of these substations is at Naenae.

We are planning to buy a small section of land from Hutt City Council, to build a substation there in future.

What is happening in Naenae?

We're talking with Hutt City Council about buying a portion of road reserve land approx. 200m north of Naenae Station, tucked between the railway line and Cambridge Terrace. The section is around 325 square metres.

If the sale goes ahead, we will use this section to build a substation. When it comes time to build, we will invite the community to share their ideas on how it could look – we can do things like replant the area.

Because the site is between the rail corridor and busy road, we don't expect it to have any impact on residents other than being visible.



Why do we need more substations?

KiwiRail is working with Greater Wellington on a project to get faster and more frequent trains operating in the Wellington region. In recent years we have added a second track between Trentham and Upper Hutt, and upgraded platforms at Upper Hutt, Wallaceville and Trentham.

More trains running to a more frequent timetable means we will need to get more power into the system.

What happens next?

We have submitted a land purchase agreement to Hutt City Council, and we will make a presentation to their infrastructure committee soon.

Any feedback we get from you about our plans will be included as part of that presentation.

The KiwiRail Team

What is a substation?

Substations take power from the local supply and convert it to the voltage needed by the trains.

The trains draw this power from the overhead lines where they overlap.

- Around 20 x 5 metres in size
- Surrounded by security fencing
- Replanting to help them blend in with their surroundings.



An example of a substation

Give us your feedback

If you have feedback about KiwiRail buying land for a future substation on Cambridge Terrace, Naenae, please get in touch by emailing watnupgrade@kiwirail.co.nz before 21 October.

You can also email us if you'd like to receive news and updates about this project and other work happening to improve your network. We'd be happy to add you to our database.

08 October 2024

Report no: IARCC2024/5/328

Hearing Subcommittee recommendations for the Local Alcohol Policy (LAP) review

Purpose of Report

1. To report on the Infrastructure and Regulatory Subcommittee recommendations for the review of the Local Alcohol Policy (LAP).

Recommendations

That the Committee recommends that Council:

- (1) notes that the Hearing Subcommittee received 48 submissions on the draft Local Alcohol Policy (LAP);
- (2) approves the draft LAP subject to:
 - (a) introducing a discretionary condition for off-licenses related to “Buy Now, Pay Later” purchase schemes;
 - (b) officers providing a map defining the Lower Hutt CBD area in the draft LAP, for clarity purposes;
- (3) adopts the final LAP, attached as Appendix 1 to the report, that incorporates the Hearing Subcommittee recommended changes;
- (4) agrees to the Hearing Subcommittee recommendations to review the LAP in three years, including:
 - (a) seeking submissions, especially regarding (but not limited to) the proximity of alcohol licenses to sensitive sites (schools, marae, etc.), and advertising signs for alcohol; and
 - (b) carrying out public consultation on these issues before formulating changes to the next LAP; and
- (5) directs officers to publicly notify the finalised LAP in accordance with clause 17 of the Sale and Supply of Alcohol Regulations 2013; and
- (6) notes that the LAP will be adopted 30 days after the date it is publicly notified and resolves to bring it into force on 1 February 2025.

Background

Legal Framework

2. The Sale and Supply of Alcohol Act 2012 (the Act) allows territorial authorities to develop local alcohol policies. The legislation enables but does not require councils to adopt a LAP specific to their community. The Policy must be reviewed every six years.
3. Councils are required to consult the Police, the Medical Officer of Health and Licensing Inspectors when developing or reviewing their LAP.
4. Communities can be involved in the development or review of the policy through the public consultation process. This allows them to have input into alcohol availability at a local level.
5. Once the Policy is in force, a council-appointed District Licensing Committee must consider it when making decisions about alcohol licensing applications.
6. A recent amendment to the Act has removed the ability for parties to appeal provisional policies to the Alcohol Regulatory and Licensing Authority, making it easier for communities to have a say in alcohol licensing decisions.
7. Council's current policy has been in place since 2018 and covers licensing rules for on and off-licensed venues such as:
 - a. Maximum trading hours;
 - b. discretionary conditions for issuing licenses or types of licenses;
 - c. off-license caps; and
 - d. one-way door restrictions.
8. The Infrastructure and Regulatory Subcommittee met on 17 September 2024 and considered 48 verbal and written submissions from individuals, local business owners and various organisations. The submissions primarily focused on off-licence caps, sinking lids for off-licence capped areas, and trading hours.
9. Deliberations resulted in recommendations to maintain the current policy settings with the addition of a discretionary condition on "Buy Now, Pay Later" purchase schemes and additional maps of off-licence capped areas. The full minute of the decision is attached as Appendix 2 to the report.

Discussion

10. The final Hutt City Council LAP is attached as Appendix 1 to this report, reflecting the Hearing Subcommittee recommendations. The final LAP has been amended to align more closely with the current LAP, noting that a more fulsome review will occur in three years.

11. Currently, proximity of sites is managed as part of the alcohol licensing process, and restrictions on advertising signs are managed through the District Plan. The three-year review could provide for these provisions to be included in the Policy.

Analysis of recommendations

12. Table 1 below analyses the subcommittee recommendations for the draft Local Alcohol Policy.

Table 1: Analysis of subcommittee recommendations

Recommendations	Advantages	Disadvantages	Comment
Introducing a discretionary condition for off-licenses related to Buy Now Pay Later purchase schemes	Buy Now Pay Later purchase schemes encourage spending which may be difficult to keep track of. In some cases, there may be fees and charges added to purchases increasing the risk of debt.	Off-licenses may not agree with this restriction to sales.	A tally of current off-licenses that offer this payment scheme will be reported in the next review.
Provide a map defining the Lower Hutt CBD area more clearly	The capped area of Lower Hutt CBD is more clearly defined, making it easier to identify off-licenses and keep track of the numbers.	None	Individual maps for each off-licence capped area have been included in the draft Policy.
Review the Local Alcohol Policy in three years	A review in three years will allow for an additional round of public consultation to include: <ul style="list-style-type: none"> Proximity of alcohol licenses to sensitive sites Alcohol advertising 	A full special consultative procedure time to complete; Health data and police data will only have an additional 2 years of statistics to add to this review.	In three years, other councils will have reviewed their Local Alcohol Policies, allowing for a comparison of policy settings.
Carrying out public consultation on the above issues before formulating changes to the next Local Alcohol Policy	Allows Council to provide guidance to the drafting of the new Local Alcohol Policy.	None	Council has strong engagement processes in place to support this recommendation.

Options

13. A high-level analysis of the three options available to the Committee in Table 2 below.

Table 2: High-level options analysis

Options	Advantages	Disadvantages	Comment
1) Accept the Subcommittee recommendations	Further enhances the goal of reducing alcohol harm. Capped areas in the CBD better defined. Commits Council to a full review of the LAP in 3 years.	None	Recommended
2) Reject the proposed LAP amendments (Status quo)	Easiest approach. People are familiar with the current LAP.	Does not address feedback from the special consultation process. Misses an opportunity to further reduce alcohol harm	Not recommended
3) Make further amendments to the LAP	Captures additional elected member views on the LAP towards reducing alcohol harm.	Changes made without supporting evidence and analysis might not meet legal requirements. Might require further consultation. Will delay the updating of the LAP	Not recommended

14. Officers' preferred option is option (1), for the Committee to agree to the Hearing Subcommittee recommendations to review the LAP in three years, including:

- a) seeking submissions, especially regarding (but not limited to) the proximity of alcohol licenses to sensitive sites (schools, marae, etc.), and advertising signs for alcohol; and
- b) carrying out public consultation on these issues before formulating changes to the next LAP.

Climate Change Impact and Considerations

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

Consultation

16. No further consultation was required.

Legal Considerations

17. The review of the LAP was undertaken in accordance with sections 78 and 97 of the Sale and Supply of Alcohol Act 2012.

Financial Considerations

18. Not applicable.

Appendices

No.	Title	Page
1	Appendix 1 - Final Local Alcohol Policy	24
2	Appendix 2 - Infrastructure and Regulatory Hearing Subcommittee recommendations 17 September 2024	40

Author: Angela Gordon, Senior Policy Advisor

Reviewed By: Richard Hardie, Head of Strategy and Policy

Reviewed By: Bradley Cato, Chief Legal Officer

Approved By: Jarred Griffiths, Director Strategy and Engagement



Hutt City Council Local Alcohol Policy

Division	Strategy and Policy		
Date created	July 2024		
Publication date	November 2024		
Review period	November 2027		
Owner	Angela Gordon, Senior Policy Advisor		
Approved by	Jarred Griffiths, Director Strategy and Engagement		

Version	Author	Date	Description
V 1.0	Angela Gordon	November 2024	Sets alcohol licensing criteria considered appropriate for when, where, and how alcohol is sold throughout Lower Hutt.



Introduction

Clauses 1 to 3 and 9 are for information purposes only and do not part of the Local Alcohol Policy. These clauses may be amended by officers from time to time if legislation or processes change.

1 Scope of the Policy

- 1.1 The Hutt City Council Local Alcohol Policy (LAP) was developed pursuant to the Sale and Supply of Alcohol Act 2012 (the Act). The Act enables Council to develop a local alcohol policy for its district within set requirements and scope.
- 1.2 A local alcohol policy may only address the following licensing matters:
 - a. Location of licensed premises by reference to broad areas;
 - b. Location of licensed premises by reference to proximity to premises of a particular kind(s);
 - c. Location of licensed premises by reference to proximity to facilities of a particular kind(s);
 - d. Whether further licenses (or licences of a particular kind(s)) should be issued for premises in the district concerned, or any stated part of the district;
 - e. Maximum trading hours;
 - f. The issue of licenses, or licences of a particular kind(s), subject to discretionary conditions; and
 - g. One-way door restrictions.
- 1.3 This LAP has been developed to set alcohol licensing criteria considered appropriate for when, where, and how alcohol is sold throughout Lower Hutt.
- 1.4 The Act also intends the LAP to guide the District Licensing Committee (DLC) and the Alcohol Regulatory and Licensing Committee (ARLA) in their decision-making regarding licensing matters, as well as to provide a guide for those applying for an alcohol license in Lower Hutt.

2 Sale and Supply of Alcohol Act 2012

The object of the Act

- 2.1 The object of the Act is that:
- the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and
 - the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.
- 2.2 Harm is defined very widely and includes any crime, damage, death, disease, disorderly behaviour, illness or injury, and harm to individuals or the community, either directly or indirectly caused by excessive or inappropriate alcohol consumption.

Licensing

- 2.3 An alcohol license is required to sell alcohol to the public. Applications for alcohol licenses must be filed with the District Licensing Committee.
- 2.4 Each territorial authority must appoint one or more licensing committees to deal with licensing matters for its district. Decisions on alcohol license applications may be escalated to ARLA if required.

3 Goals and objectives of the LAP

- 3.1 The goals of Hutt City's LAP are to:
- contribute to Hutt City being a safe and vibrant place to work, live and play;
 - reflect local communities' character, amenity, values and preferences;
 - encourage licensed premises to foster positive, responsible drinking behaviour; and
 - minimise alcohol-related harm in Lower Hutt.
- 3.2 The objectives of Hutt City's LAP are to:
- regulate the trading hours of all types of alcohol licenses;
 - regulate the location of off-licensed premises (ie capped numbers);

- ensure licensed premises take appropriate measures to minimise alcohol-related harm; and
- provide clear guidance to the DLC.

3.3 The development of this LAP has been underpinned by the following three principles:

- Appropriate balance – The LAP will provide the appropriate balance between economic activity, social wellbeing and having consideration to minimising alcohol-related harm;
- Recognising diversity – The LAP will recognise our diverse communities and distinct characteristic of our district; and
- Simplicity – The LAP will be simple to understand and implement and will not duplicate or overlap other regulatory tools.

Operative Policy

4 Definitions

4.1 Unless the context requires another meaning, terms and expression used but not defined in the LAP that are defined in the Sale and Supply of Alcohol Act 2012, have the same meaning as in that Act.

5 Maximum Trading Hours

5.1 The following table sets out the maximum trading times for different types of licences and any further qualifications or restrictions on these.

Type of license	Maximum trading hours	Area or further restrictions
Off-license	7:00am to 10:00pm	
On-license: Taverns, Hotels, Nightclubs and Function Centres	7:00am to 3:00am the following day One-year probation period with closing at 1:00am for new licensees. However, on renewal (after the probation period of 12 months) these applicants may apply to	Area: Lower Hutt CBD and Jackson Street, Petone (from Te Puni Street to Cuba Street)

	extend their licences to 3.00am closing as long as all criteria as outlined in Section 105 of the Sale and Supply of Alcohol Act 2012 is met.	
	<p>7:00am to 1:00am the following day</p> <p>After an initial period of 12 months new licensees will be subject to an assessment of their managerial and host responsibility management for their premises. Subject to satisfactory performance a 3-year licence may be issued.</p> <p>Existing licenses able to trade up to 3am are permitted to continue their trading hours as long as all criteria as outlined in Section 105 of the Sale and Supply of Alcohol Act 2012 are met</p>	Outside Lower Hutt CBD and Jackson Street, Petone
On-licenses: Restaurants and cafes	7:00am to 1:00am the following day	Subject to provisions of the District Plan
On-license: Caterers	7:00am to 3:00am the following day	If the event is catered in Lower Hutt CBD or Jackson Street, Petone
	7:00am to 1:00am the following day	If event is catered outside the Lower Hutt CBD and Jackson Street, Petone
On-license: Hotel and mini bars	24 hours a day	
Brothels	Hours of business activity	Licensed on the condition that their on-licenses are linked to the business activity of a brothel.
Cinemas	7:00am to 3:00am the following day	Licensed on the condition that their on-licenses are linked to the business activity of a cinema.

6 Off-Licence Capped Areas

6.1 The table below sets out the maximum number of off-licences permitted in each area outlined in Appendix 1.

Area	Number of permitted off-licence premises
Naenae	4
Stokes Valley	3
Taita	3
Avalon	1
Hutt Central	11
Wainuiomata	6

7 One-Way Door Restrictions

7.1 In respect of one-way door restrictions, the legal power to establish such restrictions across the entire City lies with the District Licensing Committee (DLC). The Police and Licensing Inspectors may lodge with the DLC an application to establish a one-way door restriction on a case-by-case basis. The DLC will hear the application and make a decision. The Police and Licensing Inspectors will have the ongoing responsibility to monitor and report as appropriate to the DLC and enforce such restrictions.

8 Discretionary Conditions

8.1 Section 77(1)(f) of the Act enables Council to include “the issue of licences, or licences of a particular kind or kinds, subject to discretionary conditions” in its LAP.

ON-LICENCES

8.2 The following discretionary conditions relating to On-Licences are indicative of the types of discretionary conditions the DLC may consider when issuing a licence:

- more restrictive trading hours taking into account neighbouring land use (Section 116(3) of Sale and Supply of Alcohol Act 2012);
- the licensee will ensure the operation of closed circuit television of a quality and at a location that will assist in the identification of alcohol-related offending;
- no glass drinking vessels permitted in any outside area past (specify hour);
- the licensee must ensure at all times a minimum of XX security staff are employed on the premises after (specify hour);
- the licensee must ensure at (all times/or specify times) security staff are positioned at the principal entrance and exit to the premises;
- the licensee is required to notify the Police of any violent incidents that occur on the premises;
- the licensee is required to maintain a register of incidents available for inspection by enforcement authorities at any time during trading hours;
- prior to closing the premises, the licensee will ensure all litter is removed from outside premises in the area defined as: XXX;
- at (specify hour) the licensee will remove all temporary outside furniture;
- a minimum of XX qualified duty managers on the premises between (insert trading hours);
- the licensee must at all times comply with the conditions set out in the Noise Management Plan for the premises particularly adequate control of amplified equipment used outside of the premises;

- the licensee will ensure that at all times a queue is formed. A dedicated staff member is required to manage the queue and ensure it does not impede the general public or use of the pavement;
- outside areas are to be monitored at all times;
- high visibility vests to be worn by staff operating at the principal entrance and/or outside the premises;
- licensee is required to provide effective exterior lighting; and
- a one-way door applies from (insert trading hours).

OFF-LICENCES

8.3 The following discretionary conditions relating to Off-Licences are:

- Supervised designation of all bottle stores to ensure unaccompanied minors do not enter the premises; and
- Whether “buy now, pay later” is an inappropriate method of payment for the sale and supply of alcohol purchased either remotely or on premises. For the purposes of this condition “buy now, pay later” is where a person is able to receive goods and services immediately, paid for by a third party ‘buy now, pay later’ provider such as Afterpay or Laybuy. The person then pays back the provider in instalments over a specified period without paying interest. Buy now, pay later does not apply to payments made by a credit card or trade accounts.

SPECIAL LICENCES

8.4 The following discretionary conditions relating to Special Licences are as follows:

- No glassware is to be taken outside the club/building or where the event is on a grass or artificial grass surface;
- Plastic containers or cans must be used for any event (except when it is being served and remains within the club/building);
- Areas must be clearly defined, cordoned off/demarcated where liquor is being sold/consumed outside of the club/building e.g. beer tent. Where appropriate, people are to remain within the defined area;

- Any applicant for a Special Licence must adhere to Hutt City Council policies or bylaws regarding the use of public land;
- Hutt City Council Control of Liquor in Public Places Bylaw bans the possession and consumption of liquor in specific places during particular hours; and
- The responsible use of liquor at events where liquor is permitted is to be promoted by the event organiser. In that regard:
 - Security may be required and duties of such staff should include (but not limited to): checking ID's, ensuring BYO alcohol is not brought into event, monitoring and clearing up immediate environs to remove nuisances arising from event;
 - Licensees who wish to apply for a special licence for functions on sacrosanct days must prove the function is bona fide by providing guest lists, copies of invitations/tickets, and /or promotional material. A special licence must be for a legitimate occasion(s) or events(s) or social gathering(s) and not merely for an extension of hours;
 - Special licences for conveyances where the conveyance returns within a 24-hour period will only allow sale and consumption of liquor on one leg of the journey i.e. only on the outward or the return trip; and
 - In general, a maximum of 12 events (where one event can be for no longer than 24 hours) per 12-month period will be considered for a special licence. However, a maximum of 24 events may be permitted annually for small social gatherings of 20 persons or less with a maximum duration of 4 hours per event (where one event can be for no longer than 24 hours).

LICENSED OUTDOOR AREAS

8.5 The following discretionary conditions relating to licensed outdoor areas are as follows:

- Holders of an On-licence can apply to use the area outside their premises on Council owned footpaths for dining and the consumption of liquor. Applicants must obtain a Street Encroachment Licence from the Hutt City Council;

- Holders of an On-licence can apply to use an outdoor area directly adjacent to their premises on private land or on Council owned footpaths for dining and the consumption of liquor. If applying for the use of council-owned land, applicants must obtain a Street Encroachment Licence from Council;
- Hours for outdoor areas outside CBD and Jackson Street are limited to 10am to 11pm; and
- Outside areas within CBD and Jackson Street: To 11.00pm but with a Noise Management Plan may be extended to 12.00 midnight.

9 Licence Applications

9.1 Information about [Alcohol Licenses](#) can be found on the Hutt City Council web site. This section includes information about:

- How to apply for a license;
- How to renew your license;
- How to apply for a manager's certificate;
- How to change the condition of your alcohol business;
- How to object to an alcohol license;
- How to find out about recent alcohol license public notices; and
- How to find out about alcohol licensing decisions.

