



# KOMITI RATONGA RANGATŌPŪ ME TE RAUTAKI | POLICY, FINANCE AND STRATEGY COMMITTEE

4 March 2025

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

**Tuesday 11 March 2025 commencing at 2:00 pm**

This meeting will be livestreamed on Council's YouTube channel

## Membership

	Cr A Mitchell (Chair)
	Deputy Mayor T Lewis (Deputy Chair)
Mayor C Barry	Cr K Brown
Cr B Dyer	Cr S Edwards
Cr K Morgan	Cr C Parkin
Cr T Stallinger	

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

### Have your say

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

## KOMITI RATONGA RANGATŌPŪ ME TE RAUTAKI | POLICY FINANCE AND STRATEGY COMMITTEE

<b>Chair:</b>	Cr Andy Mitchell
<b>Deputy Chair:</b>	Deputy Mayor Tui Lewis
<b>Membership:</b>	Mayor Campbell Barry Cr Keri Brown Cr Brady Dyer Cr Simon Edwards Cr Karen Morgan Cr Chris Parkin Cr Tony Stallinger  Refer to Council's Standing Orders (SO 31 Provisions for Mana Whenua)
<b>Quorum:</b>	Half of the membership
<b>Meeting Cycle:</b>	Meets on an eight-weekly basis or at the requisition of the Chair
<b>Reports to:</b>	Council
<b>Membership RMA Hearings</b>	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 committee assists Council in setting the broad direction of the city, discharging statutory functions and overseeing organisational performance. The committee is aligned with the Office of the Chief Executive and Strategy and Engagement Directorate.

Its areas of focus are:

- Long term/high-level strategic focus
- Long Term Plan/ Annual Plan oversight
- Treaty partnerships
- Economic development
- Financial and non-financial performance reporting
- Oversight of the Property Working Group
- Oversight and general co-ordination (including community engagement) of strategies and policies
- Bylaw development
- Oversight of Council Controlled Organisations/Statements of Expectation/Statements of Intent
- Strategic oversight of current community engagement

## PURPOSE:

To assist the Council in setting the broad vision and direction of the city to promote the social, economic, environmental and cultural well-being of the city's communities in the present and for the future.

This involves determining specific outcomes that need to be met to deliver on the vision for the city, and overseeing the development of strategies, policies, bylaws and work programmes to achieve those goals. This committee is also responsible for monitoring the overall financial management and performance of the Council Group.

## 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 to ensure policies and strategies are consistent, effective and current.
- Identify the need for any new strategies and policies.
- Oversee the implementation of major projects provided for in the Long Term Plan or Annual Plan.
- Oversee budgetary decisions provided for in the Long Term Plan or Annual Plan.
- **Recommend to Council** the approval of any financial decisions required outside of the annual budgeting process.
- 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 Office of the Chief Executive and Strategy and Engagement, Directorate.
- Oversee any consultation/engagement processes required on issues before the committee.
- Approve and forward submissions (other than those delegated to the District Plan Review Committee).
- Any other matters delegated to the committee by Council in accordance with approved policies and bylaws.
- The committee has the powers to perform the responsibilities of another committee where it is necessary to make a decision before the next meeting of that other committee. When exercised, the report/minutes of the meeting require a resolution noting that the committee has performed the responsibilities of another committee and the reason/s.

- If a policy or project relates primarily to the responsibilities of the Komiti Ratonga Rangatōpū me te Rautaki | Policy, Finance and Strategy Committee, but aspects require additional decisions by the Komiti Hapori Ahurea me ngā Rangapū | Communities, Culture and Partnerships Committee, Komiti Hanganga | Infrastructure and Regulatory Committee and/or Komiti Kaupapa Taiao | Climate Change and Sustainability Committee, then the Komiti Ratonga Rangatōpū me te Rautaki | Policy, Finance and Strategy 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.

#### **Bylaw Delegations:**

- Develop and agree the Statement of Proposal for new or amended bylaws for consultation/engagement.
- **Recommend to Council** the approval of draft bylaws before consultation.
- The Chair of the Komiti Ratonga Rangatōpū me te Rautaki | Policy, Finance and Strategy Committee, in conjunction with the Chief Executive, is authorised to appoint a subcommittee of suitably qualified persons to conduct hearings on draft bylaws on behalf of the committee.
- **Recommend to Council** new or amended bylaws for adoption.

#### **Financial, Project and Performance Reporting Delegations:**

- **Recommend to Council** the budgetary parameters for the preparation of Council's Long Term Plans and Annual Plans.
- Monitor progress towards achievement of budgets and objectives for the Council Group as set out in the Long Term Plan and Annual Plans, including associated matters around the scope, funding, prioritising and timing of projects.
- Monitoring and oversight of significant city-wide or strategic projects including operational contracts, agreements, grants and funding, except where these are the responsibility of another standing committee.
- Monitor progress towards achievement of the Council's outcomes as set out in its overarching strategies for the city and their associated plans.
- Oversee the activities of the Property Working Group in its implementation of the Purchase and Sale of Property for Advancing Strategic Projects Policy.
- Oversee the acquisition and disposal of property in accordance with the Long Term Plan.
- Monitor the integrity of reported performance information at the completion of Council's Annual Report process.
- **Review and recommend to Council** the adoption of the Annual Report.
- **Recommend to Council** the approval of annual Statements of Intent and annual Statements of Expectation for Council Controlled Organisations and Council Controlled Trading Organisations and granting shareholder approval of major transactions.
- Monitor progress against the Council Controlled Organisations and Council Controlled Trading Organisations Statements of Intent and **make recommendations**

**to Council** in the exercising of Council powers, as the shareholder, about Council Controlled Organisations/Council Controlled Trading Organisations under sections 65 to 72 of the Local Government Act.

- Oversee compliance with Council's Treasury Risk Management Policy.
- Consider and determine requests for rate remissions.
- Consider and determine requests for loan guarantees from qualifying community organisations where the applications are within the approved guidelines and policy limits.

**HUTT CITY COUNCIL**

**KOMITI RATONGA RANGATŌPŪ ME TE RAUTAKI | POLICY, FINANCE AND STRATEGY COMMITTEE**

Meeting to be held in the Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt

on

Tuesday 11 March 2025 commencing at 2:00 pm.

**ORDER PAPER**

**PUBLIC BUSINESS**

**1. OPENING FORMALITIES - KARAKIA TIMATANGA**

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

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

**2. APOLOGIES**

No apologies have been received.

**3. PUBLIC COMMENT**

Generally, up to 30 minutes is set aside for public comment (three minutes per speaker 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 - 25 MARCH 2025**

a) 2025 Local Elections

Report No. PFSC2025/1/47 by the Electoral Officer

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**CHAIR'S RECOMMENDATION:**

“That the recommendations contained in the report be endorsed.”

- b) Review of Appearance Industries Bylaw 2020  
Report No. PFSC2025/1/48 by the Policy Advisor 13

CHAIR'S RECOMMENDATION:

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

- c) Review of the Dog Control Policy and Bylaw  
Report No. PFSC2025/1/64 by the Policy Advisor 31

CHAIR'S RECOMMENDATION:

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

**6. RECOMMENDATIONS TO TE KAUNIHERA O TE AWA KAIRANGI COUNCIL - 11 MARCH 2025**

- a) Urban Plus Limited Group Draft Statement of Intent 2025/26 to 2027/28  
Report No. PFSC2025/1/51 by the Senior Financial Accountant 123

CHAIR'S RECOMMENDATION:

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

- b) Seaview Marina Limited Draft Statement of Intent 2025/26 to 2027/28  
Report No. PFSC2025/1/53 by the Financial Accountant 149

CHAIR'S RECOMMENDATION:

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

**7. URBAN PLUS LIMITED GROUP SIX MONTH REPORT TO 31 DECEMBER 2024**

- Report No. PFSC2025/1/50 by the Senior Financial Accountant 180

CHAIR'S RECOMMENDATION:

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

**8. SEAVIEW MARINA LIMITED SIX MONTH REPORT TO 31 DECEMBER 2024**

- Report No. PFSC2025/1/52 by the Financial Accountant 210

CHAIR'S RECOMMENDATION:

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

9. **HUTT VALLEY CHAMBER OF COMMERCE - 6 MONTH REPORT TO 31 DECEMBER 2024**

Report No. PFSC2025/1/54 by the Head of Business and Economy 221

**CHAIR'S RECOMMENDATION:**

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

10. **QUARTERLY PERFORMANCE REPORT - 1 OCTOBER TO 31 DECEMBER 2024**

Report No. PFSC2025/1/56 by the Portfolio Analyst 259

**CHAIR'S RECOMMENDATION:**

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

11. **INFORMATION ITEM**

**Komiti Ratonga Rangatōpū me te Rautaki | Policy, Finance and Strategy Committee Forward Programme**

Memorandum dated 24 February 2025 by the Democracy Advisor 314

**CHAIR'S RECOMMENDATION:**

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

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





# Komiti Ratonga Rangatōpū Me Te Rautaki | Policy, Finance and Strategy Committee

06 February 2025

Report no: PFSC2025/1/47

## 2025 Local Elections

### Purpose of Report

1. The purpose of this report is to provide an update on planning for the 2025 local elections and to seek Council approval for the ordering of candidate names on the voting paper.

### Recommendations

That the Committee recommends that Council:

- (1) notes that in accordance with regulation 31 of the Local Electoral Regulations 2001, Council can determine the method used to order the names on the voting paper for the 2025 local elections, using alphabetical, random or pseudo-random order; and
- (2) agrees to use the random order method of arranging candidates' names on the voting paper for the 2025 triennial local elections for Lower Hutt City and Wainuiomata and Eastbourne Community Boards and for any by-elections held during the 2025-2028 triennium.

### Background

2. Planning for the 2025 local elections is well underway, with agreements in place for election services from NZ Post for the printing and distribution of voting papers and electionz.com for the processing of voting papers and provision of results and statistics.
3. Election day is Saturday, 11 October 2025, with the voting period commencing on Tuesday, 9 September 2025. As with all other Councils, the elections will be conducted by postal voting, with on-site special voting booths available.
4. Candidate nominations for the various elections, Mayor and Council, the Eastbourne and Wainuiomata Community Boards and the Greater Wellington Regional Council (GWRC), open on Friday 4 July 2025 and close at 12.00 noon on Friday 1 August 2025. Other key dates are shown in the following table.

<b>Date</b>	<b>Activity</b>
9 June 2025	Electoral Commission enrolment campaign commences
4 July 2025	Candidate nominations open and preliminary electoral roll open for public inspection
1 August 2025	Candidate nominations close (12 noon) and electoral roll closes
6 August 2025	Public notice of candidates' names
9-22 September 2025	Voting documents delivered
9 September to 11 October 2025	Special voting period, progressive roll scrutiny and early processing of returned voting papers
11 October 2025	Election day - voting closes midday
11 October 2025	Preliminary results (early afternoon)
16 -19 October 2025	Declaration of results
10 -13 December 2025	Return of electoral expenses completed (55 days following declaration)

5. The Local Government Commission has confirmed for Lower Hutt several changes for the 2025 elections. They can be summarised as:
- five councillors elected at-large across the city
  - ward boundary changes mean that the Eastern Ward has been removed and the Northern and Central wards have been expanded. There have also been some minor boundary changes to the Harbour Ward.
  - to balance representation in the larger Northern and Central wards, two councillors will be elected in these wards.
  - the Harbour, Wainuiomata and Western wards will continue to elect one councillor each.
  - the addition of the Mana Kairangi ki Tai Māori Ward moves the total number of councillors from 12 to 13.
  - the Petone Community Board has been disestablished
6. The Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Act 2024 has amended provisions in both the Local Electoral Act 2001 (LEA) and the Local Electoral Regulations 2001 (LER) that affect the 2025 triennial elections.

