



TE KAUNIHERA O TE AWA KAIRANGI

22 May 2025

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

Thursday 29 May 2025 commencing at 2:00 pm

The meeting will be livestreamed on Council's You Tube page.

Membership

	Mayor C Barry (Chair)
	Deputy Mayor T Lewis
Cr G Barratt	Cr J Briggs
Cr K Brown	Cr B Dyer
Cr S Edwards	Cr A Mitchell
Cr K Morgan	Cr C Parkin
Cr N Shaw	Cr T Stallinger
Cr G Tupou	

For the dates and times of Council Meetings, please visit www.huttcity.govt.nz

Have your say

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

TE KAUNIHERA O TE AWA KAIRANGI | COUNCIL

Chair	Mayor Campbell Barry
Deputy Chair	Deputy Mayor Tui Lewis
Membership:	All Councillors (11) Refer to Council's Standing Orders (SO 31.10 Provisions for Mana Whenua)
Meeting Cycle:	Council meets on an eight-weekly basis (extraordinary meetings can be called following a resolution of Council, or on the requisition of the Chair or one-third of the total membership of Council)
Quorum:	Half of the members

POWER TO (BEING A POWER THAT IS NOT CAPABLE OF BEING DELEGATED)¹:

- Make a rate.
- Make bylaws.
- Borrow money other than in accordance with the Long Term Plan (LTP).
- Purchase or dispose of assets other than those in accordance with the LTP.
- Purchase or dispose of Council land and property other than in accordance with the LTP.
- Adopt the LTP, Annual Plan and Annual Report.
- Adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the LTP or developed for the purpose of the Local Governance Statement.
- Appoint the Chief Executive.
- Exercise any powers and duties conferred or imposed on the local authority by the Local Government Act 1974, the Public Works Act 1981, or the Resource Management Act 1991, that are unable to be delegated.
- Undertake all other actions which are by law not capable of being delegated.
- The power to adopt a Remuneration and Employment Policy for Council employees.

DECIDE ON:

Policy and Bylaw issues:

- Adoption of all policies required by legislation.
- Adoption of strategies, and policies with a city-wide or strategic focus.
- Approval of draft bylaws before the consultation.
- Adoption of new or amended bylaws.

District Plan:

- Approval to call for submissions on any Proposed District Plan, Plan Changes and Variations.

¹ Work required before the making of any of these decisions may be delegated.

- Before public notification, approval of recommendations of District Plan Hearings Subcommittees on any Proposed Plan, Plan Changes (including private Plan Changes) and Variations.
- The withdrawal of Plan Changes in accordance with clause 8D, Part 1, Schedule 1 of the Resource Management Act 1991.
- Approval, to make operative, District Plan and Plan Changes (in accordance with clause 17, Part 1, Schedule 1 of the Resource Management Act 1991).
- Acceptance, adoption, or rejection of private Plan Changes.

Representation, electoral and governance matters:

- The method of voting for the triennial elections.
- Representation reviews.
- Council's Code of Conduct for elected members.
- Hearing of and making decisions on breaches of Council's Code of Conduct for elected members.
- Elected members' remuneration.
- The outcome of any extraordinary vacancies on Council.
- Any other matters for which a local authority decision is required under the Local Electoral Act 2001.
- Appointment and discharge of members of committees when not appointed by the Mayor.
- Adoption of Terms of Reference for Council Committees, Subcommittees and Working Groups, and oversight of those delegations.
- Council's delegations to officers, community boards and community funding panels.

Delegations and employment of the Chief Executive:

Appointment of the Chief Executive of Hutt City Council.

Meetings and committees:

- Standing Orders for Council and its committees.
- Council's annual meeting schedule.

Long Term and Annual Plans:

- The adoption of the LTP and Annual Plans.
- Determination of rating levels and policies required as part of the LTP.
- Adoption of Consultation Documents proposed and final LTPs and proposed and final Annual Plans.

Council Controlled Organisations:

- The establishment and disposal of any Council Controlled Organisation or Council Controlled Trading Organisation.
- Approval of annual Statements of Intent and annual Statement of Expectation for Council Controlled Organisations and Council Controlled Trading Organisations.

Community Engagement and Advocacy:

- Receive reports from the Council's Advisory Groups.
- Regular reporting from strategic partners.

Operational Matters:

- Civil Defence Emergency Management matters requiring Council's input.
- Road closing and road stopping matters.
- Approval of overseas travel for elected members.
- All other matters for which final authority is not delegated.

Appoint:

- The non-elected members of the Standing Committees, including extraordinary vacancies of non- elected representatives.
- The Directors of Council Controlled Organisations and Council Controlled Trading Organisations.
- Council's nominee on any Trust.
- Council representatives on any outside organisations (where applicable and time permits, recommendations for the appointment may be sought from the appropriate Standing Committee and/or outside organisations).
- Council's Electoral Officer, Principal Rural Fire Officer and any other appointments required by statute.
- The recipients of the annual Civic Honours awards.

TE KAUNIHERA O TE AWA KAIRANGI | HUTT CITY COUNCIL

Ordinary meeting to be held in the Council Chambers,
2nd Floor, 30 Laings Road, Lower Hutt on
Thursday 29 May 2025 commencing at 2:00 pm.

ORDER PAPER

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA TIMATANGA

Whakataka te hau ki te uru	<i>Cease the winds from the west</i>
Whakataka te hau ki te tonga	<i>Cease the winds from the south</i>
Kia mākinakina ki uta	<i>Let the breeze blow over the land</i>
Kia mātaratara ki tai	<i>Let the breeze blow over the ocean</i>
E hī ake ana te atakura	<i>Let the red-tipped dawn come with</i>
He tio, he huka, he hau hū	<i>a sharpened air.</i>
Tihei mauri ora.	<i>A touch of frost, a promise of a</i>
	<i>glorious day.</i>

2. APOLOGIES

An apology from Cr Mitchell has 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. MAYORAL STATEMENT

5. 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.

6. COMMITTEE MINUTES WITH RECOMMENDED ITEMS

a) Komiti Iti Ahumoni I Tūraru | Audit and Risk Subcommittee

23 April 2025

11

Recommended Item

Item 5) Update on Artificial Intelligence at Council

12

b) Komiti Iti Ara Waka | Traffic Subcommittee

24 April 2025	21
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Recommended Items

Item 5a)	Proposed Mobility Parking Restriction - Te Puni Street, Petone (Outside Te Puni Urupa Cemetery)	22
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Item 5b)	Proposed Time Limited Parking - 223 The Esplanade, Petone	23
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Item 5c)	Proposed Time Limited Parking - Durham Crescent, Fairfield (Outside Epuni Kindergarten)	24
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Item 5d)	Proposed Time Limited Parking - Alicetown Playcentre Parking, Victoria Street, Alicetown	25
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Item 5e)	Broken Yellow Lines - No Stopping At All Times - between 22 and 26 City View Grove, Harbour View	26
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Item 5f)	Broken Yellow Lines - No Stopping At All Times between 162 and 168 Normandale Road, Normandale	27
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Item 5g)	Proposal to streamline consultation process for parking and traffic restrictions under delegated authority	28
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c) Komiti Hapori Ahurea me ngā Rangapū | Communities, Culture and Partnerships Committee

30 April 2025	37
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Recommended Item

Item 6)	Colson Street Reserve - Exchange of Land	44
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d) **Komiti Ratonga Rangatōpū me te Rautaki | Policy, Finance and Strategy Committee**

6 May 2025 60

Recommended Items

Item 5a) Rates arrears write-off policy 62

Item 5b) Draft Events Strategy 63

7. **MISCELLANEOUS**

a) **Appointment of Directors to Seaview Marina Limited and Urban Plus Limited**

Report No. HCC2025/2/142 by the Head of Democratic Services 93

b) **Plan Change 58: 12 Shaftesbury Grove, Stokes Valley - Final approval to make Plan Change 58 operative**

Report No. HCC2025/2/136 by the Policy Planning Manager 99

c) **SuperLocal 2025 Ko Tātou | Local Government New Zealand conference**

Memorandum dated 7 May 2025 by the Head of Democratic Services 102

d) **Recommendation to Council from the District Plan Review Committee meeting held on 29 May 2025**

“That Council adopts the recommendation made in relation to the ‘Sustainable Growth Strategy 2025-2055’ agreed at the District Plan Review Committee meeting held on 29 May 2025.”