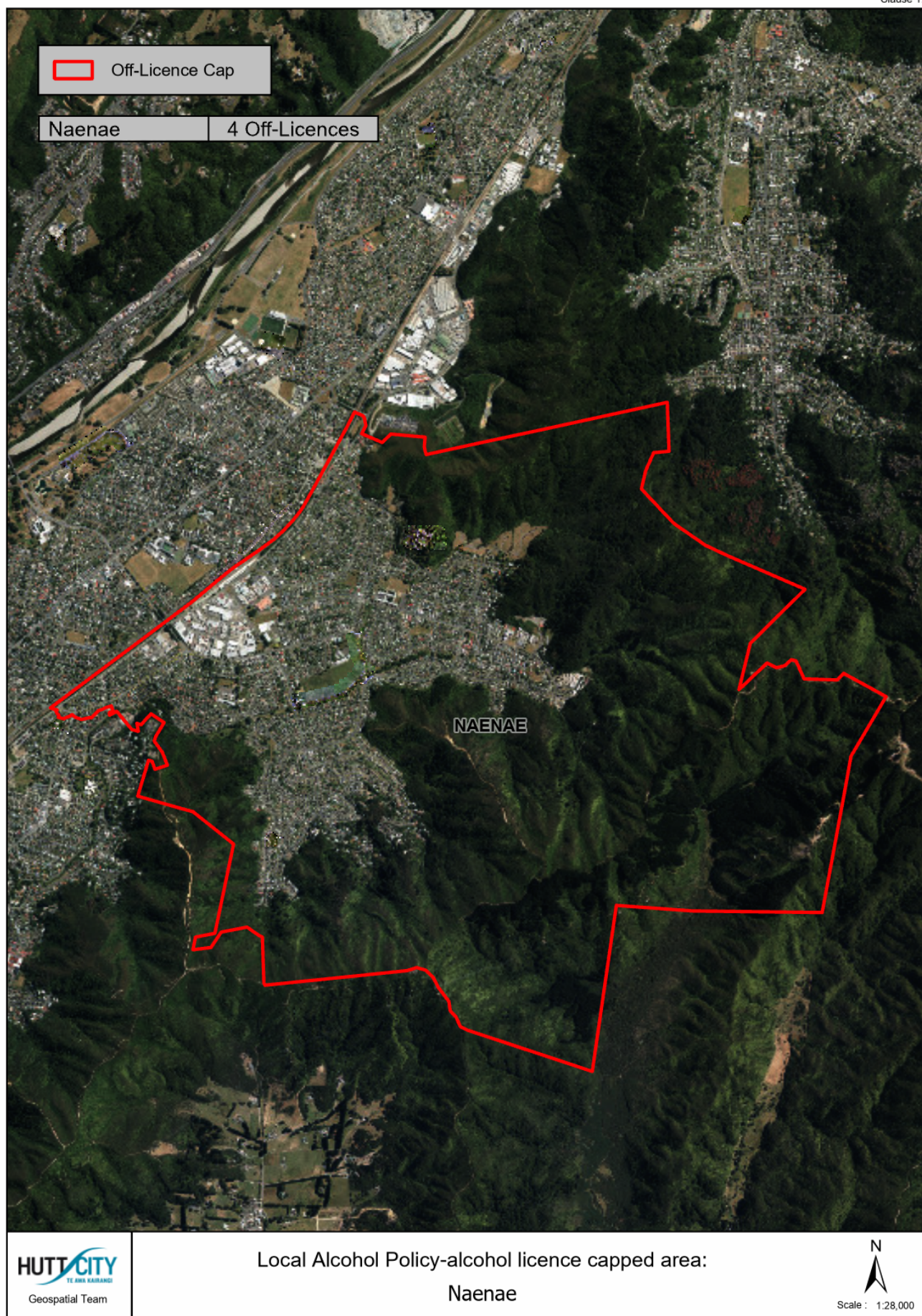
Avalon



Hutt Central



Naenae



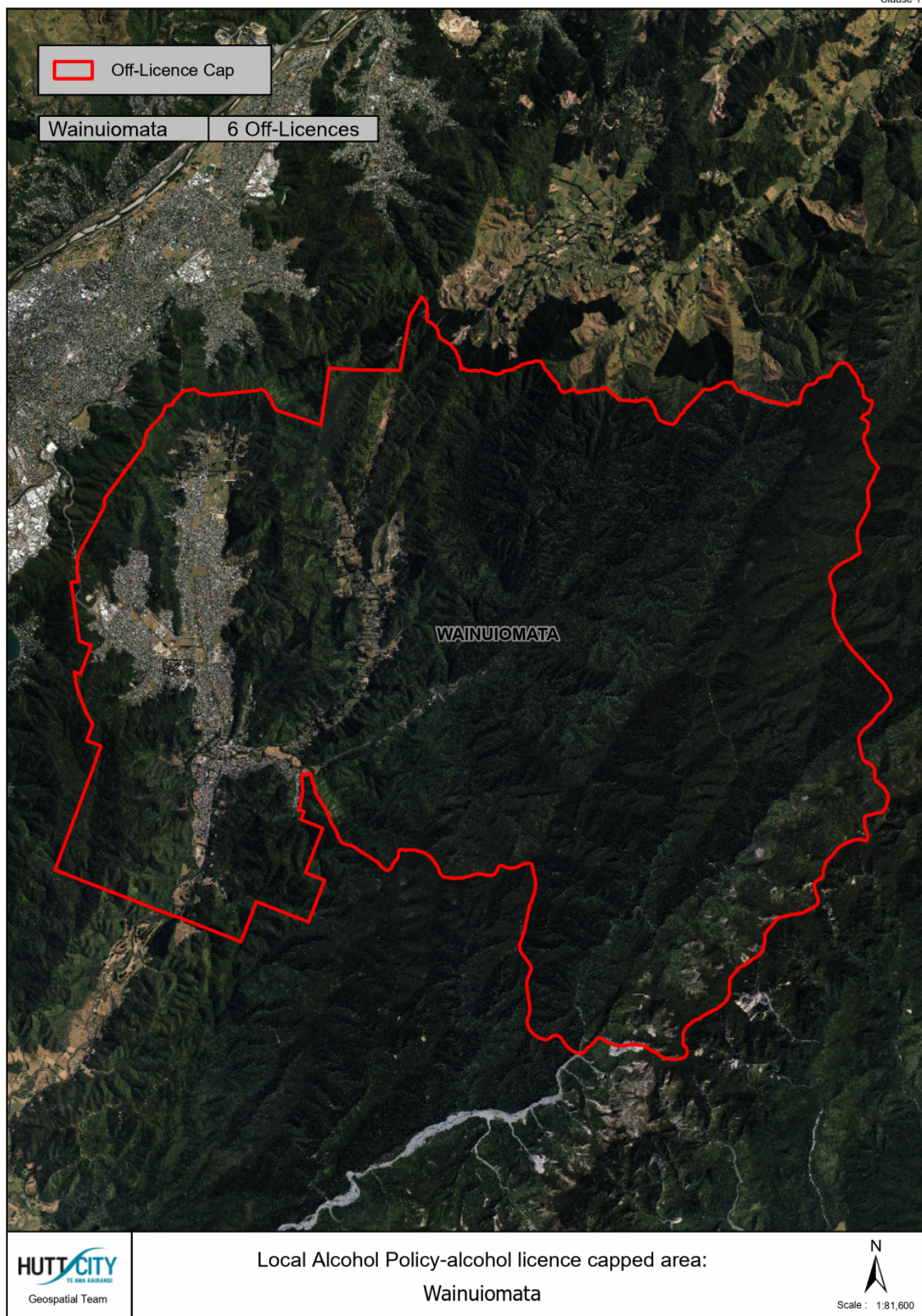
Stokes Valley



Taita



Wainuiomata



Appendix 2: Recommendations of the Hearings Subcommittee 17 September 2024

RECOMMENDED: (Cr Edwards/Cr Mitchell)	Minute No. HSC 24401
<i>"That the Subcommittee recommends to the Infrastructure and Regulatory Committee that Council:</i>	
<i>(1) approves the draft Local Alcohol Policy, attached as Appendix 2 to the report, subject to introducing a discretionary condition for off-licences related to "buy now, pay later" purchase schemes. This means that the District Licensing Committee would need to assess whether 'buy now pay later' is an appropriate method of payment for the sale and supply of alcohol purchased either online or on-premises. The Subcommittee agrees with submissions that it was inappropriate to purchase alcohol in this way. The Subcommittee notes that there were some calls for more stringent caps for certain suburbs or citywide and a sinking lid for some suburbs or citywide. However, the majority of submissions were in favour of maintaining the status quo. The Subcommittee believes that targeting the six areas identified as being most at risk of alcohol-related harm was a restrained and reasonable response which, in their view, was likely to reduce alcohol-related harm; and</i>	
<i>(2) agrees to review the Local Alcohol Policy in three years:</i>	
<i>(a) seeking submissions, especially regarding (but not limited to) the proximity of licensed premises to sensitive sites (schools, marae, etc), advertising signs for alcohol, and looking at other councils reviewing their Local Alcohol Policies before our next review to help inform any updates to our own policy. The Subcommittee acknowledges that several issues raised in submissions require further consideration. However, the Subcommittee notes that at this time, there was not a robust public view on that issue; and</i>	
<i>(b) agrees to carry out public consultation on these issues before formulating changes to the next draft Local Alcohol Policy; and</i>	
<i>(3) requests that officers provide a map defining the Lower Hutt CBD area in the draft Local Alcohol Policy for clarity purposes."</i>	

23 October 2024**Report no: IARCC2024/5/329**

Hearing Subcommittee recommendations for the Alcohol Fees Bylaw review

Purpose of Report

1. To report the Infrastructure and Regulatory Subcommittee recommendations for the review of the Alcohol Fees Bylaw.

Recommendations

That the Committee recommends that Council:

- (1) notes that the Hearing Subcommittee received 33 submissions on the draft Alcohol Fees Bylaw (the draft Bylaw);
- (2) approves the draft Bylaw subject to:
 - (a) including full details (weightings and definitions) of the Risk Matrix table in the draft Bylaw for transparency reasons; and
 - (b) including a 90/10 cost recovery split fee increase table;
- (3) notes that officers will:
 - (a) closely monitor the Wellington City Council proposal to amend their Alcohol Fees Bylaw to enable fees to be set by resolution. This proposal would allow for annual review of fees; and
 - (b) ensure that when calculating the fees associated with the mandated weightings, the actual workload and costs of the appropriate council division are taken into account; and
- (4) adopts the final Bylaw, attached as Appendix 1 to the report that incorporates the Hearing Subcommittee's recommendations.

Background

Public consultation

2. The Infrastructure and Regulatory Subcommittee (the Subcommittee) hearing was held on 26 September 2024 and considered 33 public submissions on options for a cost recovery model for the draft Bylaw.

Discussion

Cost recovery model

3. The Hearing Subcommittee recommends a 90/10 cost recovery split as it is recognised that there is a public good element to the alcohol licensing system for Lower Hutt. If approved, this fee increase will take effect from 1 July 2025. No staggered approach to fee increases has been recommended.
4. A copy of the proposed fee increases has been included in the draft Bylaw attached as Appendix 1 to the report.

Further recommendations

5. To achieve more clarity for alcohol licence holders, clauses 5 and 6 of the Sale and Supply of Alcohol (Fees) Regulations 2013 are indicated in the draft Bylaw as the source of cost/risk ratings and fees categories for premises.
6. Officers have been asked to ensure calculations of costs represent actual workload and costs of the appropriate Council division. Currently the costs are reported annually and published on the Hutt City Council website.
7. This year Wellington City Council has introduced a change to their alcohol fees review. From the 2025/26 financial year, alcohol fees will be adjusted as part of the Annual Plan or Long-term Plan annual review of the Fees and Charges Schedule. Officers note that Waipa District Council introduced this approach earlier this year and Hamilton City Council are also looking to do so. Officers will continue to monitor the progress of this approach.

Analysis of recommendations

8. The Table below is an analysis of the Subcommittee recommendation for the draft Alcohol Fees Bylaw.

Table: Analysis of Subcommittee recommendations

Recommendations	Advantages	Disadvantages	Comment
Include the Risk Matrix table of the weightings and definitions in the Bylaw.	Makes this part of the fees structure more transparent.	None	None
Include a 90 / 10 cost recovery split fee increase table.	90% cost recovery rate recognises that there is an element of public good to the alcohol licensing system.	Council covers 10% of alcohol fees.	None
Closely monitor Wellington City Council's proposal to amend Alcohol Fees annually.	Costs of alcohol licensing can be calculated more often ensuring more accurate alcohol licensing fees.	None	Other councils are opting for annual review of Alcohol Licensing Fees.
Ensure that when calculating the fees associated with the mandated weightings, the actual workload and costs of the appropriate council division are taken into account.	Closer scrutiny and transparency of costs will ensure alcohol licensing fees are fair.	None	None

Options

9. A high-level analysis of the three options available to the Committee in Table 2 below.

Table 2: High-level options analysis.

Options	Advantages	Disadvantages	Comment
1) Accept the Subcommittee recommendations	Makes the fee structure risk analysis more transparent Acknowledges the element of public good to the alcohol licensing system. Ensures alcohol licensing fees are fair.	Council covers 10% of alcohol fees through rates.	Recommended
2) Reject the proposed LAP amendments (Status quo)	Easiest approach.	Council covers 10% of alcohol fees through rates.	Not recommended
3) Make further amendments to the LAP	Captures additional elected member views on the cost recovery process for alcohol licensing fees.	Changes made without supporting evidence and analysis might not meet legal requirements. New changes may require additional consultation to be fun.	Not recommended

10. Officers' preferred option is option (1) that the Committee recommends to Council that it adopts the final Bylaw, attached as Appendix 1, that incorporates the Hearing Subcommittee's recommendations.

Climate Change Impact and Considerations

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

Consultation

12. There was no requirement for further consultation on this matter.

Legal Considerations

13. Legislation relevant to this draft Bylaw includes:
- a. Sale and Supply of Alcohol Act 2013;
 - b. Sale and Supply of Alcohol (Fees) Regulations 2013; and
 - c. Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013.

Financial Considerations

14. Alcohol Fees are set through the Sale and Supply of Alcohol (Fees) Regulations 2013 unless amended by a Bylaw. These regulations set out fees payable to territorial authorities to ensure that, so far as is practicable, the costs relating to licensing and other matters under the Act can be recovered.
15. Council currently recovers some of the costs associated with the licensing and inspection costs through the Bylaw. The balance of costs is recovered through rates.

Appendices

No.	Title	Page
1 ↓	Appendix 1 - Draft Alcohol Fees Bylaw - marked up version	45

Author: Angela Gordon, Senior Policy Advisor

Author: Dean Bentley, Environmental Health Manager

Reviewed By: Richard Hardie, Head of Strategy and Policy

Reviewed By: Bradley Cato, Chief Legal Officer

Reviewed By: Jenny Livschitz, Group Chief Financial Officer

Reviewed By: Jarred Griffiths, Director Strategy and Engagement

Approved By: Jo Miller, Chief Executive



**Draft Alcohol Fees Bylaw
2024**

Division	Strategy & Engagement Policy		
Date created	Month-Year November 2024		
Publication date	Month-Year July 2025		
Review period	Month-Year July 2030		
Owner	Name		
Approved by	Name Jarred Griffiths		
Version	Author	Date	Description
V 1.0	Name Angela Gordon	Month-Year November 2024	Insert brief description here Outlines fees payable to Council for alcohol licencing
V 2.0	Name	Month Year	Insert brief description here



Alcohol Fees Bylaw

1. Commencement

1.1 This bylaw comes into force on 01 July 2025.

2. Purpose

2.1 The purpose of this bylaw is to prescribe fees for all matters for which fees payable to Hutt City Council are prescribed in the Sale and Supply of Alcohol Act 2012.

3. Interpretation

3.1 In this bylaw, unless the context otherwise requires, the following definitions apply:

- **Act** means the Sale and Supply of Alcohol Act 2012.
- **Application Fee** has the meaning given by the Sale and Supply of Alcohol (Fees) Regulations 2013 and means any of the following:
 - an application for an on-license, off-license or club license;
 - an application to vary an on-license, off-license or club license; and
 - an application to renew an on-license, off-license or club license.
- **License** has the meaning given by the Sale and Supply of Alcohol Act 2012 and means any of the following:
 - a license issued under the Act that is in force, and
 - in relation to any licensed premises, means the license issued for them (or, in the case of premises that 2 or more licenses have been issued for, any of those licenses).
- **Regulations** means the Sale and Supply of Alcohol (Fees) Regulations 2013.
- **Permanent Club Charter** means a charter, granted under section 260(3) of the Licensing Act 1908 (or a corresponding provision of any earlier former licensing Act), that was in force immediately before the commencement of this section.
- **Special license** means:
 - **Off-site special license** which allows for the sale or supply of alcohol for consumption elsewhere, or the supply of alcohol free as a sample for consumption on the premises; or

- **On-site special license** allows for the sale or supply of alcohol for consumption on the premises to people attending an event described on the license.
- **Temporary authority** means a temporary authority order issued and in force under the Act.

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43. Fees payable

43.1 Fees can be set by Council to recover the costs of alcohol licensing and monitoring in the community through the implementation of this Bylaw.

4.2 Fees for licensing are determined under the Sale and Supply of Alcohol Act 2012 and the Sale and Supply of Alcohol (Fees) Regulations 2013. The table below sets out the fees payable to Council for alcohol related fees including annual licence fees and applications. Fees for licensing are determined under the Sale and Supply of Alcohol Act 2012 and the Sale and Supply of Alcohol (Fees) Regulations 2013. Tables 1 through 4 below set out the new fees payable to Council for alcohol related fees including annual licence fees and applications. The fee increases represent 90% cost recovery.

4.3 The Sale and Supply of Alcohol (Fees) Regulations 2013 outlines the cost/risk rating of premises (clause 5) and the fees categories for premises (clause 6).

Table 1: Fees payable to Council (inclusive of GST) Application fee increases for on-licence, off-licence and club licences from 2025 to 2030.

(The table below (100% cost recovery) is a place holder only for the purposes of the CLT meeting. This table will be removed for the public consultation process. An updated table will replace this one following the public consultation and subcommittee hearing.)

Risk Category			
On- and off- and club licences	Current application fee	Proposed increase	New Fee 25/26
Very Low	\$699.20	40%	\$979
Low	\$1,158.05	50%	\$1,737
Medium	\$1,531.35	60%	\$2,450
High	\$1,944.65	70%	\$3,306
Very High	\$2,294.25	80%	\$4,130
Risk Category	Current Annual Fee	Proposed increase	New Fee 25/26

On-and-off- and-club licenses			
Very-Low	\$305.90	40%	— \$428
Low	\$742.90	50%	— \$1,114
Medium	\$1201.75	60%	— \$1,923
High	\$1966.5	70%	— \$3,343
Very-High	\$2731.25	80%	— \$4,916
Special licenses	Current Application fee	Proposed Increase	New Fee 25/26
Special-Class-1	\$1092.5	80%	— \$1,967
Special-Class-2	\$393.3	70%	— \$669
Special-Class-3	\$120.15	20%	— \$144
Other	Current other fees	Proposed Increase	New Fee 25/26
Temporary Authority— \$563.75	Application fee \$563.75	40%	— \$789
Permanent Chartered-Club — \$632.5	Annual fee \$632.5	20%	— \$759

Risk categories (based on cost/risk ratings in the regulations)	Very low	Low	Medium	High	Very high
Current fee	\$699.20	\$1,158.05	\$1,551.35	\$1,944.65	\$2,294.25
2025/26	\$840	\$1505	\$2172	\$2916	\$3670
2026/27	\$865	\$1550	\$2237	\$3003	\$3780
2027/28	\$891	\$1597	\$2304	\$3094	\$3894
2028/29	\$918	\$1645	\$2373	\$3186	\$4010
2029/30	\$945	\$1694	\$2445	\$3282	\$4131

Table 2: Annual fee increases for on-licence, off-licence and club licences

Risk categories	Very low	Low	Medium	High	Very high
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(based on cost/risk ratings in the regulations)					
Current fee	\$305.90	\$742.90	\$1201.75	\$1,966.50	\$2,731.25
2025/26	\$367	\$965	\$1682	\$2949	\$4370
2026/27	\$378	\$994	\$1732	\$3037	\$4501
2027/28	\$389	\$1024	\$1784	\$3129	\$4636
2028/29	\$401	\$1054	\$1838	\$3222	\$4775
2029/30	\$413	\$1086	\$1893	\$3319	\$4918

Table 3: Special Class licence fee increases

Special Licences	Class 1 (1 large event; more than 3 medium events; more than 12 small events)	Class 2 (3 to 12 small events, 1 to 3 medium events)	Class 3 (1 to 2 small events)
Current Fee	\$1092.50	\$393.30	\$120.15
2025/26	\$1748	\$589	\$132
2026/27	\$1800	\$607	\$136
2027/28	\$1854	\$625	\$140
2028/29	\$1910	\$644	\$144
2029/30	\$1967	\$663	\$149

Table 4: Other licence fee increases

Other licenses	Temporary Authority (enables a new owner of licenced premises to continue selling or supplying alcohol until their own licence is issued)	Permanent Chartered Club
Current Fee	\$563.75	\$632.50
2025/26	\$789	\$759
2026/27	\$813	\$782
2027/28	\$837	\$805
2028/29	\$862	\$829

2029/30	\$888	\$854
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Note: Manager Certificate fees are fixed at \$316.25, so are not included in the proposed fee increases.

*4.3 Explanation of alcohol licencing fees, including class types for on-licenees, off-licenees and club licenees, can be found at **Appendix 1**. The framework for determining the cost/risk rating for an on-licence, off-licence or club licence can be found at **Appendix 2**.*

4. Fees setting

4.1 Fees can be set by Council to recover the costs of alcohol licensing and monitoring in the community through the implementation of this Bylaw.

5. Legislation

5.1 Legislation relevant to this Bylaw includes:

Sale and Supply of Alcohol Act 2012	The purpose of this Act is to provide a legal framework for the sale, supply and consumption of alcohol and the associated systems of control and licensing.
Sale and Supply of Alcohol (Fees) Regulation 2013	These regulations provide for the fees that can be charged and how fees are established for alcohol licensing related function of Local Authorities.
Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013	Every territorial authority is authorised to prescribe, by bylaw, fees for any matter for which a fee payable to territorial authorities can be prescribed by regulations made under the Sale and Supply of Alcohol Act 2012.

22 October 2024

Report no: IARCC2024/5/330

Sale and supply of alcohol (fees) regulations 2013 Regulation 19 (1) - reporting by territorial authorities

Purpose of Report

1. To advise the Committee on Council's responsibilities to annually prepare and make publicly available a report showing all income from fees payable in relation to, and costs incurred for all, activities related to alcohol licensing and enforcement under the Sale and Supply of Alcohol Act 2012.

Recommendation

That the Committee approves the publication of a 'table of income versus expenditure on Council's website showing the alcohol licensing income received from fees payable in relation to, and costs incurred, in:

- (a) the performance of the functions of Council's District Licensing Committee under the Sale and Supply of Alcohol Act 2012 (the Act);
- (b) the performance of the functions of Council's Inspectors under the Act; and
- (c) undertaking enforcement activities under the Act.

Background

2. The Sale and Supply of Alcohol Act 2012 (the 'Act') came into force on 18 December 2012 and became effective in December 2013.
3. The Act's focus is on alcohol harm reduction, requiring that Licensing Inspectors enquire into and report on applications and monitor the performance of licensees. The team collaborates with the New Zealand Police and the Medical Officer of Health.

4. The Act requires Territorial Authorities to report annually as follows:

Regulation 19(1) Reporting by territorial authorities

- (1) Every territorial authority must, each year, prepare and make publicly available a report showing its income from fees payable in relation to, and its costs incurred in:
- (a) the performance of the functions of its licensing committee under the Act;
 - (b) the performance of the functions of its inspectors under the Act; and
 - (c) undertaking enforcement activities under the Act.
5. Council approved the Alcohol Fees Bylaw (the bylaw) on 17 September 2019. Both the application and annual fees were increased over three years starting 1 January 2020, with the aim of recovering 90% of the costs of alcohol related work.
6. The Alcohol Fees Bylaw is currently under review. A draft fees framework has been widely consulted on, which would increase the current fees over three years to achieve 100% cost recovery.
7. The percentage of costs Council has recovered from fees for carrying out its functions under the Sale and Supply of Alcohol Act 2012 for the 2023/24 financial period is 85%.
8. The primary reason for not achieving 90% is that the 2019 bylaw only increased fees over a three-year period, therefore, there were no fee increases in 2023 or 2024. For the same reason, 90% cost recovery will not be achieved this financial year, 2024/25. (Predicted to be closer to 75%).
9. A further reason was a reduced volume of applications received, resulting in less revenue. Revenue is down in 2023/24 by \$34k (8.5%).

