



POARI HAPORI O WAINUIOMATA WAINUIOMATA COMMUNITY BOARD

4 February 2025

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

Wednesday 12 February 2025 commencing at 6:30 pm

This meeting will be recorded and may be shared on Council's YouTube page

Membership

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

Lesla Bingley (Deputy Chair)
Leah Clark
Gary Sue

For the dates and times of Council and Community Board meetings please visit
www.huttcity.govt.nz

COMMUNITY BOARDS – FUNCTIONS AND DELEGATIONS

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

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

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

These delegations are based on the following principles:

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

These delegations:

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

DELEGATIONS

Decide:

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

CONSIDER AND MAKE RECOMMENDATIONS TO COUNCIL ON:

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

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

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

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

GENERAL FUNCTIONS

Provide their local community's input on:

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

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

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

Co-ordinate with Council staff:

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

Maintain:

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

Develop:

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

Grant:

- Local community awards.

Promote:

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

Appoint:

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

Endorse:

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

APPENDIX 1 – COMMUNITY CLIMATE ACTION FUND

Criteria

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

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

To be eligible for funding:

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

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

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

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

The ward allocations per annum are listed below:

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

Decisions

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

Examples of what can be funded

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

Examples of what won't be funded

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

Funding rules

Successful applicants must:

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

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

HUTT CITY COUNCIL

POARI HAPORI O WAINUIOMATA
WAINUIOMATA COMMUNITY BOARD

Meeting to be held in the Wainuiomata Neighbourhood Hub, Queen Street,
Wainuiomata on
Wednesday 12 February 2025 commencing at 6:30 pm.

ORDER PAPER

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA TIMATANGA

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

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

2. APOLOGIES

Te Awa Puketapu

3. PUBLIC COMMENT

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

4. MAYOR'S ADDRESS

A verbal update by Mayor Barry

5. PRESENTATIONS

a) Sustainable Growth Strategy

A verbal update by Council's Spatial Plan Lead

b) Low Carbon Acceleration Fund

A verbal update by Council's Senior Advisor – Climate and Sustainability

c) **Residents' Satisfaction Survey**

A verbal update by Council's Principal Advisor Research and Evaluation

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

A verbal presentation by Cr Quentin Duthie

6. **CONFLICT OF INTEREST DECLARATIONS**

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

7. **MINUTES**

Meeting minutes Wainuiomata Community Board, 23 October 2024 10

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

a) **Proposed Parking Restrictions on the Service Lane in front of Matai Park, The Strand, Wainuiomata**

Report No. WCB2025/1/13 by the Roading Engineer 17

b) **Proposed Authorised Parking - Waiu Street, Wainuiomata**

Report No. WCB2025/1/14 by the Traffic Engineer 26

9. **SCHEDULE OF MEETINGS FOR 2025**

Report No. WCB2025/1/21 by the Senior Democracy Advisor 34

10. **WAINUIOMATA COMMUNITY BOARD APPEAL AGAINST COUNCIL'S REPRESENTATION ARRANGEMENTS PROPOSAL**

Memorandum dated 22 January 2025 by the Democracy Advisor 48

11. **DEMOCRACY ADVISOR'S REPORT**

Report No. WCB2025/1/28 by the Democracy Advisor 58

12. **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.

13. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA

Unuhia!

Release us from the supreme sacredness of our tasks

Unuhia!

To be clear and free

Unuhia i te uru-tapu-nui

in heart, body and soul in our continuing journey

Kia wātea, kia māmā

Te ngākau, te tinana, te

wairua i te ara takatū

Koia rā e Rongo

Oh Rongo, raise these words up high so that we be cleansed and be free,

whakairihia ake ki runga

Yes indeed, we are free!

Kia wātea, kia wātea!

Good and peaceful

Ae rā, kua wātea!

Hau, pai mārire.

Judy Randall

DEMOCRACY ADVISOR

POARI HAPORI O WAINUIOMATA
WAINUIOMATA COMMUNITY BOARD

Minutes of a meeting held in the Wainuiomata Neighbourhood Hub, Queen Street,
Wainuiomata on
Wednesday 23 October 2024 commencing at 6:30 pm

PRESENT: TA Puketapu (Chair) (from 6.52pm) L Bingley (Chair until 6.52pm)
Deputy Chair
D Chrisp L Clark
T Harker G Sue
Cr K Brown (from 6.58pm)

APOLOGIES: Apologies for lateness were received from Cr K Brown and
TA Puketapu

IN ATTENDANCE: Mayor C Barry (part meeting)
J Kingsbury, Director Economy and Development
P Hewitt, Head of Transport (part meeting)
L Anderson, Community Funding and Contracts Advisor
J Randall, Democracy Advisor

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA TIMATANGA

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2. APOLOGIES

RESOLVED: (L Bingley/T Harker)

Minute No. WCB 24501

"That the apology for lateness received from Cr K Brown and TA Puketapu be accepted."

Under Standing Order 16.1, the Chair allowed comments from residents on items not on the agenda.

Jane Wootton expressed the following concerns on behalf of Julie Sylvester:

- the speed cushions on Wellington Road made her feel trapped in her home.
- uneven pavements had caused her to trip, and she had sustained injuries.
- the proposed crematorium for Wainuiomata should be located away from residential areas.

- the responsibility for lights on the Wainuiomata Marae driveway should fall to the marae rather than being funded by the ratepayers.
- reduced rates for those struggling to feed their families should take precedence over establishing a new Community Climate Action Fund.
- licence plate recognition technology might raise privacy issues.
- the no-mow meadow trial posed a risk of grass fires.

Jane Wootton believed that new houses in Wainuiomata should include garages. She added that cars should be able to be parked in garages at night for safety reasons.

Pauline Innes expressed concern that community boards might be disestablished under the Representation Review. She asked members to speak at the hearing and appeal for the Board's retention.

Helen Thomas, a representative of Grey Power, expressed appreciation for the Board's work. She said its disestablishment would be a loss for Wainuiomata.

3. PUBLIC COMMENT

Comments are recorded under the item to which they relate.

4. MAYOR'S ADDRESS

Mayor Barry provided a verbal address attached as page 7 to the minutes. He responded to issues raised by members of the public as follows:

- Council would look at a new representation model across the city if Representation Review appeals were unsuccessful.
- data demonstrated that speed cushions resulted in fewer complaints about speeding.
- licence plate recognition technology was widely used, and provided a more efficient regulatory process.

TA Puketapu joined the meeting at 6.52pm.

In response to questions from members, Mayor Barry advised the following:

- if community boards were disestablished, board members would be invited to discuss options for a new model, and the community would be consulted. Council would prioritise its resources to support the new model.

Cr Brown joined the meeting at 6.58pm.

- Council was considering additional funding for footpaths. The highest priority would be given to frequently used footpaths that were in poor condition, although those with uneven surfaces that caused injuries might also be prioritised.
- in Lower Hutt, 45% of water was lost due to leaks, however, water meters would reduce this loss. This summer, there was a lower risk of Level 4 water restrictions because of lower water usage, more leak repairs, and pressure reduction work on Wainuiomata water pipes. He agreed to provide data on water leaks to the members.
- officers could provide data to the Board on safety levels in the Wainuiomata town centre.

