



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
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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

Have your say

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

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

Chair:	Cr Andy Mitchell
Deputy Chair:	Deputy Mayor Tui Lewis
Membership:	<p>Mayor Campbell Barry Cr Keri Brown Cr Brady Dyer Cr Simon Edwards Cr Karen Morgan Cr Chris Parkin Cr Tony Stallinger</p> <p>Refer to Council's Standing Orders (SO 31 Provisions for Mana Whenua)</p>
Quorum:	Half of the membership
Meeting Cycle:	Meets on an eight-weekly basis or at the requisition of the Chair
Reports to:	Council
Membership RMA Hearings	An independent Commissioner plus a minimum of either three or four elected members (including the Chair) and alternates who have current certification under the Making Good Decisions Training Assessment and Certification programme for RMA Decision Makers

OVERVIEW:

This 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 KAUNIHĒRA O TE AWA KAIRANGI
COUNCIL - 25 MARCH 2025**

a) 2025 Local Elections

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

9

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	
Democracy Advisor	



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.

Date	Activity
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

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"> • court injunctions (s.162), • property seizure and disposal of property (S.164, 165, 168) • entry powers (s.171, 172, 173), • and the ability to request personal information (s178).
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"> • court orders (s.33) • cost recovery to abate nuisance (s.34) • cleaning of premises (s.41) • powers of entry (s.128)

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

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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2 ↓	Statement of Proposal	23

Author: Olivia Miller
Policy Advisor

Reviewed By: Richard Hardie
Head of Strategy and Policy

Reviewed By: Bradley Cato
Chief Legal Officer

Approved By: Jarred Griffiths
Director Strategy and Engagement

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
Sterilization of Instruments	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.
Glass Bead Sterilization Standards	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.
Electrolysis Definition & Aftercare	Section 3E - Electrolysis	Minimum Standard 3E	Correct spelling of Electrolysis, refine technical terminology, and add detailed aftercare guidance.	Yes	Change made.
Hygiene for Floor Cleaning & Jewelry Wear	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.
Threading Hygiene Standards	Section 4A - Hair Removal	Minimum Standard 4A	Prohibit holding thread in the mouth, update guidelines for hygienic threading practices.	Yes	Change made.
Manicure & Pedicure Health Priorities	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.
Electric Nail File Safety	Section 4B - Manicure/Pedicure	Minimum Standard 4B	Ban electric files on natural nails to prevent burns & trauma.	Yes	Change made.
Laser Equipment Recalibration	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.
Imported Machinery Safety	Section 6C	Minimum Standard 5	Require NZ/AU safety compliance before use.	Yes	Change made.
Incident Recording and	-	Minimum	Require all operators to maintain an	No	The Council is satisfied with the current

Notification Requirements		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.
Training & Qualifications Unclear	Section 7A	Minimum Standard 2 (19)	Define recognized qualifications, add overseas qualification verification.	Yes	Change made from “recognized qualification” to “appropriate qualification.”
Sterilization Impracticality	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.
Additional Standards & Recognition of NZBPST	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.
Autoclave Spore Testing	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.
Frequency of Inspections	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.
Mobile Services Operating in an Uncontrolled Environment	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.
Home-Based Services Operating in Residentially Zoned Premises	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.
Misrepresentation of Jewelry Quality	-	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.
Unregistered Businesses Providing Services	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.
Enforcement & Penalties Ineffective	Section 8	Introduction	Clarify which legislation applies and increase fines where needed.	No	Already covered in the bylaw.
License Naming	Section 7C	General	Rename 'Health Protection License' to	Yes	Change made.

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



Statement of Proposal

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

Issue Identified	Proposed Change	Relevant Code Section
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 [link];
- Email your submission to 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	26 March – 28 April 2025
Hearings of submissions	June 2022 (if required)
Results of consultation and options presented to Policy and Finance Committee for approval	1 July 2025
Council adopts updated Bylaw and Code	27 July 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.

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, or 04 570 6666, or 30 Laings Road, Lower Hutt 5010.

Statutory authority to undertake reviews

Relevant legislation

Relevant Act:	Section:	Description:
Local Government Act 2002	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"> • court injunctions (s.162), • property seizure and disposal of property (s.164, 165, 168) • entry powers (s.171, 172, 173), • and the ability to request personal information (s.178).
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"> • court orders (s.33) • cost recovery to abate nuisance (s.34) • cleaning of premises (s.41) • powers of entry (s.128)

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

Issue identified	2022	2023	2024
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
	59	74	35

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

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

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

No.	Title	Page
1	Statement of Proposal	37
2	Communications and Engagement Plan	116

Author: Sam White
Policy Advisor

Reviewed By: Richard Hardie
Head of Strategy and Policy

Reviewed By: Miranda Dunn
Solicitor

Approved By: Jarred Griffiths
Director Strategy and Engagement



Statement of Proposal

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">Public safety issuesDog owner responsibility issuesMore dog exercise options neededAccessibility/closer to homeMore fenced areas for safetyBetter maintenance and infrastructureYear-round beach accessUse of school grounds when not in use	
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:	
				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				
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">Issues with dogs being on or off lead;Being able to use marked fields when not in use; andLack of dog owner responsibility.	
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">Cyclists;Dogs being off lead;Owner responsibility; andPublic safety.	
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">Roaming dogs are an issue (217)More enforcement required (167)Public safety issues (155)Owner responsibility (98)Barking dogs (51)				

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;
- make a paper submission at any of our Neighbourhood Hubs;
- email your submission to 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.

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, 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?

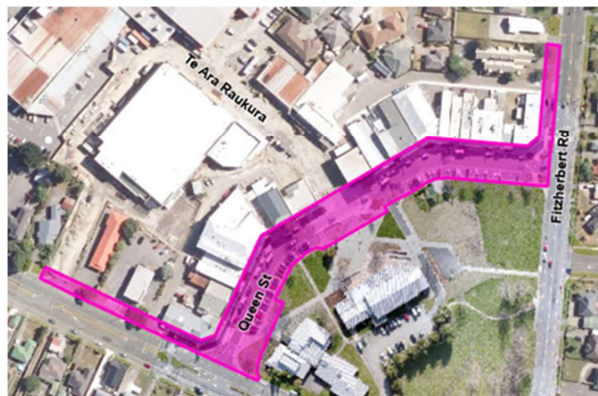
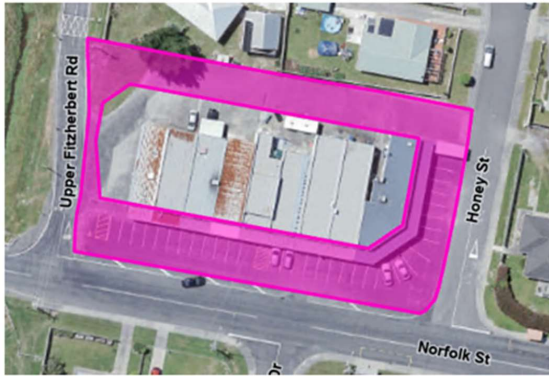
- ☐ Yes
- ☐ Neutral
- ☐ Don't know
- ☐ No

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

A: [free-text box]

Wainuiomata Prohibition Areas

Council is proposing to remove the residential and commercial prohibition areas below and revert their status to dogs on lead. These areas are the between Upper Fitzherbert Road and Honey Street, Queen Street, and the corner of Ruthven Road and Castlereia Street.



Q: Do you support this change?

- ☐ Yes
- ☐ Neutral
- ☐ Don't know
- ☐ No

Follow up Q: Do you have any comments about the proposed changes to the commercial and residential areas pictured above?

A: [free-text box]

Bell Park, Waiwhetu

Council is proposing to change a dog on-lead area to a dog exercise area in Bell Park to give dog owners a greater opportunity to exercise their dogs there. This exercise area excludes the marked field at the Southern end 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 Bell Park?

A: [free-text box]

Drainage Reserve between Konini and Parkway, Wainuiomata

Council is proposing to change this drainage reserve to a dog off-lead area for consistency with other drainage reserves in the area. You can view the proposed changes on this [interactive map here](#).



Q: Do you support this change?

- ☐ Yes
- ☐ Neutral
- ☐ Don't know
- ☐ No

Q: Do you have any comments about the change in this drainage reserve?

A: text box

Avalon Park, Avalon

As pictured below, the current restrictions at the Southern end of Avalon Park are dogs on-lead on walking paths, and dogs prohibited in all other areas. You can view the proposed changes on this [interactive map here](#).



Following increased use of Avalon Park, Council received internal feedback from officers that the entire Southern end of Avalon Park would be safer (given the

playground, bike park and introduction of the skate park) with dogs prohibited (note: dogs will still be allowed on-lead in the Northern section of the park beyond the prohibition area).

Council wants to seek community feedback on this location given its increased usage since the area was last reviewed.

Survey questions:

Q: Would you support completely prohibiting dogs from the Southern section (highlighted in pink) of Avalon Park, or do you prefer to keep the current rules?

- Option 1: I support completely prohibiting dogs from this section of Avalon Park.
- Option 2: I prefer to keep the current rules (dogs on-lead on walking paths, prohibited elsewhere).

Waddington Canal, Naenae

The current restrictions through Waddington Canal are dogs on-lead. Council is proposing to make those areas marked in yellow as dog exercise areas to improve dog exercising opportunities there. You can view the proposed changes on this [interactive map here](#).



Survey questions:

Q: Do you support this change?

- ☐ Yes
- ☐ Neutral
- ☐ Don't know
- ☐ No

Q: Do you have any comments about the change in this drainage reserve?

A: text box

Western Hutt Riverbank – North of Owen Street, Belmont

Council is proposing to extend the dog exercise area from the Northern end of Owen Street (Belmont Reserve – map 6) on the Western side of the Hutt Riverbank up to where the pathway narrows below map 40. (This is opposite the Northern end of Taita Drive meeting High Street on the Eastern side of the river). You can view the proposed changes on this [interactive map here](#).



Survey questions:

Q: Do you support this change?

- ☐ Yes
- ☐ Neutral
- ☐ Don't know
- ☐ No

Q: Do you have any comments about the change along the Hutt Riverbank North of Belmont Reserve?

A: [free text box]

Eastern Hutt Riverbank – Croft Grove to Ava Bridge East End

Council is proposing to introduce a new dog exercise away that is currently a dog on-lead area. This would extend the pre-existing dog exercise area that is North of Ava Bridge East to Croft Grove. You can view the proposed changes on this [interactive map here](#).



Survey questions:

Q: Do you support this change?

- ☐ Yes
- ☐ Neutral
- ☐ Don't know
- ☐ No

Q: Do you have any comments about the change along the Hutt Riverbank between Croft Grove and Ava Bridge East End?

A: [free text box]

Licence for commercial dog walkers

Council is proposing a new commercial licence for commercial dog walkers to ensure they can safely manage multiple dogs in public spaces. As part of this process, officers would assess applicants' ability to control multiple dogs.

This change is being proposed in response to public complaints and instances where dog walkers have lost control of large groups of dogs. Maintaining control of a dog—on or off a lead—is a key requirement under the current Dog Bylaw, Policy and the Act.

Under this proposal, individuals walking dogs for commercial purposes would need a license. This approach aims to:

- improve public safety and reduce nuisance complaints;
- ensure professional dog walkers meet a competency standard; and
- align Lower Hutt's rules with Wellington City Council's recent dog control measures to manage commercial dog walkers.

This licensing option was chosen to support professional dog walking services while ensuring responsible practices.

Survey Questions

1. Do you support Council managing commercial dog walkers in public spaces through a licensing system?
 - Yes
 - Neutral
 - No
 - Don't know
2. Do you have any comments about licensing commercial dog walkers?
 - [Free-text box]

Limiting the number of dogs an individual can walk

Council is proposing a rule to limit the number of dogs one person can walk to four at any given time without an exemption. The exemption will apply to private dog owners who own or walk more than 4 dogs (not commercial dog walkers).

Please note, the exemption to walk more than four dogs is different from the licence to own additional dogs in Clause 3 of the Bylaw. For those people who own more than four dogs, there will be no additional charge to receive an exemption to walk more than four dogs.

Survey Questions:

1. Do you support limiting the number of dogs an individual can walk at one time (without an exemption) to four?
 - Yes

- Neutral (Neither support nor oppose)
 - No
 - Don't know
2. Do you have any comments about limiting the number of dogs an individual can walk to four?
- [Free-text box]

Inconsistent wording for summertime restrictions

Currently, the Bylaw defines summer dog restrictions on beaches in two different ways:

- some areas use daylight saving time (e.g. dogs are prohibited during daylight saving at specific times).
- other areas use specific months (e.g. dogs are prohibited from December to March).

Council is considering making the wording consistent across all relevant areas.

Survey Questions:

1. Would you support making the wording consistent throughout the Bylaw?
- Yes
 - Neutral (Neither support nor oppose)
 - No
 - Don't know
2. (If Yes to Q1, ask:) Which approach would you prefer?
- Option 1: Use daylight saving time as the standard across all relevant areas.
 - Option 2: Use specific months (e.g. December to March) as the standard across all relevant areas.

Additional comments

Other proposed changes to the Policy and Bylaw primarily include administrative changes, alignment with the Dog Control Act, and additional wording to clarify existing content.

If you have any comments to make about those other changes, please include them below.

A: [free-text box]

Appendix 1: Draft Dog Control Bylaw

Hutt City
Council Dog
Control Bylaw
2025

Business unit(s) & Division(s)	Strategy & Policy, Legal, Animal Services		
Date adopted	29/07/2025		
Date effective	29/07/2025		
Review period	Ten years		
Owner	Head of Strategy & Policy		
Approved by	Council		
Implementation	Animal Services		
Monitoring/Evaluation	Animal Services, Strategy & Policy		

Archived Version	Author	Date	Description
V 1.0	Name, Role, Business unit	Date created: Day Month Year Date superseded: Day Month Year	Insert brief description here (this version can be found in the archived folder)

Draft Statement of Proposal / 18 February 2025 / Version 1.0

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1. Interpretation

- 1.1 In this ~~Bylaw~~bylaw, unless inconsistent with the context, or where otherwise expressly provided:
- ~~Commercial dog walker means any individual or business that walks or trains dogs in public spaces in exchange for payment.~~
 - **Dog Exercise Area** means an area within a public place that is specified by ordinary Council resolution to be a dog exercise area where dogs may be exercised off the lead.
 - ~~Dog Park means a Dog Exercise Area that is defined and fenced, used solely for the purpose of dog exercise and contains specific additional amenities.~~
 - **Dog Prohibition Area** has the meaning set out in clause ~~11~~8.2 of this ~~Bylaw~~bylaw.
 - **Household Unit** means a building or group of buildings, or part of a building or group of buildings, used principally for residential purposes and occupied exclusively as the home or residence of one household.
 - **Land** means a separately owned or occupied portion of land.
 - **Reserve** means any open space, plantation, park, garden or ground set apart for public recreation or enjoyment which is under the management and control of ~~the~~Council and includes all land administered by ~~the~~Council under the Reserves Act 1977.
 - **Sports Surface** includes any Council land used for sporting activities, whether permanently or temporarily marked, including athletic fields, playing fields, playing courts and other constructions provided for sporting purposes.
- 1.2 The expressions "Dog Control Officer", "Dog Ranger", "Owner", "Public Place", "Working Dog", "~~Disability Assist Dog~~"~~Guide Dog~~"~~Companion Dog~~" and "~~Hearing Ear Dog~~" have the same meaning as in section 2 of the Dog Control Act 1996.

2. Limitation on Number of Dogs Permitted on Land or Premises

- 2.1 No person shall keep more than two dogs over the age of three months on any premises unless they have a licence or exemption from ~~the~~ Council under clause 3.
- 2.2 ~~No person may exercise (on-lead or off-lead) more than four dogs at any time in a public place without an exemption or Commercial Dog Walker's licence.~~
- 3.2 ~~Council will have discretion to waive licensing requirements and issue an exemption on a case-by-case basis. Any persons wishing to be considered for an exemption should contact Council's Animal Services team.~~

43. Licensing of Additional Dogs

- 4.23.2 The owner of a dog, or the owner or occupier of the land or premises, ~~desiring wanting~~ to obtain a licence for an additional dog or dogs shall make written application to ~~the~~ Council ~~for a licence~~ in the form set out in Schedule One ~~to of~~ this ~~part of the~~ bylaw and shall provide with their application any information ~~the~~ Council requires.
- 4.3 ~~Council, when considering an application under clause 3.1, shall have regard to:~~
- ~~a. the adequacy of the premises for the keeping of the additional dog or dogs specified in the application;~~
 - ~~b. the likely effect which the keeping of the additional dog or dogs would have upon the surrounding neighbourhood;~~
 - ~~c. the likelihood of the dog or dogs becoming a nuisance; and~~
 - ~~d. any other relevant matter including the fact that the additional dog or dogs have previously been kept in another local authority area.~~
- 3.3 Any Commercial Dog Walker shall make written application to Council for a licence in the form set out in Schedule 3 of this bylaw

and shall provide with their application any information Council requires.

~~4.43.4~~ Any licence issued under clause 3.1 and 3.2 may be subject to any reasonable terms, conditions and restrictions consistent with this ~~part of the bylaw that the Council determines.~~ Every licence shall be ~~in issued on the~~ forms set out in Schedules ~~Two and Three to~~ Two and Three ~~to~~ this ~~part of the bylaw~~ and, subject to clause ~~4.46.1~~, shall remain in force from the date of issue until the 30th of June ~~in the~~ following year.

3.5 For every licence the ~~applicant~~ applicant(s) shall pay to ~~the~~ Council; ~~(before the issue of the licence,)~~ the fee, or a proportionate part of the fee in the case of a licence issued for a period of less than a year; ~~as the Council may by resolution determine.~~ The fee for the licence shall be payable in addition to the registration fees payable under the Dog Control Act 1996.

4. Revocation of Licence

~~4.54.2~~ Council may revoke a licence at any time while ~~that~~ licence is in force in accordance with clause 3 ~~of this part of the bylaw: if:~~

- a. Council is satisfied that the keeping of the additional dog or dogs has caused or materially contributed to a nuisance or the likelihood of injury to health; or
- b. Council is satisfied that the keeping of the additional dog or dogs has caused an unduly detrimental effect upon the surrounding neighbourhood; or
- c. There has been a failure to comply with all or any of the terms, conditions and restrictions of the licence; ~~then the Council may revoke the licence.~~

~~4.64.3~~ Any exemptions issued under 3.5 are subject to revocation under 4.1.

4.4 Where an owner fails to obtain a license or exemption within seven days of being notified of the requirement to do so, the Dog Control Officer will by written notice require the owner/occupier to reduce the number of dogs on their premises to no more than two dogs within 14

days. Where the owner/occupier fails to comply with this notice, Council is permitted to seize and impound the number of dogs necessary to reduce the number of dogs on the premises to two.

5. Limitation on Numbers Not to Apply in Certain Areas

- 7.1 Nothing in clauses 2- ~~and~~ 3 shall apply:
- a. to premises within any rural areas under an operative or proposed District Plan prepared by Council-~~;~~
 - b. to premises lawfully used exclusively or principally as a veterinary clinic including an office used by a veterinary surgeon in the course of their business-~~;~~ ~~and~~
 - c. to premises lawfully used exclusively or principally for carrying on the business of boarding, walking or grooming dogs.

6. General Controls in Public Places

- 6.1 Except as provided in clauses 7.1 and 9:
- a. no dog shall be permitted in a public place; and
 - b. no person being the owner of a dog shall take the dog into or permit the dog to enter or remain in a public place ~~unless~~:-
 - i. ~~Unless~~ the dog is kept under continuous control by~~;~~ an effectual leash or chain held by a person and securely attached to a collar on the dog; or ~~being~~
 - ii. ~~the dog is~~ contained in a vehicle or cage.

~~6.2~~—If a dog defecates in a public place or on land or premises other than that occupied by the owner, the owner or other person having control of that dog shall immediately remove the faeces.

7. Dog Exercise Areas

7.1 Notwithstanding anything contained in clause ~~6 of this Bylaw~~⁹, a person may exercise ~~that~~ dog off ~~the~~ lead in any designated Dog Exercise Area ~~(including a Dog Park)~~ as outlined in Schedule ~~Three to this part of the bylaw~~³.

7.2 The owner ~~or person responsible for the dog~~ shall ensure that the dog is kept under constant supervision and control while being exercised in a Dog Exercise Area.

8. Resolution to Specify Dog Exercise Areas

8.1 Council may, by resolution, specify Dog Exercise Areas where dogs may be exercised off lead.

8.2 ~~The~~ Council may amend or revoke a resolution made under clause ~~8.1~~^{7A} at any time.

8.3 Before making a resolution under clause ~~7A~~^{8.1}, ~~the~~ Council must take into account:

- a. The need to minimise danger, distress and nuisance to the community generally.
- b. The need to avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults.

- c. The importance of enabling, to the extent that is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs.
- d. The exercise and recreational needs of dogs and their owners.
- e. Impact on wildlife areas.
- f. Whether it is necessary to consult with the public to gauge community views on a proposed Dog Exercise Area.
- g. Any other information considered by Council to be relevant.

9. Prohibited Areas

- 9.1 No dog shall be permitted in a ~~dog prohibition area~~Dog Prohibition Area, and no owner may cause or permit any dog that he or she owns to enter or remain in a ~~dog prohibition area~~Dog Prohibition Area.
- 9.2 For the purposes of clause ~~89.1~~, the following are ~~dog prohibition areas~~Dog Prohibition Areas as outlined in Schedule ~~Three to this part of the bylaw:--3~~:
- a. any premises used as a public library;
 - b. any children's playground within the district;
 - c. any swimming pool owned or controlled by Council;
 - d. any land used as a kindergarten or playcentre;
 - e. any marked sports surface;
 - f. any unmarked sports surface when in use for sporting purposes;
 - f.g. any area that forms part of a park or reserve where a special event that is organised and in respect of which the Council has publicly notified the time, date and duration of the closure-; and

~~g-h.~~ any other area within a public place that is specified by ordinary Council resolution to be an area that dogs are prohibited to enter upon or remain in.

10. Resolution to Specify Dog Prohibition Areas

- 10.1 Council may, by resolution, specify Dog Prohibition Areas where dogs are prohibited to enter upon or remain in.
- 10.2 A resolution made under clause ~~8A~~10.1 may specify that dogs are prohibited from the area either generally or only in relation to specified times and days or events.
- 10.3 ~~The~~ Council may amend or revoke a resolution made under clause ~~8A~~10.1 at any time.
- 10.4 Before making a resolution under clause ~~8A~~10.1, ~~the~~ Council must take into account:
- a. ~~The~~the need to minimise danger, distress and nuisance to the community generally~~;~~
 - b. ~~The~~the need to avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults~~;~~
 - c. ~~The~~the importance of enabling, to the extent that is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs~~;~~
 - d. ~~The~~the exercise and recreational needs of dogs and their owners~~;~~
 - e. ~~Impact~~impact on wildlife areas~~;~~

- f. ~~Whether~~whether it is necessary to consult with the public to gauge community views on a proposed ~~dog prohibition area~~Dog Prohibition Area; and
- g. ~~Any~~any other information considered by ~~the~~ Council to be relevant.

11. Exemption for Certain Working Dogs

- 11.1 Nothing in clauses ~~11.9 of this Bylaw~~ shall apply to ~~a working dog guide dog~~, a Disability Assist Dog, ~~hearing ear dog companion dog~~ or to a ~~working dog~~Working Dog which is being used by the Police or a security guard in the course of their functions and duties.
- 11.2 Clause 6.1 shall not apply to the types of dogs referred to in ~~9.1 or 11.1~~ or to a ~~working dog~~Working Dog being lawfully used to move stock.

12. Owner Deemed to Have Permitted Dog to be in Public Place

- 12.1 The owner of a dog found in any place in breach of clauses 6 or ~~9 of this Bylaw~~ shall, unless the contrary is proved, be deemed to have permitted the dog to enter or remain in that place.

~~CONFINEMENT OF DOGS AT NIGHT~~

~~11.1 The owner of any dog shall, during the night keep the dog:~~

- ~~a. tied up by a leash or chain which is securely attached to a collar on the dog; or~~
- ~~b. confined in an enclosed yard so that the dog cannot escape; or~~

~~e. confined in a kennel, shed or other building so that the dog cannot escape.~~

~~IMPOUNDING OF DOGS~~

~~12.1 Where a dog is found at large in breach of any provision of this Bylaw it may be impounded.~~

13. Standards for Keeping of Dogs

13.1 The occupier of any premises on which a dog is kept shall take all steps reasonably necessary to:

- a. ~~e~~Ensure the dog receives proper care and attention and is supplied with proper and sufficient food, water and shelter; ~~-and~~
- b. ~~p~~Prevent the keeping of the dog becoming a nuisance to any person or injuring, endangering or causing distress to any person.

14. Notice to Upgrade Standards

14.1 If ~~the~~ Council considers that clause 13 is breached, ~~the~~ Council may (but shall not be obliged to) serve a notice on the occupier to take action to ensure the conditions under which the dog is kept are improved so that clause 13 is not breached. The notice may specify all or any of the following actions to be taken ~~and~~ (except in the case of ongoing actions) ~~taken~~ within a reasonable time specified in the notice:

- a. Reduce the number of dogs kept notwithstanding the existence of a licence under clause 3.
- b. Construct, alter or reconstruct kennels or other places where dogs are kept.

- c. Keep dogs confined or restrained in specified ways, specified areas and for specified times.
- d. Clean kennels and other places where dogs are kept.
- e. Take any other action necessary to properly house any dogs or to reduce or eliminate the nuisance caused by the dogs.

14.2 Council shall only specify actions under clause 14.1 which are reasonable having regard to the inadequacy of housing, or the nature of the nuisance. In specifying any action under clause 14.1 ~~the~~ Council shall have regard to:

- a. The need for adequate shelter and space.
- b. The need for a reasonably clean and healthy living area.
- c. The proximity of other dwellings.
- d. The separation of kennels or other places dogs are kept from boundaries.
- e. The use of materials which are easily cleaned in kennels and other places dogs are kept.
- f. The construction of the flooring or ground treatment of a kennel or other place where dogs are kept, such as whether it is graded and whether it is drained to a sewer drain.
- g. The need for cleaning of kennels or other places where dogs are kept.

14.3 ~~The~~ Council may at any time cancel any notice given under clause 14.1 ~~by notice to the occupier~~ if it believes the notice has not been complied with and will not be complied with.

14.4 So long as a notice under this section has been issued and has not been cancelled in accordance with clause 14.3 ~~the~~ Council shall not prosecute the occupier for a breach of clause 14 before the date stated on the notice as the date by which the actions (except ongoing actions) are to be carried out.

15. Schedule One

APPLICATION FOR A LICENCE TO KEEP ADDITIONAL DOGS ON LAND OR PREMISES



HUTT CITY
COUNCIL

Adobe Acrobat V11 is required to fill this form online
Download for free <http://get.adobe.com/reader/>

Name		Person ID
Address		
Work Phone	Home Phone	Mobile Phone
Email		

I hereby apply, pursuant to Clause 3 of the Hutt City Bylaw 2005 – Dog Control, for a licence in respect of the land or premises described below permitting an additional dog/s to be kept on the land or premises.

DETAILS OF ALL DOG/S TO BE KEPT ON THE PROPERTY

Address of premises on which it is intended to keep the additional dogs (if different from above)			
Dogs name	Dogs ID number	Current tag number	Owner (if different from above)
Owner signature		Date	

OFFICE USE ONLY		
Fee paid	Receipt no	RFS enquiry no
\$		

Animal Services | 21 Meachen Street, Seaview, Lower Hutt 5010 | animals@huttcity.govt.nz
Hutt City Council | 531 High Street, Private Bag 31912, Lower Hutt 5040 | 04 570 6666 | huttcity.govt.nz
RSA-FORM-114F HCC | DOC/14/185976 | December 2013

16. Schedule Two

LICENCE TO KEEP ADDITIONAL DOG OR DOGS ON LAND OR PREMISES



Licence number

Pursuant to Clause 3 of the Hutt City Bylaw 2005 – Hutt City Council hereby licences the land or premises, described below for the purpose of keeping the dog(s), described below on the land or premises subject to the provisions of Part 4 of the Bylaw and the conditions contained in this licence.

Name of applicant for licence		
Address of land or premises on which the additional dog or dogs are permitted to be kept		
Dog name	Dog ID	Owner (if different from above)
Conditions of Licence		

Any change to the listed address or any addition to the dogs listed will require a new application.

Any breach of Conditions of Licence will result in this Licence being cancelled.

Licence granted by	Date
Regional Manager Animal Services	

Animal Services | 21 Meachen Street, Seaview, Lower Hutt 5010 | animals@huttcity.govt.nz
 Hutt City Council | 531 High Street, Private Bag 31912, Lower Hutt 5040 | 04 570 6666 | huttcity.govt.nz
 RDA-FORM-115L HCC | DOC/14/185978 | December 2013

17. Schedule Three



Commercial Dog Walking

Requirement	Evidence Required
Training and Assessment You must demonstrate required knowledge and be assessed by an Animal Control Officer.	Be assessed by an Animal Control Officer. This will cover knowledge of <ul style="list-style-type: none"> - Dog Control Act 1996 - Hutt City Council's Dog Control Bylaw - Hutt City Council's Dog Control Policy An Animal Control Officer will require a demonstration of the dog handlers ability to control and handle multiple dogs
Insurance and Application Public Liability Insurance	You need to supply HuttCity Council with a public liability insurance certificate and submit a Commercial Dog Walkers licence application along with the required fee.
Legal Compliance	You must not have been convicted or received an infringement under the following in the past year. <ul style="list-style-type: none"> • Dog Control Act 1996 • Animal Welfare Act 1999 • Hutt City Council Dog Control Bylaw 2015 You must not have received a substantiated complaint in the past year or been classified as a Probationary or Disqualified dog owner at any time.
Licence Renewal:	You need to renew your licence annually with Hutt City Council

Document Name / XX Month XXXX / Version XX

P.1

Draft Statement of Proposal / 18 February 2025 / Version 1.0

D.44

Licence on request.	You are required to have your Commercial dogs walkers licence on your person and available on request by any Warranted Animal Control officer, when walking multiple dogs.
----------------------------	--

Licensee Details:

Full Name:	
Date of Birth:	
Name of Business	
Business Mobile:	Business Phone:
Business Email:	
Company Registration Number:	

18. Schedule ~~Three~~Four

DOG PROHIBITION AREAS AND DOG EXERCISE AREAS

Introduction

The following areas were adopted by Council at its meeting on ~~15-December 2015~~XX July 2025 as either Dog Prohibition Areas, or Dog Exercise Areas. On 28 May 2024 Council, by resolution, made amendments within the ~~Bylaw~~bylaw to include additional dog prohibition areas in the Eastern Bays.

The file containing tables with descriptions relevant to each corresponding map that is indicative of the areas can be viewed [here](#).

1. DOG PROHIBITION AREAS		
1.1 Eastbourne		
a.	The picnic and leisure areas of Point Howard where there are signs prohibiting dogs between 9.00am and 8.00pm during daylight saving time each year.	<u>46</u> TBC
b.	The picnic and leisure areas of Lowry Bay where there are signs prohibiting dogs between 9.00am and 8.00pm during daylight saving time each year.	72 TBC
c.	The picnic and leisure areas of York Bay where there are signs prohibiting dogs between 9.00am and 8.00pm during daylight saving time each year.	73 TBC
d.	The picnic and leisure areas of Mahina Bay where there are signs prohibiting dogs between 9.00am and 8.00pm during daylight saving time each year.	74 TBC
e.	The picnic and leisure areas of Sunshine Bay where there are signs prohibiting dogs between 9.00am and 8.00pm during daylight saving time each year.	75 TBC

f	The picnic and leisure areas of Days Bay where there are signs prohibiting dogs between 9.00am and 8.00pm during daylight saving time each year.	76 TBC
g	The picnic and leisure areas of Rona Bay where there are signs prohibiting dogs between 9.00am and 8.00pm during daylight saving time each year.	77 TBC
h.	That piece of land vested in Council at Marine Drive, Days Bay, being Lots 5, 6 and 7 Deposited Plan 1694, and being all of the land contained in Certificate of Title 498/171 (Wellington Registry), more commonly known as the Days Bay Pumping Station Site and the Proposed Local Purpose Reserve (Wildlife Management).	45
i.	That piece of Pencarrow Road south of Pencarrow Head where there are signs prohibiting dogs.	No map
j.	That area from Burdans Gate on Pencarrow Road south to Pencarrow Head effective during lambing time on an annual basis from 1 August to 31 October.	No map 60 TBC
k.	Sorrento Bay – Dogs prohibited at all times from the areas where there are signs: the foreshore and beach area of Sorrento Bay; from the S southern end of the rocky outcrop and running to the N orthern end of the oystercatcher managed works zone.	56
l.	Whiorau Reserve – Dogs prohibited at all times from the bird protection area as indicated by the signs.	57
m.	CL Bishop Park – Dogs prohibited at all times from the areas where there are signs: the foreshore and beach area of Rona Bay abutting Bishop Park bird protection area; and from the bird protection area.	58
n.	HW Shortt Recreation Ground – dogs to be prohibited at all times from the bird protection areas as indicated by the signs.	34
1.2 Petone		
a.	Petone Beach between Hikoikoi Reserve and the Petone Wharf between the hours of 9.00am and 8.00pm during the period in which daylight-saving time applies.	42
b.	Percy Scenic Reserve.	43

c.	Eastern section of McEwan Park	20A
d.	Memorial Park	10A TBC
1.3 Wainuiomata		
a.	The entire road reserve of Queen Street, and the footpath and berm on the road frontages of the commercial properties on Wainuiomata Road and Fitzherbert Road adjacent to Queen Street.	47
b.	The footpaths and berms on the road frontages of the commercial properties on Norfolk Street and Ruthven Road.	49, 50
c.	That piece of Pencarrow Road south of Pencarrow Head where there are signs prohibiting dogs.	No map
1.4 Lower Hutt		
a.	Mitchell Park.	52
b.	Avalon Park Three-quarters of Avalon Park from the tree line to the north of the children's bicycle track through to the Park's southern boundary be specified as a dog prohibition area. However, a dog on a leash is permitted to walk along the pathway as designated on Map 53 and coloured as a broken yellow line. Dogs are also permitted on leash at the northern end of the park as designated in Map 53.	53
1.5 Rimutaka Forest Park and Catchpool Valley		
a.	Picnic areas adjacent to the Catchpool Valley Road upstream of the vehicle ford.	No map
b.	The camping areas adjacent to Catchpool Stream.	No map
c.	Landcare Research Station, formerly DSIR Field Station, Orongorongo Valley.	No map
1.6 Turakirae Head Scenic Reserve		No map
1.7 Stokes Valley		
a.	Speldhurst Park	1A
b.	Fraser Park	3

2. DOG EXERCISE AREAS		
2.1 Stokes Valley		
Area	Entrances	
Delaney Park (excluding sports surfaces)	George Street, Stokes Valley Road	<u>1</u>
Kamahi Park (excluding sports surfaces)	Stokes Valley Road	<u>2</u>
2.2 Kelson		
Area	Entrances	
Kelson Reserve	Kelso Grove	<u>7</u>
1.8 Belmont		
a. Belmont Recreation Reserve S southern end		<u>6A</u>
1.9 Seaview		
a. <u>The small, fenced section of Sunset Point where the bird protection area is located</u>		<u>59 TBC</u>

2.3 Belmont		
Area	Entrances	
Belmont Recreation Reserve	Owen Street to Belmont Domain <u>the Northern end of the Riverbank before the path narrows (opposite High Street at the Northern end of Taita Drive).</u>	<u>6 TBC</u>
Redvers Drive Reserve	Redvers Drive	<u>55</u>
2.4 Naenae		
Area	Entrances	

Naenae Park (excluding sports surfaces)	Seddon Street Naenae Road Gibson Street <u>Waddington Drive</u> Rimu Street	<u>8</u>
<u>Waddington Canal</u>	<u>Balgownie Grove</u> <u>Waddington Drive</u> <u>Hill Grove</u> <u>Judd Crescent</u> <u>Seddon Street</u>	<u>63 TBC</u>
2.5 Waiwhetu		
Area	Entrances	
Te Whiti Park (excluding sports surfaces)	Whites Line East, Riverside Drive	<u>9</u>
Trafalgar Park (excluding sports surfaces)	Trafalgar Street, Brook Street	<u>10</u>
<u>Bell Park (excluding sports surfaces)</u>	<u>Bell Road, Douglas Street,</u> <u>Riverside Drive South</u>	<u>14 TBC</u>
2.6 Petone		
Area	Entrances	
Portion of Te Mome Stream east side from Bracken Street along rear of Wilford School to Petone Central Croquet Club right of way.	Bracken Street Petone Central Croquet Club right of way.	<u>10B</u>
Sladden Park (excluding <u>children's playground and</u> -sports surfaces)	Bracken Street	<u>11</u>
Ava Park	Wakefield Street	<u>18</u>
Petone Recreation Ground (excluding children's playground and sports surfaces)	Buick Street	<u>19</u>

North Park (excluding sports surfaces)	Roxburgh Street	<u>21</u>
Frank Cameron Park (excluding sports surfaces)	London Road	<u>22</u>
Petone Beach Area (west of Petone Wharf) – excluding Honiana Te Puni Reserve as indicated by the boundary lines	The Esplanade	<u>17 TBC</u>
Petone Beach East	Marine Parade	<u>20</u>
2.7 Hutt Central		
Area	Entrances	
Hutt Recreation Ground (excluding sports surfaces)	Myrtle Street, Woburn Road, Bellevue Road	<u>12</u>
2.8 Moera		
Area	Entrances	
York Park (excluding sports surfaces)	York Street, Elizabeth Street	<u>13 TBC</u>

2.9H Hutt River banks		
Area	Entrances	
Eastern bank from <u>Tirangi Road to Croft Grove, Moera.</u>	<u>Tirangi Road to Croft Grove, Moera</u>	<u>64 TBC</u>

Eastern bank from Ava Rail Bridge to Barber Grove, Moera	Ava Rail Bridge to Barber Grove, Moera	65 TBC
Eastern bank from Ewen Bridge to Ava Rail Bridge	Ewen Bridge to Ava Rail Bridge	66 TBC
Eastern bank from Melling Bridge to Ewen Bridge	Melling Bridge to Ewen Bridge	67 TBC
Eastern bank from Kennedy Good Bridge to Melling Bridge	Kennedy Good Bridge to Melling Bridge	68 TBC
Eastern bank from Stokes Valley to Kennedy Good Bridge	Stokes Valley to Kennedy Good Bridge	5 TBC
Eastern bank from Reynold Bach Drive to Stokes Valley	Reynold Bach Drive to Stokes Valley	69 TBC
Western bank from Manor Park Road to Benmore Crescent extension.	Benmore Crescent, Western Hutt Road, Manor Park Road.	40
Western bank north of Owen St, Belmont.	Owen Street	70 TBC
Western bank from Kennedy Good Bridge south to Firth's Industrial Plant Melling Bridge	Kennedy Good Bridge, Melling Bridge	15
Western bank from Firth's Industrial Park south Melling Bridge to Ewen Bridge	Melling Bridge, Ewen Bridge	16
Western bank from Ewen Bridge to Ava Park.	Ewen Bridge, Ava Park	71 TBC
2.102 Wainuiomata		

Area	Entrances	
Leonard Wood Park (excluding sports surfaces children's playground)	Wood Street/Willow Grove/ Parenga Street	23
Wainuiomata River Bank	Main Road/Poole Crescent	24
Hine Road Reserve	Hine Road	25
Black Creek (West) Banks	Nelson Crescent Moohan Street	26

Pencarrow Hall Reserve	Tipperary Grove	27
Drainage Reserve between Norfolk Street and Nelson Street.	Norfolk Street Nelson Street	28
Drainage Reserve between Mohaka Street and Momona Street	Parkway Manutuke Street	29
Karaka Park (excluding children's playground-area)	Karaka Street	30
Drainage Reserve between Wainuiomata Road and Fraser Street	Fraser Street Wainuiomata Road	31
Drainage Reserve between Parkway and Konini Street	Parking, Konini Street, Totara Street, Karamu Crescent	61 TBC
Burden Avenue Riverbank Reserve	Faulke Avenue Main Road	32
The Eastern section of Richard Prouse Park, and outside the sports surfaces in the Western section	Hine Road	33 TBC
Wood Street Reserve	Wood Street	36
Rotary Park	Main Road, Gibbs Crescent	37
Les Dalton Dog Park	Waiu Street	62 TBC

2.13 Eastbourne		
Area	Entrances	
Muritai Beach, 200 metres south of the Rona Bay Wharf (Rata Street) to Miro Street. This excludes the bird protection area that runs parallel to HW Shortt Recreation Ground.	Rata Street to Miro Street.	34

3. EASTBOURNE DOG EXERCISE AND DOG PROHIBITION AREAS		
3.1 Eastbourne		
<p>The area in Days Bay on the beach north of the wharf is –</p> <ul style="list-style-type: none"> i) A Dog Exercise Area between 7.00pm and 10.00am from 1 December to 31 March every year; ii) A Dog Exercise Area at all times from 1 April to 30 November; and iii) A Dog Prohibition Area between 10.00am and 7.00pm from 1 December to 31 March every year. 	Area to the north of the Days Bay Wharf	54

Appendix 2: Draft Dog Control Policy

Dog Control Policy

Business unit(s) & Division(s)	Strategy and Policy		
Date adopted	29 July 2025		
Date effective	29 July 2025		
Review period	Ten years, or earlier if required		
Owner	Head of Strategy and Policy		
Approved by	Council		
Implementation	Animal services		
Monitoring/Evaluation	Animal services		
	Author	Date	Description
V 2.0	TBC	Adopted: 29 July 2025	Legislatively required review
V 1.0	Graham Sewell	Adopted: 15 December 2015	Legislatively required review

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Hutt City Council Dog Control Policy

1. Overview

1.1 Under the Dog Control Act 1996, ~~(the Act), Hutt City Council~~ (Council) is responsible for dog control within Lower Hutt City.

Council has many powers under ~~that Act (for example the power to declare dogs to be dangerous or menacing dogs) the Act~~. The purpose of this policy is to let the Lower Hutt City Community know how Council will ~~approach carrying~~ carry out its functions and powers under ~~that~~ the Act.

1.1.2 ~~In Hutt City Council's Annual Plan 2014 – 2015 it is noted that dog control is necessary to achieving a clean, healthy, attractive and sustainable environment. Council has established resident satisfaction targets concerning dog control.~~

1.2.3 The aim of this policy is to ~~balance the needs of two general groups:~~

- ~~Those people who own a dog(s). In this regard Council aims to encourage responsible dog ownership and support the needs of dog owners, for example by establishing exercise areas for dogs; and~~
- ~~The general public. In this regard Council needs to support the right for people to move freely around within the city without experiencing danger, distress or nuisance from dogs, for example by establishing areas within the city where dogs are prohibited or restricted.~~

~~Council has undertaken a review of the current Hutt City Dog Policy 2005 to ensure that its approach to dog control meets the needs of dogs and their owners balanced against the needs of the wider community. This has been done in accordance with the requirements of the Dog Control Act 1996.~~

~~DOG CONTROL ACT 1996~~

~~1.4 The Dog Control~~ This Policy has been divided into three parts. Part one sets out how dog exercise and prohibition areas are established. Part two sets out dog owner's responsibilities and part three deals with administration and enforcement.

2. Dog Control Act 1996

~~2.1 Section 10 of the Act 1996~~ requires each territorial authority to adopt a ~~Dog Control Policy~~ dog control policy for its district. In accordance with section 10(3) of the Act; every policy adopted under section 10:

- ~~shall specify the nature and application of any bylaws made or to be made under section 20 of the Act; and~~
- ~~shall identify any public places where dogs are to be prohibited either generally or at specified times, pursuant to a bylaw under section 20(1)(a) of the Act; and~~
- ~~shall identify any particular public places, and any other areas or parts of the district in which dogs (other than working dogs) in public places are to be required by a bylaw made under section 20(1)(b) of the Act to be controlled on a leash; and~~
- ~~shall identify those areas or parts of the district in respect of which no public places or areas are to be identified under sections 10(3)(b) and 10(3)(c) of the Act; and~~
- ~~shall identify any places within areas or parts of the district specified in section 10(3)(c)(ii) of the Act that are to be designated by a bylaw under section 20(1)(d) of the Act as dog exercise areas in which dogs may be exercised at large; and~~
- ~~must state whether dogs classified by the territorial authority as menacing dogs under section 33A or 33C of the Act are required to be neutered under section 33E(1)(b) of the Act and if so whether the requirement applies to all such dogs and if not, the matters taken~~

into account by it in requiring any particular dog to be neutered;
and

- must state whether dogs classified by any other territorial authority as menacing dogs under section 33A of 33C of the Act are required to be neutered under section 33EB(2) of the Act if the dog is registered with the territorial authority and if so, whether the requirement applies to all such dogs and if not the matters taken into account by it in requiring any particular dog to be neutered;
and
- shall include such other details as the territorial authority thinks fit including, but not limited to:
 - i. fees or proposed fees; and
 - ii. owner education programmes; and
 - iii. dog obedience courses; and
 - iv. the classification of owners; and
 - v. the disqualification of owners; and
 - vi. the issuing of infringement notices.