7. The main changes affecting elections in Hutt City are;
  - a. a requirement for Council to hold a poll on the future of the newly established Mana Kairangi ki Tai Māori Ward;
  - b. an adjustment to key election dates to allow more time for the delivery of voting papers.
8. The combined voting paper will no longer include an election for the Hutt Mana Charitable Trust, with the changes to the Trust's constitution. This will have an impact on overall cost with one less organisation sharing the election fixed costs (eg postage, printing, staffing).
9. The Māori Ward poll question will be incorporated into the combined voting paper so that only one voting document is required to be handled by electors. Note that GWRC will also be holding a poll on its Māori Ward, which will follow on the voting paper immediately after the election for the Te Awa Kairangi ki Tai/Lower Hutt constituency.
10. Hutt City Council elections will use the First Past the Post (FPP) voting system while GWRC elections will be using the Single Transferable Voting (STV) system.
11. As in previous elections voting papers will be processed progressively with preliminary results available shortly after the close of polling.
12. Should Council want to include any other matter for consideration by poll on the voting paper for these elections, such as the one Porirua City Council has recently indicated, a decision would need to be made by Council at the latest at its meeting on Friday, 16 May 2025.
13. Provisions for special voting will be available at four locations in the City, (Wainuiomata, Walter Nash and Koraunui Community Hubs and the Main Administration Building). A further option is being worked through regionally to make available a special voting booth provided by Wellington City Council at a central downtown location, for Lower Hutt electors who work in Wellington, to either drop off voting papers at the Wellington booth or make a special vote.
14. Orange voting bins will be located at Council and other venues, such as supermarkets, around the City to enable voters to drop off their completed voting papers. The recent Tauranga City Council elections had over 80% of votes returned via orange bins rather than the NZ Post mail network.
15. Electoral officials from throughout the country met in Wellington in November 2024, to help prepare and plan for the elections. Regional meetings of electoral officials have commenced and will continue to be held over the next few months to ensure there is good co-ordination and support.
16. Officers are currently considering ways to better engage with electors to encourage participation in these elections. A communication plan is currently being finalised.

### **Order of Candidates' Names**

17. Council may determine the method used to order candidates' surnames on the voting paper. There are three options. These are to order surnames (family names) in;
- a. alphabetical order; or
  - b. random order, where **each** single voting paper has the names of the candidates randomly ordered; or
  - c. pseudo-random where the names of candidates are randomly selected **once** for all the voting papers.
18. The cost and time required to process voting papers will not be affected by whichever option is used. If no decision is made, alphabetical order is the default order of candidate surnames that must be used.
19. Council has resolved to use the random ordering of surnames for the past four triennial elections, as has Greater Wellington Regional Council. Over 70% of Councils nationwide use the random ordering of surnames.

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

20. There are no climate change considerations required for this matter.

### **Consultation**

21. Consultation is not required.

### **Legal Considerations**

22. The Local Electoral Act 2001 and Local Electoral Regulations 2001 govern the conduct of local elections and polls.

### **Financial Considerations**

23. The total cost of holding the triennial elections including the poll on the Māori Ward is estimated to be \$732,000 of which approximately \$200,000 will be recovered from Greater Wellington Regional Council.

### **Appendices**

There are no appendices for this report.

**Author:** Bruce John Hodgins  
Electoral Officer

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**Approved By:** Jo Miller  
Chief Executive



# Komiti Ratonga Rangatōpū Me Te Rautaki |Policy, Finance and Strategy Committee

07 February 2025

Report no: PFSC2025/1/48

## Review of Appearance Industries Bylaw 2020

### Purpose of Report

1. The purpose of this report is to seek approval for the proposed changes to Hutt City Council's (Council's) Appearance Industries Bylaw 2020 and the associated Code of Practice, and to initiate the public consultation process as required under section 156 of the Local Government Act 2002 (the Act).

### Recommendations

That the Committee recommends that Council:

- (1) notes that under section 158 of the Local Government Act 2002, Hutt City Council is required to review its Appearance Industries Bylaw by October 2025;
- (2) notes the feedback and analysis from the early engagement process as summarised in Appendix 1 to the report;
- (3) approves the proposed changes to the Appearance Industries Bylaw 2020 and its Code of Practice for public consultation as outlined in the draft Statement of Proposal attached in Appendix 2 to the report; and
- (4) approves the proposed special consultative procedure required under section 86 of the Local Government Act 2002 to run from 28 March-26 April 2025.

For the reason the Policy, Finance and Strategy Committee is delegated responsibility to recommend changes to the Appearance Industries Bylaw to Council.

### Background

#### *Purpose of the Bylaw*

2. The Appearance Industries Bylaw 2020 (the Bylaw) and its Code of Practice (the Code) regulate the provision of beauty therapy, skin and body piercing, and tattooing services in Te Awa Kairangi ki Tai, Lower Hutt.
3. The Bylaw sets the rules for licensing and hygiene. The purpose is to safeguard public health by ensuring businesses comply with hygiene, sterilisation, and safety protocols to prevent the spread of infections and other health risks.
4. The associated Code provides guidance to people and businesses working in the Appearance Industry on compliance and safe procedures.

### *Relevant legislation*

5. The relevant legislation to this Bylaw is outlined in **Table 1** below.

**Table 1: Relevant legislation to the Appearance Industries Bylaw**

Relevant Act:	Section:	Description:
Local Government Act 2002	145	Councils may enact bylaws to prevent nuisance, protect public health and safety, and minimize offensive behaviour in public spaces.
	155	Council must decide if a bylaw is necessary. If so, it must ensure it is the best option and complies with the New Zealand Bill of Rights Act 1990.
	158	Council must review bylaws within 5 years of it being made.
	Part 8 subpart 2	The Act enforcement includes: <ul style="list-style-type: none"> <li>• court injunctions (s.162),</li> <li>• property seizure and disposal of property (S.164, 165, 168)</li> <li>• entry powers (s.171, 172, 173),</li> <li>• and the ability to request personal information (s178).</li> </ul>
Health Act 1956	64	The Health Act allows local authorities to make bylaws to protect public health, prevent nuisances, and enforce sanitary measures for businesses.
	Parts 2 and 7.	Enforcement powers include: <ul style="list-style-type: none"> <li>• court orders (s.33)</li> <li>• cost recovery to abate nuisance (s.34)</li> <li>• cleaning of premises (s.41)</li> <li>• powers of entry (s.128)</li> </ul>

### **Discussion**

#### *Current Status of the Bylaw*

6. Because the Bylaw was enacted in October 2020, section 158 of the Act requires it to be reviewed after five years, by October 2025.

#### *Early engagement approach and findings*

7. In January 2025, a targeted survey was sent to registered businesses and relevant industry groups and Council enforcement officers to seek initial views on whether the Bylaw and Code of Practice were working well, protecting public health and meeting industry needs. There were 12 respondents to the early engagement.

8. The survey asked respondents what changes they would like to see made to the Bylaw and the Code. The qualitative details in these responses were used to inform the proposed changes outlined in this report.
9. Of the respondents, 10 work in 'beauty enhancement, four in 'tattooing' and three in 'skin and body piercing'. As some businesses provide multiple services, respondents could select all that applied.
10. Feedback and analysis from the early engagement process is summarised at **Appendix 1** to the report.
11. Comprehensive feedback was received from the NZ Board of Professional Skin Therapies (NZBPST). The role of NZBPST is to represent, support and advocate on behalf of skin therapists and other sectors of the beauty industry to safeguard the health and well-being of their clients, staff and public. Where possible, the recommendations from NZBPST have been incorporated in proposed changes.
12. Overall, there was a mixture of levels of satisfaction with the Bylaw and Code, with most of the respondents neither satisfied nor dissatisfied with the Bylaw and satisfied with the Code. **Table 2** below summarises the results of the early engagement.

**Table 2: High-level summary of early engagement survey responses.**

Level of Satisfaction	Bylaw*	Code*
Very Satisfied	1	1
Satisfied	2	3
Neither satisfied nor dissatisfied	4	2
Dissatisfied	1	0
Very dissatisfied	1	0

\*As no question was compulsory, response totals may not match the overall survey participation rate

### *Consideration of traditional ta moko practices*

13. Currently, traditional ta moko practices on Marae are exempt from the Bylaw and Code of Practice.
14. Officers have engaged with Mana Whenua to understand ta moko practices and whether these should be included in the Bylaw and Code. Officers have found that Marae have appropriate tikanga and processes to manage ta moko work, so there is no reason to change the exemption of ta moko from the Bylaw and Code currently.

### *Proposed updates and changes*

15. Officers from relevant teams across Council have developed a consolidated list of proposed changes to the Bylaw and Code. These changes are tracked in the draft Bylaw and Code within the Statement of Proposal attached at **Appendix 2** to the report.

16. The proposed changes to the Appearance Industries Bylaw and Code primarily focus on clarifying standards, improving hygiene and safety measures, and ensuring compliance with industry best practice.

17. **Table 3** below summarises the issues identified during early engagement both externally and internally and provides the proposed change to the Bylaw or Code.

**Table 3: Issues identified through early engagement and proposed changes.**

Issue Identified	Proposed Change	Relevant Code Section
Training & Qualifications	Changed "recognized qualification" to "appropriate qualification" to include overseas verification.	Minimum Standard 2
Incident Recording	Added requirement to notify the council of incidents by the next working day.	Minimum Standard 2
Recognition of NZBPST	Added NZ Board of Professional Skin Therapies (NZBPST) as an official industry oversight body.	Minimum Standard 2
Sterilization Process	Updated to ensure instruments remain sterile during use.	Minimum Standard 3
Electrolysis Definition	Corrected spelling and refined technical terminology and added recommended aftercare.	Minimum Standard 3
Autoclave Spore Testing	Require operators to provide proof of regular spore testing during inspections.	Minimum Standard 3
Hygiene Standards	Added floor cleaning protocols and new rule restricting operator jewellery	Minimum Standard 4
Threading Hygiene	Added that it is prohibited to hold thread in the mouth.	Minimum Standard 4A
Manicure & Pedicure Health	Added a clause requiring operators to stop treatment and refer to a medical practitioner if infection is identified.	Minimum Standard 4B
Electric Nail File Safety	Banned use of electric nail files on natural nails to prevent burns and trauma.	Minimum Standard 4B
Imported Machinery Safety	Require NZ/AU compliance before the use of imported machinery.	Minimum Standard 5
Laser Equipment Calibration	Require regular recalibration of IPL/Laser equipment by a certified technician.	Minimum Standard 5
License Naming	Renamed 'Health Protection License' to 'Certificate of Registration'.	General References
Fee Structure	Removed fixed fees to allow annual updates without a formal bylaw review.	Section 9 (Bylaw)



*Use of a special consultative procedure*

18. Unless Council is only making minor changes or corrections to a bylaw, section 156 of the Act requires councils to use a special consultative procedure to amend the Bylaw. Officers have concluded that the proposed changes will require the use of a special consultative procedure.

*Consultation on the draft Statement of Proposal*

19. If agreed, consultation on the proposed changes to the Bylaw and Code will run from 26 March to 28 April 2025.
20. Our objectives for the consultation are to:
- a. to provide information in an accessible way for people to be fully informed about the review and proposed changes to the Bylaw and Code;
  - b. to provide a variety of pathways to encourage people to give feedback; and
  - c. to hear from people working in the Appearance Industries as well as provide an opportunity for people accessing these services to provide feedback.
21. The Statement of Proposal (attached at Appendix 2 to the report) will be available online, as well as hard copies at our hubs and libraries. The accompanying survey will be hosted on our usual online engagement platform, with hard copies also available with the physical Statement of Proposal document.

**Options**

22. Options for the Committee are outlined below in **Table 4** below.

**Table 4: Consultation options on the Statement of Proposal**

Option	Pros	Cons
1. Make no changes to the current Bylaw and Code ahead of consultation	<ul style="list-style-type: none"> <li>• Takes a 'clean slate' approach to consultation</li> </ul>	<ul style="list-style-type: none"> <li>• Does not consider feedback from early engagement</li> <li>• Will likely result in increased submissions and hearings</li> <li>• Will likely discourage industry engagement and trust with Council</li> </ul>
2. Consult on the proposed changes to the Bylaw and Code in statement of proposal with minor changes if required	<ul style="list-style-type: none"> <li>• Reflects industry input to early engagement</li> <li>• Provides for more focussed engagement on identified issues</li> <li>• Bylaw can be updated within the statutory timeline</li> </ul>	<ul style="list-style-type: none"> <li>• No 'Cons' identified</li> </ul>
3. Request significant changes to the statement of proposal	<ul style="list-style-type: none"> <li>• Addresses Committee's concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Will delay consultation and risk missing the statutory deadline for the bylaw</li> </ul>

23. Because the Bylaw review is driven by statutory timelines and early engagement has been undertaken to identify key issues and concerns, officers' preferred option is that the Committee recommends Council approves the Statement of Proposal for consultation at Appendix 2, recommending minor changes if required.

### Next steps

24. Table 5 below outlines the key dates for the Bylaw and Code.

**Table 5: Key dates for the Bylaw and Code review.**

What	Why	When
Policy, Finance and Strategy Committee	Seek Council approval for draft changes and consultation	11 March 2025
Council	Approves draft Statement of Proposal for consultation	25 March 2025
Special Consultative Procedure	Engage community on draft Statement of Proposal	26 March – 26 April 2025
Subcommittee hearing	Hear submissions, deliberate and make recommendations to the PFS Committee	TBD (if required)
Policy, Finance and Strategy Committee	Consider decision of the Subcommittee and recommendation to Council	1 July 2025
Council	Adopt Bylaw and Code	31 July 2025

### Climate Change Impact and Considerations

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

### Consultation

26. The special consultative procedure will be undertaken in accordance with Section 84 of the Local Government Act 2002.