- voters registered on the Māori roll had been removed from all wards' population statistics for the Representation Review. This reflected the fact that voters in the Māori Ward elected a separate representative to Council.

T A Puketapu assumed the Chair.

5. PRESENTATIONS

a) Maru | Streets for people

The Head of Transport provided the following advice:

- feedback on Maru | Streets for People (the project) had been largely positive.
- the cost to remove all hit sticks was approximately \$6,500, with an additional \$2,500 required to remove the planter boxes. To retain the design permanently, the estimated cost ranged from \$180,000 to \$300,000.
- to date, 15 hit sticks had been damaged. The cost of sending a team to repair the hit sticks every four months was around \$1,000, excluding the cost of the hit sticks themselves.
- after the two-year semi-permanent trial, officers would seek public feedback again and would make recommendations on whether to keep the installation permanently or remove it.

Cr Brown raised concerns about frequently vandalised hit sticks. She noted that the damaged hit sticks were unsightly and some posed a danger due to protruding wires. She stated that she could not support the project if the bollards remained.

The Head of Transport agreed to investigate the possibility of more frequent bollard maintenance.

b) Local Councillor from Greater Wellington Regional Council (GWRC)

Cr Duthie shared an electronic presentation that can be viewed here: [Local Councillor from Greater Wellington Regional Council presentation.](#)

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

- the Public Transport Advisory Group could be used more often by the GWRC Transport Committee. He agreed to raise this at the upcoming Transport Committee meeting.
- GWRC flood mapping was incorporated into the Hutt City Council District Plan. Building owners were notified when the modelling was undertaken.
- rural areas were not managed to the same extent as urban areas with regard to flood risk. Rural landowners were responsible for protecting their assets against flooding.
- the effect of stormwater from new developments on streams such as Black Creek was challenging to manage. Hutt City Council's policy aimed to achieve a neutral impact by slowing down the flow of water entering the streams. GWRC required that water be treated before it flowed into streams, however regulations could change under new government regulations.

6. CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

7. MINUTES

Speaking under public comment, **Pauline Innes** requested an amendment to the minutes from the meeting on 14 August 2024. She explained that she had asked for action to redirect water to prevent it from accumulating on the road, where it could cause black ice. She noted that the minutes stated that the water had caused black ice, and she asked for this to be corrected.

Members agreed to ask that the officers investigate the water issue and report back on their findings.

RESOLVED: (TA Puketapu/Cr Brown)

Minute No. WCB 24502

"That the minutes of the meeting of the Wainuiomata Community Board held on Wednesday, 14 August 2024, be confirmed as a true and correct record subject to the following amendment to read:

... The previous weekend, water had run down Moores Valley Road, near where the urban and rural areas met, causing black ice to....

the previous weekend, water had run down Moores Valley Road, near where the urban and rural areas met, which could cause black ice."

8. COMMUNITY CLIMATE ACTION FUND 2024 - 2025

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

The Funding and Contracts Advisor elaborated on the report.

The Chair asked for clarification on whether the Community Engagement Fund was still active or had merged with the Community Climate Action Fund. She asked whether community boards oversaw both funds for applications in their wards.

The motion was taken in parts with a new Part (7). The motions were CARRIED on the voices.

RESOLVED: (TA Puketapu/G Sue)

Minute No. WCB 24503

"That the Board:

- (1) notes that this is the first round of the Community Climate Action Fund for the triennium for the Board;*
- (2) notes that the Board has \$8,856 to allocate for the financial year;*
- (3) notes the Community Climate Action Fund closed on 1 October 2024 with two applications received for the Wainuiomata Community Board; and*
- (4) notes the application from Vatau Sagaga was removed and passed to Council's Parks and Reserve team."*

RESOLVED: (TA Puketapu/D Chrisp)

Minute No. WCB 24504

"That the Board:

- (5) agrees the applications received under the Community Climate Action Fund are considered according to the merits of the application criteria and priorities of the fund; and*
- (6) agrees that the organisations granted funding will be invited to attend a meeting of the Board once the event/activity has been completed."*

RESOLVED: (TA Puketapu/T Harker)

Minute No. WCB 24505

"That the Board:

- (7) approves the application from He Puāwai Trust for the 'Wainui Kai' project."*

9. AMENDMENTS TO HUTT CITY COUNCIL STANDING ORDERS

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

RESOLVED: (TA Puketapu/L Bingley)

Minute No. WCB 24506

"That the Board:

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

10. DEMOCRACY ADVISOR'S REPORT

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

Members discussed and agreed to the following:

- the Democracy Advisor would ask for the Wainuiomata Neighbourhood Hub doors to be unlocked before each Community Board meeting in 2025.
- an informal open public forum would be held 30 minutes before each 2025 Community Board meeting.

Members asked for an update on the Dog Control Bylaw and Dog Control Policy at the Board's meeting on 10 February 2025.

The motion was taken in parts with an amendment to Part (2). The motions were CARRIED on the voices.

RESOLVED: (TA Puketapu/D Chrisp)

Minute No. WCB 24507

"That the Board receives and notes the report."

RESOLVED: (TA Puketapu/T Harker)

Minute No. WCB 24508

“That the Board agrees to hold an ordinary Board meeting in the Wainuiomata Neighbourhood Hub, Queen Street Wainuiomata, on Wednesday, 12 February 2025, commencing at 6.00pm with the first 30 minutes held as an open forum without minutes. ”

RESOLVED: (TA Puketapu/L Bingley)

Minute No. WCB 24509

“That the Board:

- (1) notes that the schedule of meetings for 2025 will be reported to the first Board meeting in 2025;*
- (2) agrees to determine catering requirements for its 2025 meetings at the first meeting of the Board in 2025;*
- (3) agrees to determine advertising requirements for its 2025 meetings at the first meeting of the Board in 2025; and*
- (4) agrees to determine the venue and start times for its 2025 meetings at the first meeting of the Board in 2025.”*

11. QUESTIONS

There were no questions.

12. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA

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

The Chair thanked members and officers for their work throughout the year. She thanked community members and the Wainuiomata News reporter for their attendance at meetings. There being no further business, the Chair declared the meeting closed at 8.21 pm.

TA Puketapu
CHAIR

CONFIRMED as a true and correct record dated this 12th day of February 2025

Mayor's Address

Kia ora koutou

Te Ngaengae

Last month, we approved the naming of Te Ngaengae, our new pool and fitness centre.

We also announced that it will be officially opened on 4 December, before a community day to celebrate the opening on Saturday 7 December.

After five years of hard work, Naenae is getting a bigger, better and more sustainable pool.

This project has been a true community effort. With the new pool, and the upgrades of Te Mako (our community centre) and Walter Mildenhall Park, it's an exciting and transformative time for Naenae and I'm excited to see all the positive outcomes for our community.

Mouri Tupu - plant giveaways

As part of Mouri Tupu - Planting for the Future, we gave out 2000 free plants as part of our plant register to 350 families, individuals and groups from across the Hutt Valley.