1.32.2 In accordance with section 10(4); when adopting a policy, a territorial authority must have regard to ~~—~~:

- the need to minimise danger, distress, and nuisance to the community generally; and
- the need to avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults; and
- the importance of enabling, to the extent that is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs; ~~and~~
- ~~the exercise and recreational needs of dogs and their owners.~~
- ~~In the policy, territorial authorities are required to:~~

- ~~specify the nature and application of any bylaws made or to be made to give effect to the Policy; and~~
- ~~identify any public places where dogs are to be prohibited under a bylaw; and~~
- ~~identify any particular public places, in which dogs (other than working dogs) are to be required by a bylaw to be controlled on a leash; and~~
- ~~identify those areas or parts of the district in respect of which dogs will not be prohibited or required to be controlled on a leash; and~~
- ~~identify any places that are to be designated by a bylaw as dog exercise areas; and~~
- ~~include such other details as the territorial authority thinks fit including, but not limited to:~~
 - ~~fees or proposed fees; and~~
 - ~~owner education programmes; and~~
 - ~~dog obedience courses; and~~
 - ~~the classification of owners; and~~
 - ~~the disqualification of owners; and~~
 - ~~the issuing of infringement notices.~~

1.42.3 Every statement or publication of a policy adopted under ~~this~~ section is ~~required to~~ 10(5) of the Act shall identify any land within the district that is included in:

- a controlled dog area or open dog area under section 262S of the Conservation Act 1987; or
- a national park constituted under the National Parks Act 1980; and
or
- Te Urewera, as defined in section 7 of the Te Urewera Act 2014; and

- may contain such other information and advice in relation to dogs as the territorial authority thinks fit.

1.52.4 The territorial authority must give effect to a policy adopted under ~~this~~ section 10 of the Act by making the necessary bylaws ~~and may under section 20 of the Act, which must come into force not have in place later than the adoption of the policy and by repealing, before the 60th day after the adoption of the policy,~~ any bylaws that are inconsistent with the policy.

~~This Policy has been divided into three sections. Part 1, Dog Control, sets out such matters as how dog exercise and prohibition areas are established. Part Two sets out Dog Owners Responsibilities and Part Three deals with Administration and Enforcement.~~

2.3. Dog Control

Overview

- 3.1 When a dog is on land or premises occupied by its owner, the owner must at all times ensure that either the dog is under the direct control of a person, or the dog is confined in such a manner that it cannot freely leave the land or premises.
- Owners must ensure that meet the reasonable needs of dog owners and promote animal welfare, to clearly identify to the public where dogs may and may not be exercised, and to minimize danger, distress and nuisance to the community generally and to safeguard the welfare of children the Council will designate specified dog exercise areas and specified dog prohibition areas.
- 3.2 1.1.2 are kept under control at all times. Dogs not under the control of their owners or a person in charge, will be prohibited from all public places at all times. ~~The~~
- 3.3 Dogs must be kept on a leash, chain, or lead when in any public area, unless it's a designated dog exercise area or specified prohibited public place.
- ~~2.13.4~~ Council will put signposts at public places where dogs are prohibited or permitted during specified times.
- 3.5 Council will designate specific dog exercise areas and dog prohibition areas in order to:
- meet the reasonable needs of dog owners
 - promote animal welfare;
 - protect wildlife;
 - inform the public about areas where dogs may and may not be exercised.
 - minimise danger, distress and nuisance to the community generally; and
 - safeguard the welfare of children.

4. Dog Prohibition Areas

2.24.1 In order to minimise danger, distress and nuisance to the community generally and to safeguard the welfare of children and wildlife, areas within Lower Hutt City will be designated as dog prohibition areas. Dogs will not be permitted to enter or remain in these areas. This is the responsibility of the dog's owner.

1.2.2

4.2 Dog prohibition areas ~~areas~~ set out in the Hutt City Council Dog Control Bylaw ~~2015~~2025 (the Bylaw) ~~and are:~~

- any premises used as a public library;
- any children's playground within the district;
- any swimming pool owned or controlled by Council;
- any land used as a kindergarten or playcentre;
- any marked sports surface;
- any unmarked sports surface when in use for sporting purposes;
- any area that forms part of a park or reserve where a special event that is organised and in respect of which Council has publicly notified the time, date and duration of the closure; and
- other area within a public place that is specified by ordinary Council resolution to be an area that dogs are prohibited to enter upon or remain in.

4.3 Dog Prohibition Areas are also set out at <https://www.huttcity.govt.nz/services/dogs> and will be clearly identified to the public.

4.4 Dog Prohibition Areas can also be established by ordinary Council resolution under the Bylaw. ~~They are set out on the Council website at [huttcity.govt.nz](https://www.huttcity.govt.nz). Dog Prohibition areas will be clearly identified to the public. Areas where dogs are not permitted include playing fields and children's playgrounds within Council's parks and reserves.~~

~~1.2.3 Dog owners can have their dogs on any public places that are not specified prohibited public places or specified dog exercise areas, as long as the dogs are under proper control by being secured effectively by a leash, chain or lead.~~

~~2.34.4~~ ~~1.2.4~~ The matters that Council must have regard to under the Bylaw ~~inwhen~~ making a decision to establish or disestablish a dog prohibition area are as follows:

- the need to minimise danger, distress, and nuisance to the community generally;
- the need to avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults;
- the importance of enabling, to the extent that is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs;
- the exercise and recreational needs of dogs and their owners;
- impact on wildlife areas;
- whether it is necessary to consult with the public to gauge community views on a proposed dog exercise area; ~~-and~~
- any other information considered by ~~the~~ Council to be relevant.

5. Dog Exercise Areas

~~2.45.1~~ To meet the ~~reasonable~~ needs of dog owners ~~and~~, promote animal welfare, and ~~also to clearly identify to the public~~ indicate where dogs ~~may and may not~~ can be exercised, the Council will designate ~~specified~~ specific dog exercise areas.

~~2.55.2~~ ~~1.3.2~~ Designated dog exercise areas are set out in the Bylaw and can also be established by ordinary Council resolution under the ~~Hutt City Council Dog Control Bylaw 2015~~. They are set out on ~~Council's~~ Council's website at huttcity.govt.nz. It is important to have a number of exercise areas available within Lower Hutt ~~City~~ for dogs to be exercised. These

are clearly signposted and include most Council parks and reserves;
~~and~~ the Hutt River banks and drainage reserves in Wainuiomata.

~~2.65.3~~ ~~1.3.3~~ The matters that Council must have regard to ~~in when~~ making a decision to establish or disestablish a dog exercise area are as follows:

- ~~(the~~ the need to minimise danger, distress, and nuisance to the community generally;
- the need to avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults;
- the importance of enabling, to the extent that is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs;
- the exercise and recreational needs of dogs and their owners;
- impact on all wildlife ~~areas~~;
- whether it is necessary to consult with the public to gauge community views on a proposed dog exercise area; ~~and~~
- any other information considered by ~~the~~ Council to be relevant.

3.6. Designation of Exercise and Prohibition Areas and Maps

~~3.16.1~~ Dog exercise areas and dog prohibition areas will be clearly signposted.

~~3.26.2~~ ~~1.4.2~~ Owners or anyone ~~in control of~~ responsible for a dog being exercised ~~within such~~ in a dog exercise area must carry ~~their dogs~~ a dog leash and ~~not allow the dog to foul the area. However, no offence will~~ a waste bag for picking up their dog's excrement. Any excrement must be committed against the bylaw if such people remove the droppings immediately ~~removed and appropriately disposed of.~~

~~3.36.3~~ ~~1.4.3~~ Owners of dogs that enter or remain in a dog prohibition area will be liable for prosecution for a breach of the Bylaw.

4.7. Department of Conservation Land

4.7.1 Under the Conservation Act 1987, the Minister of Conservation can, by notice in the Gazette, declare any part or parts of land managed and administered by the Minister or Department under specific acts to be either a controlled dog area or an open dog area.

4.27.2 To identify such areas within the Lower Hutt district, please refer to the Department of Conservation website: www.doc.govt.nz

5.8. Owner Responsibilities

Overview

5.18.1 Council recognises the importance of owner responsibility and education and wishes to have in place policies and measures that support responsible dog owner status and send clear signals as to the preferred way that owners should carry out their responsibilities as dog owners. The measures that Council will have in place to support and promote responsible dog owner behaviour are as follows:

- ~~Pamphlets~~pamphlets will be available and, when appropriate, distributed to dog owners explaining their obligations and rights, and the provisions of the ~~Dog Control~~ Bylaw;
- ~~Closer links and partnerships will be sought with dog training and obedience clubs to formally recognise their role in effective owner education and dog obedience;~~
- ~~In~~in order to support dog owners in fulfilling their responsibilities, the Council's Animal Control Officers will be available to give dog owners advice on all matters relating to the keeping and control of dogs;
- ~~A~~a fee rebate is available to dog owners who qualify as responsible dog owners under Council's criteria set out below; and
- Council will actively enforce the ~~bylaws~~Bylaw and the ~~Dog Control~~ Act.

Owner Obligations, Education and Dog Obedience

5.28.2 In addition to the requirements of any other Act or of any regulations or bylaws regulating the control, keeping, and treatment of dogs, the ~~Dog Control Act 1996~~ requires every owner of a dog ~~to~~:

- ~~To~~ ensure that the dog is registered in accordance with this Act, and that all relevant territorial authorities are promptly notified of any change of address or ownership of the dog ~~to~~;
- ~~To~~ ensure that the dog is kept under control at all times:
- To ensure that the dog receives proper care and attention and is supplied with proper and sufficient food, water and shelter ~~to~~;
- ~~To~~ ensure that the dog receives adequate exercise ~~to~~;
- ~~To~~ take all reasonable steps to ensure that the dog does not cause a nuisance to any other person, whether by persistent and loud barking or howling or by any other means ~~to~~;
- ~~To~~ take all reasonable steps to ensure that the dog does not injure, endanger, intimidate, or otherwise cause distress to any person ~~to~~;
- ~~To~~ take all reasonable steps to ensure that the dog does not injure, endanger, or cause distress to any stock, poultry, domestic animal, or protected wildlife ~~to~~;
- ~~To~~ take all reasonable steps to ensure that the dog does not damage or endanger any property belonging to any other person ~~to~~;
- and
- ~~To~~ comply with the requirements of this Act and of all regulations and bylaws made under this Act.

Responsible Dog Owner Status

5.38.3 Council will encourage responsible dog ownership by; formally recognising "Responsible Dog owner" status, dog ownership education

programmes and dog obedience courses. Responsible Dog Owner status will qualify owners for significantly lower registration fees under the Act.

- 5.48.4 ~~To may only be made between 1 February and 30 May in each year. In order to~~ obtain Responsible Dog Owner Status, in addition to the obligations imposed on every dog owner by the Act, owners are required by ~~Hutt City~~ Council to:
- ~~Make complete a questionnaire demonstrating their knowledge of the Act and the Bylaw;~~
 - ~~make~~ a written declaration that they will comply with the requirements for Responsible Dog Owner status and understand that any breaches of the ~~Dog Control Act 2003 or City Bylaw the Bylaw~~ will lead to the immediate cancellation of the Responsible Dog Owner status for a period of 2 years;
 - ~~Register register~~ their dog(s) by 31 July in any registration year;
 - ~~Have ensure~~ their property ~~is~~ fully fenced or the dogs ~~are~~ penned or controlled ~~in such a way that to allow~~ safe access to the front door ~~is assured~~ for people lawfully ~~going~~ about their business ~~and that, while preventing the dog cannot escape dogs from the property; escaping;~~
 - a. ~~Demonstrate that they have full control over ensure~~ their dogs both on and off a leash and in other situations. This can be proved by presentation of a certificate from an approved trainer that the dog and owner have passed a Grade 2 Dog Obedience Course or by a practicable demonstration to a Hutt City Animal Control Officer;
 - ~~The dog(s) are provided with have~~ a warm ~~and,~~ dry, draft ~~-~~ free kennel, ~~given~~ proper exercise ~~and,~~ sufficient food daily, ~~and have~~ access to ~~a~~ clean water ~~supply~~ at all times;
 - ~~Clean clean~~ up after their dog if it fouls any public place or property owned by any other person ~~and;~~

- ensure ~~it~~the dog is leashed in public places when not being exercised under control in a designated dog exercise area;
- ~~Notify~~notify Council of any changes of address, transfer of ownership or death of their dogs; ~~and~~
- ~~Dogs need to have been~~ registered their dogs with ~~Hutt City~~ Council for a period of 12 months prior to ~~owners~~ applying for responsible dog Responsible Dog Owner status. Owners who currently have Responsible Dog Owner status and obtain an additional dog can apply as soon as that dog is registered.

8.5 An Animal Control Officer may complete an inspection to verify that (d) and (e) have been complied with.

5.58.6 It is desirable but not mandatory for an owner status to provide a certificate from an approved trainer showing that the dog and owner have passed a Grade 2 Dog Obedience Course. The Animal Control Officer may require a demonstration that an owner has full control over their dogs both on and off leash and in other situations.

Licence for Three or More Dogs

5.68.7 To minimise the potential nuisance and danger to the community caused by dogs, and to ensure that adequate provision is being made for the proper care and welfare of dogs, under the Bylaw a licence is required if for owners/occupiers of premises in the city who wish to keep three or more dogs aged three months or more older on their premises at any one time, regardless of ownership status. This does not apply to rural working dogs.

Owners to Keep Dogs Under Effective Confinement and Control

5.78.8 To enable the public, to the extent that is practicable, to use streets and public amenities without fear of attack or intimidation by dogs and to minimise nuisance to the community generally caused by dogs, dog owners must prevent their dogs from wandering by keeping them

under proper control or under effective confinement, especially at night. This includes, to the extent possible—:

- ~~Keeping~~keeping every bitch, while in season, confined or under control while being exercised;
- ~~Taking~~taking all practicable steps to stop their dog barking, howling or being aggressive; and
- ~~Cleaning~~cleaning up after their dogs defecate in any public place, or on land or premises other than the owner's. Droppings must be disposed of in an ~~approved~~appropriate manner (i.e. in a bin.).

Access to Front Door

~~5.88.9~~ Safe access to a dog owner's front door (or another safe access point) is to be provided at all times, to people lawfully going about their business. Where the gate is locked to prevent access, this requirement does not apply.

~~5.98.10~~ ~~2.6.2~~—The intention is to ensure that people entering a property are not attacked by aggressive or savage dogs. Owners must ensure that such dogs are penned, chained or contained ~~in the rear yard.~~

Disability Assist and Working Dogs

~~5.108.11~~ The Act contains some specific exceptions for certain types of dogs. Section 75 of the ~~Dog Control~~ Act 1996 provides an exclusion for a disability assist dog accompanying or assisting a person with a disability, or any person engaged in training such a dog. These dogs may enter and remain:

- ~~a. In~~ any premises registered under regulations made pursuant to Section 120 of the Health
- Act 1956; or
 - ~~In~~ any public place, subject to compliance with any reasonable condition imposed by the occupier or person having control of the premises or public place, as the case may be.

~~5.118.12~~ ~~2.7.2~~—Under Section 2 of ~~that~~the Act, Working Dogs are defined as:

- a. any disability assist dog;
- b. any dog:
 - i. kept by the Police or any constable, the New Zealand Customs Service, the Ministry of Agriculture and Forestry, the Ministry of Fisheries, or the Ministry of Defence, or any officer or employee of any such department of State solely or principally for the purposes of carrying out the functions, powers, and duties of the Police or the department of State or that constable, officer, or employee; ~~or~~
 - ii. kept solely or principally for the purposes of herding or driving stock; ~~or~~
 - iii. kept by the Department of Conservation or any officer or employee of that department solely or principally for the purposes of carrying out the functions, duties, and powers of that department; ~~or~~
 - iv. kept solely or principally for the purposes of destroying pests or pest agents under any pest management plan under the Biosecurity Act 1993; ~~or~~
 - v. kept by the Department of Corrections or any officer or employee of that department solely or principally for the purposes of carrying out the functions, duties, and powers of that department; ~~or~~
 - vi. kept by the Aviation Security Service under section 72B(2)(ca) ~~of~~ the Civil Aviation Act 1990, or any officer or employee of that service solely or principally for the purposes of carrying out the functions, duties, and powers of that service; ~~or~~
 - vii. certified for use by the Director of Civil Defence Emergency Management for the purposes of carrying out the functions, duties, and powers conferred by the Civil Defence Emergency Management Act 2002;

- viii. ~~Defence Emergency Management Act 2002~~ or viii.
 — owned by a property guard as defined in [section 9 of](#)
 the Private Security Personnel and Private Investigators Act
 2010 or a property guard employee as defined in [section 17 of](#)
 that Act, and kept solely or principally for the purpose of
 doing the things specified in [section 9\(1\)\(a\) to \(c\) of](#) that Act;
 or
- [ix.](#) ~~ix.~~ — declared by resolution of the territorial authority to be a
 working dog for the purposes of this Act, or any dog of a class
 so declared by the authority, being a dog owned by any class
 of persons specified in the resolution and kept solely or
 principally for the purposes specified in the resolution.

[8.13](#) ~~The owner of a dog or dogs wanting to register a Working Dog~~
~~or Dogs shall make an online application to Council in the form set out at~~
~~Schedule One and shall provide with their application any information~~
~~Council requires.~~

6.9. Administration and Enforcement

Registration Fees

- ~~6.19.1~~ [Fees](#) under the ~~Dog Control~~ Act are set by Council resolution and
 notified in the Long Term ~~Council Community~~ Plan and on the Council's
 website: huttcity.govt.nz.
- [9.2](#) Council will fix reasonable dog registration fees to allow effective
 management and enforcement of the ~~Dog Control~~ Act ~~1996~~ and
~~Council bylaws: the Bylaw~~. All revenue received and retained under the
 Act will be used only for purposes authorised ~~by or~~ under the Act. The
 fee structure will recognise dog owners who are licensed as
 "responsible dog owners", or who have had their dogs neutered or
 spayed ~~and microchipped~~.

6.29.3 Incentives will be available to encourage owners to register their dogs before July 31 each year.

Enforcement

6.39.4 The Act and Bylaw will generally be enforced by ~~Hutt City~~ Council Animal Control Officers. There are a range of possible enforcement tools including:

- ~~Seizure~~seizure of dog;
- ~~Issue~~issue of infringement notices and fines;
- ~~Prosecution~~prosecution with fines ~~of \$~~ being possible;
- ~~Declaring~~declaring a dog menacing or dangerous; ~~and~~
- ~~Prohibiting~~prohibiting people from ~~owning~~owning dogs.

6.49.5 ~~3.2.2~~ The Council aims to enforce the ~~Dog Control~~ Act 1996 and the ~~Dog Control~~ Bylaw in order to meet the objects of ~~that the~~ Act. ~~To that end,~~ the Council will undertake prosecutions for breaches of the ~~bylaw~~Act and the ~~Bylaw~~, and issue infringement notices for offences specified in the First Schedule to the Act. Recovery of unpaid infringement fees will be sought through the Summary Proceedings Act 1957, in the courts.

6.59.6 ~~3.2.3~~ In addition to powers of prosecution and issuing infringement notices, ~~the~~ Council has a number of other powers under the Act which will also be carried out with the aim of safeguarding the public and minimising nuisance caused by dogs and ill-treatment of dogs.

6.69.7 ~~3.2.4~~ To enable the public, to the extent that is practicable, to use streets and public amenities without fear of attack or intimidation by dogs, dogs found roaming in any public place or on another person's property, whether or not they are wearing collars or properly registered, will be impounded.

6.79.8 ~~3.2.5~~ In addition, where ~~the~~ Council receives complaints, Animal Control Officers may take appropriate action including seizing a dog that is not being properly provided for.

Probationary Owners

- 6.89.9 Council notes that the Act establishes disincentives for owners who are issued with repeat infringement notices under the ~~Dog Control~~ Act. Such behaviour can affect that person's ability to register future dogs and so impact on their ability to lawfully own dogs in the future.
- 6.99.10 ~~3.3.2~~ Section 21 of the ~~Dog Control~~ Act ~~1996~~ provides for the classification of a dog owner as a probationary owner. This applies where that person has been convicted of any offence ~~against~~under the Act (except an infringement offence), or has committed three or more infringement offences within a continuous period of two years.
- 6.109.11 ~~3.3.3~~ Under the Act, "Probationary Owner" status will last for 24 months. Probationary owners will not be allowed to register any dog unless they were the registered owner of the dog at the time of the offence.
- 6.119.12 ~~3.3.4~~ Probationary owners will be required to pay a 50 percent surcharge over and above all dog control fees.

Disqualification of Owners

- 6.129.13 Dog owners will be disqualified from owning a dog under Section 25 of the ~~Dog Control~~ Act ~~1996~~ if they are convicted of an offence (not being an infringement offence) against the Act while a probationary owner at the time of the offence. Disqualified owners will not be allowed to own a dog for up to five years after the offence.

Menacing Dogs – Requirement to be Neutered

- 6.139.14 ~~The~~ Act ~~1996~~ provides that a territorial authority must classify as menacing any dog that the territorial authority has reasonable grounds to believe belongs wholly or predominantly to 1 or more breeds or types listed in Schedule 4 of the Act.
- 6.149.15 ~~3.5.2~~ These breeds ~~and type~~ are currently Brazilian Fila, Dogo Argentino, Japanese Tosa, ~~Perro de Presa Canario~~ and ~~American~~American Pit Bull Terrier. In addition, a territorial authority may classify a dog as menacing under the Act in relation to the dog's behaviour. An owner of a dog that is classified as menacing may object to this classification and has the right to be heard. The territorial authority may require that

the owner of a menacing dog is required to produce evidence that the dog has been neutered or that it is not in a fit condition to be neutered by the specified date.

~~6.159.16~~ ~~3.5.3~~ It is Council policy in all cases where dogs are classified as menacing because of their breed (~~ie i.e.~~ because they are one of the breeds of dogs specified in the 4th Schedule to the Act) or behaviour to require evidence that the dog has been neutered or is unfit to be neutered by the specified date.

Barking Dogs

~~6.169.17~~ Where a dog control officer has received a complaint and has reasonable grounds for believing that a nuisance is being created by the persistent ~~and/or~~ loud barking or howling of any dog, In determining whether a nuisance is being created the officer ~~may~~ will consider:

- Barking during unsociable hours;
- Persistent barking of a long duration;
- Prolonged barking over a period of days; and
- And other factors which the officer deems relevant.

~~9.18~~ In the event of a nuisance the officer may:

- Enter the premises to inspect; ~~and~~
- Serve written notice requiring the nuisance to be reduced to a reasonable level, ~~or~~ • Remove the dog from the land or premises.

~~6.179.19~~ ~~3.6.2~~ Owners ~~may appeal to the Council within~~ have seven days ~~against these notices to comply with the notice or object to Council about the content of the notice.~~ Where a notice has been served and the dog causes a further nuisance by barking, the ~~dog control officer~~ Animal Control Officer may remove the dog from the premises.

~~DOGS ATTACKING PEOPLE OR ANIMALS~~

~~9.20~~ ~~3.7.1~~ Aggressive behaviour is not limited to but may include:

- Rushing at or startling another person or animal in a way that causes or is likely to cause them injury or endangerment;
- Rushing at any vehicle in a way that is likely to cause an accident; or
- Attacking any person or animal.

6.189.21 Where a dog control officer observes or believes a dog has ~~attacked a person or animal~~ acted aggressively, the officer may:

- ~~At~~ the time, seize the dog if it is at large; or
- ~~If~~ the dog continues to be a threat to the safety of people or animals, seize the dog.

~~3.7.2 The matter may also be taken to court, where the dog control officer might ask that the dog be destroyed and that penalties be imposed.~~

9.22 ~~3.8.1~~ If a dog is seized, then a criminal prosecution against the owner of the dog may be advanced.

Dangerous Dogs

9.23 Where a dog is declared a "dangerous dog" under the Act, the dog must be muzzled at all times while in a public place and neutered or spayed within one month of the classification. The dog must also be kept in a secure area within the property and the owner must pay a higher registration fee.

10. Implementation

- This policy is given effect by Hutt City Council's Animal Services team.
- You can find more information on our website, here: <https://www.huttcity.govt.nz/services/dogs>

11. Related Documents

- Dog Control Act 1996;

- [Hutt City Council's Dog Control Bylaw](#)
- [Conservation Act 1987](#)
- [National Parks Act 1980](#)
- [Health Act 1956](#)
- [Biosecurity Act 1993](#)
- [Civil Aviation Act 1990](#)
- [Civil Defence Emergency Management Act 2002](#)

7.12. Schedule One



Working Dogs

Class	Evidence Required
<p>Working dogs as Stock dogs.</p> <p>Dogs that are kept principally for the purposes of herding or driving stock.</p>	<p>The following breeds are considered by Council to be used as stock dogs in the District:</p> <ul style="list-style-type: none"> Any "Collie" breed Huntaway Heading Australian Cattle Dog Kelpie Sheepdog (Maremma) <p>Any of the above crosses.</p>
<p>An Animal Control Officer will be notified of any registrations for other breeds. The Animal Control Officer may request a demonstration of the dog working, when it is of age.</p>	
<p>Working Dogs</p>	<p>Pest dog: Photo/copy/scan of the pest management plan under the Biosecurity Act 1993.</p> <p>Dogs owned by a licensed Property, Guard under section 9 or section 17 of the Private Security Personnel & Private Investigators Act 2010: Photo/copy/scan of property guard approval documentation</p> <p>Government dogs: Photo/copy/scan of documentation from one of the following Government agencies:</p> <ul style="list-style-type: none"> Police Customs Service MPI (fisheries/forestry) Ministry of Defence Department of Conservation Department of Corrections Aviation Security Service Civil Defence Emergency Management

Declaration of Working Dog

Document Name / XX Month XXXX / Version XX

P.1

Draft Statement of Proposal / 18 February 2025 / Version 1.0

D 78

This form is to be completed to declare that your dog(s) is a/are full time working dog(s) kept solely or principally for the purpose of herding or driving stock, pest control under a Pest Management Plan under the Biosecurity Act 1993 or guarding property under section 9 or section 17 of the Private Security Personnel & Private Investigators Act 2010. If requested you must demonstrate the dog's ability to perform its specified function to council's satisfaction.

Registered Dog Owner Details:

Full Name:	
Date of Birth:	
Address where dog(s) are kept at:	
Mobile:	Business Phone:
Email:	
Company Registration Number:	

Dog Details:

Name	Breed	Primary Colour	Secondary Colour	Age:	Sex M/F

In accordance with section 40(i) of the Dog Control Act, I hereby declare that the dog(s) listed above is a/are full time working dog/s, as defined by section 2 of the Dog Control Act 1996 and is/are kept solely or principally for this purpose. I understand that if I knowingly provide any false or misleading statements in relation to this declaration that, on summary conviction, I am liable to a fine not exceeding \$3,000.

Signature:	Date: / /
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Communications and Engagement Plan

Project name: Dog Control Reviews 2024-2025

Project owner: Sam White, Callum McKenzie

Date: 12/09/2024

Summary

The Dog Control Policy (the Policy) and Dog Control Bylaw (the Bylaw) are legislatively required to be reviewed every ten years. We are reviewing the Policy and Bylaw conjointly.

The intention is to undertake pre-engagement to guide policy changes and then undertake formal consultation through the SCP once officers have developed the proposed changes to the Bylaw and Policy.

Background/context

The Dog Control Act 1996 requires Hutt City Council to review its Dog Control Policy (the Policy) every ten years. The Policy is now due for review by December 2025.

The Local Government Act 2002 requires Hutt City Council to review the Bylaw no later than ten years after it was last reviewed, so it is also due for review by December 2025.

Council completed the last review of the Policy and the Bylaw on 15 December 2015 in a joint review process. Our intention is to undertake a joint review process, including pre-engagement and formal engagement on both the Policy and the Bylaw consecutively for efficiency.

Objectives

The comms and engagement approach during this review process will be in two phases:

1. The first is to undertake pre-engagement with the community to help guide the scoping of changes to the Policy and the Bylaw.
2. The second is to undertake formal consultation with the public through the SCP process and hold a Subcommittee hearing.

The key objectives are:

- to generate as many survey responses as possible for both pre-engagement and the main engagement period in 2025;
- to ensure that a comprehensive information toolkit is available to public this will include website updates, engagement HQ information and FAQs; and
- to launch a campaign including both pre-engagement and engagement that fully communicates the key messages around our new and update policy and bylaw.

Strategic approach

Pre-engagement

Our approach is to engage with the community through use of an Engagement HQ survey. The intention is to ask a broad range of questions and give the community an opportunity to provide general feedback on a variety of issues, as well as the opportunity to raise other issues to make sure we're getting a good idea of what kind of issues/concerns the community have. Community feedback will then be incorporated into the formal consultation process.

Special consultative procedure

Our approach is to engage with the community through use of an Engagement HQ survey. This formal process will incorporate community feedback, internal stakeholder feedback, Elected Member feedback, and seek feedback on specific questions and issues on the topic. This range of feedback will then be analysed and tested at the Subcommittee hearing.

Audiences

Internal

- Animal services

- Parks and Reserves
- Legal
- GIS
- Communications and Engagement
- Policy

External

- Dog owners
- General public
- GWRC
- WCC (shared paths)
- Te Ara Tupua (Alliance)

Key messages

Primary message:

We want to hear the community's thoughts about how Council can better balance the needs of dog owners and the public in Hutt City.

- Learn more about our proposed dog Bylaw and updated dog policy
- Get involved and have your say on our proposed changes to the the Bylaw and Policy

C&E Key Actions

- Engagement HQ – survey
- HCC Website
- Social Media
- Media Release / FAQs
- Advertorial
- Signage in specific locations
- What's On Guide
- Poster / leaflet (hubs)
- Direct messaging (texts) to registered dog owners

Risks and mitigations

Risk	Mitigation	Comment
Poor public response	Having multiple opportunities for the public to engage	Utilise multiple channels
Making promises we can't keep	Including disclaimers in our engagement material and ensuring the community is aware of the various limitations of Council	Authentic comms, fully approved
Dogs can be a sensitive topic	Ensuring we engage appropriately and provide sound analysis of the public's feedback Ensure the public's feedback to be reflected in policy and bylaw changes where possible	Media risk area, FAQs to answer key queries
Former decisions around bird protection areas likely to be relitigated by the community	Officers to consult the Legal team to ensure Council remains true to the consent conditions connected to the Tupua Horo Nuku before proposing changes to Elected Members	Make clear in FAQs
No / low budgets for dog park improvements	Public may have expectations for new improved services / dog areas	Make comms clear – so no false hopes given current economic climate
People don't know about Council's final decisions	'Close the loop' to all submitters via an email, and announce the updated bylaw on our social media channels	Closing the loop.

C&E Tactics/Action Plan

What	When	Who
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Council Briefing – pre-engagement feedback	9 October 2024	Sam
Pre-engagement with the community	14-31 October 2024	Sam/Vicky
Promotion in Hutt City Advertorial – TBC if required	Mid Oct	Vicky
FAQs	Mid Oct	Sam/Vicky
Updating of Website Dogs Hutt City Council	On-going process throughout the campaign	Vicky/Sam
Social Media / part 1 campaign	TBC	Vicky/Sam/Elis heva
Hubs + Engagement Champions briefed on engagement	22 February 2025	Callum
CLT – Draft Bylaw/Policy + SoPs	25 February	Sam & Duncan
PFSC Meeting – proposed changes for decision	11 March 2025	Sam & Duncan
Full Council – PSFC recommends proposed changes to Council for consultation	25 March 2025	Sam
Hard copy survey documents sent to Hubs	25 March 2025	Callum

Social Media – part 2 Go Live campaign of formal consultation	26 March 2025	Callum/Elisheva/Sam
Direct messaging to dog owners – texts (TBC)	26 March 2025	Sam/Animal Services
Media Release – promotion of the consultation	26 March 2025	Callum/Dave/Sam
SCP begins – formal community engagement	26 March 2025	Sam/Callum
SCP ends – formal community engagement	26 April 2025	Sam/Callum
Submissions Analysis	26 April – 09 May	Sam
Subcommittee hearing – oral submissions	19 May 2025	Sam
PFSC – SCP results + finalised drafts	1 July 2025	Sam
Full Council – adoption of Bylaw and Policy	21 July 2025	Sam
Close the loop back to submitters	22 July 2025	Callum/Sam
Social Media – part 3 campaign	22 July 2025	Callum/Elisheva/Sam
Website Update – dog page / HCC bylaw page	22 July 2025	Callum/Nicole

Media Release 2 – promotion of results of consultation	22 July 2025	Callum/Dave/S am
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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 was 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

Author: Yaolang Chung
Senior Financial Accountant

Reviewed By: Darrin Newth
Financial Accounting Manager

Reviewed By: Jenny Livschitz
Group Chief Financial Officer

Reviewed By: Daniel Moriarty
Chief Executive, Urban Plus

Approved By: Jon Kingsbury
Director Economy & Development



URBAN PLUS GROUP

**STATEMENT OF INTENT
2025/26 – 2027/28
(DRAFT)**

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Purpose

The purpose of this Statement of Intent is to:

- a. State publicly the activities and intentions of this Council-Controlled Trading Organisation for the year and the objectives to which those activities will contribute;
- b. Provide an opportunity for the Shareholder to influence the direction of the Organisation; and
- c. Provide a basis for the accountability of the Directors to the Shareholder for the performance of the Organisation.

This Statement of Intent covers the year 1 July 2025 to 30 June 2026 and forecasts for the following two financial years. It has been prepared in accordance with Section 64 (1) of the Local Government Act 2002.

Introduction

Urban Plus Limited (UPL) is wholly owned by Hutt City Council (HCC) and operates as a Council Controlled Trading Organisation (CCTO) under the Local Government Act 2002. UPL was established effective 1 May 2007 with principle objectives as stated below under 'Our Business Objectives'.

As of 1st July 2025, the Urban Plus Group comprises Urban Plus Limited (UPL) and UPL Developments Limited (UPLDL).

UPL is a company registered under the Companies Act 1993, is governed by the requirements of that Act and Section 6 of the Local Government Act 2002 and is covered by law and best practice. It also has responsibilities under the general law including the Resource Management Act 1991.

Shareholder's Expectations to Urban Plus Group

In November 2024, UPL received the Shareholder's Letter of Expectation (LoE), which set out key priorities and areas for UPL to address and deliver for the upcoming year(s). There was no significant change of direction from the previous year, but more emphasis in some areas for UPL to focus greater attention on. There are three broad but clear aspirations of UPL from the Shareholder:

Strategic Priorities

1. Promote Māori Outcomes:

Develop greater understanding of mana whenua needs and aspirations, and for a deeper engagement with Māori communities in terms of housing outcomes and partnerships. These learnings are to be integrated into UPL's strategies and operational thinking and delivery. UPL sees utilising methodologies such as pathways through Takai Here with mana whenua and the Shareholder to deliver identified housing outcomes.

2. Climate Change & Environmental Standards:

UPL will seek to integrate advanced sustainable features in new developments where possible. These features should be marketed widely to promote sustainable thinking and benefits of UPL housing outcomes. UPL will endeavour to achieve a minimum of Homestar 6 certification for all its developments or adhere to equivalent environmental housing standards as mutually agreed upon between HCC and UPL.

3. Financial Accountability / Financial sustainability:

UPL will continue to successfully operate as a developer and affordable rental supplier whilst ensuring it demonstrates financial prudence over the long term to achieve the Shareholder's housing objectives. UPL will undertake a review of and identify where changes (if any) in Council policy directives towards UPL are necessary to ensure ongoing viability of the organisation and its rental portfolio. Decision making will focus on the organisation's long-term financial sustainability.

4. Addressing Housing Needs:

UPL will continue to address specific areas within the Housing Continuum which are not well served by the market. For clarity, the areas of focus are:

- Rental housing for the low-income elderly – the supply (and continued portfolio growth) of warm, safe units to accommodate the low-income elderly.
- The undertaking and delivery of completed housing projects for, and in partnership with, Community Housing Provider (CHP) entities to meet their housing aspirations.
- For-sale affordable market housing.

5. Provision of Accommodation for the Low-Income Elderly (Aged 65 years plus)

UPL is charged with the ongoing priority to provide warm, dry and healthy housing accommodation, predominantly to the low-income elderly of Lower Hutt, who are not in a financial position to self-fund independent accommodation. Additionally, UPL will focus on accessibility in housing designs, specifically tailored to meet the needs of the aging population – which can be delivered in a variety of ways such as incorporating age friendly features that promote ease of mobility, safety, and comfort in living environments.

UPL will also explore the development of below-market rent flats, particularly for infill projects, which can provide affordable housing solutions while optimising urban land utilisation.

To a balance between fairness and financial sustainability is achieved, UPL will undertake a thorough review of its rental policies and structures – onboarding considerations such as market trends, the cost of living and tenant affordability, with the aim of maintaining equitable housing options for all residents, especially the elderly and those on fixed incomes.

6. Supporting Council's broader strategies (#6 in order)

UPL will continue to support the Shareholder's housing growth aspirations and broader outcomes for the city. Such initiatives include (but are not limited to) the following projects:

Infrastructure Acceleration Fund

Under the Infrastructure Acceleration Fund Housing Outcomes Agreement, Council has a duty to support and facilitate the construction of 3,520 homes on the Valley Floor by 2035. UPL will seek opportunities for new development and intensification of its existing stock on the Valley Floor to assist Council with this target.

Sustainable Growth Strategy 2025-2055

UPL will seek opportunities to deliver projects that contribute to the strategic outcomes within the Development of the Sustainable Growth Strategy 2025-2055 (which identifies eight "strategic moves" to guide urban development in the city over the next 30 years).

Of particular note, UPL's focus will be leaning towards Strategic Move 1 – "Enhance the heart of the city" and Strategic Move 2 – "Build up the central and northern Valley Floor".

Te Awa Takamori o Te Awa Kairangi (formerly RiverLink)

Additionally, UPL will assist with the Shareholder's urban revitalization of the city centre (Urban renewal, Regeneration and Redevelopment on and around the Daly Street area) by providing technical advice when required.

7. Future opportunities:**Central government and the provision of social housing**

UPL will be agile and adaptable regarding any new or changes to existing Central Government housing policy. These changes or introduced opportunities may provide housing outcomes opportunities particularly around the operation of Kāinga Ora, Ministry of Housing & Development, Community Housing Providers and Community Housing Associations sectors. UPL will identify and explore such opportunities early through its relationships with Kāinga Ora and attendance at the Hutt Central Regeneration Steering Group. Council land and leasehold model UPL will look to partner with Council on leasehold developments opportunities which deliver either affordable market housing and/or more financially sustainable growth of the rental portfolio.

8. Business As Usual (General)

The Shareholder expects UPL to continue its established business as usual practices – and accordingly, UPL will also embrace the following inclusions:

- Best practice urban design, including creating a sense of community identity and belonging in each development.
- Integrate 'wellbeing's' into Performance Metrics.
- Paying all UPL staff the Living Wage as a minimum, and for UPL to strongly encourage its direct contractors to align with the Living Wage criteria.

UPL's ongoing commitment to these priorities will contribute significantly to shaping a sustainable, inclusive, and vibrant city.

Our Statutory Objectives

Section 59 of the Local Government Act 2002 provides:

Principal objective of council-controlled organisation

- (1) The principal objective of a Council-Controlled Organisation is to:
 - (a) Achieve the objectives of its shareholders, both commercial and non-commercial, as specified in the Statement of Intent;
 - (b) Be a good employer;
 - (c) Exhibit a sense of social and environmental responsibility by having regard to the interests of the community in which it operates, and by endeavouring to accommodate or encourage these when able to do so; and
 - (d) If the Council-Controlled Organisation is a Council-Controlled Trading Organisation, conduct its affairs in accordance with sound business practice.
- (2) In subsection 1.b, good employer has the same meaning as in clause 36 of Schedule 7 of the Local Government Act 2002.

Our Business Objectives

In addition to the Statutory objectives, the Business objectives of UPL are to:

- 1.1 operate as a successful and profitable undertaking;
- 1.2 provide for need in a variety of areas across the housing continuum by developing property for housing outcomes such as: affordable / 'for market', social, long-term market rentals and CHP partnership projects;
- 1.3 be a provider of housing into the local supply chain with various housing typologies;
- 1.4 build housing partnerships with local and nationwide community housing organisations, mana whenua and Crown agencies;
- 1.5 demonstrate environmental leadership by the implementation of HomeStar methodologies and other practices which lower carbon emissions;
- 1.6 support and advance training and employment opportunities within the construction and built environment sectors;
- 1.7 support Central Government initiatives where and when prudent, in alignment with the Shareholder;
- 1.8 provide for the long term a growing portfolio of rental housing for the predominately low-income elderly¹ consistent with, and to give effect to, the Shareholder's housing aspirations for the city;
- 1.9 manage and develop the housing portfolio in a manner which increases its property values;
- 1.10 purchase, develop, lease or on-sell future development projects in a manner which maximises its value at a level of risk appropriate for the investment of funds and/or which aligns with the aspirations of the Shareholder;
- 1.11 comply with all legislative and regulatory provisions relating to its operations and performance;
- 1.12 ensure all assets owned by the company are maintained to the applicable standards;
- 1.13 maintain an effective business continuance plan, and a register of, and comply with, current Shareholder policies relevant to its business and operations.

These objectives will be monitored and where in conflict will be pursued giving greater weight to the interests of maximising value to the Shareholder provided that in relation to the provision of social housing, value to the Shareholder will include the consideration of social value and prudent financial management and continued solvency of UPL.

¹ 'Aged 65-plus/Predominantly low-income elderly' in this context relates to an applicant for a residential tenancy, that at the time of application, is able to demonstrate:

- i. that they are eligible for National Super(aged over 65 years – this being subject to review periodically by Central Government);
- ii. that they have no other income;
- iii. that they do not have cash or assets of such a magnitude that would mean they could make independent accommodation choices.

Nature and Scope of Activities to be undertaken by Urban Plus Group

The nature and scope of activities of the UPL are to:

- (1) Operate as a successful business, returning benefits to the Shareholder;
- (2) Own, operate and maintain, to an acceptable standard, a housing portfolio that provides rental accommodation predominately for the low-income elderly in accordance with normal commercial guidelines and the Shareholder's Policies regarding Housing;
- (3) Ensure that the housing portfolio predominately for the low-income elderly is appropriate for the changing needs of the community in terms of the objectives outlined in the Shareholder's Policies regarding Housing;
- (4) Develop property in preparation for sale or lease, which is declared surplus to the needs of Hutt City Council and which provide an appropriate return for the costs and risks of development;
- (5) Actively participate in the market with intent to acquire / purchase property to develop for sale, lease, portfolio retention or public market rental which provides appropriate returns for the levels of cost, risk and funds invested;
- (6) Purchase, develop, lease or on-sell the development property portfolio in a manner which maximises its value at a level of cost and risk appropriate for the investment of funds and is in alignment with the aspirations of the Shareholder; and
- (7) Otherwise become involved in property-related transactions and property-technical advisory services on a commercial basis that support the Shareholder's vision for the future development of the city.

Section 59 of the Local Government Act 2002 also provides that the principal objectives of a Council- Controlled Trading Organisation include the objectives of its Shareholders. In order to meet our objectives we focus our work activity on asset planning and development, capital project management, operations management, risk management, staff development and corporate governance.

Other

UPL will continue to be involved in property-related transactions on a commercial basis that support the Shareholders' vision for the future development of the city.

UPL will continue to provide a wide range of strategic property advice and property consultancy when required to the Shareholder. Work has included:

- (1) Advice and general direction for property projects that are in alignment with its standard business operations;
- (2) Commercial leasing management advice for HCC property and subsidiaries;
- (3) Specific property advice; and
- (4) Assist with strategic HCC property acquisition and divestment as directed by the Shareholder.

Performance Measures

The Company will meet the following measures for the next three years:

Rental Housing

- 1.1 Capital expenditure within budget.
- 1.2 Operational expenditure within budget.
- 1.3 Net Surplus before Depreciation and tax and after Finance Expenses as a Proportion of the Net Book Value of Residential Land and Buildings at the Start of the Year – Greater than 1.5%.
- 1.4 Tenant satisfaction with the provision of the company's rental housing greater than or equal to 90%.
- 1.5 Percentage of total housing units occupied by predominately low-income elderly¹ greater than or equal to 80%.
- 1.6 Annual rental increases to be no greater than \$50 per week per unit.
- 1.7 Increasing the portfolio size by a minimum of ten units per annum.
- 1.8 Any rental housing units purchased and not already utilising electricity or renewable sources of energy for space heating, water heating, and cooking facilities, shall be converted to utilise only electricity or renewable sources of energy within five years of acquisition.
- 1.9 New rental housing units constructed by UPL to utilise only electricity or renewable sources of energy for space heating, water heating and cooking facilities.

¹ 'Aged 65-plus/Predominantly low-income elderly' in this context relates to an applicant for a residential tenancy, that at the time of application, is able to demonstrate:

- i. that they are eligible for National Super (aged over 65 years – this being subject to review periodically by Central Government);
- ii. that they have no other income;
- iii. that they do not have cash or assets of such a magnitude that would mean they could make independent accommodation choices.

Property Development

- 1.10 Capital expenditure within budget.
- 1.11 Operational expenditure within budget.
- 1.12 All new developments shall only utilise electricity or renewable sources of energy for space heating, water heating and cooking facilities.
- 1.13 All new housing units (standalone house or townhouse) shall achieve a certified HomeStar design rating of at least six stars or equivalent.¹
- 1.14 A pre-tax return of not less than 15% on Development Costs including Margin and Contingency on housing released to market (except where the Board and Shareholder agree otherwise to achieve specified objectives).
- 1.15 Value of divestment to Community Housing Providers (or socially like-minded organisations) set at each project's Development Cost (includes contingency and GST) plus a margin of no greater than 12.5% (except where the UPL Board and Shareholder agree otherwise to achieve specified objectives).