### Legal Considerations

27. Please refer to paragraph 5 above.

28. The proposed changes to the Bylaw and Code have been reviewed and approved by the legal team.

### Financial Considerations

29. There are no financial considerations.

### Appendices

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## Appendix 1: Feedback and Analysis from Early Engagement on the Appearance Industries Bylaw and Code of Practice

Issue Identified	Relevant Bylaw Section	Relevant Code of Practice Section	Proposed Change	Agree Yes/No	Proposed Decision
<b>Sterilization of Instruments</b>	Section 3 - Piercing of the Skin	Minimum Standard 3 (17) - Sharps Disposal	Clarify one-way sterilization cycle where instruments move from use to a contaminant container before sterilization.	Yes	Proposed change to reflect concern.
<b>Glass Bead Sterilization Standards</b>	Section 3 - Piercing of the Skin	Minimum Standard 3 (21) – Sterilization	Update sterilization time for glass bead sterilizers from 5 minutes to 60 minutes or discourage their use entirely.	No	60 minutes is inconsistent with time required by other councils and manufacturers' instructions. Evidence is needed for why 60minutes has been suggested before change can be made.
<b>Electrolysis Definition &amp; Aftercare</b>	Section 3E - Electrolysis	Minimum Standard 3E	Correct spelling of Electrolysis, refine technical terminology, and add detailed aftercare guidance.	Yes	Change made.
<b>Hygiene for Floor Cleaning &amp; Jewelry Wear</b>	Section 4 - Risk of Breaking the Skin	Minimum Standard 4 (2) - Premises Hygiene	Introduce cleaning protocols for floors and mandate removal of operator jewellery due to bacterial risk.	Yes	Floor cleaning protocol added. A clause was added to Part 2(2) of operator conduct regarding hand/wrist jewelry.
<b>Threading Hygiene Standards</b>	Section 4A - Hair Removal	Minimum Standard 4A	Prohibit holding thread in the mouth, update guidelines for hygienic threading practices.	Yes	Change made.
<b>Manicure &amp; Pedicure Health Priorities</b>	Section 4B - Manicure/Pedicure	Minimum Standard 4B	Emphasize nail health over beautification, add consultation & referral requirements for fungal infections.	Yes	Clause added to minimum standard 4B of the code requiring operators to evaluate skin sites before service and refer clients with infections to a medical practitioner.
<b>Electric Nail File Safety</b>	Section 4B - Manicure/Pedicure	Minimum Standard 4B	Ban electric files on natural nails to prevent burns & trauma.	Yes	Change made.
<b>Laser Equipment Recalibration</b>	Section 5 - Pulsed Light and Laser Treatment	Minimum Standard 5	Require annual recalibration of IPL/Laser equipment by a certified technician.	Yes	Change made to ensure compliance with NZ/AU standards.
<b>Imported Machinery Safety</b>	Section 6C	Minimum Standard 5	Require NZ/AU safety compliance before use.	Yes	Change made.
<b>Incident Recording and</b>	-	Minimum	Require all operators to maintain an	No	The Council is satisfied with the current

<b>Notification Requirements</b>		Standard 2 (6) - Incident Reporting	Incident Logbook, including accidents, injuries, and complaints. Must be available to the council for inspection and reported to NZBPST.		system and proposed notification process.
<b>Training &amp; Qualifications Unclear</b>	Section 7A	Minimum Standard 2 (19)	Define recognized qualifications, add overseas qualification verification.	Yes	Change made from "recognized qualification" to "appropriate qualification."
<b>Sterilization Impracticality</b>	Part 6A	Minimum Standard 3 (21)	Use manufacturer instructions instead of strict temp/time settings.	No	The code's details are considered more effective than manufacturer variations.
<b>Additional Standards &amp; Recognition of NZBPST</b>	Section 6 - Additional Standards	Minimum Standard 2 – Additional Standards	Add NZBPST as an official industry organization responsible for training, oversight, and complaints reporting.	Yes	Change made.
<b>Autoclave Spore Testing</b>	Section 6: Regulation of Certain Services for Health Protection	Part 3 - 3(21)(vi)	Spore testing results to be provided as part of inspection.	Yes	Regular spore testing must be undertaken at no less than six-month intervals and made available for inspection.
<b>Frequency of Inspections</b>	Section 7: C.(1)(e) the duration of a license	p.10	Inspections to be conducted every two years.	No	The council view is annual inspections are necessary to manage health risks.
<b>Mobile Services Operating in an Uncontrolled Environment</b>	Section 6: Regulation of Certain Services for Health Protection	Part 1	Mobile services should be ineligible unless in an inspected controlled environment (i.e., a vehicle).	No	Already covered in the bylaw. Services must occur in a controlled environment.
<b>Home-Based Services Operating in Residentially Zoned Premises</b>	Section 6 - Regulation of Certain Services for Health Protection	Minimum Standard 1A and 1B	Home-based studios should not be eligible for certification unless the private residence is (a) zoned dual-use, (b) owned by the practitioner.	No	Eligibility is outside the scope of the health focus of the bylaw.
<b>Misrepresentation of Jewelry Quality</b>	-	Part 3A	Inspection of jewelry quality offered by piercing services to be part of inspection.	No	The code already specifies acceptable jewelry materials. Confirming quality is part of obtaining a license.
<b>Unregistered Businesses Providing Services</b>	Section 6B - Services Requiring a License	-	Proactive investigation of informal advertising for services (e.g., Online Lower Hutt community services page).	No	Outside the scope of the bylaw. Concerns noted for consideration in enforcement approach.
<b>Enforcement &amp; Penalties Ineffective</b>	Section 8	Introduction	Clarify which legislation applies and increase fines where needed.	No	Already covered in the bylaw.
<b>License Naming</b>	Section 7C	General	Rename 'Health Protection License' to	Yes	Change made.

<b>Confusion</b>						
<b>Fee Structure Outdated</b>	Section 9	References -	'Certificate of Registration'. Remove fixed fees and link to annual review process. Reduce inspection fee.	Yes	Keep fee structure but remove specific cases for easier updates.	
<b>Cost of License</b>	Section 9: Fees Payable	-		No	The fee is based on the council's hourly rate and will likely increase with CPI.	



# Statement of Proposal

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## Draft Appearance Industries Bylaw Review

### Summary of Proposal

The Appearance Industries Bylaw 2020 and the Appearance Industries Bylaw 2020 Code of Practice regulate the provision of beauty therapy, skin and body piercing, and tattooing services in Te Awa Kairangi ki Tai, Lower Hutt.

The purpose is to safeguard public health by ensuring businesses comply with hygiene, sterilisation, and safety protocols to prevent the spread of infections and other health risks.

The Appearance Industries Bylaw 2020 sets rules for licensing and hygiene, ensuring safety, while the Code of Practice provides guidance on compliance and safe procedures.

The Bylaw has now been in place for five years and is due to be reviewed in accordance with Section 158 of the Local Government Act (2002). The goal of the review is to make sure the Bylaw and Code of Practice still work well, protect public health and meet industry needs.

### Early engagement

In January 2025, initial feedback was sought from registered businesses and relevant industry groups to ensure the Bylaw and Code of Practice were effective in protecting public health and meeting industry needs.

The survey asked respondents what changes they would like to see made to the Bylaw and Code. the qualitative details in these responses were used to inform the proposed changes in this document.

There were 12 respondents to the early engagement. Of the respondents, 10 work in 'beauty enhancement', 4 'tattooing' and 3 in 'skin and body piercing'. As some businesses provide multiple services, respondents could select all that applied.

There was a mixture of levels of satisfaction with the Bylaw and Code, with most of the respondents neither satisfied nor dissatisfied with the bylaw and satisfied with the Code.

Comprehensive feedback was received from the NZ Board of Professional Skin Therapies (NZBPST). The role of NZBPST is to represent, support and advocate on behalf of skin therapists and other sectors of the beauty industry to safeguard the health and well-being of their clients, staff and public. Where possible, the recommendations from NZBPST have been incorporated into the proposed changes.

### **Consideration of traditional tā moko practices**

Currently, traditional tā moko practices on Marae are exempt from the Bylaw and Code of Practice. Officers have engaged with iwi to understand tā moko practices and whether these should be included in the Bylaw and Code of Practice. Our conclusion is that Marae have appropriate tikanga and processes to manage tā moko work so there is no reason to change the exemption of tā moko from the Bylaw and Code of Practice at this time.

### **Proposed changes to the Bylaw and Code of Practice**

Council has developed a consolidated list of proposed changes to the Bylaw and Code of Practice. These changes are tracked in the draft Bylaw and Code of Practice attached as Appendix A (the draft Bylaw) and Appendix B (the draft Code of Practice).

The proposed changes primarily focus on clarifying standards, improving hygiene and safety measures, and ensuring compliance with industry best practices.

The table below summarises the issues identified during early engagement, both externally and internally, and provides the proposed change to the Bylaw or Code.

### **Proposed changes to the Bylaw and Code of Practice**

<b>Issue Identified</b>	<b>Proposed Change</b>	<b>Relevant Code Section</b>
Training & Qualifications	Changed "recognised qualification" to "appropriate qualification" to include overseas verification.	Minimum Standard 2



Incident Recording	Added requirement to notify the council of incidents by the next working day.	Minimum Standard 2
Recognition of NZBPST	Added NZ Board of Professional Skin Therapies (NZBPST) as an official industry oversight body.	Minimum Standard 2
Sterilisation Process	Updated to ensure instruments remain sterile during use.	Minimum Standard 3
Electrolysis Definition	Corrected spelling and, refined technical terminology and added recommended aftercare.	Minimum Standard 3
Autoclave Spore Testing	Required operators to provide proof of regular spore testing during inspections.	Minimum Standard 3
Hygiene Standards	Added floor cleaning protocols and a new rule restricting operator jewellery	Minimum Standard 4
Threading Hygiene	Prohibited holding thread in the mouth.	Minimum Standard 4A
Manicure & Pedicure Health	Added a clause requiring operators to stop treatment and refer to a medical practitioner if infection is identified.	Minimum Standard 4B
Electric Nail File Safety	Banned use of electric nail files on natural nails to prevent burns and trauma.	Minimum Standard 4B
Imported Machinery Safety	Required NZ/AU compliance before use of imported machinery.	Minimum Standard 5
Laser Equipment Calibration	Required regular recalibration of IPL/Laser equipment by a certified technician.	Minimum Standard 5
Licence Naming	Renamed 'Health Protection Licence' to 'Certificate of Registration'.	General References
Fee Structure	Removed fixed fees to allow annual updates without a formal bylaw review.	Section 9 (Bylaw)

The rationale for Council's decision about what proposed changes to come out of the early engagement has been made and what have not can be found here [Rationale for proposed decisions](#)

The full version of the proposed changes to the Bylaw and Code, with the proposed changes marked in red, can be found here:

[Proposed track changes for Appearance Industries Bylaw 2020](#)

Proposed tack changes for Code of Practice

**How to have your say**

We want your feedback on the proposed changes to the Appearance Industries Bylaw (Bylaw) and Code of Practice (Code). The submission period runs from **26 March- 28 April 2025**. If required, hearings will be held in June 2025.

You can provide feedback in multiple ways:

- Make an online submission at [haveyoursay.huttcity.govt.nz](https://haveyoursay.huttcity.govt.nz) [link];
- Email your submission to [policy@huttcity.govt.nz](mailto:policy@huttcity.govt.nz) with 'Appearance Industries' in the email subject line; and
- Drop off a submission at the front counter at our offices at 30 Laings Road.

**Timeline for consultation**

The consultation is open from 26 March – 28 April 2025

Public consultation	<b>26 March - 28 April 2025</b>
Hearings of submissions	<b>June 2022 (if required)</b>
Results of consultation and options presented to Policy and Finance Committee for approval	<b>1 July 2025</b>
Council adopts updated Bylaw and Code	<b>27 July 2025</b>

## Privacy Statement

We require your name, contact details and the suburb you live in as part of your feedback. All feedback will be published on our website with your name. All other personal or commercially sensitive information (including your email address and suburb) will be removed. Publishing feedback in full supports a transparent process and will assist in the public hearing process. If you have specific reasons for not wanting your feedback publicly released, please contact [policy@huttcity.govt.nz](mailto:policy@huttcity.govt.nz).

### *Public Hearings*

The online survey also asks if you want to present directly to Councillors at a hearing. If you state that you do want to present to Councillors, you will be contacted by Council staff to arrange a time for you to speak.