Our community signed up for the opportunity to take home five native plants, trees and shrubs to plant in their yard or community.

We also gave away a further 200 to our newest citizens at our latest Citizenship Ceremony.

It's great to see how excited our residents were when picking up these plants to green up their homes and neighbourhoods. The community is really getting stuck into this city initiative.

Wainuiomata:

Wellington Water and GP Friel are working together to renew a series of drinking water rider mains across Stokes Valley and Wainuiomata.

The progress on Miles Crescent is particularly exciting, where the team has installed 240m of new pipes. The existing main is a combination of heavily corroded galvanised iron, copper and plastic pipe.

Importantly, the team has been doing a really good job in making sure they're keeping residents up to date through what can be a pretty disruptive process. This is really important work being done on behalf of Hutt City Council.

21 January 2025

Copy: Wainuiomata Community Board

Report no: WCB2025/1/13

Proposed Parking Restrictions on the Service Lane in front of Matai Park, The Strand, Wainuiomata

Purpose of Report

1. This report seeks approval for the installation of proposed Broken Yellow Lines (BYLs) 'No Stopping At All Times' road markings on the Strand, Wainuiomata and on the Service Lane near the Matai Park housing development on the Strand, Wainuiomata. This section of the road is located approximately 230m west of the intersection of Fitzherbert Road and The Strand.
2. In addition to the BYLs, Council officers propose to formalise the existing mobility parking spaces on the Service Lane in front of the new housing development at Matai Park on The Strand, Wainuiomata.

Recommendations

That the Board recommends that the Traffic Subcommittee:

- (1) receives and notes the information;
- (2) approves the installation of Broken Yellow Lines (BYLs) - 'No Stopping At All Times' parking restrictions on The Strand, Wainuiomata, outlined in Appendix 3 to the report;
- (3) approves the installation of Broken Yellow Lines (BYLs) - 'No Stopping At All Times' parking restrictions on the Service Lane near the Matai Park housing development on The Strand, Wainuiomata, outlined in Appendix 3 to the report;
- (4) approves the formalisation of the existing mobility parking spaces to operate at 'At All Times' on the Service Lane near the Matai Park housing development on The Strand, Wainuiomata, outlined in Appendix 3 to the report;

- (5) rescinds any previous resolutions related to traffic controls made under any bylaw to the extent that they conflict with the traffic controls outlined in the report; and
- (6) notes that these parking restrictions will take effect once the required road markings have been installed.

These recommendations are in line with Council's Traffic Bylaw (2017) and the relevant sections of the Land Transport (Road User) Rule 2004.

Background

3. Council received requests from residents of the Matai Park housing development regarding vehicle accessibility and parking manoeuvrability issues caused by vehicles parked along the Service Lane near the Matai Park housing development.
4. The existing parking arrangement of the Service Lane consists of 19x angled parking spaces and 2x mobility parking spaces. For drivers to manoeuvre safely from the angled parking, the space opposite must remain clear.
5. Vehicle tracking checks conducted by Council engineers have shown that the space opposite the angled parking is unsafe for manoeuvring. Additionally, it was identified that the narrow carriageway prevents emergency services from safely accessing the housing development in case of an emergency.
6. The section of road on The Strand is narrow and becomes inaccessible when vehicles park on both sides. It is also congested when vehicles park on just one side of the road.
7. To mitigate vehicle accessibility issues and improve overall road safety, officers propose installing BYLs in areas where vehicle accessibility has been identified as a significant concern.
8. The existing mobility parking space was installed by the developer, however, Council officers noted that there is no current Traffic Resolution for this parking space. Therefore, it is proposed to formalise the existing mobility parking to operate 'At All Times.'

Discussion

9. An engineering investigation found that parked vehicles in the Service Lane obstruct traffic, leaving insufficient space for safe transit, and for entering or exiting driveways – especially for larger vehicles like Waste Management trucks and emergency service vehicles. When vehicles are parked in this area, it becomes difficult for these service providers to manoeuvre safely.
10. To mitigate potential crashes, address vehicle accessibility issues and improve road safety, officers propose installing BYLs on the Service Lane and the Strand, in areas where accessibility has been identified as a significant issue, outlined in Appendix 3.

11. Officers reviewed the initial consultation plan (Appendix 1 to the report) and subsequently incorporated BYLs along The Strand to enhance continuity, as outlined in the amended plan (Appendix 3 to the report).
12. Taking into account the existing resident and visitor parking provisions within the development, there are off-street parking spaces available, which will help mitigate the parking loss resulting from this proposal.
13. Additionally, it was noted that two mobility parking spaces were installed as part of the new development but have not yet been formalised. Therefore, officers have included them in the scope of the proposal. These mobility parking spaces will operate 'At All Times.'

Options

14. The options are to:
 - a) retain the existing parking configuration, with no further changes;
 - b) approve the proposed changes to the parking restrictions; as outlined in Appendix 3 to the report; or
 - c) make amendments as the Subcommittee deems appropriate for recommendation to Council.
15. Officers recommend option (b), as the proposed changes will enhance road safety for the community.

Climate Change Impact and Considerations

16. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.
17. 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

18. Consultation was conducted from 28 November 2024 to 12 December 2024, covering a catchment area with an approximate radius of 100m from the proposed site. The consultation letter is included as Appendix 2 to the report.
19. A total of 112 letters were distributed to directly affected residential properties, businesses and vehicles parked in the area.
20. One feedback submission was received, and it was in support of the proposal.
21. The report will be presented to the Wainuiomata Community Board at its meeting scheduled for 12 February 2025.

Legal Considerations

22. These restrictions are made pursuant to the provisions of the Hutt City Council Traffic Bylaw 2017 and in line with the requirements of the Land Transport (Road User) Rule 2004.