TABLE OF INCOME VS EXPENDITURE (GST EXCLUSIVE)

Required under Regulation 19 (1) of the Sale and Supply of Alcohol (Fees) Regulations 2013

Revenue	2023/24	2022/23	2021/22	2020/21	2019/2020
- Fees	\$375,143	\$409,859	\$372,543	\$316,638	\$244,516
Expenses					
- Alcohol Regulatory Licensing Authority (ARLA) Fees	\$17,170	\$17,626	\$18,980	\$17,684	\$15,440
- District Licensing Committee Functions	\$18,459	\$27,224	\$25,762	\$26,132	\$27,433
- Licensing Inspectors Functions	\$216,133	\$205,525	\$348,229	\$332,205	\$311,988
- Licensing Inspectors Operating & Support Costs	\$119,415	\$130,263	\$161,484	\$159,315	\$191,100
- Administration and Sundry	\$70,000	\$61,598	\$59,354	\$57,626	\$56,775
Total Expenses	\$441,178	\$442,236	\$613,808	\$592,962	\$602,736
Surplus/Deficit	(\$66,034)	(\$32,377)	(\$241,265)	(\$276,324)	(\$358,220)
Cost Recovery Rate	85%	93%	61%	53%	41%

Climate Change Impact and Considerations

10. There are no climate change considerations arising from the report.

Consultation

11. There are no consultation requirements arising from the report.

Legal Considerations

12. This report is prepared in accordance with the Sale and Supply of Alcohol Act 2012.

Financial Considerations

13. This report is based on revenue and expenses for the 2023/24 financial year.

Appendices

There are no appendices for this report.

Author: Dean Bentley, Environmental Health Manager

Reviewed By: Jo Broad, Senior Management Accountant

Reviewed By: Justin Roberts, Head of Environmental Protection

Approved By: Alison Geddes, Director Environment and Sustainability

17 October 2024**Report no: IARCC2024/5/331**

Three Waters Update

Purpose of Report

1. This report provides an update on three waters activities, including the latest information on the government's programme for water reform.

Recommendation

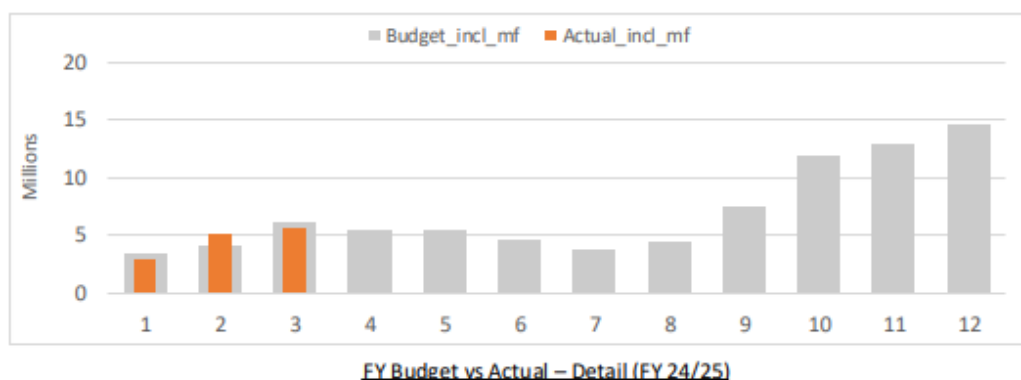
That the Committee receives the report and notes its contents.

Background

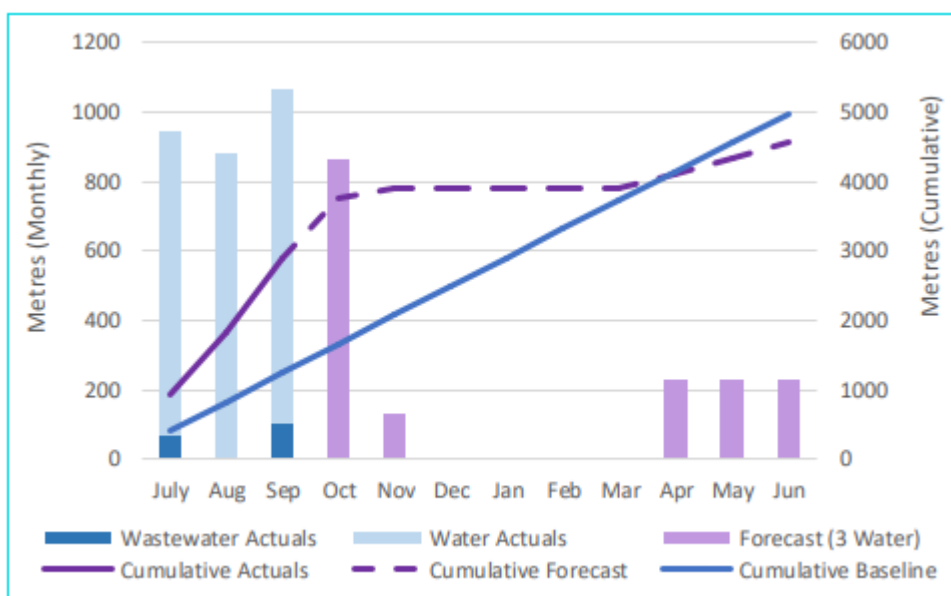
2. Wellington Water Limited (WWL) provides Council with regular updates on capital and operating projects and programmes. These are summarised in the following paragraphs. This report also provides an update on the new government's plans for the future delivery of three waters, Local Water Done Well.

2024/25 CAPEX Programme

3. The capital investment, coordinated and delivered by WWL on water services projects, up to 30 September 2024, was \$13.6M, which was in accordance with the year to date budget. The year-end forecast however is for \$80M of the approved \$84.4M budget to have been spent. The main reasons for the forecasted underspend are the Jackson Street stormwater renewals now commencing in the 2025/26 financial year, delays with Seaview stormwater improvements and rephasing of some of the upgrade works at the Seaview Wastewater Treatment Plant (WWTP). The \$80M forecast does not include the likely cost of the urgent renewal of the Western Hills Sewer Main programmed for April 2025. Estimated to be \$5.1M.
4. The following graph shows how the CAPEX investment is forecast to be spread over the full financial year. This shows that a significant portion of the capital programme will be delivered over the latter part of the financial year. This largely relates to Seaview WWTP works.



5. The number of kilometres of pipe renewed for the period is ahead of target for the year, with 2.9 kms achieved against a full year target of 4.6kms. The reduced target from what has been achieved over the past two years is primarily due to the need to concentrate investment in the Seaview WWTP.



Eastbourne Wastewater Rising Main

6. As at 30 September 2024, the cost of undertaking the urgent renewal of the failed pipe and valves on the Eastbourne Wastewater Rising Main, near the Days Bay Pumping Station, was \$2.25M, split \$1.60M in CAPEX and \$0.65M in OPEX. While these costs were reactive and therefore not budgeted, WWL is working to manage within its overall budget envelope.

Water Leaks

7. WWL is reporting monthly on progress in eliminating the backlog in leaks. The latest dashboard report, dated 7 October 2024, has a backlog of 29 leaks, with a total of 139 leaks in the public network. The difference of 110 leaks is the acceptable number of leaks processed through WWL's system at any one time (not classed as backlog). The dashboard report is attached as Appendix 1 to the report.

8. Despite the good progress on reducing the backlog, this report indicates an increased water consumption over the past two months. This has largely been put down to a high-volume private leak at a commercial property recently discovered and an issue with a faulty Greater Wellington Regional Council (GWRC) bulk water meter, which has since been rectified and will not negatively impact on charges for bulk water.
9. Attached as Appendix 2 to the report is the updated Hutt City leak delivery plan.
10. WWL has also provided Council with information on its resourcing plans over the next 6 months to manage the expected increase in reported leaks over the summer period. The following two tables summarise the resource availability and how this is expected to manage the leak forecast. While leaks are expected to rise above the 110 target through January and February 2025, they are expected to stay within manageable limits.

Resource Availability - Hutt City Council

Month	Nov	Dec	Jan	Feb	March
Base Crews Daily Crews	5	4	4	5	5
Subcontracted Crew Capacity					
Wetwork Daily Crew as required	1	1	1	1	1
CCL Daily Crew as required	1	1	1	1	1
FH Regional Support					
TTM Daily Crews more can be added if required	2	2	2	2	2
Hydrovac Crew as required					
Reinstatement Crew Daily with other crew if required	1	1	1	1	1

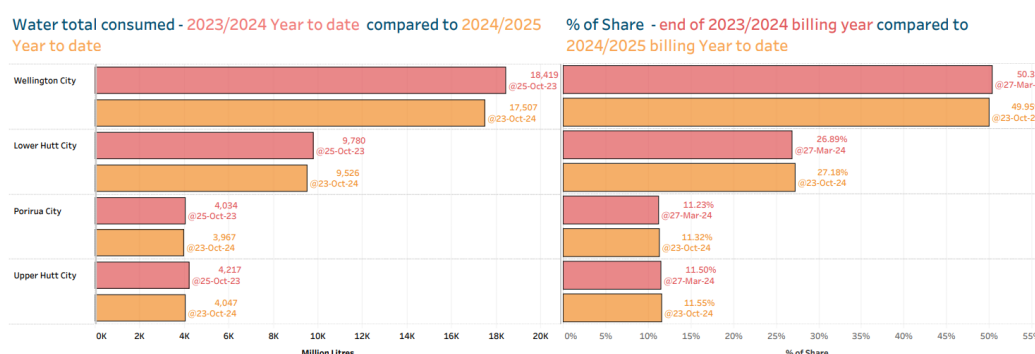
Repair Capacity 13.6 Leaks per week per crew

Leak and Resourcing Forecast - Hutt City Council

Month	Leaks created	Opening backlog	# crews	# weeks	repair capacity	closing backlog
October	210	140	5	4	272	78
November	270	78	5	4	272	76
December week 1	53	76	5	1	68	61
December week 2	53	61	5	1	68	47
December week 3	53	47	4	1	54	45
December week 4	53	45	4	0.5	27	71
January week 1	74	71	4	0.5	27	118
January week 2	74	118	4	1	54	137
January week 3	74	137	5	1	68	143
January week 4	74	143	5	0.5	34	183
February	253	183	5	4	272	164
March	237	164	5	4	272	129
April	171	129	5	4	272	28

Bulk Water

11. Bulk water consumption is measured and billed each year by GWRC on a 1 April to 31 March basis (noting that this year the close off date for the year was 27 March 2024).
12. For the new period commencing 28 March 2024 up until 23 October 2024, Hutt City usage was 9,526 megalitres which was a 2.6% decrease in usage over the same period for the previous year.
13. Despite this decline in use, as a percentage of total use across the four-Council region, the results are 0.29 of a percent higher than for the 2023/24 year. This is because Wellington City usage has decreased at a greater rate, as a proportion of total use. Based on the current situation Council could expect to incur higher bulk water costs of approximately \$195k for the year.
14. The following table compares the bulk water usage for each of the four Wellington metro councils.



Universal Water Metering Project

15. A joint advisory group, with membership from the four metro councils and iwi partners, has been established to help coordinate the universal water metering project, acknowledging that councils are at different stages in the decision-making process.
16. A Programme Management Plan (PMP) has been drafted which includes development of the business case, procurement planning and a pilot programme. The pilot programme is likely to be in Hutt City, which has funding available in its Long-Term Plan (LTP) for roll-out.

Water reform - Local Water Done Well

17. During October and November 2024, the ten councils that are part of the joint regional water services CCO project are each deciding whether to include this model within its options for the preparation of its Water Services Delivery Plan. Council made the decision at its meeting on 29 October 2024 that this would be its preferred model for consultation purposes.
18. Consultation on the preferred model versus the existing model is expected to occur early next year with work towards finalising a Water Services Delivery Plan required to be completed before the 3 September 2025 deadline.

Climate Change Impact and Considerations

19. This report touches on the current WWL capital work programme for which Council has previously made decisions as part of the consideration of the LTP Climate Change considerations.

Consultation

20. There are no specific consultation matters to comment on in this report.

Legal Considerations

21. There are no legal considerations.

Financial Considerations

22. The cost of the repairs to the wastewater pipe at Days Bay as at the end of October 2024 were \$2.25M. (\$1.6M CAPEX and \$0.65M OPEX)

Appendices

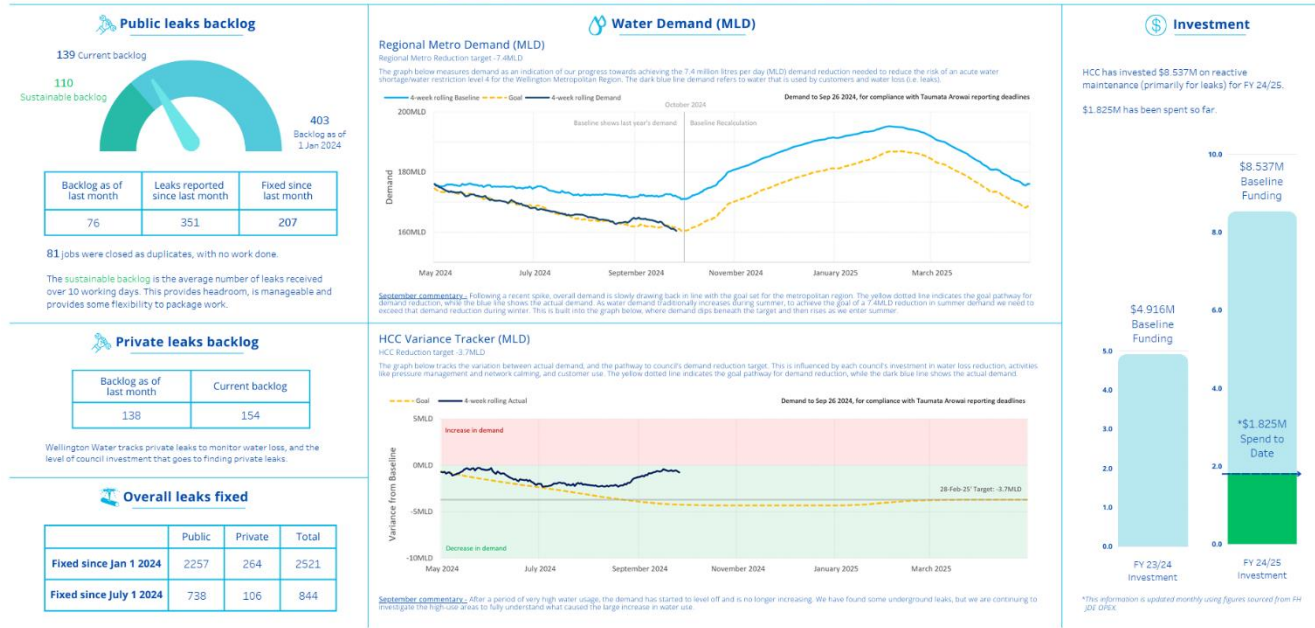
No.	Title	Page
1 ↓	Appendix 1 - Leaks Dashboard 7 October 2024	59
2 ↓	Appendix 2 - Leak Delivery Plan	60

Author: Bruce Hodgins
Strategic Advisor

Approved By: Alison Geddes
Director Environment and Sustainability

Hutt City Council’s investment into leaks - project update 7/10/2024*

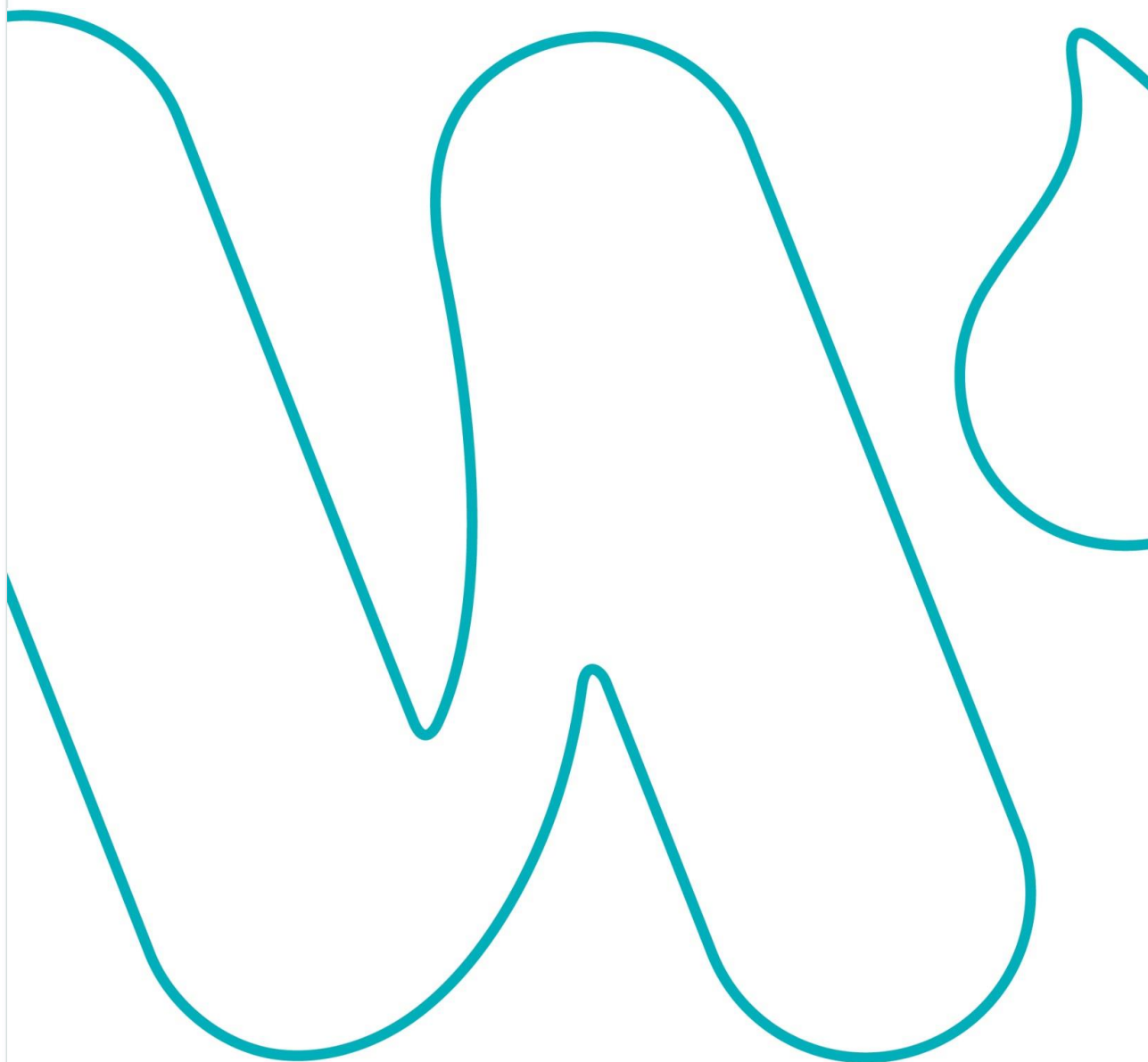
*The data provided is based on the best information available at the end of the September reporting period





Deliver Plan - Leak Repair HCC - FY24/25

Date: September 2024
Version 2



Our water, our future.

Delivery Plan – Leak Repair HCC – FY24/25

Document Control

Panel Member		Wellington Water				
Panel Project Manager		Bob Wilson				
Client Council		HCC				
REVISION SCHEDULE						
Current Status			For Approval then issue to Taumata Arowai			
No	Date	Description	Prepared by	Checked by	Reviewed by	Approved by
0	18 July 2024	Delivery Plan – Leak Repair HCC - FY24/25	Josh Wright (WWL Seconded)	Bob Wilson	Tim Harty	Charles Barker
1	22 Aug 2024	Updated to reflect ‘confirmed’ budgets and adjusted backlog.	Josh Wright (WWL Seconded)			
2	09 Sep 2024	Update to reflect network(public)/private split and peak leaks received data.	Josh Wright (WWL Seconded)	Bob Wilson	Tim Harty	Charles Barker

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Delivery Plan – Leak Repair HCC – FY24/25

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Delivery Plan – Leak Repair HCC – FY24/25

1 Background

Hutt City Council (HCC) has made the provision of \$9.04M to address leaks across their network through repair and reactive renewal. This funding is expected to;

- contribute to the 7.4 MLD reduction in water demand ahead of Feb 2025 (for WCC, HCC, UHCC, and PCC). HCC contribution to the reduction is expected to be 1.23 MLD.
- and reduce the backlog of leaks to a sustainable level (see section 8).

2 Objectives

Key objectives of this Delivery Plan are;

- Reduce the backlog of leaks to a sustainable level (see section 8).
- Reduce water demand through active leak repair and reactive renewal.
- In conjunction with other Councils and activities, reduce water demand by 7.4 MLD ahead of the highest risk period (Feb 2025).

3 Current Position

On 03 July 2024, there were 246 open (network/public) jobs in Hutt City. This is considered to be the *leak backlog* as at the start of the 2024/25 financial year for Hutt City.

The following table is a summary of jobs within Hutt City as of 03 July 2024.

	Number as of 03 July 2024	Percentage of total
Network Jobs	246	69%
Private Jobs	110	31%
All Jobs	356	100%

Delivery Plan – Leak Repair HCC – FY24/25

4 Delivery Plan

This Delivery Plan is based on current resourcing and confirmed 2024/25 budget allocation. This Delivery Plan has a target of meeting objectives by 04 December 2024 in order to succeed ahead of February 2025.

These delivery plans are based on the delivery of public leak repairs only, and do not address the rising number of private leaks seen across the network. As we have continued work to maintain public leaks at a sustainable level, we have seen the balance shift between public and private leaks. Private leak repairs are expected to be key to reducing water loss in the longer term, and guidance from councils on their preferred approach to address this pending issue will be needed.

4.1 Resourcing

HCC is serviced out of the Wellington Water (WWL) Pomare Depot. Pomare also services Upper Hutt City Council. The data below is based on the expected crews in Hutt City as the depot has the ability to increase and decrease resourcing per Council as required.

Resources available	11
Crews	5
Resources/crew (on average)	2.29
Expected repair rate (repairs per week)	68

The expected repair rate is based on information provided by the service delivery team out of the Pomare Depot.

4.2 Budget Allocation

HCC have allocated \$9.04M toward repairing leaks across the city.

	TOTAL
Budget Allocation	\$9,040,000
Estimated leak repairs possible based on budget	3614

Leak repairs based on budget allocation does not take into account that the repair may require an asset to be renewed and therefore the cost be charged to the capital (CAPEX) budget. This decision can generally only be made by the teams on site after set up and a more detailed analysis of the job has been carried out. It is estimated that for every \$1m of OPEX spent on leak repairs, \$200k of CAPEX funding is required.