Feedback will be considered by Council regardless of whether you wish to present your views at a hearing or not. Final decisions will be made in July 2025 and the reviewed Appearance Industries Bylaw and Code of Practice will be adopted in July 2025.

### *Storing personal information*

Council stores information with reasonable safeguards against loss and disclosure. Reasonable safeguards include physical and technological protections. Personal information is accessible to staff who have a legitimate reason to access it. Council has a code of conduct where unauthorised disclosure of confidential information or records in accordance with the provisions of the Public Records Act, which includes the authorised destruction of records once they are no longer required to be kept for legislative compliance or business purposes.

### *Access to your information*

The information you provide will be accessible only by Council staff and will not be shared with any third party outside of the Bang the Table survey platform. You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at [policy@huttcity.govt.nz](mailto:policy@huttcity.govt.nz), or 04 570 6666, or 30 Laings Road, Lower Hutt 5010.

## Statutory authority to undertake reviews

### Relevant legislation

Relevant Act:	Section:	Description:
<b>Local Government Act 2002</b>	145	Councils may enact bylaws to prevent nuisance, protect public health and safety, and minimise offensive behaviour in public spaces.
	155	Council must decide if a bylaw is necessary. If so, it must ensure it is the best option and complies with the New Zealand Bill of Rights Act 1990.
	158	Council must review bylaws within 5 years of it being made.
	Part 8 subpart 2	LGA enforcement includes: <ul style="list-style-type: none"> <li>• court injunctions (s.162),</li> <li>• property seizure and disposal of property (s.164, 165, 168)</li> <li>• entry powers (s.171, 172, 173),</li> <li>• and the ability to request personal information (s.178).</li> </ul>
<b>Health Act 1956</b>	64	The Health Act allows local authorities to make bylaws to protect public health, prevent nuisances, and enforce sanitary measures for businesses.
	Parts 2 and 7.	Enforcement powers include: <ul style="list-style-type: none"> <li>• court orders (s.33)</li> <li>• cost recovery to abate nuisance (s.34)</li> <li>• cleaning of premises (s.41)</li> <li>• powers of entry (s.128)</li> </ul>

### Council has made the following determinations previously in relation to the review of the Bylaw and Code

In 2020, Council identified the perceived problems with the Appearance Industry that warranted a bylaw as:

- the public health risk associated with appearance industry procedures that risk breaking or cutting the skin, such as pedicures, microblading, tattooing, and piercing.

- these treatments can expose clients to bacterial infections, blood-borne viruses (e.g., hepatitis B, C, HIV), and fungal infections.

As no national legislation regulates the appearance industries, local councils are responsible for setting and enforcing minimum hygiene and safety standards. While many operators follow best practices, others do not, and new businesses may unknowingly operate below the expected standards.

### **The most appropriate way of addressing the perceived problem**

When creating the Bylaw in 2020, Council identified three options for addressing the perceived problem with the appearance industries:

- Non-regulatory: eg voluntary compliance and education;
- Other regulatory options: using existing regulatory powers when Council is notified of harm occurring; and
- Establish a bylaw.

After analysing all options, Council determined that a Bylaw was the most effective and appropriate solution for mitigating public health risks posed by the appearance Industries.

Recent inspection results provided in the table below show the number of hygiene and safety issues that had to be corrected before licenses were granted. This indicates that the problem persists and that the Bylaw and inspections remain essential in improving compliance and protecting public health.

#### **issues identified during licencing inspections 2022-2024**

<b>Issue identified</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Cleaning and sanitising	16	20	17
Facilities/Structure	3	7	1
Equipment	12	19	5
Sanitary fixtures	0	4	1
Operator conduct etc	6	2	3
Consent	3	4	1
Qualifications/standards/policies	19	18	7
	<b>59</b>	<b>74</b>	<b>35</b>

Because evidence shows the risks posed by those working in the Appearance Industry remain and no national legislation has been implemented, Council considers retaining and updating the Bylaw and Code of Practice are still the most appropriate way to address the perceived problem.

### **New Zealand Bill of Rights Implications**

Under section 155 of the Local Government Act 2002, Council must assess whether the reviewed Appearance Industries Bylaw has implications under the New Zealand Bill of Rights Act 1990 (NZBORA).

The only potential concern is a limitation on freedom of expression (section 14) As the Bylaw aims to protect public health by regulating service methods rather than restricting their use for expression, we consider this does not infringe on civil or political rights under NZBORA.

### **Appendix 1: Draft Appearance Industries Bylaw**

### **Appendix 2: Draft Code of Practice**



# Komiti Ratonga Rangatōpū Me Te Rautaki | Policy, Finance and Strategy Committee

07 February 2025

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Report no: PFSC2025/1/64

## Review of the Dog Control Policy and Bylaw

### Purpose of Report

1. The purpose of this report is to outline the plans and proposed changes for Hutt City Council's (Council's) concurrent review of its Dog Control Policy and Dog Control Bylaw, and to seek Council approval for running a special consultative procedure.

### Recommendations

That the Committee recommends Council:

- (1) notes the Dog Control Policy and the Dog Control Bylaw were last reviewed on 15 December 2015;
- (2) notes that under the Local Government Act 2002 and the Dog Control Act 1996, the Dog Control Policy and Dog Control Bylaw are required to be reviewed by December 2025;
- (3) notes the draft Statement of Proposal attached at Appendix 1 to the report, including:
  - a. the draft Dog Control Policy;
  - b. the draft Dog Control Bylaw;
  - c. a summary of the proposed changes;
  - d. an overview of the early engagement results; and
  - e. the draft consultation material;
- (4) notes the Communications and Engagement Plan at Appendix 2 attached to the report;
- (5) approves the proposed draft Statement of Proposal for consultation attached as Appendix 1 to the report; and
- (6) approves running a special consultative procedure from 26 March to 26 April 2025 in accordance with the Local Government Act 2002.

For the reason that the Policy, Finance and Strategy Committee is delegated responsibility to recommend changes to the Dog Control Policy and Dog Control Bylaw to Council.

## **Background**

### *Legislative context*

2. Under the Dog Control Act 1996 (the Act), councils must adopt a dog control policy. The Act also allows councils to establish a dog control bylaw to implement the policy.
3. The Act sets out the requirements for the policy and bylaw, including:
  - a. councils must adopt a policy;
  - b. the policy must be reviewed when the bylaw is reviewed; and
  - c. the review must include a Special Consultative Procedure.
4. Under the Local Government Act 2002 (the LGA), councils must review their Bylaw at least once every 10 years.

### *Purpose of the Policy and Bylaw*

5. Hutt City Council's Dog Control Policy (the Policy) outlines expected behaviours of good owners, and includes:
  - a. identification of dog exercise areas and prohibition areas;
  - b. licensing, fees and registration requirements; and
  - c. enforcement actions of Animal Control Services.
6. Hutt City Council's Dog Control Bylaw (the Bylaw) outlines how a council will enforce all aspects of dog control within the city, including:
  - a. general control in public places;
  - b. standards for keeping of dogs; and
  - c. licensing exemptions.
7. Council's Policy and Bylaw were last reviewed on 15 December 2015. The Policy and Bylaw are now due for review by December 2025.

### *2024 Bylaw changes*

8. On 11 March 2024, the Policy, Finance and Strategy Committee (the Committee) established a subcommittee to hear submissions on proposed changes to fulfil consent conditions related to the Tupua Horo Nuku Project (the Project).
9. The Committee agreed at that time to only consult on the Project consent conditions and save the full review of the Policy and Bylaw until it was required in 2025.
10. On 7 May 2024, Council received the Committee's recommendations and agreed changes under the Bylaw to align with the Project's consent conditions.

### *Early engagement on the 2025 Policy and Bylaw review*

11. In anticipation of the full Policy and Bylaw review, officers conducted an early engagement survey from 17-31 October 2024.
12. The survey was sent directly to all registered dog owners in Te Awa Kairangi ki Tai Lower Hutt and promoted on Council's website and social media pages.



13. There were 1,317 responses to the survey (including 1,269 dog owners). Survey questions covered a range of topics such as dog exercise areas, use of marked fields and shared pathways, in order to gauge user satisfaction with these facilities.
14. The survey also sought feedback to better understand what issues people have generally with dogs across a range of situations such as on-lead areas, off-lead areas and shared pathways.

### Discussion

15. The Statement of Proposal, attached to the report as Appendix 1, includes:
- a. the draft Policy;
  - b. the draft Bylaw;
  - c. a summary of the proposed changes;
  - d. an overview of the early engagement results; and
  - e. the draft consultation material.

### *Proposed changes to the Policy and Bylaw*

16. Officers from relevant teams across Council have developed a consolidated list of proposed changes to the Policy and Bylaw. These changes are tracked in the draft versions of the Policy and Bylaw included in the Statement of Proposal.
17. Table 1 summarises the main issues raised through early engagement.

**Table 1: identified issues and accompanying action**

Issues/Themes	Source	Impact	Comment/Proposal
Roaming dogs	Survey feedback	Safety concerns	The Policy and Bylaw provide appropriate rules and powers for managing roaming dogs. No change.
Not enough enforcement	Survey feedback	Nuisance and safety concerns	The Bylaw provides appropriate powers for officers to enforce the rules. No change.
Public safety	Survey feedback	Safety concerns	The Policy and Bylaw provide appropriate rules and powers for keeping people and dogs safe. No change.
Irresponsible owners	Survey feedback	Nuisance and safety concerns	The Policy and Bylaw provide appropriate powers for officers to issue infringements and warnings to irresponsible dog owners. No change.
Barking dogs	Survey feedback	Nuisance	The Policy and Bylaw provide appropriate rules and powers for managing barking dogs. No change.
Issues on shared paths	Survey & internal feedback	Safety concerns	Focus on the educational approach to shared spaces (eg paths running through dog exercise areas).
Unclear wording in Policy and Bylaw	Internal feedback	Lack of clarity	Update wording where appropriate.
Policy and Bylaw could better reflect the Act	Internal feedback	Lack of clarity	Review the Policy and Bylaw against the Act and update where appropriate.
Inaccurate maps	Internal feedback	Lack of clarity	Review and update all maps in the Bylaw.

Proposed amendments to maps in significant areas	Survey & internal feedback	Changes dog exercise and dog on-lead areas in specific locations	Review and update relevant maps in the Bylaw to show amended dog exercise and dog on-lead areas (e.g. dogs on-lead on shared paths, prohibiting dogs from the Southern end of Avalon Park).
Maps do not align with consent conditions	Consent conditions	Changes the dog on-lead area at Sunset Point, Seaview	Review and update the relevant map.
Would like more dog exercise areas	Survey feedback	Changes to dog on-lead and exercise areas	Review and update the relevant map and wording in the Bylaw (eg Bell Park and York Park).
Limits on the number of dogs individuals can walk - and exemptions	Internal and external feedback	Safety concerns	Amend Bylaw to include wording for limiting the number of dogs an individual can walk (with the opportunity for exemptions).
Licence for commercial dog walkers	Internal feedback & complaints	Safety concerns	Amend bylaw to include licensing for commercial dog walkers and limits to the number of dogs an individual can walk
Inconsistent summertime restrictions	Internal feedback	Lack of clarity	Review and update the relevant wording (e.g. refer to summer months or daylight savings).

### *Consultation on the draft Statement of Proposal*

18. Section 10AA(3) of the Act states that after review, if the Territorial Authority considers the bylaw should be amended, it must deal with the policy under section 156 of the LGA. Section 156 sets out the consultation requirements when amending a bylaw and states that the special consultative procedure must be used if the bylaw is considered to be of significant interest to the public or there is or likely to be a significant impact on the public.
19. It is proposed that consultation on the draft Policy and Bylaw will run for one month, from 26 March to 26 April 2025.
20. The objectives for the consultation process are:
  - a. to provide information in an accessible way for people to be fully informed about the review and proposed changes to the Policy and Bylaw;
  - b. to provide a variety of pathways to encourage people to give feedback (including an online survey, email address, and physical copies in hubs and libraries);
  - c. to hear from a diverse selection of dog owners and non-dog owners; and
  - d. to 'close the loop' by reporting back to the public on the results of the consultation process and how this impacted final decisions on the Policy and Bylaw.
21. The Statement of Proposal (attached at Appendix 1 to the report) will be available online, as well as hard copies at the hubs and libraries. The accompanying survey will be hosted on the usual online engagement platform, with hard copies also available.

22. The Communications and Engagement Plan at Appendix 2 to the report outlines the proposed process and actions to support community engagement during the review process.