1.16 Long term public rental accommodation pre-tax returns at no less than (or equal to) 3.0% after depreciation (delivery of new housing units via UPL development projects).²

¹ The assessment criteria being: **Either** - an independent review by a certified HCC Homestar Assessor to qualify the design would satisfy and meet the appropriate the Homestar 6 standards for each UPL project – **Or**, via a formal registration and certification process via NZGBC. The decision on which option to utilise is at the discretion of UPL officers in terms of financial impact to projects on a case-by-case basis.

² Returns are specific to each project's (Board Approved) business case where long-term market rentals are developed. Future rents are set having regard to an annual review.

Professional Property Advice

1.17 Achieve a market return on additional services provided to the Shareholder.

UPL Developments Limited

1.18 Undertake, negotiate and execute tender and procurement processes for and on behalf of the Partnership and 'parent' company as required.

1.19 Facilitate civil and construction contracts for and on behalf of the Partnership and 'parent' company as required.

1.20 Facilitate payment of contract progress claims for Board approved contracts as well as payments to other suppliers engaged to provide services or goods to defined development projects.

1.21 Should UPLDL be used for future developments, the same performance measures apply as for Property Development (refer above).

1.22 Act as General Partner when / if a Limited Partnership structure is utilised for development projects.

Risk Management

Health and Safety in Employment

UPL will maintain sound industry practice with ongoing reviews of its Health and Safety policies to ensure they remain current in terms of compliance.

Business Continuity

UPL will maintain a Business Continuity Plan for unforeseen circumstances so any event will have minimal impact on the day-to-day operation of the business.

Insurances

UPL will maintain appropriate insurances to mitigate risk of portfolio damage, business interruption and professional indemnity. This will include Directors and Office Bearers cover where appropriate.

Emergency preparedness

UPL will rehearse and maintain systems and procedures to best position itself to deal with emergency situations.

Commercial Risk

UPL will manage its affairs in a manner that minimises commercial risk recognising that some risk will need to be taken to achieve targets. In recognising the lessened profit margins and higher commercial risk when delivering projects to Community Housing Providers, the UPL Board of Directors and Chief Executive will consider the scale, funding constraints and timing of these projects within the wider development programme. The risk appetite of the Board may have bearing on the number of CHP-focused projects being undertaken at one time in consideration to other priorities of the SOI.

Board of Directors

The Board of Directors consists of up to six members, with the Shareholder appointing Council representation as Director(s) and Independent Directors. Directors generally serve three-year terms.

The Board is responsible for the proper direction, governance and control UPL.

Unanimous approval of the Board is required for:

- 1.1 Employment of the UPL Chief Executive and creation of new permanent positions outside of resolved budget limits;
- 1.2 Extraordinary transactions (entering into any contract or transaction except in the ordinary course of business);
- 1.3 Delegation of Directors' powers to any person;
- 1.4 Major transactions (entering into any major transaction);
- 1.5 Disputes (commencing or settling any litigation, arbitration or other proceedings which are significant or material to the Company's business);
- 1.6 Borrowings in a manner that materially alters the Company's banking arrangements, advancing of credit (other than normal trade credit) exceeding \$5,000 to any person except for making deposits with bankers, or giving of guarantees or indemnities to secure any person's liabilities or obligations;
- 1.7 Sale of assets (sell or dispose of fixed assets for a total price per transaction exceeding \$100,000 or a series of transactions aggregated exceeds \$300,000); and
- 1.8 Capital expenditure (other than in the ordinary course of doing business) at a total cost to the Company, per transaction, exceeding \$500,000 or a series of transactions aggregated exceeds \$750,000. However, the UPL Chief Executive has delegated authority to approve individual, project-specific capital expenditure invoices up to \$750,000 + GST if the Board has unanimously approved the budget for that specific project.

The Board will require the agreement of the Shareholder for:

- 1.1 Any changes to the Constitution;
- 1.2 Any increases in capital and the issue of further securities, share buybacks and financial assistance;
- 1.3 Any alteration of rights attaching to shares;
- 1.4 Any arrangement, dissolution, re-organisation, liquidation, merger or amalgamation of the Company; and
- 1.5 Any 'major transactions' as that term is defined in the Companies Act 1993.

Ratio of consolidated Shareholders' funds to total assets

The target ratio for consolidated Shareholders' funds to total assets is at least 50%. Consolidated Shareholders' funds comprise share capital and accumulated reserves. Total assets comprise all tangible assets of the Company, the main component being housing and undeveloped land. The forecast consolidated Shareholders funds as at June 2025 is 52%. The share capital of \$15.3 million consists of 27,000,001 ordinary shares on issue, of which 12,000,001 are fully paid and 15,000,000 are issued but uncalled.

Accumulated profits and capital reserves

There is no intention to pay a dividend in the 2025/26 financial year or succeeding years.

Information to be provided to Shareholders

In each year UPL shall comply with the reporting requirements specified for CCO's under the Local Government Act 2002 and the Companies Act 1993 regulations.

In particular, it shall provide:

Annually

1. Annually report, within two months after the end of each financial year.
2. A Statement of Intent detailing all matters required under the Local Government Act 2002;
3. An annual budget for the coming financial year, broken out by the two major areas of operation; Rental Housing and Land Development, including the assets employed and debt attributable to each area;
4. A written report on the financial operations of the Company to enable an informed assessment of its performance including a comparison against budget and the Statement of Intent, the Return on Equity and Return on Assets for the Period;
5. Financial statements comprising the Statement of Financial Position, Statement of Comprehensive Revenue and Expenses and Statement of Cash Flows;
6. A business plan indicating the nature of property development it proposes to undertake and the range of investment and estimated return it proposes to achieve;
7. An assessment of the current market for rental housings and the appropriateness of the current housing portfolio to meet the needs of the low-income elderly.

Half Yearly

1. Six-monthly, within two-months of the end of the six-month reporting period.
2. A written report on the operations of the Company by the two major areas of operation to enable an informed assessment of its performance including a financial comparison against budget and the Statement of Intent, the Return on Equity and Return on Assets for the Period.
3. Financial statements comprising the Statement of Financial Position, Statement of Comprehensive Revenue and Expenses and Statement of Cash Flows.
4. Progress on activities outlined in the agreed business plan.

Share acquisition

There is no intention to subscribe for shares in any other company or invest in any other organisation. (NOTE: UPL has a subsidiary company UPL Developments Limited).

Compensation from Local Authority

It is not anticipated that the company will seek compensation from any local authority other than in the context of normal commercial contractual relationships.

NB: if UPL has undertaken to obtain or has obtained compensation from its Shareholder in respect of any activity, this undertaking or the amount of compensation obtained will be recorded in:

1. The annual report of UPL; and
2. The annual report of the Shareholder.

Equity value of the Shareholder's investment

For the year ended 30 June 2025, the estimated net value of the Shareholder's investment in Urban Plus Group will be \$49.4 million.

Financial Forecasts

Planning and programming for development projects will be based on exceeding the agreed minimum financial performance thresholds as set out in the Performance Measures section for each commercial, residential portfolio, affordable housing and long-term market rental development project. Each development project will require the approval of the Board to ensure strategic fit and achievement of the minimum rate of return.

The current downturn of the property market and volatility of interest rates have resulted in considerable uncertainty in terms of what projects will become available, and what sales might result from those projects. Details of potential development projects will be included in the regular reporting to the Board and Shareholder.

Consolidated Statement of Financial Performance

For the Year Ended 30 June	2025	2026	2027	2028
	Forecast	Budget	Plan	Plan
REVENUE				
Rental Revenue	2,806,251	3,004,771	3,410,394	3,580,914
Finance Revenue	705,430	1,363,610	1,321,465	846,190
Commercial Development Sales	35,282,609	30,811,957	13,695,130	13,057,174
Other Revenue	189,664	510,804	-	-
Total Revenue	38,983,954	35,691,142	18,426,990	17,484,278
EXPENSES				
Personnel Expenses	1,359,131	1,385,772	1,463,145	1,545,109
Rates	395,692	511,150	575,555	636,586
Repairs & Maintenance	696,693	710,998	1,076,024	749,107
Insurance	237,116	272,646	299,911	329,902
Specialist Services	147,552	130,541	134,457	138,491
Operational Contracts	175,308	183,146	188,641	194,300
HCC Support Costs	183,952	187,631	191,384	195,211
Other Operating Expenses	345,093	343,847	355,057	367,015
Agents Fees & Marketing	594,933	375,000	270,000	300,000
Cost of Commercial Development Sales	30,719,970	26,244,549	11,935,879	10,539,675
Total Expenses	34,855,440	30,345,280	16,490,053	14,995,396
OPERATING SURPLUS/(DEFICIT)	4,128,515	5,345,862	1,936,937	2,488,881
Depreciation	1,076,359	1,016,567	1,218,782	1,219,073
Finance Expenses	2,667,920	2,607,900	2,568,284	2,582,508
NET SURPLUS/(DEFICIT) before Tax	384,236	1,721,395	(1,850,129)	(1,312,700)
Income Tax Expense/(Benefit)	107,586	481,991	-	-
SURPLUS/DEFICIT after TAX	276,650	1,239,405	(1,850,129)	(1,312,700)
Other Comprehensive Revenue and Expenses				
Gain on Property Revaluation	-	-	-	-
Less: Tax on Revaluation	-	-	-	-
Total Other Comprehensive Revenue and Expenses	-	-	-	-
TOTAL COMPREHENSIVE REVENUE and EXPENSES	276,650	1,239,405	(1,850,129)	(1,312,700)

Consolidated Statement of Changes in Equity

For the Year Ended 30 June	2025	2026	2027	2028
	Forecast	Budget	Plan	Plan
Balance at 1 July	49,161,054	49,437,704	50,677,108	48,826,980
Total Comprehensive Revenue and Expenses for the Year	276,650	1,239,405	(1,850,129)	(1,312,700)
Balance at 30 June	49,437,704	50,677,108	48,826,980	47,514,280

Note re: Commercial Development Sales 2024/25 FY

Proceeds from the multiple commercial development projects are timed to occur within the 2024/25 Financial Year resulting in the significant increase in revenue compared to previous and outer lying Financial Years.

Consolidated Statement of Financial Position

As at 30 June	2025	2026	2027	2028
	Forecast	Budget	Plan	Plan
ASSETS				
Current Assets				
Cash & Cash Equivalents	24,172,784	31,199,074	21,343,036	12,418,873
Prepayments	15,078	-	-	-
Related party receivables	201,920	201,920	201,920	201,920
Tax receivable	19,212	19,212	19,212	19,212
Inventories	18,190,228	6,672,980	15,227,867	24,039,735
Total current assets	42,599,223	38,093,187	36,792,035	36,679,740
Non-Current Assets				
Property, Plant & Equipment	44,969,700	55,227,568	54,008,787	52,804,300
Assets Under Construction	4,077,681	-	-	-
Assets Available for Sale	3,734,117	3,734,117	3,734,117	3,734,117
Loans to subsidiaries	-	-	-	-
Total non-current assets	52,781,499	58,961,685	57,742,904	56,538,416
TOTAL ASSETS	95,380,721	97,054,872	94,534,938	93,218,157
LIABILITIES				
Current Liabilities				
Creditors & Other Payables	195,095	255,435	67,623	63,539
Employee Entitlements	50,207	50,207	50,205	50,207
Total Current Liabilities	245,302	305,642	117,828	113,746
Non-Current Liabilities				
Employee Entitlements	52,552	52,552	52,552	52,552
Borrowings	43,000,000	43,000,000	43,000,000	43,000,000
Deferred Tax Liability	2,645,164	3,019,568	2,537,578	2,537,578
Total Non-Current Liabilities	45,697,715	46,072,121	45,590,130	45,590,130
TOTAL LIABILITIES	45,943,017	46,377,763	45,707,958	45,703,876
NET ASSETS	49,437,705	50,677,109	48,826,981	47,514,281
EQUITY				
Retained Earnings	5,523,478	6,762,882	4,912,754	3,600,054
LTMP Reserve	200,000	200,000	200,000	200,000
Share Capital	15,300,000	15,300,000	15,300,000	15,300,000
Revaluation Reserve	28,414,227	28,414,227	28,414,227	28,414,227
TOTAL EQUITY	49,437,705	50,677,109	48,826,981	47,514,281

Consolidated Statement of Cash Flows

For the Year Ended 30 June	2025	2026	2027	2028
	Forecast	Budget	Plan	Plan
CASH FLOWS from OPERATING ACTIVITIES				
<i>Cash was provided from:</i>				
Receipts from Rent and Leases	2,806,251	3,004,771	3,410,394	3,580,914
Receipts from Other Revenue	189,661	510,804	-	-
Interest Received	705,430	1,363,610	1,321,465	846,190
Receipts from Commercial Development Sales	35,282,609	30,811,957	13,695,130	13,057,174
	38,983,951	35,691,142	18,426,990	17,484,278
<i>Cash was applied to:</i>				
Payments to Employees	(1,362,806)	(1,385,772)	(1,463,145)	(1,545,109)
Payments to Suppliers	(2,872,008)	(2,668,738)	(3,278,843)	(2,914,694)
Interest Paid	(2,667,920)	(2,607,900)	(2,568,284)	(2,582,508)
Tax Paid	-	(107,586)	(481,991)	-
Costs of Commercial Development Sales	(24,089,896)	(14,698,102)	(20,490,766)	(19,351,544)
	(30,992,630)	(21,468,098)	(28,283,028)	(26,393,854)
Net Cash Flows from Operating Activities	7,991,320	14,223,044	(9,856,039)	(8,909,577)
CASH FLOWS from INVESTING ACTIVITIES				
<i>Cash was applied to:</i>				
Purchase and Construction of Property, Plant and Equipment	(2,763,375)	(7,196,754)	-	(14,586)
	(2,763,375)	(7,196,754)	-	(14,586)
Net Cash Flows from Investing Activities	(2,763,375)	(7,196,754)	-	(14,586)
CASH FLOWS from FINANCING ACTIVITIES				
<i>Cash was provided from:</i>				
Proceeds from Borrowings - HCC	10,000,000	-	-	-
	10,000,000	-	-	-
<i>Cash was applied to:</i>				
Repayment of Advance from related parties	(644,777)	-	-	-
	(644,777)	-	-	-
Net Cash Flows from Financing Activities	9,355,223	-	-	-
NET INCREASE/(DECREASE) in CASH and CASH EQUIVALENTS	14,583,169	7,026,290	(9,856,039)	(8,924,163)
Cash and Cash Equivalents at the Beginning of the Year	9,589,615	24,172,784	31,199,074	21,343,035
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	24,172,784	31,199,074	21,343,035	12,418,873

Statement of Accounting Policies

UPL will apply the following accounting policies consistently during the year and apply these policies to the Statement of Intent. In accordance with the New Zealand Institute of Chartered Accountants Financial Reporting Standard 42 (FRS 42), the following information is provided in respect of the Statement of Intent.

Nature of prospective information

The financial information presented consists of forecasts that have been prepared on the basis of best estimates and assumptions on future events that UPL expects to take place.

Statement of compliance with International Financial Reporting Standard

The financial statements have been prepared in accordance with New Zealand generally accepted accounting practice. They comply with New Zealand equivalents to International Financial Reporting Standards (NZ IFRS) and other applicable financial reporting standards, as appropriate for public benefit entities.

Reporting entity

UPL is a company registered under the Companies Act 1993 and a Council-Controlled Trading Organisation as defined by Section 6 of the Local Government Act 2002. Hutt City Council is the only shareholder. The company was incorporated in New Zealand in 13 December 1996 as De Luien Developments Limited, changed its name to Centre City Plaza Limited on 27 June 1997, changed its name to Hutt Holdings Limited on 20 January 2003 and finally changed its name to Urban Plus Limited on 25 May 2007.

The financial statements have been prepared in accordance with the requirements of the Companies Act 1993, the Financial Reporting Act 1993 and the Local Government Act 2002.

For purposes of financial reporting, UPL is a public benefit entity.

Reporting period

The reporting period covers the 12 months from 1 July 2025 to 30 June 2026. Comparative projected figures for the year ended 30 June 2027 and 30 June 2028 are provided.

Specific accounting policies

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

The measurement basis applied is historical cost.

The accrual basis of accounting has been used unless otherwise stated. These financial statements are presented in New Zealand dollars rounded to the nearest thousand, unless otherwise stated.

Judgements and estimations

Preparing financial statements in conformity with NZ IFRS requires judgements, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expenses. Where material, information on the major assumptions is provided in the relevant accounting policy or will be provided in the relevant note to the financial statements.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

Judgements that have a significant effect on the financial statements and estimates with a significant risk of material adjustment in the next year are discussed in the relevant notes.

Cash and cash equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less, and bank overdrafts.

Debtors and other receivables

Debtors and other receivables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

Revenue

Revenue is measured at the fair value of consideration received.

Revenue from the rendering of services is recognised by reference to the stage of completion of the transaction at balance date, based on the actual service provided as a percentage of the total services to be provided.

Sales of goods are recognised when a product is sold to the customer. The recorded revenue is the gross amount of the sale, including credit card fees payable for the transaction. Such fees are included in other expenses.

Property sales are recognised on settlement date, along with the related expenses. Interest income is recognised using the effective interest method.

Property, plant and equipment

On transition to NZ IFRS assets were recorded at cost less accumulated depreciation and impairment losses.

Revaluation

Land and buildings are revalued with sufficient regularity to ensure that their carrying amount does not differ materially from fair value and at least every three years. All other asset classes are carried at depreciated historical cost. The carrying values of revalued assets are assessed annually to ensure that they do not differ materially from the assets' fair values. If there is a material difference, then the off-cycle asset classes are revalued.

Revaluations of property, plant, and equipment are accounted for on a class-of-asset basis. The net revaluation results are credited or debited to other comprehensive income and are accumulated to an asset revaluation reserve in equity for that class of asset. Where this would result in a debit balance in the asset revaluation reserve, this balance is not recognised in other comprehensive income but is recognised in the surplus or deficit. Any subsequent increase on revaluation that reverses a previous decrease in value recognised in the surplus or deficit will be recognised first in the surplus or deficit up to the amount previously expensed, and then recognised in other comprehensive income.

Additions

Expenditure of a capital nature of \$1,000 or more has been capitalised. Expenditure of less than \$1,000 has been charged to operating expenditure. The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to UPL and the cost of the item can be measured reliably.

Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are recognised in the Statement of Comprehensive Income.

Subsequent costs

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to UPL and the cost of the item can be measured reliably.

Depreciation

Depreciation is provided on a straight line basis on all property, plant and equipment at rates that will write off the cost (valuation) of the assets to their estimated residual values over their useful lives. The straight line depreciation rates are as follows:

Estimated economic lives	Years	Rate
Buildings	2 - 69	1.45% - 50.00%
Plant and equipment	8 - 13	7.69% - 12.00%
Vehicles	7	12.76%

The residual value and useful life of an asset is reviewed and adjusted if applicable at each financial year end.

Intangible assets

Software acquisition and development

Acquired computer software licenses are capitalised on the basis of the costs incurred to acquire and bring to use the specific software. Costs associated with maintaining computer software are recognised as an expense when incurred. Costs that are directly associated with the development of software for internal use by UPL, are recognised as an intangible asset.

Amortisation

The carrying value of an intangible asset with a finite life is amortised on a straight-line basis over its useful life. Amortisation begins when the asset is available for use and ceases at the date that the asset is derecognised. The amortisation charge for each period is recognised in the Statement of Comprehensive Income.

The useful lives and associated amortisation rates of major classes of intangible assets have been estimated as follows:

Estimated economic lives	Years	Rate
Computer software	2.8	36%

Impairment of non-financial assets

Assets with a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. If an asset's carrying amount exceeds its recoverable amount, the asset is impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the Statement of Comprehensive Income.

Goods and services tax

All items in the financial statements are stated exclusive of GST, except for receivables and payables. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the Statement of Financial Position.

Commitments and contingencies are disclosed exclusive of GST.

Employee entitlements

Short-term entitlements

Employee benefits that UPL expects to be settled within 12 months of balance date are measured at nominal values based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, retiring and long service leave entitlements expected to be settled within 12 months, and sick leave.

UPL recognises a liability for sick leave to the extent that absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent that UPL anticipates it will be used by staff to cover those future absences.

UPL recognises a liability and an expense for bonuses where contractually obliged or where there is a past practice that has created a constructive obligation.

Borrowings

Borrowings are initially recognised at their fair value. After initial recognition, all borrowings are measured at amortised cost using the effective interest method.

Borrowing costs

Borrowing costs are recognised as an expense in the period in which they are incurred.

Creditors and other payables

Creditors and other payables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method.

Income tax

Income tax for the period is calculated by reference to the amount of income taxes payable or recoverable in respect of the taxable profit or tax loss for the period. It is calculated using tax rates and tax laws that have been enacted or substantively enacted by the reporting date. Current tax for current and prior periods is recognised as a liability (or asset) to the extent that it is unpaid (or refundable).

Property intended for sale

Property previously held but now being sold as it is no longer required is classified as a property held for sale.

This classification is used where the carrying amount of the property will be recovered through sale, the property is available for immediate sale in its present condition and sale is highly probable.

Property held for sale is recorded at the lower of the carrying amount and fair value less costs to sell. From the time a property is classified as held for sale, depreciation is no longer charged on the improvements.

Where property is held for sale or for development for sale, in the ordinary course of business, it is classified as inventory. Such property is recorded at the lower of cost and net realisable value (selling price less costs to complete and sale costs). Any write-downs to net realisable value are expensed in the net surplus/(deficit) for the year.

Leased assets

Operating Leases

Leases where the lessor effectively retains substantially all the risks and rewards of ownership of the leased items are classified as operating leases. Payments made under these leases are expensed in the Statement of Comprehensive Income on a straight-line basis over the term of the lease. Lease incentives received are recognised in the Statement of Comprehensive Income as an integral part of the total lease payment.

Finance Leases

The Company has not entered into any material finance leases.

Financial instruments

The Company is party to financial instrument arrangements as part of its normal operation.

Revenue and expenses in relation to all financial instruments are recognised in the Statement of Comprehensive Income.

All financial instruments are recognised in the Statement of Financial Position on the basis of the Company's accounting policies. All financial instruments disclosed on the Statement of Financial Position are recorded at fair value other than those specifically identified in the Notes to the financial statements.

Appendix 2 – 10 year plan

For the Year Ended 30 June	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
	Forecast	Budget	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan
REVENUE											
Total Revenue	38,983,954	35,691,142	18,426,990	17,484,278	54,359,260	23,127,878	37,299,552	28,502,421	36,943,337	14,926,466	28,638,883
EXPENSES											
Total Expenses	34,855,440	30,345,280	16,490,053	14,995,396	46,188,412	19,738,711	33,209,287	24,581,323	32,254,781	13,996,752	25,807,739
OPERATING SURPLUS/(DEFICIT)	4,128,515	5,345,862	1,936,937	2,488,881	8,170,849	3,389,168	4,090,265	3,921,098	4,688,556	929,714	2,831,144
Depreciation	1,076,359	1,016,567	1,218,782	1,219,073	1,217,713	1,217,380	1,217,380	1,217,380	1,217,380	1,217,380	1,217,380
Finance Expenses	2,667,920	2,607,900	2,568,284	2,582,508	2,580,000	2,580,000	2,580,000	2,587,068	2,580,000	2,580,000	2,580,000
NET SURPLUS/(DEFICIT) before Tax	384,236	1,721,395	(1,850,129)	(1,312,700)	4,373,136	(408,212)	292,886	116,650	891,176	(2,867,665)	(966,235)

As requested by councillors 10-year plan for the operation of UPL Group of which years 2026-2028 are reflected in the SOI.



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.

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Author: Darren Cowan
Financial Accountant

Reviewed By: Darrin Newth
Financial Accounting Manager

Reviewed By: Jenny Livschitz
Group Chief Financial Officer

Approved By: Tim Lidgard
Chief Executive, Seaview Marina



SEAVIEW MARINA LIMITED
STATEMENT OF INTENT
2025/26 to 2027/28

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1. Vision

Renowned as a New Zealand leading Marina that embraces the whole spectrum of services that boaties' and water enthusiasts desire.

2. Mission

To provide industry-leading facilities and services that delight customers and stimulate related economic activity whilst meeting shareholder expectations.

3. Nature and Scope of Activities

Seaview Marina Limited (the Company) is responsible for the operation of the boating facilities and services, the maintenance of infrastructural assets and the development of additional facilities and services as demand dictates.

4. Corporate Governance Statement

The Company is 100% owned by Hutt City Council and accordingly is a Council Controlled Trading Organisation (CCTO) as defined by the Local Government Act 2002 (LGA). The Directors' role is defined in Section 58 of the LGA which requires that all decisions relating to the operation of a CCTO shall be made pursuant to the authority of the directorate of the CCTO and its Statement of Intent (SOI). In addition to the obligations of the LGA, the Company is also covered by the Companies Act 1993 which places other obligations on the Directors.

The Directors are responsible for the preparation of the SOI, which along with the three-year financial plan is provided to the Company's Shareholder, Hutt City Council. Six monthly and annual reports of financial and operational performance are provided to the Shareholder. Financial and operational /management reports are prepared monthly for the Directors.

The Directors of the Company are responsible for the overall control of the Company, but no cost-effective internal control system will permanently preclude all errors or irregularities. The control systems operating within the Company reflect the specific risks associated with the business of the company.

Drawing down additional funding for Council supported capital expenditure comes with significantly increased pressure from finance expenses, compared with prior years. Additionally, there are some unknowns around final costs of these large transactions. The Directors of the Company have budgeted for fixed dollar dividend payments in 2024/25 and the outyears, however this remains subject to the Directors determining financial projections are shown to be sustainable. This is in line with the company's dividend policy approved by Council on June 30th, 2023.

5. Corporate Goals

The principal goal of the Company is to operate as a successful business, achieving the objectives of its shareholder as specified in this Statement of Intent. The specific corporate goals of the Company are as follows:

General

- 5.1 To ensure that the Statement of Intent and operating policies for the Company are consistent with the group operating policies of Hutt City Council.
- 5.2 To ensure that the Statement of Intent and operating strategies within, are adhered to.
- 5.3 To keep the Shareholder informed of matters of substance affecting the Company.
- 5.4 To perform continual reviews of the operating strategies, financial performance, and service delivery of the Company.
- 5.5 To develop the Company into one of New Zealand's premier marina businesses.

Economic

- 5.6 To maximise the financial returns achieved and the value added by the Company.
- 5.7 To return a minimum return on equity (ROE) per annum of 1.2%, 1.1% and 1.1% for each financial year commencing 1 July 2025/26.
- 5.8 To maintain the Company's financial strength through sound and innovative financial management.

Social and Environmental

- 5.9 To support recreational boating activities in the Wellington Region.
- 5.10 To promote safe work practices.
- 5.11 To act as a socially responsible and environmentally aware corporate citizen and to contribute to, or assist where possible, with Hutt City Council's community outcomes (as listed in the Hutt City Council Annual or Long-Term Plan).
- 5.12 Reduce direct emissions by 50% by 2030 and achieve net zero emissions by 2050. Targets are to be updated following the initial analysis.

6. Specific Objectives for the Year Ending 30 June 2026

In pursuit of its corporate goals, the Company has the following objectives for the next 12 months:

General

- 6.1 To review the Statement of Intent and Strategic Plans for consistency with the objectives of Hutt City Council.
- 6.2 To review the operating activities of the Company for compliance with the goals and objectives stated in the Statement of Intent and Strategic Plan.

Economic

- 6.3 To achieve all financial projections.
- 6.4 To ensure that the reporting requirements of the Company and the Shareholder are met.

Social and Environmental

6.5 To maintain good employer status by:

- (a) complying with all employment legislation; and,
- (b) operating open and non-discriminatory employment practices.

6.6 To ensure no transgression of environmental and resource laws.

6.7 To review the activities undertaken by the Company for the purposes of being a good socially and environmentally responsible corporate citizen.

7. Shareholder Expectations

The Shareholder has provided the Company with its expectations for the business over the next three years. These expectations are laid out under the following four categories: Health, Safety and Wellbeing, Development Plans, Returns to Shareholder, and Strategic Priorities.

7.1 Health, Safety and Wellbeing

Health and safety, with the inclusion of staff wellbeing, will continue as top priority and be embedded within all activities of the marina.

7.2 Development Plans

i. In water

Council supports a process of design and consultation for in-water infrastructure and further development, which will cater to present and future demand. However, large-scale in-water construction contracts should be delayed until funding requirements for the complete refurbishment programme of SML's oldest piers is agreed by Council.

ii. On-land

Council understand the increased demand SML is seeing for leased commercial spaces. SML will engage with Council, stakeholders (and community partners) to continue the formation of an on-land 'masterplan.' To facilitate public benefit, site development, and to realise the SML vision and mission, Council expects SML to engage in the review of the District Plan process.

7.3 Financial stewardship and sustainability

The Council expects financial returns by way of dividends and breakwater lease payments. Breakwater leases payments are presently payable. The SML Board developed a Dividend Policy in April 2023 which was approved by Council on 30 June 2023. SML plans to pay a first dividend to Council in early 2024. Fixed dollar amount dividend payments are to continue to be included in each year of the SOI, in line with the Long-Term Plan 2021-2031., and in line with the SML Dividend Policy.

Noting the significant cost escalations, SML should investigate and implement cost reduction strategies where appropriate, including exploring discounts with suppliers and optimising procurement approaches that produce value for money whilst also enabling the achievement of

broader outcomes.

7.4 Strategic Priorities

I. Promote Māori Outcomes

Council is committed to improving outcomes for Māori and to working with our mana whenua partners to shape Lower Hutt for the future. SML is expected to fully participate alongside Council in any formal relationship agreements with mana whenua as they relate to improving outcomes relevant for SML. It is expected that SML take an active and meaningful approach to engaging with mana whenua and Māori through all its work and explore partnership/joint venture opportunities within SML's future developments.

II. Social and Environmental

Support of charitable non-profit ventures connected with the organisation's business will continue to be a focus, including work with the disability sector. Council asks SML to continue to develop partnerships supporting the growth of local maritime businesses that are focused on utilising renewable energy sustainably and are aligned with the Council's 'carbon zero' initiatives. Council was pleased to see SML maintain the Clean Marina Programme accreditation in 2025/2026. Council expects SML to reinforce commitment to this programme and understands that continual improvement through work and investment is required to retain this accreditation.

III. Living Wage

The Council became Living Wage accredited in November 2021 which cemented the commitment to continue the programme of implementing the Living Wage as the minimum rate for people working on Council procured contracts for services. Council's expectation is that SML will support and promote the Living Wage. SML will ensure as and when services are procured that it is a mandatory requirement for suppliers to pay staff delivering the services under contract the Living Wage as a minimum rate.

In addition, Council request that SML continue to promote the implementation of the Living Wage among the commercial tenants operating within SML. Council expect SML to encourage leaseholder commitment to paying the Living Wage, by actively engaging with leaseholders to emphasise the benefits to employee and business.

IV. Climate Change

Council has cited the need to prioritise reducing city-wide emissions to net zero carbon, including the need to halve our own operational emissions by 2030. Council expects that SML will participate in the delivery of this objective, in line with our city-wide Climate Action Pathway and implement, monitor, and measure any agreed actions signed up to by SML. There are three areas of action for SML to consider:

- a. to replace fuel powered vehicles, equipment, and plant with electric powered equivalents when due for replacement, provided equivalents are commercially viable.

- b. Additionally, SML should develop a factual understanding of sea-level change and the performance of the breakwaters in relation to this. This improved understanding is to inform the financial planning regarding sea-level change, as part of the asset management plan.

V. Integration with Tupua Horo Nuku

In line with the expectations to improve community engagement, SML will engage with Council to develop an understanding of Tupua Horo Nuku Eastern Bays shared path project, and how this will interact with all the activities in the Marina – not limited to commercial opportunities, public benefit, and health and safety implications.

VI. Advance Knowledge of Transportation Vessels

SML should continue to support and develop relationships with ferry operators both locally and nationally, with the goal to better understand the business of passenger carrying watercraft. A formation of understanding of opportunities and implications of ferry service to the area will better inform both the on land and in- water development plans.

VII. Achieve Wider outcomes – Employment and Training

Whilst SML is a small team, SML's work programme should create local training opportunities and support local employment, wherever possible. SML will use more specialised training programmes such as MTI (Marina Training Institute) to provide career pathways for staff.

7.5 Performance Measures

	Key Performance Indicator	2025/26	2026/27	2027/28	Reporting Frequency
Financial					
1	Deliver the total annual budgeted income	Achieve 100% of total budgeted income	Achieve 100% of total budgeted income	Achieve 100% of total budgeted income	Six monthly
2	Deliver the total annual budgeted net surplus	Net surplus within budget	Net surplus within budget	Net surplus within budget	Six monthly
3	Achieve prescribed rate of return on equity before tax and dividends (2)	1.2%	1.1%	1.1%	Annually
4	Manage Capital Expenditure (3)	Complete within capital budget	Complete within capital budget	Complete within capital budget	Annually
Relationship & Communication					
5	Client Service & Customer Needs	85% satisfaction in the bi-annual survey		85% satisfaction in the bi-annual survey	Bi-Annually
6	Special interest messages	Complete four messages per annum	Complete four messages per annum	Complete four messages per annum	Four per annum
7	Meet all shareholder reporting deadlines	See Section 11	See Section 11	See Section 11	Schedule in Section 11
Risk Management and Human Resources					
8	Notifiable health and safety incidents	None	None	None	Monthly to board
9	Staff Satisfaction	Achieve 85% staff satisfaction	Achieve 85% staff satisfaction	Achieve 85% staff satisfaction	Annually
Marketing					
10	Implement strategy to improve occupancy rates (4)	Berth occupancy equal or greater than 83%	Berth occupancy equal or greater than 86%	Berth occupancy equal or greater than 86%	Bi-Monthly
Non- Financial					
12	To provide financial or non- financial support to at least three charitable	Support to at least three organisations	Support to at least three organisations	Support to at least three organisations	Annually

	(non-profit) ventures with a marine focus during any given financial year				
13	Public benefit	Perform survey of public opinion on marina facilities (during third quarter)		Perform survey of public opinion on marina facilities (during third quarter)	Bi-Annually
Environmental					
14	Reduce direct emissions by 50% by 2030 and achieve net zero emissions by 2050: targets to be updated following initial analysis	Using 2024/2025 analysis, identify the emission sources, and complete a 5-year plan for 50% emissions reduction	Implement quick, low cost, and effective changes while planning continues for major upgrades. Finalise 3-year emission reduction targets	Achieve set targets going forward	Annual footprint report provided by HCC and/or other
15	Fleet and equipment	Equipment or vehicles utilising fossil fuels to be phased out by equipment or vehicles that are electric or utilise other low carbon alternative	Equipment or vehicles utilising fossil fuels to be phased out by equipment or vehicles that are electric or utilise other low carbon alternative	Equipment or vehicles utilising fossil fuels to be phased out by equipment or vehicles that are electric or utilise other low carbon alternative	Annually

Notes to Financial Measures

1. Operational expenses are defined as all expenses controllable by Seaview Management. Excludes depreciation and finance charges and losses arising from the revaluation of similar assets within an asset class.
2. Return on equity is defined as net Surplus / (Deficit) before tax and dividends and excluding losses or gains arising from the revaluation of similar assets within an asset class divided by the opening balance of equity at the start of the year.
3. Excludes carry forward of expenses on projects from prior years, unless specifically budgeted for (e.g., where project spans two or more fiscal periods). Refers to the total capital budget.

4. March 2022 saw an occupancy high of 89%. More recent wider pricing pressure has seen occupancy decline to 82% in February 2023, where it has hovered since. Occupancy strategies can be expected to return previous high occupancy levels at a gradual rate.

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8. Financial Projections

The projections have been prepared using several assumptions about the future, as well as business trends over the previous five years. In determining these projections, the Board and Management have applied their judgement to the future commercial environment in which the Company operates.

Financial Year Ended 30 June	Forecast 2024/25	Budget 2025/26	Plan 2026/27	Plan 2027/28
Total revenue	3,652,248	3,922,712	4,092,440	4,273,412
Total expenses	3,338,410	3,670,979	3,839,789	4,030,961
Net Surplus / (Deficit) before tax & dividends	313,837	251,733	252,651	242,451
Total assets	26,165,956	29,559,329	29,570,753	30,574,575
Total liabilities	4,235,225	7,547,349	7,476,866	8,406,124
Total equity	21,930,731	22,011,980	22,093,886	22,168,451
Return on equity	1.4%	1.2%	1.1%	1.1%

Note: Return on Equity (ROE) is before tax.

Capital Expenditure Projections

Financial Year Ended 30 June	Budget 2025/26	Plan 2026/27	Plan 2027/28
Miscellaneous Capital	263,920	253,000	238,000
Pier E Refurbishment	750,000	-	-
Breakwater	3,428,000	-	-
Pier A Refurbishment	-	817,500	-
Pier B Refurbishment	-	-	891,075
Total Capital Expenditure	4,441,920	1,070,500	1,129,075

Note 1: Ownership of infrastructural assets is retained by the Shareholder (or other clients).

Note 2: Dividends will be returned to the Shareholder when the dividend policy is met.

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Prospective Statement of Comprehensive Revenue and Expenses

Year Ended 30 June	Forecast 2024/25	Budget 2025/26	Plan 2026/27	Plan 2027/28
Rental revenue	3,144,386	3,410,352	3,591,146	3,742,972
Other user charges	152,954	158,180	163,170	168,347
Interest revenue	38,459	37,603	11,330	25,355
Product sales	294,516	300,811	310,437	319,750
Other revenue	21,934	15,742	16,277	16,830
Total revenue	3,652,248	3,922,687	4,092,358	4,273,254
Employee expenses	703,514	898,240	925,019	952,583
Operating expenses	1,610,124	1,597,612	1,612,384	1,677,851
Finance expenses	170,910	279,524	343,052	390,500
Product cost of sales	310,078	315,554	325,652	335,421
Depreciation	543,785	581,797	637,013	679,333
Total expenses	3,338,410	3,672,726	3,843,119	4,035,689
Net Surplus / (Deficit) before tax	313,837	249,961	249,240	237,566
Income tax expense	87,874	69,989	69,787	66,518
Net Surplus / (Deficit) after tax	225,963	179,972	179,453	171,047

Prospective Statement of Movements in Equity

Year Ended 30 June	Forecast 2024/25	Plan 2025/26	Plan 2026/27	Plan 2027/28
Balance at 1 July	21,804,771	21,930,734	22,010,706	22,090,159
Net Surplus after tax	225,963	179,972	179,453	171,047
Dividend Payment to HCC	(100,000)	(100,000)	(100,000)	(100,000)
Balance at 30 June	21,930,734	22,010,706	22,090,159	22,161,206

Prospective Statement of Financial Position As at 30 June				
	Budget 2024/25	Plan 2025/26	Plan 2026/27	Plan 2027/28
ASSETS				
Current Assets				
Cash and cash equivalents	1,288,421	820,383	396,347	947,854
Debtors and other receivables	383,385	383,397	383,409	383,421
Inventory	15,917	15,917	15,917	15,917
Total current assets	1,688,050	1,220,024	796,000	1,347,519
Non Current Assets				
Property, plant and equipment at cost	28,146,067	31,574,067	31,574,067	31,574,067
Property, plant and equipment accumulated depreciation	(4,052,327)	(4,634,124)	(5,271,136)	(5,950,470)
Intangible assets	5,761	5,761	5,761	5,761
Intangible asset accumulated depreciation	(6,060)	(6,060)	(6,060)	(6,060)
Assets under construction	384,465	1,398,385	2,468,885	3,597,960
Total non current assets	24,477,906	28,338,029	28,771,517	29,221,258
Total assets	26,165,956	29,558,053	29,567,517	30,568,777
LIABILITIES				
Current Liabilities				
Payables and deferred revenue	327,082	327,083	327,083	327,083
Employee entitlements	1,322	(68,667)	(138,454)	(204,973)
Advances from related parties	42,740	42,740	42,740	42,740
Current tax liability	38,194	20,306	20,106	16,838
Total current liabilities	409,338	321,462	251,475	181,688
Non Current Liabilities				
Deferred Tax Liability	1,125,887	1,125,887	1,125,887	1,125,887
Borrowings	2,700,000	6,100,000	6,100,000	7,100,000
Total non current liabilities	3,825,887	7,225,887	7,225,887	8,225,887
Total Liabilities	4,235,225	7,547,349	7,477,362	8,407,575
Net Assets (Assets minus Liabilities)	21,930,734	22,010,706	22,090,158	22,161,205
EQUITY				
Accumulated funds	(14,165,506)	(14,085,534)	(14,006,082)	(13,935,035)
Share capital	21,281,903	21,281,903	21,281,903	21,281,903
Revaluation reserve	14,814,337	14,814,337	14,814,337	14,814,337
Total Equity	21,930,734	22,010,706	22,090,159	22,161,206

Equity Value of the Shareholders' Investment

The estimated net value of the shareholder's investment in the company on 30 June 2025 will be \$22.01m and \$22.09m on 30 June 26.

Prospective Statement of Cash Flows Year Ended 30 June	Budget 2024/25	Plan 2025/26	Plan 2026/27	Plan 2027/28
Cashflows from Operating Activities				
Cash was provided from:				
Receipts from rentals	3,228,606	3,425,065	3,606,595	3,759,195
Interest received	38,566	37,603	11,330	25,355
Receipts from user charges and other revenue	461,001	460,007	474,422	488,693
Cash was applied to:				
Payments to employees	(819,379)	(898,240)	(925,019)	(952,583)
Payments to suppliers	(1,672,732)	(1,983,155)	(2,007,823)	(2,079,791)
Dividend payments	(100,000)	(100,000)	(100,000)	(100,000)
Interest paid	(170,760)	(279,524)	(343,052)	(390,500)
Tax paid	(49,681)	(87,874)	(69,989)	(69,787)
Net cash flows from operating activities	915,622	573,883	646,464	680,581
Cashflows from Investing Activities				
Cash was provided from:				
Asset sales				
Cash was applied to:				
Purchase of property, plant and equipment	-	(3,428,000)	-	-
Purchase of assets under construction	(287,045)	(1,013,920)	(1,070,500)	(1,129,075)
Net cash flows from investing activities	(287,045)	(4,441,920)	(1,070,500)	(1,129,075)
Cashflows from Financial Activities				
Cash was provided from:				
Borrowings from Hutt City Council	39,795	3,400,000	-	1,000,000
Cash was applied to:				
Repayment of borrowings to Hutt City Council	-	-	-	-
Net cash flows from financing activities	39,795	3,400,000	-	1,000,000
Net Increase / (Decrease) in Cash	668,372	(468,037)	(424,036)	551,506
Cash at beginning of year	620,049	1,288,421	820,383	396,347
Cash at end of year	1,288,421	820,383	396,347	947,854

9. Accumulated Profits and Capital Reserves

The intention is to pay a dividend to the Shareholder commencing in 2023/24.

10. Share Acquisition

There is no intention to subscribe for shares in any other company or invest in any other organisation during the period covered by this Statement of Intent. Notwithstanding this, the purchase of any shares requires shareholder approval.

11. Information to be provided to Shareholders

In each year the Company shall comply with the reporting requirements under the Local Government Act 2002, the Companies Act 1993, and other relevant regulations.

The Company will provide:

11.1 Statement of Intent

A draft Statement of Intent by 1 March of the year preceding the financial year to which it relates detailing all matters required under the Local Government Act 2002, including financial information for the next three years.

A final Statement of Intent before the commencement of the financial year to which it relates.

11.2 Half-Yearly Report

Within two months after the end of the first half of each financial year, the Company shall provide a report on the operation of SML to enable an informed assessment of its performance, including financial statements, and progress on activities and projects (in accordance with section 66 of the LGA 2002).

11.3 Annual Report

Within three months after the end of each financial year, the Company will provide an annual report which provides a comparison of its performance with the Statement of Intent, with an explanation of any material variances, audited consolidated Financial Statements for that financial year, and an Auditor's Report (in accordance with section 67, 68 and 69 of the LGA 2002).

12. Pricing Policy

The Company operates in a competitive market competing with three other floating marinas within the Wellington Region and to a lesser extent with the Marlborough region marinas. All marina charges, apart from the Wellington Marine Centre Leases, are reviewed on an annual basis. The review is based on a number of criteria which are listed below:

12.1 Market Trends

The Company positions its charges reasonably to provide excellent value in relation to the Wellington marina market and will adjust charges according to movements in other marinas of a similar standard.

12.2 Operating Costs

Increases in operating costs related to the marina activities compared with the previous year.

12.3 Achievement of ROE

Hutt City Council sets a minimum ROE which the Company is required to achieve each year, and to achieve these, rental charges are set accordingly.

13. Transactions with Related Parties

Transactions between the Company, HCC and other HCC controlled enterprises will be conducted on a wholly commercial basis. Charges from HCC and its other companies will be made for services provided as part of the normal trading activities of the Company.

Related Party	Transaction
HCC Finance Business Unit	Provision of accounting services and the consolidation of the Company's financial accounts into the HCC's accounts.
HCC People and Capability Business Unit	Provision of People and Capability support and services, including recruitment and other specialist support.
HCC IT Business Unit	Provision of technical support for the Company's computer hardware and systems.