The possible leak repairs for the budget allocated assumes that, on average, a leak costs \$2,500 to repair in Hutt City. This assumption is based on data obtained from leaks repaired to date within Hutt City, but we note that every leak has its own challenges and there is some uncertainty in this figure. This figure is presented as an estimate and not a target.

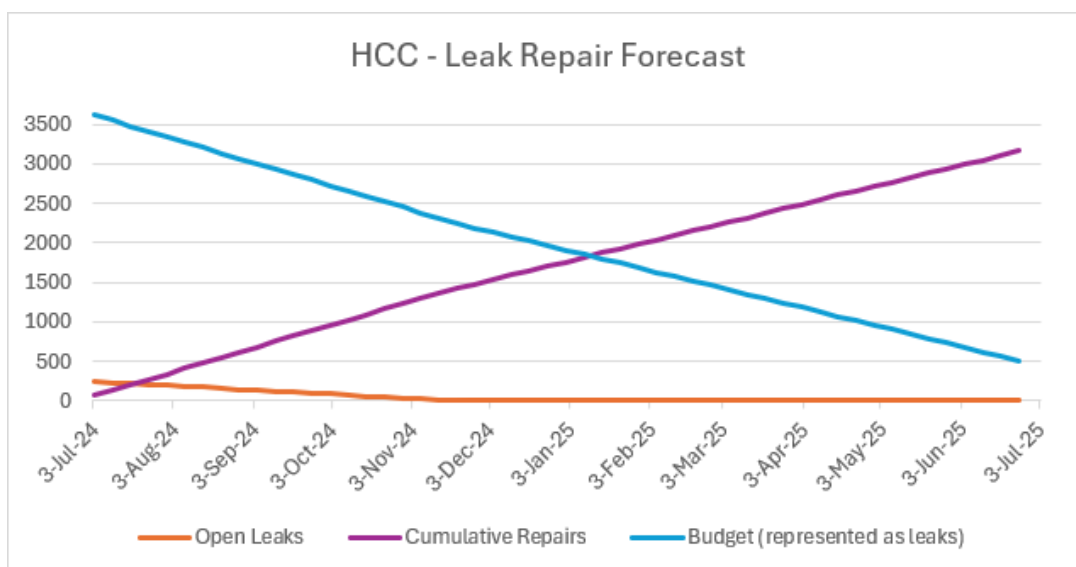
Spreading the budget linearly across the financial year, we estimate there is budget available to repair 70 leaks per week, or 1529 leaks by 04 December 2024.

Delivery Plan – Leak Repair HCC – FY24/25

4.3 Forecast leak repairs

The graph below is prepared based on the following assumptions.

- A resourcing ability to repair 68 leaks per week.
- leak detection and reporting resulting in 56 leaks per week identified.



Once the *Open Leaks* have trended to sustainable levels, we estimate the available budget to be sufficient for the rate of repair required in Hutt City.

4.4 Peak reporting of leaks

Peak leak reports historically occur during the summer months. During the 23/24 summer, Hutt City saw a peak week of 88 leak reports. Should this peak week number occur in the 24/25 summer, it would require 129% of the base resourcing to repair within the week. Therefore, we would expect to see a short-term increase to the leaks backlog, which would be repaired in succeeding weeks.

Resources and funding available to Hutt City have the ability to achieve sustainable levels of leak repair by late September 2024. Sustainable levels are expected to occur ahead of the peak week of reports. All other weeks would be expected to be less than the peak and any short term backlog of leaks would be manageable as backlog repairs would occur over a period of a few weeks.

Should the peak demands be greater than expected and the backlog grow more than anticipated over the break, sub-contractor resources will be available to mobilise into Hutt City to complete repairs alongside Wellington Water base resource. External resources have been engaged by Wellington Water to undertake works over this period which can be put on hold, should they need to move to leak repair works.

Funding allocated by HCC is sufficient to engage these resources should they be required.

Delivery Plan – Leak Repair HCC – FY24/25

5 Outcomes

The outcomes expected from this Delivery Plan are:

Outcome	Metric
Theoretical leaks repaired in the FY24/25	3162
Theoretical leaks repaired by 4 December 2024	1536
Theoretical demand reduction possible through leak repairs	1.23 MLD

It is assumed that demand reduction is only associated with the 246 leak backlog and an average water loss reduction of 0.005 MLD per leak.

6 Management

The Acting Head of Service Delivery and Network Maintenance, Service Delivery Managers and Team Leads will drive the work programme (leak repair) in the effort of delivering the outcomes of this plan.

This Delivery Plan is based on the delivery structure and ability (resource and budget) at a point in time. The practical delivery is expected to be dynamic in order to enable changes in delivery structure (for example, nightshifts for more difficult leaks at higher cost) and therefore the projections will change over time.

An additional workstream focusing on the efficiency and effectiveness of the leak repair process (reporting through to completion of reinstatement) has begun and will continue through to December 2024. This is part of a wider water demand reduction workstream and is only expected to increase delivery output.

7 Constraints

The theoretical 'clearing of the backlog' is just that – theoretical. There will always be leaks and a sustainable programme of leak repairs to be addressed. This plan outlines what could be achieved for the investment allocated. In this case, the funding allocated would see the repair of the current number of leaks on the leak backlog and repair further reported and detected leaks. Given we are managing both leak repair and demand reduction, it will be more appropriate to repair new larger leaks than small older leaks.

Attempting to meet objectives of this plan front loads leak repair and budget utilisation. Financial constraints are likely to result in limited or no budget available in the latter part of the financial year.

8 Assumption Summary

- On average, in Hutt City, a leak repair costs \$2,500. This is derived from actual repair cost information available for the city.

Delivery Plan – Leak Repair HCC – FY24/25

-
- The 'sustainable' backlog level was previously agreed to be the average leaks reported/detected in a two week period. For Hutt City this is 112 leaks.
 - Linear leak reports/detection (ie same number per week) based on historical data.
 - Leak forecasts based on leaks detected/reported data from FY2021/22, 2022/23, 2023/24.
 - Uplift on 7.5% on leaks detected/reported from FY2023/24 allowed based on historical data trend.
 - Network leaks only (private leaks excluded).
 - Linear delivery. I.e., No adjustment for reduced delivery over Christmas.
 - Crew numbers remain the same. Abilities of depots do not change.
 - Confirmed budget allocations do not change.

01 November 2024

Report no: IARCC2024/5/332

Regulatory Matters

Purpose of Report

1. To provide the Committee with an update on regulatory matters arising from the work of the Environment and Sustainability Group.

Recommendation

That the Committee receives and notes the information.

Resource Consents

2. There are currently 112 resource consent applications in the system. 44 of these are actively being processed and 68 are either on hold pending further information, on hold as per applicant's request, or on hold due to non-payment of the deposit.
3. Table 1 below is summarising non-notified resource consents granted for the period October 2023 - October 2024. Overall, for the 2023/24 financial year, 77.4% of non-notified resource consents were issued within 20 working days. For the 2024/25 financial year, so far, 94.6% of non-notified resource consents have been issued within 20 working days.

Table 1: Non-notified resource consents granted:

Oct 23 – Oct 24	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Total	30	23	16	22	26	29	23	30	24	34	39	29	31
% within 20 working days	65.2	55	71.4	70	73.9	84.0	90.5	92.6	85	86.7	94.7	100	96.8

4. Table 2 below shows that the number of resource consents received was relatively steady throughout the 2023/24 financial year, with the exception of the influx of subdivision applications that were received in June because of changes to Council's Development and Financial Contributions Policy.

Table 2: Resource consents received:

Oct 23 – Oct 24	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct
Total	13	29	30	18	27	24	21	29	105	17	19	23	21

Riverlink Update

5. In March 2024, the delivery model of the project changed and the project will no longer be delivered by the Alliance. The Consent will now be delivered by the 3 consent holders. Hutt City Compliance officers are working closely with the Greater Wellington Regional Council (GWRC) compliance team to navigate the challenges presented by this change.
6. Currently, the consent holders are working together towards agreements for the Urban Landscape Master Plan, which will be the only new overarching plan for the project. All other management plans will be submitted and managed by the separate consent holders.
7. Mill Street Stopbank is partially complete and is being managed by GWRC. Vegetation removal and rockline work are expected to begin in late November 2024.

Tupua Horo Nuku update

8. Whiorau Bay and Sorrento Bay are currently under construction, with the traffic impacts, particularly during peak hours, being actively monitored by the compliance team. York and Sunshine Bays are projected to be completed by December 2024.
9. Sheet piling to construct a coffer dam is being trialed at Whiorau Bay.
10. The new dog bylaw is in place at Bishops Park, and the associated bird protection area is underway.

Pre-application update

11. The pre-application service resumed following a temporary pause in June/July. Pre-application meeting requests included:
 - a. multi-unit residential developments,
 - b. fuel stations,
 - c. network utility upgrades,
 - d. digital signage/billboards, and
 - e. tourism facilities.
12. There is a longer than usual list of notable applications due to the large number of applications that were received in June.

Table 3: Notable resource consents application received since August 2024

Location	Development
110B Reynolds Street, Taita (Walter Nash Park)	Construction of buildings and operation of music venue in general recreation.
8 Melling Road, Hutt Central	Application for two digital signs in central commercial.
24B Marine Parade, Petone (McEwen Park/Hikoikoi Reserve)	Change to Conditions 1 and 4 of RM190444. Changing the number of concert/festival events, extension of operating hours and extension of pack down hours.
4 - 100 Port Road, Seaview	GWRC and HCC application for a Penguin Relocation Site.
4 Hutt Road, Petone	Change and Cancellation of conditions for character limit on digital billboard.

Table 4: Update of notable consents from previous reports

Location	Development
30 Benmore Crescent (Manor Park)	<p>Resource Recovery Park, including infrastructure for retail, café, material recovery, construction/waste/demolition sorting, and general waste transfer. A related application is being processed to upgrade intersection in SH2 designation.</p> <p>Update October 2024: Approval from Waka Kotahi has recently been provided. Council will now continue to process the application. No decision has been made on notification.</p>
56 Wood Street (Wainuiomata)	<p>Residential development by Kainga Ora comprising 40-units and associated 53-lot subdivision.</p> <p>Update October 2024: No change from previous update - application remains on hold for further information</p>
14 & 16 The Strand (Wainuiomata)	<p>40-lot subdivision, 38 dwellings and 2 commercial units.</p> <p>Update October 2024: On hold for further information.</p>
343 & 351B Wellington Road, (Wainuiomata)	<p>49-lot subdivision and 43 dwellings with cul-de-sac road to be vested to HCC.</p> <p>Update October 2024: On hold for further information. GWRC consents are required prior to this resource consent being determined.</p>
5 Riddlers Crescent, Petone	<p>Extension to existing Kmart building.</p> <p>Update October 2024: Further information has recently been submitted and this is currently being reviewed.</p>
262 - 264 Jackson Street, Petone	<p>Remedial works to heritage building, construction of residential building in the rear.</p> <p>Update October 2024: On hold for further information.</p>
3 Hastings Grove, Wainuiomata	<p>15-lot subdivision, new road, and earthworks.</p> <p>Update October 2024: On hold for further information.</p>

6 Pharazyn Street, Melling	<p>Conversion of restaurant, bar and conference facilities into 12 motel units.</p> <p>Update October 2024: On hold for further information.</p>
64 Waipounamu Drive, Kelson	<p>Future stages for Kelson Heights:</p> <ul style="list-style-type: none"> • 30-lot subdivision with earthworks • 11-lot subdivision and 11 dwellings • 10-lot subdivision and 10 dwellings <p>Update October 2024: all on applicant-requested hold - processing not yet commenced.</p>
137 Cambridge Terrace, Fairfield	<p>30-units and associated subdivision.</p> <p>Update October 2024: draft conditions being reviewed by applicant.</p>
5 Douglas Street, Waiwhetu	<p>23-lot subdivision and 17 dwellings</p> <p>Update October 2024: On hold for further information.</p>
84 Cambridge Terrace, Waterloo	<p>13-lot subdivision and 9 dwellings</p> <p>Update October 2024: draft conditions being reviewed by applicant.</p>
30 Pencarrow Crescent, Wainuiomata	<p>30-lot subdivision and 26 units, with earthworks</p> <p>Update October 2024: on applicant-requested hold - processing not yet commenced.</p>
4 - 337 Wellington Road, Wainuiomata	<p>40-lot subdivision and earthworks</p> <p>Update October 2024: all on applicant-requested hold - processing not yet commenced.</p>
3 Reynolds Bach Drive, Stokes Valley	<p>Two new places of assembly</p> <p>Update October 2024: on hold for further information.</p>
3 Reynolds Bach Drive, Stokes Valley	<p>12-lot subdivision and earthworks</p> <p>Update October 2024: on applicant-requested hold - processing not yet commenced.</p>
5 Parkway, Wainuiomata	<p>Self-service fuel stop</p> <p>Update October 2024: on hold for further information.</p>
28 Pretoria Street, Hutt Central	<p>11-lot subdivision and 11 dwellings</p> <p>Update October 2024: on hold for applicant review of consent conditions.</p>
67 Whites Line East, Waiwhetu	<p>31-lot subdivision and 30 dwellings.</p> <p>Update October 2024: on applicant-requested hold - processing not yet commenced.</p>
65 Raukawa Street, Stokes Valley	<p>30-lot subdivision and 26 dwellings.</p> <p>Update October 2024: on applicant-requested hold - processing not yet commenced.</p>
280 Major Drive, Kelson	<p>76-lot subdivision, earthworks, and construction of a road.</p> <p>Update October 2024: all on applicant-requested hold - processing not yet commenced.</p>

26 Stockdale Street, Wainuiomata	11-lot subdivision and 7 dwellings. Update October 2024: on hold for further information.
127 Waterloo Road, Hutt Central	21-lot subdivision and 20 dwellings. Update October 2024: on hold for further information.
130 Hine Road, Wainuiomata	15-lot subdivision and 14 dwellings. Update October 2024: on hold for further information - applicant is likely to withdraw and reapply for a new development design on the same site.
19 Seaview Road, Seaview	Construction, operation and maintenance of a self-service 24-hour fuel station. Update October 2024: on hold for further information.

Table 5: Notable consents granted since August 2024

Location	Development
13 Hawthorn Crescent, Stokes Valley	11-lot subdivision and 10 dwellings.
10 Udy Street, Petone	Occupation and use of the site for storage and sale of vehicles.
30 Knights Road, Hutt Central	Construction of a mixed use 3-storey building with 12 residential units.
638 High Street, Boulcott	34 inpatient acute mental health unit.
53 Brook Street, Waterloo	25-lot subdivision and 16 dwellings.
45 Farmer Crescent, Taita	17-lot subdivision and 15 dwellings.
119 Bell Road, Waiwhetu	Construction of 10 residential units (Dwell Housing Trust)
2 Brook Street, Waiwhetu	14-lot subdivision and 14 residential units.
1 Nikau Grove, Woburn	22-lot subdivision and construction of 12 residential units.
65 Wellington Road, Wainuiomata	15-lot subdivision and construction of 14 residential units.
55 Port Road, Seaview	Soil disturbance, earthworks, and alterations to network utilities associated with upgrades to the Hutt City Wharfline (Stage 3B works).
93 Hutt Park Road, Moera (Hutt Park, Naenae Park, and Richard Prouse Park)	Resurfacing, levelling, and installation of new subsoil drainage at Hutt Park, Naenae Park, & Richard Prouse Park.

RMA Compliance

Table 6: Compliance Notices issued

Oct 23 – Oct 24	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
Infringements	1	2	6	1	4	6	8	4	3	5	2	5	4	51
Abatement Notices	1	0	0	0	3	1	1	1	0	1	0	1	1	10
Enforcement Orders	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Prosecutions	0	0	0	0	0	0	0	0	0	0	0	0	0	0

13. The infringements and abatement notices issued since August 2024 largely relate to sediment tracked on the road from several sites; silt discharging into drains; working outside permitted hours; paint discharges; and failure to provide management plans as per consented.

Table 7: Complaints received

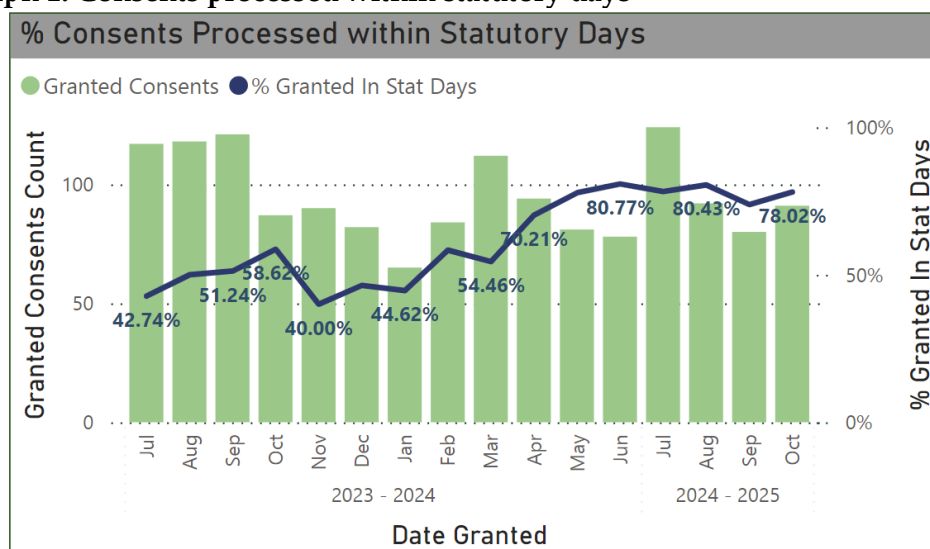
Oct 23 – Oct 24	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Total
Complaints received	20	36	25	16	21	31	35	39	57	45	30	37	42	434
Complaints acknowledged within 24hrs	20	36	25	16	20	31	35	39	57	45	30	37	42	434
Complaints resolved	19	20	16	15	14	19	26	35	51	33	34	37	40	359
% Acknowledged within 24hrs	100	100	100	100	95	100	100	100	100	100	100	100	100	99

14. After many months of no complaints at the Benmore Crescent earthworks site, we have recently received a small number of complaints relating to dust, noise and vibrations. Officers responded to these complaints, but no breaches were identified. We will continue to monitor and respond to complaints.
15. Complaints relating to noise have been received relating to the operations of the Lower Hutt Pak n Save and in relation to the Woburn Masonic Village. Officers have identified breaches and are working with the owners to address these.
16. Complaints have been received about noise from rubbish bins, trucks unloading, and the times gates are open at Kmart in Petone. Officers are working with Kmart to address these issues through a new operational management plan.

Building Control

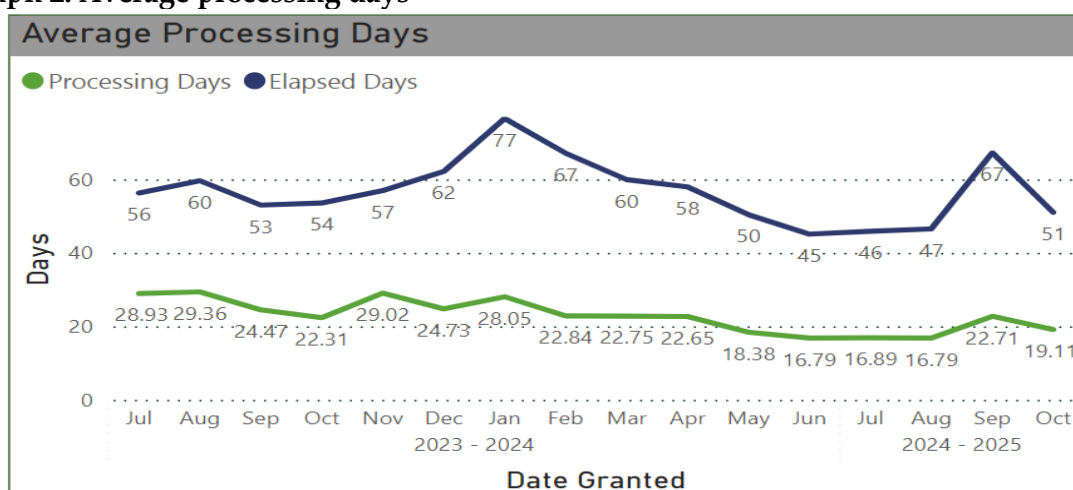
17. Between 1 July and 31 October 2024, there were 361 applications for building consent accepted and 387 building consents granted, which is approximately a 15% decrease on the same time last year (401 applications received and 443 consents granted). However, at this time last year, changes to the energy efficiency requirements led to a spike in consents received.

Graph 1: Consents processed within statutory days



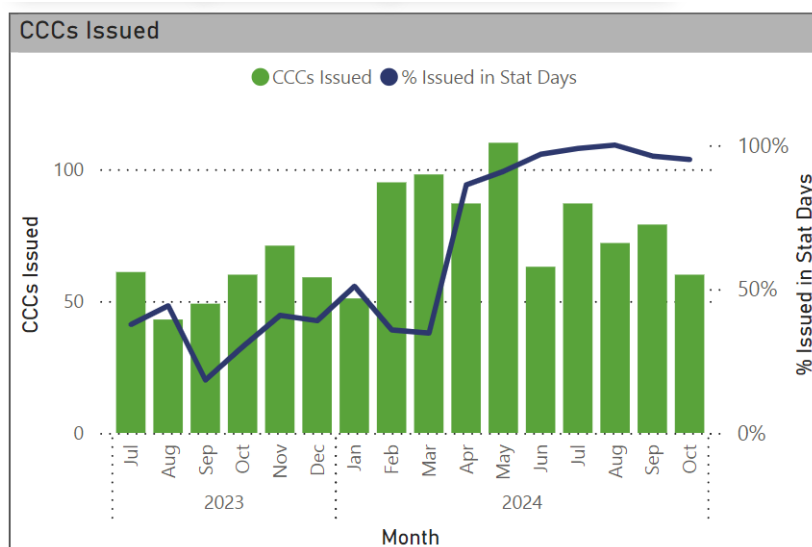
18. Statutory timeframes remained relatively level between July and October and averaged 77.78%. The BCA is currently working with customers who have applications on long time hold (some of these are over 20 days). While this will have a short-term negative impact on statutory timeframes, it will place the BCA in a better position to improve timeframes in the future.
19. The average time to process a consent between July and October has risen to 18.6 days. The rise in average processing times is due to the previously mentioned work to remove long-term hold consents from the system. The average elapsed time (including time spent by the customer responding to requests for further information) to process a consent was 51 days.