8. **MINUTES**

Meeting minutes Hutt City Council, 11 March 2025 105

Meeting minutes Hutt City Council, 25 March 2025 114

9. COMMITTEE MINUTES WITHOUT RECOMMENDED ITEMS

a) Komiti Ratonga o Te Awa Kairangi | Hutt Valley Services Committee

7 March 2025 140

b) Komiti Iti Mahere ā-Ngahurutanga / Mahere ā-Tau | Long Term Plan/Annual Plan Subcommittee

25 March 2025 145

c) Komiti Kaupapa Taiao | Climate Change and Sustainability Committee

29 April 2025 148

d) Komiti Ratonga o Te Awa Kairangi | Hutt Valley Services Committee

2 May 2025 159

e) Komiti Hanganga | Infrastructure and Regulatory Committee

8 May 2025 163

10. SEALING AUTHORITY

Report No. HCC2025/2/32 by the Legal Operations Advisor 172

11. QUESTIONS

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

12. EXCLUSION OF THE PUBLIC

MAYOR'S RECOMMENDATION:

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

13. CIVIC HONOUR AND YOUTH SERVICES AWARDS 2025

14. MINUTES

Hutt City Council, 11 March 2025

15. COMMITTEE MINUTES WITHOUT RECOMMENDED ITEMS

Komiti Iti Ahumoni I Tūraru | Audit and Risk Subcommittee

23 April 2025

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

(A)	(B)	(C)
General subject of the matter to be considered.	Reason for passing this resolution in relation to each matter.	Ground under section 48(1) for the passing of this resolution.
Civic Honour and Youth Services Awards 2025.	The withholding of the information is necessary to protect the privacy of natural persons. (s7(2)(a)).	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.
Public Excluded Council Minutes - 11 March 2025: Te Wai Takamori o Te Awa Kairangi Commercial Matters.	The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities (s7(2)(h)). The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s7(2)(i)).	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.

Public Excluded Minutes of the Audit and Risk Subcommittee Komiti Iti Ahumoni I Tūraru held on 23 April 2025: Update on Artificial Intelligence at Council: Appendix 4.	The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information(s7(2)(b)(i i)).	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.
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This resolution is made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as specified in Column (B) above.”

Kate Glanville
SENIOR DEMOCRACY ADVISOR

HUTT CITY COUNCIL

KOMITI ITI AHUMONI I TŪRARU | AUDIT AND RISK SUBCOMMITTEE

Minutes of a meeting held via Zoom on
Wednesday 23 April 2025 commencing at 10:00 am

<u>PRESENT:</u>	S Tindal (Independent Chair)	Mayor C Barry (Deputy Chair)
(via audio-visual link)	Cr J Briggs Cr K Morgan	Cr S Edwards Cr T Stallinger

APOLOGIES: There were no apologies.

<u>IN ATTENDANCE:</u> (via audio-visual link)	J Miller, Chief Executive A Blackshaw, Director Neighbourhoods and Communities J Griffiths, Director of Strategy and Engagement A Geddes, Director Environment and Sustainability J Livschitz, Group Chief Financial Officer P Hewitt, Head of Transport (part meeting) B Hodgins, Strategic Advisor D Newth, Financial Accounting Manager N Reddy, Risk and Assurance Manager M Connew-Simmons, Programme Manager (part meeting) R Lemalu, Project Delivery Manager (part meeting) L Siriwardena, Legal Operations Advisor (part meeting) E Anand, Head of City Delivery (part meeting) K Glanville, Senior Democracy Advisor V Gilmour, Democracy Advisor
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PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA TIMATANGA

Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki te tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the ocean
E hī ake ana te atakura	Let the red-tipped dawn come with a
He tio, he huka, he hau hū	sharpened air.
Tihei mauri ora	A touch of frost, a promise of a
	glorious day.

2. APOLOGIES

There were no apologies.

3. PUBLIC COMMENT

There was no public comment.

4. CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

Pursuant to Standing Order 10.4, the Chair announced that item 5: 'Update on Artificial Intelligence at Council' would be considered at the end of the public agenda, and gave precedence of business to the other items.

The item is recorded in the order in which it was listed on the agenda.

5. RECOMMENDATION TO TE KAUNIHERA O TE AWA KAIRANGI COUNCIL - 29 May 2025

Update on Artificial Intelligence at Council

Ben Wakely, Partner from PwC New Zealand was in attendance for the item.

The Director of Strategy and Engagement elaborated on the report.

In response to a question from a member, the Director of Strategy and Engagement stated that the next step would be for the Committee to refer the recommendations to Council. He mentioned that the risk-based initiative, particularly the partnership with PwC, had been reported through the Audit and Risk Subcommittee and was appropriate for Council review as it was an out-of-plan, investor-save programme.

Cr Stallinger acknowledged the benefits of AI tools, but emphasised the importance of careful oversight and proper verification.

Mayor Barry highlighted that Council was recognised nationally as a leader in adopting and utilising AI tools. He commended the officers for effectively balancing innovation with awareness of the potential impacts on their work. He emphasised the importance of maintaining this responsible approach. He described AI as an opportunity that Council must embrace to remain forward-looking.

<u>RECOMMENDED:</u> (S Tindal/Mayor Barry)	Minute No. ARSC 25201
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"That the Subcommittee recommends that Council:

- (1) notes that Council has made strong progress on artificial intelligence (AI) initiatives since the first update to the Audit and Risk Subcommittee in November 2024, including the rollout of 150 AI tool licences and the development of 15 custom AI assistants;*
- (2) notes that AI adoption is already estimated to save 44,000 hours of staff time annually, with teams increasingly developing and using AI tools independently;*

- (3) *notes that the AI-Volution Project is being delivered under an “invest to save” model, with phased costs and a positive return on investment projected by financial year 2026/27;*
- (4) *notes the implementation of a structured benefits management approach and a new AI Risk Management Framework, including a risk-tiering system to support responsible use;*
- (5) *notes the proposed Phase 2 of the AI-Volution Project, which includes expanding licences and enabling end-to-end process automation;*
- (6) *notes that the Audit and Risk Subcommittee will receive a further update on AI progress at its meeting in June 2025;*
- (7) *acknowledges and supports the ongoing AI initiatives, including the AI-Volution Project and continuation of the strategic partnership with PwC; and*
- (8) *continues to commit to leveraging AI technologies to enhance operational efficiency, reduce costs, and improve service delivery, while building internal capability and aligning outcomes with the Long Term Plan.”*

6. **EXTERNAL AUDIT UPDATE - SEAVIEW MARINA LIMITED**

Report No. ARSC2025/2/90 by the Financial Accounting Manager

The Financial Accounting Manager elaborated on the report.

RESOLVED: (S Tindal/Cr Briggs)

Minute No. ARSC 25202

“That the Subcommittee receives and notes the Audit New Zealand audit plan for Seaview Marina Limited Annual Report for the year ended 30 June 2025, attached as Appendix 1 to the report.”

7. **EXTERNAL AUDIT UPDATE - URBAN PLUS LIMITED GROUP**

Report No. ARSC2025/2/91 by the Financial Accounting Manager

Daniel Moriarty, Chief Executive of Urban Plus Limited, was in attendance for the item.

The Financial Accounting Manager elaborated on the report.

RESOLVED: (S Tindal/Cr Morgan)

Minute No. ARSC 25203

“That the Subcommittee receives and notes the Audit New Zealand audit plan for Urban Plus Limited Group Annual Report for the year ended 30 June 2025, attached as Appendix 1 to the report.”

8. EXTERNAL AUDIT UPDATE - HUTT CITY COUNCIL

Report No. ARSC2025/2/92 by the Financial Accounting Manager

Debbie Bradfield, Audit Director from Audit New Zealand, was in attendance for the item.

The Financial Accounting Manager elaborated on the report.

In response to a question from a member, the Financial Accounting Manager indicated potential issues with asset valuations due to recent reports from Wellington Water Limited (WWL). He stated that WSP was conducting a fair value assessment that would take into account WWL's findings and updated market data. He emphasised that this assessment was currently underway, with results expected soon. He noted that if adjustments were necessary, the WSP evaluation would facilitate updates to asset values without requiring a full revaluation. He assured members that planning was in place and the matter was being actively managed.

RESOLVED: (S Tindal/Cr Stallinger)

Minute No. ARSC 25204

"That the Subcommittee:

- (1) receives and notes the Audit New Zealand audit plan for the Group Annual Report for the year ended 30 June 2025, attached as Appendix 1 to the report;*
- (2) notes that the statutory deadline for the completion of the Group Annual Report 2023-24 is 31 October 2025;*
- (3) notes the planned external audit and review process, which includes reporting back to the Audit and Risk Subcommittee; and*
- (4) notes the focus areas for the external audit, which include the performance measures related to Wellington Water Ltd."*

9. **RISK MANAGEMENT AND ASSURANCE UPDATE**

Report No. ARSC2025/2/93 by the Risk and Assurance Manager - Finance

The Risk and Assurance Manager – Finance elaborated on the report.

In response to a question from a member regarding whether Wellington Water Limited (WWL) was offering value for money, the Chair clarified that the Subcommittee's ability to gather information directly from WWL was limited. She stated that they could only report on the information that had been provided to them. She acknowledged the member's concerns and emphasised the importance of grounding discussions in factual information.