14. Directory

Directors

Peter Steel (Chairman, appointed 1 July 2021)

Tui Lewis (from 9 December 2022 to 10 October 2025)

Pamela Bell (appointed 26 March 2021)

Rick Wells (appointed 26 March 2021)

Chief Executive

Tim Lidgard (Chief Executive Officer)

Registered Office

100 Port Road

Seaview

Lower Hutt

New Zealand

Postal Address

Private Bag 33 230

Petone 5012

Telephone

+64 (4) 568 3736

Website

www.seaviewmarina.co.nz

Auditor

Audit New Zealand on behalf of the Auditor General

Bankers

Westpac Banking Corporation of New Zealand Limited

Lower Hutt

New Zealand

Solicitors

Thomas Dewar Sziranyi Letts

Level 2, Corner Queens Drive & Margaret Street

Lower Hutt

New Zealand

Accounting Policies**REPORTING ENTITY**

Seaview Marina Limited (SML) is a Council Controlled Trading Organisation (CCTO), 100 per cent owned by Hutt City Council. The primary objective of SML is the operation of a marina which benefits the community of Hutt City. SML is designated a public benefit entity for financial reporting purposes.

BASIS OF PREPARATION

The financial statements have been prepared on the going concern basis, and the accounting policies have been applied consistently throughout the period.

Statement of compliance

These financial statements have been prepared in accordance with the requirements of the Local Government Act 2002, which includes the requirement to comply with generally accepted accounting practice in New Zealand (NZ GAAP). They comply with IPSAS and other applicable Financial Reporting Standards, as appropriate for public benefit entities (PBE) that apply Tier 2 PBE accounting standards. As SML's total expenses are under \$30,000,000, it has elected to apply Tier 2 PBE accounting standards.

Measurement base

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

The financial statements have been prepared on a historical cost basis.

Functional and presentation currency

The financial statements are presented in New Zealand dollars and all values have been rounded to the nearest dollar. The functional currency of SML is New Zealand dollars.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICES**Revenue**

SML derives revenue from its licensees and casual clients. The income is generated from a range of rentals for boat storage and building tenancies as well as services available through the facilities provided by SML.

Revenue is measured at the fair value of consideration received.

Revenue from the rendering of services is recognised by reference to the stage of completion of the transaction at balance date, based on the actual service provided as a percentage of the total services to be provided.

Sales of goods are recognised when a product is sold to the customer. The recorded revenue is the gross amount of the sale, including credit card fees payable for the transaction. Such fees are included in other expenses.

Interest revenue is recognised using the effective interest method.

Expenses

Expenses are recognised when the goods or services have been received on an accrual basis.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less, and bank overdrafts.

Trade debtors and other receivables

Trade debtors and other receivables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

Inventory

Inventory is recorded at cost on a first in – first out basis.

Property, plant, and equipment

Land is measured at fair value, and buildings are measured at fair value less accumulated depreciation. All other asset classes are measured at cost less accumulated depreciation and impairment losses.

Additions

Expenditure of a capital nature of \$500 or more is capitalised. Expenditure of less than \$500 is charged to operating expenditure. The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to SML and the cost of the item can be measured reliably.

Labour costs relating to self-constructed assets are capitalised if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to SML and the cost of the item can be measured reliably.

Work in progress is recognised at cost less impairment and is not depreciated.

Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are recognised in the Statement of Comprehensive revenue and expense.

Subsequent costs

Costs incurred after initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to SML and the cost of the item can be measured reliably.

Revaluation

Land, site improvements and buildings are reviewed each year to ensure that their carrying amount does not differ materially from fair value and are revalued when there has been a material change. All other asset classes are carried at depreciated historical cost. Revaluation movements are accounted for on a class of asset basis.

The net revaluation results are credited or debited to other comprehensive revenue and expenses and are accumulated to an asset revaluation reserve in equity for that class of asset. Where this would result in a debit balance in the asset revaluation reserve, this balance is not recognised in other comprehensive revenue and expenses but is recognised in the surplus or deficit. Any subsequent increase on revaluation that reverses a previous decrease in value recognised in the surplus or deficit will be recognised first in the surplus or deficit up to the amount previously expensed, and then recognised in other comprehensive revenue and expenses.

Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment at rates that will write off the cost of the assets to their estimated residual values over their useful lives. The straight-line depreciation rates are as follows:

Property, plant, and equipment consist of the following asset classes: land, buildings, leasehold improvements, furniture and office equipment and motor vehicles.

Estimated economic lives	Years	Rate
Buildings	5 - 33	3% - 20%
Service Centre, hardstand, travel lift	2 - 77	1.3% - 50%
Site improvements	3 - 60	1.7% - 33.3%
Piers and marina berths	4 - 30	3.3% - 25%
Plant and equipment	1.5 - 66	1.5% - 67%
Vehicles	5	20%

The residual value and useful life of an asset is reviewed and adjusted if applicable at each financial year end.

Intangible assets

Software acquisition and development

Acquired computer software licenses are capitalised based on the costs incurred to acquire and bring to use the specific software. Costs associated with maintaining computer software are recognised as an expense when incurred. Costs that are directly associated with the development of software for internal use by SML, are recognised as an intangible asset.

Amortisation

The carrying value of an intangible asset with a finite life is amortised on a straight-line basis over its useful life. Amortisation begins when the asset is available for use and ceases at the date that the asset is derecognised. The amortisation charge for each period is recognised in the Statement of Comprehensive revenue and expense.

The useful lives and associated amortisation rates of major classes of intangible assets have been estimated as follows:

Estimated economic lives	Years	Rate
Computer software	2.5 - 33	3% - 40%

Impairment of non-financial assets

Assets with a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. If an asset's carrying amount exceeds its recoverable amount, the asset is impaired and the carrying amount is written down to the recoverable amount. The recoverable amount is the higher of the asset's fair value less costs to sell and value in use. The total impairment loss is recognised in the Statement of Comprehensive revenue and expense.

Goods and services Tax

All items in the financial statements are stated exclusive of GST, except for receivables and payables, which are presented on a GST inclusive basis. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense.

Employee entitlements

Short-term entitlements

Employee benefits that SML expects to be settled within 12 months of balance date are measured at nominal values based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, retiring and long service leave entitlements expected to be settled within 12 months, and sick leave.

SML recognises a liability for sick leave to the extent that absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent that SML anticipates it will be used by staff to cover those future absences.

SML recognises a liability and an expense for bonuses where contractually obliged or where there is a past practice that has created a constructive obligation.

Payables

Short term creditors and other payables are recorded at their face value.

Provisions

SML recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) because of a past event, it is probable that expenditures will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Provisions are not recognised for future operating losses.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time is recognised as an interest expense.

Borrowings

Borrowings are initially recognised at their fair value plus transaction costs. After initial recognition, all borrowings are measured at amortised cost using the effective interest method. Borrowings are classified as current liabilities unless SML has an unconditional right to defer settlement of the liability for at least 12 months after balance date.

Borrowing costs

Borrowing costs are recognised as an expense in the period in which they are incurred.

Income tax

Income tax expense includes components relating to both current tax and deferred tax.

Current tax is the amount of income tax payable based on the taxable profit for the current year, and any adjustments to income tax payable in respect of prior years. Current tax is calculated using tax rates (and tax laws) that have been enacted or substantively enacted at balance date.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences are differences between the carrying amount of assets and liabilities in the financial statements and the corresponding tax bases used in the computation of taxable profit.

Deferred tax is measured at tax rates that are expected to apply when the asset is realised or the liability is settled, based on tax rates that have been enacted or substantively enacted at balance date. The measurement of deferred tax reflects the tax consequences that would follow from the way the entity expects to recover or settle the carrying amount of its assets and liabilities.

Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are recognised to the extent that it is probable that taxable profits will be available against which the deductible temporary differences or tax losses can be utilised.

Deferred tax is not recognised if the temporary difference arises from the initial recognition of goodwill or from the initial recognition of an asset or liability in a transaction that is not a business combination, and at the time of the transaction, affects neither accounting profit nor taxable profit.

Current and deferred tax is recognised against the surplus or deficit for the period, except to the extent that it relates to a business combination, or to transactions recognised in other comprehensive revenue and expense or directly in equity.

Leases

Operating leases

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

Finance leases

SML has not entered any material finance leases.

Financial instruments

The Company is party to financial instrument arrangements as part of its normal operation. Revenue and expenses in relation to all financial instruments are recognised in the Statement of Comprehensive Revenue and Expenses.

All financial instruments are recognised in the Statement of Financial Position based on the Company's accounting policies. All financial instruments disclosed on the Statement of Financial Position are recorded at fair value.

Budget figures

The budget figures are those approved by the Board at the beginning of the year. The budget figures have been prepared in accordance with generally accepted accounting practice (GAAP), using accounting policies that are consistent with those adopted by the Board for the preparation of the financial statements.

Critical accounting estimates and assumptions

In preparing these financial statements SML has made estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the reporting period in which the revision is made and in any future periods that will be affected by those provisions.

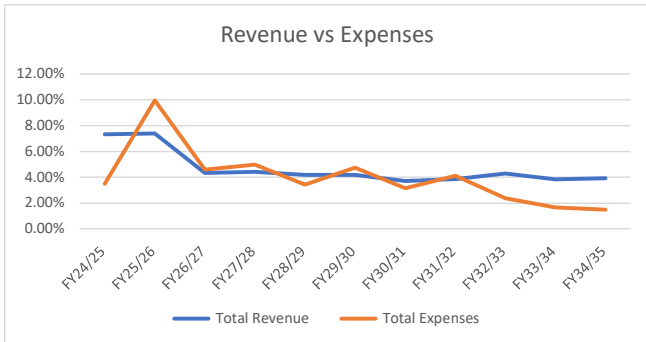
Assumptions have been made for the useful lives of property, plant and equipment and intangible assets as noted above.

PROFIT & LOSS	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34	FY34/35
Total Revenue	3,652,248	3,922,712	4,092,440	4,273,412	4,452,084	4,638,180	4,809,876	4,995,742	5,210,869	5,410,695	5,623,378
Total Expenses	3,338,410	3,670,979	3,839,789	4,030,961	4,168,971	4,367,231	4,505,148	4,690,798	4,802,134	4,882,270	4,954,806
PROFIT BEFORE TAX	313,837	251,733	252,651	242,451	283,113	270,949	304,728	304,945	408,735	528,425	668,573
Opening Debt Level	2,700,000	2,700,000	6,100,000	6,100,000	7,100,000	8,100,000	8,100,000	8,100,000	9,100,000	9,100,000	8,100,000
Yearly Interest	170,910	279,524	343,052	390,500	395,360	445,500	445,500	500,500	500,500	445,500	390,500
Breakwater Purchase	-	-	-	-	-	-	-	-	-	-	-
Additional Debt For Capex	-	3,400,000	-	1,000,000	1,000,000	-	-	1,000,000	-	-	-
Loan Repayment	-	-	-	-	-	-	-	-	-	(1,000,000)	(1,000,000)
Closing Debt Level	2,700,000	6,100,000	6,100,000	7,100,000	8,100,000	8,100,000	8,100,000	9,100,000	9,100,000	8,100,000	7,100,000
CASH LEVELS	1,288,421	821,659	399,583	953,652	1,474,566	916,419	390,374	783,630	1,220,140	947,870	801,725

Capital Expenditure	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34	FY34/35
Miscellaneous	170,719	263,920	253,000	238,000	248,000	259,000	200,000	200,000	500,000	300,000	263,264
Breakwater	-	3,428,000	-	-	-	-	-	-	-	-	-
Pier Refurbishments	99,000	750,000	817,500	891,075	971,272	1,058,686	1,153,968	1,257,825	-	-	-
Total Capex Spend	269,719	4,441,920	1,070,500	1,129,075	1,219,272	1,317,686	1,353,968	1,457,825	500,000	300,000	263,264

PROFIT & LOSS	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34	FY34/35
Total Revenue	3,652,248	3,922,712	4,092,440	4,273,412	4,452,084	4,638,180	4,809,876	4,995,742	5,210,869	5,410,695	5,623,378
Total Expenses	3,338,410	3,670,979	3,839,789	4,030,961	4,168,971	4,367,231	4,505,148	4,690,798	4,802,134	4,882,270	4,954,806
PROFIT BEFORE TAX	313,837	251,733	252,651	242,451	283,113	270,949	304,728	304,945	408,735	528,425	668,573
Income tax expense	87,874	70,485	70,742	67,886	79,272	75,866	85,324	85,384	114,446	147,959	187,200
Net Surplus / (Deficit) after tax	225,963	181,247	181,909	174,564	203,842	195,083	219,404	219,560	294,289	380,466	481,372

PROFIT & LOSS	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34	FY34/35
Total Revenue	7.32%	7.41%	4.33%	4.42%	4.18%	4.18%	3.70%	3.86%	4.31%	3.83%	3.93%
Total Expenses	3.50%	9.96%	4.60%	4.98%	3.42%	4.76%	3.16%	4.12%	2.37%	1.67%	1.49%





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

23 January 2025

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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Author: Yaolang Chung
Senior Financial Accountant

Reviewed By: Darrin Newth
Financial Accounting Manager

Reviewed By: Jenny Livschitz
Group Chief Financial Officer

Approved By: Daniel Moriarty
Chief Executive, Urban Plus



Report to Shareholder

For the six-month period ended 31 December 2024



Above Image: Six townhouse development at 6 Tama Street, Alicetown

Urban Plus Limited (UPL) is owned by Hutt City Council (HCC) and operates as a Council Controlled Organisation (CCO) under the Local Government Act 2002. The Urban Plus Group comprises UPL (the Parent entity), UPL Developments Limited (UPLDL) and UPL Limited Partnership (UPLLP).

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How We Performed Strategic Plan and Progress

Urban Plus Limited (UPL) is a multi-faceted residential development entity, wholly owned by Hutt City Council (the Shareholder) as a Council Controlled Organisation (CCO) who provides housing solutions in Te Awa Kairangi / Lower Hutt.

Our strategy is to address the Key Priorities and Key Performance Indicators (KPIs) set out in the Shareholder's annual Statement of Expectations which includes partnering with iwi and Community Housing Providers (CHPS) and deliver housing solutions across targeted areas of the housing continuum.

Our services include:

- a UPL owned and managed residential housing portfolio providing rental accommodation to the low-income elderly in Lower Hutt.
- the acquisition and development of land and property, to provide a variety of housing typologies for the market, targeting first home buyers and owner occupiers.
- partnering with both CHPs and iwi to provide long term affordable rentals accommodation outcomes.
- partnering with CHPs on projects that provide housing ownership options via shared equity / rent-to-buy schemes.

We are very pleased to report that UPL received three clean Audit Management Reports from Audit NZ regarding all three entities within the Group. This is the third time in a row this has occurred.

UPL's response and delivery to achieve the Shareholder's Letter of Expectations

The Shareholder's Letter of Expectations 2024/25 are set out as follows, with UPL's progress over the first six months summarised below each section:

1. **Promote Māori Outcomes:** *to develop greater understanding of mana whenua aspirations, and for a deeper engagement with Māori communities in terms of housing outcomes and partnerships.*

Officers connected with iwi to understand mana whenua housing requirements and aspirations to integrate into housing design, site layout and specification for future projects. Feedback from iwi has provided officers greater insight into cultural inputs, enabling greater integration of specific end-user requirements. Our project management of a papakainga housing development in Wainuiomata is also providing greater understanding through collaborative design processes. We continue to support Te Rūnanganui o Te Āti Awa's strategy and focus on securing land within its '100-acre block' in Waiwhetu and wherever possible, UPL circulates any opportunities that arise in this location to the rūnanga for consideration.

- 2. Financial Accountability:** *There is also expectation to continue financial prudence – seeking efficiencies where possible such as via optimising contracting and procurement processes, exploring alternative funding arrangements (outside of the Shareholder’s Local Government Funding Agency channels).*

We continue to manage select projects in-house via our Construction team. This enables greater financial efficiencies by retaining margins that would otherwise flow to other contractors. Additionally, our team continually seeks out efficiencies in building design, materials and suppliers.

- 3. Climate Change & Environmental Standards:** *considerations towards Climate Change and the environmental landscape such as adopting sustainable standards and incorporating products and materials into housing specifications, designs, and layouts.*

UPL successfully achieved New Zealand Green Building Council (NZGBC) Homestar 6 Design and Build accreditation for every project it undertook / completed within this period. UPL continues to provide upskilling opportunities for officers regarding Homestar 6 (versions and assessment tools), and other appropriate professional development opportunities.

Strategic Priorities

- 1. Provide for Wider Housing Need:** *UPL is to work collaboratively with the Shareholder to identify potential HCC-owned land to enable housing outcomes for the city -and to address housing shortage. The primary focus of this priority is to bring more homes into the supply chain. With regards to its rental portfolio for the low-income elderly - UPL is to continue to consider tenant’s financial status regarding hardship and cost of living realities. In doing so, rents are to be kept as low as possible.*

Our strategy for this period was to collaborate with HCC officers to identify potential land parcels for future delivery of housing outcomes. Some parcels of varying size, shape and scale have now been identified, and HCC officers are currently reviewing these. Our intent is to bring a variety of housing typologies and address all three tranches of UPL’s operations – Portfolio, CHPs and ‘For-Market’ – to bring a significant amount and range of homes into the local supply chain.

Regarding rental affordability, UPL undertook a review of its financial performance and has implemented a partial cross-subsidisation approach – where it utilises portions of its profits from “For-Market” projects for capital improvement projects (such as re-roofs, scale window replacements) within its rental portfolio. This structure enables UPL to minimise its annual rental increases on tenants to address hardship and the cost of living realities.

- 2. Build More Housing Partnerships:** *In order to deliver homes across the housing continuum, UPL is to develop relationships with key organisations such as Community Housing Providers (CHPs), mana whenua, non-governmental organisations, developers, as well as Crown agencies with responsibilities for delivering housing. Partnering with key organisations where they cannot achieve these outcomes on their own.*

Continuing from our successful Molesworth Street Takai Here Tangata partnership with Kahungunu Whānau Services – whose CHP entity is now called He Herenga Kura (HHK), UPL officers have secured a conditional Sale & Purchase Agreement for HHK to purchase seventeen homes (within one

development) in Wainuiomata. The development provides a variety of housing typologies. Completion is expected mid-to-late February 2025.

Additionally, our nineteen-home development in Tawhai Street (Stokes Valley) intended for a CHP entity has progressed well. Civil works are complete, and construction is approximately a third way through completion. These homes provide a variety of typologies, and some have universal designed ground floor units with a bedroom suited for kaumātua / aged persons' needs. Completion is expected July / August 2025. UPL has reached out to a number of CHPs to gauge their interest in purchasing the completed development. At this point, no CHP has not been found yet officers continue to explore all avenues to source a purchaser.

Our proposed partnership with a CHP for the 55 Britannia Street project was discontinued due to that CHP confirming it was not in a financial position to confirm funding for the project from Ministry of Housing & Urban Development (MHUD). This status / response was the general reply from over a dozen CHP entities that UPL reached out to regarding the Britannia project in the attempt to secure a sale / end user. With the significant changes coming via Central Government in terms of placements, funding and operational subsidisation, the intent of the project has now changed, and these homes are now being offered to the general market.

UPL continues to reach out to Te Ātiawa, Ngāti Toa and Taranaki Whānui to gauge interest, opportunity and timing for any housing projects.

3. Build Pathways to Permanency: *Securing stable housing futures: UPL to deliver opportunities for individuals, families / whanau, and assisting them to transition into housing permanency. Partnering with entities that provide initiatives such as shared equity, long term rentals, rent to buy and reduced deposit schemes.*

UPL has a strategic long-term approach to partnering with CHPs. Our expertise is property development, and our aim is to partner with, and deliver for CHP partners on a cyclical basis. Our strategy is to partner with CHPs and socially like-minded entities who offer initiatives such as shared equity, long term rental and rent-to-buy options for its cohorts to achieve housing outcomes and add to the local housing supply. Currently, funding opportunities for CHPs is limited and many identified CHPs are not able to secure project finance. We continue to work collaboratively with CHPs and MHUD on funding channels and opportunities.

UPL has commenced a project in Epuni (x30 townhouse development), where a minimum of ten of these homes are to be offered to CHP entities to deliver Progressive Home Ownership (PHO) outcomes.

4. Achieve Wider Outcomes: *UPL will embrace and include the Shareholder's commitment to the 'Four Wellbeings' within its delivery of housing outcomes within the community. Social, Economic, Environmental, and Cultural elements are to be at the forefront of the organisation's focus and how these enhance the wellbeing and prosperity of the wider community.*

UPL has implemented the Wellbeing's into its operational tranches by addressing interaction with tenants via communal vegetable gardens (tenant socialisation), removal of large trees that inhibit solar gains to tenancies, continued usage and uplift in sustainable materials and specification through design

/ build processes, and implementing cultural requirements into housing design (UPL has introduced ground floor 'kaumātua' internal living design into some housing projects).

Furthermore, during the procurement phase of each project, UPL communicates its social imperative (expectation) regarding local upskilling and requests that all onboard contractors and subcontractors prioritise hiring locally, including employing as many apprentices as possible

- 5. Deliver On Amended Plan Change (PC56):** *UPL is mandated to seek housing opportunities around suburban shopping centres and transport hubs afforded by Plan Change 56 and to be an exemplar of the well-designed developments Council envisaged in the Medium Density Design Guide that accompanied the plan change.*

UPL continues to source opportunities and is looking at higher density options in the appropriate areas in the future. With the significant market downturn and drop in property values that have occurred recently, this has meant very limited options and movement of property within these locations. Officers continue to review and seek opportunities in these key areas.

We note that with greater density design, construction costs and risk increase with structures over three storeys. Careful consideration about design and who we partner with for scale commercial density housing projects is critical.

- 6. Provision of Accommodation for the Low-Income Elderly (Aged 65 years plus):** *UPL is charged with the ongoing provision of housing to the low-income elderly of Lower Hutt.*

Consents have been issued for an eighteen-unit development for UPL's rental portfolio in Avalon. On-site construction commences in February 2025.

Additionally, the various actions and outcomes within the housing portfolio are outlined below.

Vegetable gardens

We have continued our efforts to provide vegetable gardens and planter box options for our tenants within the portfolio. Tenants have really appreciated this as it also offers a chance to connect and share with fellow tenants. Our Housing Manager continues to identify areas within our properties to locate these garden areas. Planter boxes are built at a comfortable appropriate height for our tenants to utilise.





Images: Vegetable gardens at our Alice Street property

Fruit Trees

Fruits bearing trees have been planted within our housing portfolio properties for all tenants to enjoy in future years. Our plan is to continue to introduce these trees on a regular basis to all properties.

Tenants Survey results

The annual Tenant Satisfaction Survey provided a pleasing response from tenants. UPL achieved its highest rating of 90%. 182 survey invitations were sent out. 62 completed surveys were received, 58 via email and 4 via online; providing a response rate of 34.1%.

Consolidated Financial Performance

For the six months to 31 December 2024, UPL Group achieved a deficit before Tax of \$1.6M compared to a budgeted surplus of \$1.5M resulting in an unfavourable variance of \$3.1M.

Revenue is under budget YTD by \$20.2M attributed to

- Other management fees are under budget YTD by \$121k due to the delay in starting construction work on the Wainui Marae project.
- Commercial Development sales are under budget YTD by \$20.1M 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. 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.

Expenditure, excluding Depreciation and Finance cost is below budget YTD by \$17.3M primarily due to

- Specialist services are under budget YTD by \$46k due to the current market, the investigation work allowed for searching new potential projects not being fully utilised.
- Agents' fees and marketing is below budget YTD by \$72k due to timing of the sales of Brook St.
- Cost of commercial development sales below budget YTD by \$17.1M, as explained above due to the delay in the sale of 55 Britannia St and the remaining 16 units at Brook St.

Borrowing (from HCC) at \$43M. Available cash on 31 December 2024 was \$8M.

Property Management

As of 31 December 2024, UPL owned and managed 192 residential units including Council owned properties (does not include the 18 bedsit rooms at 38 Britannia Street which is leased out to Wellington City Mission). Occupancy levels have been between 97-99% over the period. UPL continues to have minimal vacancies, with the waiting list and enquiries increasing steadily. Our Housing Manager continues to receive increasing volumes of applications from the general public – not just the elderly. The ‘weighted-average-age’ of the residential portfolio is 44.5 years. This is considered an ‘aged’ portfolio, and parts of the portfolio are showing this in terms of their basic design (namely showers over the bath, the ability to refurbish to the elevated Healthy Homes standards), site placement and maintenance demand.

Rent

The UPL Board of Directors unanimously approved a 4% rent increase (per unit, per week) to be effective as of 6th July 2024. This equates to approximately an average of \$11 increase per unit per week for tenants. The current Statement of Intent performance measure is an increase of no greater than \$50 per unit per week.

The Board also noted the Government Super increased 6% over the same period.

Maintenance

Our maintenance spend is above budget by \$16k for the year to date. Whilst resourcing for our main contractors is an ever-present issue to manage, we remained focussed on keeping our units and properties well maintained in both planned and active maintenance matters. As with previous years, our maintenance strategy is to implement the “lowest-long-run-cost” for our portfolio in alignment with the Long-Term Maintenance Plan.

New Developments for the Residential Rental Portfolio

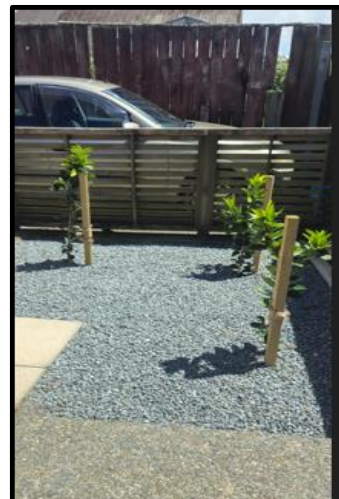
Construction works of five accessible units are complete at 17a Britannia Street, Petone. 5 x new tenants have moved in and are very happy. Construction was completed at end of 2023/24 Financial Year, but all five tenancies were filled at the start of this Financial Year.

The units at 17a Britannia Street, Petone are the first accessible (already achieved a five-star design rating certification from LifeMark) units within UPL’s residential portfolio. The project has received confirmation of its Homestar 6 Design accreditation from NZGBC as mentioned earlier.

Plans to increase portfolio numbers have also been progressed, targeting other potential properties within the portfolio for infill and / or re-development to enable greater density.



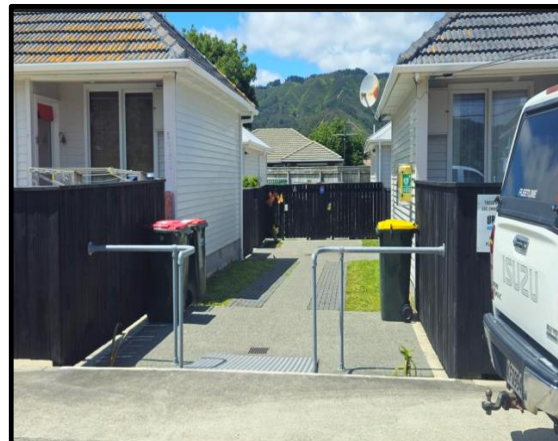
A further planting of fruit trees has been planted at 68-70 Waiwhetu Road and 9 Seddon Street.



The communal gardens at 68-70 Waiwhetu Road have been replenished, this happens seasonally.



Exterior fences stained at 980-984 High Street. 994 High Street fences stained along with multi colours refreshed on the buildings, looks amazing.



UPL Christmas Gift to Tenant

UPL provides a Christmas Koha / gift every year to tenants. This year they will receive another \$20 grocery voucher to assist with the festive season. The vouchers are always well received, a great success and our Housing Manager receives appreciative comments from tenants.

PROPERTY MANAGEMENT Key Performance Indicators

Indicator	Target	Performance to 31 December 2024
Capital expenditure within budget	Capital: \$5,849,064	Capital: \$416,289 Achieved
Operational expenditure within budget	Operating: \$859,807	Operating: \$826,261 Achieved
Net Surplus before Depreciation and tax and after Finance Expenses as a Proportion of the Net Book Value of Residential Land and Buildings at the Start of the Year – Greater than 2.25%	2.25%	Reported annually within Annual Report (Pro-rated for 6 months: 0.51% Not Achieved)
Tenant satisfaction with the provision of the company's rental housing greater than or equal to 90%	90%	Reported annually within Annual Report
Percentage of total housing units occupied by low-income elderly greater than or equal to 90%	90%	Reported annually within Annual Report
Annual rental increases to be no greater than \$50 per week per unit	No greater than \$50 per week per unit	Reported annually within Annual Report
Increasing the portfolio size to 220 units by December 2025	220 units by 2025	UPL has 188 units (figure does not include the HCC properties UPL manages on its behalf)
Any rental housing units purchased and not already utilising electricity or renewable sources of energy for space heating, water heating, and cooking facilities, shall be converted to utilise only electricity or renewable sources of energy within five years of acquisition	100% within five years	All purchases since 30 June already utilise renewable energy sources
New rental housing units constructed by UPL to utilise only electricity or renewable sources of energy for space heating, water heating and cooking facilities	100%	No units completed during period

PROPERTY MANAGEMENT Financial Performance

Residential housing achieved a deficit for the first six months to 31 December 2024 of \$303k compared to a budgeted deficit of \$119k resulting in an unfavourable variance of \$183k. This is

mainly due to the depreciation on building assets being higher than budgeted, as the values increased following the May 2024 revaluation.

	Year to Date			Budget 2025
	Actual 2025	Budget 2025	Variance 2025	
Revenue				
Rental revenue	1,396,703	1,432,911	(36,208)	2,842,460
Total revenue	1,396,703	1,432,911	(36,208)	2,842,460
Expenses				
Personnel expenses	58,100	62,789	4,689	125,579
Rates	193,763	194,768	1,006	390,742
Repairs and maintenance	355,229	339,125	(16,104)	678,250
Insurance	106,483	121,880	15,397	267,667
Specialist services	2,168	1,592	(576)	2,389
Operating contracts	57,291	86,700	29,409	173,400
HCC support costs	18,395	18,395	-	36,794
Other operating expenses	34,833	34,557	(275)	69,115
Total expenses	826,261	859,807	33,546	1,743,936
Operating surplus/(deficit)	570,442	573,104	(2,662)	1,098,524
Depreciation	535,374	354,156	(181,217)	727,433
Finance expenses	338,030	338,030	-	676,059
Net surplus/(deficit) before tax	(302,962)	(119,082)	(183,879)	(304,968)

Property Development

The focus this period has been on progressing a variety of development projects in all three operational tranches of the business (UPL residential portfolio, 'for-market' and CHP projects). We are finding the construction industry under considerable pressure currently with many businesses downsizing significantly, winding operations up or going into liquidation. The government's decision to halt or cancel housing projects has been a sizeable factor – also, the effect of Central Government's restructuring processes within government ministries has had a flow-on effect in central Wellington. Values in the local (Wellington) property market have slumped considerably since our business cases and budgets were approved locked-in. As such, UPL has recalibrated its pricing expectations to meet the market – and this may have significant effect on the organisation's bottom line at Year End.

Our proposed partnership with a CHP for the 55 Britannia Street project was discontinued due to that CHP confirming it was not in a financial position to confirm funding for the project from Ministry of Housing & Urban Development (MHUD). This status / response was the general reply from over a dozen CHP entities that UPL reached out to regarding the Britannia project in the attempt to secure a sale / end user. With the significant changes coming via Central Government in terms of placements, funding and operational subsidisation, the intent of the project has now changed, and these homes are now being offered to the general market.

Current Projects

UPL has multiple projects in its development programme, some at relatively the same stages within the development lifecycle. All UPL projects are designed to achieve the Homestar 6 Design rating – with several already in receipt of this accreditation from NZGBC. Upon completion of each project, UPL makes a submission to NZGBC to achieve its Built rating accreditation.

Our Current projects are detailed below:

55 Britannia Street, Petone – Project now taken to open market

A main contractor was engaged to undertake this project in July 2023. Construction is now fully complete with minor defects been worked through ahead of UPL awarding the contractor Practical Completion. This project has received both its Homestar 6 design and built accreditation from NZGBC. Aligning this project with a CHP has proven difficult as the change in government saw funding streams dry up. UPL officers have now exhausted all CHP options and have been directed by the board to take these 12 homes to the open market. Marketing went live on 13th November, at 31st December no formal offers have been received.

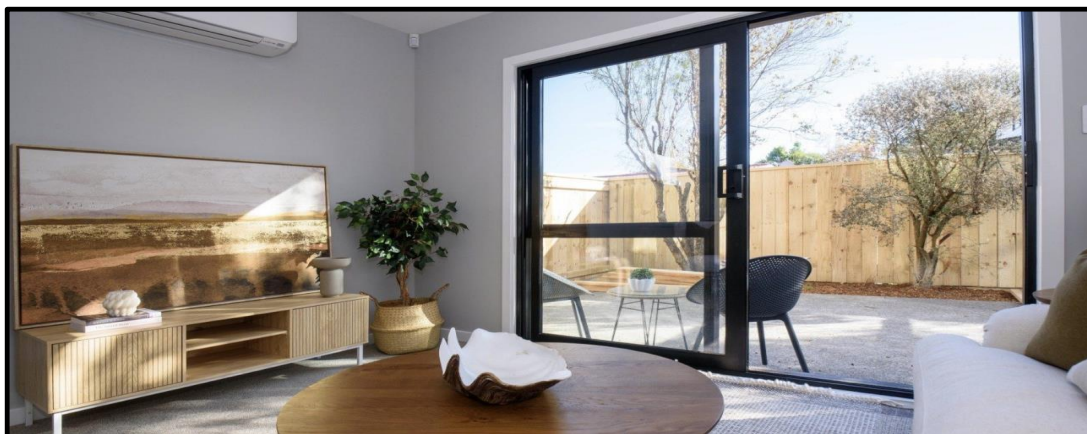




Brook Street, Waterloo – ‘For-Market’ Commercial Development

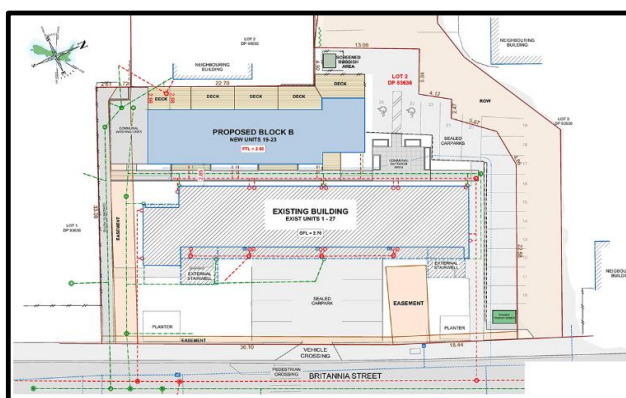
Brook Street was completed in August 2024 and we have sold six of the twenty homes at asking price by end-December 2024.

The project is being sold in a very challenging market – is still expected to provide a profit return to the organisation once fully sold-out.



17 Britannia Street, Petone – UPL Residential Portfolio

Construction at 17 Britannia Street was completed at the end of June 2024. UPL received its Homestar 6 Design & Built accreditation from NZGBC in the following months. The project also received Lifemark 5-star regarding its universal / accessible design inputs. These units are the first accessible units within the UPL portfolio. All units are now tenanted, with extremely positive feedback being received – which is very pleasing.



6 Tama Street, Alicetown – ‘For-Market’ Residential Development

Construction completed November 2024 and listed straight to the market. Six 3-bedroom fee simple homes designed and built to NZGBC Version 5 Homestar 6 from NZGBC. Built ahead of programme and bringing the business a profitable return in line with our SOI measures.



Tawhai Street, Stokes Valley - Partnership with Community Housing Provider

Nineteen homes of mixed typologies (two, three and four-bedroom layouts) are to be developed over three adjacent sites in Stokes Valley. Off-street parking will also be provided. Resource Consent and Building Consent were all granted within this six-month period. Civil Construction was completed Q3 this Financial Year. The project is planned to be completed by Q1 FY25/26. A CHP partner is still being sought for this project – which is challenging in current Government and financial settings.



Stanley Street, Wainuiomata - Partnership with Community Housing Provider

Two adjacent properties were purchased in 2021 in Wainuiomata. We have developed seventeen homes for He Herenga Kura (which is the new CHP entity for Kahungunu Whānau Services) of mixed typologies to better suit their residents' needs. Construction will be complete in January 2025 with titles due at the same time. Settlement is expected to occur upon receipt of titles.



Post site clearance 2023



Nearing practical completion Nov 2024

12 Hollard Grove, Avalon – UPL Residential Portfolio

This property was acquired in late 2022. UPL officers have now obtained all regulatory approvals required to construct this three-level 18-unit apartment building to increase UPL's property portfolio. The property is adjacent to multiple UPL properties, as well as a reserve behind it. UPL officers are now working with a preferred contractor Miles Construction to agree on pricing that ensures the projects success and meets UPL's SOI deliverables.



Cambridge Terrace, Epuni – Market Housing & Progressive Home Ownership (via CHP)

The site on Cambridge Terrace was acquired under a development agreement with Kāinga Ora. Resource Consent has been approved for 30 two-story townhouses, with engineering approval and building consent lodged with council. The civils programme for this project commenced mid-December with a target project completion of early 2026. Ten of the homes are earmarked for a Community Housing Provider, for a Progressive Home Ownership (PHO) model, with the remainder to go to open market for affordable housing. The site will also provide a communal vegetable garden area, and UPL's first delivery of a shared EV charge station.



Final thoughts from the UPL Chair and Chief Executive:

Yet again, the efforts of our efficient and dedicated delivery team have been excellent over these last six months.

The property market, both nationally and locally, has seen significant drops in value. The market has slumped, and sales are sluggish with little sign of a quick uplift or change. The Wellington job market has experienced large losses – especially in Government Ministries which has flow-on impacts to other areas such as the property market.

The next six months of this Financial Year and next few years will require careful cashflow planning, attention to growing new / strengthening existing relationships and greater focus on the construction aspects of multiple projects as we seek to carefully monitor, control costs and achieve sales. The CHP sector is incredibly pressured currently, so prudent, strategic planning and selection of projects / partners is front-of-mind in the upcoming months.

We remain committed to delivering to the best of our ability for our partners and the Shareholder across our operational tranches.

Our sincere thanks to the entire UPL team.

To our Board members: Keri Brown, Peter Glensor, Cameron Madgwick, Peter Fa'afiu and new Director Phillip Jacques - thank you all for your valued contribution.

A handwritten signature in cursive script, reading "Pamela Bell".

Pamela Bell
Chair
30 January 2025

A handwritten signature in cursive script, reading "Daniel Moriarty".

Daniel Moriarty
Chief Executive
30 January 2025

PROPERTY DEVELOPMENT KEY PERFORMANCE INDICATORS

Indicator	Target	Performance to 31 December 2024
Capital expenditure within budget	Capital: \$27,958,346	Capital: \$11,455,898 Achieved
Operational expenditure within budget	Operating: \$1,111,319	Operating: \$952,088 Achieved
All new developments shall only utilise electricity or renewable sources of energy for space heating, water heating and cooking facilities	100%	Reported annually within Annual Report
All new housing units (standalone house or townhouse) shall achieve a certified HomeStar design rating of at least six stars	100%	Reported annually within Annual Report
A pre-tax return of not less than 15% on Development Costs including Margin and Contingency on housing released to market (except where the Board and Shareholder agree otherwise to achieve specified objectives)	15%	Reported annually within Annual Report
Value of divestment to Community Housing Providers (or socially like-minded organisations) set at each project's Development Cost (includes contingency and GST) plus a margin of no greater than 12.5% (except where the UPL Board and Shareholder agree otherwise to achieve specified objectives)	12.5%	Reported annually within Annual Report
Long term public rental accommodation pre-tax returns at no less than (or equal to) 3.0% after depreciation	3.0%	Reported annually within Annual Report

PROPERTY DEVELOPMENT FINANCIAL PERFORMANCE

Property Development achieved a deficit for the six months ended 31 December 2024 of \$1.3M compared to a budgeted surplus of \$1.6M resulting in an unfavourable variance of \$2.9M.

	Year to Date			Full Year
	Actual 2025	Budget 2025	Variance 2025	Budget 2025
Revenue				
Other management fees	60,600	182,292	(121,692)	464,592
Finance revenue	312,921	290,809	22,112	711,415
Commercial development sales	2,311,164	22,448,477	(20,137,313)	38,065,347
Total revenue	2,684,685	22,921,578	(20,236,893)	39,241,354
Expenses				
Personnel expenses	603,635	630,593	26,958	1,235,552
Repairs & maintenance	2,339	-	(2,339)	-
Insurance	17,769	13,136	(4,634)	2,364
Specialist services	22,154	68,870	46,716	146,363
HCC support costs	73,581	73,581	-	147,158
Other operating expenses	126,389	146,610	20,221	294,275
Agents fees & marketing	106,221	178,530	72,309	234,000
Cost of commercial development sales	2,046,728	19,181,942	17,135,214	30,615,976
Total expenses	2,998,816	20,293,262	17,294,446	32,675,688
Operating surplus/(deficit)	(314,131)	2,628,316	(2,942,447)	6,565,665
Depreciation	9,646	9,522	(125)	18,992
Finance expenses	1,007,331	1,040,155	32,824	2,069,419
Net surplus/(deficit) before tax	(1,331,108)	1,578,639	(2,909,748)	4,477,254
Income tax expense/(benefit)	-	-	-	419,534
Surplus/(Deficit) after tax	(1,331,108)	1,578,639	(2,909,748)	4,057,720

CONSOLIDATED FINANCIAL STATEMENTS

STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSES FOR THE PERIOD ENDED 31 DECEMBER 2024

	Year to Date			Full Year		
	Actual 2025	Budget 2025	Variance 2025	Forecast 2025	Budget 2025	Variance 2025
Revenue						
Rental revenue	1,396,703	1,432,911	(36,208)	2,806,251	2,842,460	(36,208)
Other management fees	60,600	182,292	(121,692)	189,664	464,592	(274,928)
Finance revenue	312,921	290,809	22,112	705,430	711,415	(5,985)
Commercial development sales	2,311,164	22,448,477	(20,137,313)	35,282,609	38,065,347	(2,782,738)
Total revenue	4,081,388	24,354,489	(20,273,102)	38,983,954	42,083,813	(3,099,859)
Expenses						
Personnel expenses	661,735	693,382	31,647	1,359,131	1,361,131	2,000
Rates	193,763	194,768	1,006	395,692	390,742	(4,950)
Repairs and maintenance	357,568	339,125	(18,443)	696,693	678,250	(18,442)
Insurance	124,252	135,015	10,763	237,116	270,031	32,915
Specialist services	24,322	70,462	46,140	147,552	148,752	1,200
Operating contracts	57,291	87,654	30,363	175,308	175,308	-
HCC support costs	91,976	91,976	(0)	183,952	183,952	-
Other operating expenses	161,222	180,214	18,992	345,093	361,481	16,389
Agents fees and marketing	106,221	178,530	72,309	594,933	234,000	(360,933)
Cost of commercial development sales	2,046,728	19,181,942	17,135,214	30,719,970	30,615,976	(103,993)
Total expenses	3,825,077	21,153,069	17,327,992	34,855,440	34,419,624	(435,816)
Operating surplus/(deficit)	256,311	3,201,420	(2,945,110)	4,128,515	7,664,190	(3,535,675)
Depreciation	545,020	363,678	(181,342)	1,076,359	746,425	(329,934)
Finance expenses	1,345,361	1,378,185	32,824	2,667,920	2,745,478	77,558
Net surplus/(deficit) before tax	(1,634,070)	1,459,557	(3,093,628)	384,236	4,172,287	(3,788,051)
Income tax expense/(benefit)	-	-	-	107,586	419,534	311,948
Surplus/(Deficit) after tax	(1,634,070)	1,459,557	(3,093,628)	276,650	3,752,753	(3,476,103)

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2024

	Actual 31-Dec-24	Budget 30-Jun-25	Actual 30-Jun-24
Current assets			
Cash and cash equivalents	7,959,025	18,088,339	9,589,615
Debtors and other receivables	64,661	-	39,236
Prepayments	133,291	-	-
Inventories	34,336,496	31,017,864	24,927,325
Tax receivable	19,212	-	19,212
Related party receivables		56,285	-
Total current assets	42,512,685	49,162,487	34,575,388
Non current assets			
Property, plant and equipment	45,195,342	43,020,983	45,607,794
Assets under construction	2,036,290	6,827,018	1,752,569
Investment properties	3,734,117	-	3,734,117
Total non current assets	50,965,749	49,848,002	51,094,480
Total assets	93,478,434	99,010,489	85,669,868
Current liabilities			
Creditors and other payables	275,609	180,936	421,946
Employee entitlements	50,207	51,701	55,765
Other liabilities	35,505	-	442,856
Tax payable	-	276,082	-
Total current liabilities	361,321	508,719	920,567
Non current liabilities			
Employee entitlements	52,552	50,669	50,670
Borrowings	43,000,000	43,000,000	33,000,000
Deferred tax liability	2,537,578	1,096,828	2,537,578
Total non current liabilities	45,590,130	44,147,497	35,588,248
Total liabilities	45,951,450	44,656,217	36,508,815
Net Assets	47,526,984	54,354,272	49,161,053
Equity			
Accumulated funds	3,812,757	8,813,669	5,446,826
Share capital	15,300,000	15,300,000	15,300,000
Revaluation reserve	28,414,227	30,240,603	28,414,227
Total equity	47,526,984	54,354,272	49,161,053

STATEMENT OF CASH FLOWS FOR THE PERIOD ENDED 31 DECEMBER 2024

	Actual 31-Dec-24	Budget 30-Jun-25	Actual 30-Jun-24
CASH FLOWS FROM OPERATING ACTIVITIES			
<i>Cash was provided from:</i>			
Receipts from rent and leases	1,396,703	2,842,460	2,631,280
Receipts from other revenue	60,600	464,594	8,160
Interest received	312,921	711,416	1,054,144
Receipts from sales of commercial developments	2,311,164	38,065,347	-
	4,081,388	42,083,816	3,693,584
<i>Cash was applied to:</i>			
Payments to employees	(665,411)	(1,359,131)	(1,108,177)
Payments to suppliers	(1,421,668)	(2,701,928)	(2,100,431)
Interest paid	(1,345,361)	(2,745,478)	(2,084,596)
Tax paid	-	-	(304,710)
Costs of commercial developments	(11,455,898)	(27,958,346)	(12,643,390)
	(14,888,339)	(34,764,883)	(18,241,304)
Net cash flows from operating activities	(10,806,951)	7,318,933	(14,547,720)
CASH FLOWS FROM INVESTING ACTIVITIES			
<i>Cash was applied to:</i>			
Purchase and construction of property, plant and equipment	(416,289)	(5,849,064)	(2,131,426)
	(416,289)	(5,849,064)	(2,131,426)
Net cash flows from investing activities	(416,289)	(5,849,064)	(2,131,426)
CASH FLOWS FROM FINANCING ACTIVITIES			
<i>Cash was provided from:</i>			
Proceeds from borrowings	10,000,000	10,000,000	418,374
	10,000,000	10,000,000	418,374
<i>Cash was applied to:</i>			
Repayment of advance from Hutt City Council	(407,351)	-	-
	(407,351)	-	-
Net cash flows from financing activities	9,592,649	10,000,000	418,374
Net increase/(decrease) in cash and cash equivalents	(1,630,590)	11,469,869	(16,260,772)
Cash and cash equivalents at the beginning of the year	9,589,615	6,618,469	25,850,387
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	7,959,025	18,088,339	9,589,615



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

17 January 2025

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

No.	Title	Page
1 ↓	Seaview Marina Limited Six Month Report to 31 December 2024	212

Author: Darren Cowan
Financial Accountant

Reviewed By: Darrin Newth
Financial Accounting Manager

Reviewed By: Jenny Livschitz
Group Chief Financial Officer

Approved By: Tim Lidgard
Chief Executive, Seaview Marina



SEAVIEW MARINA LIMITED: SIX MONTH REPORT

For the Period to 31 December 2024

1. Overview

Pricing pressures in the wider economy and less discretionary income available have many SML customers considering the costs of boat ownership and reevaluating how their vessel is stored.