Financial Considerations

23. These changes will be funded from Council's existing road-marking and signage budget for the 2024/25 financial year.

Appendices

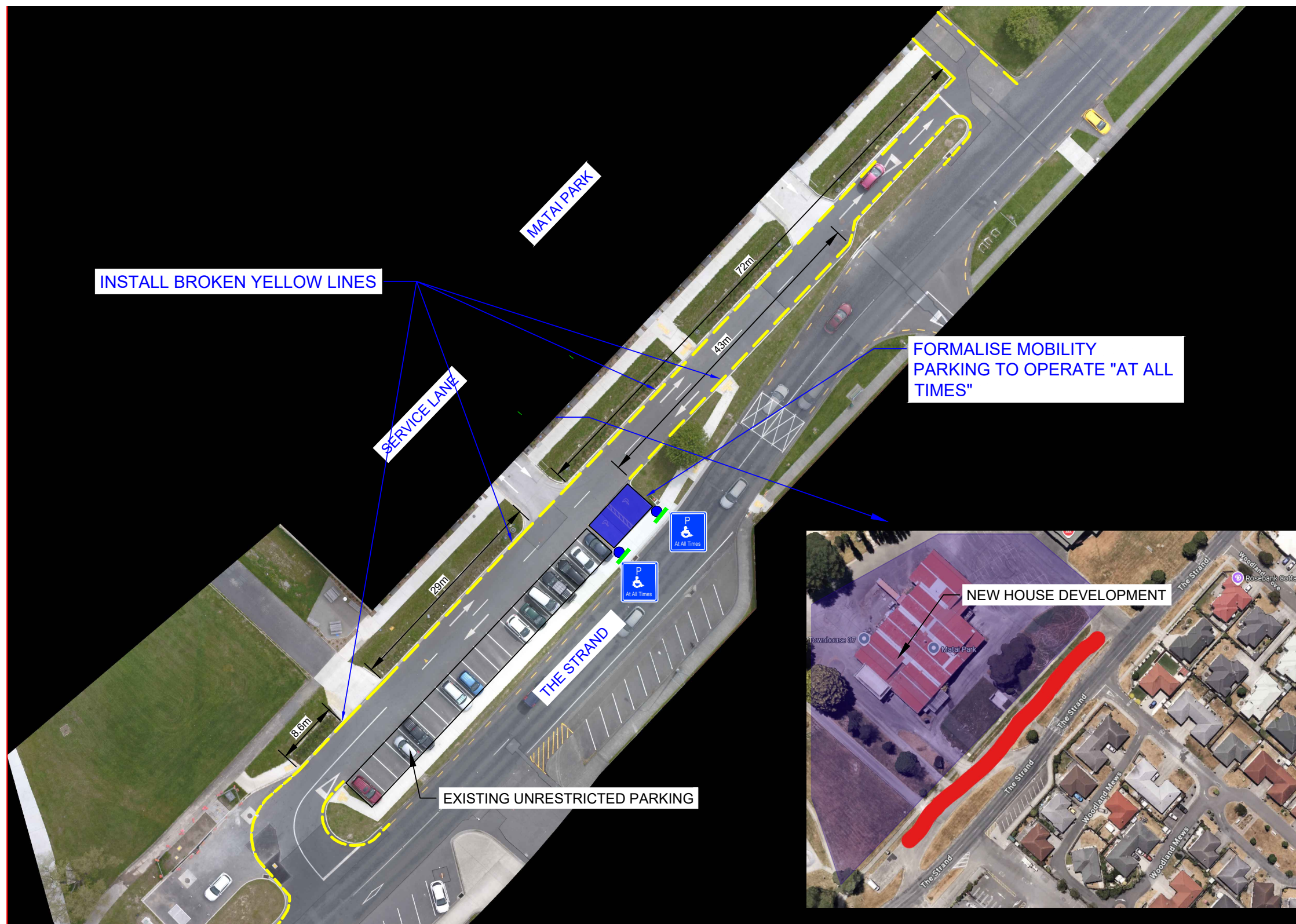
No.	Title	Page
1	Appendix 1: Proposed Parking Restrictions on the Service Lane in Front of Matai Park, The Strand, Wainuiomata - Consultation Plan	21
2	Appendix 2: Proposed Parking Restrictions on the Service Lane in Front of Matai Park, The Strand, Wainuiomata Consultation Letter	22
3	Appendix 3: Proposed Parking Restrictions on the Service Lane in Front of Matai Park, The Strand, Wainuiomata - Amended Plan	25

Author: Arun Joy
Roding Engineer

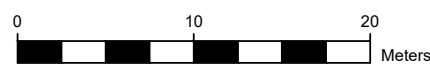
Reviewed By: Andrea Mitchell
Business Manager - Transport

Reviewed By: Paul Hewitt
Head of Transport

Approved By: Jon Kingsbury
Director Economy & Development



EGEND			
	BROKEN YELLOW LINES		FORMALISE MOBILITY PARKING
	NEW POLE/SIGN		



SCALE 1:400 @ A3

REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	INITIAL DESIGN - DRAFT	A JOY	E SCHERER	22/11/2024

PROJECT
TR15 - 2025
SHEET
FORMALISING THE PARKING LOT-BROKEN YELLOW LINES,MOBILITY PARKING SPACES- THE STRAND
PROJECT REF.
TR15 - 2025

The Council cannot guarantee the accuracy or completeness of the information, and accepts no liability for any loss as a result of reliance on it. Aerial photography (base map) was flown 2021 by AAM NZ Ltd for both HuttCity and Greater Wellington Regional Councils. Imagery is provided under the Creative Commons



28 November 2024

PROPOSED CHANGES IN YOUR AREA

Kia Ora

This letter is to provide information regarding proposed changes to traffic restrictions in your neighbourhood. We are seeking your comments on the proposed changes which aim to improve accessibility and safety for residents and road users.

<p>What we are proposing</p>	<ul style="list-style-type: none"> Install BYLs (No Stopping, At All Times) road markings and formalise the existing mobility parking spaces in the service lane in front of the new developments at 11 The Strand, Wainuiomata.
<p>Why we are proposing the change</p>	<ul style="list-style-type: none"> Hutt City Council (HCC) has received a request from residents regarding vehicle accessibility issues caused by cars parking in the service lane and illegal use of mobility parking spaces. Due to new developments in the area, this issue is ongoing and requires parking officers to enforce regulations at various times of the day. When vehicles park along the service lane, it becomes difficult to access the angle parking area. Additionally, parked vehicles in the service lane leave insufficient space for vehicles to safely transit through, enter, or exit driveways—particularly for larger vehicles such as waste management trucks and emergency service vehicles. HCC engineers have visited the site and conducted a vehicle tracking analysis. The results indicated that vehicles parked in the service lane create the hazards described above. Additionally, it was noted that two mobility parking spaces were installed as part of the new development but have not yet been formalised. Therefore, Council officers have included these spaces in the proposal for formalisation. The mobility parking spaces will operate At All Times. To mitigate vehicle accessibility issues and improve overall road safety HCC is proposing Broken Yellow Lines (BYLs) where vehicle accessibility has been identified as a major issue. HCC is proposing that mobility parking spaces operate at all times. People with disabilities may require parking access at any time, regardless of standard business hours or time-specific restrictions. By having mobility parking spaces available at all times, individuals with mobility challenges can confidently plan their trips without worrying about time-based restrictions or availability issues. Additionally, allowing these spaces to operate at all times reduces ambiguity and minimises the risk of unauthorised use during non-enforced periods. The proposed restrictions align with the council's Parking Policy (adopted December 2017), "A safe city – prioritising the safe movement of people, while enabling efficient movement of goods and services."
<p>Where the changes are proposed</p>	<ul style="list-style-type: none"> The proposed changes are along the service lane in front of the new developments at 11 The Strand, Wainuiomata, as shown in the attached plan.
<p>What Will the change achieve</p>	<ul style="list-style-type: none"> Improves safety and a more efficient traffic flow. Improves accessibility for Waste Management and emergency vehicles to travel through the street with minimum obstructions by parked vehicles on both the side. Improves accessibility for vehicles to enter and exit their driveways as well as manoeuvring along the service lane.