### Options

23. Options for the Committee are outlined below in Table 2.

**Table 2: Consultation options on the Statement of Proposal**

Option	Pros	Cons
1. Make no changes to the Bylaw and Policy	<ul style="list-style-type: none"> <li>• Takes a 'clean slate' approach to consultation</li> <li>• Simplifies the approach</li> </ul>	<ul style="list-style-type: none"> <li>• Does not consider feedback from early engagement</li> <li>• Will likely result in increased submissions and hearings</li> </ul>
2. Approve the Statement of Proposal	<ul style="list-style-type: none"> <li>• Reflects public input to early engagement</li> <li>• Provides for more focussed engagement on identified issues</li> <li>• Bylaw can be updated within the statutory timeline</li> </ul>	<ul style="list-style-type: none"> <li>• No 'Cons' identified</li> </ul>
3. Approve the statement of proposal with minor changes	<ul style="list-style-type: none"> <li>• Can also include pros from Option 2</li> <li>• Elected member views can be incorporated into the statement of proposal</li> <li>• Bylaw can be updated within the statutory timeline</li> </ul>	<ul style="list-style-type: none"> <li>• Could delay the start of consultation</li> </ul>
4. Request significant changes to the Statement of Proposal	<ul style="list-style-type: none"> <li>• Addresses Committee's concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Could delay consultation and put the statutory deadline for the Bylaw under pressure</li> </ul>

24. Because the Policy and Bylaw reviews are driven by statutory timelines and early engagement has been undertaken to identify key issues and concerns, officers recommend that the Committee recommends Council approves the statement of proposal (with or without minor changes) for consultation.

### Next steps

25. If option 2 or 3 are chosen, Table 3 below outlines the key dates for the Dog Control Bylaw and Policy reviews.

**Table 3: Policy and Bylaw review timeline**

What	Why	When
Policy, Finance and Strategy Committee	Seek Council approval for proposed changes and consultation	11 March 2025
Council	Approve draft Statement of Proposal for consultation	25 March 2025
Special Consultative Procedure	Engage community on draft Statement of Proposal	26 March – 26 April 2025
Subcommittee hearing	Hear submissions, deliberate, and make recommendations	19 May 2025
Policy, Finance and Strategy Committee	Consider decision of the Subcommittee and recommendation to Council	1 July 2025
Council	Adopt Policy and Bylaw	29 July 2025

### Climate Change Impact and Considerations

26. 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

27. The proposed review of the Bylaw and Policy is for the purpose of meeting the legislative requirements of the Act and the LGA.

### Consultation

28. Section 10 of the Act and Section 82 of the LGA include consultation requirements for reviewing Dog Control bylaws and policies.

29. The Special Consultative Procedure will be undertaken in accordance with Section 83 of the LGA.

### Financial Considerations

30. There are no additional financial considerations for this review.

### Appendices

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**Reviewed By:** Miranda Dunn  
Solicitor

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



# Statement of Proposal

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## Draft Dog Control Policy and Dog Control Bylaw

### Summary of Proposal

The Dog Control Act 1996 (the Act) requires councils to adopt a dog control policy. To implement the Policy, councils can also adopt a dog control bylaw at their discretion.

Under the Local Government Act 2002 (the LGA), councils must review their bylaws within five years of being made, and then subsequently reviewed within ten years after the date of any previous review.

Section 10AA of the Act requires Council to review its policy if the bylaw implementing the policy requires review.

Council's Dog Control Policy (the Policy) and Dog Control Bylaw (the Bylaw) were last reviewed in 2015 and are now required to be reviewed by December 2025.

### What does the Dog Control Policy do?

The purpose of the Policy is to outline how Hutt City Council will address requirements under the Act. Residents of Te Awa Kairangi ki Tai Lower Hutt can refer to the Policy to better understand what regulatory controls are in place to ensure that dog owners and other users share public spaces safely and responsibly.

The Policy includes:

- expected behaviour of a good dog-owner;
- identification of dog exercise areas and prohibition areas;
- licensing and registration requirements; and
- enforcement actions of Council's Animal Control Services.

### What does the Dog Control Bylaw do?

The Act gives territorial authorities the means to develop a bylaw to enforce the regulatory controls set out in the policy and Act, such as:

- general controls in public places;
- standards for the keeping of dogs;
- setting and collecting registration fees; and
- licensing exemptions.

Residents can refer to the Bylaw to understand how Hutt City Council enforces all aspects of dog control within the city.

Proposed changes to the Policy and Bylaw described in this Statement of Proposal include:

- minor changes to improve clarity;
- administrative changes; and
- updated maps of dog prohibition areas and dog exercise areas.

### **Authority to undertake reviews**

Section 10 of the Act requires councils to have a policy. Section 20 of the Act provides for councils to establish a bylaw to enforce the Policy and Act. The statutory authority to undertake the review of the Policy and Bylaw comes from both the Act and the LGA.

Under the Act, a new bylaw must be reviewed within five years of being made, and then subsequently reviewed within ten years after the date of any previous review. The current Dog Control Bylaw was last reviewed in December 2015, and therefore the review is required by December 2025.

Section 10AA(2) of the Act provides that the councils must review the bylaw by making the determinations required under Section 155 of the Local Government Act 2002 in the context of a reconsideration of the matters in Section 10(4) of the Act. Only the Council can make these determinations, and this authority cannot be delegated.

Section 10AA also outlines the processes that must be followed after the review has been completed. If the Council considers that the bylaw should be amended, revoked, or revoked and replaced, it must deal with the bylaw under section 156 of the LGA (relating to consultation requirements) and if appropriate amend its policy.

Section 10AA of the Act requires a council to review its policy if the bylaw implementing the policy requires review. Section 10 of the Act allows the Council, in accordance with the special consultative procedure, to adopt an amended policy at any time.

The regulatory scope and requirements are set out in Section 10 of the Act for dog control policies, and section 20 for dog control bylaws. Section 10(2) of the Act requires that the Council give notice of any draft policy to all registered dog owners.

As the bylaw is made under the authority of two Acts, the requirements of both must be considered. The bylaw must be made using the processes set out in the LGA and may be made to address a range of matters set out in Section 20 of the Act. As the policy must be reviewed when the bylaw is reviewed, the Act requires councils use the special consultative procedure for both the policy and the bylaw, and that these processes be conducted concurrently.

Section 83 of the LGA requires that a Statement of Proposal be prepared and adopted as part of the Special Consultative Procedure.

The review of the bylaw requires analysis of Section 155 of the LGA. This analysis involves a determination of whether or not a bylaw is the most appropriate way of addressing a perceived problem. If it is identified as being the most appropriate way of addressing a problem, the Council must decide whether the bylaw is the most appropriate form of bylaw, and whether or not the bylaw gives rise to any implications under the New Zealand Bill of Rights Act 1990 (NZBoRA).

### Early engagement

Initial feedback was sought from the public on several questions related to dog ownership and enforcement of rules. Of the 1,317 responses received, 1,301 were Lower Hutt residents, and 1,269 were dog owners. Overall, respondents were satisfied with dog exercise areas and the management of dogs on marked sports fields and shared paths. Table 1 below outlines the results of the early engagement:

Table 1: Results of early engagement

Question	Yes	No	Not sure/ rather not say	Comments
Are you a dog owner? (1317 responses)	96.3% (1269)	3% (39)	0.7% (9)	N/A
Do you ever take care of someone else's dog in Lower Hutt? (47 responses)	29.8% (14)	61.7% (29)	8.5% (4)	This question was only asked of people who answered no to the dog owner question.

Do the dog exercise areas in Lower Hutt meet your needs? (1316 responses)	62% (811)	25% (335)	13% (170)	From respondents that are not satisfied or unsure, most responses cited: <ul style="list-style-type: none"> <li>Public safety issues</li> <li>Dog owner responsibility issues</li> <li>More dog exercise options needed</li> <li>Accessibility/closer to home</li> <li>More fenced areas for safety</li> <li>Better maintenance and infrastructure</li> <li>Year-round beach access</li> <li>Use of school grounds when not in use</li> </ul>																						
Do you visit dog exercise areas outside your suburb? (1290 responses)	66% (855)	33% (424)	1% (11)	The following areas are reported as most visited: <table border="1"> <tr> <td>Hutt Riverbanks</td> <td>650</td> </tr> <tr> <td>Petone Beach area: West of Petone Wharf</td> <td>595</td> </tr> <tr> <td>Petone Beach East</td> <td>465</td> </tr> <tr> <td>Eastbourne: Muritai Beach</td> <td>274</td> </tr> <tr> <td>Petone: Sladden Park</td> <td>225</td> </tr> <tr> <td>Days Bay</td> <td>204</td> </tr> <tr> <td>Petone Recreation Ground</td> <td>196</td> </tr> <tr> <td>Petone: Western side of Te Mome Stream</td> <td>166</td> </tr> <tr> <td>Hutt Recreation Ground</td> <td>149</td> </tr> <tr> <td>Petone: North Park</td> <td>102</td> </tr> <tr> <td>Alicetown: Ava Park</td> <td>101</td> </tr> </table>	Hutt Riverbanks	650	Petone Beach area: West of Petone Wharf	595	Petone Beach East	465	Eastbourne: Muritai Beach	274	Petone: Sladden Park	225	Days Bay	204	Petone Recreation Ground	196	Petone: Western side of Te Mome Stream	166	Hutt Recreation Ground	149	Petone: North Park	102	Alicetown: Ava Park	101
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Petone: North Park	102																									
Alicetown: Ava Park	101																									
Do you have any issues with how dogs are managed around marked fields? (1295 responses)	16% (214)	71% (915)	13% (166)	Of the 29% of respondents that said yes or not sure, most comments were about: <ul style="list-style-type: none"> <li>Issues with dogs being on or off lead;</li> <li>Being able to use marked fields when not in use; and</li> <li>Lack of dog owner responsibility.</li> </ul>																						
Do you have any issues with how dogs are managed on shared paths? (1250 responses)	21% (268)	72% (899)	7% (83)	Of the 28% of respondents that said yes or not sure, comments focused mostly on: <ul style="list-style-type: none"> <li>Cyclists;</li> <li>Dogs being off lead;</li> <li>Owner responsibility; and</li> <li>Public safety.</li> </ul>																						
Do you have any specific issues related to dog control in Lower Hutt? (498 responses – text box)	Most common themes in the responses: <ul style="list-style-type: none"> <li>Roaming dogs are an issue (217)</li> <li>More enforcement required (167)</li> <li>Public safety issues (155)</li> <li>Owner responsibility (98)</li> <li>Barking dogs (51)</li> </ul>																									

## Summary of proposed changes

### Clarification and administrative changes

Where a particular section of the Act is referenced in the Policy, wording has been amended to more accurately reflect the contents of the Act.



### *Map-related changes*

There are proposed changes to areas along the Lower Hutt Riverbank, Honiana Te Puni Reserve (Petone), and Sunset Point (Seaview), Avalon Park (Avalon), York Park (Moera), Bell Park (Waiwhetu), and the Eastern section of Richard Prouse Park (Wainuiomata). These changes are made clear in our consultation questions. In addition, there are minor changes to other maps proposed, including tidying preexisting maps within the Bylaw for clarity (e.g. amending a map to ensure it lines up with an access point).

### *Commercial licence and limiting dog numbers*

Council is proposing to add a commercial licence for professional dog walkers, and an exemption for people wishing to walk four or more dogs (non-commercially). This is to help ensure they can manage multiple dogs in a public place. The commercial dog walkers' licence will include officers checking the competency of those applying. In the case of non-commercial dog walkers, it will be an exemption rather than a licence. The exemption will be granted at Council's discretion and may require proof of competency.

This change is being proposed due to issues arising from dog walkers losing control of the large numbers of dogs they are walking and Council receiving complaints from the community.

Always maintaining control of your dog, regardless of it being on a lead, is an essential part of the Bylaw and Policy. The impact of this proposed change will primarily affect those individuals walking other peoples' dogs rather than private dog owners.

Council determines this change to the Bylaw is the most appropriate way of controlling commercial dog walkers (and controlling non-commercial dog walkers who wish to walk four or more dogs). This is because of the potential safety risk to both the general public and other dogs, as well as the potential for nuisance to the community from uncontrolled dogs. Council is proposing to make this change for groups of four or more dogs (that are under the responsibility of one individual).

This proposed change to licence commercial dog walkers will help to promote dog walking professionals who are experienced and are effective dog handlers. This will allow the community to have greater confidence when choosing professionals they pay to look after their dogs. Implementing this proposed

change will give Animal Services officers the ability to enforce the rules when there are instances of irresponsible and unsafe dog handling.

The proposed change to require commercial dog walkers to apply for a license was introduced by Wellington City Council during their last review of their dog control measures. This change in Lower Hutt would help to make the rules consistent across the two neighbouring communities.