Graph 2: Average processing days



20. From 1 July to 31 October, 97% of all CCC applications were processed within statutory timeframes, compared with only 32% in the same period in 2023.

Graph 3: Code Compliance Certificates issued



21. The following table provides quarter one statutory performance for both building consents and CCC applications. Performance for the 2024/25 financial year was impacted by a peak of building consents in July 2024.

Table 8: 2024 / 25 Statutory Performance KPIs

2024-2025 KPIs	KPI %	YTD % Achieved
100% Building Consents granted / refused within 20 days	100%	79%
100% Code Compliance Certificates issued / refused within 20 days	100%	98%

22. Following the February 2024 IANZ audit, all non-conformances have been closed out and ongoing accreditation confirmed. The BCA next IANZ accreditation assessment is scheduled for February 2025.

Notable Consents Issued

23. **6 Te Ara Raukura, Wainuiomata BC240558**- Mitre 10 base build and building envelope.
24. **8 Burnham Street Petone, BC 240567** – Niche factory built Moera Neighbourhood Hub.
25. **1582 Coast Road, Wianuiomata, BC240636** - Baring Head lighthouse keepers house 2 - Internal refit to include rewiring, plumbing, remodel kitchen and bathroom.

26. **31 Farmer Crescent, Taita, BC240624** - An example of housing development picking up in Taita. Multi-unit new 6 x two-storey townhouses.
27. **19 Seaview Road Seaview, BC240370** - Installation of new self-serve fuel station. New canopy, site drainage, and water supply.

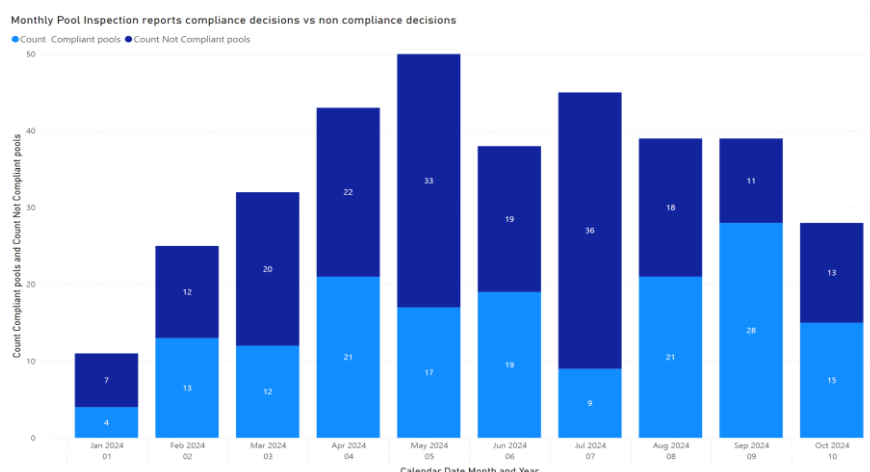
Earthquake Prone Buildings

28. There were no earthquake-prone notices issued to building owners from 1 July to 31 October 2024. No earthquake-prone notice was removed during the same period. The total number of buildings on the register is currently 62.
29. All earthquake-prone buildings are recorded on a national register managed by MBIE, more information in <https://epbr.building.govt.nz/>

Inspections of residential pools

30. Between 1 July and 31 October 2024, 151 pools were inspected. Of the 151 pools inspected, 73 were compliant, and 78 were deemed non-compliant.

Graph 4: Pool Compliance



31. Following the introduction of new pool inspection processes and a lift in compliance officers are identifying and resolving more issues. Non-compliant pools are followed up until compliance is achieved.

Land Information Memoranda

32. From 1 August – 31 October we received 366 LIM applications, 319 LIM reports issued, 305 issued within the statutory timeframe (10 working days), 14 issued over the statutory timeframe and 12 cancelled. 309 residential reports were issued along with 10 commercials.

Table 9: Number of LIM applications received

Number of LIM reports issued												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2024 - 2025	95	87	106	126								
2023 - 2024	88	95	101	113	116	73	93	134	143	112	128	89
2022 - 2023	51	87	98	112	102	77	59	94	97	69	94	78
2021 - 2022	82	89	71	112	133	68	29	125	155	120	88	79

Graph 5: Number of LIM applications received

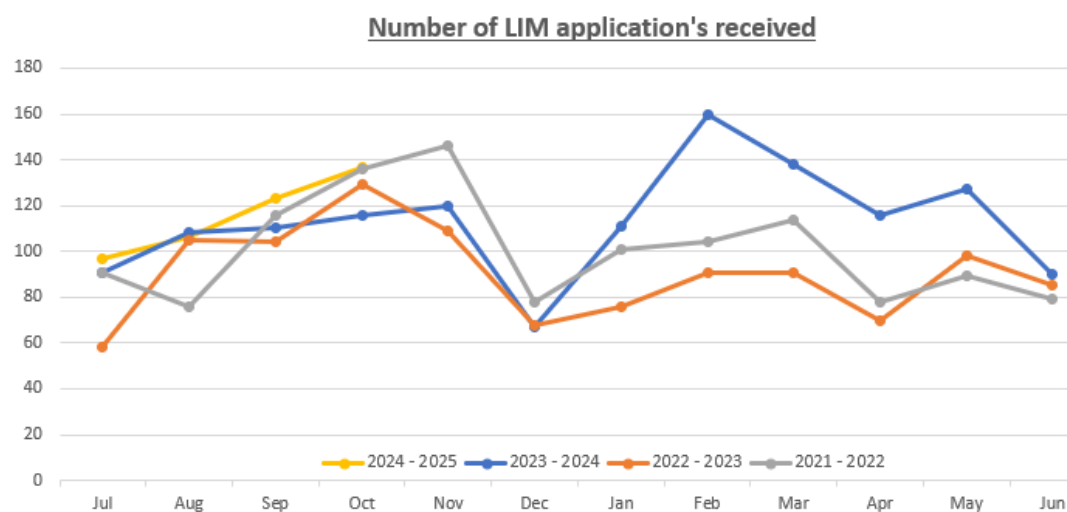
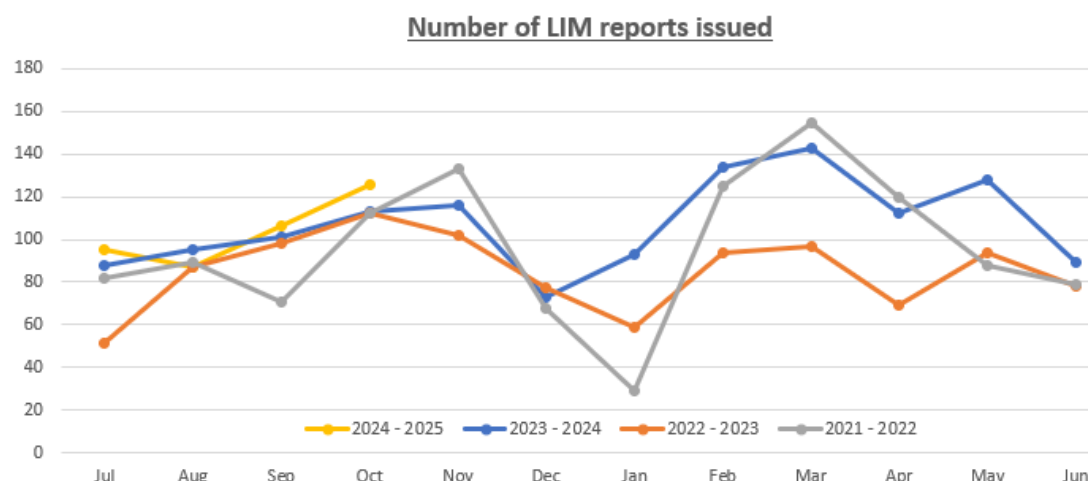


Table 10: Number of LIM reports issued

Number of LIM applications received												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2024 - 2025	97	106	123	137								
2023 - 2024	91	108	110	116	120	67	111	160	138	116	127	90
2022 - 2023	58	105	104	129	109	68	76	91	91	70	98	85
2021 - 2022	91	76	116	136	146	78	101	104	114	78	89	79

Graph 6: Number of LIM reports issued**Environmental Health****Alcohol Licensing**

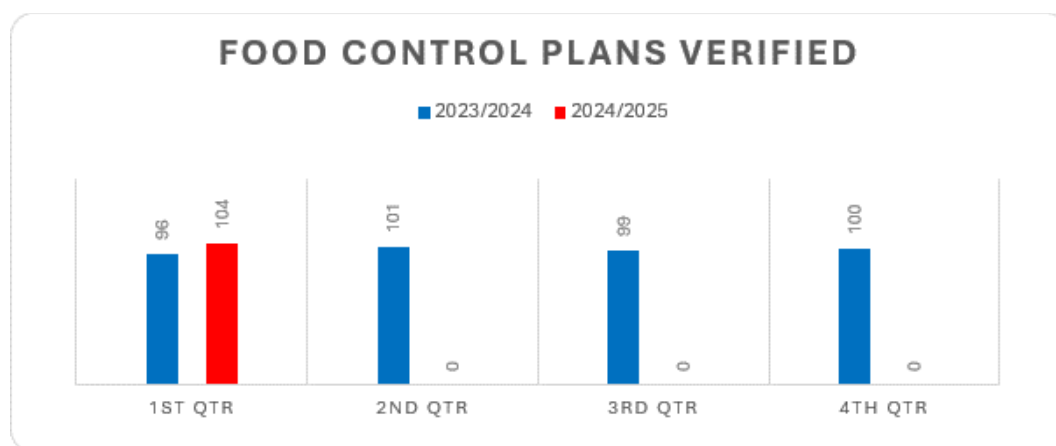
33. As of 30 September 2024, the team undertook 23 compliance checks of licensed premises categorised as 'high risk' premises. The team are tracking at 104.5% of the annual KPI (the KPI requires 95% of premises annually). Exceeding 100% reflects that repeat visits have been made or more premises added to the quota, due to concerns or issues found throughout the year.
34. A public hearing was held by the Lower Hutt District Licensing Committee (DLC) on 16th September 2024, for the renewal of an on-license for Bowland Limited, trading as Strike Entertainment Centre, 399 Hutt Road. The application drew opposition from both Police and Council's Licensing Inspector, due to concerns around the management of the premises, and that processes and systems to ensure that the requirements of the Act and licence conditions were lacking. Police also raised the matter of a history of failed controlled purchase operations, being sales of alcohol to minors. The DLC deliberated on the matter and issued their decision on 7th October 2024. The licence was granted for a truncated period, with reduced closing hours and some additional conditions.
35. The Alcohol Regulatory and Licensing Authority (ARLA) released a decision on 29th October 2024, regarding an appeal of a DLC decision declining to grant a manager's certificate. The applicant had a history of convictions which prompted opposition by Police. ARLA confirmed the DLC decision and dismissed the appeal.

Food

36. During September, a food operator in Stokes Valley was issued with a Notice of Direction under the Food Act for various non-compliant food safety matters. The operator has since complied with the direction.

37. As of 30 September 2024, the food verifiers have undertaken 100% of verifications within their due date. The KPI requires that 85% of existing Food premises are verified within one month of the due date. Graph 7 shows the percentage of food verifications completed on time by quarter.

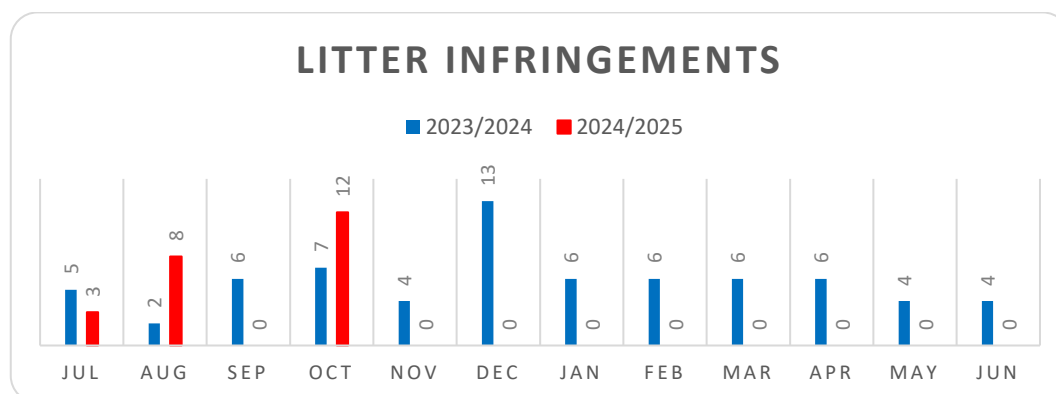
Graph 7: Food Verifications by Quarter, July 2022/2024 to June 2024/2025



Litter

38. At the end of September 2024, there were 41 complaints logged to Environmental Health about fly tipping/illegal littering since the start of the new financial year. 12 complaints were logged in September, as compared to the 19 complaints for the month of August. Three of these complaints are related to the Te Awa Kairangi area.

Graph 8: Litter infringements issued, July 2023/24 to June 2024/25

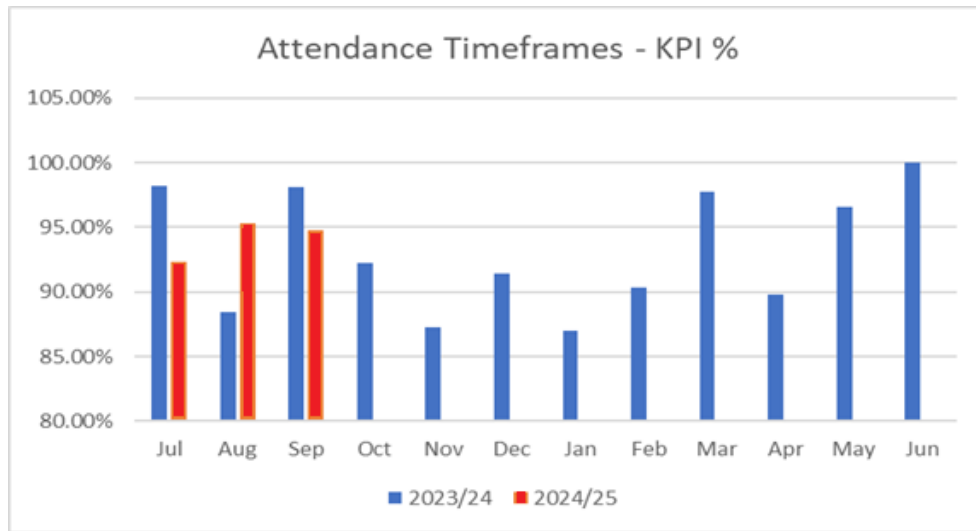


39. The Greater Wellington Regional Council (GWRC) has advised of 14 instances where fly tipping has occurred along the Hutt River environs during the same time.

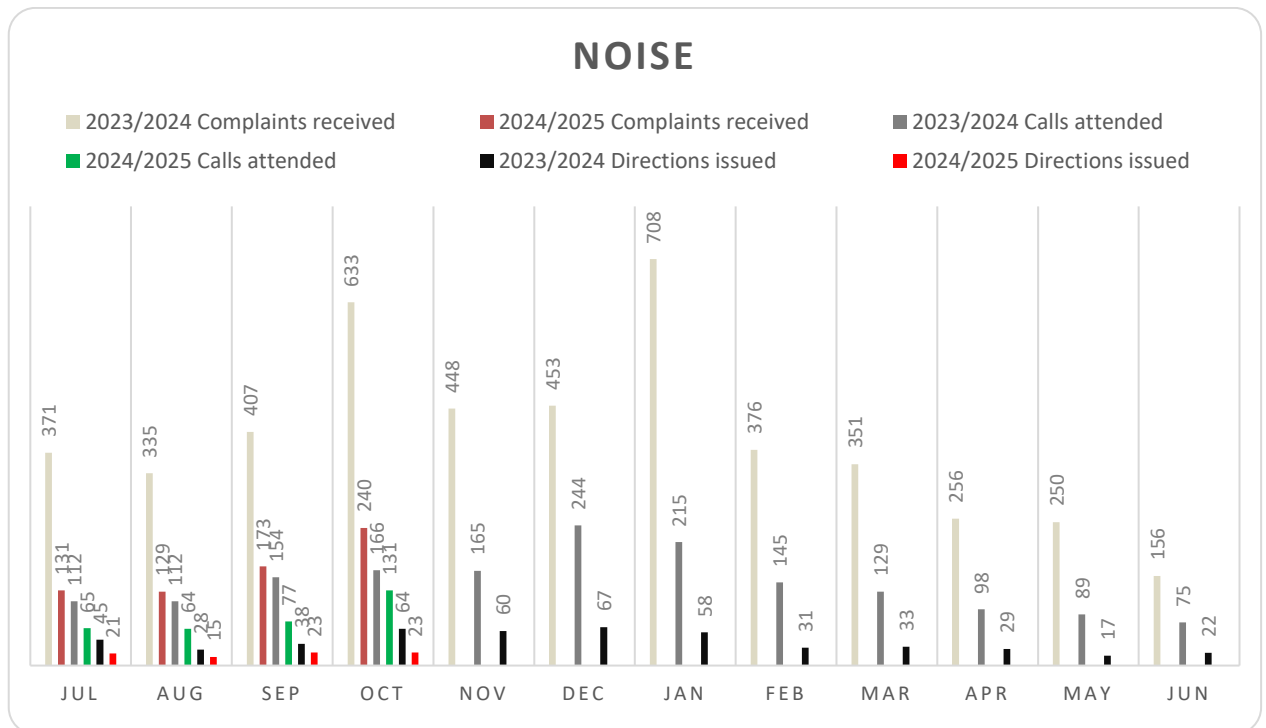
Noise

40. As of 30 September 2024, 194 out of 206 complaints (94.2%) were attended to within 45 minutes by Council's noise control contractor (KPI is 85%).

Graph 9: Noise Attendance Timeframes, July 2023/24 to June 2024/25.



Graph 10: Noise complaints, attendances and directions issued July 2023/24 to June 2024/25



41. As of 30 September 2024, 1 infringement fine was issued for ongoing residential noise issues and non-compliance with notices and directions.

Trade Waste

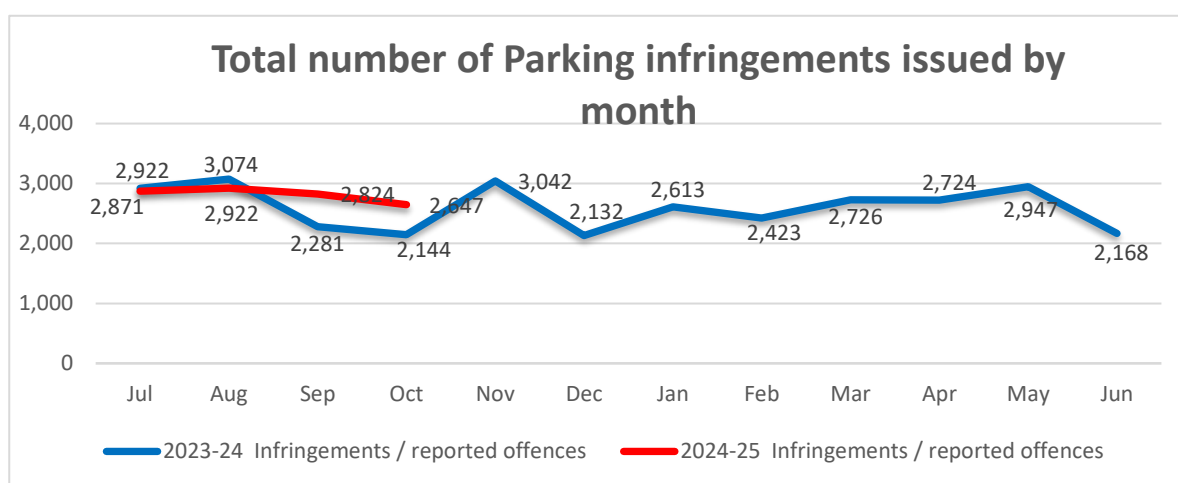
42. A stormwater inflow project (stormwater entering sewerage systems) has been completed in the Belmont Hills area. This project was prompted when sewerage contamination was detected in local swimming holes frequented by the public. Properties that have excess inflow will require remedying by the owner.

43. Investigations are ongoing to determine the source of hydrocarbon contamination at the Waste-Water Treatment Plant in Seaview. Several potential sources have been identified, but as yet, none have been confirmed.

Parking Services

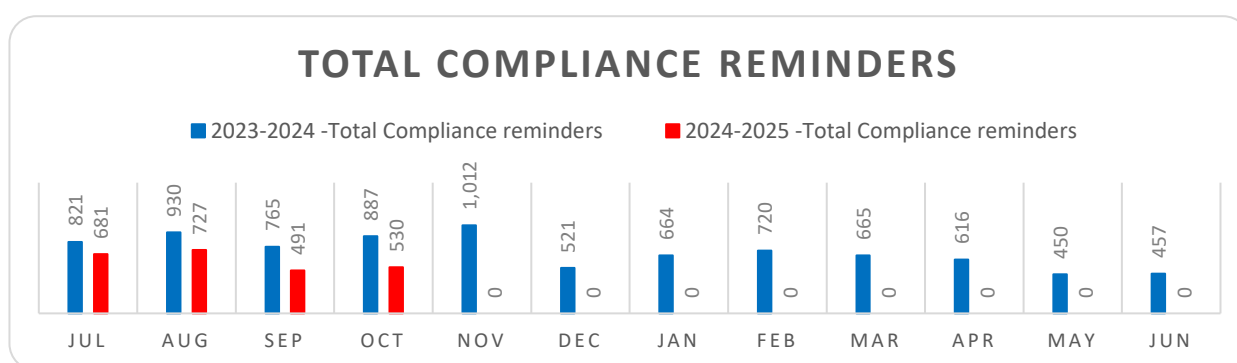
44. As of 30 September 2024, 8,617 infringement notices were issued. The number of infringement notices issued can vary monthly, depending on various factors, such as staff absences due to illness and availability. Graph 11 compares monthly figures to the previous year.