30 Laings Road, Lower Hutt
Private bag 31-912, Lower Hutt 5040

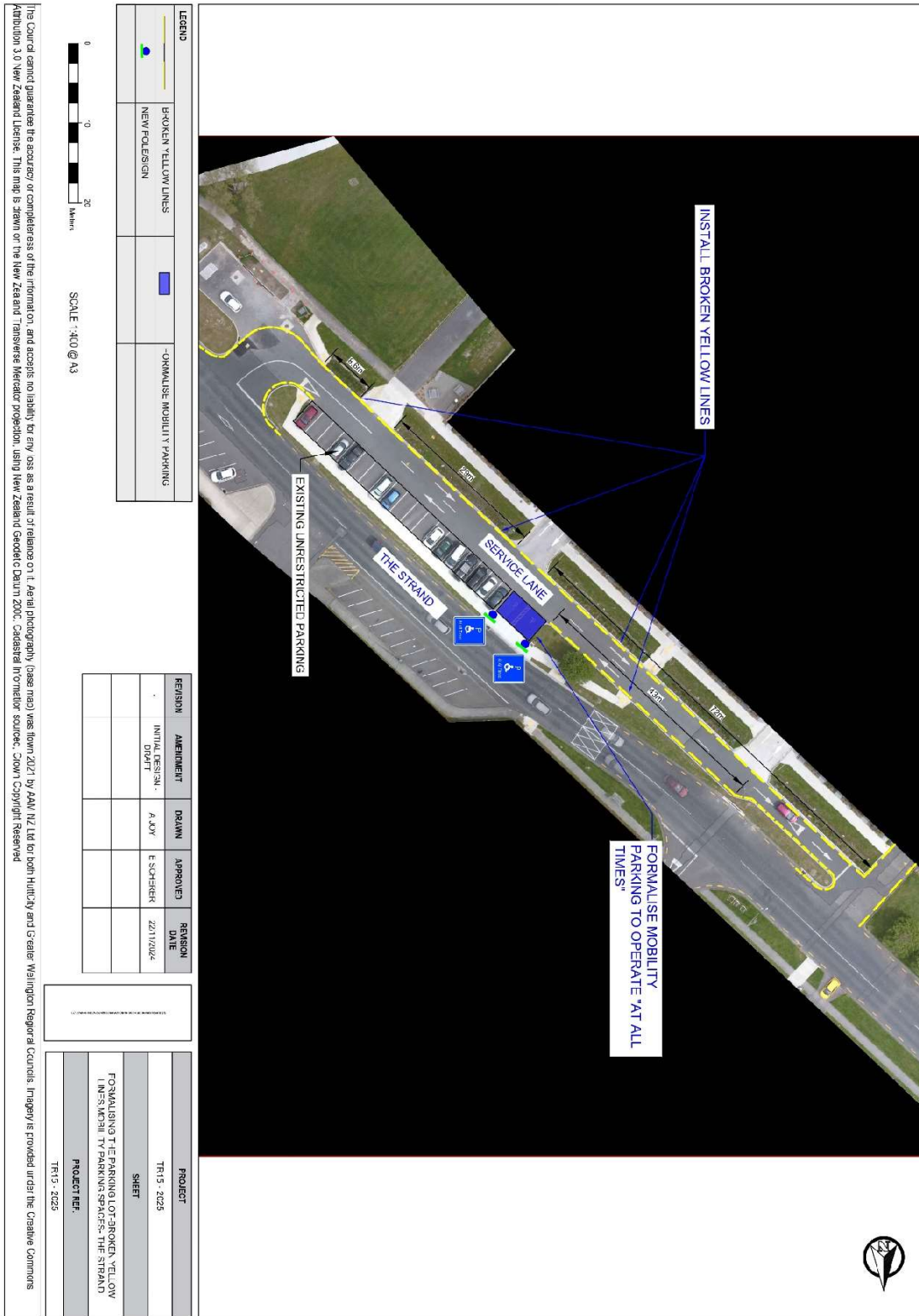


/huttcitycouncil 0800 488 824

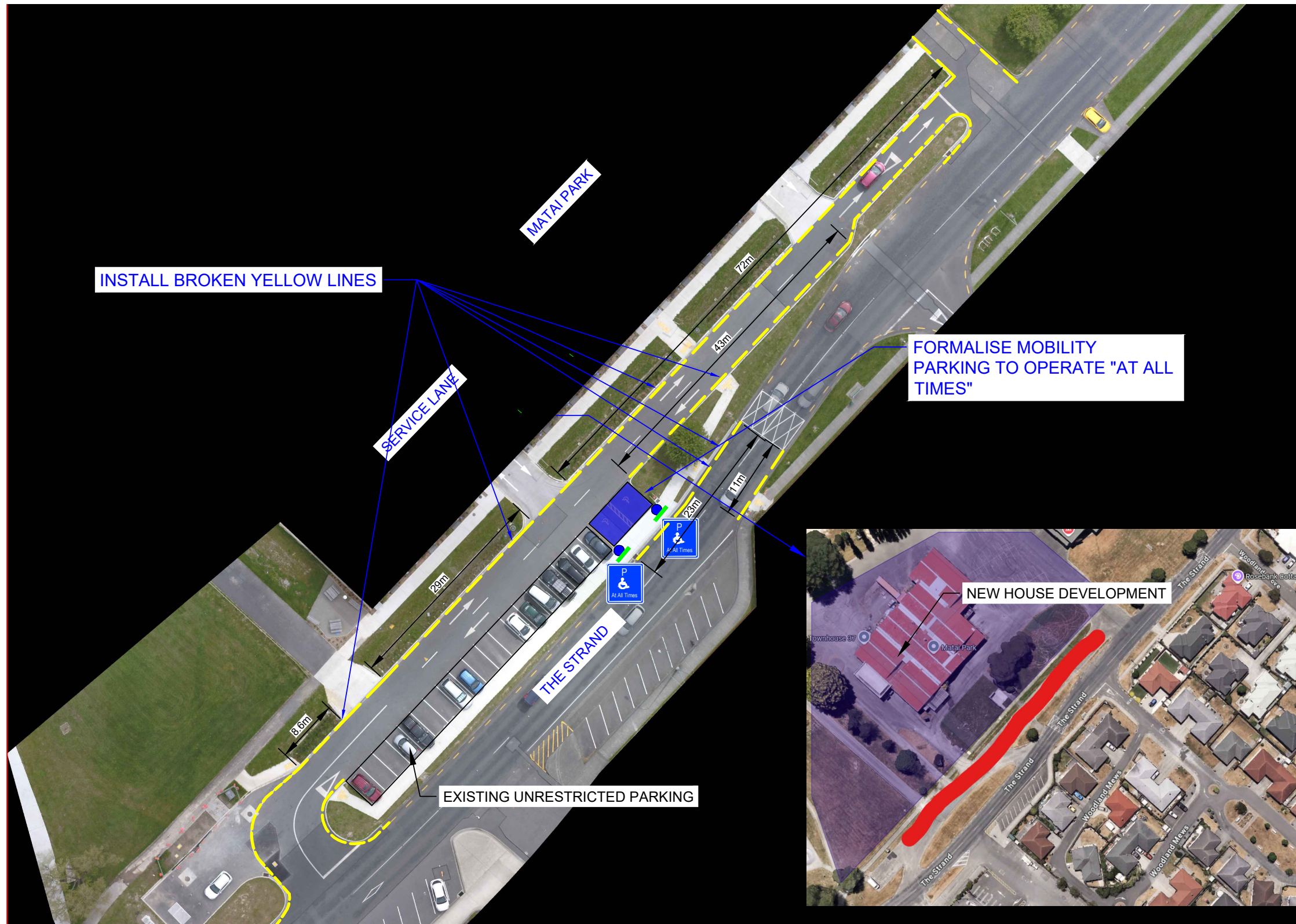
contact@huttcity.govt.nz
www.huttcity.govt.nz

▲ 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.