The Chief Executive reported that concerns regarding WWL and value for money had been noted in the Strategic Risk Register for proactive management. She confirmed that members had been informed about the AECOM report, which indicated that expenditure was three times higher due to discrepancies in reporting. She mentioned that WWL would provide additional details to the Long Term Plan/Annual Plan Subcommittee in May 2025. She pointed out that Council's concerns were primarily related to non-tendered capital renewals that were processed through the Capital Panel. She noted that Council's Strategic Advisor was currently working with WWL to evaluate the extent of these issues, and updates would follow as the situation progressed. She highlighted that the Strategic Risk Register, which included internal controls and planned mitigations, would be revised as more information became available. She expressed confidence in the efforts of Council's Group Chief Financial Officer, Strategic Advisor, and senior leadership team in holding WWL accountable. While she acknowledged that increasing staff might not have completely prevented these issues, it could have improved the Council's oversight, particularly in light of the significant increase in investment in water infrastructure.

Mayor Barry cautioned members against referring to preliminary statements as established facts. He emphasised that the situation was still evolving, and definitive facts were pending. He advised that Council would soon engage directly with WWL to better understand the specific implications for Lower Hutt, which may differ from those affecting other councils. He noted that there may be delays in clarifying value-for-money concerns, primarily due to the capital works panel processes. He agreed with the call for open-mindedness, and he stressed the need for critical evaluation. He emphasised that Council must hold both WWL and itself accountable while ensuring that any structural reforms support the future success of the new entity.

The Chief Executive stated that an updated version of the Strategic Risk Register would be prepared as new information became available. She acknowledged the members' comments and emphasised the importance of using precise language based on facts rather than perceptions. She assured that this approach would be included in the next revision.

RESOLVED: (S Tindal/Cr Morgan)

Minute No. ARSC 25205

"That the Subcommittee:

- (1) receives and notes the information;*
- (2) notes there are 11 risks (previously 10) on Council's strategic risk register;*
- (3) notes, there is one new risk (Risk 1, Wellington Water Limited – Value for Money) have been added to the Strategic Risk Register;*
- (4) notes that the new risk has an overall residual risk rating of high;*
- (5) notes the update on "Other Activities" contained within the report; and*
- (6) notes the Risk Register as at 31 March 2025, attached as Appendix 1 to the report."*

10. SENSITIVE EXPENDITURE DISCLOSURES

Report No. ARSC2025/2/57 by the Financial Accounting Manager

The Financial Accounting Manager elaborated on the report.

RESOLVED: (S Tindal/Cr Briggs)

Minute No. ARSC 25206

"That the Subcommittee:

- (1) receives and notes the information; and*
- (2) notes the Sensitive Expenditure disclosure information attached as Appendix 1 to the report: Sensitive Expenditure 1 January 2025 to 31 March 2025."*

11. HUMAN RESOURCES INFORMATION SYSTEM AND PAYROLL PROJECT UPDATE

Report No. ARSC2025/2/58 by the Programme Manager

The Programme Manager elaborated on the report. She advised that a preferred provider had been selected, and Council's external lawyers had reviewed the contract. She added that once the contract was finalised, the officers would inform the Subcommittee about the chosen provider.

In response to a question from a member, the Programme Manager stated that one of Council's core requirements was compliance with the Holidays Act. She confirmed that the preferred provider was highly competent in this area and had assured that their systems were fully compliant. She further advised that contract wording was being developed to address the Holidays Act, ensuring that Council would be protected under current legislation and in the event of future changes.

RESOLVED: (S Tindal/Cr Stallinger)

Minute No. ARSC 25207

"That the report be received and noted."

12. TUPUA HORO NUKU - QUARTERLY UPDATE

Report No. ARSC2025/2/95 by the Project Delivery Manager

The Head of Transport elaborated on the report. He highlighted a new challenge that had emerged since the last update relating to the revised completion date for Te Ara Tupua, the Petone to Ngauranga cycleway, which had moved to March 2026. He noted that the Eastern Bays Shared Pathway's timing largely depended on alignment with this project. He further advised that officers were developing a three-lane closure strategy, which would require an amendment to the existing consent conditions. He added that this strategy was expected to enable concurrent work across the bays and support acceleration of the overall programme.

In response to questions from a member, the Head of Transport confirmed that officers were working to accelerate the programme, aiming to complete all bays by March 2026. He also stated that a communications plan would be developed to accompany the proposed changes. He added that this plan would include engagement with community boards and general notifications to the public.

RESOLVED: (S Tindal/Cr Edwards)

Minute No. ARSC 25208

"That the Subcommittee receives and notes the information."

13. THREE WATERS MATTERS

Report No. ARSC2025/2/96 by the Strategic Advisor

The Strategic Advisor elaborated on the report. He advised that Council received 282 submissions, with 74% supporting the preferred option. He further advised that the final section of liner installation for the Main Hutt Valley Wastewater Pipe along State Highway 2 was completed, with remaining works progressing on schedule for reopening on Sunday, 27 April 2025.

In response to a question from a member, the Strategic Advisor confirmed that officers would seek further information on the involvement of the Department of Internal Affairs Te Tari Taiwhenuas (DIA). He advised that feedback arose from ongoing discussions between DIA and the regional team preparing the Water Services Delivery Plan, which was due later in the year. He clarified that DIA's comments were preliminary and not based on a detailed analysis.

The Chair added that DIA was undertaking this work across all proposed new water entities, not just Wellington Water Limited. She advised that part of the challenge involved correctly attributing expenditure as capital or operational costs, particularly concerning renewals and maintenance. She further noted that the correct valuation of asset transfers and the calculation of debt to be transferred into the new entities remained significant unresolved matters. She emphasised the complexity of the process and confirmed that DIA's concerns related to the broader transition framework across all water entities, except Watercare as they transitioned to the new requirements on 1 April 2025.

RESOLVED: (S Tindal/Cr Stallinger)

Minute No. ARSC 25209

"That the Subcommittee:

- (1) notes that Wellington Water Limited (WWL) has advised that it will not be able to implement all of the actions within its Organisational Capability Plan due to funding constraints;*
- (2) notes the recent Government announcement to bring forward the Commerce Commission's monitoring role, under Local Water Done Well, for Wellington Water Limited;*
- (3) notes that the Department of Internal Affairs has some concerns with the proposed investment programme in the Water Services Delivery Plan, which are being worked through with the regional Local Water Done Well coordinating team; and*
- (4) notes that the preferred tenderer for the second stage odour improvement works at the Seaview Wastewater Treatment Plant is indicating in its work programme the ability to meet the completion date set by the abatement notice."*

14. **COMPLYWITH: LEGAL COMPLIANCE SURVEY RESULTS**

Report No. ARSC2025/2/97 by the Legal Operations Advisor

The Legal Operations Advisor elaborated on the report.

RESOLVED: (S Tindal/Cr Morgan)

Minute No. ARSC 25210

"That the Subcommittee:

- (1) notes the report on the results from the ComplyWith legal compliance survey for the period 01 July 2024 to 31 December 2024.*
- (2) notes that out of the 31 non-compliances recorded during the survey, 23 are already resolved. Once the duplicates from the remaining eight non-compliances have been removed, five Corrective Actions remain. These are listed in the attachment titled "List of remaining unresolved Corrective Actions".*

15. **INFORMATION ITEM**

Audit and Risk Subcommittee Forward Programme 2025

Memorandum dated 24 March 2025 by the Senior Democracy Advisor

RESOLVED: (S Tindal/Cr Edwards)

Minute No. ARSC 25211

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

16. **QUESTIONS**

There were no questions.

17. **EXCLUSION OF THE PUBLIC**

RESOLVED: (S Tindal/Cr Morgan)

Minute No. ARSC 25212

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

- 18. Update on Artificial Intelligence at Council - Confidential Appendix 4; and 19. Te Wai Takamori o Te Awa Kairangi | Riverlink Update*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

(A) <i>General subject of the matter to be considered.</i>	(B) <i>Reason for passing this resolution in relation to each matter.</i>	(C) <i>Ground under section 48(1) for the passing of this resolution.</i>
<i>Update on Artificial Intelligence at Council - Confidential Appendix 4</i>	<i>The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (s7(2)(b)(ii)).</i>	<i>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.</i>
<i>Te Wai Takamori o Te Awa Kairangi Riverlink Update</i>	<i>The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities (s7(2)(h)). The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s7(2)(i)).</i>	<i>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.</i>
<i>This resolution is made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as specified in Column (B) above.</i>		
<i>That Ben Wakely, Partner from PwC New Zealand be permitted to remain after the public section of the meeting as he has knowledge of the Update on Artificial Intelligence at Council matter that will assist the Subcommittee in relation to the item."</i>		

There being no further business, the Chair declared the public part of the meeting closed at 10.56am. The public excluded part of the meeting closed at 11.04am.