Council could have implemented a ban on walking more than four dogs. However, Council recognises the need for quality-assured commercial dog walking services (and in some cases a private individual needing to walk more than four dogs), and this license requirement supports this. Therefore, Council proposes that this change to the Bylaw is the most appropriate form of the Bylaw.

#### *Working dogs in the Policy*

Council is proposing to amend its Policy to include some additional wording around working dogs as well as a working dogs registration form, to provide clarity to the community, and reflect what is prescribed under the Act.

Under Section 36 of the Act, working dogs are required to be registered by the age of 3 months. Under Section 37(2)(b) of the Act, Council may fix fees for working dogs that are lower than would otherwise be payable to non-working dogs.

This proposed change to the wording of the Policy will help to address confusion around the definition of “working dogs” by directing community members to the [Act’s definition](#) and the Council’s fees schedule.

You can find the fees and charges for dogs [at this link](#).

A summary of all proposed changes is provided in the table below.

#### **Summary of proposed changes to Council’s Dog Control Bylaw and Policy**

Issues/Themes	Source	Impact	Comment/proposal
Roaming dogs	Survey feedback	Safety concerns	The Bylaw and Policy provide appropriate rules and powers for managing roaming dogs. No change.

Not enough enforcement	Survey feedback	Nuisance and safety concerns	The Bylaw provides appropriate powers for officers to enforce the rules. No change.
Public safety	Survey feedback	Safety concerns	The Bylaw and Policy provide appropriate rules and powers for keeping people and dogs safe. No change.
Irresponsible owners	Survey feedback	Nuisance and safety concerns	The Bylaw and Policy provide appropriate powers for officers to issue infringements and warnings to irresponsible dog owners. No change.
Barking dogs	Survey feedback	Nuisance	The Bylaw and Policy provide appropriate rules and powers for managing barking dogs. No change.
Issues on shared paths	Survey & internal feedback	Safety concerns	Focus on educational approach to shared spaces (e.g. paths running through dog exercise areas).
Unclear wording in Policy and Bylaw	Internal feedback	Lack of clarity	Update wording where appropriate.
Policy and Bylaw could better reflect the Act	Internal feedback	Lack of clarity	Review the Policy and Bylaw against the Act and update where appropriate.
Inaccurate maps	Internal feedback	Lack of clarity	Review and update all maps in the Bylaw.
Proposed amendments to maps in significant areas	Survey & internal feedback	Changes dog exercise and dog on-lead areas in specific locations	Review and update relevant maps in the Bylaw to show amended dog exercise and dog-on-lead areas.
Maps do not align with consent conditions	Consent conditions	Changes the dog on-lead area at Sunset Point, Seaview	Review and update the relevant map.
Would like more dog exercise areas	Survey feedback	Changes to dog on-lead and exercise areas	Review and update the relevant map and wording in the Bylaw.

Licence for commercial dog walkers	Internal feedback & complaints	Safety concerns	Amend Bylaw to include licensing for commercial dog walkers
Limits on the number of dogs individuals can walk - and exemptions	Internal and external feedback	Safety concerns	Amend Bylaw to include wording for controlling the number of dogs an individual can walk, and the opportunity for people to apply for an exemption to the rule.
Inconsistent summertime restrictions	Internal feedback	Lack of clarity	Review and update relevant wording (e.g. refer to summer months or daylight saving).

**Council has made the following determinations in relation to the review of the Policy and Bylaw:**

**Defining the perceived problem**

Under section 145 of the LGA, councils may make bylaws for the purpose of:

- protecting the public from nuisance;
- protecting, promoting, and maintaining public health and safety; and
- minimising the potential for offensive behaviour in public places.

The perceived problems with dogs and dog control are:

- nuisance behaviours, such as barking and aggressive behaviour;
- public health concerns including issues with dog faeces not being picked up by owners or left by roaming dogs;
- perceived lack of responsible ownership including failure to respect rules of Bylaw;
- perceived lack of bylaw enforcement; and
- perceived lack of dog friendly spaces.

**Most appropriate way of addressing the perceived problem**

The intention of the Policy and the Bylaw is to supplement existing legislation in relation to dogs rather than to duplicate it. Specific legislation in relation to dogs includes:

- Dog Control Act 1996 – sets out the law about legal obligations of dog ownership, including their care, control and owner responsibilities for damage caused by their dog.
- Animal Welfare Act 1999 and related codes of welfare – animal owners are required to provide for the physical, health and behavioural needs of their animals, such as food, water, shelter and appropriate exercise. The act is enforced by the Ministry for Primary Industries (MPI) and the Royal New Zealand Society for the Prevention of Cruelty to Animals (SPCA). Under Section 141, approved organisations may take animals into their custody, following which they must take reasonable steps to locate or contact the owner. One possibility, if the owner cannot be identified, is to destroy or otherwise dispose of the animal. Currently, the only “approved organisation” under the act is the SPCA. Councils have no role or functions under this act.
- Health Act 1956 – The act gives powers for councils to address general health nuisances. The abatement of these nuisances can be done by Council Environment Health officers without creation of additional bylaws. Officers have the ability, if necessary, to enter a premises without notice to the occupier and abate the nuisance.
- The District Plan and the Resource Management Act –contain rules around noise and where kennels can be established.

Council bylaws may only address problems within Council’s bylaw-making power. The bylaw-making power must be exercised for the relevant statutory purpose, and all bylaws must be reasonable. The bylaw-making power in Section 20 of Act is restricted to addressing matters which properly arise out of the control of dogs and not the mere existence or presence of dogs within Lower Hutt boundaries.

The language of the bylaw-making power in Section 20 of the Act indicates a restricted role for territorial authorities, limited to regulating matters that properly arise out of the control of dogs. Any perceived problems potentially requiring a bylaw response must arise in that context e.g. the control of dogs in public places, in restricted areas and within dog friendly spaces across Lower Hutt.

Council has assessed that a bylaw and its associated policy continues to be the most appropriate way to regulate the control of dogs within the requirements of the legislation.

### **Implications under the New Zealand Bill of Rights Act 1990**

Under Section 155(3) of the LGA, the Council is required to consider whether the proposed Bylaw gives rise to any implications under the New Zealand Bill of Rights Act 1990 (NZBoRA).

The Dog Control Act allows councils to develop bylaws that restrict access to specified public places for the purposes of dog control. Given that restrictions are permitted, a corresponding restriction on freedom of movement (if any) can be understood as a reasonable and justified limitation. In summary, there are no NZBoRA implications relating to the activities regulated in the Dog Control Bylaw.

The Act also includes a power to regulate “for any other purpose that... is, in the opinion of the territorial authority, necessary or desirable to further the control of dogs.” On this basis, the focus on wildlife, biodiversity and habitat protection in the Policy and Bylaw has strong alignment with other work the Council is doing.

The Bylaw enables most residents to keep dogs if they wish, within the parameters set by the Policy and Bylaw which fairly balance the potential impacts on other people. Council’s assessment is that the NZBORA rights are not impacted by the proposed changes to the Bylaw and Policy.

### **Proposed changes**

It is Council’s view that the proposed changes outlined in the Bylaw and Policy are:

- within the authorising provisions of the Act and the LGA;
- consistent with each other; and
- in line with the Section 155 obligations for the procedure of making bylaws within the LGA.

### **How to have your say**

We want your feedback on the proposed Policy and Bylaw.

You can provide feedback in multiple ways:

- make an online submission at [haveyoursay.huttcity.govt.nz](https://haveyoursay.huttcity.govt.nz);
- make a paper submission at any of our Neighbourhood Hubs;
- email your submission to [policy@huttcity.govt.nz](mailto:policy@huttcity.govt.nz) with ‘Dog Control’ in the email subject line; or
- drop off a submission at the front counter at Councils’ offices at 30 Laings Road, Lower Hutt.

### **Timetable for consultation**

The consultation is open from 26 March – 26 April 2025

### **Privacy Statement**

We require your name, contact details and the suburb you live in as part of your feedback. All feedback will be published on our website with your name. All other personal or commercially sensitive information (including your email address and suburb) will be removed. Publishing feedback in full supports a transparent process and will assist in the public hearing process. If you have specific reasons for not wanting your feedback publicly released, please contact [policy@huttcity.govt.nz](mailto:policy@huttcity.govt.nz).

The feedback form asks for the suburb you live in to better understand how you are impacted by the changes happening in your suburb.

### *Public Hearings*

The feedback form also asks if you want to present directly to Councillors at a hearing. If you state that you do want to present to Councillors, you will be contacted by council staff to arrange a time for you to speak.

Feedback will be considered by Council regardless of whether you wish to present your views at a hearing or not. Final decisions will be made in July 2025 and the Bylaw and Policy will be adopted in July 2025.

### *Storing personal information*

Council stores information with reasonable safeguards against loss and disclosure. Reasonable safeguards include physical and technological protections. Personal information is accessible to staff who have a legitimate reason to access it. Council has a code of conduct where unauthorised disclosure of confidential information or records in accordance with the provisions of the Public Records Act, which includes the authorised destruction of records once they are no longer required to be kept for legislative compliance or business purposes.

### *Access to your information*

The personal information you provide will be accessible only by Council staff and is not shared with any third party outside of the Bang the Table survey platform (you can read their [Privacy Statement here](#)). You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have

it corrected, please contact us at [policy@huttcity.govt.nz](mailto:policy@huttcity.govt.nz), or 04 570 6666, or 30 Laings Road, Lower Hutt 5010.

### **Questions to consider**

#### ***Shared pathways in Lower Hutt***

Early engagement on the Policy and Bylaw revealed that some members of the community have issues with how shared paths that go through dog exercise areas are managed (e.g. paths along the Hutt Riverbank).

#### *Current restrictions*

The current restrictions along the Hutt Riverbank are dogs on lead on the shared paths on the top of the stopbank and dogs off-lead between the stopbank and the river. See the indicative maps of the current control measures and the proposed changes [at this link](#). (Where the stop bank is on the Eastern side of the road from Harcourt Werry Drive until the Northern end of Fraser Park, the dog exercise area is on the western edge of the road).

As the Hutt Riverbank is a popular dog exercise area, Council is proposing to maintain current dog control measures. However, Council plans to enhance educational materials, including signage, to support shared use of these pathways.

Q: Do you support the educational approach to managing shared pathways?

- Yes
- Neutral
- Don't know
- No

Q: if you have any comments to make about shared pathways

A: [free-text box]



**Sunset Point, Seaview**

Q: Council has applied for consent to relocate Korora/Little Blue Penguin nesting locations from sites on Point Howard Wharf to this new location next to Seaview Marina. Currently classed as a local purpose reserve (dogs on-lead area), a small section of Sunset Point/Seaview Marina will be fenced off and dogs will be prohibited to accommodate nesting sites for the Korora. You can view the proposed changes on this [interactive map here](#).

Do you support this change?

- Yes
- Neutral
- Don't know
- No

Q: Do you have any comments to make about this proposed change to Sunset Point?

A: [free-text box]

**Honiana Te Puni Reserve, Petone**

As part of the development of a Reserve Management Plan for Honiana Te Puni Reserve alongside Te Ara Tupua (shared pathway along the highway), Council is proposing to amend dog control measures in the Reserve (as pictured below).

The proposed changes will make Honiana Te Puni Reserve, and the shared pathway that will go through it, a dog on-lead area rather than an exercise area.



This change will not impact the dog exercise area from the Western side of Petone Wharf (orange colouring in the image) to the boundary of Honiana Te Puni Reserve (the green in the image). The Reserve’s carpark will remain accessible to dogs on-lead. You can view the proposed changes on this [interactive map here](#).

Q: Do you support the proposed change in Honiana Te Puni Reserve?

- Yes
- Neutral
- Don't know
- No

Follow up Q: Do you have any comments about the proposed change in Honiana Te Puni Reserve?

A: [free-text box]

**York Park, Moera**

Council is proposing to change the dog on-lead area to a dog exercise area in York Park to provide a greater opportunity for dogs to exercise there. (This location does not contain marked sports fields). You can view the proposed changes on this [interactive map here](#).



Q: Do you support this change?

- Yes

- Neutral
- Don't know
- No

Follow up Q: Do you have any comments about the proposed change in York Park?

A: [free-text box]

***Richard Prouse Park – Eastern Section, Wainuiomata***

Council is proposing to change a dog on-lead area to a dog exercise area in the Eastern section of Richard Prouse Park because this section is not used as marked sports fields. This will give dog owners a better opportunity to exercise their dogs away from the sports fields to the Western side of the park. You can view the proposed changes on this [interactive map here](#).



Q: Do you support this change?

- Yes
- Neutral
- Don't know
- No

Follow up Q: Do you have any comments about the proposed change in Richard Prouse Park?