The first six months of 2024/25 have seen revenue tracking marginally below budget, by \$75k (-3.9%). However, year-to-date (YTD) total revenue is 9% higher than the same period last year. Overall, the net surplus before finance expenses and depreciation is \$85k (17.6%) above budget. Net surplus *after* finance expense and depreciation is \$137k above budget.

Tenancy revenue, the largest revenue stream, is tracking marginally below budget by \$55.2k (-3.4%). Average marina occupancy in the first 6 months of 2024/2025 is at 80%, equating to 70 available berths. This is in line with the 2024/2025 performance target for berth occupancy. Historically, marina occupancy briefly dips lower over the summer holiday period as some boat owners embark on longer cruises. Trailer boat parking occupancy has been steady at 92% year to date, equating to 20 available parking spaces. SML expect an uplift in occupancy as we move into high summer 2025.

The Wellington Marine Centre (WMC) is currently tracking \$19k above budget, even with there being unoccupied spaces, these are currently being advertised and SML is determined to secure tenants before year-end.

Hardstand operations are still performing well, and there is still strong demand for the use of Seaview Marina's boat lifting equipment resulting in revenue outperforming budget by 14%.

Liveaboard revenue is trending 19.2% above budget, compared to 5.8% in the same period last year. There are currently 46 liveaboards occupying 31 marina berths.

Net diesel sales are \$10k below budget, primarily due to a diesel facility breakdown in November that left the diesel pump inoperative for several weeks. The cost of diesel is also tracking \$7k below budget, as the price of diesel was higher last year when the budget was set. The previously mentioned breakdown involved an unauthorised discharge of hydrocarbons on 22nd November. SML was required to explain the event to the Greater Wellington Regional Council (GWRC) and reimburse the GWRC for their site attendance in response. Utilising professional advice, SML explained the incident to the satisfaction of the GWRC.

Total expenses are \$161k (11.2%) below budget, this mostly contributed to personnel expenses being under budget by \$132k, this is due to staff changes, and two vacant roles that have been budgeted by not fulfilled. SML is looking to fulfil these roles in February 2025. All other expenses are tracking below budget and will be closely monitored.

No health and safety incidents occurred over the six months. SML continue to make safety our top priority by providing the necessary resources to achieve our safety objectives.

2. Financial Results

Detailed financial statements can be found in Appendix 1.

Overall Result

For the six months ending 31 December, SML achieved a net surplus of \$221k, compared with a budgeted net surplus of \$84k, resulting in a favourable variance of \$137k against budget. This favourable result is largely due to operating expenses being below budget by 11%, revenue is tracking below budget by (-3.9%) but is expected to pick up during the summer months.

	Year to Date				Full Year
	Actual	Budget	Variance	% Variance	Budget
Revenue	1,858,827	1,934,053	(75,226)	-3.9%	3,868,105
Expenses	1,283,291	1,444,458	161,167	11.2%	2,846,479
Net Surplus before Finance and Depreciation Charges	575,536	489,595	85,941	17.6%	1,021,626
Finance expenses	86,157	125,365	39,208	31.3%	250,730
Depreciation	267,562	279,839	12,277	4.4%	559,677
Net Surplus after Finance and Depreciation Charges	221,817	84,392	137,425	162.8%	211,219

Operating Revenue

For the six months ended 31 December 2024, YTD revenue at \$1.85M is \$75k below budget.

	Year to Date				Full Year
	Actual	Budget	Variance	% Variance	Budget
Finance revenue	17,460	11,500	5,961	51.8%	22,999
Gross diesel sales	127,908	157,807	(29,899)	-18.9%	315,613
Ramp revenue	17,551	18,123	(572)	-3.2%	36,245
Travel Lift & Waterblaster	43,371	46,881	(3,510)	-7.5%	93,761
Tenancy revenue	1,587,843	1,645,451	(57,608)	-3.5%	3,290,901
Live aboard revenue	54,312	45,571	8,741	19.2%	91,142
Other revenue	10,382	8,722	1,660	19.0%	17,444
Total revenue	1,858,827	1,934,053	(75,226)	-3.9%	3,868,105

Resulting in an unfavourable YTD variance comprise of the following:

- Finance revenue is above budget by \$5k due to earning interest while invested in on-call deposits over the 6 months.
- Gross diesel sales are below budget by \$29k (-18.9%), compared to the same period in the prior year by (-20.4%), this is due to a diesel spill that occurred in November, resulting in the diesel pump being out of action until late December.
- Ramp revenue is below budget by \$0.5k but is up in the same period in the prior year by 44%. SML expect ramp revenue to increase as the summer months continue.
- Travel lift & water blaster revenue are below budget by \$3.5k (-7.5%).
- Liveaboard revenue is above budget by 19.2% and has increased by 30% compared to the same period in the prior year. SML anticipates that liveaboard revenue will continue to outperform budget projections for the 2024-2025 period.

TENANCY REVENUE BY CATEGORY	YTD Actual	YTD Budget	Variance	FY Budget
Wellington Marine Centre	197,946	176,105	21,841	367,950
Hardstand	163,614	143,708	19,905	304,208
Marina berths	983,845	1,054,999	(71,153)	2,109,997
Trailer parks	242,438	254,373	(11,935)	508,746
Total Tenancy Revenue	1,587,843	1,629,184	(41,343)	3,290,901

- Tenancy revenue is below budget, due to marina berth revenue and trailer park revenue underperforming year to date. White WMC is above budget, even with unoccupied spaces. Hardstand is also performing well above budget; it is also 13.8% up in the same period in the prior year.

Operating Expenses

YTD expenses were \$1.283M which is 11.2% above budget YTD.

	Year to Date				Full Year
	Actual	Budget	Variance	% Variance	Budget
Business cases and research	-	7,755	7,755	100.0%	15,510
Travel	1,795	4,727	2,932	62.0%	9,453
Promotion and publicity	3,856	7,500	3,644	48.6%	15,000
Repairs and maintenance	64,708	46,245	(18,464)	-39.9%	92,489
Operational contracts	(99)	4,614	4,713	102.1%	9,228
Environmental services	75,978	84,693	8,715	10.3%	169,385
Electricity	29,251	26,546	(2,706)	-10.2%	53,091
Personnel expenses	312,197	445,114	132,917	29.9%	890,227
Breakwater rental and other property expenses	63,659	63,654	(5)	0.0%	84,872
Rates and water charges	100,624	102,706	2,082	2.0%	205,412
Security	87,922	95,748	7,826	8.2%	191,496
Insurance	161,880	164,393	2,513	1.5%	328,786
Other expenses	242,687	243,984	1,297	0.5%	487,967
Loss on sale of assets	-	-	-	0.0%	-
Cost of diesel	138,833	146,782	7,949	5.4%	293,563
Total expenses	1,283,291	1,444,458	161,167	11.2%	2,846,479

Resulting in a favourable YTD variance comprise of the following:

- Personnel expenses are significantly below budget by \$132k (29.9%), primarily due to staff changes at the beginning of the financial year. The office manager position was vacant until the end of August, contributing to the underspend. Additionally, the budget accounted for two roles—a Hardstand Cadet and a Health and Safety Advisor—which remain vacant as of 31 December 2024. However, we anticipate filling these positions by the end of February. Consequently, we forecast an underspend for the remainder of the financial year.
- The cost of diesel is currently \$7k (5.4%) below budget and 9.2% lower compared to the same period in the prior year. This decrease is primarily attributed to the average cost of diesel per litre being \$1.43, compared to \$1.57 in the previous year.
- Maintenance expenses are \$18k (-39.9%) over budget. This is due to unexpected costs to repair failures of both the hard-stand and boat ramp gates, repair a broken underground power supply for trailer parking lighting, and replace additional necessary items discovered during routine service of the travel lift.

Finance and Depreciation Charges

	Year to Date				Full Year
	Actual	Budget	Variance	% Variance	Budget
Finance expenses	86,157	125,365	39,208	31.3%	250,730
Depreciation	267,562	279,839	12,277	4.4%	559,677
Total finance and depreciation	353,719	405,204	51,484	12.7%	810,407

Finance expenses are below budget by 31.3%, while depreciation charges are broadly in line with budget YTD.

Capital Expenditure

	YTD Act	YTD Bud	Var	FY Bud	CF fm Prior Year		Capitalised Assets	Work in Progress
Miscellaneous Capital	67,584	277,320	209,736	554,639	53,608		-	121,192
Pier Refurbishment Pile Sleeving	-	49,500		99,000	-		-	-
Pier B refurbishment	15,103	374,817	359,714	749,634	43,812			58,915
Breakwater				3,248,000				
Total capital expenditure	82,687	701,637	569,449	4,651,273	97,420		-	180,107

YTD capital spend is \$82K, with \$97k of expenditure carried forward from the last financial year.

- Miscellaneous capital expenditure is currently \$209k below budget. However, SML anticipates an increase in capital expenditure as the end of the financial year approaches.
- Year-to-date, only \$15k has been spent on the pier refurbishments. SML expects to complete the tender process in the next couple of months and select a contractor to commence work. Therefore, increased spending is anticipated in the fourth quarter.

Cash Position

Available cash on 31 December 2024 is \$1,189m.

Financial Performance Measures

The table below provides an indication of the status to date against the financial measures outlined in the 2024/25 Statement of Intent:

FINANCIAL PERFORMANCE MEASURES

Deliver annual budgeted revenues for each of the four business entities:

	Target	YTD Actual	Status
Boat storage (1)	100%	93.7%	Not achieved
Hardstand	100%	113.9%	Achieved
Marine Centre	100%	112.4%	Achieved
Launching ramp (2)	100%	96.8%	Not achieved
Total revenue	100%	96.6%	Not achieved

Control operational expenses

	YTD Target/Budget	YTD Actual	Status
Operational expenses within budget (3)	1,444,458	1,283,291	Achieved

Manage capital expenditure

	YTD Target/Budget	YTD Actual	Status
Complete within budget and on time (4)	701,637	82,687	Achieved

1. Boat storage revenue is below budget due to higher vacancy than expected, due to wider economic pressures and less discretionary income for luxury item spending
2. Ramp revenue is slightly below budget due to inclement December weather with regional rainfall being 120-149% of normal
3. Operational expenses are defined as all expenses controllable by Seaview Management. (Excludes depreciation and finance charges)
4. Excludes carry forward of expenses on projects from the prior year

Appendix 1: Detailed Financial Statements

STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE FOR THE MONTH ENDED 31 DEC 2024

	Current Month			Year to date			Full Year	Full Year
	Actual	Budget	Variance	Actual	Budget	Variance	Forecast	Budget
Revenue								
Gross diesel sales	33,392	26,301	7,091	127,908	157,807	(29,899)	290,919	315,613
Tenancy revenue	255,893	274,242	(18,349)	1,587,843	1,645,451	(57,608)	3,089,879	3,290,901
Finance revenue	3,071	1,917	1,154	17,460	11,500	5,961	40,345	22,999
Ramp revenue	4,595	3,020	1,575	17,551	18,123	(572)	37,541	36,245
Travel Lift & Waterblaster	7,074	7,813	(739)	43,371	46,881	(3,510)	91,088	93,761
Live aboard revenue	10,401	7,595	2,806	54,312	45,571	8,741	101,570	91,142
Other revenue	820	1,454	(634)	10,382	8,722	1,660	20,176	17,444
Total revenue	315,246	322,342	(7,096)	1,858,827	1,934,053	(75,226)	3,671,519	3,868,105
Expenses								
Personnel expenses	43,995	74,186	30,191	312,197	445,114	132,917	705,395	890,227
Repairs and maintenance	11,747	7,707	(4,040)	64,708	46,245	(18,464)	112,123	92,489
Electricity	4,162	4,424	262	29,251	26,546	(2,706)	58,924	53,091
Insurance	27,031	27,399	368	161,880	164,393	2,513	324,066	328,786
Cost of diesel	30,702	24,464	(6,238)	138,833	146,782	7,949	305,178	293,563
Security	20,808	15,958	(4,850)	87,922	95,748	7,826	183,670	191,496
Operational contracts	-	769	769	(99)	4,614	4,713	4,467	9,228
Environmental services	13,696	14,115	419	75,978	84,693	8,715	142,710	169,385
Rates and water charges	14,765	17,118	2,353	100,624	102,706	2,082	206,371	205,412
Promotion and publicity	24	1,250	1,226	3,856	7,500	3,644	3,831	15,000
Travel	-	788	788	1,795	4,727	2,932	5,663	9,453
Breakwater rental and other property expenses (BPT)	10,610	10,609	(1)	63,659	63,654	(5)	116,709	84,872
Other expenses	40,753	40,664	(89)	242,687	243,984	1,297	422,589	487,967
Total expenses	218,293	240,743	22,450	1,283,291	1,444,458	161,167	2,591,697	2,846,479
Net surplus before finance & depreciation	96,953	81,599	15,354	575,536	489,595	85,941	1,079,822	1,021,626
Finance expenses	14,516	20,894	6,378	86,157	125,365	39,208	186,280	250,730
Depreciation	44,652	46,640	1,988	267,562	279,839	12,277	549,701	559,677
Total finance and depreciation	59,168	67,534	8,366	353,719	405,204	51,485	735,981	810,407
Net surplus after finance & depreciation	37,785	14,065	23,720	221,817	84,392	137,425	343,841	211,219
Income tax expense	-	-	-	-	-	-	96,275	59,141
Net surplus after Tax	37,785	14,065	23,720	221,817	84,392	137,425	247,565	152,078

STATEMENT OF FINANCIAL POSITION AS AT 31 DEC 2024

	Actual as at: 31 DEC 2024	Budget as at: 30 JUNE 2025	Actual as at: 30 JUNE 2024
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	1,189,577	986,273	620,049
Debtors and other receivables	419,600	433,585	456,802
Inventory (Diesel)	12,497	12,289	11,410
Prepayments	107,751	-	269,377
Total current assets	1,729,425	1,432,147	1,357,638
NON CURRENT ASSETS			
Property, plant and equipment	24,368,735	24,989,886	24,636,267
Intangible assets	925	-	955
Assets under construction	182,910	1,977,750	97,420
Total non current assets	24,552,570	26,967,636	24,734,642
Total assets	26,281,995	28,399,783	26,092,280
LIABILITIES			
CURRENT LIABILITIES			
Payables and deferred revenue	310,253	401,015	388,116
Current tax liability	-	59,141	-
Employee entitlements	63,607	26,049	70,560
Advances from related parties	55,659	51,124	2,945
Total current liabilities	429,519	537,329	461,621
NON CURRENT LIABILITIES			
Deferred tax liability	1,125,887	330,491	1,125,887
Borrowings	2,700,000	7,100,000	2,700,000
Total non current liabilities	3,825,887	7,430,491	3,825,887
Total liabilities	4,255,406	7,967,821	4,287,509
Net assets (assets minus liabilities)	22,026,590	20,431,961	21,804,771
EQUITY			
Accumulated funds	(14,069,652)	(13,660,353)	(14,291,469)
Revaluation reserve	14,814,338	12,810,411	14,814,337
Share capital	21,281,902	21,281,903	21,281,903
Total equity	22,026,590	20,431,961	21,804,771

STATEMENT OF CASH FLOWS FOR THE MONTH ENDED 31 DEC 2024

	Actual 31 DEC 2024	Budget 30 JUNE 2025	Actual 30 JUNE 2024
CASH FLOWS FROM OPERATING ACTIVITIES			
<i>Cash was provided from:</i>			
Receipts from rentals	1,668,258	3,411,139	2,702,092
Interest received	17,460	22,999	30,583
Receipts from user charges and other income	212,119	460,445	561,618
	1,897,837	3,894,583	3,294,293
<i>Cash was applied to:</i>			
Payments to employees	(389,756)	(890,227)	(708,233)
Payments to suppliers	(819,780)	(1,961,666)	(2,062,042)
Dividend payments	-	-	(200,000)
Provisional tax	-	(148,866)	(171,378)
Interest paid	(85,999)	(250,730)	(102,894)
	(1,295,534)	(3,251,489)	(3,244,547)
Net cash flows from operating activities	602,304	643,094	49,745
CASH FLOWS FROM INVESTING ACTIVITIES			
<i>Cash was applied to:</i>			
Purchase of property, plant and equipment	-	(3,428,000)	(268,408)
Purchase of assets under construction	(85,490)	(1,403,273)	-
	(85,490)	(4,831,273)	(268,408)
Net cash flows from investing activities	(85,490)	(4,831,273)	(268,408)
CASH FLOWS FROM FINANCING ACTIVITIES			
<i>Cash was provided from:</i>			
Proceeds from borrowings - Hutt City Council	52,714	4,400,000	-
	52,714	4,400,000	-
<i>Cash was applied to:</i>			
Repayment of borrowings - Hutt City Council	-	-	(16,086)
	-	-	(16,086)
Net cash flows from financing activities	52,714	4,400,000	(16,086)
Net increase / (decrease) in cash, and cash equivalents	569,528	211,821	(234,750)
Cash, cash equivalents and bank overdrafts at beginning of the year	620,049	774,453	854,798
Cash, and cash equivalents at the period/year	1,189,577	986,273	620,049



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

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Author: James Lamb
Head of Business and Economy

Approved By: Jon Kingsbury
Director Economy & Development



6 MONTH REPORT

Contract Services Delivery

To the Hutt City Council Policy, Finance and Strategy Committee
For 1 July 2024 to 31 December 2024

31 January 2025

Presented by:

Patrick McKibbin
Chief Executive

The Hutt Valley Chamber of Commerce is pleased to provide this report detailing our progress against the Council Objectives and Key performance Indicators between 1 July 2024 and 31 December 2024 (6 months).

Executive Summary

The Hutt Valley Chamber of Commerce successfully conducted **38 business events** in the Hutt Valley in the past 6 months, including **33 in Hutt City and 5 in Upper Hutt**, engaging **1,532 participants** from the business community. Events covered key topics such as technology, AI, training, economic briefings, and business development.

Key Highlights

- **Business Training & Development:** Workshops on AI, intellectual property, investment, digital marketing, and economic trends were provided in partnership with key stakeholders like Kiwibank, ANZ and Forsyth Barr.
- **Industry Engagement:**
 - **Construction & Infrastructure:** New "**Work Opportunities**" section in the **Hutt Valley Business Weekly** to support businesses with tendering. Continued engagement with **Te Wai Takamori o Te Awa Kairangi (RiverLink)**. Also continued to develop the Hutt Valley Infrastructure Academy with UCOL and Fulton Hogan.
 - **Manufacturing & Technology:** Connected manufacturers with future talent through the **Skills for Mahi programme**, partnering with J.P. Morgan Chase Foundation. Also continued to develop the Hutt Valley Engineering Academy at Naenae College.
 - **Food & Beverage:** Successful industry meetings and participation in economic briefings.
- **Economic Monitoring:** Conducted **three economic briefings**, featuring **ANZ and Kiwibank's Chief Economists**, to keep the business community informed.
- **Major Events:**
 - **2degrees Wellington Regional Business Excellence Awards 2024** with **451 attendees**, celebrating local business achievements.
 - **Hutt Valley Career Fest 2024**, attracting significant participation from employers and over 1700 students.

Strategic Initiatives & Advocacy

- **"Future of Hutt Valley Business" Report:** In final stages, incorporating insights from **20 business leaders** to shape a **10-year economic growth plan** for the region.
- **Local and National Government & Policy Engagement:**
 - Advocated on key issues, including **alcohol policy reform, economic development, and waste reduction**.

- Collaborated with **NZTA, MSD, MBIE, and local councils** to address business needs.
- Engaged with **Ministers and MPs**, including a Ministerial announcement on workplace relations and safety.
- **Community & Social Impact:**
 - Continued to develop engagement with **Māori & Pacific businesses**, supporting growth through **direct outreach, training, and networking**.
 - Hosted events to promote **diversity and inclusion**, such as the **Diversity & Inclusion Award** at the Business Excellence Awards.

Digital & Communication Impact

- **Hutt Valley Business Weekly & Social Media Growth:**
 - **49 email campaigns**, reaching **146,961 recipients**.
 - LinkedIn **impressions up 389.6%**,
 - Meta reach for the nationwide TechStep programme exceeding **2.7 million** – this work has included a number of Hutt Valley people.
- **Tech & Innovation Advocacy:** Partnered with MBIE and **Auckland Business Chamber** on **TechStep**, an initiative supporting underrepresented groups in the **tech sector**.

The Chamber remains committed to fostering business growth, economic development, and advocacy for businesses across Hutt Valley.

Business connectedness

Service	Content
Events, both online and offline, which bring businesses and the broader business community together to support recovery.	Business visits and meetups to connect businesses across the Hutt Valley. (Target: 30 events per annum)
Introductions and support to set up local relationships.	Specific industry sector events e.g., construction, retail, manufacturing
Leverage community passion, the willingness to help each other and commitment within the local business community.	Monitor economic forecasts and business sentiment. 2024 Wellington Region Business Excellence Awards. (Target 450+attendees) Promoting and profiling local businesses Collaborate on the Hutt Valley Maker Story project as part of the Wellington Regional Economic Development Plan.
<ul style="list-style-type: none"> Completed 38 events in the Hutt Valley between 1 July 2024 and 31 December 2024. They included: <ul style="list-style-type: none"> 33 events in Hutt City (5 events in Upper Hutt City) 1,532 participants from the business community A range of different purposes, including Business Awards, Technology and Innovation, BA5's, AI Workshops, Training, and other business support activities We ran a range of events to support training, learning, and development including: <ul style="list-style-type: none"> Investing 101 with Forsyth Barr Business Skills Lunch Series with Wellington Uni-Professionals AI Training for Small and Medium-Sized Business Becoming a person of Influence WCBE Maximising the Value of your Intellectual Property with Gibson Sheat Lawyers Digital Workshop with Synthesis Marketing Holistic Wellbeing in the Workplace How to be real success WCBE Navigating the Economic Currents with Kiwibank's Chief Economist Women in Business Success Stories of Navigating Change IT Works Technology and Innovation Chamber as a Launchpad: Blasting Off with NASA Hutt Valley CEO met with 64 new contacts from across the business community to understand their work and understand how the Hutt Valley Chamber of Commerce could help their business and involve them in the business community. These new contacts continue to build the network across the business community to support wider engagement activities With the support of Hutt City Council, we have almost completed the 'Future of Hutt Valley Business' report. This report will provide the Hutt City Council and business community with a plan and actions for the future that will become a focus for the growth in the region over the next 10 years. This has included around 20 interviews with business leaders from across the Hutt Valley to gain their insight and views into the current and future state of businesses and business sentiment in the Hutt Valley and New Zealand. 	

- To monitor economic forecasts and business sentiment in the Wellington region we held two economic briefings during the period to keep various parts of our business community up to date with the latest information. These included:
 - 3rd September - ANZ Leaders Session with ANZ Chief Economist, Sharon Zollner
 - 21st October – Navigating the Economic Currents with Kiwibank's Chief Economist
- Specific Industry sector activity included:
- Construction and Infrastructure Sector events:
 - The Hutt Valley Chamber of Commerce has commenced a new section in the 'Hutt Valley Business Weekly' called Work Opportunities in the Hutt Valley and Wellington Region. This is mainly focused on construction and infrastructure tenders from various local and government agencies across the region. See below left.

WORK OPPORTUNITIES IN THE HUTT VALLEY AND WELLINGTON REGION

Te Whetu Ora | **SIR MARK DUNAITSCHIK**
MENTAL HEALTH CENTRE HUTT
HOSPITAL CAMPUS - MAIN
CONTRACTOR | [SEND RFP](#)

ALL-OF-GOVERNMENT
CONSTRUCTION
CONSULTANCY - STANDING
OPEN INVITATION TO APPLY | [SEND RFP](#)

MASSEY ROAD SEAWALL | [SEND RFP](#)

CONTRACTOR FOR OWEN
STREET PARK DEVELOPMENT | [SEND RFP](#)

SEAVIEW WASTEWATER
TREATMENT PLANT DRYER
RENEWAL - VENDOR
PREQUALIFICATION | [SEND RFP](#)

PINEHAVEN SCHOOL - MAIN
CONTRACTOR - BLOCK STUDENT
TOILETS & WORKS FLOORS
VENTILATION - WELLINGTON | [SEND RFP](#)

PINEHAVEN SCHOOL - ROOFING
CONTRACTOR - BLOCK A & B
ROOFING REPLACEMENTS -
WELLINGTON | [SEND RFP](#)

WELLBEING MEASUREMENT
TOOL - REQUEST FOR
INFORMATION RFI | [SEND RFP](#)

Does an organisation need anything special to win government business?

Joanne Toon
Procurement Specialist

The quick answer is 'no' - government agencies buy from sole traders as well as multinational, from businesses with small turnover as well as those with millions of dollars of income, and from businesses who service one small area as well as those who cover the whole country.

However, there are a few things any organisation needs in order to successfully win government business.

- 1) You need to produce something that the government agency wants to buy. You might have the best fancy dress business in the country, but it is unlikely to be in high demand within government.
- 2) You need to be solvent. If all your debts were called in right now, do you have the assets within the company to be able to pay everyone off? Agencies need to know your organisation will be around for the whole contract.
- 3) You need to have a successful track record. Government agencies are generally risk averse. You need to demonstrate your skills and capability so agencies can be confident you will deliver on the contract. References are critical.
- 4) You need to be able to manage your risks. Agencies need to know you won't disappear in the event of something going wrong. Make sure you have your business continuity, data protection and health & safety policies up to date, and your insurance is sufficient to cover your risks.

The exact requirements for each contract will be different, so read the documents carefully. For example, if the agency wants national coverage, and you only service your town, this might not be the contract for you.

Jo can help you understand whether you are ready to start bidding for work with government, and give you support as you navigate the procurement process.

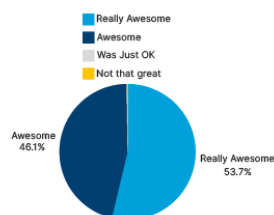
Joanne Toon
Business Consultant
Phone: 021 188 4976
Email: joanne@bidable.co.nz
joanne.toon.com

Rachel Adams
Strategic Bid Manager
Phone: 021 631 706
Email: rachel@bidable.co.nz
www.bidable.co.nz
Email: Rachel.Adams@bidable.co.nz

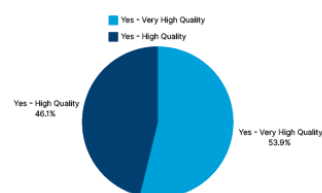
- This work is backed up by assistance of information and advice from qualified experts from our membership who are also providing support for organisations to be in the best position to complete the tender documents and win work. See above right.
- Te Wai Takamori o Te Awa Kairangi (Riverlink) – this work has been quiet whilst the Alliance have been working through various aspects of their process. We have continued to keep the business community informed with information shared through the Hutt Valley Business Weekly at every opportunity.
- Manufacturing sector
 - Connecting Hutt Valley Manufacturers to their Future Talent through various activities including:
 - Skills of Mahi work (supported by J P Morgan Chase Foundation). The rangatahi on this programme visited PACT Group as part of their work as well as speaking to leaders from NZ Tube Mills

- Naenae Engineering Academy –Metco Engineering visited the academy and also were hosted at Metco Engineering in return
 - 4th December – we hosted Minister Brooke van Velden at MJH Engineering for a significant policy announcement.
 - Maintained the momentum on the Hutt Valley Food and Beverage Manufacturers with a successful meeting:
 - 21st October – Navigating the Economic Currents with Kiwibank's Chief Economist – this event had a focus on retail and food and beverage manufacturing.
 - The Hutt Valley Chamber of Commerce ran a successful 2degrees Wellington Regional Business Excellence Awards 2024. The results included:
 - 451 attendees from across the regions business community
 - Great feedback from one organisation is worth sharing – “Our team attended the event and provided glowing feedback, describing the evening as an incredible event that showcased the Hutt's excellence at its finest. The calibre of achievements recognised is truly inspiring and a credit to the dedication and passion of everyone involved. In my view, the true champions of the Hutt Valley business community are the Hutt Valley Chamber of Commerce and the Sponsors who tirelessly support, inspire, and celebrate our region's businesses year after year. Your unwavering commitment motivates us all to grow, innovate, and perform at our best, contributing to increased employment opportunities and export growth for New Zealand, and ultimately creating shared value for our communities. Thank you again for your leadership and support in promoting such an extraordinary culture of excellence in our community” - Sean Westbrook, Managing Director, AROTEC Diagnostics Limited
 - The specific business feedback included the following results.

Please rate your overall experience at the 2degrees Wellington Regional Business Excellence Awards



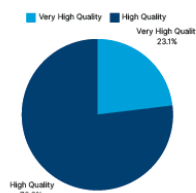
Please rate your food and beverage on the night



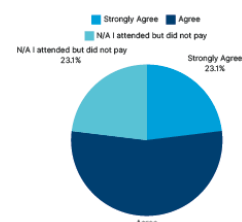
Did the venue and event set up meet your expectations?



Please rate the entertainment on the night



Was the event good value for money?



- The Hutt Valley Chamber of Commerce has been active in promoting local business and initiatives through the following channels:
 - Hutt Valley Business Weekly
 - Hutt Valley Chamber of Commerce social media – LinkedIn, Facebook, and Instagram
 - Social media updates via relevant third-party channels

○ Some examples are:



Patrick McKibbin • You
Chief Executive
3mo • Edited • ⑤

Manufacturing with a difference.

I might have mentioned the Hutt Valley manufacturing community more than a few times (hopefully not going on). Here in the Hutt Valley we have some brilliant manufacturers like [Fraser Engineering Group](#), [Resene](#), [Metco Engineering Ltd](#), [Real Steel Ltd](#), [Pertronic Industries Limited](#), [Myriad Engineering Ltd](#), [AROTEC Diagnostics Limited](#), [New Zealand Tube Mills](#), [Times-7](#), [Racotech Manufacturing Ltd](#), [Airport Equipment](#), [J&D McLennan](#), and many many more. They all do fantastic work in their respective fields.

One I have not mentioned is [Scale Studios Ltd](#). Like many businesses behind the old roller doors in the Hutt Valley they are leading their industry in building bespoke pieces for the film industry. [Sam Cotter - Dephoff](#) and [Joaquin Loyzaga](#) are creative superstars and big problem solvers. They get an idea and turn it into these fabulous life like creations that are amazing. Their hand crafted creations are mostly for the New Zealand film industry, but they are also exporting and supporting museums here and overseas. They recently purchased two of the biggest 3D printers in NZ for their latest project.

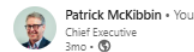
What a team they are. What could they do for you? A lot I expect. You can read more about them in this latest article in the NZ Manufacturer Magazine. Thanks [doug green](#) - https://lnkd.in/g4_QFDux

#HuttValley #Manufacturing #Creation #Film



👍👍 Tareq Branney and 91 others

6 comments · 1 repost



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Chief Executive
3mo • ⑤

Weaving magic since 1995.

There are many different manufacturing businesses in the Hutt Valley. At the [Hutt Valley Chamber of Commerce](#) we are very proud of them all. We have highly technology based manufacturers, some able to do 24 x 7 lights out manufacturing using highly automated machines, and others producing high quality food.

One that sticks out though is [Stansborough](#). They have some of the oldest machines in the Hutt Valley (and possibly New Zealand). What they produce though is the most wonderful, high quality, sustainable, and beautiful woolen garments. It is an experience to see these fantastic old looms in action. The skill and care that the team at [Stansborough](#) take in making everything they produce is just amazing.

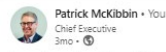
The team have recently moved to 70 Fitzherbert St, Petone, Lower Hutt. What a mammoth task that was but huge congratulations to [Cheryl Eldridge](#), [Kiri Eldridge](#) and [Nicki Eldridge](#) (she/her) for your hard work in making this happen. Go an check them out.

#HuttValley #Manufacturing #Sustainable



👍👍 Annette Wasson and 36 others

1 comment



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Chief Executive
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Innovation and problem solving in action.

When I visit businesses in the Hutt Valley as part of my role at the [Hutt Valley Chamber of Commerce](#) it is often about relationships and connecting. These are really important aspects of any business and a significant part of our work. What I get to see though is one of the great things about my role.

Last week I had the pleasure of visiting [James Zhang](#) from [Heliner Limited](#). They are a Hutt Valley manufacturer of Industrial CNC Routers, Laser Cutting Machines, and Robots for New Zealand manufacturers.

[James Zhang](#) loves his work and he loves his customers. But the sparkle in his eye when he was talking about the problem solving and testing he is doing is what gets him excited. James showed me his latest work using his robotic arm which he uses to make precise cutting achievable and effective. The client was previously using a jigsaw to cut, so not only have they achieved an innovative solution, they have reduced waste and removed any health and safety issues.

#HuttValley #Innovation #manufacturing #robots



Patrick McKibbin • You
Chief Executive
3mo • Edited • ⑤

A great local business doing great things.

It was great to visit [Yves Esquenat](#) at [Axiom Hydraulics](#) in Seaview yesterday. Yves has been a member at the [Hutt Valley Chamber of Commerce](#) for many years and still talks about the value we provided him in connecting him to an expert to help solve a problem.

Great service is a must for the team at [Axiom Hydraulics](#) in the Hutt Valley. They are all about solving problems for their customers. They are a small business with 4 employees, committed to excellence in their field of hydraulics across all types of machinery.


What we saw was a business that wants to make their customers machinery more reliable and efficient. They work with local businesses to national companies, and have the capacity to cater for all sizes of vehicle and provides in a spacious and safe work environment.

#HuttValley #SmallBusiness #SME



👍👍 Tony McKone and 40 others

2 comments


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 Chief Executive
 2mo • Edited •

Incredible customer service should not go un-noticed.

How often do you get incredible customer service? It should be all the time but sometimes it does not happen.


When it happens you should really celebrate it. So here goes. (And by the way I initially walked out of this store and then stopped myself to go back and make sure I celebrated this exceptional customer service).


So I needed some new light buttons. I had passed **Corys Electrical** in Lower Hutt a number of times over the last few months. But today I went in.

I was greeted by the smiley face of **Luciana Gibson**. She took one look at broken part, knew exactly what I was after, got the part (x3), and handed them over. No charge either. In about 60 seconds I felt comfortable going into the store, got what I needed, and had a chat about how business was (picking up btw).

Exceptional customer service. Well done **Luciana Gibson** and **Corys Elect** Lower Hutt. You made my day.

Richard Harris
 #HuttValley #CustomerService




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 Chief Executive
 2mo •

Talent is just everywhere in the Hutt Valley.


We are so lucky to have talented people in every part of the business community here in the Hutt Valley. The **Hutt Valley Chamber of Commerce** loves celebrating these great people at every opportunity.


The super star owners of **Janus Bakkerij** and **Fix Federation**, **Arna Wnek** and **Jason Wnek**, have been recognised as one of three local pie makers in this new book all about the best pies in New Zealand.

And who doesn't love a good pie?

I would say go and buy the book but even better go and buy a pie. They are simply delicious. I might have had a couple but don't tell my partner **Nikki Roberts**.

#HuttValley #Food #Manufacturing



 **Nikki Roberts** and 76 others
 6 comments • 1 repost


Patrick McKibbin • You
 Chief Executive
 2mo •

Advocating for the Hutt Valley business community.

One of the things I do in my job at the **Hutt Valley Chamber of Commerce** is advocating for the business community. We work with local councils, central government and ministers, and also industry associations to ensure the views of business here in the Hutt Valley are top of mind in decision making.

As part of this work we had the opportunity to take some of the **Hutt City Council** councillors to see some businesses last week so they could see what they do to make the Hutt valley such a great place to do business, and hear from the owners directly. Thanks **Karen Morgan**, **Brady Dyer**, **Tony Stallinger**, **Andy Mitchell** and **Naomi Shaw** for taking time to get to know some more of our businesses that contribute to our amazing community.

We had the opportunity to visit **WSP in New Zealand** thanks to **Wendy Turvey** and **Louise Malcolm**, **Pertronix Industries Limited** thanks to **David Percy**, **Graley Plastics** thanks to **Bryan Stinson** and **Dion Page**, and finally **Garry Peek** from **Peek Robotics**. And we stopped in for some lunch at **Janus Bakkerij**. These are all exceptional Hutt Valley businesses and were only too happy to show our councillors what they do and talk about what the **Hutt City Council** might think about to support them.

#HuttValley #Manufacturing



 **Michael Marshall** and 73 others
 6 comments • 2 reposts


Patrick McKibbin • You
 Chief Executive
 1mo •

Behind those old roller doors - Episode 614.

I often talk about the old roller doors here in the Hutt Valley. There are many of them and when you get beyond the door the things you see, and the people you meet, are amazing.

I had the pleasure to drop into **ChairSolutions** yesterday. I was visiting to keep them informed of the new fuel pipeline that will pass the front door next year. What I found was very impressive and I was blown away by the scale, creativity, skills, and workmanship of their team.

The **ChairSolutions** business goes back to 1985 when they started with a goal to disrupt the low-quality import market, by offering truly world-class office furniture made right here in the Hutt Valley. In the decades since, they have grown into one of the office furniture industry's most trusted and recognisable names, selling across Australia and NZ.


They are a family business, still run by the brilliant team of **Ursula Dawson** and **Luke Dawson**. What was really evident when **Ursula Dawson** showed me around and introduced me to their team, was that they still rely heavily on being a big, productive, and happy family business. It was great to see their young apprentice loving her job, and the team being given the opportunity to create and bring to life their ideas.

#HuttValley #Manufacturing #furniture.



 **John Vannisselroy** and 44 others
 2 comments

9


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Chief Executive
3w • 🌐

Innovation is key to success.

I had the pleasure of being invited to the opening of the [Dulux](#) New Zealand Innovation Centre: Te Ngutuhi last week. What an amazing facility.



[Dulux](#) opened its first New Zealand manufacturing plant in Gracefield, Lower Hutt in 1939. Since then, hundreds of water-based paint and coating products have been produced and distributed throughout New Zealand. For 85 years Dulux has helped protect, maintain and enhance the spaces and places where Kiwis live, work and play. While Dulux is synonymous with creating better homes, they also plays a critical role in creating and improving the infrastructure we see across New Zealand, every day. That's why they believe 'If it's worth doing, it's worth Dulux.'


This new innovation centre will give the team at [Dulux](#) the space and tools to be able to take their work even further.


Oh and by the way they are still in manufacturing their range of paints, coatings Gracefield, Lower Hutt.

Brilliant work [Tony Leard](#), and [Heather Goode](#).

[#HuttValley](#) [#Manufacturing](#) [#Innovation](#)


 6 comments • 2 reposts


Patrick McKibbin • You
Chief Executive
3w • 🌐

Need to get down to the beach this summer?



Of course you do. Who doesn't love spending time at the beach. But what if getting down to the beach means you have to traverse a steep cliff. Not so inviting now.


BUT Hutt Valley business Access Automation will sort you out. For over 25 years they have quietly been designing and manufacturing inclined lifts or cable cars for private use to large commercial installations for hotels, resorts or hillside apartment buildings. Their work is customised based on the terrain and they offer a wide range of car options, starting from a compact two person open top car through to elegant custom built curved glass gondolas.

And every last part is manufactured right here in the Hutt Valley before being shipped and installed locally or overseas. It all happens thanks to Rob Mardell and his expert team at Access Automation.

The Hutt Valley really does have so many hidden gems.

[#HuttValley](#) [#Manufacturing](#) [#Innovation](#)


 Annette Wasson and 34 others
1 comment


Patrick McKibbin • You
Chief Executive
1w • 🌐

Advocating for and support employers in the Hutt Valley.

One of our key pieces of work at the [Hutt Valley Chamber of Commerce](#) is advocating for business. We do a lot of this with our local councils and government agencies, MPs and Ministers.

It was great this week to have Minister [Brooke van Velden](#) come and make an announcement about her Workplace Relations and Safety portfolio. The update to the Employment Relations Act will give more consideration to an employee's behaviour when awarding remedies as a result of a personal grievance.

Thanks so much to [MJH Engineering Ltd](#), [Malcolm Hammond](#), and [Jeremy Mikoz](#) for helping us to put this event on at their amazing workplace. As the recent winner of the [2degrees](#) Wellington Regional Business Excellence Awards Health Safety and Wellbeing category (sponsored by [ACC New Zealand](#)) they were a great place to host the Minister. It was great to have [Darren O Riley](#) from [Steel Construction New Zealand \(SCNZ\)](#) at this important event.

Thanks to my amazing team [Annette Wasson](#), [Megan Kibbiewhite](#) and [Samuel Chan \(陈进文\)](#) for their help

[#HuttValley](#) [#Health](#) [#Safety](#) [#Manufacturing](#)




 Nikki Roberts and 36 others
1 comment • 2 reposts

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  Send

 1,066 impressions
 [View analytics](#)


Patrick McKibbin • You
Chief Executive
5d • 🌐

Hutt Valley manufacturing is on the move.

Manufacturing was literally on the move in the Hutt Valley this week when the iPamp Tiny House, manufactured right here in the Hutt Valley, visited the [Hutt City Council](#), [Campbell Barry](#), [Brady Dyer](#), [Karen Morgan](#) and other Hutt City Council Councillors.

iPamp, designed and built by [David Crout](#), elegantly combines a caravan's functionality with a tiny home's charm. It leverages a registered caravan's regulatory and compliance benefits, and presents a refined solution that outshines all others in terms of utility. It is way bigger on the inside than a traditional caravan.

And it is all done in the Hutt Valley by the small team at iPamp and some other local suppliers. It's a true showcase of Hutt Valley design, thinking, ingenuity, collaboration and hard work to manufacture a fantastic product..

[#HuttValley](#) [#Manufacturing](#) [#Innovation](#) [#TinyHome](#)




 Dene Cable and 32 others
1 repost

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 1,878 impressions
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- We have continued to be supportive of the work on the Hutt Valley Makerspace project as part of the Wellington Regional Economic Development Plan.
- The Hutt Valley Chamber of Commerce commenced communications to the Seaview Business Association database from 1 July. We are delivering the Hutt Valley Business Weekly, with added content for Seaview, and other direct communications each week to the Seaview Business Association database. The bespoke communications include areas of interest for the Seaview businesses such as Waste Water Treatment Plant, Seaview pipeline work, advance notices of works and other local news. We are working to add some local content each week from businesses and information useful to these businesses. Examples are:

Seaview manufacturer expanding presence in New Zealand and internationally



Established and long-term Seaview business New Zealand Tube Mills is a leading manufacturer specialising in carbon & stainless steel precision tubes. Established in the 1950s as an exhaust system producer for the automotive industry, the company pivoted to horticultural trellising solutions in the early 2000s as the local car manufacturing industry declined. Today, they produce the ECO TRELLIS® and ECO BEAM™ systems, widely used in vineyards and orchards. In recent years they have expanded their work to include Apple orchards across New Zealand & Australia with their ECO V trellis.