S Tindal
CHAIR

CONFIRMED as a true and correct record
Dated this 29th day of May 2025

HUTT CITY COUNCIL

KOMITI ITI ARA WAKA | TRAFFIC SUBCOMMITTEE

Minutes of a meeting held in the Council Chambers, 2nd Floor,
30 Laings Road, Lower Hutt on
Thursday 24 April 2025 commencing at 2:00 pm

PRESENT:

Cr N Shaw (Chair)	Cr G Barratt (via audio-visual link, until 2.43pm)
Cr B Dyer (Deputy Chair)	Cr A Mitchell
Cr C Parkin	Cr G Tupou

APOLOGIES: There were no apologies.

IN ATTENDANCE:

L Desrosiers, Acting Director Economy and Development (part meeting)
P Hewitt, Head of Transport
E Scherer, Traffic Engineering Manager
V Gilmour, Democracy Advisor

PUBLIC BUSINESS

1. **OPENING FORMALITIES - KARAKIA TIMATANGA**

Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki te tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the ocean
E hī ake ana te atakura	Let the red-tipped dawn come with a
He tio, he huka, he hau hū	sharpened air.
Tihei mauri ora	A touch of frost, a promise of a
	glorious day.

2. **APOLOGIES**

There were no apologies.

3. **PUBLIC COMMENT**

There was no public comment.

4. **CONFLICT OF INTEREST DECLARATIONS**

Cr Parkin declared a conflict of interest with item b) Proposed Time Limited Parking – 233 The Esplanade, Petone. However, the Chair believed that Cr Parkin did not have a conflict of interest in this matter.

5. **RECOMMENDATIONS TO TE KAUNIHERA O TE AWA KAIRANGI
COUNCIL - 29 May 2025**

- a) Proposed Mobility Parking Restriction - Te Puni Street, Petone (Outside Te Puni Urupa Cemetery)

The Head of Transport elaborated on the report.

<u>RECOMMENDED:</u> (Cr Shaw/Cr Tupou)	Minute No. TSC 25201
<i>"That the Subcommittee recommends that Council:</i>	
<i>(1) receives and notes the information;</i>	
<i>(2) approves the conversion of 1x existing P30 parking space into 1x P60 Mobility Parking Only 'At All Times' space outside 6 Te Puni Street, Petone, as shown in Appendix 1 to the report;</i>	
<i>(3) rescinds any previous resolutions pertaining to traffic controls made pursuant to any bylaw, to the extent that they conflict with the traffic controls described in this recommendation; and</i>	
<i>(4) notes that this matter will take effect once the traffic control devices indicating the recommended restrictions that evidence the restrictions have been installed."</i>	

b) Proposed Time Limited Parking - 223 The Esplanade, Petone

The Head of Transport elaborated on the report.

In response to questions from members, the Traffic Engineering Manager advised that the proposed parking restrictions would apply Monday to Friday during standard business hours. He explained that the business owner had raised concerns regarding parking availability on weekdays, not weekends.

RECOMMENDED: (Cr Shaw/Cr Parkin)

Minute No. TSC 25202

"That the Subcommittee recommends that Council:

- (1) receives and notes the information;*
- (2) approves the conversion of 2x existing unrestricted parking spaces to P60 time-restricted parking (Monday to Friday, 8am to 6pm) outside 223 The Esplanade, Petone, as outlined in Appendix 1 to the report;*
- (3) rescinds any previous resolutions related to traffic controls made pursuant to any bylaw, to the extent that they conflict with the traffic controls described in this recommendation; and*
- (4) notes that this matter will take effect once the traffic control devices indicating the recommended restrictions that evidence the restrictions have been installed."*

- c) Proposed Time Limited Parking - Durham Crescent, Fairfield (Outside Epuni Kindergarten)

The Head of Transport elaborated on the report.

In response to questions from members, the Traffic Engineering Manager confirmed that the primary use of the mobility park was by the kindergarten. The Head of Transport agreed that the restriction for the mobility park should apply from Monday to Friday for consistency, rather than only on kindergarten days.

RECOMMENDED: (Cr Shaw/Cr Barratt)

Minute No. TSC 25203

"That the Subcommittee recommends that Council:

- (1) receives and notes the information;*
- (2) approves the conversion of the existing unrestricted parking into one P10 parking spaces (Monday to Friday, 8:30am-3:30pm) outside 50 Durham Crescent, Fairfield, as shown in Appendix 1 of this report;*
- (3) approves the relocation of the existing mobility parking space outside from 48a Durham Crescent to 50 Durham Crescent, Fairfield, as shown in Appendix 1 of this report;*
- (4) approves the conversion of the existing mobility parking space to unrestricted parking outside 48a Durham Crescent, Fairfield, as shown in Appendix 1 to this report;*
- (5) notes that the relocation of the Mobility Parking space will continue to have the same operating hours as the existing configuration (8.30am to 3.30pm on Monday to Friday);*
- (6) rescinds any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they conflict with the traffic controls described above; and*
- (7) notes that this matter will take effect when the traffic control devices that evidence the restrictions described in this resolution have been installed."*

- d) Proposed Time Limited Parking - Alicetown Playcentre Parking, Victoria Street, Alicetown

The Head of Transport elaborated on the report.

In response to questions from members, the Head of Transport confirmed that officers had met with representatives of the Alicetown Playcentre, who had supported the proposed three-hour time-limited parking. He further advised that the Alicetown Playcentre had raised no concerns regarding the car yard using the car park for long-term vehicle storage.

In response to questions from members, the Traffic Engineering Manager noted that the proposed parking restrictions would apply Monday to Friday. He explained that the proposed three-hour time limit, as opposed to four hours, was intended to balance the parking needs of all users, not just those of the Alicetown Playcentre.

Cr Barratt left the meeting at 2.22pm.

Cr Mitchell agreed with earlier comments made by Cr Parkin. He reflected on previous discussions with the Alicetown Playcentre, during which they had expressed a preference for four-hour time-limited parking.

Cr Barratt rejoined the meeting at 2.23pm.

RECOMMENDED: (Cr Shaw/Cr Mitchell)

Minute No. TSC 25204

"That the Subcommittee recommends that Council:

- (1) receives and notes the report;*
- (2) approves the conversion of seven existing P120 parking spaces to P180 time-limited parking spaces in the Alicetown Playcentre car park, Victoria Street, Alicetown, as shown in Appendix 1 of this report;*
- (3) rescinds any previous resolutions pertaining to traffic controls made pursuant to any bylaw, to the extent that they conflict with the traffic controls described above; and*
- (4) notes that this matter will take effect when the traffic control devices that evidence the restrictions described in this resolution have been installed."*

- e) Broken Yellow Lines - No Stopping At All Times - between 22 and 26 City View Grove, Harbour View

The Head of Transport elaborated on the report.

RECOMMENDED: (Cr Shaw/Cr Parkin)

Minute No. TSC 25205

"That the Subcommittee recommends that Council:

- (1) receives and notes the information;*
- (2) approves the installation of Broken Yellow Lines (BYLs) – 'No Stopping At All Times' around the cul-de-sac, between properties 22 and 26 City View Grove, Harbour View, as shown in Appendix 1 attached to this report;*
- (3) rescinds any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they conflict with the traffic controls described in the report; and*
- (4) notes that these parking restrictions will take effect once the appropriate road markings have been installed."*

- f) Broken Yellow Lines - No Stopping At All Times between 162 and 168 Normandale Road, Normandale

The Head of Transport elaborated on the report.

In response to questions from members, the Head of Transport advised that Council's Transport team would investigate installing speed monitoring devices on Normandale Road once the Broken Yellow Lines had been installed to better understand traffic activity in the area. He further advised that the team worked alongside Council's consenting and development teams to ensure sufficient parking space was considered. However, he noted that their influence was limited, as developments were permitted to proceed within the existing regulatory framework.

RECOMMENDED: (Cr Shaw/Cr Mitchell)	Minute No. TSC 25206
<i>"That the Subcommittee recommends that Council:</i>	
<i>(1) receives and notes the information;</i>	
<i>(2) approves the proposed installation of Broken Yellow Lines (BYLs) 'No Stopping At All Times' parking restrictions on Normandale Road, between properties 162 and 168, as shown in Appendix 1 attached to the report;</i>	
<i>(3) rescinds any previous resolutions pertaining to traffic controls made pursuant to any bylaw, to the extent that they conflict with the traffic controls described in this recommendation; and</i>	
<i>(4) notes that these parking restrictions will take effect once the appropriate road markings have been installed."</i>	

- g) Proposal to streamline consultation process for parking and traffic restrictions under delegated authority

The Head of Transport elaborated on the report.

In response to questions from members, the Head of Transport advised that none of the items on the agenda would have gone through the revised process. The Traffic Engineering Manager explained that consultation would only be streamlined in cases where the proposed parking or traffic restrictions aligned with specific provisions of the Land Transport Rule, particularly sections 4.1, 6.3, and 6.9.