Graph 11: Total number of parking infringements issued by month



45. Parking Services commenced a health and safety initiative in October 2022. This involved issuing compliance reminder notices to motorists, informing them that their warrant of fitness or license label is close to expiring. This initiative aims to raise public awareness about the hazards of operating an unsafe vehicle, promoting safer communities across Te Awa Kairangi ki Tai, Hutt City. The chart outlines the number of compliance reminders issued since July 2024. Parking Services has issued 1899 compliance reminders, year to date September 2024.

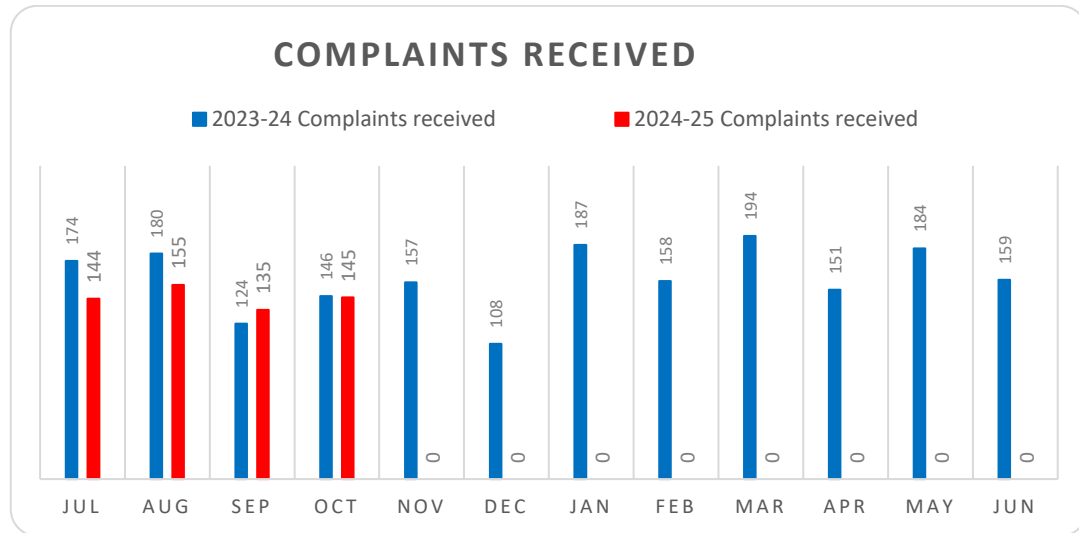
Graph 12: Parking compliance reminders by month July 2023/24 to June 2024/25



Animal Services

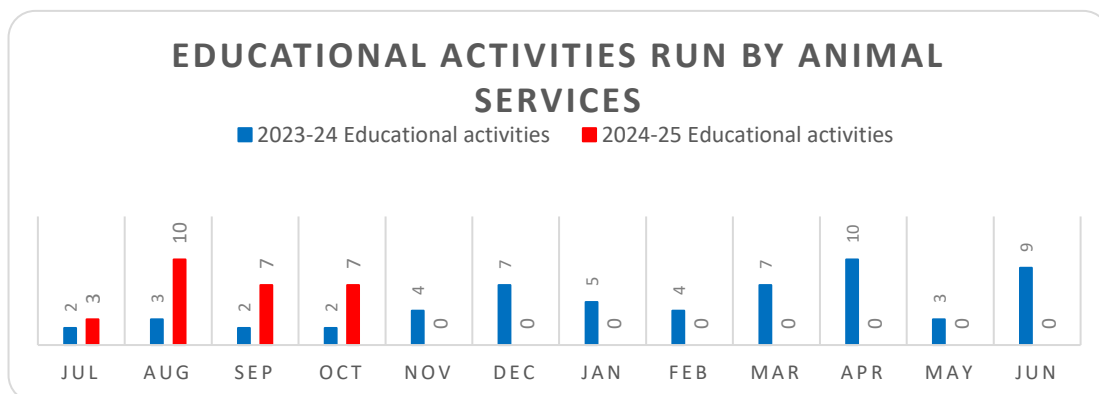
46. As of 23 October 2024, there are approximately 10,284 active dogs in Lower Hutt for 2024/2025. 1176 dogs have not yet been re-registered. Reminders are sent, and ultimately, an infringement fine is issued for outstanding registration fees.

Graph 13: Complaints were received from July 2023/24 to June 2024/25



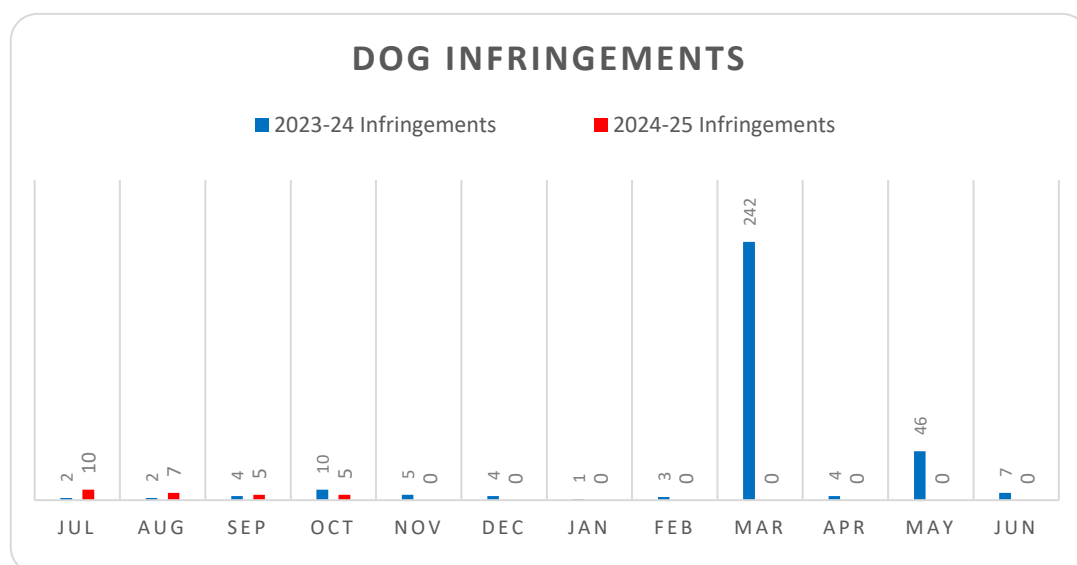
47. Animal Services have several community outreach programmes such as community education programmes, on request and, school education programmes. They also visit private residences to assist owners with dog behaviour. The team have undertaken 20 educational exercises since the start of the 2024/25 financial year, which means that the annual KPI has been 100% achieved.

Graph 14: Educational Activities by Animal Services from July 2023/24 to June 2024/25



48. Animal Services has changed the process for applying for Responsible Dog Owner (RDO) status to make it easier for good dog owners to meet the criteria. A physical inspection of the property may not be needed if the owner can complete an online quiz demonstrating they understand the owner's responsibilities under the Dog Control Act 1996 and Hutt City Dog Control Bylaws and if the dog has and maintains a clean record.
49. Animal Services Officers have supported Penguin Avoidance training sessions in Eastbourne. 45 dogs were trained over the 14th & 15th of September 2024.
50. Animal Control Officers can issue infringement notices for non-compliance with the Dog Control Act 1996. The chart below shows the infringements issued between July 2023/24 and June 2024/25. The spikes in infringements result from the Admin Team sending out bulk infringements. At the end of November, the team plans to generate bulk infringements for unregistered dogs for the 2024/25 registration season. Note correction: *The bulk infringements sent out in March 2024 were issued for dogs that had not been microchipped. The bulk infringements sent out in May 2024 were issued for non-desexed, menacing and dangerous dogs.*

Graph 15: Infringement Notices issued between July 2023/24 to June 2024/25



Climate Change Impact and Considerations

51. 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

52. There are no legal considerations.

Financial Considerations

53. There are no financial considerations.

Appendices

There are no appendices for this report.

Author: Tim Johnstone
Head of Planning

Author: Richard Barton
Head of Building Control

Author: Justin Roberts
Head of Environmental Protection

Approved By: Alison Geddes
Director Environment and Sustainability

12 September 2024**Report no: IARCC2024/5/333**

Proposed Temporary Road Closures - Petone Rotary Club Fair, 2025

Purpose of Report

1. The purpose of this report is to seek approval for temporary road closures on sections of Jackson Street, Buick Street and Elizabeth Street on Saturday, 15 February 2025, from 6:00am to 6:00pm. These road closures are associated with the 2025 Petone Rotary Fair.

Recommendations

That the Committee:

- (1) receives and notes the information;
- (2) approves the temporary road closures on Saturday, 15 February 2025, from 6:00am to 6:00pm on the following roads, as shown in Appendix 1 attached to the report:
 - (a) Jackson Street, Petone (between Victoria Street and Cuba Street);
 - (b) Buick Street, Petone (between Adelaide Street and Elizabeth Street);
and
 - (c) Elizabeth Street, Petone (between Jackson Street and Elizabeth Street);
- (3) rescinds all existing parking restrictions within the road closure area (as shown in Appendix 1 to the report) during the event and approves the implementation of 'No Stopping' parking restrictions on the road for the duration of the closure; and
- (4) rescinds all existing parking restrictions on Victoria Street, Petone (from its intersection with Jackson Street to a point 20 metres south) and approves the implementation of 'No Stopping' parking restrictions on the referred to road during the event.

These recommendations support a decision made by Council at its meeting on 12 August 2008, where members approved a procedure for Council to ensure compliance with the Local Government Act 1974 (Schedule 10) provisions for temporary road closures for events

Background

2. Council has received an application from The Rotary Club for the road closure for the 2025 Petone Rotary Fair, an annual event, traditionally held in February.
3. For the event, any vehicles parked on roads subject to closure will be considered inconsiderately parked. Therefore, Council must seek approval for a resolution to impose a 'No Stopping' restriction during the event. Temporary signage will enforce the no parking restriction, and Parking Enforcement Officers will be present to address any violations and arrange the removal of offending vehicles.
4. The proposed road closures have been approved by the Transport Corridor Access team. The event has compliant temporary traffic management and safety management plans in place and is not expected to impede vehicle traffic unreasonably.
5. The traffic impact for the event is expected to be like that of the previous event. As there have been no significant changes in traffic conditions since then, the expected impact is considered acceptable.

Options

6. The options are to:
 - a. approve the proposed temporary closures and associated parking restrictions as shown in Appendix 1 to the report, OR
 - b. do not approve the proposed temporary closures and associated parking restrictions as shown in Appendix 1 to the report.
7. Officers recommend option (a) as described above. Option (b) would not achieve community needs.

Climate Change Impact and Considerations

8. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.
9. The decision will not increase greenhouse gas emissions or be affected by a changing climate. There are no opportunities in this decision to reduce emissions or build resilience.

Consultation

10. Due to the extensive annual consultation required, it was intended to establish a three-year consent period covering 2025, 2026 and 2027.
11. Local businesses and residents impacted by the changes are aware of the upcoming Petone Rotary Fair, with no significant opposition expressed.

12. 171 businesses were consulted, with the majority (95%) supporting the event. Most of the feedback received was associated with the importance of the event not just to the community but also to the businesses themselves, as it generates a substantial boost to local commerce.
13. 120 residents were consulted regarding the changes, and six responses were received, all supporting the event. Since the consultation closed, Council has not received any further feedback.
14. The proposal was presented to the Petone Community Board at its meeting on 21 October 2024. During the meeting, a Jackson Street Programme (JSP) representative raised concerns about the survey results provided by the event organiser (Rotary) and the potential impacts on businesses, especially given the event's Saturday scheduling. Council committed to meeting with JSP and Rotary to address these concerns.
15. Between 21 October and 5 November 2024, Council representatives met with Rotary and JSP. It was agreed to proceed with the event on Saturday, 15 February 2025, with a commitment to reviewing the consultation approach for future years and considering an alternative event day, such as Sunday.
16. The Petone Community Board was informed of the discussion between Council, JSP, and Rotary, but no feedback was received following the notification.
17. A summary of the consultation is provided in Appendix 2 to the report.
18. An update on the road closures will be published in the Hutt News two weeks before the event.

Legal Considerations

19. Approval is required from either Council or the Infrastructure and Regulatory Committee to allow for the temporary closure of roads, and for the imposition of temporary No Stopping restrictions. This will ensure that Council complies with the requirements of the Local Government Act 2002 (Schedule 10) for the temporary closure of roads within its jurisdiction.

Financial Considerations

20. For community events, the cost of public notices in The Hutt News is covered by Council's budget.

Appendices

No.	Title	Page
1	Appendix 1: Petone Fair - Proposed Temporary Road Closure Plan	89
2	Appendix 2: Summary of Feedback from Consultation 2025-2027 Fairs	90

Author: Rogan Murugadhas
Traffic Engineer

Reviewed By: Evandro Scherer
Transport Engineering Manager

Reviewed By: Paul Hewitt
Head of Transport

Approved By: Jon Kingsbury
Director Economy & Development



Road Closure

Revision	Amendment	Approved	Revision Date
	ISSUED FOR COMMITTEE	R Murugadhas	23/09/2024

HUTT CITY

TE AWA KAIRANGI

Project

PROPOSED Temporary Road Closure
Jackson Street, Buick Street & Elizabeth Street,
Petone Saturday 15th February 2025
6am to 6pm
Petone Rotary Fair 2025

The Council cannot guarantee the accuracy or completeness of the information, and accepts no liability for any loss suffered as a result of reliance on it. Aerial photography (base map) was flown between Jan - Mar 2017 by AAM NZ Ltd for both Hutt City and Greater Wellington Regional Councils. Imagery is provided under the Creative Commons Attribution 3.0 New Zealand License

Survey of Jackson Street Re Road Closures for the 2025 to 2027 Petone Rotary Fairs

Retailer Survey

A total of 171 retailers/businesses were approached with the following information:

Greetings from the Petone Rotary Fair Team

Surveys of visitors over the years show that the annual Petone Rotary Fair:

- *Brings many people from outside Petone into our community*
- *Grows appreciation of Jackson Street as a destination*
- *Means that most visitors are likely to consider coming back to Petone and Jackson Street in the future to go shopping or have a meal*
- *Encourages people to spend money inside Jackson Street shops as well as on Fair stalls, rides etc*

To run the 2025, 2026 and 2027 Fairs on the middle Saturday in February there needs to be a closure of Jackson Street for that one day a year and instead of coming back and bothering you each year we are asking you, on advice from HCC officers, to indicate your views for the next three years.

Business Name and Address	Agree to road closure	No Opinion	Don't agree to road closure	Signature
----------------------------------	------------------------------	-------------------	------------------------------------	------------------

Results of the Retailer Survey for 2025 to 2027 road closures

Table 1: Retailer Responses

Number of Businesses	Number Agreeing	Number with No Opinion	Number Not Agreeing	Number with No Response/Not Available
171	163	3	1	4
	95.32%	1.75%	0.58%	2.35%

As in previous surveys, three and six years ago, a very small percentage of retailers didn't agree to the road closures. This means that once again 95% plus are in support of the road closures for the next three years.

Also, two of the No Response/Not Available businesses were recorded as Yes in the last survey and in favour of the road closures for 2022 to 2024.

The results of the survey have been shared with the Jackson Street Programme and the Petone Community Board Chairperson.

Residents Survey

Notices were delivered to 120 mailboxes. Four emailed positive responses and two verbal messages of support have been received as shared below. This is an over 100% response increase compared to previous surveys.

As a resident of Jackson Street, I fully support the Rotary Fair and the closure of Jackson Street for the Petone Fair. Not only does it bring people into our awesome street, but the work that Rotary does in the community is outstanding.

I am a resident on Jackson Street, and received the 2024 Petone Rotary survey. Just

to respond to it, my household are very happy about having a fair on Jackson Street, with a road closure! I think it's a great event, and for great causes. Our building has received alternative parking on previous fair days, so there have been no problems for us.

*I am a resident in The George Apartments, on the corner of Jackson St and Richmond St.
I SUPPORT road closure on Jackson St for the one day in mid-February for the next three Fairs.*

Kia ora

I am writing to express my strong support for the proposal to close Jackson Street for one day in mid-February for the Petone Rotary Fair. This event is a significant occasion for our community, attracting numerous visitors and showcasing Petone's unique charm.

The fair not only highlights the vibrant culture of our area but also provides a substantial boost to local businesses. By attracting a large number of attendees, it creates opportunities for people to discover our shops and cafes, encouraging them to return and support our local economy in the future.

I believe that closing Jackson Street for this event will greatly benefit our community and contribute to the continued growth and prosperity of Petone.

12 September 2024
Report no: IARCC2024/5/334

Proposed Temporary Road Closure - Hutt Park, Lower Hutt - Juicy Fest 2025

Purpose of Report

1. The purpose of this report is to seek approval for the temporary road closures of sections of Seaview Road, Hutt Park Road, and Parkside Road on Friday, 10 January 2025, from 8:00pm to 11:59pm. These road closures are in relation to the 2025 Juicy Fest.

Recommendations

That the Committee:

- (1) receives and notes the information;
- (2) approves the temporary road closures on Friday, 10 January 2025, from 8:00pm to 11:59pm, on the following roads, as shown in Appendix 1 attached:
 - (a) Seaview Road (between Hutt Road and Barnes Street/Seaview Road intersection);
 - (b) Parkside Road (between Seaview Road and Bell Road/ Gracefield Road);
 - (c) Hutt Park Road (between Parkside Road and Gracefield Road); and
 - (d) Gracefield Road (between Bell Road and Seaview Road); and
- (3) rescind all existing parking restrictions within the road closure area (as shown in Appendix 1 to the report) during the event and approves the implementation of 'No Stopping' parking restrictions on the roads for the duration of the event.

For the reason that these recommendations support Council's decision, at its meeting on 12 August 2008, when Councillor's approved a procedure for Council to follow to comply with the Local Government Act 1974 (Schedule 10) provisions for temporary road closures for events.

Background

2. Council received a request from an event organiser to hold the 2025 Juicy Fest, a large Hip-Hop and R&B music festival. For this event to proceed, Council approval is required for the temporary road closures and temporary 'No Stopping' restrictions, as outlined in the recommendations section above.
3. For the event, any vehicles parked on roads subject to closure will be considered illegally parked. Therefore, Council must seek approval for a resolution to impose a 'No Stopping' restriction during the event. Temporary signage will enforce the no parking restriction, and Parking Enforcement Officers will be present to address any violations and arrange the removal of offending vehicles.
4. The proposed road closures have been approved in principle by the Transport Corridor Access team. The event organiser has provided temporary traffic management, which requires amendments to stated road closure times as they do not align with agreed times. The road closures are not expected to cause unreasonable disruption to vehicle traffic.
5. The traffic impact for the event is expected to be similar to that of the 2024 event. As there have been no significant changes in traffic conditions since then, the anticipated impact is considered acceptable. A copy of the Traffic Impact assessment report is attached as Appendix 2 to this report.

Options

6. The options are to:
 - a. approve the proposed temporary closures and associated parking restrictions as shown in Appendix 1; or
 - b. do not approve the proposed temporary closures and associated parking restrictions, as shown in Appendix 1.
7. Officers recommend option (a) as described above. Option (b) would not achieve community/event needs.

Climate Change Impact and Considerations

8. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.
9. The decision will not increase greenhouse gas emissions and will not be affected by a changing climate. There are no opportunities in this decision to reduce emissions or build resilience.

Consultation

10. The event organiser has engaged with the Seaview Business Association and 26 key local businesses affected by the road closures. These stakeholders are aware of the event and are supportive of the Juicy Fest, as it has taken place in previous years without major traffic issues.

11. Residents impacted by the road closure (approximately 1,000 properties) were consulted between 10 and 25 October 2024. Council did not receive any feedback regarding the road closure.
12. Once the road closures are approved, all stakeholders will be notified to confirm the event.
13. An update on the road closures will be published in The Hutt News before the event.

Legal Considerations

14. Approval from Council or the Infrastructure and Regulatory Committee is required to permit the temporary closure of roads and the implementation of temporary 'No Stopping' restrictions. This will ensure compliance with the requirements of Schedule 10 of the Local Government Act 1974 for temporary road closures for events within Council's jurisdiction.

Financial Considerations

15. For community events, the cost of public notices in The Hutt News is covered by the Council budget. For commercial events, the cost is passed on to the appropriate event organiser. As this is a commercial event, the costs will be passed on to the event organiser for payment.