Patrick McKibbin, CEO of the Hutt Valley Chamber of Commerce, sat down with Terry Carter, General Manager of New Zealand Tube Mills to discuss their business and their role in the Seaview business community.



'The middle of each year is traditionally a busy time for New Zealand Tube Mills, and this year is no different' said Terry Carter, 'This is when we have our production at high capacity, and we are certainly in that position this year. But we are still doing things a little bit differently to most of the manufacturing community. Our factory team work 4 days, Monday to Thursday, still at 40 hours a week, but having Friday off, unless there is overtime to do. We have found this model works well, and our productivity is still really good.'

Seaview Business News

Seaview business keeps bringing us the goods



It was a pleasure to meet Tom Hudig, Managing Director of Seaview-based John Jacobson Ltd (JJL Imports). Since 1987, this family-owned business has been importing food goods from the Netherlands, Germany and Belgium. Starting with the Bolleje Dutch Crispbakes, today they import over 1,500 different lines including Biscuits, Cakes, Licorice, Preserves, Cheese, chocolates and many other products like Stroopie Dutch Syrup Waffles, Almond Fingers, Almond Rounds, Marzipan Cakes, Butter Custard Cakes, Apple Rounds, Cinnamon Squares, Butter Pretzel Cookies, Fondant Cakes and Coconut Rings.

All I can say is YUMMMMM

You can find these great products at the Dutch Shop at 89 Jackson Street Petone, as well as many supermarkets and speciality stores across New Zealand.

Seaview Odour Treatment Renewal project briefing



You are invited to a briefing on the planned odour treatment renewal work at the Seaview Wastewater Treatment Plant. We will go through the design and work programme in detail and answer any questions. This briefing will be open to any interested members of the public.

When: Tuesday, July 30, from 6pm - 7pm

Where: Wellington Water (Level 4) 25, Victoria Street, Petone

RSVP - Customer.Notifications@wellingtonwater.co.nz (before July 23)

HCC officer comment:

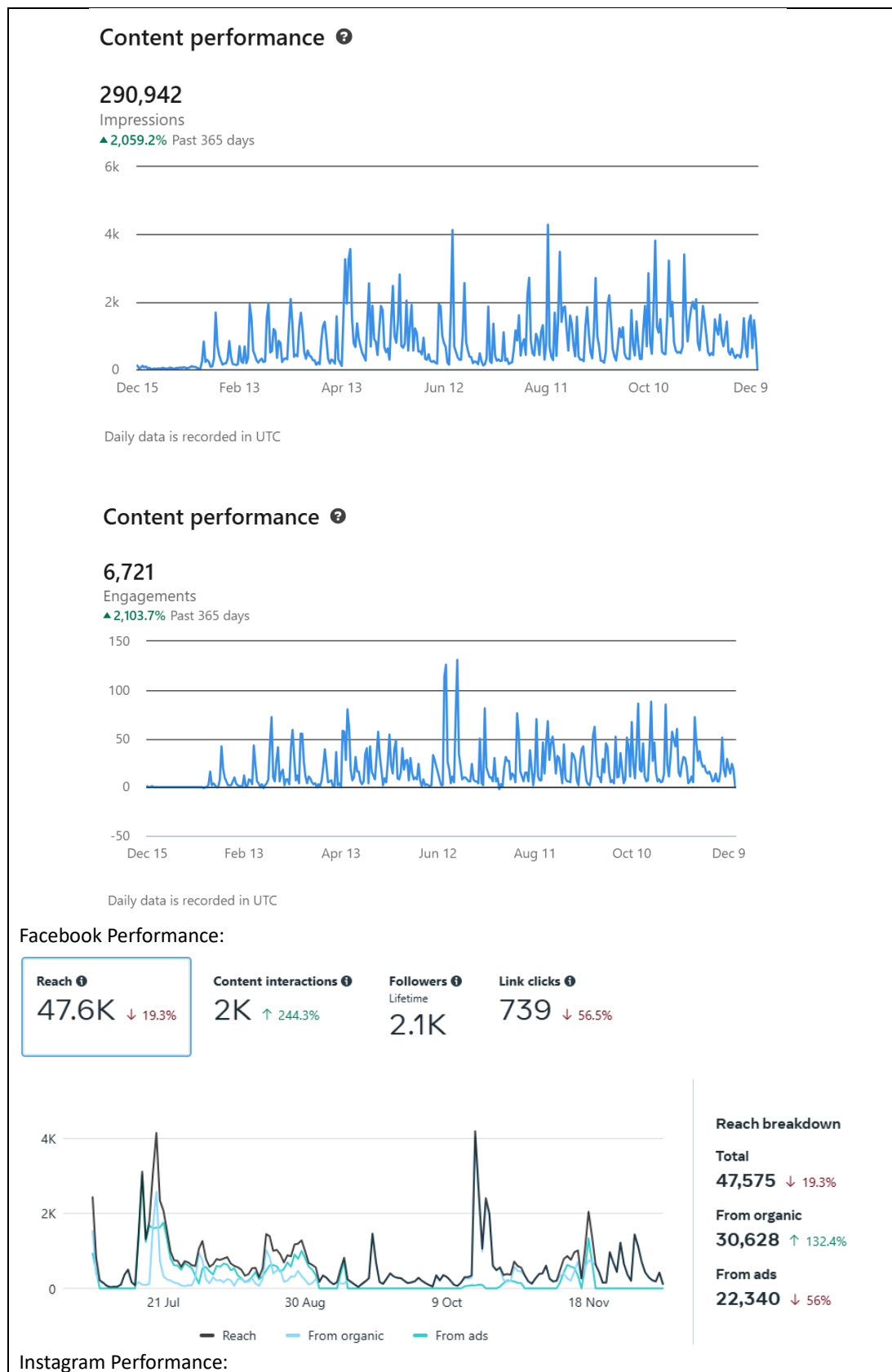
Facilitating business connections is at the core of the Chamber's work.

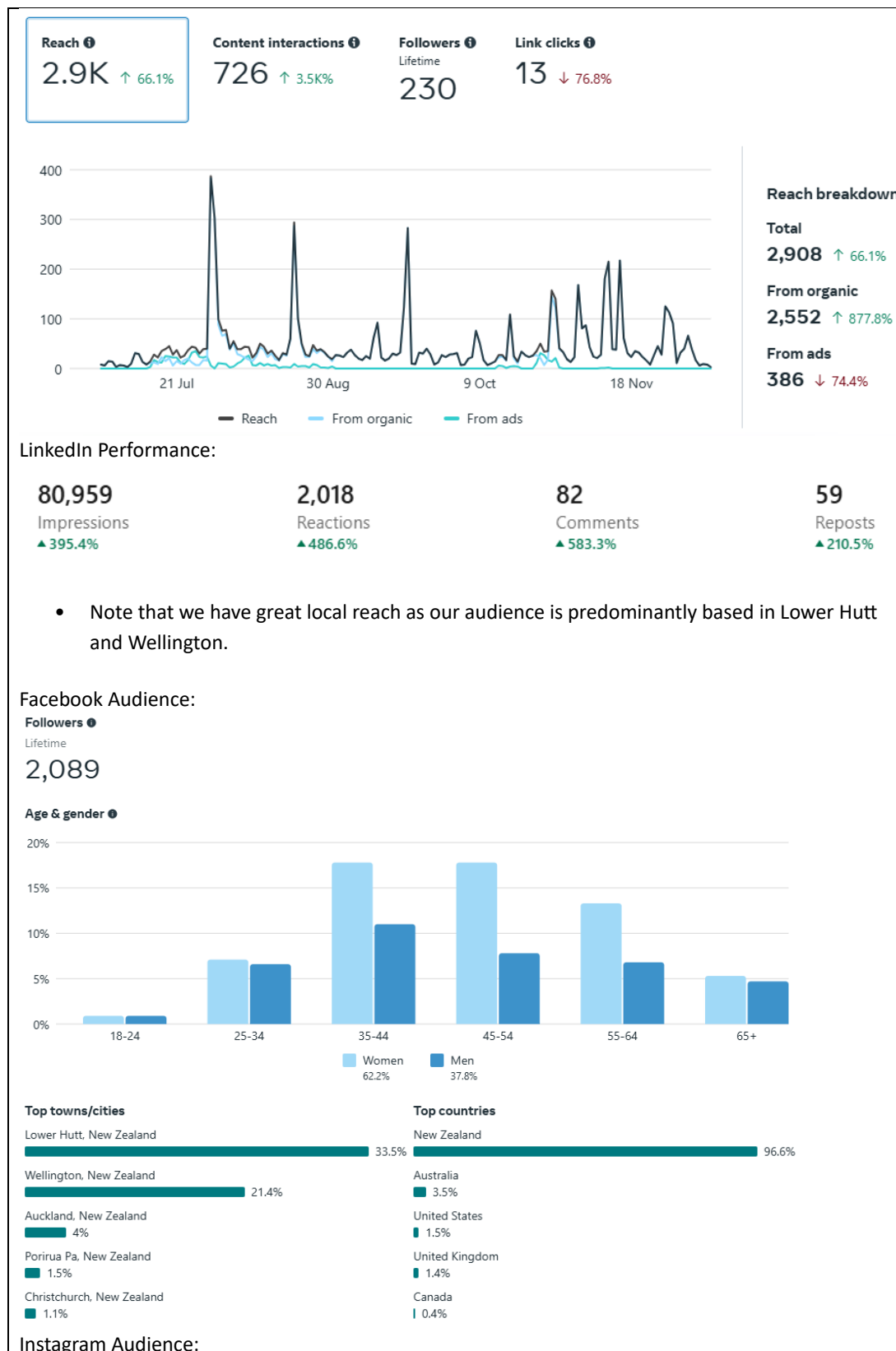
On top of new business meetings, regular engagement continues with both members and non-member businesses across Lower Hutt and beyond.

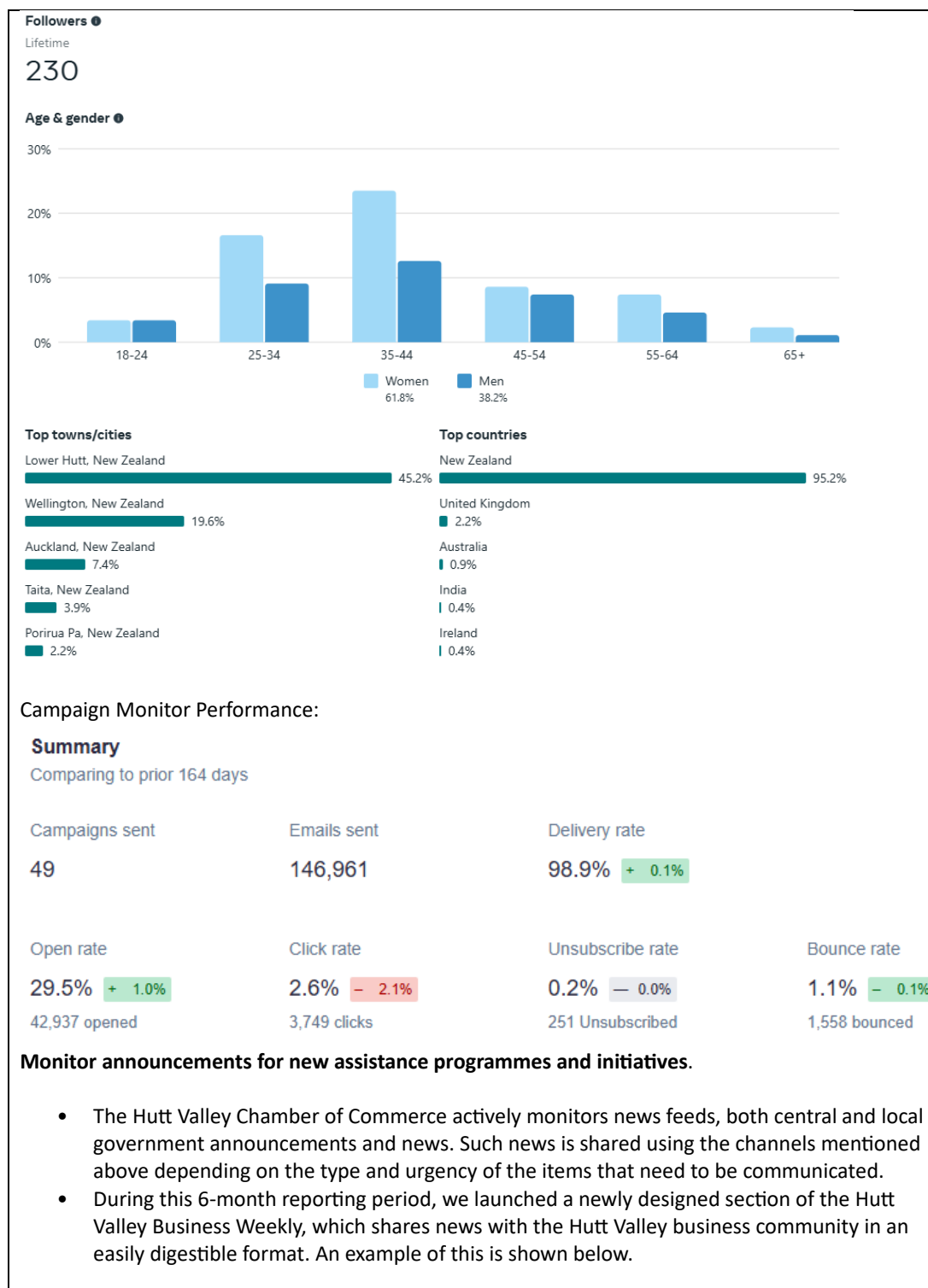
The Chamber continues to be an active and positive cheerleader for the Hutt Valley and its local businesses by advocating positively for local businesses at local, at regional, national industry events – as well as the CEO's regular LinkedIn content profiles of local businesses.


Business capability training, support, and liaison

Service	Content
<p>Connecting local businesses to all the support programmes available for local businesses – including connection with government and agency support programme and resources.</p> <p>Lead business response with HCC & UHCC (as required under any Covid-19 Protection Framework or similar future scenario)</p> <p>Helping existing businesses with resilience.</p> <p>Providing support to migrant business owners and employees.</p>	<p>Maintain a state of preparedness to roll out a collective business response programme if required. Share relevant / latest information to the wider business community.</p> <p>Monitor announcements for new assistance programmes and initiatives.</p> <p>General and sector specific programmes and initiatives on topics that may include, though not limited to: sales + customers, wellbeing, business continuity planning and resilience, employment matters, productivity, logistics, supply chains, and immigration.</p>
<ul style="list-style-type: none"> The Hutt Valley Chamber of Commerce maintains preparedness for any local issues or challenges from across New Zealand. We support a collective business response programme through regular communication with businesses, providing updates on local and national news, Hutt City Council announcements, engagement opportunities, and updates about Te Wai Takamori o Te Awa Kairangi. Additionally, we share information events and offers designed to help businesses save money. The channels we have available are: <ul style="list-style-type: none"> Hutt Valley Business Weekly Hutt Valley Events (bi-weekly) Hutt Valley Chamber of Commerce social media – LinkedIn, Facebook, Instagram and TikTok Hutt Valley Chamber of Commerce CEO LinkedIn (over 5,000 connections) Manufacturing / Engineering database Food manufacturing database Seaview Business Association database Social media updates via relevant third-party channels This preparedness has seen the Hutt Valley Chamber of Commerce deliver communications from 1st July 2024 to 31st December 2024 using these channels. <ul style="list-style-type: none"> Email Campaigns - 49 email campaigns were sent equating to 146,961 individual emails during this period. The delivery rate of these emails was 98.9%, with an open rate of 29.8%, an increase of 1.3% compared to previous periods (Industry standard for open rates ranges between 22%-25%). There continues to be a low unsubscribe rate of 0.2% (same as last period). Some LinkedIn Metrics: during the last 6 months we had 81,609 overall impressions on LinkedIn (389.6% increase from the previous period), 71,047 of those were organic and 10,562 are paid through ads. There were 12,128 link clicks, 2,032 post reactions (490.7% increase from last period), 82 comments (583.3% increase from last period), and 59 reposts (210.5% increase from last period). Meta/Instagram Metrics: The following graphs provide the meta data for this period:: 	









General and sector specific programmes and initiatives on topics that may include, though not limited to: sales + customers, wellbeing, business continuity planning and resilience, employment matters, productivity, logistics, supply chains, immigration.

- We ran a range of events to support training, learning, and development including:
 - Investing 101 with Forsyth Barr
 - Business Skills Lunch Series with Wellington Uni-Professionals
 - AI Training for Small and Medium-Sized Business
 - Becoming a person of Influence | WCBE
 - Maximising the Value of your Intellectual Property with Gibson Sheat Lawyers
 - Digital Workshop with Synthesis Marketing
 - Holistic Wellbeing in the Workplace
 - How to be real success | WCBE
 - Navigating the Economic Currents with Kiwibank's Chief Economist
 - Women in Business | Success Stories of Navigating Change
 - IT Works Technology and Innovation | Chamber as a Launchpad: Blasting Off with NASA
- Whilst the Te Wai Takamori o Te Awa Kairangi project has been working through their pricing and negotiation phase we have continued to share information and engage where possible including:
 - Regular design related meetings hosted at our offices.
 - Regular business engagements to update the business community on the project.
 - Weekly updates on the Te Wai Takamori o Te Awa Kairangi project in the Hutt Valley Business Weekly (HVBW)
 - Continued engagement with NZTA on the project. We met with the Programme Director New Zealand Upgrade Programme Waka Kotahi NZTA again to discuss the ongoing work for them with the Te Wai Takamori o Te Awa Kairangi (Riverlink)

project. NZTA were very pleased with the work that the Hutt Valley Chamber of Commerce has been doing

- We received some great feedback from Bedrock Pavers who attended the RFP workshop run by Synthesis Marketing. They commented 'Thanks so much for the informative night about tenders. The presenter and content were awesome.'
- Daily emails to relevant businesses as work opportunities (RFPs and RFIs) come up across the Hutt Valley and region – these emails aim to share available work opportunities that help recipients grow their businesses. They will also prepare them to respond to work in Te Wai Takamori o Te Awa Kairangi project when it becomes available. This includes a focus on Māori & Pacific businesses.
- Addition of 'Work Opportunities' in the Hutt Valley and Wellington Region to the Hutt Valley Business Weekly – this aligns with support from three organisations that can assist in completing RFPs and RFIs
- Supporting the future talent requirements of the project through the Hutt Valley Infrastructure Academy work with rangatahi.
- Organising and running the 'The Hutt Valley Career Fest' on 30th July 2024. This event was a major success for Construction and Infrastructure employers and engagement. There were around 60% of the event employers in attendance from these sectors which included the Women in Trades team as a special addition with their own space. The event was well received by employers, schools, students and other attendees.



- Hutt Gas and Plumbing sent some feedback about the event as follows:
- *Just wanted to email and congratulate you and your team on an excellent day at Career Fest. I was there from the start till about 12.30pm at the Women in Trades Table. So many young people and so well organised. I spoke to numerous young women and men from a myriad of schools, career teachers, ordinary teachers, Roy Sye and Mandy Regan from MOE, Waihangā Ara Rau and Te Pūkenga. I simply could not think of one thing you could do to improve this – it was superb. I really feel like my time was well spent; a lot better than visiting a school where the information is very limited. Thanks so much for such a top class event.*

- Supported Hutt City Council by communicating their strategic decision to shift its approach to delivering key projects within Te Wai Takamori o Te Awa Kairangi (RiverLink) programme, moving away from the existing Alliance delivery model.
- Continued our work on specific Groups to support sectors, i.e. Food Manufacturing, and manufacturing.
- Engaged Ngāti Toa around the work to establish a new Hutt Valley Water Infrastructure Academy. They are engaged in similar work, and there may be opportunities to align at some point.

Petone Email Campaign – the Hutt Valley Chamber of Commerce was approached by some businesses in and around Jackson Street to see how we could help them in the run up to Christmas.

- We walked along Jackson Street, visiting businesses to offer inclusion in the email campaign
 - The feedback was very positive with a number of businesses saying this is the first time anyone has ever offered to help them.
- This is an awesome email! Love seeing the support for Petone. I will share it around TLC.””
- Thanks Patrick some good ideas for my Christmas shopping 😊””
- Being a Petone resident – I applaud this””

The email campaign was sent on 22 November with 23 businesses participating:

 <p>PETONE BUSINESS OFFERS</p> <p>SEE YOU AT THE SPRIG! 146 JACKSON STREET</p> <p>The Sprig + Fern Petone have been part of the Jackson Street Community for over 11 years! We are a Craft Beer Tavern with over 20 taps of award-winning Sprig + Fern craft beer & Cider.</p> <p>Whether for a quiet drink, work outing, or family gathering, we offer quality drinks and food. Enjoy our pizzas and bar snacks, grab your favourite bite from the awesome restaurants around or bring in your own food with our BYO policy.</p> <p>Enjoy our Beer garden from 12-10pm or join us for DJs and live music on the weekend. 10% discount for Chamber Of Commerce Members on Wednesday's.</p> <p>Contact us / Group bookings - petone@sprigandferntaverns.co.nz or 04 566 0649</p> <ul style="list-style-type: none"> • Friday - Local DJ • Saturday - Live music • Sunday - DJ Or Vinyl Club 	 <p>DING DING</p> <p>Dingding Cafe is your new go-to spot for an amazing experience. Enjoy fresh Italian pizza, irresistible mini cakes, yummy coffee, and refreshing cold drinks—all in a dog-friendly space! Whether you're catching up with friends or taking a break with your furry buddy, our cozy vibe and flavorful menu make it a must-visit. Come for the food, stay for the good times at Dingding Cafe!</p> <p>Visit Dingding's Instagram</p>
 <p>HELP US FILL A RO/FE WITH DONATIONS FOR</p> <p>wellington citymission</p> <p>On 13 December 2024, we will be loading one of our large cargo vans with grocery donations and delivering them to the Wellington City Mission.</p> <p>We invite you to contribute by donating grocery items in person at either of our branches, thought for those who prefer to give cash, we have set up a "give a little" page. All cash donations will be used to purchase groceries at Pak & Save Petone before we make our festive delivery to the City Mission.</p> <p>Join us in making a difference and helping to replenish the City Mission's cupboards with Christmas cheer!</p> <p>Branch Locations:</p> <p>• Tower 1/91 Main Road, Tawa</p>	 <p>WRIGHT & TURNER TRAVEL ASSOCIATES</p> <p>At Wright and Turner Travel Associates we love opening doors to the world and delivering unique and interesting travel experiences.</p> <p>Drawing on decades of industry experience and a genuine passion for travel, our travel advisors Kylie, Tania and Anita will specially craft tailored itineraries to perfectly fit your travel style and preferences. Just imagine where our experience could take you.</p> <p>Visit us at 210 Jackson St, Petone, or call 04 830 0624</p>

HCC officer comment:

The Chamber runs a large variety of learning opportunities, workshops, and training initiatives. They've been proactive in finding opportunities to engage and upskill businesses ahead of tender processes and continue to increase the reach of its email marketing to draw in participation.

Business retention and new business attraction - encouragement of new business establishment and retention.

Service	Content
Promote and support initiatives to enable business start-up; attraction and retention in Lower Hutt.	Engagement with (but not limited to) start-up programmes and organisations like: Callaghan Innovation, UniVentures and WellingtonNZ Retention of existing business through support services. Collaboration on development of Makerspace project in Wellington Regional Economic Development Plan
<ul style="list-style-type: none"> Participating in the WellingtonNZ Stakeholder Hui on 27th November. This was an excellent opportunity to represent the Hutt Valley Business community and network with other councils, organisations and people from across the region. The CEO of the Hutt Valley Chamber of Commerce continued to participate in the Greater Wellington Regional Leadership Committee's work on Industrial Land availability. This included attending the final presentation alongside WellingtonNZ to the Greater Wellington Regional Wellington Regional Leadership Committee workshop on 1 October 2024 We have engaged with WellingtonNZ on the opportunity to work with them on the Regional Business Partner funding available. We have continued to be active in the University education space through engagements with Wellington Uni Ventures, Wellington Uni Professionals. MacDiarmid Institute and other organisations that are active in the start-up and innovation ecosystems. We have engaged with MSD to provide possible support for their New Business Support programme. This programme supports people on the benefit to start their own business with financial support from MSD. The proposal suggests that the Hutt Valley Chamber, along with several local businesses and members, will provide support to new businesses as they establish themselves. This support will cover areas such as marketing, sales, finance, tax, strategy and other aspects of establishing a business. We expect to start this work in 2025. We have continued to support some businesses to engage with the Hutt City Council over the last month. These include: <ul style="list-style-type: none"> NZ Boat Register – referred to us by Councillor Dyer. We have helped them engage with Maritime NZ and some other relevant councils around NZ (through the NZ Chamber network). They will meet with Maritime NZ at the start of 2025. Pandion – We have supported the Pandion team in engaging with the Hutt City Council Planning team in mid-January to discuss aspects of RiverLink and the Council's involvement with the land in Daly Street. They are keen on this site and have some ideas. California Garden Centre – Supported them to engage with the Hutt City Council over the pavement issue they have experienced. A long-term fix is now scheduled by Council. Metco Engineering – Supported Metco Engineering to engage with the Hutt City Council and Councillors on their desire to have additional parking around their factory. i-Pamp – Supported them to visit the Hutt City Council offices with their locally built tiny home. 	

HCC officer comment:

The Chamber has supported the retention of several local businesses – assisting a STEM business tenant with a site, supporting staff after a manufacturing business closure – as well as helping local businesses with scoping practical actions to grow their business. They continue to support work on the product development and innovation headquarters (PDIHQ) in the Wellington Regional Economic Development Plan.

Advocacy, connection, and engagement with central government agencies

Service	Content
Engaging with central Govt and WellingtonNZ on case-by-case basis to advocate for specific businesses, industries etc and for support for local businesses	<p>With stakeholders such as MBIE, MSD, MoE, Ministry of Small Business, Callaghan Innovation; NZTE, Waka Kotahi NZTA, WellingtonNZ, and other agencies as required.</p> <p>Topics may include transport, education, employment, STEM, and infrastructure.</p> <ul style="list-style-type: none"> • WellingtonNZ -We have engaged with the Wellington NZ team to explore opportunities for the Regional Business Partner programme, which is significantly underrepresented in the Hutt Valley. • Hanga Aro Rau - Hutt Valley Chamber of Commerce supported Hanga Aro Rau / Manufacturing, Engineering & Logistics Workforce development Council to engage with businesses in the engineering sector and discuss the establishment and support of new education initiatives. Two Hutt Valley businesses, MJH Engineering and NME, put their hands up to be part of this work as it progresses. • Waihanga Ara Rau (Construction and Infrastructure Workforce Development Council) engaged with the Hutt Valley Chamber of Commerce as a sponsor of the 2degrees Wellington Regional Business Excellence Awards 2024, supporting the Finalist Function for the Awards. • MBIE – We have continued to work with MBIE and the Auckland Business Chamber on TechStep. This has been an incredibly successful programme with great engagement. Some highlights of the programme include: <ul style="list-style-type: none"> ○ Supporting Innovative Young Minds on their residential programme ○ Running the World of Tech Event in the Hutt Valley for nearly 500 rangatahi in November 2024. ○ Very high social media engagement (Nationally) including: <ul style="list-style-type: none"> ▪ 253,979 website visits ▪ 2,758,432 Meta Reach ▪ 77 events completed ▪ 126,525 people attended events • ACC – We have worked with ACC on a partnership in 2024. This work has revolved around injuries and health and safety in the Hutt Valley. They have provided data on the current injury statistics in our region which show some interesting statistics and opportunities for our region. • NZTA - We have continued to work with NZTA as they progress the Te Wai Takamoro o Te Awa Kairangi (RiverLink) project. • Minister and MP Engagement - Our Gibson Sheat Political series 2024 brings politicians to the Hutt Valley to keep our business community engaged in political conversations. These included: <ul style="list-style-type: none"> ○ Hon Louse Upston – Minister of Social Development – made an announcement and spoke at the Hutt Valley Chamber of Commerce ○ Hon Erica Stanford – Minister of Education – spoke at the Hutt Valley Chamber of Commerce ○ Hon Brooke van Velden – Minister of Workplace Relations and Safety – made a policy announcement at MJH Engineering • The Hutt Valley Chamber of Commerce continues to connect to the following government agencies to support the regions business community. <ul style="list-style-type: none"> ○ NZTE – engagement with Summit Group to support their possible expansion / sales of their product in Europe, America and Middle East.

- **MBIE** – regular engagement with them on the TechStep work
- **MSD** – invites to events and activities related to rangatahi.
- **MOE** – invites to events and activities related to our work with rangatahi.
- The Hutt Valley Chamber of Commerce has been an ongoing participant with the **MSD Jobs and Skills Hub** work and team. The CEO has been a member of the Steering Group.
- MSD - The Hutt Valley Chamber of Commerce has engaged with MSD to provide possible support for their New Business Support programme. This programme supports people on benefit to start their own business with financial support from MSD. The proposal suggests that the Hutt Valley Chamber, along with several local businesses and members, will provide support to new businesses as they establish themselves. This support will cover areas such as marketing, sales, finance, tax, strategy and other aspects of establishing a business. We expect to start this work in the first half of 2025.


HCC officer comment:

The Chamber continues to champion Hutt Valley locations for ministerial engagement and the resulting profile for local businesses.

Through expanded connection with MSD, the Chamber is always looking to convert their growing central government relationships to practical support for local business.

The Chamber is a constructive ally for Council in championing opportunities for our city submitting together with Council to the government's work-based learning review underway with the Ministry of Education.


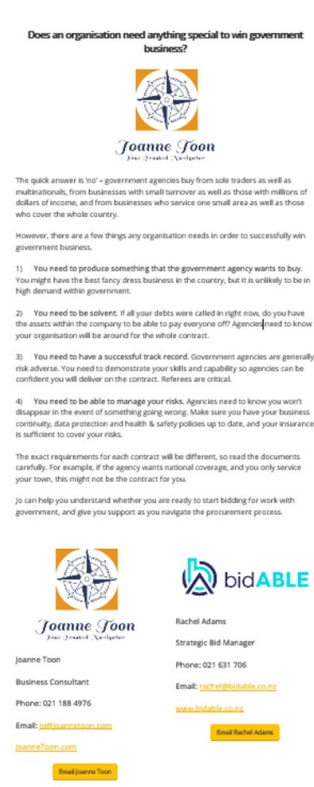
Facilitate engagement between the business community and Council.

Service	Content
Events, programmes, communications, speaking, showcasing of council facilities and initiatives to the business community	Topics may include: commercial rating and property, urban development planning, climate change & sustainability, transport & infrastructure, workforce development
<ul style="list-style-type: none"> The Hutt Valley Chamber provided feedback and presented on the proposed Alcohol Policy at the Hutt City Council meeting on 27th November. The Hutt Valley Chamber of Commerce CEO attended the Hutt City Regional Public Transport Plan Workshop on 9 November organised between HCC and GWRC. Te Ara Whakamua Meeting – The CEO has continued to support this work and has attended a number of meetings through the year focusing on the important environment and sustainability activities into 2025. We supported the Hutt City Council to have a meeting with Dudley Street businesses to discuss the demolition of buildings on Daly Street commencing in early July 2024. The Hutt Valley Chamber undertook face to face engagement and subsequent business offer communication to support the Jackson Street / Petone business community. This engagement also gathered various feedback on the parking changes in Petone which was passed onto the Hutt City Council and discussed with the Mayor at our quarterly meeting. The Hutt Valley Chamber of Commerce has been active in sharing news and information about the 2025 implementation of work for a new pipeline in Seaview. This engagement has been well received by the businesses along the route of the pipeline. The Hutt Valley Chamber of Commerce CEO attended the community meeting in Seaview regarding the Waste Water Treatment Plant issues. The meeting was a useful for understanding businesses' perspectives on this issue. We have also been communicating directly with the businesses in this area about it. We supported councillors to visit local businesses on 11th October and 23rd October. The visits were attended by Councillors, Morgan, Dyer, Shaw, Mitchell, Stallinger, & Parkin and were useful for the businesses to engage with the council. We met with: WSP Research & Environmental Training Centre, Pertronic, Janus Bakery, Graley Plastics, Peek Robotics, Metco Engineering, Fantail Services Limited, Pandion 	
 	

HCC officer comment:

The Chamber regularly features Council news and updates in its Business Weekly newsletter. Direct engagements with the city delivery, urban design, waste and resource and recovery, planning, policy and transport teams brings a business voice to shaping projects and has assisted with feasibility of activities such as scoping future climate change and waste initiatives. The Chamber's CEO and President have been key participants in Tō Tātou Tāone 2055 / Our City 2055 future strategy project.

Connecting with Māori Business


Service	Content
Connecting with Māori businesses and Mana Whenua	<p>Grow engagement alongside local Mana Whenua with Māori business networks and businesses</p> <ul style="list-style-type: none"> The CEO of the Hutt Valley Chamber of Commerce has continued to support Māori and Pacific businesses, including Wai-Worx Māori business network, to see and engage in work that is available across our region. This has included establishing: <ul style="list-style-type: none"> Direct emails to Māori and Pacific businesses we know are active in the region Setting up a new section of the 'Hutt Valley Business Weekly' called Work Opportunities in the Hutt Valley and Wellington Region. This is mainly focused on construction and infrastructure tenders from various local and government agencies across the region. See below left. <div>   </div> <ul style="list-style-type: none"> This work is backed up by assistance of information and advice from qualified experts from our membership who are also providing support for organisations to be in the best position to complete the tender documents and win work. See above right. We have received feedback such as: <ul style="list-style-type: none"> 'Thanks for forwarding this through – I will take a look at it and see if it is achievable and fits. Thanks again for thinking about us and for coming out last week Annette – was great to chat' 'Hi Patrick, I've just registered and subscribed for the tender when it comes out. I've read through the details on their advance notice, and are confident that we can offer some special across all of those requirements. Thanks again for this, really appreciate the heads up 😊. Nga mihi' 'Thank you for your ongoing support and tender notifications. Sincerely appreciate it.'

- *‘Thank you very much, I have forwarded this to our management’*
- Connecting Hutt Valley Manufacturers to the Māori and Pacific talent through various activities including:
- Skills of Mahi work (supported by the J P Morgan Chase Foundation). The Māori and Pacific rangatahi on the programme are connected to Māori and Pacific businesses who can talk to them about skills and jobs in the local Māori and Pacific economies
- The Hutt Valley Chamber of Commerce featured cultural elements into the 2degrees Wellington Regional Business Excellence Awards 2024, the Hutt Valley Career Fest and the World of Tech Expo. This was done to celebrate diversity and strengthen cultural connections for our rangatahi participants.
- Celebrated Māori and Pacific businesses in profiles of local businesses in Awards through the Diversity and inclusion category and the addition of a traditional Māori welcome at the start of the Awards.

HCC officer comment:

The Chamber continues to grow its engagement with local pakihi Māori and has supported early procurement work within the Te Wai Takamori o Te Awa Kairangi programme.

Inclusion and Diversity

Service	Content
Showcase and advocate for a diverse workforce and opportunities for employers	Showcase employers and businesses who are demonstrating best practice in their diversity and inclusion.
<ul style="list-style-type: none"> • The Diversity and Inclusion category at the 2degrees Wellington Regional Business Excellence Awards 2024 was a success. There were fifteen entries, reflecting a 7.14% increase compared to 2023. The finalists and winner are as follows: <ul style="list-style-type: none"> ○ Empower Pacific Ltd (Winner) ○ I'm In Employment Programme (Your Sales Engine Limited) ○ Kaleidoscope Solutions ○ Raranga Building Careers ○ The Learning Connection • We were thrilled to announce that Empower Pacific won the Diversity, Inclusion, and Growing People award, sponsored by Hutt City Council, at the 2degrees Wellington Regional Business Excellence Awards 2024. Empower Pacific is the delivery partner for the Skills for Mahi programme. <div data-bbox="486 844 1102 1254">  </div> <ul style="list-style-type: none"> • The Skills for Mahi work continued to meet the specific needs of the Hutt Valley Pacific and Māori rangatahi to support their need to build work ready skills and develop a connection to the Hutt Valley Manufacturing and Engineering sector. This included specific sessions with employers, including some from Pacific and Māori businesses and backgrounds. 	

Patrick McKibbin • You
Chief Executive
4mo • 🌐

Turn up and be willing to learn.


These were two key messages from 4 employers who came to talk about skills they see are needed for their workplaces to a small group of our Skills for Mahi rangatahi this week at [Wainuiomata High School](#).

The employers including [Terry Carter](#) and [Gareth Gardiner](#) from local manufacturer [New Zealand Tube Mills](#), [Paora Morrison](#) from IT Works, and [Lance Ehu](#) from Tiling Trade Services, came and shared their journey into their successful business careers. None of their stories were straight forward and often they had some very challenging periods of their lives. They shared the skills they thought were important from listening, teamwork, communication, awareness, problem solving, and resilience. But most of all they shared that a willingness to learn (and listen) and turning up were important. Turning up is definitely about being there on time, but also turning up to listen and learn with the right attitude was important.

This is the second cohort of the [Hutt Valley Chamber of Commerce Skills for Mahi](#) work that is being delivered by the amazing [Mani Malaeulu](#) from Empower Pacific, with the funding support of the team at [J.P. Morgan](#). The Skills for Mahi work is supporting rangatahi to build skills for their future of work and be aware of and prepared for, the jobs and opportunities in their local community, particularly in the engineering and manufacturing sectors.

It is really great to see these rangatahi building their skills and developing the tools, confidence, and attitudes to be their best when they start to engage with their future of work wither for work experience or future jobs.

[#HuttValley](#) [#Manufacturing](#) [#engineering](#) [#Manufacturingcareers](#) [#Engineeringcareers](#)



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Patrick McKibbin • You
Chief Executive
2mo • 🌐

Celebrating achievements is really important.

We don't celebrate achievements nearly enough. Just as quickly as we do something really well we move on to the next thing. Taking a moment to celebrate is really valuable.

So it was great to stop and celebrate the journey that the rangatahi from [Wainuiomata High School](#) are on to develop skills for their future of work last week by giving them a hoodie to recognise their ongoing achievements.


This second cohort of the [Hutt Valley Chamber of Commerce Skills for Mahi](#) rangatahi from [Wainuiomata High School](#) have been developing their skills for work including attitude, communication, team work, self-management, willingness to learn, thinking skills, resilience, problem solving, accepting others, reliability and being on time / punctuality. They have also been working on interview skills and CV's.

This amazing programme is being delivered by the [Mani Malaeulu](#) from Empower Pacific with the funding support of the team at [J.P. Morgan](#).

The Skills for Mahi work is supporting rangatahi to build skills for their future of work and be aware of and prepared for, the jobs and opportunities in their local community, particularly in the engineering and manufacturing sectors.

It is really great to see these rangatahi building their skills and developing the tools, confidence, and attitudes to be their best when they start to engage with their future of work wither for work experience or future jobs. They are really building their skills for life.

[#HuttValley](#) [#Manufacturing](#) [#engineering](#) [#Manufacturingcareers](#) [#Engineeringcareers](#) [Samuel Chan \(陈进文\)](#)



👍 Rochelle Carrig and 44 others 2 comments · 1 repost

- The overall results for the Skills for Mahi programme were really great. Some of the key results were as follows:

Patrick McKibbin • You
Chief Executive
2d • 🌐

Reflecting on the impact we have made (so far)

This year we have been privileged to establish the Skills for Mahi programme with [Naenae College](#) and [Wainuiomata High School](#). The programme is delivered by [Mani Malaeulu](#) with the support of [J.P. Morgan](#) and the [Hutt Valley Chamber of Commerce](#) team.

The intent of this work is to build the work ready skills of the rangatahi and introduce them to the world of work, with a particular focus on the awesome opportunities we have in the manufacturing / engineering sectors here in the Hutt Valley. Did we make a difference?

- ✗ 83% of rangatahi had NO or little understanding of the manufacturing sector at the start of the course
- ✓ 86% of the rangatahi had an understanding of the manufacturing sector at the end of the course.
- ✗ 57% of the students had no CV and no idea what to do at an interview at the start of the course
- ✓ 93% of the rangatahi now have a CV
- ✓ 64% of the rangatahi now have a CV and understand how they should prepare and behave during an interview
- ✓ There was a positive variation between 19% to 100% for rangatahi that now feel that skills like positive attitude, communication, teamwork, self management, willingness to learn, thinking skills, resilience, problem solving, accepting others, reliability and being on time are ESSENTIAL for their future of work.
- ✓ Rangatahi had a better understanding of what pathway was for them when they leave school, with a positive change of 80% who know what they want to do.

We will continue with this amazing work in 2025 making a difference for rangatahi and for the brilliant Hutt Valley manufacturing and engineering businesses.

#HuttValley #EducationtoEmployment #Manufacturing #Engineering

👍👍👍 Annette Wasson and 25 others 2 comments · 1 repost

- We continue to work with MBIE on their nationwide TechStep programme - to inspire and inform Māori, Pacific, Women, individuals with disabilities, Neuro Diverse people and others about the possibilities of building a career in the tech sector. This has included running a TechStep Hutt Valley 'World of Tech Expo' in November 2024. TechStep continues to be a big success for target audiences:

253,979 Website visits	2,758,432 Meta Reach
77 Events Completed	126,525 People attended events

We have included a Hutt Valley ambassador: Paora Morrison from IT Works:

Paora Morrison
Ngāpuhi
Support Team Lead - IT Works

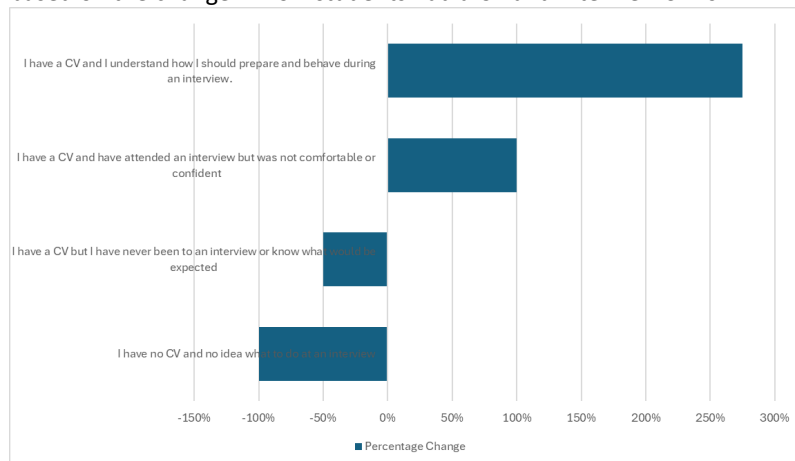
HCC officer comment:

The Chamber is growing its activities in this space. The Skills for Mahi programme has also resulted in promotion of local employers who manaaki our entire working population.

Manufacturing & Technology (STEMM) Sector Development

Service	Content
Support the manufacturing and technology sector with networking, activities, and events to drive collaboration, showcase and enhance the capability of businesses in Lower Hutt.	<p>Content to include:</p> <ul style="list-style-type: none"> improving awareness of STEMM sector and businesses increase investment in industry 4.0. develop skilled workforce. circular economy and emissions reductions
<ul style="list-style-type: none"> The Hutt Valley Chamber of Commerce has been active in sharing information about the Manufacturing and STEMM businesses through its channels including: <ul style="list-style-type: none"> Hutt Valley Business Weekly – weekly email communication. Further details on this can be found in the Business capability training, support, and liaison section. Hutt Valley Chamber of Commerce social media, including Facebook, Instagram, and LinkedIn. The Hutt Valley Chamber of Commerce CEO LinkedIn The Hutt Valley Chamber of Commerce included two relevant categories in the 2degrees Wellington Regional Business Excellence Awards. These showcased the dynamic manufacturing, technology and innovation sector and were well represented by businesses across the Hutt Valley as follows: <p>Excellence in Manufacturing</p> <ol style="list-style-type: none"> Contemporary Korowai Designs Ltd Heliner Limited Omega Hutt Valley Steel E.D. & Patton Whakatiki Engineering (1984) Ltd (Winner) <p>Excellence in Technology and Innovation</p> <ol style="list-style-type: none"> Arotec Diagnostics JT Group Lab Restraints NZ OpenStar Technologies Sharesies (Winner) The Hutt Valley Chamber of Commerce has run one successful event focused on Technology and Innovation with a presentation from a Chief Scientist from NASA. The event was attended by close to 50 business leaders. Three manufacturing and technology businesses, JT Group, Black Diamond Technologies (BDT) and Arrow Uniforms were inducted into the Hall of Fame at the 2degrees Wellington Regional Business Excellence Awards 2024. The Hall of Fame reflects the contribution and commitment of these businesses to the Hutt Valley business community. The CEO of the Hutt Valley Chamber continues to be closely aligned with the work of the Advanced Manufacturing Aotearoa. This has resulted in a range of opportunities to promote the Hutt Valley manufacturing, technology and innovation sectors. The Hutt Valley Chamber has continued to work with the Auckland Business Chamber on the TechStep programme. This programme is supporting the STEMM sector by inspiring and informing people who might not otherwise consider that a Tech career is possible for them. The programme has been part of the MBIE Digital Industry Transformation Plan. The programme has delivered exceptional results in 2024, as follows: <ul style="list-style-type: none"> 253,979 Website visits 2,758,432 Meta Reach 77 Events Completed 126,525 People attended events 	

- The Hutt Valley Chamber of Commerce continued to support future talent to connect with the Manufacturing sector through the Skills for Mahi programme (sponsored by the JP Morgan Chase Foundation). The programme supported rangatahi from Wainuiomata High School across the July – December period with great results. An example is shown below based on the change in how students had a CV and Interview Skills



HCC officer comment:

The Chamber has made STEM a clear focus and in its advocacy, local business promotion, how its continues to champion Lower Hutt's competitive advantage and its industry support. Knowledge-sharing and relationships through opportunities with Advanced Manufacturing Aotearoa is valuable.