The Head of Transport agreed to remove 'Week Seven: Plans shared with relevant Community Boards (if applicable)' from the delegated authority process, because members felt it undermined the intent of streamlining the process.

RECOMMENDED: (Cr Shaw/Cr Mitchell)	Minute No. TSC 25207
<i>"That the Subcommittee recommends that Council:</i>	
<i>(1) receives and notes the information;</i>	
<i>(2) approves the proposed consultation process for implementing restrictions where changes align with sections 4.1, 6.3 and 6.9 of the Land Transport (Road User) Rule 2004, under the delegated authority process; and</i>	
<i>(3) notes that this approach supports the Hutt City Council Traffic Bylaw 2017 and is consistent with the Land Transport (Road User) Rule 2004 as well as delegations approved by the Chief Executive in January 2025 (refer to page 37 of Hutt City Council's Delegations Register.)"</i>	

6. INFORMATION ITEM

Traffic Subcommittee Forward Programme 2025 and Status Update of Approved Traffic Resolutions

Memorandum dated 2 April 2025 by the Democracy Advisor

In response to questions from members, the Head of Transport agreed to provide an update to the Subcommittee at its next meeting regarding the safety risk matrix and how officers were incorporating new incidents and risks. He acknowledged that officers needed to improve follow-up processes with third-party works to ensure their completion. He confirmed that Council's Transport team would add all new and outstanding resolutions to the dashboard, including reasons for lack of progress. He also agreed to investigate the status of the mobility car park and dropped kerb previously approved for installation outside the Mobility Centre at 166 High Street.

Cr Barratt left the meeting at 2.43pm.

RESOLVED: (Cr Shaw/Cr Mitchell)

Minute No. TSC 25208

"That the Subcommittee:

- (1) receives and notes the Forward Programme for 2025 attached as Appendix 1 to the memorandum; and*
- (2) notes the status update of approved traffic resolutions attached as Appendix 2 to the memorandum."*

7. QUESTIONS

There were no questions.

8. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA

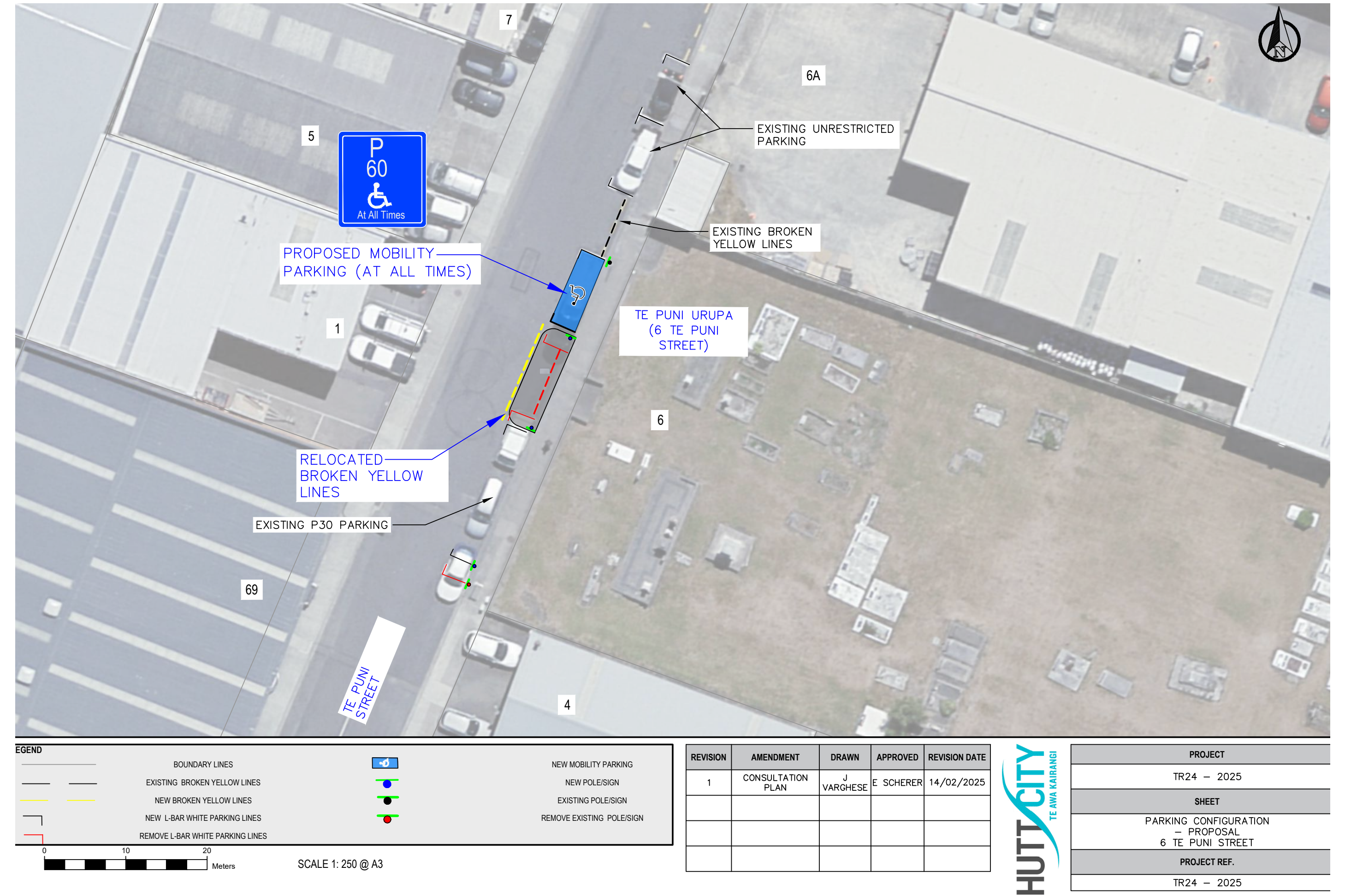
Unuhia!
 Unuhia!
 Unuhia i te uru-tapu-nui
 Kia wātea, kia māmā
 Te ngākau, te tinana,
 te wairua i te ara takatū
 Koia rā e Rongo
 whakairihia ake ki runga
 Kia wātea, kia wātea!
 Ae rā, kua wātea!
 Hau, pai mārire.

Release us from the supreme
 sacredness of our tasks
 To be clear and free
 in heart, body and soul in our
 continuing journey
 Oh Rongo, raise these words up high
 so that we be cleansed and be free,
 Yes indeed, we are free!
 Good and peaceful

There being no further business. the Chair declared the meeting closed at 2.47pm.

N Shaw
CHAIR

CONFIRMED as a true and correct record
Dated this 29th day of May 2025



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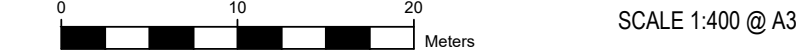


LEGEND			
	BOUNDARY LINES		PROPOSED P60 PARKING
	EXISTING BROKEN YELLOW LINES		RELOCATE EXISTING SIGN
	BROKEN YELLOW LINES		
	NEW POLE/SIGN		