A: [free-text box]































































































































































# Komiti Ratonga Rangatōpū Me Te Rautaki | Policy, Finance and Strategy Committee

23 January 2025

Report no: PFSC2025/1/51

## Urban Plus Limited Group Draft Statement of Intent 2025/26 to 2027/28

### Purpose of Report

1. The purpose of the report is to provide the draft 2025/26 - 2027/28 Statement of Intent for Urban Plus Limited Group for Council to review.

### Recommendations

That the Committee recommends that Council:

- (1) notes that the Urban Plus Group (UPL) board has submitted a draft Statement of Intent (SOI) for the three years 2025/26 - 2027/28, attached as Appendix 1 to the report, in accordance with the Local Government Act 2002;
- (2) notes the projected 10 year plan attached as Appendix 2 to the report;
- (3) notes that officers have reviewed the draft SOI for compliance with the Local Government Act 2002 and provided their analysis;
- (4) receives the draft SOI;
- (5) reviews the draft SOI and considers if any modifications should be made; and
- (6) provides comment for the UPL board to consider in finalising its SOI (including any modifications suggested by the Committee arising under recommendation (4) above).

### Background

2. The Local Government Act 2002 (LGA) requires the board of a Council Controlled Organisation (CCO) to deliver to its shareholders a draft SOI on or before 1 March of each year.

### Discussion

3. The CEO and Chair of UPL will be in attendance to present the report and answer any questions.
4. The board of UPL has submitted a draft SOI to Council. This is attached as Appendix 1 to the report.
5. The board of a CCO must provide information prescribed by the LGA for the SOI, to the extent is appropriate given the organisation form of the CCO. They must do this for the 'the group' - which comprises the CCO and its subsidiaries. The information is required to be provided for the 2025/26

financial year and the two years following that (section 9, Schedule 8 of the LGA).

6. The compliance of the company with the legislative requirements for the SOI and a summary of the amendments proposed by the board for their 2025/26 - 2027/28 SOI are detailed below:

Required Content	UPL Draft SOI Content
(a) the objectives of the company	The objectives of the UPL are stated.
(b) a statement of the board's approach to governance of the group	A statement is included.
(c) the nature and scope of the activities undertaken by the group	The nature and scope of activities are outlined.
(d) the ratio of consolidated shareholders' funds to total assets, and the definition of those terms	Ratio provided.
(e) the accounting policies of the group	Accounting policies are outlined.
(f) the performance targets and other measures by which performance of the group may be judged in relation to its objectives	Performance targets are included.
(g) an estimate of the amount or proportion of accumulated profits and capital reserves that is intended to be distributed to the shareholders	Information provided.
(h) the kind of information to be provided to the shareholders by the group during the course of those financial years, including the information to be included in each half yearly report (and, in particular, what prospective financial information is required and how it is to be presented)	The kind of information to be provided is outlined.
(i) the procedures to be followed before any member or the group subscribes for, purchases, or otherwise acquires shares in any company or other organisation	Information on procedures is not provided but it is noted that there is no intention to subscribe or invest in any additional organisation that is not currently within the Group.
(j) any activities for which the board seeks compensation from any local authority (whether or not the local authority has agreed to provide the compensation)	No compensation requested.
(k) the boards estimate of the commercial value of the shareholders' investment in the group and the manner in which and the times at	A statement as to the net value of shareholder's investment is provided.

which that value is to be reassessed	
(l) any other matters that are agreed by the shareholders and the board	Some additional information is provided.

7. The draft SOI has been prepared to address the priorities included in the Statement of Expectation UPL received from Council on 20 November 2024 (Council approved HCC2022/5/220). These further refined the priorities previously agreed by Council and include:
- a) Promote Māori outcomes
  - b) Climate changes and environmental standards
  - c) Financial accountability/financial sustainability
  - d) Addressing housing needs
  - e) Provision of accommodation for the low-income elderly (Aged 65 years plus)
  - f) Supporting Council's broader strategies (#6 in order)
  - g) Future opportunities
  - h) Business As Usual (General)
8. The \$43M loan facility will remain in effect until 30 June 2036.
9. Changes to the performance measures:
- a. Portfolio size will increase by a minimum of 10 units per annum (paragraph 1.7 of the SOI document)
  - b. Per SOI, the net surplus before depreciation and tax and after finance expenses as a proportion of net book value of residential land and building at the start of the year greater than 1.5% (paragraph 1.3 of the SOI document)
  - c. Percentage of total housing units occupied by predominately low-income elderly reduced to 80% from 90% (paragraph 1.5 of the SOI document).

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

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

### **Legal Considerations**

11. Council may suggest changes which the board must consider in finalising its SOI. The board must consider within two months of 1 March any comments on the draft SOI that are made by the shareholders. The board must deliver a completed SOI to Council on or before 30 June 2025.
12. Outside of this current process, Council may, by resolution, require the board to modify the SOI, and the board must comply (section 5, Schedule 8 LGA), provided that Council first consults the board.

### **Financial Considerations**

13. The draft SOI contains the financial forecasts for UPL for the three-year period commencing 1 July 2025.

14. The Total Equity of UPL is forecast to be \$49.4M as at 30 June 2025.
15. The net operating budget before tax for 2025-26 is expected to show a \$1.7M surplus, compared to the previous SOI of \$68k deficit. The difference primarily relates to a timing difference in the realisation of the sales of Tawhai St. Additionally, in response to the significant reduction in property values, UPL adjusted its sales prices to meet the local property market pricing levels and expectations in 24/25. The Colson and Hollard Grove projects which were initially budgeted to be ready for sales in 26/27 financial year has now been moved to 28/29.

Net Surplus/(Deficit) before tax	2024/25	2025/26	2026/27	2026/28
SOI 2024/25	4,172,287	(68,466)	5,525,785	(1,423,820)
SOI 2025/26	384,236	1,721,395	(1,850,129)	(1,312,700)
Difference	(3,788,051)	1,789,862	(7,375,913)	111,121

### Appendices

No.	Title	Page
1↓	UPL Group Draft SOI 2025/26 to 2027/28	127
2↓	UPL 10 year plan - 2025 to 2035	148

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Chief Executive, Urban Plus

**Approved By:** Jon Kingsbury  
Director Economy & Development





















































# Komiti Ratonga Rangatōpū Me Te Rautaki | Policy, Finance and Strategy Committee

17 January 2025

Report no: PFSC2025/1/53

## Seaview Marina Limited Draft Statement of Intent 2025/26 to 2027/28

### Purpose of Report

1. The purpose of this report is to provide the draft 2025/26 to 2027/28. Statement of Intent for Seaview Marina Limited for Council to review.

### Recommendations

That the Committee recommends that Council:

- (1) notes the Seaview Marina (SML) board has submitted a draft Statement of Intent (SOI) for the three years 2025/26 to 2027/28, attached as Appendix 1 to the report, in accordance with the Local Government Act 2002;
- (2) notes that officers have reviewed the draft SOI for compliance with the Local Government Act 2002 and provided their analysis;
- (3) receives the draft SOI;
- (4) reviews the draft SOI and considers if any modifications should be made;
- (5) provides comment for the SML Board to consider in finalising its SOI (including any modifications suggested by the Committee arising under recommendation (4) above); and
- (6) notes the SOI includes the assumed purchase of the breakwater from Council for \$3.4M which will be funded by additional borrowings; this is subject to further decision making processes by Council and may vary.

### Background

2. The Local Government Act 2002 (LGA) requires the board of a Council Controlled Organisation (CCO) to deliver to its shareholders a draft SOI on or before 1 March of each year.

### Discussion

3. The board of SML has submitted a draft SOI to Council. This is attached as Appendix 1 of this report.
4. The board of a CCO must provide information prescribed by the LGA for the SOI, to the extent is appropriate given the organisation form of the CCO. The information is required to be provided for the 2025/26 financial year and the two years following that (section 9, Schedule 8 of the LGA).

5. The compliance of the company with the legislative requirements for the SOI and a summary of the amendments proposed by the Board for their 2025-2028 SOI are detailed below:

Required Content	SML Draft SOI Content
(a) the objectives of the company	The objectives of the SML are stated.
(b) a statement of the board's approach to governance of the group	A statement is included.
(c) the nature and scope of the activities undertaken by the group	The nature and scope of activities are outlined – no significant changes.
(d) the ratio of consolidated shareholders' funds to total assets, and the definition of those terms	Ratio provided.
(e) the accounting policies of the group	Accounting policies are outlined.
(f) the performance targets and other measures by which performance of the group may be judged in relation to its objectives	Performance targets are included.
(g) an estimate of the amount or proportion of accumulated profits and capital reserves that is intended to be distributed to the shareholders	Information provided.
(h) the kind of information to be provided to the shareholders by the group during the course of those financial years, including the information to be included in each half yearly report (and, in particular, what prospective financial information is required and how it is to be presented)	The kind of information to be provided is outlined.
(i) the procedures to be followed before any member or the group subscribes for, purchases, or otherwise acquires shares in any company or other organisation	Information on procedures is not provided but it is noted that there is no intention to subscribe or invest in any other organisation.
(j) any activities for which the board seeks compensation from any local authority (whether or not the local authority has agreed to provide the compensation)	No compensation requested.
(k) the boards estimate of the commercial value of the shareholders'	A statement as to the net value of

investment in the group and the manner in which and the times at which that value is to be reassessed	shareholder's investment is provided.
(l) any other matters that are agreed by the shareholders and the board	Some additional information is provided.

6. The draft SOI has been prepared to address the priorities included in the Letter of Expectation it received from Council on 20 November 2024.
7. The main difference to the previous SOI is the assumed purchase from Council of the breakwater valued at \$3.4M. This was agreed in principle by the Long Term/Annual Plan Subcommittee Report No. LTPAP2023/5/395, with a further report back to Council required to finalise decisions. Timing will be confirmed but in the draft SOI it is assumed to be settling in December 2025, this has been moved from March 2025. The purchase would be funded by additional borrowings of this value.
8. Dividend payments are planned for all three years of the SOI. However, it should be noted, this is subject to Directors being satisfied with the financial position being sustainable following a dividend payment, and in accordance with the Companies Act 1993 requirements.
9. It is important to note that the Hutt City Council Long Term Plan 2024-2034 (LTP) includes assumed dividends of \$100,000 per annum being paid by Seaview Marina Limited to the Council for the full period of the plan.

### Legal Considerations

10. Council may suggest changes which the Board must consider in finalising its SOI. The Board must consider within two months of 1 March any comments on the draft SOI that are made by the shareholders. The Board must deliver a completed SOI to Council on or before 30 June 2024.
11. Outside of this current process, Council may, by resolution, require the Board to modify the SOI and the Board must comply (section 5, Schedule 8 LGA), if Council first consults the Board.

### Financial Considerations

12. The draft SOI contains the financial forecasts for SML for the three-year period commencing 1 July 2025.
13. Council will need to decide whether the prescribed return on equity (ROE) for the next year should be revised. Last financial year, SML was required to achieve a prescribed rate of ROE of at least 1.0% in 2024/25 and 0.4% in 2025/26. However, due to the need to increase borrowings for the assumed purchase of the breakwater valued at \$3.4M, interest on borrowings will increase, impacting the ROE. Other impacts to the ROE are an increase in staff costs, Council rates, insurance, and audit expenditure, coupled with an increase in depreciation.

Return on Equity	2025/26 Budget	2026/27 Planned	2027/28 Planned
Prescribed ROE from 24/25	0.4%	0.6%	Not

Statement of Intent			Applicable
Planned ROE	1.2%	1.1%	1.1%

14. The draft SOI proposes increasing the ROE to 1.2% for the 2025/26 period, from the 0.4% proposed last year, with annual reviews to be conducted in subsequent years.
15. Additional funding of \$3.4M is required in conjunction with the assumed breakwater purchase, now anticipated to be December 2025. This was agreed in principle in the 12 December 2023 report to the Long Term/Annual Plan Subcommittee No. LTPAP2023/5/395.
16. The draft SOI proposes a spend of \$6.9M over the next 10 years upgrading and refurbishing the piers, this is an increase of \$1.2M (22%) compared to the 24/25 SOI budget. Procurement has not started for this work programme and pricing will be better understood when procurement is further progressed.
17. This draft SOI also sees the removal of the fuel dock upgrade of \$1.2M that was also proposed in the 24/25 SOI budget.

### Appendices

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<a href="#">2</a>	Seaview Marina Limited Long-term Projections	178

**Author:** Darren Cowan  
Financial Accountant

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**Reviewed By:** Darrin Newth  
Financial Accounting Manager

**Reviewed By:** Jenny Livschitz  
Group Chief Financial Officer

**Approved By:** Tim Lidgard  
Chief Executive, Seaview Marina

































































# Komiti Ratonga Rangatōpū Me Te Rautaki | Policy, Finance and Strategy Committee

23 January 2025

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Report no: PFSC2025/1/50

## Urban Plus Limited Group Six Month Report to 31 December 2024

### Purpose of Report

1. To provide the Committee with an update from Urban Plus Limited Group (UPL), for the six-month period to 31 December 2024.