Support for rangatahi with Education to Employment pathways and services.

Service	Content
Develop and deliver and support Education to Employment Programmes. Support the Regional Jobs and Skills Hub	<p>Delivery of services under contracts to MSD supporting education to employment, with particular focus on trades. Advocacy for the MSD's Regional Jobs and Skills Hub in Lower Hutt.</p> <ul style="list-style-type: none"> The Hutt Valley Chamber of Commerce CEO has been part of the Jobs and Skills Hub Governance Group. The Hutt Valley Chamber of Commerce has continued to work with the Waihanga Ara Rau (Construction and Infrastructure) Workforce Development Council. They were a sponsor of the 2degrees Wellington Regional Business Excellence Awards 2024 and also supported the Hutt Valley Career Fest 2024 including providing support for the cultural welcome. The Hutt Valley Chamber of Commerce has continued to support the Hutt Valley Infrastructure Academy. The L2 Infrastructure Trades Academy 41 Credit course has continued after a successful 2023 programme. This course teaches learners how to work safely on sites and within a team environment. It forms a great starting point for a career in construction and infrastructure. Rangatahi completed the New Zealand Certificate in Infrastructure Works (Level 2). Through 2024 we have been working with a Pacific business, Empower Pacific, to support the Skills for Mahi programme. This work, to support 100 Māori and Pacific rangatahi throughout 2024 and 2025, ensuring they have equitable access to essential skills and knowledge important required in the manufacturing and engineering sectors in the Hutt Valley. The programme includes taking the students to local manufacturing workplaces to showcase the jobs and skills the rangatahi will need for their future careers. The J P Morgan Chase Foundation have funded this work. The Hutt Valley Chamber of Commerce continues to work with MBIE on their TechStep programme. This is designed to inspire and inform Māori, Pacific, Women, individuals with disabilities, Neuro Diverse people and others about the possibilities of building a career in the tech sector. This has included running a TechStep event in November 2024. 2024 saw the continuation of the Hutt valley Engineering Academy which promotes the engineering discipline to rangatahi at Naenae College with the support of UCOL. Hutt Valley High School continues to support engineering and STEM activities with local employers. The Education to Employment work has actively engaged with the following students and employers to support rangatahi over the 12 months: <ul style="list-style-type: none"> Students - 2900 Employers – 126 ITOs/ITPs – 19

HCC officer comment:

The Chamber have offered targeted support for specific industry sectors and have been proactive in future planning and seizing opportunities for showcasing local businesses. The Chamber has grown a solid base of local business participants and goodwill from these initiatives.

Meetings with Mayors and Council Officers on matters affecting the Hutt Valley Business Community.

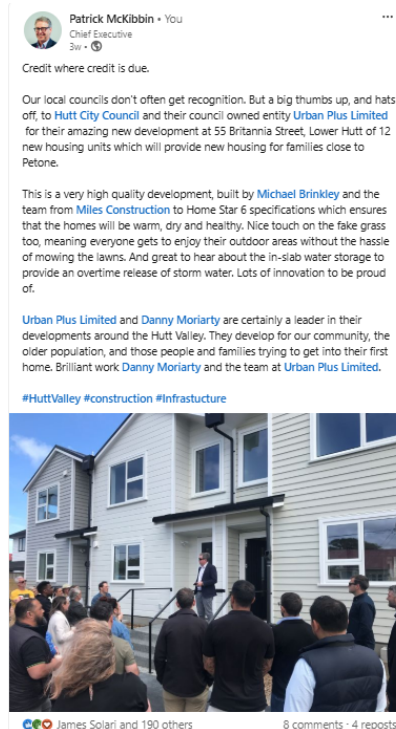
Service	Content
Providing business perspectives on issues relevant to council	<p>Bi-monthly meeting with Mayor and CE Other as required meetings with Council officers.</p> <ul style="list-style-type: none"> On 12 September the Hutt Valley Chamber of Commerce presented our 2023/24 Annual Report to the Hutt City Council Policy, Finance and Strategy Committee. The report was well received by the councillors, and the feedback was positive. The CEO meets with the Head of Business & Economy every fortnight The President and CEO continued to have regular meetings with the Mayor. These meetings are an opportunity to discuss upcoming projects, and collaboration opportunities for the business community and to discuss the latest survey results. During the period the Hutt Valley Chamber of Commerce participated in the consultation on the Proposed changes to Lower Hutt's alcohol bylaws and policy which were open for public consultation. Our key points included: <ul style="list-style-type: none"> The current economic environment Saving Rate Payers \$30-\$40,000 – this was not a saving for businesses. We made some suggestions around: <ul style="list-style-type: none"> Most renewals are simple and take minimal work Alternative processing options Combining with other Councils Personnel Costs Making it easier to impose temporary alcohol-free zones around specific events The CEO spoke with the Hutt City Council Waste and Resource Recovery team who organised a meeting with other councils to discuss business waste. The topic of discussion for the CEO was 'how councils can effectively engage and support businesses to reduce waste'. The CEO supported some councillors to visit local businesses on 11th October and 23rd October. The visits were attended by Councillors, Morgan, Dyer, Shaw, Mitchell, Stallinger, & Parkin. We met with: <ul style="list-style-type: none"> WSP Research & Environmental Training Centre, Pertronic Janus Bakery Graley Plastics Peek Robotics Metco Engineering Fantail Services Limited Pandion



- The CEO of the Hutt Valley Chamber of Commerce attended the Seaview Wastewater Treatment Plant Community Meeting on 25th November. There weren't many businesses represented at the meeting and we have reached out to:
 - Wellington Water CEO and Mayor Barry suggesting we can help with the business communications which include:
 - Business walk around – providing feedback to each party
 - Communication support – In addition to the comms we are already providing in the Hutt Valley Business Weekly.
- The CEO and President of the Hutt Valley Chamber of Commerce attended the City Summit and have also agreed to participate in the ongoing work. This was a good event and generated a range of discussion about the future of Hutt City. There were a range of government, iwi, community and businesses at the Summit to provide a broad view into the conversation. There will be an ongoing consultation discussion lasting 9 months with a report due to be completed by the end of June 2025.
- The Hutt City Council supported the Hutt Valley CareerFest 2024. Mayor Barry attended the event and participated in the opening.



- The CEO attended the launch of the Urban Plus Limited completed Britannia Villas project.
- The CEO posted on LinkedIn about this event and the feedback was very positive



- The Hutt Valley Chamber of Commerce continue to advocate for the business community throughout the Hutt Valley alongside the Mayor and the HCC Councillors.

HCC officer comment:

Regular catch ups with Council's business and economy team assists with fresh insight into Council's wider work programme.

Quarterly mayoral meetings are regular opportunities to discuss opportunities with a longer horizon.

Business confidence survey research

Service	Content
Quarterly survey of businesses to assess their business confidence contacts.	Undertake and report quarterly business surveys for council reports

• Hutt Valley Business Confidence completed and supplied in September 2024

Half of Hutt Valley Businesses Feel Just 'OK' About Their Future

How do you generally feel about the outlook for your business today?

Businesses in the Hutt Valley reveal mixed sentiments regarding the business outlook. Only a small portion of respondents, 37%, feel very confident about their business future, while 25.93% are confident. The majority, 48.25%, describe their outlook as OK, indicating a neutral or cautious perspective. On the other hand, a combined 22.25% are either not that confident (8.17%) or not confident at all (4.08%), reflecting significant concerns for some businesses.

Hutt Valley Businesses See Hope on the Horizon for 2025

How do you expect the general business conditions to be in 'your business' over the next 12 months?

Expectations for New Zealand's business conditions are evolving. In June 2024, many respondents expressed concern about near-term declines, with 34.20% anticipating worsening conditions in the next 3 months and 37.14% in the next 6 months. Looking beyond the immediate future, they had a more optimistic outlook, with 40% of respondents believing that conditions will improve over the next 12 months.

By September 2024, the sentiment shifts notably. The proportion of those expecting deterioration in the next 3 months drops to 26.82%, and 23.07% foresee an upswing. This growing optimism is further reflected in the longer-term outlook, with 40.74% and 44.64% of respondents expecting much or somewhat better conditions in the 6- and 12-month horizons, respectively.

Long-Term Confidence Builds for NZ Despite Short-Term Challenges

How do you expect the general business conditions to be in 'NZ' over the next 12 months?

How do you expect the general conditions to be in 'NZ' over the next 12 months? (Jun 24 - Sept 24)

There are shifting expectations for New Zealand's business conditions over the next 12 months. In June 2024, many respondents anticipated short-term declines, with 50.88% predicting deterioration in the next 3 months and 56.35% in the next 6 months. However, optimism emerges by the 12-month mark, as 41.07% foresee improvement. By September 2024, while 42.37% still expect worsening conditions in the next 3 months, 19.23% anticipate better outcomes. Over the next 6 months, 40.74% expect improved conditions, rising to 70.37% over the next year, indicating increasing confidence in long-term recovery.

Business Costs Expected to Keep Rising

What do you expect the cost of doing business will be for 'your business' over the next 6 months?

In September 2024, businesses anticipate an increase in operating costs over the next six months. Specifically, 13.3% expect costs to be much more expensive, while 48.15% foresee them being somewhat more expensive. Conversely, 40.74% believe costs will remain the same, with no respondents expecting any decrease in expenses. This data indicates a general expectation of rising costs for businesses in the near term.

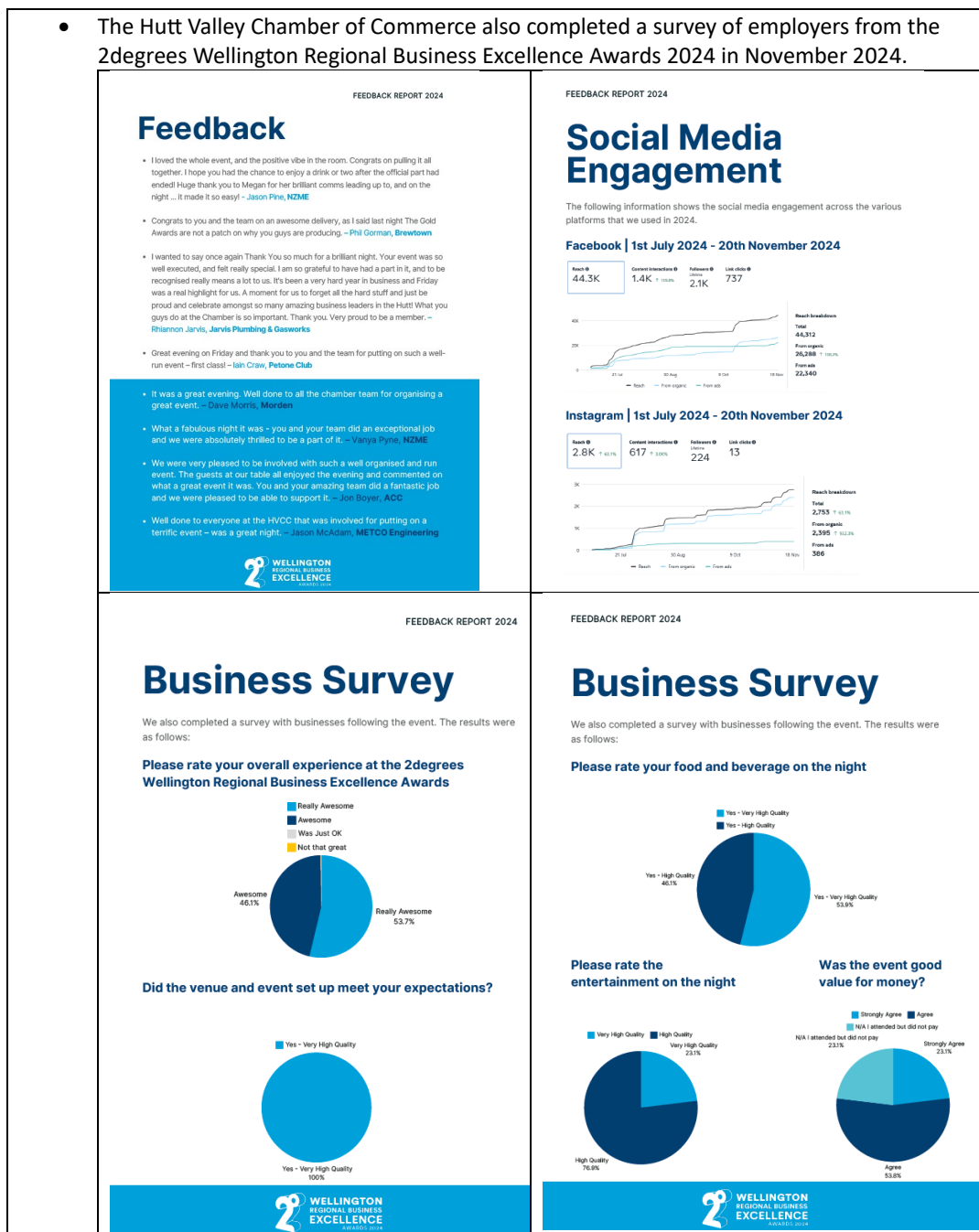
Positive Hiring Trends in Hutt Valley, But Future Talent Shortages Anticipated

Businesses who have NO need for new recruitment has increased by over 14% to 84.6% between June 24 and September 24. This is a direct reflection of the current confidence in business as well as their current performance. Whilst the expectation for a need for a recruitment in 12 months' time is higher than currently at 40.7%, this is 9.3% lower than it was in June 24. There is an ongoing downward trend for the need for staff with a drop of 26% for those businesses who expect to recruit staff in 12 months in 1 year.

Are you experiencing issues with filling staff vacancies in your business?

Currently: 35.4%, Next 12 months: 40.7%, Currently: 84.6%, Next 12 months: 59.3%

- The Hutt Valley Chamber of Commerce also completed a survey of employers from the 2degrees Wellington Regional Business Excellence Awards 2024 in November 2024.



HCC officer comment:

The Chamber of Commerce is on track to provide three reports for FY24/25 (September, March, June) after refreshing the visual format for these reports.



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

14 February 2025

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

Reviewed By: Gemma Birse
Head of Enterprise Portfolio Management Office

Approved By: Jarred Griffiths
Director Strategy and Engagement



Hutt City Council

Quarterly Performance Report

Quarter 2 – 2024/25





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Introduction

This quarterly performance report summarises Hutt City Council's progress on the Long Term Plan, Annual Plan, and the Chief Executive's KPIs/strategic focus areas for Quarter 2, 2024/2025.

The report aims to provide the Chief Executive, the Corporate Leadership Team, and staff with the necessary information to align their efforts across various groups and teams, ensuring the achievement of Council's strategic outcomes and maintaining a focus on performance and accountability.



Q2 Performance Report



1

Highlights & Challenges

What's this section about?

This section summarises our performance, with a focus on things we achieved, key highlights, and challenges we're facing.



Highlights

Long-Term Plan Consultation Document winners!

Council won the 2024 Great Long Term Plan Consultation Document competition run by Taituarā. Among 45 entries, we were the only metropolitan council to reach the finals.

The judges provided outstanding feedback, highlighting the document's engaging and well-structured presentation, as well as its effective balance of past and present activities with key issues and decision-making considerations.

Go Digital Team winners!

Council's Go Digital Team took out the top prize in the Association of Local Government Information (ALGIM) Professional Excellence Information and Communications Technology (ICT) Team of the Year Award.

2degrees Wellington Regional Business Excellence Awards

Urban Plus Limited was recognised as a finalist in the Excellence in Construction, Trades, and Infrastructure category at the 2degrees Wellington Regional Business Excellence Awards.

Council proudly sponsored the Diversity, Inclusion, and Growing People Award, which was awarded to Empower Pacific Ltd.

Opening of Te Ngaengae Pool and Fitness

The pool was officially opened on 4 December 2024, after a blessing by Mana Whenua, with Mayor Campbell Barry, Councillors and local MPs. Over 2,000 people enjoyed free entry during a community celebration weekend held on 7-8 December 2024.

Notably, 80% of the demolition material from the old pool was recycled and reused, diverting over 13,000 tonnes of scrap metal and concrete from the landfill. The pool has also achieved a 5 Green Star rating in recognition of its environmentally sustainable design.

Skate Park at Motutawa Avalon Park

The new Skate Park was ready for use just in time for the Christmas holidays, offering an exciting new recreational space for the Hutt City community. This impressive facility is designed for both beginners and experienced users across a range of wheeled disciplines.

New CCTV set up completed

CCTV smartwall installation has been completed, and over 300 cameras are now available to be viewed and controlled from the CCTV control room at the police station. Camera expansion projects will continue in Q3 and Q4 with more cameras being added to the network.

Highlights

Booking venues just got easier with Bookable

The new facilities management system Bookable went live on 27 November 2024. This modern, easy to use platform is designed to make booking community spaces simpler, faster and more accessible for everyone.

Our community can now:

- Explore a variety of venues across Lower Hutt
- Check availability in real time
- Book and pay for a space online

Envibe – the new pool and fitness booking system

The new pools and fitness system, Envibe, went live on 1 October 2024 and has been implemented in all summer pools and Te Ngaengae Pool and Fitness.

Our community can now book and change swimming lessons, see Swim City members' lessons progress and book Council's aquatics and gym facilities online.

Waiora Survey results

The Waiora Pulse Survey was run in November 2024 and received a response rate of 89%.

Overall engagement is at 58%, an increase of 3% on last time.

There was a 7% increase in favourable responses recommending Council as a great place to work.

Business Safety Support Fund

Business Safety Support Fund is a Council initiative designed to help local businesses enhance their security and safety measures. So far, 80% of the fund has been paid out to 60 successful applicants. Of these, 50 have already had their equipment installed and are reporting an increase in both wellbeing and security. The remaining funds will be paid out in 2025.

Progressing the District Plan

The District Plan is one of our key documents and guides how our city develops. It sets out rules for housing and how and where businesses can operate. In December 2024 Council approved the notification of the Proposed District Plan, which will commence in February 2025

Sustainable Growth Strategy 2025–2055

This strategy involves looking at all the aspects of urban growth from housing and transport to water infrastructure, businesses, and community spaces. It also considers our natural environment, climate challenges, and cultural identity. The draft strategy was approved by Council in December 2024 for community engagement which will run from 7 February to 4 April 2025. The final strategy is expected to be adopted before the end of the financial year.

Highlights

Sport and recreation initiatives

As part of our work to invest in sport and recreation, we have supported and enabled community groups to pilot initiatives designed to be more accessible (kī-o-rahi, flag football & netball clinics). We are looking at how these can be grown in Q3 and Q4.

77 community programmes successfully delivered in Q2, including:

- A Lunar New Year celebration showcasing Vietnamese traditions at Te Mako Naenae Community Centre
- A Multicultural Summer Fun Day at Anzac Lawn
- Recreation, Sport & Play Pilots (Netball clinic, Flag, Ki-o-Rahi) in Wainuiomata and Kōraunui
- Pasifika Night Market at Dowse Square
- Ura HIIT at Dowse Square
- Xtreme Hip Hop “Welly Step” at Dowse Square

City Summit update

The new City Strategy [website](#) is now live along, with a consultation platform where members of the public can register to continue to be involved in the development of the City Strategy and share their feedback.

Work is progressing to establish the City Leadership Group, which will drive the development of the City Strategy. The draft strategy will be shared for consultation in mid-2025.

Annual Report 2023/24

The Annual Report 2023/24 was signed off this quarter and published. You can view the summary and full report [here](#).

Water leaks

The number of water leaks awaiting repair has been reduced to 92, meeting the target of 110 or less.

Progress on AI

AI-Volution, Council’s initiative to advance AI-driven transformation across Council, has moved into the delivery phase. As part of this effort, 150 staff members have been provided with licences for one of Council’s approved AI tools. This enhancement enhances productivity and empowers them to drive meaningful change for Te Awa Kairangi ki Tai Lower Hutt.

Te Wiki o Te Reo Māori | Māori Language Week

We celebrate Te Wiki o Te Reo Māori every year with events across all our sites. We share resources, tips and tricks, and advice on how to start incorporating more te reo Māori into everyday life.

Our goal is to enhance capability within hubs and libraries, empowering them to organise their events in alignment with Council’s aspiration to become a Te Ao Māori-capable organisation. This year, hubs hosted a variety of activities, including Te Reo Māori storytime, Baby Bounce and Rhythm Te Reo sessions, and Mahi Toi (Arts and Crafts).

Challenges

Te Wai Takamori Te Awa Kairangi (RiverLink)

At the end of November, Council agreed to remove the scope of the City Link Bridge from the Alliance delivery framework bringing this work in house.

The focus at a partnership level continues to be on new commercial arrangements based on the revised delivery plan and refinement of the coordinated delivery plan.

Ricoh Sports Centre

Council unexpectedly had to take back management of the Ricoh Sports Centre in September and run on ROI and RFP process to find new operators. Negotiations of that contract are continuing. Work programmes have been reprioritised to assign staff to support the operation of the centre in the interim so it can continue to support community sport.

Seaview Wastewater Treatment Plant

A community meeting was held to address ongoing odour issues and outline the actions being taken to resolve them, including a trial of the Seaview odour neutraliser.

Wellington Water, on behalf of Hutt City Council and Upper Hutt City Council, is upgrading the Seaview Wastewater Treatment Plant to tackle odour problems, minimise discharges of untreated or partially treated wastewater, and ensure the plant is equipped to meet future needs, with a primary focus on odour improvement.

Housing market uncertainty

The Lower Hutt housing market continues to be a tough economic climate for developers. With high interest rates and the negative effect of public sector cutbacks in the region, we have seen a lower-than-normal number of subdivision consents and building consent applications. There are also building compliance and RMA legislative changes planned which could be causing some uncertainty.

Q2 Performance Report



2

Strategic Focus Areas

What's this section about?

This section provides a progress summary on Council's strategic focus areas



Pou Tāhū

Building a stronger city and thriving community

Delivery of year one of the LTP 2024 – 2034

Aquatics

- The construction of Te Ngaengae Pool and Fitness was completed in November, with the facility officially opening on 4 December following a blessing by Mana Whenua.
- A community celebration weekend on 7–8 December welcomed over 2,000 visitors, who enjoyed free access to the new pool.
- The main and children's pools at Huia are closed from December 2024 until October 2025 for extensive maintenance.

Climate change and environmental sustainability

- Waste Management NZ's (WMNZ) resource recovery park/transfer hub at Manor Park resource consent application is on hold pending the outcome of a separate resource consent relating to works at Haywards Interchange.
- Engagement at the Silverstream Zero Waste Hub continues to improve, with over 600 discount vouchers now distributed each month. Further upgrades are planned for Q3 and Q4.
- As of the end of Q2, electric vehicles make up 70% of the fleet. Ute replacements scheduled for February 2025 will raise this figure to 78%.
- Of the contracts valued at \$1M or more, 70% (11 out of 16) reported their emissions, while 25% (4 out of 16) disclosed their emission reduction actions.
- The final Request for Proposal stage for the Food Organics and Green Organics (FOGO) collection and processing solution has been delayed to 2025 to align with the development of a new Long-Term Plan (LTP) for Wellington City Council.
- Efforts to reduce bin contamination rates made significant progress in Q2. Bins with hazardous contamination (e.g., needles, dead animals) can now be removed after the first offence. In November 2024 contamination levels dropped to a record low of 10.2%. HCC is collaborating with WMNZ to enhance resident engagement.

Pou Tāhū

Building a stronger city and thriving community

Delivery of year one of the LTP 2024 – 2034

Strategic planning and city development

- The draft Sustainable Growth Strategy was approved by Council in December 2024 for community engagement which will run from 7 February to 4 April 2025. The final strategy is expected to be adopted before the end of the financial year.
- Development of the City Strategy will be led by a City Leadership Group (CLG). Mayor and Chairs have agreed membership of the CLG and invitations have been sent. The first meeting of the CLG is scheduled for early February 2025.
- Engagement with key stakeholders is underway. To date, meetings have been held with over 40 stakeholders, including an ethnic communities hui and workshop.

Emergency preparedness and public safety

- This quarter, 68 personnel from the Council, WREMO, and emergency services participated in Ex Ru Whenua, a training exercise focused on responding to a catastrophic Southern Alps earthquake impacting the Wellington Region. The event was a success, with an emphasis on leadership and strategic planning activities
- In 2012 councils in the Wellington region agreed that a number of their emergency management responsibilities would be combined and delivered through WREMO and a 10-year Joint Service Agreement was signed. Since 2022, councils have collaborated to refresh the agreement. Work progressed on this in Q2 and the agreement is due to be signed in Q3.
- Report of the Government Inquiry into the Response to the North Island Severe Weather Events was released and considered by Coordinating Executive Group (CEG). Five key findings have been incorporated into WREMO multi-year work programme.

Pou Tāhū

Building a stronger city and thriving community

Delivery of year one of the LTP 2024 – 2034

Developments on associated Water activities

- For the Infrastructure Acceleration Fund (IAF), activities associated with wastewater and stormwater infrastructure have progressed:
 - The preferred supplier to deliver design, consenting and construction planning will be on board by March 2025.
 - Delivery Plan has been agreed upon with Kainga Ora to deliver Stage 2 by December 2026.
 - Private property engagement will commence on 27 January 2025.
- Work on the regional Water Supply Development Plan (WSDP) is progressing at pace:
 - The four Wellington Metro Councils and Greater Wellington Regional Council have confirmed their ongoing involvement in determining where a regional asset owning water Council Controlled Organisation (CCO) will be based.
 - Consultation on the new water organisation will be undertaken by Councils individually in March/April 2025 with centrally coordinated messaging and information.
- A review of Trade Waste has been completed. It was recommended that the Trade Waste function be transferred to Wellington Water Limited (WWL) by July 2025. We are working through a number of details; job descriptions and staff consultation, Upper Hutt City Council partnership funding, and IT system requirements.
- A decision has been made not to transfer the Development Engineering function to WWL due to uncertainty around the new entity and legislation.

CCTV

- CCTV smartwall installation has been completed. Over 300 cameras are now available to be viewed and controlled from the CCTV control room at the police station.
- Work will continue in Q3 and Q4 on an agreed list of camera expansion projects, adding new cameras to the network.

Pou Tāhū

Building a stronger city and thriving community

Delivery of year one of the LTP 2024 – 2034

Customer service and digital transformation

- The Customer Relationship Management (CRM) project has completed the first two delivery stages. We delivered a proof of concept for the new online request for service form and how Council will track and transfer requests.
- The service catalogue design outlines the categories for requests and has been completed and tested with staff and external customers. This aims to improve how requests are categorised and makes it easier for the community to raise a request by reducing and uncomplicating the number of categories we currently have in our existing system.
- The new facilities management system, Bookable, went live on 27 November 2024. This modern, easy-to-use platform is designed to make booking community spaces simpler, faster and more accessible for everyone. Our community can now:
 - Explore a variety of venues across Lower Hutt
 - Check availability in real-time
 - Book and pay for a space online
- The new Pools and Fitness system, Envibe, went live on 1 October 2024 and has been implemented in all summer pools and Te Ngaengae Pool and Fitness. Our community can now book and change swimming lessons, see Swim City members' lessons progress and book Council's aquatics and gym facilities online. This has drastically reduced the amount of manual effort that was previously required by our staff and the community.

Legislation and policy

- Continued monitoring of the Going for Housing Growth Programme, Resource Management Act reforms, and changes to the Natural Resources Plan and Regional Policy Statement.
- In Q2, HCC submitted an appeal to the Environment Court on parts of the Wellington Regional Policy Statement (RPS). Proposed changes were focused on implementing and supporting national direction and addressing issues related to freshwater, urban development, climate change and indigenous biodiversity in the Wellington region. More information can be found in the agenda and minutes of the District Plan Review Committee held on 14 November 2024.
- In Q3 we will be submitting on the Resource Management Act (Consenting and Other System Changes) Amendment Bill.

Pou Tuarongo

Doing the basics brilliantly

Building compliance

Building Consent Authority (BCA) Accreditation

- The BCA continued to deliver its core quality management processes, including internal auditing, competency, training and development, and specific improvement projects.
- All pre-assessment evidence has been provided to IANZ, and planning has been undertaken to ensure the assessment (scheduled for 18 February 2025) runs smoothly.

Building Control

- A downturn in consenting numbers against forecast (approximately 25% difference) has placed considerable pressure on revenue.
- The BCA has responded by cutting costs and increasing productivity.
- This work has offset much of the loss; however, we are currently forecasting a year-end deficit.

Compliance

- The BCAs performance continues to improve:
 - 82% of building consents were processed within timeframes in Q2 (77% YTD). This compares to 42% at the same time last year.
 - 97% of code of compliance certificates were processed within timeframes in Q2 (98% YTD). This compares to 56% in Q2 last year.

Systems and processes

- The Inspections Checklist Improvement Project and the IANZ accreditation programme have been completed.
- Work has been placed on hold for the project to improve the quality of consent applications until after the IANZ reassessment.
- The BCA has also commenced on 3 AI improvement projects.

Pou Tuarongo

Doing the basics brilliantly

Organisational innovation

Artificial Intelligence (AI)

- AI-Volution, Council's leading-edge project to progress AI-related change across Council, formally entered delivery this quarter.
- As part of project work, a number of solutions have been implemented to date, including the delivery of 150 licences to members of staff for one of Council's approved tools. This innovative change will significantly boost the staff's overall productivity and enable them to deliver meaningful change for Te Awa Kairangi ki Tai Lower Hutt further.

Local elections

Preparation and support

- A project team has been established and met in December 2024. Planning activities have commenced.

Pou Whenua

Our Mana Whenua partners, and their priorities are at the core of our policies and practices

Partnership with Mana Whenua to give effect to Te Tiriti o Waitangi

Te Herenga Kairangi

- Te Herenga Kairangi first six-month progress report was submitted to the Communities, Culture and Partnerships Committee on 13 November. The reporting timeframe now aligns with our standard performance timeframe.

Engagement with Mana Whenua

- We have a close working relationship with Mana Whenua, which is evident in the activation of Te Tiriti o Waitangi in our everyday work. Quarterly hui are professionally managed with high level involvement of Chairs, the Mayor, Deputy Mayor, Chair of Communities Culture and Partnership Committee alongside the Chief Executive and senior staff. Mana Whenua input and often direction is provided on new legislation and key government policies.
- A key focus area is water. Wellington Water Limited senior leaders participate as needed in the quarterly hui.
- The Kāhui Mana Whenua also meet every three weeks.

Pou Tokomanawa

Our environment and culture provide a positive employee experience that enables our people to thrive

Improving systems and processes

Implementation of HRIS and payroll

- The Request for Proposal procurement stage has been completed, and we are on track to select a solution in Q3.

Hybrid Cloud

- Implementation of the last stage of the project is currently being planned and will deliver a comprehensive disaster recovery solution.

Our people

He Tangata Awards

- Our He Tangata Awards were a great success, with 136 nominations and approximately 320 staff members attending the event.

Staff engagement survey

- The Waiora Pulse Survey was run in November 2024, showing staff engagement at 58%, a 3% increase.
- There was a 7% increase in favourable responses recommending Council as a great place to work.
- There was an 89% response rate to the survey.

Development opportunities and leadership at Council

- A session with the Senior Leadership Group was held to support challenging conversations, and positive feedback was received.
- A workshop was held with the leadership working group in November 2024 to share the draft leadership framework and get feedback.

Q2 Performance Report



3

Projects & Programmes

What's this section about?

This section provides an overview of the major programmes and projects currently delivering services, assets or improvements across the organisation and wider community.





Major Projects updates

Q2 Performance Report

PROJECT/PROGRAMME	PROGRAMME/ PROJECT MANAGER	FINANCIALS		PROJECT HEALTH								Q2 SUMMARY
		Total overall cost (CAPEX & OPEX)	ACTUAL SPEND (to date)	OVERALL	Scope	Schedule	Budget	Risk	Issues	Benefits	H&S	
Te Wai Takamori Te Awa Kairangi (RiverLink) Business Owner: Jon Kingsbury	Orla Harkin	\$179.68m (Capex)	\$28.59m	R	G	A	A	A	A		A	The project remains RED in Q2. At the end of November, Council agreed to remove the scope of the City Link Bridge from the Alliance delivery framework bringing this work in house. The focus at a partnership level continues to be on new commercial arrangements based on the revised delivery plan and refinement of the coordinated delivery plan.
Infrastructure Acceleration Fund (IAF) Stormwater and Wastewater Business Owner: Jon Kingsbury	Eddie Anand	\$174.3m (Capex)	\$3.22m	G	A	G	G	A	G	G	G	The project continues to report GREEN at the end of Q2. In collaboration with Kainga Ora, the Stage 2 delivery plan has been updated, incorporating revised milestones, timelines, scope, and funding subsidy allocations to reflect the project's current requirements. The Early Contractor Involvement (ECI) procurement process is underway, and the Request for Tender closed in December 2024. Tender evaluations are planned for January, with final Council approval targeted for February 2025.
Tupua Horo Nuku Business Owner: Jon Kingsbury	Rona Lemalu	\$81.9m (Capex)	\$49.2m	G	G	A	A	A	G	G	G	As of the end of Q2, the project has achieved 52% completion in terms of cost, an increase from 43% in September. York and Sunshine Bays are nearing completion and are due to open at the start of Q3. Tupua Horo Nuku is tracking towards a forecast final cost of \$81.87M, representing an increase of \$1.92M on Long-Term Plan 2024-34. It is proposed that this be funded through a budget transfer from the Cross Valley Connections project.
Te Kōhao o te Ngira / Go Digital Programme Business Owner: Lyndon Allott	Megan Connew-Simmons	\$17.73m (Opex)	\$10.67m	G	G	A	G	G	G	G	G	The programme is now reporting GREEN at the end of Q2, with 26 projects completed. The schedule is reporting amber as a result of the potential CRM delays. The Bookings project successfully went live on 27 November 2024 and the new system Envibe is now live at all sites.
Whakatupu Ngaengae Business Owner: Andrea Blackshaw	Andrew Quinn	P&F: \$68m (Capex) Comm: \$9m (Capex)	P&F: \$65.13m Comm: \$6.78m	A	G	A	G	G	G	G	G	Te Ngaengae Pool and Fitness was completed in November and opened to the public on the 4 December after a blessing by mana whenua. A community celebration weekend on Dec 7 and 8 saw more than 2000 people given free entry to the new pool. In November the Pool received its green Star 5 certification. Overall Project RAG status as at the end of Q2 is AMBER as a result of some delays in the Walter Mildenhall Park project due to weather.

RAG Status: G = Good/achieved A = Delayed/at risk/some R = Red/stop work N/A = Not assessed



Major Projects updates

Q2 Performance Report

PROJECT/PROGRAMME	PROGRAMME/ PROJECT MANAGER	FINANCIALS		PROJECT HEALTH								Q2 SUMMARY
		Total overall cost (CAPEX & OPEX)	ACTUAL SPEND (to date)	OVERALL	Scope	Schedule	Budget	Risk	Issues	Benefits	H&S	
Moerā Neighbourhood Hub Business Owner: Andrea Blackshaw	Joann Ransom	Hub: \$1.2m (Capex) Reserve phase 1: \$0.3m (Capex)	Hub: \$0.9m (Capex) Reserve phase 1: \$0.02m (Capex)	G	G	G	G	G	G	G	G	As at the end of Q2, the overall health status of the project is reporting GREEN and on track. The old Moerā Library building was demolished, and the ground was prepared for the arrival of the new Moerā Neighbourhood Hub. The contractor installed the new building in five sections, with Building Consent approval received in November 2024. The temporary library closed on 24 December 2024.
Eastern Hutt Road Resilience Project Business Owner: Jon Kingsbury	Casey Truman	*\$39.82m (Capex)	\$7.08m (Capex)	A	G	A	A	A	A		G	With the Government Policy Statement (GPS) now adopted, Council Officers are working with NZTA to progress a funding decision, which is expected in late January 2025. While awaiting a funding decision from NZTA, Council has committed funding to advance the investigation and detailed design of two sites due to the significant risks posed to road users. Status indicators reporting amber are due to funding uncertainties. <i>*The HCC 2024–2034 Long-Term Plan (LTP) allocates \$39.82M (inflated) for the Eastern Hutt Road Resilience project. The preferred option includes Better Off Funding (BOF) and Funding Assistance Rate (FAR) from NZTA.</i>
Parks and Reserves Programme Business Owner: Andrea Blackshaw	Arthur Nelson	\$18.7m (Capex)	\$3.24m (Capex)	G	G	G	G	G	G	G	G	The majority of projects are within the Reserves Investment budget. A likely underspend of \$3M is due to the deferral of a number of sub-projects, including Mitchell Park, the Naenae Park biodiversity enhancements and the rescoping of the Black Creek and James Grove track work.

RAG Status: G = Good/On track A = Delayed/at risk/some R = At Risk/Concern N/A = Not assessed

Q2 Performance Report



4

Non-financial Key Performances Indicators

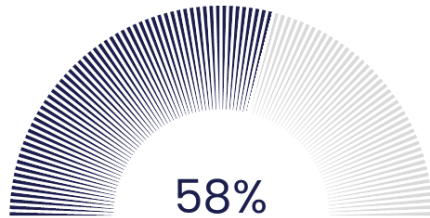
What's this section about?

A summary of our performance over the quarter according to our Annual Plan key performance measures



Hutt City Council

Targets met YTD



Highlights

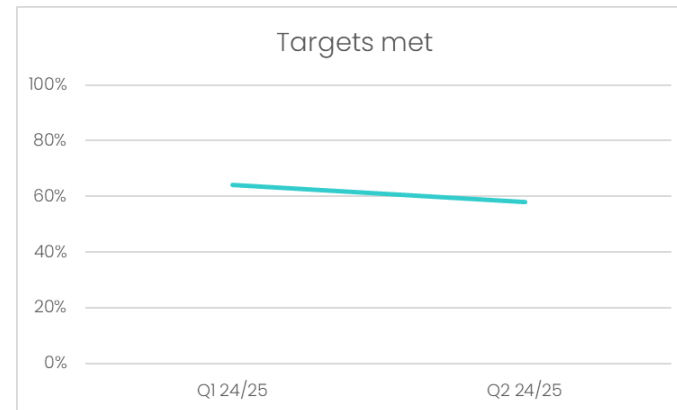
- Process improvements have increased consents processed within statutory timeframes:
 - 77% for building consents (35% improvement on the same time last year).
 - 98% for code of compliance certificates (39% improvement on the same time last year).
 - 95% for resource consents (25% improvement on the same time last year).
- 48 households were provided with legal housing advice and advocacy, exceeding our target.
- The overall loans from hubs/libraries exceeded the target by 16%.

Summary

- There are 77 indicators in the Annual Plan/Long Term Plan.
- 53 of these are reported quarterly.
- 24 are reported annually and will be included in Year End (YE) figures in the Q4 and Annual Reports.
- 58% of targets were met as of Q2. This compares to 59% for the same period last year.



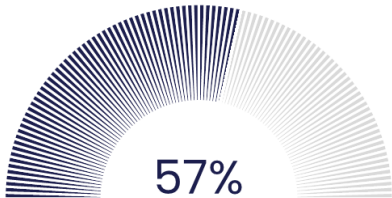
Quarterly trends



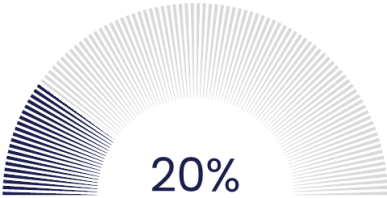
3 Waters

Targets met YTD

Water Supply



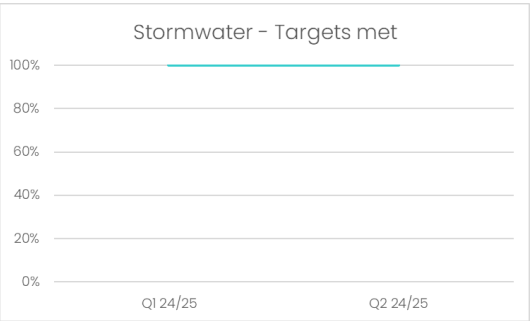
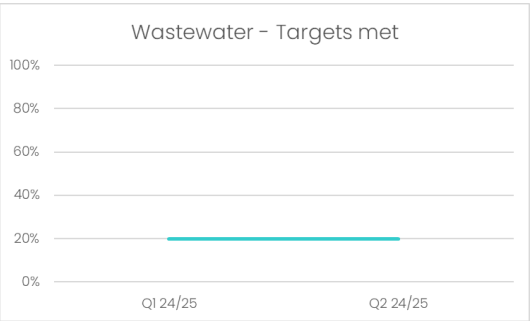
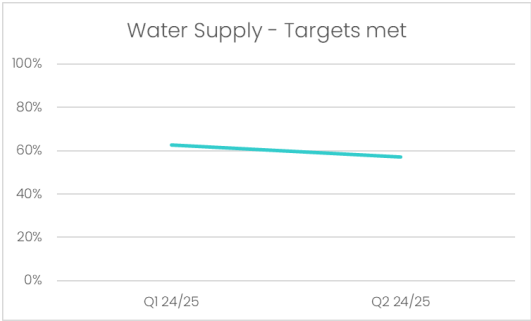
Wastewater



Stormwater



Quarterly trends



Water Supply

Code	Indicator	Q2 Target	Q2 Actual	Q2 Result	YTD Target	YTD Actual	YTD Result	Commentary
WS1	The extent to which the water supply will comply with part 4 of the New Zealand drinking water standards and the drinking water quality assurance rules (bacteria and protozoal compliance criteria)	100%	0%	✗	100%	50%	✗	Waterloo Water Treatment Plant remains non-compliant with the relevant Bacterial treatment rules due to insufficient contact time with chlorine for approximately 800 households.
WS2	Number of complaints received about water clarity, taste, odour, pressure, flow and continuity of supply per 1,000 connections	≤5	6.9	✗	≤10	13.5	✗	There are significant challenges with aging infrastructure. These challenges mean that we exceeded targets again this year as we work to address issues that impact our customers.
WS3	Attendance for urgent callouts: from the time the local authority received notification to the time service personnel reach the site	≤90 mins	51 mins	✓	≤90 mins	52 mins	✓	
WS4	Resolution time of urgent callouts: from the time the local authority receives notification to the time service personnel confirm resolution of the fault or interruption	≤8 hours	2.9 hours	✓	≤8 hours	3 hours	✓	
WS5	Attendance for non-urgent callouts: from the time the local authority received notification to the time service personnel reach the site	≤72 hours	48 hours	✓	≤72 hours	69 hours	✓	

✓ Target met ✗ Target not met

Water Supply

Code	Indicator	Q2 Target	Q2 Actual	Q2 Result	YTD Target	YTD Actual	YTD Result	Commentary
WS6	Resolution of non-urgent callouts: from the time the local authority receives notification to the time service personnel confirm resolution of the fault or interruption	≤20 working days	5 working days	✓	≤20 working days	6 working days	✓	
WS7	Average drinking water consumption per resident per day	≤385 litres	403 litres	✗	≤385 litres	407 litres	✗	
WS8	Kilometers of renewals for 3 Water infrastructure	Baseline year*	0.9 km	Baseline year*	Baseline year*	3.8 km	Baseline year*	

* Targets will be set for 25-26

✓ Target met ✗ Target not met

Wastewater

✓ Target met ✗ Target not met

Code	Indicator	Q2 Target	Q2 Actual	Q2 Result	YTD Target	YTD Actual	YTD Result	Commentary
W1	Dry weather wastewater overflows per 1,000 connections	≤5	0.6	✓	≤10	0.6	✓	
W2	Number of complaints per 1,000 connections	≤7.5	8	✗	≤15	16	✗	
W3	Attendance time: from the time the territorial authority receives notification to the time service personnel reach the site	≤90 mins	91 mins	✗	≤90 mins	137 mins	✗	Issues with accurately reporting response and resolution jobs in Hutt City due to a significant portion of jobs being outsourced to subcontractors and issues with onboarding and uptake of reporting systems.
W4	Resolution time: from the time the territorial authorities receives notification to the time service personnel confirm resolution of the blockage or other fault	≤8 hours	16 hours	✗	≤8 Hours	20 hours	✗	Issues with accurately reporting response and resolution jobs in Hutt City due to a significant portion of jobs being outsourced to subcontractors and issues with onboarding and uptake of reporting systems.
W5	Compliance with resource consents measured by the number of abatement notices, infringement notices, enforcement orders, and convictions from wastewater system	0	2	✗	0	3	✗	Abatement Notice issued for Seaview Wastewater Treatment Plant (WWTP) to complete Stage 2 of Odour Treatment Project. This is in planning. We have completed work to replace the biofilter air distribution system. Infringement Notice issued for Seaview WWTP for missed deadline to provide updated Environmental Management Plan (EMP) for certification by the GWRC. This has now been submitted.