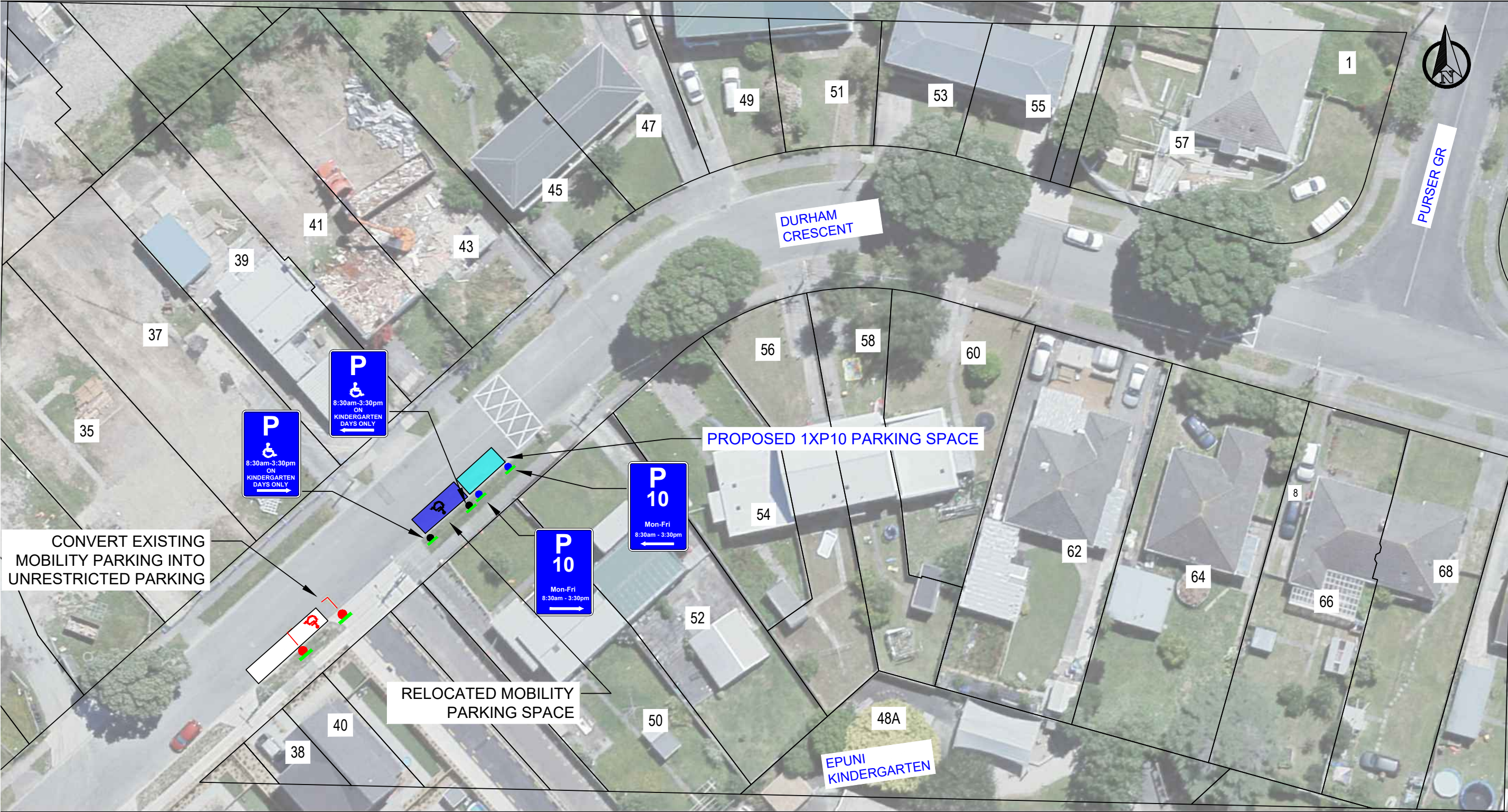
REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	CONSULTATION LETTER	J VARGHESE	E SCHERER	18/02/2025



PROJECT
TR22 – 2025
SHEET
TIME LIMITED PARKING – PROPOSAL 223 THE ESPLANADE, PETONE
PROJECT REF.
TR22 – 2025



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EGEND

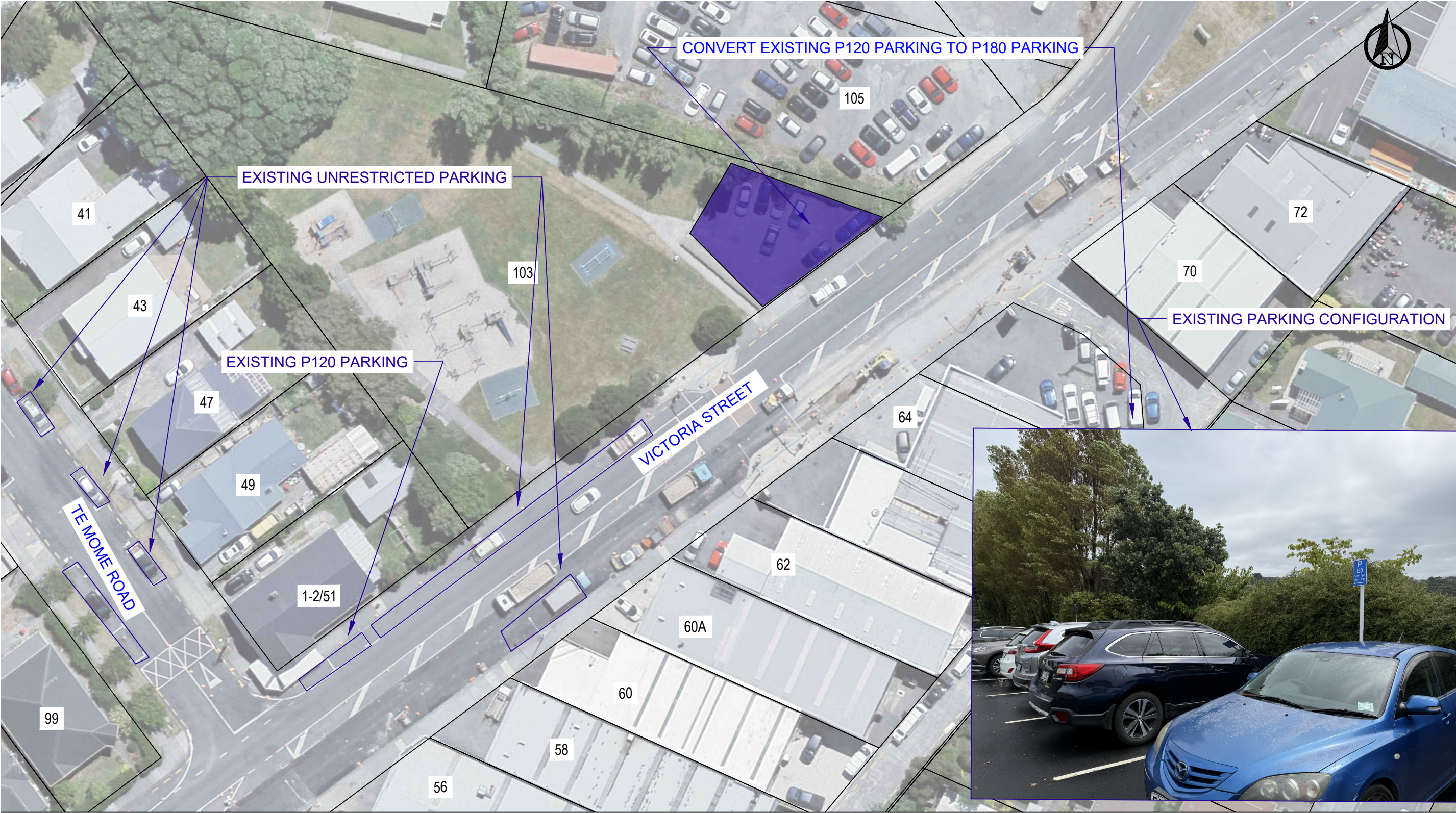
	UNRESTRICTED PARKING		PROPOSED P10 PARKING		RELOCATE POLE/SIGNS
	RELOCATED MOBILITY PARKING		REMOVE/RELOCATE POLE/SIGNS		NEW POLE/SIGNS

SCALE 1:400 @ A3

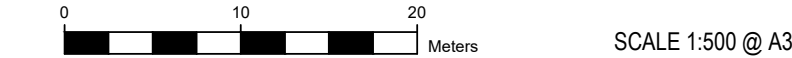
REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	INITIAL DESIGN - DRAFT	R MURUGADHAS	E SCHERER	14/02/2025
2	AMENDMENT	R MURUGADHAS	E SCHERER	7/03/2025

PROJECT
TR21 - 2025
SHEET
PROPOSED P10 PARKING - PROPOSAL DURHAM CRESCENT
PROJECT REF.
TR21- 2025

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EGEND	
	BOUNDARY LINES
	PROPOSED P180 PARKING

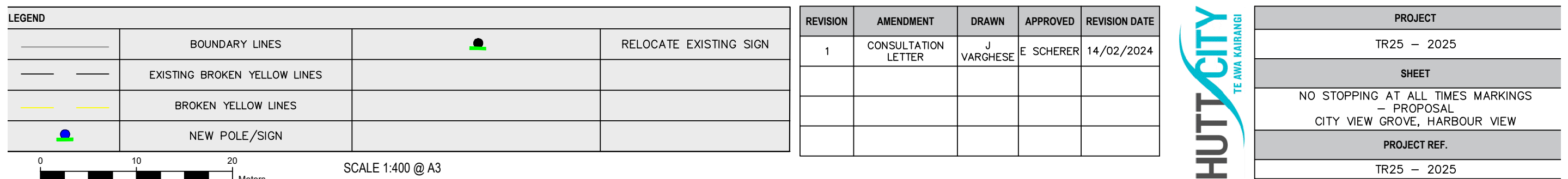


REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	INITIAL DESIGN - DRAFT	R MURUGADHAS	E SCHERER	13/02/2025



PROJECT
TR22 - 2025
SHEET
PROPOSED P180 PARKING - PROPOSAL ALICETOWN PLAYCENTRE , VICTORIA STREET
PROJECT REF.
TR22 - 2025

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- Broken Yellow Lines - No Stopping At All Times - between 22 and 26 City View Grove, Harbour View



LEGEND

	BOUNDARY LINES		RELOCATE EXISTING SIGN
	EXISTING BROKEN YELLOW LINES		
	BROKEN YELLOW LINES		
	NEW POLE/SIGN		

01020

Meters

SCALE 1:400 @ A3

REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	CONSULTATION LETTER	J VARGHESE	E SCHERER	22/08/2024

HUTT CITY

TE AWA KAIRANGI

PROJECT

TR23 – 2025

SHEET

NO STOPPING AT ALL TIMES MARKINGS – PROPOSAL
NORMANDALE ROAD, NORMANDALE

PROJECT REF.