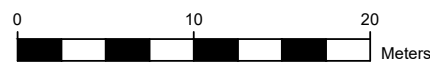
	<ul style="list-style-type: none"> The proposal results in a net loss of 5 parking spaces (this count excludes illegal parking, such as over fire hydrants or driveways).
Notes	<ul style="list-style-type: none"> Alternate on-street parking is readily available in the vicinity while majority of residents has on-street parking in the vicinity of the proposed change on parked vehicles on both the side
Have your say	<ul style="list-style-type: none"> 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 Thursday 12 December 2024
Next steps	<ul style="list-style-type: none"> Submissions will be reviewed, and a recommendation will be made by Council Officers. The proposal (if proceeding) will be referenced to the Council Traffic Subcommittee on 20 February 2025. If approved, the proposed changes will be installed within 3 months following the approval date.



Note: drone aerial photo - not extracted from HCC Maps



EGEND			
	BROKEN YELLOW LINES		FORMALISE MOBILITY PARKING
	NEW POLE/SIGN		



SCALE 1:400 @ A3

REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	INITIAL DESIGN - DRAFT	A JOY	E SCHERER	22/11/2024
2	AMENDMENT	A JOY	E SCHERER	14/01/2025



PROJECT
TR15 - 2025
SHEET
FORMALISING THE PARKING LOT-BROKEN YELLOW LINES,MOBILITY PARKING SPACES- THE STRAND
PROJECT REF.
TR15 - 2025

The Council cannot guarantee the accuracy or completeness of the information, and accepts no liability for any loss as a result of reliance on it. Aerial photography (base map) was flown 2021 by AAM NZ Ltd for both HuttCity and Greater Wellington Regional Councils. Imagery is provided under the Creative Commons

21 January 2025

Copy: Wainuiomata Community Board

Report no: WCB2025/1/14

Proposed Authorised Parking - Waiu Street, Wainuiomata

Purpose of Report

1. This report seeks approval to install parking restrictions on Waiu Street, Wainuiomata. The proposed changes include: 1x 'No Parking Except Water Filling Vehicles (At All Times)' restriction for the new bulk water filling station located outside 21 Waiu Street, Wainuiomata.
2. In addition to the changes above, sections of broken yellow lines (BYLs) are included in the scope of works. The BYLs will facilitate safer manoeuvring for vehicles filling at the water station.

Recommendations

That the Board recommends that the Traffic Subcommittee:

- (1) receives and notes the information;
- (2) approves the installation of 1x 'No Parking Except Water Filling Vehicles (At All Times)' restriction for the new bulk water filling station located outside 21 Waiu Street, Wainuiomata, outlined in Appendix 1 to the report;
- (3) approves the installation of Broken Yellow Lines (BYLs) - 'No Stopping At All Times' outside 21 Waiu Street, Wainuiomata, outlined in Appendix 1 to the report;
- (4) rescinds any previous resolutions related to traffic controls made under any bylaw to the extent that they conflict with the traffic controls outlined in this recommendation; and
- (5) notes that this matter will take effect once the traffic control devices indicating the recommended restrictions have been installed.

These recommendations are in line with Council's Traffic Bylaw (2017) and the relevant sections of the Land Transport (Road User) Rule 2004.

Background

3. Council received a request from Wellington Water Limited (WWL) to install parking restrictions on Waiu Street, Wainuiomata.
4. WWL is installing a new bulk water tanker filling station outside 21 Waiu Street to reduce the risk of public health issues caused by backflow contaminants. Given the importance of this to the community, parking for water tankers must be available at all times.
5. These stations will be used by commercial water users, such as tanker operators, to extract water for domestic supply or for other purposes such as dust suppression, road construction, and weed spraying.
6. The filling stations have been strategically placed in three locations in Lower Hutt to ensure they are accessible within a travel time of 15 minutes. Tanker operators will park beside the filling station and access it using a swipe card.
7. The sites for each water filling station were carefully chosen based on several factors, such as adequate water pressure for tankers without adversely affecting other customers, prioritising non-residential areas, and avoiding locations that could disrupt road users. Other key considerations included minimising pavement work, providing safe pedestrian pathways, and minimising the impact on high-demand parking areas.
8. The existing parking configuration in this area is unrestricted, allowing vehicles to park long-term in these spaces.

Discussion

9. Council engineers have assessed the road and identified an existing footpath outside 21 Waiu Street, Wainuiomata, which will create an issue for tanker operators parking beside the water filling station.
10. The safety issue associated with the footpath was discussed with WWL. As a result, they agreed to construct a new footpath behind the filling station, allowing pedestrians to walk safely without needing to navigate a tanker vehicle.
11. The proposal for the new footpath behind the filling station will be presented to the Infrastructure & Regulatory Committee at its meeting on 13 March 2025.
12. To improve road safety and mitigate the issues described above, officers propose changing the existing unrestricted parking space to authorised parking for tanker operators to use at all times. This approach is consistent with other Road Controlling Authorities (RCA).
13. In addition to the designated parking for water filling vehicles, sections of BYLs are included in the scope of the works to ensure drivers have clear visibility when a truck is filling at the station.

Options

14. The options are to:
- a) retain the existing parking configuration, with no further changes;
 - b) approve the proposed time restriction changes outlined above and shown in Appendix 1 to the report; or
 - c) make amendments as the Subcommittee deems appropriate for recommendation to Council.
15. Officers recommend option (b) above, as the proposed restrictions will better serve business needs. These changes are expected to benefit businesses and improve parking for commercial water tankers in the area.

Climate Change Impact and Considerations

16. The matters addressed in this report have been considered in accordance with the process set out in Council's [Climate Change Considerations Guide](#).
17. 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

18. The consultation was conducted from 26 November 2024 to 9 December 2024. A total of 34 letters were delivered to directly affected residents and businesses within a catchment area of approximately 100m radius of the proposed site.
19. No submissions have been received.
20. A copy of the consultation letter is included as Appendix 2 to the report.

Legal Considerations

21. These restrictions are made pursuant to the provisions of the Hutt City Council Traffic Bylaw 2017 and in line with the requirements of the Land Transport (Road User) Rule 2004.

Financial Considerations

22. The installation cost will be covered by the Hutt City Council budget allocated for Wellington Water projects in the 2024/25 financial year.