Q2 Performance Report



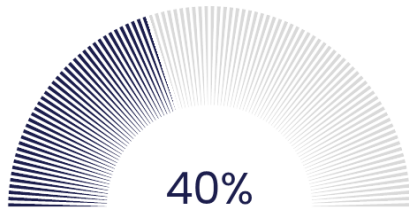
Stormwater

✓ Target met ✗ Target not met

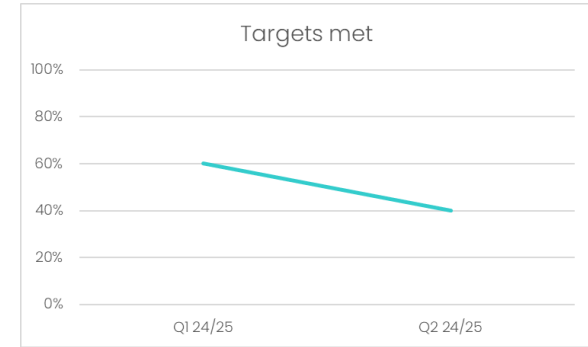
Code	Indicator	Q2 Target	Q2 Actual	Q2 Result	YTD Target	YTD Actual	YTD Result	Commentary
S1	Number of flooding events (where stormwater enters a habitable floor)	≤0.5	0	✓	≤1	0	✓	
S2	Number of habitable floors affected by flooding events (per 1,000 connections)	≤0.06	0	✓	≤0.12	0	✓	
S3	Number of complaints about stormwater system performance (per 1,000 connections)	≤5	2.36	✓	≤10	6.26	✓	
S4	Median response time to attend a flooding event, measured from the time the territorial authority receives notification to the time service personnel reach the site	≤8 hours	0 hours	✓	≤8 hours	0 hours	✓	
S5	Compliance with resource consents for discharges from stormwater system (number of abatement notices, infringement notices, enforcement orders, and convictions)	0 notices	0 notices	✓	0 notices	0 notices	✓	

Solid Waste

Targets met YTD



Quarterly Trends

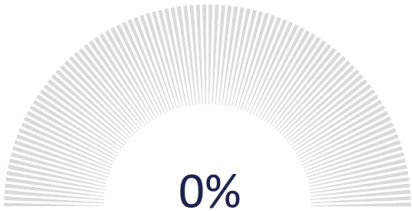


Code	Indicator	Q2 Target	Q2 Actual	Q2 Result	YTD Target	YTD Actual	YTD Result	Commentary
SW1	Number of resource consent-related infringement notices received from Greater Wellington Regional Council	0 notices	0 notices	✓	0 notices	0 notices	✓	
SW2	Number of illegal dumping complaints	≤74	107	✗	≤148	148	✓	Q2 target not met. Complaints are dependent on a range of factors and do not necessarily reflect the total number of illegal dumping incidents.
SW3	Tonnes of kerbside waste to landfill (tonnes per person)	≤5,636 / 114,000 = 0.05	6,044 / 114,000 = 0.053	✗	≤11,272 / 114,000 = 0.10	11,629 / 114,000 = 0.102	✗	
SW4	Percentage of kerbside recycling that is contaminated and diverted to landfill	≤10%	13%	✗	≤10%	14%	✗	Target not met in Q2, however, reached an all time low of 10% in November.
SW5	Tonnes of kerbside recycling collected	≥1,309	1,298	✗	≥2,618	2,505	✗	

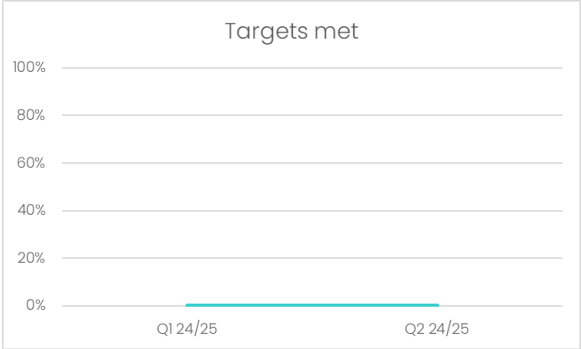
✓ Target met ✗ Target not met

Sustainability & resilience

Targets met YTD



Quarterly Trends

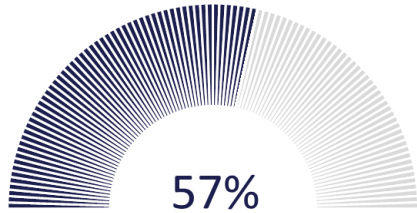


Code	Indicator	Q2 Target	Q2 Actual	Q2 Result	YTD Target	YTD Actual	YTD Result	Commentary
SR1	Emissions from Council owned facilities (tCO2-e)	≤496.75	752	✗	≤993	1,468	✗	The old Huia pool closed in December 2024 for a scheduled heating plant replacement and emissions for Q3 and Q4 are expected to be lower. Council is working through discrepancies regarding gas invoices for Q1 and Q2, and results may be adjusted to reflect this once this has been resolved with the supplier. Emission factors for electricity are normally published after a quarter is completed and quarterly emissions data may need to be revised once the emission factor has been confirmed.
SR2	Emissions from Council owned fossil fuel vehicles (tCO2-e)	≤15.25	18	✗	≤30	38.5	✗	Emissions are tracking higher than targeted, as the delivery of replacement electric utes has been delayed until Q3. A further reduction in emissions is expected for Q4. The share of electric vehicles is 70% as at December 2024.

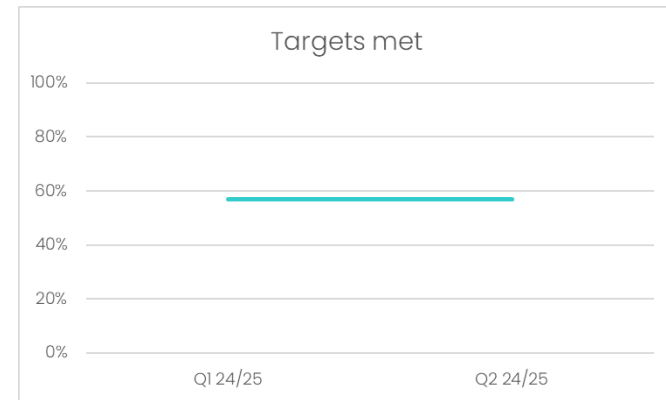
✓ Target met ✗ Target not met

Regulatory Services

Targets met YTD

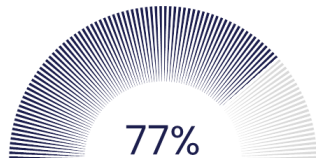


Quarterly Trends



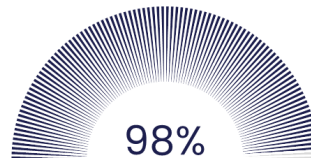
YTD

Building consents
processed within timeframe (R1)



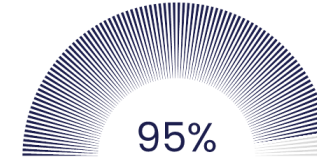
- Performance improving towards target following a previous spike in consent numbers.
- 35% improvement on the same time last year..

Code of compliance certificates
processed within timeframe (R2)



- 100% target narrowly missed for the quarter.
- 39% improvement on the same time last year.

Resource consents
processed within timeframe (R3)



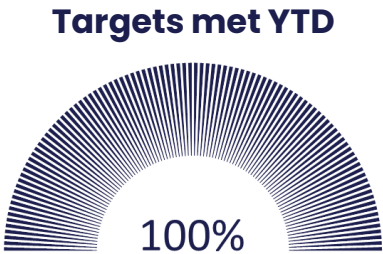
- Consistent achievement of targets with a few complex subdivisions exceeding timeframes.
- 25% improvement on the same time last year.

Regulatory Services

✓ Target met ✗ Target not met

Code	Indicator	Q2 Target	Q2 Actual	Q2 Result	YTD Target	YTD Actual	YTD Result	Commentary
R1	Percentage of building consents processed within statutory timeframe	100% within 20 days	82%	✗	100% within 20 days	77%	✗	Performance improving towards target following a previous spike in consent numbers. Work is being undertaken to improve the quality of applications, which will reduce the number of RFIs and rework, speeding up the consenting process.
R2	Code of compliance certificates issued within the statutory timeframe	100% within 20 days	97%	✗	100% within 20 days	98%	✗	100% target narrowly missed for the quarter.
R3	Percentage of non-notified resource consents processed within statutory timeframes	100% within 20 days	95%	✗	100% within 20 days	95%	✗	Consistent achievement of targets with a few complex subdivisions exceeding timeframes.
R4	Existing food premises verified within time frames (one month of due date)	85% by due date	100%	✓	85% by due date	100%	✓	
R5	Sale and supply of liquor (high risk premises) inspected	95% checked	104%	✓	95% checked	105%	✓	
R6	Noise control (excessive noise) complaints (%) investigated within 45 minutes	≥85%	94%	✓	≥85%	94%	✓	
R7	Number of animal management community education programmes carried out yearly	≥5	43	✓	≥10	63	✓	

Transport



Quarterly Trends



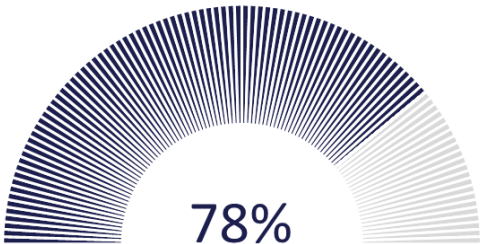
Code	Indicator	Q2 Target	Q2 Actual	Q2 Result	YTD Target	YTD Actual	YTD Result	Commentary
T1	Kilometers of shared pathways and cycle lanes added annually	Baseline year*	0 km	Baseline year*	Baseline year*	0 km	Baseline year*	
T2	Kilometers of renewals for footpaths	Baseline year*	0.2 km	Baseline year*	Baseline year*	0.9 km	Baseline year*	
T3	Audit of contracts – number of contracts audited	3 of 12	12 of 12	✓	6 of 12	12 of 12	✓	
T4	Audit of contracts – percentage of audited contract specifications that met contractual obligations	≥90%	90%	✓	≥90%	90%	✓	
T5	The number of fatalities and serious injury crashes on the local road network	≤8.7	7	✓	≤17.5	12	✓	

* Targets will be set for 25-26

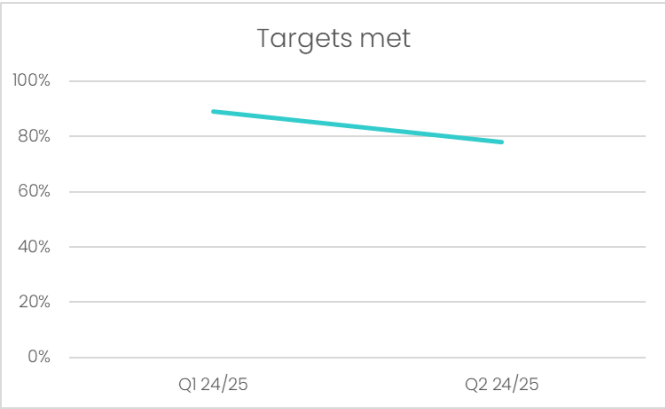
✓ Target met ✗ Target not met

Community partnering & support

Targets met YTD



Quarterly and annual trends



Community partnering & support

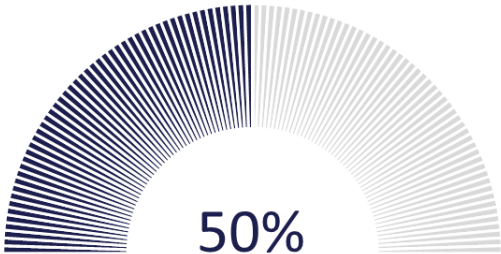
✓ Target met ✗ Target not met

Code	Indicator	Q2 Target	Q2 Actual	Q2 Result	YTD Target	YTD Actual	YTD Result	Commentary
CP1	Number of Te Awa Kairangi ki Tai Lower Hutt households assisted into more settled accommodation	≥12.5	9	✗	≥25	26	✓	Q2 target not met due to variations in the number of people engaged during this period. YTD target is consistently achieved.
CP2	Number of households provided with legal housing advice and advocacy	≥20	48	✓	≥40	89	✓	
CP3	Number of households assisted by the homeless prevention programme	≥20	15	✗	≥40	34	✗	Target not met due to variations in the number of people engaged during this period.
CP4	Number of neighbourhood hubs that met visitor number targets	9 of 9	8 of 9	✗	9 of 9	8 of 9	✗	Walter Nash courts were closed for 9 days while re-surfacing of floors occurred, causing a drop in visitor numbers during this time. Visits YTD was 402,303 against target of 414,502.
CP5	Number of community wellbeing activities delivered by, or in partnership with, Council	≥750	1,907	✓	≥1,500	3,966	✓	
CP6	Number of overall loans from hubs/libraries	≥197,500	228,769	✓	≥395,000	491,011	✓	
CP7	Number of digital literacy programmes/activities delivered/enabled	≥25	59	✓	≥50	148	✓	
CP8	Number of early years literacy programmes/activities delivered/enabled	≥200	352	✓	≥400	788	✓	
CP9	Number of Neighbourhood Support member households	≥96	Data unavailable	✗	≥96	141	✓	Data issues mean we are unable to report specific Q2 result, however, YTD is ahead of target.

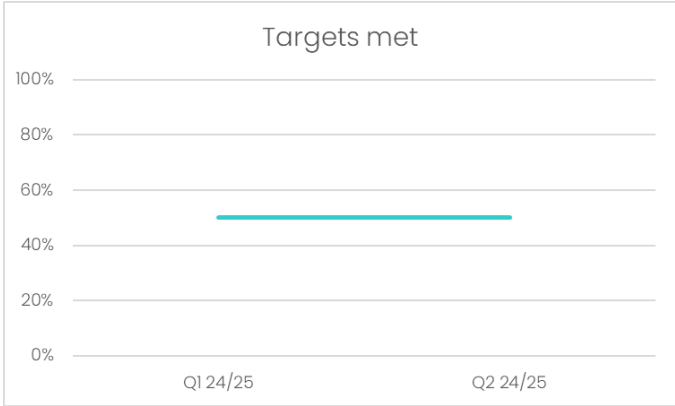
34

Open spaces, parks and reserves

Targets met YTD



Quarterly Trends

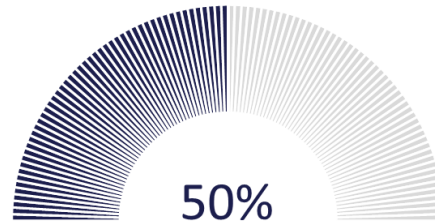


Code	Indicator	Q2 Target	Q2 Actual	Q2 Result	YTD Target	YTD Actual	YTD Result	Commentary
PR1	Number of days Council owned/maintained artificial turf sports fields are closed (due to maintenance issues)	≤5 days	0 days	✓	≤10 days	0 days	✓	
PR2	Number of days Council owned/maintained grass sports fields are closed (due to maintenance or drainage issues)	≤2.5 days	1 day	✓	≤5 days	9 days	✗	YTD target not met due to drainage issues in Q1.

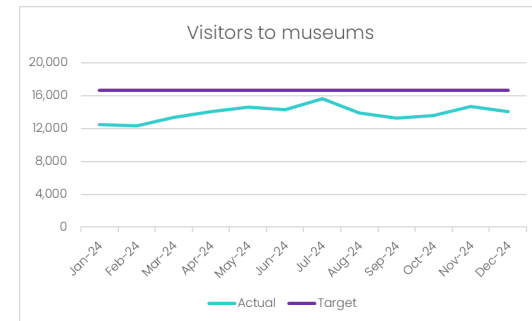
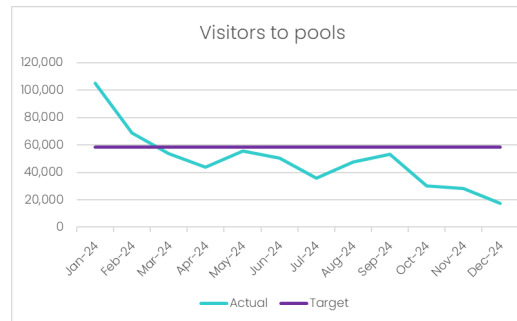
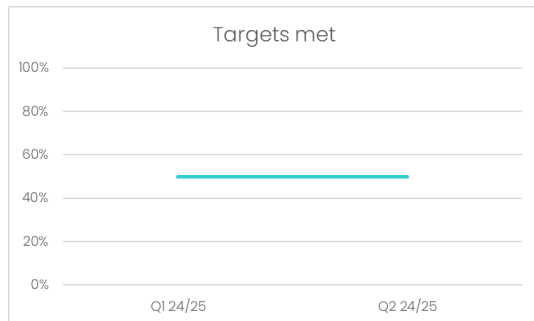
✓ Target met ✗ Target not met

Connectivity, creativity, learning & recreation

Targets met YTD



Quarterly and annual trends



Connectivity, creativity, learning & recreation

Code	Indicator	Q2 Target	Q2 Actual	Q2 Result	YTD Target	YTD Actual	YTD Result	Commentary
C1	Number of pools that met visitor number targets	5 of 5	1 of 5	✗	5 of 5	3 of 5	✗	Wellington experienced its coldest start to summer in a decade, significantly reducing attendance. Huia main and children's pools are closed from December until October for extensive maintenance. Te Ngaengae pool target was based on assumption it would open in Oct 2024, opened Dec 4 - reporting will start at Q3.
C2	Number of fitness suite members	≥1,400	2,017	✓	≥1,400	1,995	✓	
C3	Number of museums that met visitor number targets	2 of 2	1 of 2	✗	2 of 2	1 of 2	✗	Target not met due to reduced marketing activity. Reviewing venue hire and events to increase foot traffic. Dowse visitation is up 12% on 23/24 and 27% on 22/23.
C4	Number of arts and culture programmes delivered at museums	≥50	77	✓	≥100	189	✓	

✓ Target met ✗ Target not met

Q2 Performance Report



Governance, strategy & partnerships

Code	Indicator	Q2 Target	Q2 Actual	Q2 Result	YTD Target	YTD Actual	YTD Result	Commentary
G1	Percentage of Council agendas made available to the public within statutory timeframes (four clear working days under Council's standing orders)	100%	99%	✗	100%	99%	✗	100% target narrowly missed. One agenda was published one day late due to technical issues.

✓ Target met ✗ Target not met

Q2 Performance Report



5

Financial Summary

What's this section about?

This section summarises our financial performance, including net operating and capital results for the quarter





Executive summary


Financial Performance Results

As at 31 December 2024














Key:

Favourable or minimal variance: 

Moderate variance: 

High unfavourable variance: 

Operating Performance Results

\$million	YTD Actual	YTD Revised Budget	Variance	%		Annual Forecast	Annual Revised Budget	Variance	%		Annual Plan Budget
Operating Revenue	44.7	46.1	(1.4)	3.0%		89.7	91.1	(1.4)	1.5%		95.3
Operating Expenditure	(164.3)	(171.6)	7.3	4.3%		(349.2)	(350.1)	0.9	0.3%		(323.6)
Net Operating Before Rates Income	(119.6)	(125.5)	5.9	4.7%		(259.5)	(259.0)	(0.5)	0.2%		(228.4)
Rates Income	185.6	183.6	2.0	1.1%		184.0	183.6	0.4	0.2%		183.6
Net Operating	66.0	58.1	7.9	13.6%		(75.5)	(75.4)	(0.1)	0.1%		(44.8)
Capital Contributions	26.0	21.2	4.8	22.6%		44.1	42.0	2.1	5.0%		79.2
Net Surplus/(Deficit)	92.0	79.3	12.7	16.0%		(31.4)	(33.4)	2.0	6.0%		34.4

Capital Performance Results

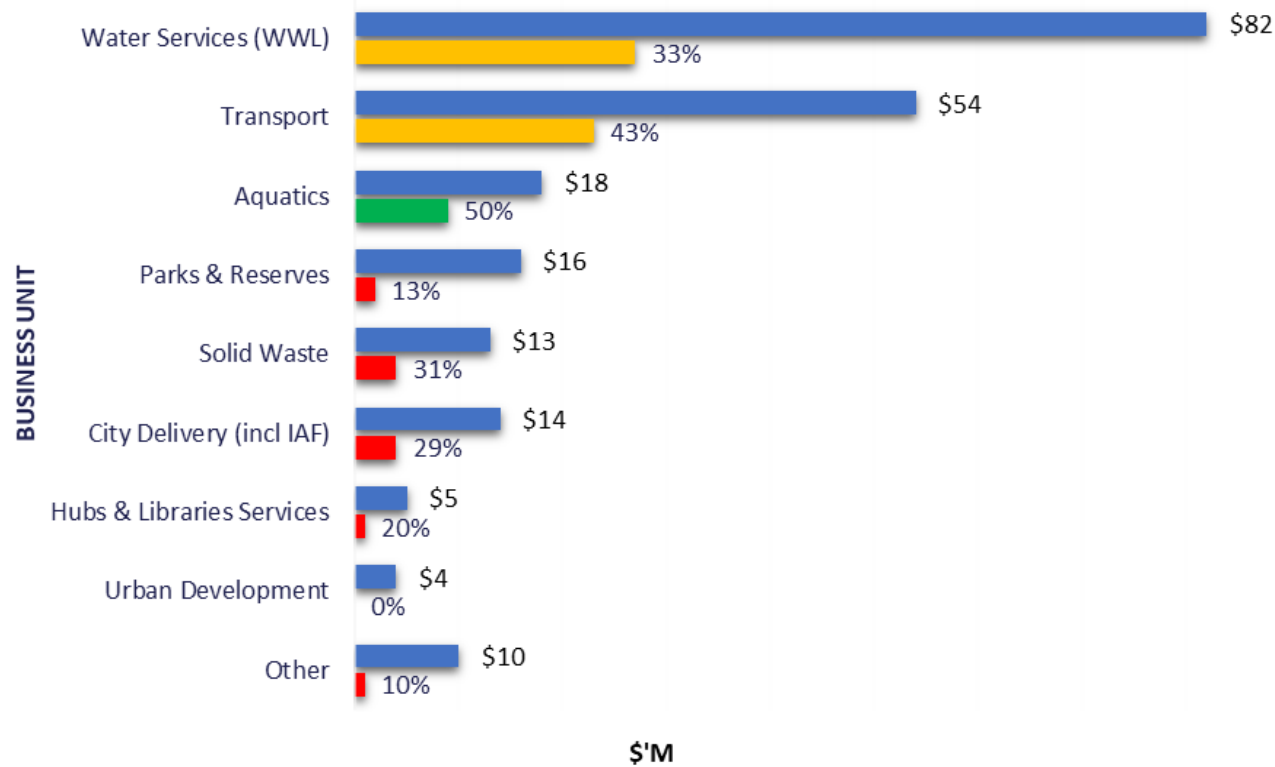
\$millions	YTD Actual	YTD Revised Budget	Variance	%		Annual Forecast	Annual Revised Budget	Variance	%		Annual Plan Budget
Total	70.9	97.6	26.7	27.4%		197.3	215.8	18.5	8.6%		247.9

Executive summary

Capital investment delivery – some risks

As at 31 December 2024

Capex spend YTD vs Annual revised budget



Capital delivery results

YTD capital delivery is 27% below budget. This is partly expected due to timing changes and in particular seasonal construction in areas like Transport. Overall, the year end forecast is showing delivery of \$197.3M against the revised budget of \$215.8M.

The YTD spend does highlight risks that the forecast spend for the full year may not be achieved.

Financial Performance Results

As at 31 December 2024

Operating Performance Results

The year-end forecast is **\$0.1M or 0.1% unfavourable** against a revised budget deficit of \$75.4M.

Key year end unfavourable forecast variances are:

- \$1.8M mainly due to lower revenue for Solid Waste and Regulatory Services, largely driven from market conditions with officers working to minimise the impacts.
- \$0.2M Hubs & Libraries mainly due to higher employee costs.

Key year end favourable forecast variances are:

- \$0.7M in rates revenue mainly due to higher growth than assumed and higher rates penalty income.
- \$0.8M in Water services due to higher revenue and lower costs.

Included in the budget is a savings target of \$0.6M which is on track to be achieved.

Capital Investment Performance Results

Deferral of capex have resulted in LTP budget for 2024/25 of \$247.9M being reduced by \$32.1M to \$215.8M

Year-end forecast is \$18.5M (8.6%) below the revised budget of \$215.8M. YTD actuals of \$71M is 27.4% below budget and largely reflects timing changes.

Key year end forecast underspend variances are:

- \$8.6M Transport and City Delivery due to various delays.
- \$5.1M across parks and reserves, hubs and libraries and Aquatics.
- \$2.6M Water Services mainly due to underspend in Water supply and Stormwater, partly offset by overspend in Wastewater.
- \$1.8M Facilities management is expected to be underspent due to delays in seismic strengthening of the War Memorial library
- \$0.5M Solid Waste mainly due to the delay in the Silverstream Transfer station.

Performance Report

Net Operating Results

Net operating results by activity
(excludes Rates, Capital Contributions, & Support Costs)

Key:

Favourable or minimal variance:



Moderate variance:



High unfavourable variance:



\$Million	YTD Actual	YTD Revised Budget	Variance	%		Annual Forecast	Annual Revised Budget	Variance	%		Annual Plan Budget
Environmental Wellbeing											
Water Supply	(23.4)	(23.1)	(0.3)	1.3%		(46.0)	(46.5)	0.5	1.1%		(40.0)
Wastewater	(22.1)	(22.0)	(0.1)	0.5%		(45.4)	(45.3)	(0.1)	0.2%		(34.7)
Stormwater	(13.0)	(13.0)	-			(25.1)	(25.6)	0.5	2.0%		(13.0)
Solid Waste	(0.3)	0.1	(0.5)	377.3%		(0.5)	0.2	(0.7)	350.0%		0.6
Sustainability & Resilience	(0.9)	(1.0)	0.1	9.9%		(2.1)	(2.0)	(0.1)	5.0%		(2.0)
Regulatory Services	0.0	0.3	(0.2)	74.3%		(1.5)	(0.4)	(1.1)	271.5%		(2.3)
Environmental Wellbeing Total	(59.7)	(58.8)	(0.9)	1.5%		(120.5)	(119.7)	(0.8)	0.7%		(91.5)
Economic Wellbeing											
Transport	(14.1)	(15.2)	1.1	7.2%		(30.8)	(30.9)	0.1	0.3%		(33.3)
City Development	(4.7)	(5.3)	0.6	11.3%		(14.7)	(15.2)	0.5	3.3%		(12.3)
Economic Wellbeing Total	(18.8)	(20.5)	1.7	8.3%		(45.5)	(46.1)	0.6	1.3%		(45.6)
Social & Cultural Wellbeing											
Community Partnering & Support	(4.6)	(5.2)	0.6	11.6%		(10.6)	(10.3)	(0.3)	2.9%		(9.8)
Open Spaces, Parks & Reserves	(9.6)	(10.5)	0.9	8.6%		(21.3)	(21.2)	(0.1)	0.5%		(21.2)
Connectivity, Creativity, Learning & Recreation	(11.0)	(11.5)	0.5	4.4%		(23.5)	(23.6)	0.1	0.4%		(23.7)
Governance Strategy & Partnerships	(1.4)	(1.8)	0.4	22.3%		(3.6)	(3.6)	-			(3.6)
Corporate Services	(14.7)	(17.1)	2.5	14.6%		(34.6)	(34.6)	-			(33.0)
Social & Cultural Wellbeing Total	(41.2)	(46.1)	4.9	10.6%		(93.6)	(93.3)	(0.3)	0.3%		(91.3)
Total Council	(119.7)	(125.4)	5.7	4.5%		(259.6)	(259.1)	(0.5)	0.2%		(228.4)

Overview

Year-end operating result is forecast to be in line with revised budget

Net Operating Results

Net operating results by activity
(excludes Rates, Capital Contributions, & Support Costs)

Key unfavourable forecast variances are:

- \$0.7M in Solid Waste due reduced commercial volumes, partly offset by higher domestic revenue and lower MfE costs.
- \$1.1M in Regulatory Services mainly due to lower Resource Consents and Building Control revenue being below expectations because of economic climate affecting actual volume of consenting and compliance activity. This is partially offset by reduction of operating and employee costs aimed to be achieved through focus on improving productivity. Officers are working through ways to reduce this unfavourable position further.
- \$0.2M overspend against budget in social and cultural is driven predominantly by employee costs within Hubs & Libraries where the budget for these areas was based on the staff in place at the time, not the established/approved positions.

Key favourable forecast variances are:

- \$0.8M in Water services is favourable to budget due to projected lower operating costs from Wellington Water Ltd, higher operating subsidies, lower bulk water costs. These are partly offset by higher depreciation and Local Water Done Well costs.

Capital investment results

Capex results by activity

Category \$million	YTD Actual	YTD Revised Budget	Variance	%	Annual Forecast	Annual Revised Budget	Variance	%	Annual Plan Budget
Environmental Wellbeing									
Water Supply	14.1	18.0	3.9	21.6%	33.1	36.1	3.0	8.3%	22.6
Wastewater	12.3	20.8	8.5	40.9%	42.5	41.5	(1.0)	2.4%	50.3
Stormwater	0.8	2.4	1.7	69.5%	4.4	4.9	0.5	10.2%	6.6
Solid Waste	3.8	6.5	2.7	41.5%	12.5	13.0	0.5	3.8%	11.1
Sustainability & Resilience	-	0.1	(0.1)	77.4%	0.3	0.3	-		0.3
Regulatory Services	-	-	-		-	-	-		-
Environmental Wellbeing Total	30.9	47.9	17.0	35.5%	92.7	95.7	3.0	3.1%	90.9
Economic Wellbeing									
Transport	22.7	22.0	(0.7)	3.2%	51.7	53.9	2.3	4.3%	66.2
City Development	4.3	5.5	1.2	21.8%	13.4	19.6	6.2	31.6%	52.6
Economic Wellbeing Total	27.0	27.5	0.5	1.8%	65.0	73.6	8.6	11.7%	118.9
Social & Cultural Wellbeing									
Community Partnering & Support	0.1	0.7	0.6	86.5%	1.2	1.4	0.2	14.2%	0.5
Open Spaces, Parks & Reserves	1.8	6.9	5.2	75.3%	11.8	15.3	3.5	22.9%	15.0
Connectivity, Creativity, Learning & Recreation	10.4	13.5	3.1	23.0%	22.9	24.3	1.4	5.8%	18.3
Governance Strategy & Partnerships	-	-	-		-	-	-		-
Corporate Services	0.7	1.1	0.3	27.6%	3.6	5.5	1.9	34.4%	4.3
Social & Cultural Wellbeing Total	13.0	22.2	9.2	41.4%	39.6	46.5	6.9	14.8%	38.1
Total Council	70.9	97.6	26.7	27.4%	197.3	215.8	18.5	8.6%	247.9

Performance Report

Capital investment results

Key Forecast Variances

Overview

Year-end capital spend is forecast to be less than revised budget by \$18.5M or 8.6%

Environmental wellbeing

- \$2.5M in Water Services mainly due to underspend in Water supply and Stormwater, partly offset by overspend in Wastewater.
- \$0.5M underspend in Solid Waste mainly due to the delay in the Silverstream Transfer station.
- \$0.5M for Wainuiomata town centre reserve development which is no longer required and will be returned to Parks reserve development for other projects.

Economic wellbeing

- \$2.2M for Micromobility which is forecast to be underspent at year end due to delays related to NZTA funding confirmation.
- \$4.7M for Te Wai Takamori o Te Awa Kairangi which is forecast to be underspent at year end mainly due to delayed procurement and negotiation activities
- \$1M for Naenae Town Centre which is forecast to be under budget due to delays with work expected to be completed in August 2025.

Social and cultural wellbeing

- \$3.5M for parks building renewals, reserves development and other parks projects due to a range of delays related to staffing, procurement and consenting activities.
- \$1.8M for Facilities Seismic Strengthening work which is forecast to be under budget at year end as this budget has been assigned to the War Memorial Library with work delayed due to work on Petone Library taking priority.

Further detail financial results

Balanced operating budget result

The Long Term Plan 2024-2034(LTP) includes a financial strategy that outlines important principles that provide the foundation for prudent sustainable financial management. This Includes achieving a balanced operating budget over time and ensuring that everyday costs are paid for by everyday income. The LTP projected that a balanced budget would not be achieved until 2028-29.

With the year end forecast deficit of \$71M, the year end balanced budget position for 2024-25 is currently forecast to be \$0.2M unfavourable compared to the planned position, as reflected in the table below.

\$Million	YTD Actual	YTD Revised Budget	Variance	%		Annual Forecast	Annual Revised Budget	Variance	%		Annual Plan Budget
Net Operating	66.0	58.1	7.9	8.9%	●	(75.6)	(75.4)	(0.2)	1.0%	●	(44.8)
Plus Capital Renewal subsidies	1.9	1.7	0.1	5.8%	●	4.6	4.6	-		●	7.0
Total	67.9	59.8	8.1	3.1%	●	(71.0)	(70.8)	(0.2)	1.0%	●	(37.8)

Note: The Hutt City Council balanced operating budget target is defined as the Local Government (Financial Reporting and Prudence) Regulations 2014 definition, modified to exclude from the definition of revenue Waka Kotahi’s capital improvement subsidies, Infrastructure Acceleration Fund grants and central government COVID-19 Response and Recovery co-funding for Naenae Pool and Tupua Horo Nuku.

Further detail financial results

Annual Plan v Revised Plan

The current Long Term Plan 2024-2034 (LTP) was approved by Council on 27 June 2024. The annual budgets included for 2024-25 were based on the best financial information and estimates available at the time of preparation of the LTP.

A revised budget for 2024-25 was created to reflect the budget updates required to improve the accuracy of budgets and the associated reporting of variances. The focus of performance monitoring is on financial results compared to the revised budget, as this is the most meaningful from a performance perspective.

The following table provides a summary view of the budget changes made to date and includes decisions made at Council meetings.

\$Million	Net Surplus/ (Deficit) 2024-25	Capital 2024-25	Change reference
Annual Plan 2024-25	34.4	247.9	
	Surplus		
2023-24 year end carryovers	(3.6)	22.1	Council meeting 26 August 2024
Micromobility budget changes	(4.4)	(2.8)	Council meeting 26 August 2024
Revised budget 2024-25 as at Q1 Reporting Date	26.4	267.2	
	Surplus		
National Land Transport Plan funding change (Option 2, 2a and 2b)	(5.7)	(8.7)	Council meeting 16 Dec approved changes are included in budgets
Tupua Horo Nuku budget change	-	1.2	
Cross Valley Link subsidy reduction	(1.7)	(2.0)	
Silverstream Landfill	-	2.0	
Depreciation change	(26.3)		
Wellington Water capital budget rephasing (with associated depreciation)	0.1	(2.9)	
Capital budget rephasing	(26.2)	(41.0)	
Revised budget 2024-25 as at Q2 Reporting Date	(33.4)	215.8	
	Deficit		

Q2 Performance Report

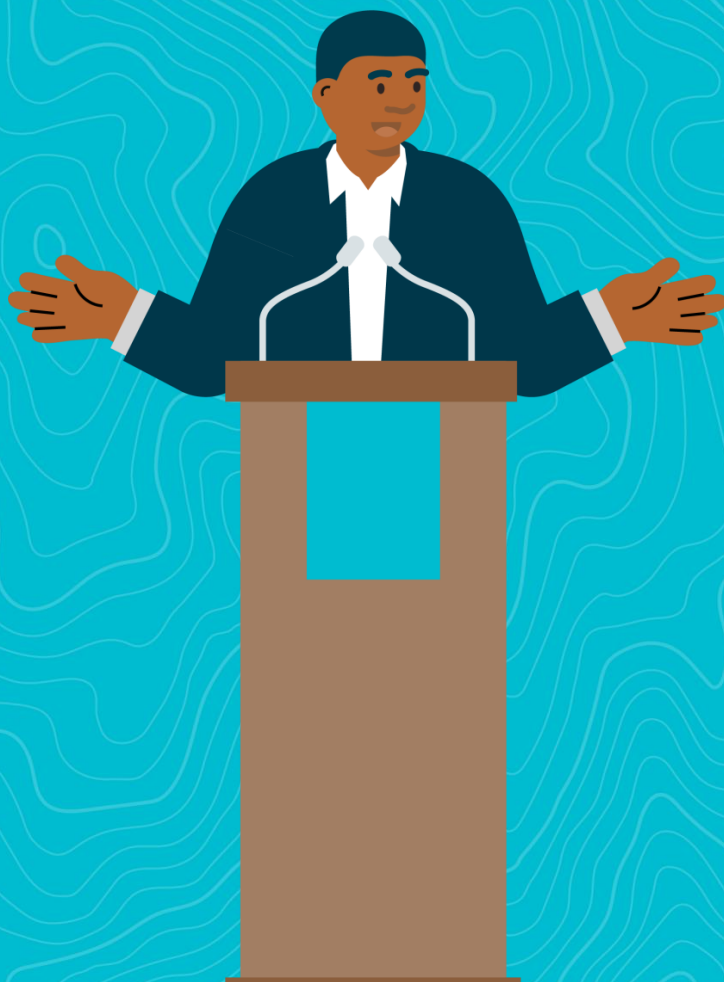


6

Treasury Management Summary

What's this section about?

This section provides an overview of how Council is complying with Treasury Risk Management Policy limits and performance of treasury activities against plans



Treasury Report

Our focus

The focus of treasury management activity has been on:

- managing interest rate risk and minimising funding costs,
- monitoring cash flow and liquidity,
- managing debt requirements and the maturity profile.

Highlights Q2

- An average cost of funds of 4.7% has been achieved year to date, which is slightly below budget by 0.1%. This is mainly due to market conditions.
- Interest costs were slightly higher than budget by \$400k for the period.
- Interest earned on cash holdings was favourable to budget by \$1.09M, mainly due pre-funding activities and higher market interest rates. This will assist off-setting the higher interest costs noted above.
- The overall year-end financial outlook is expected to be within budget.

	Actual YTD	YTD Budget	Variance
Average cost of funds	4.74%	4.84%	(0.10%)
Interest expense – borrowings	(\$14.13M)	(\$13.73M)	(\$400k)
Interest earned	\$3.19M	\$2.10M	\$1.09M
Fair value loss on derivatives	(\$5.28M)	–	–

Debt Portfolio Performance

- Net debt* increased from \$445.7M (30 September 2024) to \$450.0M as at 31 December 2024, whilst gross debt remained the same at \$591.7M over the same period.
- We did not complete any debt issuance in the three months to 31 December 2024.
- No debt matured during the three-month period to 31 December 2024.
- Both revolving credit facilities, LGFA (\$35M) and Westpac (\$25M), remained undrawn as at 31 December 2024.

Interest Rate Swaps

Council has a range of interest rate swap agreements in place to manage interest rate risk and provide some certainty about future interest costs. Due to fluctuations in the interest rate market the overall mark-to-mark value of these agreements is constantly changing.

At 31 December 2024 a fair value loss of \$5.28M was recorded. This is an accounting adjustment required to be recorded and there are no cash flow implications.

* Net debt is calculated from Gross Debt, **less** CCO investment, LGFA Borrower Notes, pre-funding Term Deposits and cash holdings.

Policy compliance and risk controls

Policy compliance

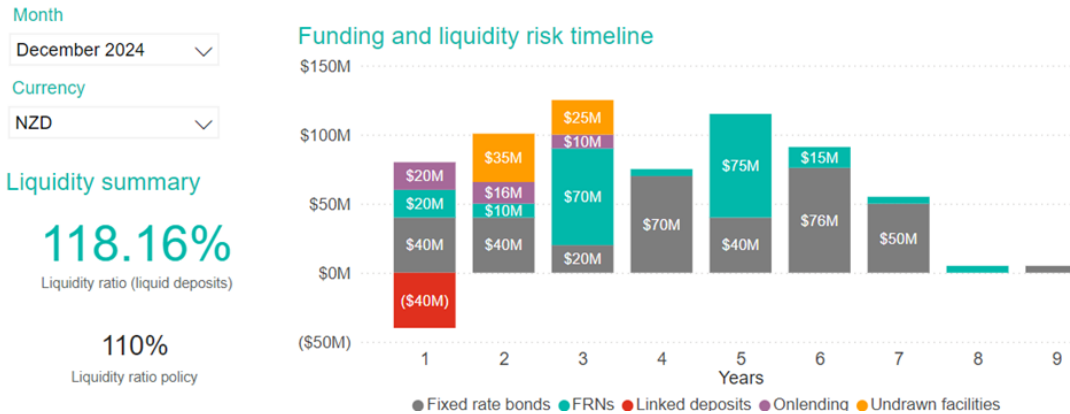
<u>Measures</u>	<u>Policy</u>	<u>Actual</u> <u>31 December 2024</u>	<u>Compliant</u>
Net external debt/total revenue	Maximum 250%	150.92%	Yes
Net interest on external debt/total revenue	Maximum 15%	4.52%	Yes
Net interest to annual rates income	Maximum 25%	5.88%	Yes
Liquidity ratio	Minimum 110%	118.16%	Yes

Funding risk control limits

<u>Period</u>	<u>Minimum %</u>	<u>Maximum %</u>	<u>Actual gross debt</u> <u>Not including</u> <u>Revolving Credit</u> <u>Facility (\$60M)</u>	<u>Actual %</u> <u>31 December 2024</u>	<u>Compliant</u>
0 to 3 years	15%	60%	\$245.7M	42%	Yes
3 to 7 years	25%	85%	\$336.0M	57%	Yes
7 years plus	0%	60%	\$10.0M	2%	Yes
		<u>Total</u>	<u>\$591.7M</u>	<u>100%</u>	

Funding maturity and interest rate risk

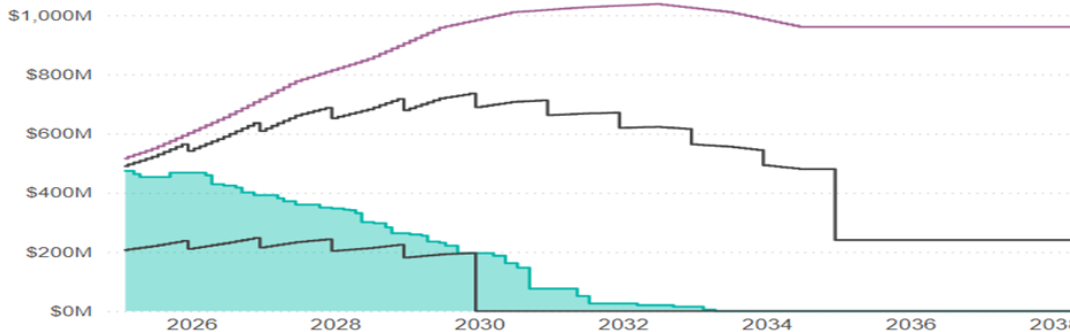
Funding maturity profile



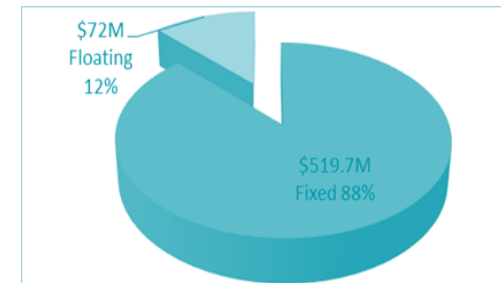
Interest rate risk control limits

Interest rate risk is managed through the risk control limits. The graph that follows shows the level of fixed rate cover in place within the minimum and maximum limits of the treasury risk management policy.

Interest rate risk timeline



After overlaying interest rate swaps, the split between fixed and floating debt is as follows:



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

Approved By: Kathryn Stannard
Head of Democratic Services

POLICY FINANCE AND STRATEGY COMMITTEE 2025 FORWARD PROGRAMME

Description	Business Unit	Cycle 1 Tues 11 Mar	Cycle 2 Tues 6 May	Cycle 3 Tues 8 July	Cycle 4 Tues 9 Sep	Additional PFSC Tues 7 Oct	Pending
Forward Programme	Democratic Services	✓	✓	✓	✓		
SML Annual Report (year end June 2025)	Finance						✓
SML Six-month Report (July-Dec)	Finance	✓					
SML Draft SOI	Finance	✓					✓
SML Letter of Expectation	Finance						✓
UPL Annual Report (year end June 2025)	Finance						✓
UPL Six-Month Report	Finance	✓					
UPL Draft SOI	Finance	✓					✓
UPL Letter of Expectation	Finance						✓
NZLGFA Annual Report	Finance						✓
NZLGFA Half Year Report	Finance						✓
Hutt City Group Annual Report	Strategy & Policy, Finance					✓	
Strategy & Policy Work Programme	Strategy & Policy		✓				
Heritage Policy Options	Strategy & Policy						✓
Dog Control Bylaw Full Review	Strategy & Policy	✓		✓			
Appearance Industries Bylaw Review	Strategy & Policy	✓	✓				
Tō Tātou Tāone 2055 – Our City 2055	Strategy & Policy		✓		✓		
Residents Satisfaction Survey 2025	Strategy & Policy				✓		
Quality of Life Survey 2025	Mike Nuth		✓				
Hutt Valley Chamber of Commerce Half Year	Business & Economy	✓				✓	
Hutt Valley Chamber of Commerce 12 Month	Business & Economy					✓	
Seaview Business Association 12 Month Repo	Business & Economy					✓	
Jackson Street Programme 12 Month Report	Business & Economy					✓	
Love Wainuiomata 12 Month Report	Business & Economy					✓	
Wellington Water Limited Annual Report	Environment & Sustainability						✓
2024-25 Quarterly Reporting	EPMO	✓	✓		✓		
Submission - Local Government Legislation Bill	Policy - Richard Hardie		✓	✓			
2025 Local Elections	Bruce Hodgins	✓					