TR23 – 2025

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HUTT CITY COUNCIL
KOMITI HAPORI AHUREA ME NGĀ RANGAPŪ
COMMUNITIES, CULTURE AND PARTNERSHIPS COMMITTEE

Minutes of a meeting held in the Council Chambers,
 2nd Floor, 30 Laings Road, Lower Hutt on
Wednesday 30 April 2025 commencing at 2:00 pm

PRESENT:

Cr K Brown (Chair)	Mayor C Barry
Cr G Barratt (until 3.57pm)	Cr J Briggs
Deputy Mayor T Lewis (until 3.57pm)	Cr K Morgan (Deputy Chair)
Cr C Parkin	Cr N Shaw
Cr G Tupou (from 2.03pm)	

APOLOGIES: Cr G Tupou for lateness and Cr G Barratt and Deputy Mayor Lewis for early departure.

IN ATTENDANCE:

Cr S Edwards
 A Blackshaw, Director Neighbourhoods and Communities
 A Nelson, Head of Parks and Reserves
 L Desrosiers, Head of Urban Development
 A Moore, Head of Connected Communities
 N Peurifoy, Leasing Coordinator
 D Gharbaoui, Policy Advisor
 N Ridley, Emergency Management Advisor
 A Quinn, Project Manager (Naenae)
 M Miller, Project Manager
 N MacDonald, Rangatahi Community Facilitator
 K Glanville, Senior Democracy Advisor
 H Clegg, Minute Taker

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA TIMATANGA

Kia tau ngā manaakitanga a te mea	<i>Let the strength and life force of our ancestors</i>
ngaro	<i>Be with each and every one of us</i>
ki runga ki tēnā, ki tēnā o tātou	<i>Freeing our path from obstruction</i>
Kia mahea te hua mākihikihi	<i>So that our words, spiritual power, love, and</i>
kia toi te kupu, toi te mana, toi te aroha,	<i>language are upheld;</i>
toi te Reo Māori	<i>Permanently fixed, established and understood!</i>
kia tūturu, ka whakamaua kia tina!	<i>Forward together!</i>
Tina! Hui e, Tāiki e!	

2. APOLOGIES

RESOLVED: (Cr Brown/Cr Barratt)

Minute No. CCPC 25201

"That the apology for lateness received from Cr Tupou and the apologies received for early departure from Cr Barratt and Deputy Mayor Lewis be accepted."

Cr Tupou joined the meeting at 2.03pm.

3. PUBLIC COMMENT

Comments are recorded under the item to which they relate.

RESOLVED: (Cr Brown/Cr Briggs)

Minute No. CCPC 25202

"Pursuant to Standing Order 16.2, the time limit for public comment be extended to allow all public speakers to speak."

4. CONFLICT OF INTEREST DECLARATIONS

Cr Briggs declared he was Acting Chief Executive of Vibe and worked in the Rangatahi | Youth space.

PRECEDENCE OF BUSINESS

Pursuant to Standing Order 10.4, the Chair accorded precedence to Item 7) 'Pito One Projects Overview', Item 5) 'Petone Wharf options within \$12M Long Term Plan budget cap', Item 8) 'Petone Recreation Ground Grandstand options within capped budget of \$3M' and Item 9) 'Petone Neighbourhood Hub options within \$5M capped Long Term Plan budget'.

The items are recorded in the order in which they are listed on the order paper.

5. RECOMMENDATION TO KOMITI ITI MAHERE Ā-NGAHURUTANGA / MAHERE Ā-TAU | LONG TERM PLAN/ANNUAL PLAN SUBCOMMITTEE - 16 May 2025

Petone Wharf options within \$12M Long Term Plan budget cap

Speaking under public comment, **Pam Hanna and Sylvia Allan, representing Save Petone Wharf**, recommended the two-stage resource consent option. Sylvia Allan expressed confidence that the 25% contingency allowance would adequately cover unforeseen risks, citing the interest of four experienced marine contractors and improved contract rigour. She noted that repairs would improve the wharf's resilience in future seismic events involving liquefaction.

In response to questions from members, Sylvia Allan acknowledged the advice from Greater Wellington Regional Council (GWRC) on the resource consent process and showed willingness to collaborate with them. Pam Hanna stated that the Save Petone Wharf group would support partial remediation using a two-stage resource consent approach.

Speaking under public comment, **Francis O'Riley from GK Shaw Limited** favoured option 2 as the most practical approach, warning that project delays could lead to higher costs from structural deterioration. He noted that standard marine consent conditions would be manageable for capable contractors and that weathering could make repairs indistinguishable within six months.

In response to questions from members, Francis O'Riley advised that GK Shaw Limited's remedial work after the 2021 earthquake did not require redoing.

Speaking under public comment, **Pete Fahy** talked about the original building design drawings, attached as page 16 to the minutes. He highlighted the historical integrity of the 116-year-old wharf and urged Council to allocate funds for its complete restoration. He believed shortening the structure would decrease its usability and limit public access. He suggested launching a "Give-a-Little" fundraising page to help cover any funding gaps.

Speaking under public comment, **Mike Fisher, representing the Petone Steering Group and Petone Community Board**, advised that both the Group and the Board supported option 2. He noted that while the community might agree to demolish the wharf's head, the rest of the structure should be preserved. He believed option 2 reflected the community's voice.

In response to a question from a member, Mike Fisher stated that if a "Give-a-Little" fundraising page were necessary to cover a funding shortfall, it would be a sensible option.

Speaking under public comment, **Kara Puketapu-Dentice, Chairperson of Taranaki Whānui ki te Upoko o Te Ika**, addressed several upcoming projects affecting the Petone foreshore. He encouraged members to consider broader development options, including the Honiana Te Puni Reserve. Recently returned to Mana Whenua, he noted that the reserve was viewed as a strategic entry point to the city and was located near the

original Pito-One pā. He proposed a co-governance partnership to unlock the reserve's cultural, social, and economic potential. He imagined it as a vibrant and interconnected urban hub that respects local heritage while promoting tourism, business, and community engagement. He emphasised that Taranaki Whānui was prepared to collaborate with Council in a co-governance and co-management development partnership.

In response to questions from members, Kara Puketapu-Dentice emphasised the cultural importance of the reserve and its popularity. He expressed that appropriate development could enhance its appeal and benefit the wider city. However, he also acknowledged the financial constraints involved. He noted that the project's viability would depend on support from Council and asked members to consider exploring co-governance options.

Speaking under public comment, **Denis Hulston** talked about a recent photo of people fishing on the wharf and expressed support for fully repairing it. He described the wharf as a cultural and historical icon that was vital to the Petone community. He stressed the urgency for securing funding and the need to begin the restoration project immediately.

In response to questions from members, Denis Hulston supported a fundraising campaign to restore the wharf. He acknowledged that residents outside the immediate area might not be fully supportive, but he emphasised that the wharf was a valuable asset for the entire city and should be preserved.

Speaking under public comment, **Roger Thackeray** expressed support for the wharf restoration project. He asked for comprehensive reporting to identify potential risks and aid in resource consent. He endorsed the long term vision Taranaki Whānui ki te Upoko o Te Ika proposed.

Adam Thornton from Dunning Thornton and Bernie Warmington from Align NZ were in attendance for the item.

Adam Thornton elaborated on the Dunning Thornton report.

In response to questions from members, Adam Thornton advised that the project team had thoroughly assessed the known risks and determined that only a few uncertainties remained. He pointed out that potential risks could include the necessity for additional pile remediation and the possibility of increasing material costs.

The Director Neighbourhoods and Communities stated that, as a coastal structure, the true condition of the wharf could only be assessed once the work commenced.

In response to further questions from members, the Head of Parks and Reserves clarified that most of the wharf, including its head, fell under the jurisdiction of GWRC, which meant that GWRC must grant resource

consents for any work conducted below the high tide mark.

Bernie Warmington explained that, while GWRC was not financially responsible for the wharf, it did oversee all consent activities within the harbour area below the high tide boundary.

In response to further questions from members, the Head of Parks and Reserves confirmed that all expenditure to date, including consultant fees and investigative work, was within the \$12M budget allocation. He noted that the remaining budget was \$11.8M. He stated that the proposed QRA P95 contingency level was based on a detailed risk assessment providing a solid safety buffer.

Adam Thornton supported this view, emphasising that the wharf's simple structure would likely result in unknowns compared to similar regional projects.

In response to questions from a member, Bernie Warmington advised that some timelines outlined in the report for the resource consent process were conservative. He said the actual start date for the process would depend on the design phase's completion and detailed plans' availability. He added that extra time had been built in to allow for possible public notification and appeals, though the process might take less than 19 months. The Head of Parks and Reserves advised against opening the wharf in stages due to health and safety concerns.