Appendices

No.	Title	Page
1	Appendix 1 - Proposed Authorised Parking - Waiu Street Consultation Plan	30
2	Appendix 2: Proposed Authorised Parking - Waiu Street Consultation Letter	31

Author: Jojo Varghese
Traffic Engineer

Author: Evandro Scherer
Transport Engineering Manager

Reviewed By: Andrea Mitchell
Business Manager - Transport

Reviewed By: Paul Hewitt
Head of Transport

Approved By: Jon Kingsbury
Director Economy & Development

Report no: WCB2025/1/21

Schedule of Meetings for 2025

Purpose

1. This report seeks the Board's approval of the proposed schedule of meetings until October 2025 in respect of its meetings.

Recommendations

That the Board:

- (1) approves the meeting dates until October 2025 in respect of its meetings, attached as Appendix 1 to the report;
- (2) determines the venue and start time for each meeting;
- (3) notes that the Board Chair will set the dates for informal get-togethers of the Board as the need arises;
- (4) notes that under Standing Order 9.12, the Chair of the Board may cancel the meeting in consultation with the Chief Executive; and
- (5) notes that the meeting times will be publicly notified by the Democratic Services business unit.

Background

2. The adoption of the schedule of meetings will facilitate an open, democratic process and allow for the planning of the forward programme of decisions. It also allows for elected members to plan their commitments over 2025.
3. The aim, through careful scheduling of work programmes, is to reduce the need for additional or reconvened meetings and rescheduling meetings.
4. The following principles have been followed in the planning of the schedule of meetings:
 - four meeting cycles (eight-weekly meeting cycle) taking in to account the local elections to be held on Saturday, 11 October 2025.
 - a meeting recess over January and July.

5. At meetings held in October/November 2023, the Boards adopted the interim meeting schedule for 2025 in relation to their respective meeting dates. The meeting schedule attached as Appendix 1 to the report, is based on the adopted interim meeting schedule with proposed amendments outlined in paragraph 11 of the report.
6. At meetings held in October 2024, each Board adopted its February 2025 meeting date.

Discussion

7. The Board is being asked to approve a schedule of meetings so that the meetings can be publicly notified in accordance with the requirements set by the Local Government Official Information and Meetings Act 1987.
8. Council adopted the 2025 meeting schedule at its meeting held on 29 October 2024 in respect to its meetings as outlined below:

RESOLVED: (Mayor Barry/Deputy Mayor Lewis)

Minute No. C 24503

"That Council:

- (1) receives and notes the report;*
- (2) adopts the meeting schedule until 10 October 2025 attached as Appendix 1 to Report No. HCC2024/4/276, subject to approval by the Community Boards in respect of its meeting dates;*
- (3) agrees that the venues for the meetings of Council, its committee and subcommittees, other than Community Boards, be the Hutt City Council Chambers, 30 Laings Road, Lower Hutt;*
- (4) agrees to a commencement time of 2pm for Council, committees and subcommittee meetings;*
- (5) notes that under Standing Order 9.12, the Chair of a scheduled meeting may cancel the meeting in consultation with Chief Executive; and*
- (6) notes that the meeting times will be publicly notified by the Democratic Services business unit."*

9. The proposed meeting schedule allows for reports to be considered by the appropriate committees, subcommittees and community boards.

Options

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

Consultation

10. Consultations were held with the Senior Leadership Group, with specific input from key business units including the Office of the Chief Executive, Office of the Mayor, Enterprise Portfolio Management Office, Finance, Strategy and Policy and Planning.
11. Based on the feedback from the consultation, officers have made one change to the interim meeting schedule of the Boards. The June meetings have been rescheduled one week earlier.
12. As a governance decision of the Board, this decision does not require consultation with the public.

Climate Change Considerations

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

Financial Considerations

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

Legal Considerations

15. Meetings must be conducted in accordance with Part 7 of the Local Government Official Information and Meetings Act 1987.
16. Council is required to abide by the Local Government Act 2002.

Next Action

17. Once the Board has approved its meeting dates, they will be published on Council's website and calendar invites will be sent to elected members and relevant officers.

Appendices

No.	Title	Page
1↓	2025 meeting schedule	38

Author: Kate Glanville
Senior Democracy Advisor

Approved By: Kathryn Stannard
Acting Director, Strategy and Engagement

Our Reference



TO: Chair and Members
Wainuiomata Community Board

FROM: Judy Randall

DATE: 22 January 2025

SUBJECT: WAINUIOMATA COMMUNITY BOARD APPEAL
AGAINST COUNCIL'S REPRESENTATION
ARRANGEMENTS PROPOSAL

Purpose of Memorandum

1. To seek the Board's retrospective endorsement for its appeal against Council's representation arrangements proposal for Lower Hutt.

Recommendations

That the Board:

- (1) notes that appeals against Council's representation proposal decision were required to be lodged by 15 October 2024;
- (2) notes that any appeals submitted by the Board require formal endorsement by way of resolution; and
- (3) retrospectively endorses its appeal attached as Appendix 1 to the memorandum.

Background

2. On 10 September 2024, Council considered submissions received regarding its initial proposal for representation arrangements that would apply to local body elections scheduled for 11 October 2025.
3. Council resolved to adopt its initial proposal as the final proposal, subject to the following amendment: extending the Harbour Ward to include the area south of Burdan's Gate to Pencarrow lighthouse.
4. In accordance with Section 190 of the Local Electoral Act 2001, anyone who made a submission to Council's initial proposal could lodge an appeal with the Local Government Commission.
5. Any appeals submitted by the Board require formal endorsement by way of resolution. The Board lodged an appeal on 12 October 2024, which must be formally endorsed by its members.

6. The Board's appeal is attached as Appendix 1 to the memorandum.

Appendices

No.	Title	Page
1↓	Appendix 1: WCB Representation Review appeal 12 October 2024	50

Author: Judy Randall
Democracy Advisor

Reviewed By: Kate Glanville
Senior Democracy Advisor

Approved By: Kathryn Stannard
Acting Director, Strategy and Engagement

Report no: WCB2025/1/28

Democracy Advisor's Report

Purpose of the report

1. The purpose of the report is to update the Board on items of interest and to consider catering, advertising, the Wainuiomata Spirit Awards and a budget for ANZAC day event expenses.

Recommendations

That the Board:

- (1) receives and notes the report;
- (2) determines advertising requirements for its 2025 meetings;
- (3) determines catering requirements for its 2025 meetings;
- (4) agrees to hold the Board's annual Wainuiomata Spirit Awards before the Board's meeting on 16 April 2025; and
- (5) approves up to \$200 from the Board's operational budget for a wreath and up to \$300 for catering for the Wainuiomata ANZAC Day event on 25 April 2025.