Appendices

No.	Title	Page
1	Appendix 1: Proposed Road Closure & Detour Routes - Juicy Fest 2025	95
2	Appendix 2: Traffic Impact Assessment Report for Juicy Fest 2025	96

Author: Rogan Murugadhas
Traffic Engineer

Author: Jojo Varghese
Traffic Engineer

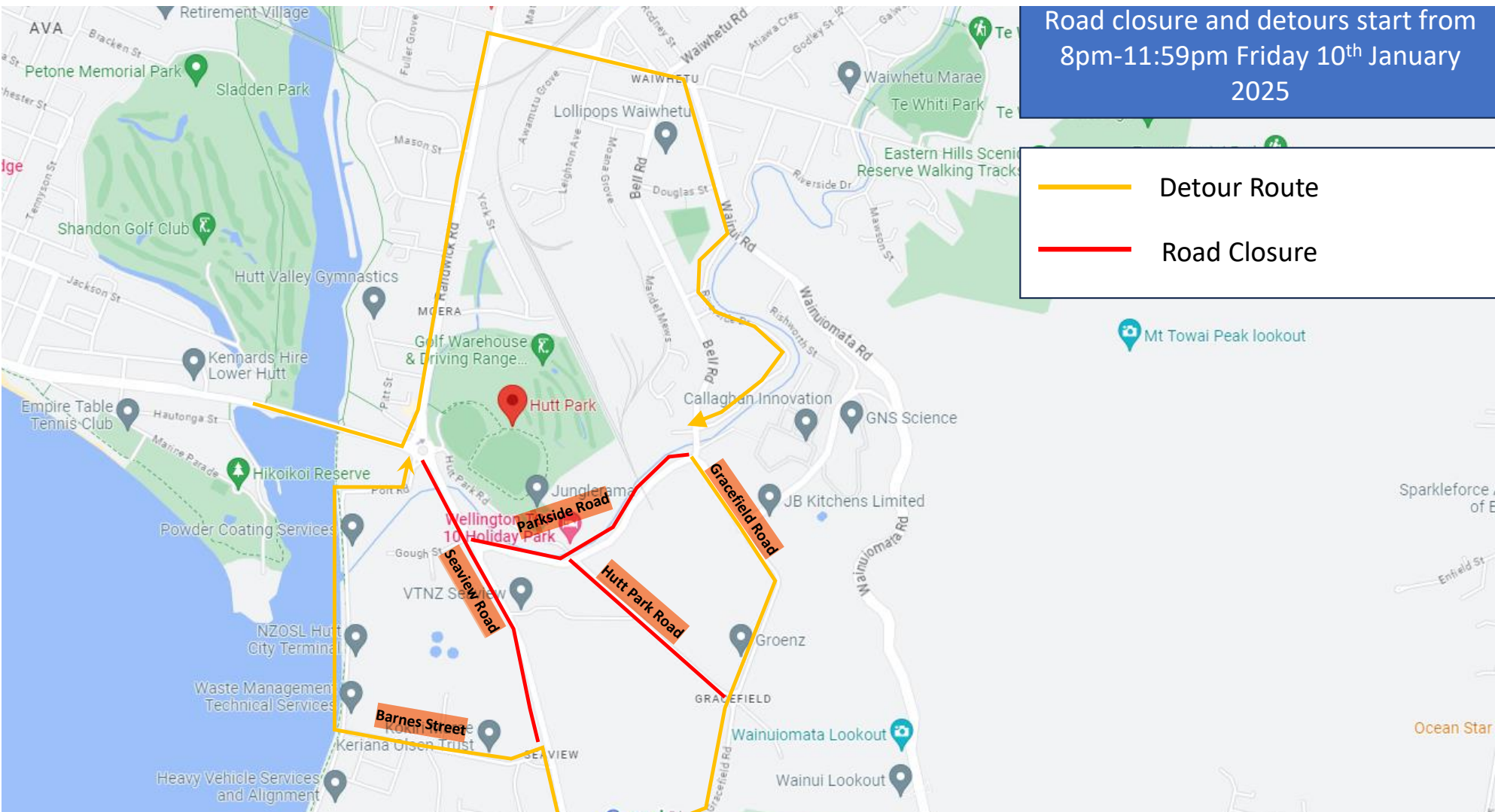
Reviewed By: Evandro Scherer
Transport Engineering Manager

Reviewed By: Paul Hewitt
Head of Transport

Approved By: Jon Kingsbury
Director Economy & Development

Road closure and detours start from
8pm-11:59pm Friday 10th January
2025

- Detour Route
- Road Closure





Traffic Impact Report

Proposed Temporary Road Closure: (Juicy Fest Event 2025)

1. Description of Event

The event organiser has applied to temporarily close Seaview Road (From Hutt Park roundabout) to Barnes Street/Seaview Road, Parkside Road and Hutt Park Road, Gracefield, to vehicular traffic on Friday 10 January 2025 between 08:00pm to 11:59pm for the Juicy Fest.

2. City Promotions and Events Division

The City Promotions and Events Division have assessed the proposed event with regard to its contribution towards Council's strategies and policies, and the event is consistent with the objectives and outcomes of these strategies.

3. Public Notice

A public notice to confirm the road closure will be advertised on the Hutt Newspaper between mid-November and December.

4. Consultation

Consultation in the way of letter drops will be delivered to affected residents and business owners on out on the 15th of November and again as a reminder on the 15th December 2024.

Additional Consultation will be carried out with key stakeholders including but not limited to:

- Seaview Business Association
- All businesses and specifically the businesses expected to operate during the time of the closure.
- 2 sets of letter deliveries to all residents and businesses in the vicinity of the closure. Once on 15th November and the second serving as a reminder on the 15th December 2023.

- Seaview Marina
- Hutt Holiday Park
- Pelorus house
- Golf Driving Range

5. Traffic Impact Assessment

Prior Closures

None of the proposed closures for this event will result in a road being closed for an aggregate of more than 31 days in any year as set down in Schedule 10, Section 11e of the Local Government Act 1974.

Traffic Impact

In the opinion of Rogan Murugadhas, Traffic Engineer – Transport, as Council’s Traffic Engineer, the proposed closure, if implemented according to an approved temporary traffic management plan, is not likely to impede traffic unreasonably, subject to the conditions listed below.

It is noted that the Council reserves the right to modify this opinion at any time.

In this particular instance there should be very little in the way of wider network effects because the event is being held after the business hours.

A Traffic Impact Assessment was completed by Stantec which found no major effects on the roading network.

6. Conditions of Closure

Subsequent to approval, the applicant will be notified of the decision, and if approved, required to adhere to the following conditions.

- The access requirements of residents and business affected by the closures must be taken into account.
- The event organiser must apply for a Corridor Access Request (CAR) via Submitica (www.submitica.com) no less than 30 days prior to the event.
- The event organiser must provide to Council a compliant Temporary Traffic Management Plan (TTMP) prepared by a suitably qualified person and be appropriate for both the level of road and the nature of the closure, no less than 30 days prior to the event.
- All Temporary Traffic Management (TTM) must comply with NZTA’s Code of Practice for Temporary Traffic Management (CoPTTM) and any conditions set down by Councils’ Corridor Manager and/or Traffic Management Coordinator (TMC)
- The event organiser must gain both CAR and TTMP Approvals a minimum of 7 days prior to the scheduled event date to ensure the event can proceed.
- All TTM is to be installed by suitably qualified personnel, under the supervision of a NZTA qualified Site Traffic Management Supervisor (STMS).
- The closure is restricted to the roads, dates and times as approved by Council.

- The event organiser must have a valid Health and Safety plan which details how emergency vehicles can gain access to the closure area during the event.
- The event organiser is required to comply with the directions of both the Police and authorised officers of the Road Controlling Authority (HCC).
- The event organiser is responsible for the management of all work relating to the physical closure of roads and maintaining both the closure and public safety within the closure area.
- The event organiser is responsible for ensuring closed roads are left in a suitably clean and tidy state following the completion of the event.

26 September 2024**Report no: IARCC2024/5/335**

Proposed Temporary Road Closures: Stokes Valley Christmas Parade 2024

Purpose of Report

1. The purpose of this report is to seek approval for the temporary road closure of sections of Stokes Valley Road and Evans Street in Stokes Valley. The closures are planned for Saturday, 7 December 2024, from 12:00pm to 1:00pm to support the 2024 Stokes Valley Christmas Parade.

Recommendations

That the Committee:

- (1) receives and notes the information;
- (2) approves the temporary road closures on Saturday, 7 December 2024, from 12:00pm to 1:00pm on sections of roads, attached as Appendix 1 to the report:
 - a) **Stokes Valley Road, Stokes Valley** (between Kamahi Street and Bowers Street); and
 - b) **Evans Street, Stokes Valley** (restricted access from George Street to Stokes Valley Road);
- (3) notes that vehicles from the following roads will not be able to access Stokes Valley Road for a short period of time (approximately 20 minutes), until the last float has passed:
 - a) Raukawa Street;
 - b) Kamahi Street;
 - c) Poppy Watts Grove;
 - d) Dalton Grove;
 - e) Korau Grove;
 - f) Manuka Street;
 - g) George Street;
 - h) Tanekaha Street;

- i) Akepiro Grove;
 - j) Chittick Street;
 - k) Kamahi Street;
 - l) Kennedy Grove;
 - m) Milton Street;
 - n) Morrison Grove;
 - o) Evans Street; and
 - p) Bowers Street; and
- (4) rescind all existing parking restrictions within the road closure area during the event and approves the implementation of 'No Stopping' parking restrictions on the road (as shown in Appendix 1 to the report) for the duration of the closure.

These recommendations support a decision made by Council at its meeting held on 12 August 2008, when members approved a procedure for Council to follow to comply with the Local Government Act 1974 (Schedule 10) provisions for temporary road closures for events.

Background

- 2. Council has received an application for the temporary road closure for the Stokes Valley Christmas Parade 2024, an annual event traditionally held in December.
- 3. To ensure clear access for the event, any vehicles parked on roads within the closure area will be considered inconsiderately parked. Therefore, Council must seek approval for a resolution to impose a 'No Stopping' restriction during the event. Temporary signage will be installed to enforce this no-parking restriction, and Parking Enforcement Officers will be on-site to manage any violations and arrange the removal of offending vehicles.
- 4. The Transport Corridor Access team has approved the proposed road closures. The event has compliant temporary traffic and safety management plans and is not expected to impede vehicle traffic unreasonably.
- 5. The anticipated traffic impact for the event aligns with the 2023 event, with no significant changes in local traffic conditions. Given this consistency, the projected traffic impact remains within acceptable levels.

Options

6. The options are to:
 - a) approve the proposed temporary closures and associated parking restrictions as shown in Appendix 1; or
 - b) not approve the proposed temporary closures and associated parking restrictions as shown in Appendix 1.
7. Officers recommend option (a) as described above. Option (b) would not achieve community needs.

Climate Change Impact and Considerations

8. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.
9. The decision will not increase greenhouse gas emissions or be affected by a changing climate. There are no opportunities in this decision to reduce emissions or build resilience.

Consultation

10. Local businesses and residents affected by the road closure are aware of the event and have not expressed opposition to the Stokes Valley Christmas Parade in previous years.
11. Public consultation occurred from 8 October to 22 October 2024, covering all properties and businesses along Stokes Valley Road, from Kamahi Street to Evans Street, and those within Evans Street and Bowers Street. The consultation letter is attached as Appendix 2 to the report.
12. Approximately 260 letters were distributed to directly affected residential properties, businesses and stationary vehicles parked in the area.
13. No feedback was received.
14. Following approval of this resolution, confirmation letters will be delivered to the public two weeks before the event.
15. An update on the road closures will be published in the Hutt News two weeks prior to the event.

Legal Considerations

16. Approval is required from either Council or the Infrastructure and Regulatory Committee to allow for the temporary closure of roads, and for the imposition of temporary No Stopping restrictions. This will ensure that Council is complying with the requirements of the Local Government Act 2002 (Schedule 10) for the temporary closure of roads within its jurisdiction.

Financial Considerations

17. For community events, the cost of public notices in The Hutt News is paid from Council budget.

Appendices

No.	Title	Page
1 ↓	Appendix 1: Stokes Valley Christmas Parade 2024- Proposed Temporary Road Closure Plan	103
2 ↓	Appendix 2: Consultation Letter	106

Author: Arun Joy
Roading Engineer

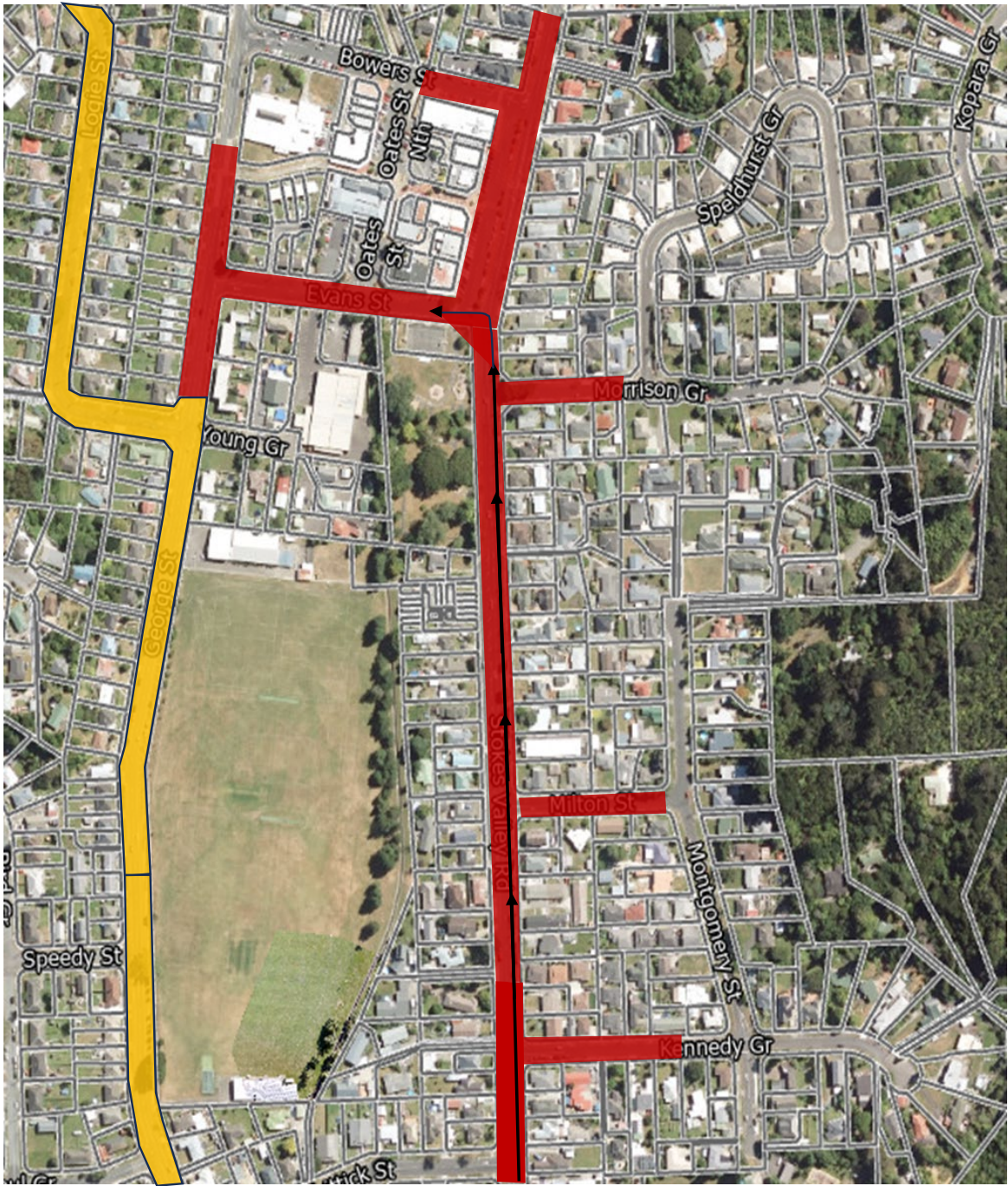
Author: Jojo Varghese
Traffic Engineer

Reviewed By: Evandro Scherer
Transport Engineering Manager

Reviewed By: Paul Hewitt
Head of Transport

Approved By: Jon Kingsbury
Director Economy & Development

TEMPORARY ROAD CLOSURE FOR STOKE VALLEY ROAD – XMAS PARADE 2024



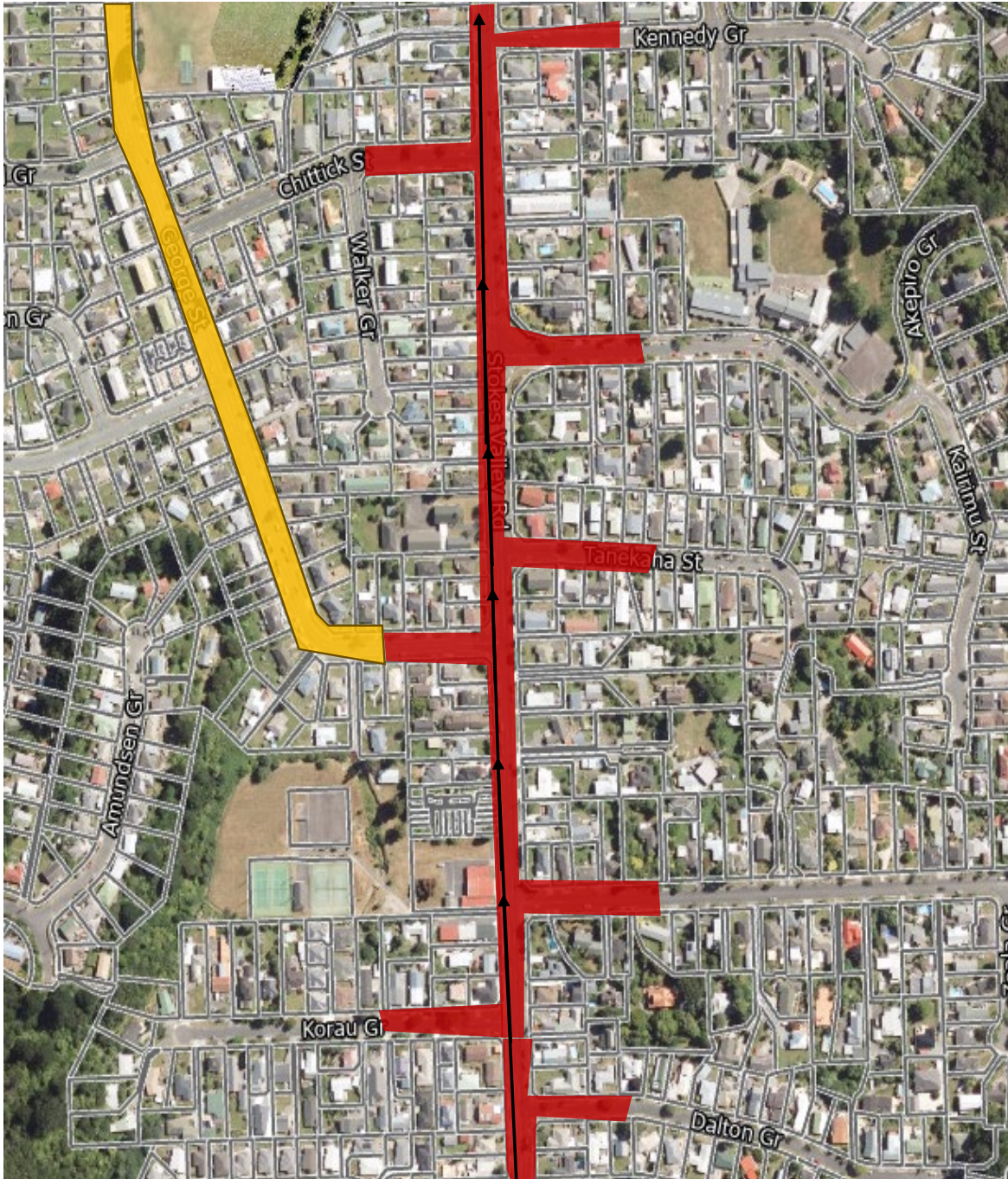
Road Closure

Detour Route

*All side roads will be opened approx. 20

Temporary road closures along sections of Stokes Valley Road and Evans Street on Saturday, 7 December 2024, from

TEMPORARY ROAD CLOSURE FOR STOKE VALLEY ROAD – XMAS PARADE 2024



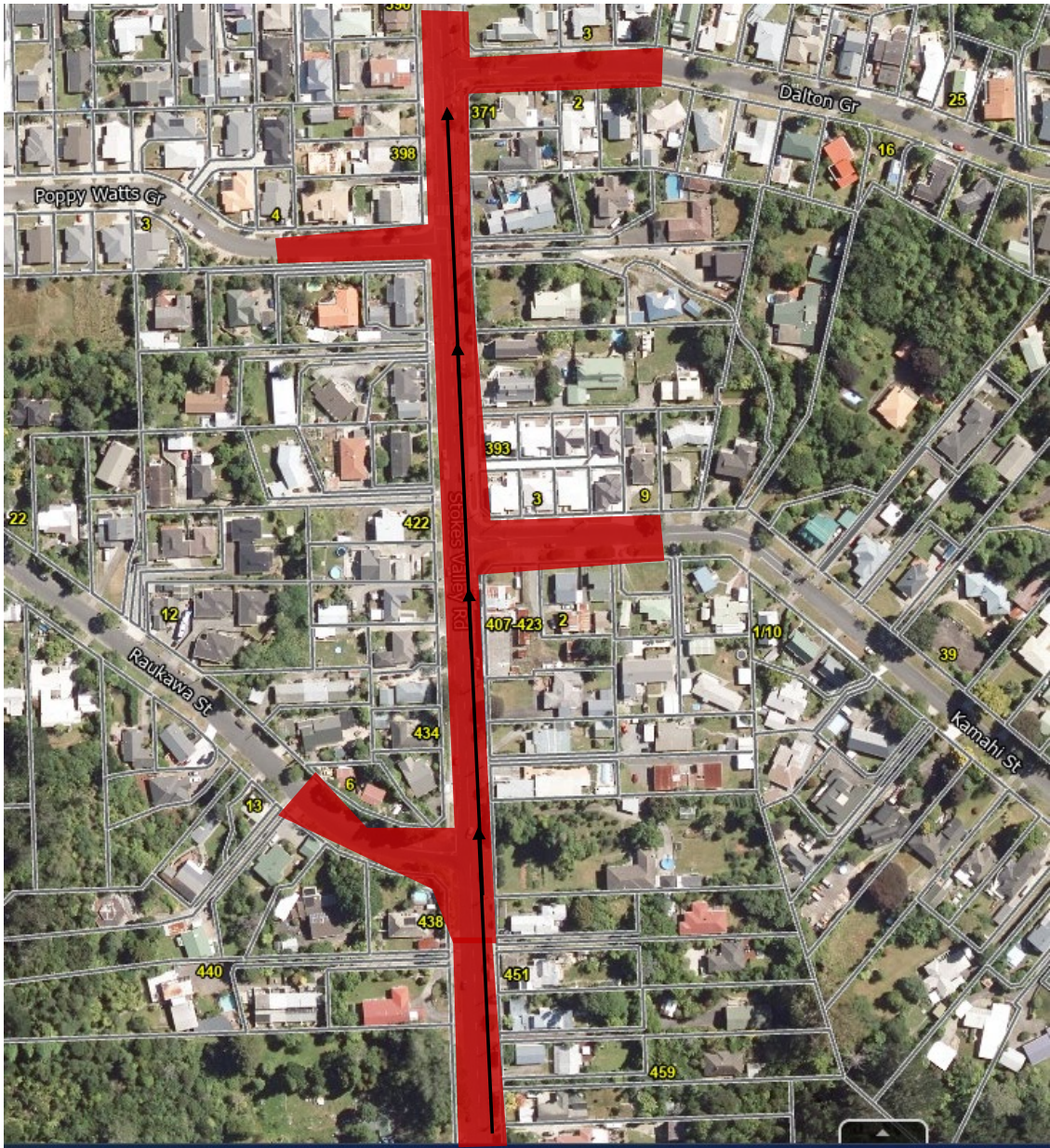
Road Closure

Detour Route

*All side roads will be opened approx. 20

Temporary road closures along sections of Stokes Valley Road and Evans Street on Saturday, 7 December 2024, from

TEMPORARY ROAD CLOSURE FOR STOKE VALLEY ROAD – XMAS PARADE 2024



Road Closure

Detour Route

*All side roads will be opened approx. 20

Temporary road closures along sections of Stokes Valley Road and Evans Street on Saturday, 7 December 2024, from



Tuesday, 8 October 2024

Kia ora,

This letter is to inform you of a temporary closure on your street on **Saturday, 7th December 2024, from 12:00pm to 01:00pm.**

Rotary Club of Hutt River Valley has proposed to hold the annual **Stokes Valley Christmas Parade**, which has been a tradition for the past three decades. This year's parade is scheduled for **Saturday, 7th December 2024, from 12:00 pm to 1:00 pm**, and a temporary road closure will be in effect for the following roads, as shown in the Road Closure map attached to this letter.