### Recommendation

That the Committee receives the half year report from Urban Plus Limited Group attached as Appendix 1 to the report.

### Background

2. The Local Government Act requires Council Controlled Organisations to deliver to shareholders a half yearly report on the organisation's operations within two months of the end of the first half of each financial year. The report should include information required to be reported as outlined in the organisation's 2024/25 - 2026/27 Statement of Intent.

### Discussion

3. The CEO and Chair of UPL will be in attendance to present the report and answer any questions.
4. The report to the shareholder for the six months ended 31 December 2024 is attached as Appendix 1 to this report. The report details the results and achievements for the period.
5. UPL Group achieved a deficit before tax of \$1.6M compared to a budgeted surplus before tax of \$1.5M, resulting in an unfavourable variance of \$3.1M. The unfavourable variance is largely due to the delay in the sale of 55 Britannia St and the remaining 16 units at Brook St, which were originally budgeted to occur in October/November 2024. Additionally, in response to the significant reduction in property values both locally and nationwide, UPL responded by lowering its sales prices to align with the market. This response was necessary to stimulate sales and align with local property market pricing levels and expectations.

6. Residential housing achieved a deficit before tax of \$0.3M compared to a budgeted deficit of \$0.1M, resulting in an unfavourable variance of \$0.2M. This is due to the depreciation on building assets being higher than budgeted, as the values increased following the May 2024 revaluation.
7. Property development achieved a deficit before tax of \$1.3M compared to a budgeted surplus of \$1.6M, resulting in an unfavourable variance of \$2.9M, as explained in point 5.
8. A net surplus before tax of \$0.4M is forecast for the full year for the Group, against the budgeted surplus of \$4.2M. The difference primarily relates to a timing difference in the realisation of the sales of Tawhai St. Additionally, in response to the reduction in property values, UPL adjusted its sales prices to meet the local property market pricing levels and expectations in 24/25.
9. The borrowing levels remain at \$43M as at 31 December 2024.
10. The detailed performance report is attached as Appendix 1 to the report.
11. The priorities agreed by Council in the 2024/25-2026/27 UPL Statement of Intent are summarised below. The detailed performance report provides commentary on the progress achieved for these priorities.
  - a. provide for wider housing needs,
  - b. build more housing partnerships,
  - c. build pathways to housing permanency,
  - d. implement HomeStar 6 Rating and Environmental Standards
  - e. achieve wider housing outcomes,
  - f. Delivery on Amended Plan Change (PC56)
  - g. promote Māori outcomes,
  - h. support Central Government initiatives,
  - i. provision of accommodation for the low-income elderly.
12. There are no significant events after the reporting period requiring additional disclosure.

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

13. The Implementation of the HomeStar 6 Rating and new environmental standards for new housing developments will support Council in its objective to address the impacts of climate change.

### **Consultation**

14. There is no requirement for consultation.

### Legal Considerations

15. The Local Government Act requires Council, as a shareholder in UPL, to publish this report on its public website within one month of receiving it and to maintain the report on that site for a period of no less than seven years.

### Financial Considerations

16. The six-month report includes financial results and associated commentary, including progress against its performance measures to date. There are no financial issues to be considered.

### Appendices

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1↓	UPL Group 6 month report to 31 December 2024	183

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Financial Accounting Manager

**Reviewed By:** Jenny Livschitz  
Group Chief Financial Officer

**Approved By:** Daniel Moriarty  
Chief Executive, Urban Plus

































































# Komiti Ratonga Rangatōpū Me Te Rautaki | Policy, Finance and Strategy Committee

17 January 2025

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Report no: PFSC2025/1/52

## Seaview Marina Limited Six Month Report to 31 December 2024

### Purpose of Report

1. To provide the Committee with an update from Seaview Marina Limited (SML) for the six-month period to 31 December 2024.

### Recommendation

That the Committee receives and notes the half year report from Seaview Marina Limited attached as Appendix 1 to the report.

### Background

2. The Local Government Act requires Council Controlled Organisations to deliver to shareholders a half-year report on the organisation's operations within two months of the end of the first half of the financial year.
3. The report should include information required to be reported as outlined in the organisation's 2024/25 - 2027/28 Statement of Intent.

### Discussion

4. The Chairperson and Chief Executive of SML will be in attendance to present their report and answer any questions.
5. The report to the shareholder for the six months ended 31 December 2024 is attached as Appendix 1 to this report. The report details the results and achievements for the period.
6. Overall, for the six months ended 31 December 2024, SML achieved a net surplus after finance and depreciation charges of \$221k, \$85k above budget. Despite revenue tracking slightly below budget (-3.9%), expenditure was 11.2% below budget. More details are outlined in the attached Appendix 1 to this report.

### Options

7. It is a statutory requirement to present the half-year report. There are no other options.

### Consultation

8. There is no requirement for consultation.

### Legal Considerations

9. The Local Government Act requires Council, as a shareholder in SML, to publish this report on its public website within one month of receiving it and to maintain the report on that site for a period of no less than seven years.

### Financial Considerations

10. The six-month report includes financial results and associated commentary, including progress against its performance measures to date. There are no financial issues to be considered.

### Appendices

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**Author:** Darren Cowan  
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Financial Accounting Manager

**Reviewed By:** Jenny Livschitz  
Group Chief Financial Officer

**Approved By:** Tim Lidgard  
Chief Executive, Seaview Marina























# Komiti Ratonga Rangatōpū Me Te Rautaki | Policy, Finance and Strategy Committee

20 February 2025

Report no: PFSC2025/1/54

## Hutt Valley Chamber of Commerce - 6 month report to 31 December 2024

### Purpose of Report

1. The report summarises the Hutt Valley Chamber of Commerce (HVCoC) performance against the agreed contract services delivery schedule for the six months to 31 December 2024.
2. The report has been prepared based on information provided by HVCoC and officer input.

### Recommendation

That the Committee receives and notes the Hutt Valley Chamber of Commerce report for the six months to December 2024 attached as Appendix 1 to the report.

For the reason that the HVCoC is required to regularly report to the Committee on performance against the agreed service delivery agreement.

### Background

3. Council contracts HVCoC and allocates funding for specific services to complement and support Council's work programmes and strategies. Council agreed to contract HVCoC for specific direct services in FY2021/22 for a three-year term.
4. This was extended by six months as we more fully scoped business engagement with the Te Wai Takamori o Te Awa Kairangi programme. Officers are continuing to scope Council's work with HVCoC to support business resilience through the Te Wai Takamori o Te Awa Kairangi works.
5. The contract was renewed from 1 January 2025 to 30 June 2027. \$154,500+GST per annum has been allocated for this within the Long Term Plan's economic development funding.

6. A further \$40,000+GST per annum was added to the contract transferred from the Seaview Business Association for the same period. The Seaview Business Association requested that the HVCoC take over their activities before it was wound up on 30 June 2024. This dissolution was due to challenges maintaining committee quorum, the growing collaboration with the HVCoC and the natural lifecycle of the organisation after completing significant projects in the area. The focus of this future work by the HVCoC through to June 2027 is to further connect business, rebuild collaboration and address common challenges in the local area aligning with the Seaview Gracefield 2030 Vision.
7. A contract services schedule is agreed upon each year and forms the basis of the contracted services.
8. A strong and constructive partnership with HVCoC benefits businesses and encourages business activity in Lower Hutt.

### **Discussion**

9. HVCoC reporting for the six months to 31 December 2024 is attached as Appendix 1 to the report.
10. Highlights during this time include:
  - increased support for local business to participate in tenders to secure contracts
  - increased reach of business weekly newsletter and their overall communications and marketing activity
  - promotion and championing Lower Hutt's manufacturing capability
  - hosting the 2degrees Wellington Regional Business Excellence Awards 2024 with 451 attendees, celebrating local business achievements.
  - holding the Hutt Valley Career Fest 2024 attracting significant participation from 70 employers and over 1700 students.
  - submissions and input to Council on alcohol policy reform, economic development and waste reduction.
11. HVCoC has also done additional work for the Seaview business community during this time. During the 6 months to December 2024 this included:
  - establishing more consistent and regular communication with Seaview businesses through:
    - Hutt Valley Business Weekly that now goes to Seaview businesses each week covering news, updates, offers, and other useful information.
    - time sensitive communications sent directly to businesses regarding local infrastructure works, projects or matters that impact business.
  - undertaking in-person meetings with Seaview businesses to understand their perspectives on issues such as safety, insurance costs, parking, climate change, flooding risk and their operating environments.

- maintaining the CCTV cameras previously managed by the Association.
- addition of a Seaview Business Association board member to the HVCoC Board.

12. Work for the Seaview business community will be reported on as part of their current contract in the next report to this committee.

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

13. There are no climate change considerations.

### **Consultation**

14. HVCoC has submitted its report for the six months to 31 December 2024 for the Committee's consideration. It is attached as Appendix 1 to this report.

### **Legal Considerations**

15. There are no legal considerations.

### **Financial Considerations**

16. HVCoC is contracted to provide services to Council until 30 June 2027 with the Contract Services Delivery Schedule to determine an annual work programme reviewed and agreed upon every 12 months.

### **Appendices**

<b>No.</b>	<b>Title</b>	<b>Page</b>
1↓	Hutt Valley Chamber of Commerce - 6 month report to 31 December 2024	224

**Author:** James Lamb  
Head of Business and Economy

**Approved By:** Jon Kingsbury  
Director Economy & Development

















































































# Komiti Ratonga Rangatōpū Me Te Rautaki | Policy, Finance and Strategy Committee

14 February 2025

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Report no: PFSC2025/1/56

## Quarterly Performance Report - 1 October to 31 December 2024

### Purpose of Report

1. The purpose of the Quarterly Performance Report is to provide an overview of Council's performance results for the period 1 October to 31 December 2024.

### Recommendation

That the Committee receives and notes the Quarterly Performance Report for the period 1 October to 31 December 2024, attached as Appendix 1 to the report.

### Background

2. The Quarterly Performance Report has been developed to present findings and results from Quarter 2 (1 October to 31 December 2024).

### Discussion

3. Key highlights and challenges faced by Council over the quarter are detailed on pages 4-8 of the attached report in Appendix 1.
4. Non-financial KPIs: There are 77 indicators in the Annual Plan/Long Term Plan, 53 of which are reported quarterly. The remaining 24 are reported annually. 58% of these targets were met compared to 66% in Q1.
5. A breakdown of data and information by wellbeing is provided on pages 21-38 attached as Appendix 1 to the report.

### Climate Change Impact and Considerations

6. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.
7. There is no climate change impacts or considerations arising from this report.

### Consultation

8. There are no consultation requirements arising from this report.

**Legal Considerations**

9. There are no legal considerations arising from this report.

**Financial Considerations**

10. The financial summary is provided on pages 39-48 attached as Appendix 1 to the report.

**Appendices**

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1↓	Quarterly Performance Report - 1 January to 31 March 2025	261

**Author:** Sandra Beckett  
Portfolio Analyst

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**Reviewed By:** Gemma Birse  
Head of Enterprise Portfolio Management Office

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

























































































































**TO:** Chair and Members  
Policy, Finance and Strategy Committee



**FROM:** Jack Kilty

**DATE:** 24 February 2025

**SUBJECT:** KOMITI RATONGA RANGATŌPŪ ME TE RAUTAKI |  
POLICY, FINANCE AND STRATEGY COMMITTEE  
FORWARD PROGRAMME

### Purpose of Memorandum

1. The memorandum aims to provide the Committee with a draft forward programme of work planned for the Committee for 2025.

### Recommendation

That the Committee receives and notes the draft forward programme for 2025 attached as Appendix 1 to the memorandum.

### Background

2. The Committee assists Council in setting the broad vision and direction of the city to promote the social, economic, environmental, and cultural well-being of the city's communities in the present and for the future.
3. This involves determining specific outcomes that need to be met to deliver on the vision for the city, and overseeing the development of strategies, policies, bylaws, and work programmes to achieve those goals. This committee is also responsible for monitoring the overall financial management and performance of the Council Group.
4. The forward programme for 2025 provides a planning tool for both members and officers to coordinate programmes of work for the year. The programme is attached as Appendix 1 to the memorandum.

### Executive Summary

5. The forward programme is a working document and is subject to change.

### Appendices

No.	Title	Page
1	Draft Forward Programme 2025	315

**Author:** Jack Kilty  
Democracy Advisor

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