Consultation

Tō Tātou Tāone 2055 | Our City 2055 - Lower Hutt City Strategy community feedback

2. Council is seeking feedback on its *Council Tō Tātou Tāone 2055 | Our City 2055 - Lower Hutt City Strategy*. It will bring together Council, businesses, Mana Whenua, community organisations and residents to address challenges and opportunities facing Lower Hutt. It aims to tackle issues like climate change, an ageing population, housing inequity, and infrastructure needs. Residents can provide feedback on Council's website until the end of May 2025: <https://haveyoursay.huttcity.govt.nz/city-strategy-community-feedback>

New water entity consultation

3. Consultation on a potential new water entity is a legislated requirement under the Local Government (Water Services Preliminary Arrangements) Act 2024. It requires all councils to consider, as a minimum, the status quo and one other option.
4. The preferred option of Hutt City, Upper Hutt, Porirua and Wellington City Councils and Greater Wellington Regional Council (GWRC) is to transition to a water services asset-owning CCO (Council Controlled Organisation) jointly owned by the four metro councils in the region and GWRC. The goal is to improve transparency, accountability, borrowing ability and service quality.
5. The councils are working together on shared messaging and survey questions, and each will be consulting with their communities around the same time. Hutt City Council will consult with the community from 20 March to 20 April 2025. Councillors will vote on a preferred option in June 2025.
6. This is a significant change impacting how water services are delivered, funded and governed. It would be a shift from councils sharing the ownership of a CCO that manages the service delivery, to a CCO that owns and manages the assets. This would enable a greater level of borrowing for infrastructure needs. The primary relationship of the organisation would be with its customers, not its shareholders (or owners). Council direction and oversight would therefore be less than under traditional CCO models.

20 March 2025	Public consultation launch
20 April 2025	Consultation closes
4 June or 27 June 2025	Council meeting confirms preferred model. Date TBC
By 30 June 2025	Councils confirm service delivery model to be adopted and decide to finalise the joint water service delivery plan. This equates to the Council committing to its water services being transferred to the new regional water service organisation.
By 22 August 2025	Councils adopt the final Water Service Delivery Plan
By 3 September 2025	The joint Water Services Delivery Plan (WSDP) is submitted to the Secretary for Local Government.

Council's Draft Annual Plan

7. Council's draft Annual Plan will be open for public consultation from 27 March to 27 April 2025.
8. Extensive consultation is not required for the draft Annual Plan 2025-2026 as it aligns with the direction set in the Long Term Plan. The only item for consultation is the proposed voluntary targeted rate for water meters. Officers propose to take a light-touch approach that will consist of an online survey on the consultation item, with accompanying social media collateral, accompanied by a short, printed document to all households in Lower Hutt.

9. Residents can have their say by submitting electronically or sending hard copy submissions. There will also be an opportunity to present submissions in person on 14-15 May 2025.
10. Council will consider feedback before decisions are made on 4 June 2025 and before the final Annual Plan is adopted on 27 June 2025.

Lower Hutt's proposed District Plan and Sustainable Growth Strategy

11. Lower Hutt's Sustainable Growth Strategy 2025-2055 and proposed District Plan are both opening for public consultation from 5 February to 4 April 2025. Both the Sustainable Growth Strategy and the proposed District Plan will provide a strategy for accommodating growth plus development and environmental rules to help grow the city while keeping it a nice place to live. Find out more and have your say at hutt.city/haveyoursay

Hutt City Views research panel

12. Any resident can join Council's Citizen's research panel to be contacted about opportunities to have a say on city planning, public amenities, safety measures, and more. This will help Council make informed decisions that reflect the needs and wants of its diverse community. To register, visit hutt.city/jointhepanel

Dog Control Bylaw and Policy review

13. The Local Government Act 2002 (LGA) and the Dog Control Act 1996 (DCA) set out the requirements for the review of the Dog Control Bylaw (Bylaw) and the Dog Control Policy (Policy).
14. The LGA requires the Bylaw to be reviewed no later than ten years after it was last reviewed if it is to remain functional. The DCA requires the Policy to be reviewed when the Bylaw is reviewed.
15. Council's Bylaw and Policy are due for review by December 2025 and a review is currently underway - a timeline is below. Council will be seeking public feedback on the proposed changes.

What	Why	When
Council Briefing	Discuss pre-engagement results & proposed changes	19 February 2025
Policy, Finance and Strategy Committee	Seek approval on the proposed changes	11 March 2025
Full Council meeting	Approve Special Consultative Procedure	25 March 2025
Special Consultative Procedure	Engage Community	26 March - 26 April 2025
Hearings Subcommittee	Subcommittee hears public submissions and makes recommendations to the Policy Finance and Strategy Committee	May 2025 (to be confirmed)

Policy Finance and Strategy Committee	Recommends proposed changes to Council	1 July 2025
Council	Approves bylaw and policy	31 July 2025

Heritage Policy review

16. Council has made changes to the Heritage Grant Fund to help preserve built heritage. There will be an advertised application period from May-July 2025, with opportunities for financial support for sites and areas of cultural significance. Council will be contacting eligible heritage property owners and Mana Whenua directly, prior to the application period so they are aware of this support mechanism.

Appearance industries Bylaw and Code of Practice review

17. Council is reviewing its Appearance Industries Bylaw 2020 and the Code of Practice to make sure they still work well, protect public health, and meet industry needs.
18. The [Bylaw](#) sets the rules for local businesses in appearance industries, such as beauty, tattooing and piercing, including licensing and hygiene requirements. It helps keep everyone safe and ensures businesses can continue to operate. The [Code of Practice](#) offers extra guidance, such as how to safely perform certain procedures.
19. Council undertook early engagement with businesses registered under the Bylaw from 21-31 January 2024.

Proposed review timeline

Initiate early engagement with key stakeholders.	January 2025
Consolidate findings to inform potential updates to the Bylaw and Code.	February 2025
Present findings and options to the Committee for recommendation to Council.	11 March 2025
Council considers the draft Bylaw and Code	25 March 2025
Formal consultation- either Special Consultative procedure or 'Standard Principles' of Consultation under section s.82 of the LGA - TBC.	April 2025
Present findings and options to the Policy Finance and Strategy Committee for consideration.	1 July 2025
Council adopts the final Bylaw and Code.	31 July 2025

2025 Wainuiomata Community Board meetings

Advertising meetings

20. The Board's meetings are advertised in the Hutt News and on Council's website. The cost of this does not come from the Board's Operating Budget. The Board is asked to consider if it has any additional advertising requirements for its 2025 meetings.

Catering

21. In 2024, the Board provided catering for its meetings. The Board has been asked to consider the catering requirements for its 2025 meetings.

Wainuiomata Spirit Awards

22. Each year, the Board holds awards to celebrate those in the Wainuiomata community who have made noteworthy achievements or have made a significant contribution to Wainuiomata. The Board is asked to consider holding the 2025 awards before its April meeting.

ANZAC Day Event

23. On 25 April 2025, the Wainuiomata Memorial Returned Services Association will hold an ANZAC day service and parade. The Board is asked to consider sending a wreath to the event and contributing to catering costs as it has in previous years.

2024/25 Operating and training budget

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

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

25. The Board was allocated a new budget from 1 July 2024. The following is the Board's expenditure as of January 2025.

	Operating costs	Training
Budget	\$5,000.00	\$3,000.00
Expenditure	\$742.01	\$935.00
BALANCE	<u>\$4,257.99</u>	<u>\$2,065.00</u>

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

Appendices

No.	Title	Page
1	Appendix 1: WCB expenditure to January 2025	63

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