- a) **Stokes Valley Road** (between Kamahi Street and Bowers Street)
- b) **Evans Street** (Restricted access from George Street to Stokes Valley Road)

As in previous years, the parade floats will be marshalled along **Stokes Valley Road** from **Kamahi Street** and will travel down Stokes Valley Road at walking pace, turning into **Evans Street** for float unloading. During the parade, from **12:00 pm to 1:00 pm**, access to and from your road will be closed, except for **Emergency Services**.

Please note that vehicles from the following adjoining roads will not be able to access **Stokes Valley Road** from the time the first parade float passes the street until the last float has passed (approximately 20 minutes). Once the parade has passed, motorists may either use Stokes Valley Road to access George Street and exit the valley, or follow behind the parade until it ends at Evans Street:

- Poppy Watts Grove
- Dalton Grove
- Korau Grove
- Manuka Street

30 Laings Road, Lower Hutt
Private Bag 31912, Lower Hutt 5040



/huttcitycouncil

0800 488 824

contact@huttcity.govt.nz
www.huttcity.govt.nz

▲ The pattern at the top of this page is inspired by the natural landforms: hills, river, and coastline surrounding Lower Hutt. It represents our people, our place, and our home.

- Tanekaka Street
- Kairimu Street
- Kennedy Grove
- Milton Grove
- Morrison Grove

Additionally, **Chittick Street** will not be able to access **Stokes Valley Road** while the parade floats are passing. However, vehicles will still be able to exit the valley via **George Street**.

For the event, any vehicles parked on roads subject to closure will be considered inconsiderately parked. Traffic Management will be in place, and temporary signage will enforce the no-parking restrictions. Parking Enforcement Officers will also be present to address any violations and arrange for the removal of offending vehicles.

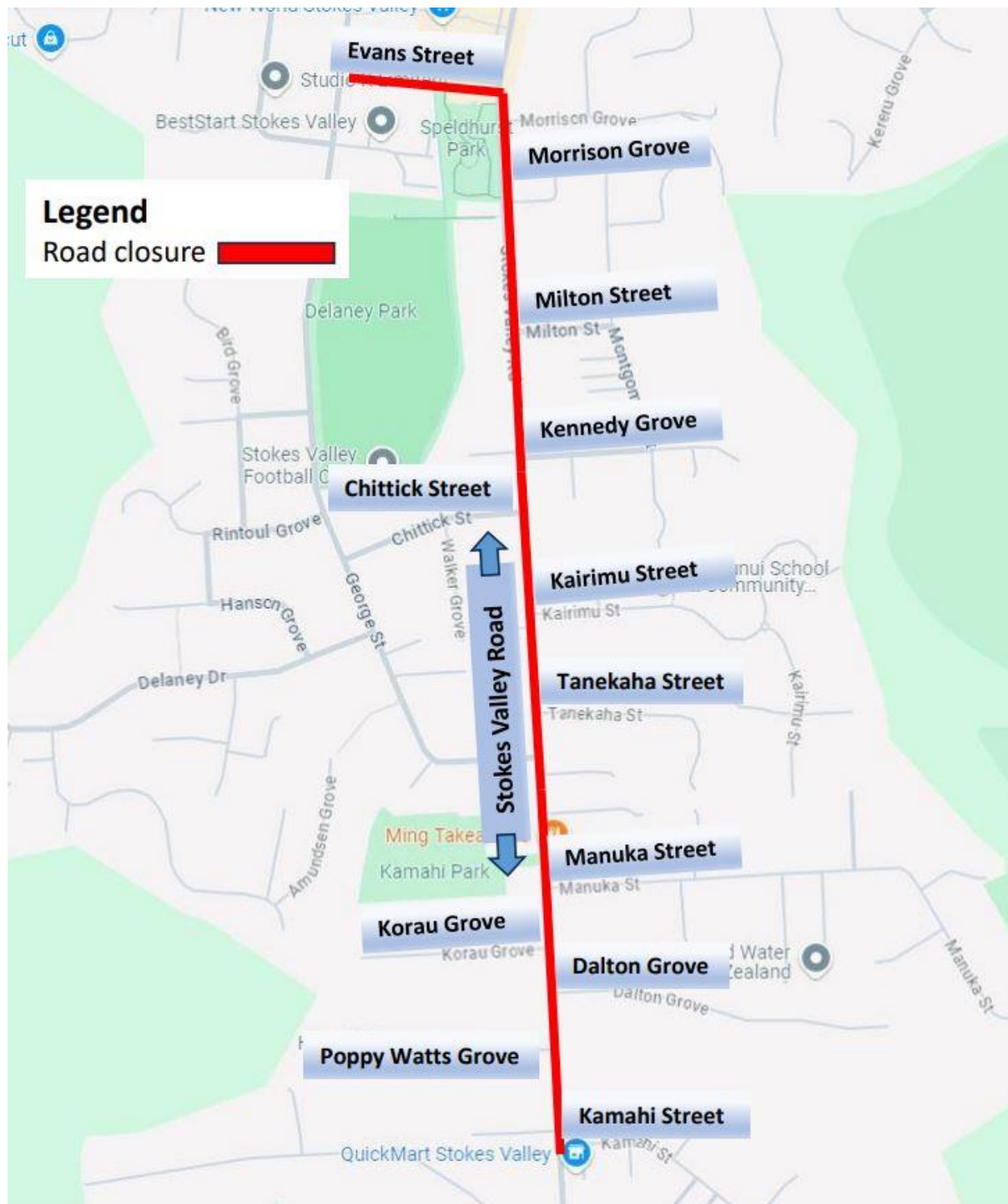
The event has compliant **Temporary Traffic Management** and **Safety Management Plans** in place and is not expected to unreasonably impede vehicle traffic. The expected traffic impact for this year's event is similar to that of the 2023 event.

We appreciate your continued support of this community event, which has been made possible through volunteer efforts and council assistance for nearly three decades.

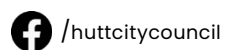
If you would like to provide us with specific feedback, you can do so by emailing TRSubmission@huttcity.govt.nz

Please note, if you are giving feedback, please submit it before 5:00pm on Tuesday 22 October 2024





30 Laings Road, Lower Hutt
Private Bag 31912, Lower Hutt 5040



0800 488 824

contact@huttcity.govt.nz
www.huttcity.govt.nz

24 October 2024**Report no: IARCC2024/5/8**

Economy and Development Director's Report

Purpose of Report

1. To provide the Committee with an update on infrastructure matters arising from the work of the Economy and Development Group.

Recommendations

That the Committee receives and notes the information.

Background

2. The Economy and Development Directors report provides an update on the infrastructure work being undertaken in the directorate.

Renewals Programme for the Summer

Street Trees

3. This month officers completed our annual street tree maintenance in zones 3, 4 and 5 – all of Wainuiomata. Council also completed zone 15 – Korokoro, Maungaraki and Normandale, zone 14 – Melling, Petone and Alicetown and zone 17 – Kelson. Next month, officers will start in zones 19 Taitā North, Pomare and Wingate and zone 11 Taitā South.
4. Officers have also completed the annual street tree planting programme, planting 110 new street trees throughout the city. Most trees were planted in Wainuiomata, Naenae and Stokes Valley.

Street Maintenance

5. The preseal programme for this season has been completed ahead of the surfacing season starting. This preseal work included carriageway repairs and kerb and channel repairs as well as water table maintenance on Hebden Crescent and our rural roads. Our chipsealling and asphalt surfacing programmes for 2024/25 is as follows:

Chip Sealing			
Road name	Suburb	From	To
WISE STREET	WAINUIOMATA	Castlereas St	Russell Rd
WATERLOO ROAD EXTENSION	HUTT CENTRAL	Waterloo Rd	Oxford Terrace
WATERLOO ROAD	HUTT CENTRAL	Witako St	Oxford Terrace
WAIWHETU ROAD	WAIWHETU	Birdwood Road	Waterloo Road RAB
WAINUIOMATA ROAD	WAINUIOMATA	Parkway RAB	Fitzherbert/Main Rd RAB
WAINUIOMATA ROAD	WAINUIOMATA	Davis Gr	181 Wainuiomata Rd
PITOITOI RD	DAYS BAY	Kotari Rd	12 Pitoittoi Rd
PARKWAY NORTH	WAINUIOMATA	Wainuiomata Rd	Mohaka St
OXFORD TERRACE	NAENAE	Harrison Cres	Daysh St overbridge
NORMANDALE ROAD	NORMANDALE	Normandale Rd AC Joint	Miromiro Rd Intersection
NORFOLK ST	BELMONT	Owen St	End
NAENAE ROAD	NAENAE	Waddington Dr	Daysh St RAB
NAENAE ROAD	NAENAE	Holfor St	Seddon St RAB
MURITAI ROAD	EASTBOURNE	Rimu St	Makaro St
MOOHAN STREET	WAINUIOMATA	Petrie St	Nelson Cres RAB
MIROMIRO ROAD	NORMANDALE	2 Miromiro Rd	Hunts Cl
MELDRUM STREET	NAENAE	Hewer Cr	Chapman Cr
MCKAY STREET	WAINUIOMATA	Frederick St	End
MAIRE STREET EASTBOURNE	EASTBOURNE	Hinau St	28 Maire St
MAHOE STREET	HUTT CENTRAL	Knights Rd	30 Mahoe St
LORD STREET	STOKES VALLEY	39 Lord St	End
KNIGHTS RD	HUTT CENTRAL	Mahoe St	Oxford Tce
KNIGHTS RD	HUTT CENTRAL	Pedestrian Crossing	Mahoe St
KARAMU CRESCENT	WAINUIOMATA	Konini St	Konini St
JACKSON STREET	PETONE	Jessie St	478 Jackson St
HUTT ROAD	PETONE	The Esplanade RAB	Nevis St
HINAU STREET	EASTBOURNE	Muritai Rd	Marine Parade
HILL ROAD	BELMONT	Belmont Tce	75 Hill Rd
HIGH STREET	TAITA	1127 High St	Taine St
HIGH STREET	TAITA	Farmers Crescent	Waitara Street
HEWER CRESCENT	NAENAE	Cambridge Tce	Westbury St
HEBDEN CRESCENT	BELMONT	Seal Joint	SH58 Interchange
FITZHERBERT ROAD	WAINUIOMATA	Main Rd RAB	The Strand

AC Surfacing			
Road name	Suburb	From	To
KNIGHTS ROAD ROUNDABOUT	CENTRAL	Bloomfield Tce	Roundabout
HUTT ROAD	PETONE	Petone Ave	Riddlers Cres
MAIN ROAD	WAINUIOMATA	Moohan St	Stanley St
OXFORD TERRACE	CENTRAL	Pohutukawa St	Birch St intersection
MOOHAN STREET	WAINUIOMATA	Orongorongo Tce	Intersection
WAIWHETU ROAD	WAIWHETU	Rodney St	intersection
REYNOLDS STREET	TAITA	Taine St	intersection

6. Works will commence at the intersection of Knights Road and Oxford Terrace from mid November. In February 2025, chip sealing will commence for the full width of Knights Road from Oxford Terrace to Hautana Street intersection. The contractor has been instructed to ensure that when the street is remarked after the sealing that remarking will be reinstated pre-the cycleway install. This will return Knights Road to its pre-cycleway configuration which is a commitment that has been made by Council.
7. Officers continue with footpath and vehicle crossing repairs and have barrier repairs programmed for November.

Renewals

8. Council have finalised our renewals programme for 2024/25 starting this week, with the expectation that all works should be completed by the end of March 2025.
9. The sites are:
 - Wainuiomata Road;
 - Vogel Stret roundabout;
 - High Street; and
 - Seaview Road.

Micromobility

10. The Council Micromobility Programme resumes where the initiation phase of the Avalon and Taitā Connections Project was halted in November 2023. Approval for unsubsidised council funding was granted at the Infrastructure and Regulatory Committee meeting on 26 August 2024, allowing the project to progress.
11. A desktop review of prior works has been completed, the anticipated timeframe for Avalon and Taitā includes advancing the current design drawings to construction-ready plans, followed by consultation, procurement, and award processes scheduled for completion by February 2025. Staged physical works are expected to be fully completed by October 2025.

Tupua Horo Nuku

12. Significant progress is being made at Whiorau / Lowry Bay with the successful trial and implementation of cofferdams. This innovative method involves vibrating steel piles into the sand and using water pumps to create a safe working area, allowing teams to continue operations despite tides or adverse weather conditions that would typically halt work. Additionally, beach nourishment and the beach access ramp at York Bay have been completed, while a 60-metre wastewater pipe renewal is currently in progress.
13. At Sunshine Bay, wooden pathway buffers, handrails, and final surface preparation works are on track for completion by November. Notably, seventy Kororā boxes have been installed at the Whiorau Reserve bird protection area, and it has been confirmed that a breeding pair has already taken up residency.
14. A site visit in October, attended by the Mayor, Corporate Leadership Team and Elected Members, showcased the progress made so far, highlighted by the excitement of a Kororā rescue. Looking ahead, the next bay scheduled for construction is Sorrento Bay, with work anticipated to begin in December 2024. Prior to the commencement of this work, communications and community engagement efforts will be conducted to keep stakeholders informed and involved.



15. Works in York and Sunshine Bays are expected to be completed by the end of January 2025, depending on weather and other factors.

16. Officers are in discussions with CentrePort and NZ Oil and Gas over the reserve at Nga Matau. The construction of the fuel pipeline is now scheduled to be completed after Tupua Horo Nuku. Officers have instructed the Te Ara Tupua Alliance to complete detailed design for this section, which will be separately construction following completion of the fuel pipe.

Pito One Landings

17. A progress update was presented to the Pito One Steering Group on 3 October 2024. This focussed on the Hikoikoi Landing near Waione Bridge.
18. The Urban Design team has engaged with local stakeholders, including nearby property owners and businesses, and received positive feedback to date. The main components of this project are a new footpath on the north side of Waione Street, a potential car park near the entrance of the Hutt River Trail, planting along Te Mome stream and a low mow meadow trial.
19. The low mow meadow trial is starting this month (November). Low-mow meadows are a lower cost way to manage some green spaces that are insect-friendly, have environmental benefits, and provide a more natural feel. This initiative went live on our website on 29 October and will continue through spring and summer.
20. The Urban Design team is working with the Parks and Reserves team, and Greater Wellington Regional Council (GWRC) to add native planting to improve the health of Te Mome stream. The planting will take place in June / July 2025, and Council are looking to involve the community in this planting effort.
21. As part of Pito One Landing project, the Urban Design team is engaging with leaders of Te Tatau o Te Pō marae regarding their needs around accessing and using Te Puni urupā. This involves considering the provision of a mobility car park on Te Puni Street, and other initiatives to highlight the significance of Te Puni Urupā and to demarcate the extent of the historic Pito One Pā.

Eastern Hutt Road

22. Officers have prepared an Addendum to the Single Stage Business Case that aligns with the new the Government Policy Statement 2024/34 and reflects the LTP budget submitted this to New Zealand Transport Agency (NZTA) Waka Kotahi for funding approval.
23. Following the funding decision from NZTA Waka Kotahi, planning for the broader corridor works will enter the next phase. Work is continuing to enable the delivery of the next site in 2025.

Speed Setting Rule 2024

24. In late September 2024, the Government announced the Speed Setting Rule 2024, following a consultation earlier in the year. Key outcomes of the new rule include:
- A cost/benefit analysis is required for proposed speed limit changes;
 - Road's needing speed reversals must be identified, and new speeds registered by 01 May 2025;
 - Speed limits reduced since 01 January 2020 must be restored by July 2025;
 - Existing speed limit reductions outside schools must be changed to variable speed limits by July 2025; and
 - All schools are required to implement variable speed limits at their gates by July 2026.
25. Council's School Speed Programme has lowered speeds around 41 schools in Lower Hutt, incorporating both fixed and variable speed reductions that received strong community support. The implications of the new Speed Setting Rule 2024 are currently being assessed to determine:
- Which roads require speed limit reversals;
 - Which roads need variable speeds installed by the deadlines;
 - The estimated costs for the reversals and future work; and
 - Available options for Council.
26. This assessment will be included in a report at the next Committee meeting in March 2025.

Cuba Street

Early Works

27. Maintenance and investigation activities commenced in October. Key tasks included ground investigations and anchor testing, which are crucial for determining anchor requirements and mitigating risks during the construction phase. Additionally, concrete repairs are being conducted to reduce water egress and enhance the overall integrity of the structure.



Main Works

28. The design and procurement for bridge strengthening are currently underway. The construction will be divided into several phases to allow for flexible project delivery, aligned with rail access availability. While the start date for the main works has not yet been confirmed, officers are actively collaborating with contractors and KiwiRail to ensure that the design phase facilitates a smooth and efficient transition into construction.

Te Wai Takamori o Te Awa Kairangi

29. The focus of Te Wai Takamori o Te Awa Kairangi (Te Awa Kairangi) programme team continues refining a coordinated programme delivery plan and construction sequence to meet partner expectations. Significant effort is being put into identifying all the interfaces and interdependencies. The programme team is also reviewing commercial information submitted by the Alliance.
30. An announcement for the final National Land Transport Programme (NLTP) funding came in September and was partially favourable for Council, with local road intersections being listed as probable and the City Link Bridge being listed as possible. Officers are working through and assessing the impacts of the funding outcomes.

Streetscape

31. This project is in procurement phase to procure services of a consultant to:
- Update of Central City Transformation Plan (early 2025);
 - Development of Streetscape Strategy (mid 2025); and
 - Streetscape Design (late 2025).

32. An Expression of Interest (EOI) was released to the market in October to gauge interest from potential suppliers. Officers received considerable market interest with 10 submissions from different consortia received expressing their interest to bid for this project. Officers are planning to release the Request for Tender to the market in early November 2024. The aim is to appoint a preferred consultant by February 2025.

Cross Valley

33. The Council approved the investment objectives in July 2024 to guide the development of the Cross Valley Link (NZTA Waka Kotahi) and Cross Valley Connections (Local Roads) Business Case.
34. The NLTP announcement in September 2024 confirmed funding available for Petone to Grenada and Cross Valley Link projects as Roads of National Significance. Early communication has occurred with NZTA Waka Kotahi, indicating that they will be ready to engage in planning the next steps in November 2024.

Climate Change Impact and Considerations

35. 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

36. There are no legal considerations.

Financial Considerations

37. There are no financial considerations.

Appendices

There are no appendices for this report.

Author: Tessa Sefton

Executive Assistant to the Director of Economy and Development

Approved By: Jon Kingsbury

Director Economy & Development

TO: Chair and Members



Infrastructure and Regulatory Committee

FROM: Vanessa Gilmour

DATE: 18 October 2024

SUBJECT: INFRASTRUCTURE AND REGULATORY FORWARD
PROGRAMME 2025

Purpose of Memorandum

1. To provide the Infrastructure and Regulatory Committee with a forward Programme of work planned for the Committee for 2025.

Recommendation

That the Committee receives and notes the Forward Programme for 2025 attached as Appendix 1 to the memorandum.

Background

2. The Terms of Reference for the Committee requires the Committee to consider and make recommendations to Council on infrastructure matters and considering any infrastructure core matters referred to it by Council. This is an operationally focused committee, overseeing Council's above and below ground core infrastructure needs, and core regulatory functions.
3. The forward programme for 2025 provides a planning tool for both members and officers to co-ordinate programmes of work for the year. The forward programme is attached as Appendix 1 to the memorandum.

Forward Programme

4. The forward programme is a working document and is subject to change on a regular basis.

Appendices

No.	Title	Page
1	Appendix 1 - Infrastructure and Regulatory Committee work programme	118

Author: Vanessa Gilmour, Democracy Advisor

Reviewed By: Kate Glanville, Senior Democracy Advisor

Approved By: Kathryn Stannard, Head of Democratic Services

Infrastructure and Regulatory Committee Work Programme 2025

Description	Team	Cycle 1 13 Mar 2025	Cycle 2 8 May 2025	Cycle 3 3 Jul 2025	Cycle 4 11 Sept 2025	Pending
Committee Work Programme	Democracy Advisor	✓	✓	✓	✓	
Regulatory Matters	Environment and Sustainability	✓	✓	✓	✓	
Economy and Development Directors report	Economy and Development	✓	✓	✓	✓	
Three Waters update	Strategic Projects	✓	✓	✓	✓	
Infrastructure Acceleration Fund and Housing	Economy and Development	✓		✓		
Micromobility programme update (community connections)	Transport	✓		✓		
Riverlink	Economy and Development	✓		✓		
Wayfinding update	Transport	✓				
Milne Crescent, Taita - As Built Plans	Transport	✓				
Proposed Water Filling Stations <i>-Marine Parade, Petone</i>	Transport	✓				

Infrastructure and Regulatory Committee Work Programme 2025

Proposed Water Filling Stations <i>-Waiu Street, Wainuiomata; and</i> <i>-Wingate Crescent, Naenae</i>	Transport			✓		
Sale and Supply of Alcohol (fees) regulations	Environmental Health				✓	
Temporary Road Closure's <i>- Christmas parade's</i> <i>- Petone Rotary Fair 2026</i> <i>- HV Motorsports</i> <i>- HV Motorsport Hill Climb</i> <i>- Port Road Drags</i> <i>- Juicy Fest</i>	Transport				✓	
Slip Remediation Works - Various sites	Transport					✓
Roading names	Transport					✓