The meeting adjourned at 3.39pm and resumed at 3.47pm.

The Chair provided further details about considering additional recommendations beyond those proposed by the officers.

Mayor Barry emphasised the importance of adhering to the \$12M budget and looked forward to receiving more information about the consenting process at an upcoming Council meeting. He also recognised the efforts of everyone involved.

Deputy Mayor Lewis acknowledged the lengthy process and the effort of all involved. She expressed support for the recommendations.

Cr Barratt emphasised the importance of assuring all city residents that the project would stay within budget.

Cr Tupou thanked everyone involved and acknowledged that the project was still a work in progress.

Cr Briggs suggested that the Chair, Mayor Barry, and the officers follow up on the co-governance proposal at the upcoming partnerships hui with Taranaki Whānui ki te Upoko o Te Ika.

The Chair expressed thanks for the progress made so far and looked forward to the next steps.

RECOMMENDED: (By Division) (Cr Brown/Deputy Mayor Lewis)

Minute No. CCPC 25203

"That the Committee recommends that the Subcommittee:

- (1) receives and notes this report;*
- (2) receives and notes the report from Independent Advisor Adam Thornton, attached as Appendix 3 to the report*
- (3) notes the Matrix attached as Appendix 2 to the report, which analyses the advantages and disadvantages of each option;*
- (4) notes the feedback from the Petone Community Board, the Pito One Steering Group and Save the Wharf Campaign regarding the repair/remediation of the wharf attached as Appendix 4 to the report;*
- (5) notes that as the cost assessment of the options discussed does not represent a confirmed project cost and has not yet been subject to the P95 QRA contingency rate required by the Council decision of 17 May 2024, there is an ongoing risk that the physical works exceed the indicative prices in the report;*
- (6) notes the financial information on Council's previous wharf projects outlined in paragraphs 12-13 of the report;*
- (7) notes the increased risk relating to liquefaction outlined in paragraph 42 (f) of the report;*
- (8) notes that in the Registration of Interest (ROI), there were no responses from anyone offering significantly different technology to the approach used for the other Council wharves in recent years;*
- (9) notes feedback from the public speakers at the meeting;*
- (10) notes that the Petone Community Board, the Pito One Steering Group, and the Save the Wharf Campaign support option b 'repair/remediation of reduced wharf';*
- (11) approves option b) 'repair/remediation of reduced wharf' to be progressed;*
- (12) agrees to the intention to retain as much of the wharf as possible and to avoid delays where possible;*
- (13) directs officers to make immediate arrangements for a pre-consent lodgement meeting with a view to clarifying the types of consent required for repairs and whether a split consenting approach is viable, with a repair component first and a demolition component later, and the associated risks;*

(14) agrees that two representatives of the Save the Wharf campaign be included in the meeting to represent the community; and

(15) directs officers to report back to Council on the outcome of the meeting."

The motion was declared CARRIED by division with the voting as follows:

For:

Against:

Cr Brown

Cr Morgan

Mayor Barry

Cr Barratt

Cr Briggs

Deputy Mayor Lewis

Cr Parkin

Cr Shaw

Cr Tupou

Total: 9

Total: 0

Cr Barratt and Deputy Mayor Lewis left the meeting at 3.57pm.

6. **RECOMMENDATION TO TE KAUNIHERA O TE AWA KAIRANGI
HUTT CITY COUNCIL - 29 May 2025**

Colson Street Reserve - Exchange of Land

Speaking under public comment, **Matt Young** said the proposal represented a loss of valuable reserve land. He suggested that community engagement should begin immediately, noting that it should have occurred earlier.

In response to questions from members, Matt Young suggested exploring a wider range of options for the reserve, incorporating extensive community input rather than limiting engagement to a single proposal.

Daniel Moriarty, Chief Executive of Urban Plus Limited (UPL), was in attendance for the item.

The Head of Parks and Reserves elaborated on the report.

In response to a question from a member, the Head of Parks and Reserves confirmed that public consultation would be conducted under the Reserves Act.

The Head of Urban Design added that, besides the required statutory process, officers planned to incorporate informal and formal consultation methods to encourage more interactive input. Officers agreed to present the proposed community engagement plan to the Council meeting on 29 May 2025.

The Chief Executive of UPL suggested an engagement approach that would include an educational component to convey the project's intent and ensure the community was adequately informed. He emphasised that providing broader community benefits was central to Council's mandate.

In response to further questions from members, the Head of Parks and Reserves confirmed that a contingency plan was in place should the community oppose the proposal. He noted that the plan would involve reducing the number of residential units.

Mayor Barry supported the proposal, highlighting its potential to enhance land use, increase accessibility and deliver social housing. He noted these objectives aligned with Council's values.

Cr Shaw supported the proposal's potential to assist people experiencing homelessness and improve the reserve for broader public use.

RECOMMENDED: (Cr Brown/Mayor Barry) **Minute No. CCPC 25204**

"That the Committee recommends that Council:

- (1) receives the information; and*
- (2) approves officers to commence the Reserves Act exchange of land process (under the Reserves Act 1977) of part of the Colson Street Reserve for part of adjoining Urban Plus Ltd (UPL) land, subject to officers providing a community engagement plan at the Council meeting on 29 May 2025."*

7. PITO ONE PROJECTS OVERVIEW

Report No. CCPC2025/2/60 by the Director Neighbourhoods and Communities

The Director Neighbourhoods and Communities elaborated on the report.

RESOLVED: (Cr Brown/Cr Morgan)

Minute No. CCPC 25205

"That the Committee receives and notes the information."

8. PETONE RECREATION GROUND GRANDSTAND OPTIONS WITHIN CAPPED BUDGET OF \$3M

Report No. CCPC2025/2/115 by the Parks Project Manager

The Head of Parks and Reserves elaborated on the report. He mentioned that they had not received any cost estimates yet.

RESOLVED: (Cr Brown/Cr Tupou)

Minute No. CCPC 25206

"That the Committee:

- (1) receives and notes the information;*
- (2) notes that the cost estimates were not available for this meeting;*
- (3) notes consultation that has been undertaken with the Petone Rugby Club, Pito One Steering Group and the Petone Community Board; and*
- (4) notes that a report will be considered by the Committee when options analysis has been carried out and further community consultation undertaken."*

9. PETONE NEIGHBOURHOOD HUB OPTIONS WITHIN \$5M CAPPED LONG TERM PLAN BUDGET

Report No. CCPC2025/2/114 by the Head of Neighbourhood Hubs and Library Services

The Project Manager elaborated on the report.

In response to questions from members, the Project Manager outlined plans to replace the atrium with timber walls and a skylighted metal roof to address issues related to solar gain. He noted that these upgrades would extend the building's lifespan by 40 years and confirmed that a 15% contingency was appropriate for the project.

RESOLVED: (Cr Brown/Cr Shaw)

Minute No. CCPC 25207

"That the Committee:

- (1) notes the information in this report, including the condition assessment for the Petone Hub building;*
- (2) notes additional safety measures that have recently been implemented for the glass atrium;*
- (3) notes that the project was presented at a community feedback session on 9 April 2025;*
- (4) notes that a cost estimate of \$4,938,000, excluding GST, has been received;*
- (5) agrees to proceed with the identified repairs as the cost estimate is within the \$5M budget; and*
- (6) directs officers to conduct regular budget reviews and immediately raise any risk of the capped \$5M budget being exceeded, so that re-scoping options can be considered."*

10. PROPOSAL FOR LONG TERM TELECOMMUNICATIONS LICENCE

Report No. CCPC2025/2/108 by the Leasing Coordinator

The Leasing Coordinator elaborated on the report.

RESOLVED: (Cr Brown/Cr Morgan)

Minute No. CCPC 25208

"That the Committee:

- (1) receives and notes the information; and*
- (2) approves the proposed Telecommunications licence term of 15 years on reserve land."*

11. UPDATE ON THE DEVELOPMENT OF A HOMELESSNESS DASHBOARD FOR TE AWA KAIRANGI KI TAI LOWER HUTT

Report No. CCPC2025/2/109 by the Policy Advisor

The Policy Advisor elaborated on the report, confirming that the dashboard was expected to be completed by the end of May 2025.

Cr Shaw believed the dashboard would enhance planning, funding and support efforts for the city's homeless community.

The Chair highlighted the importance of understanding homelessness in allocating resources effectively. She noted that the dashboard would strengthen the city's advocacy with other authorities and government bodies.

RESOLVED: (Cr Brown/Cr Briggs)

Minute No. CCPC 25209

"That the Committee:

- (1) notes that on 9 September 2024, the Committee agreed that officers would report back on 30 April 2025, on the development of a homelessness dashboard (the dashboard) and seek agreement to launch the dashboard in May 2025;*
- (2) notes that officers provided a Council briefing on the dashboard on 23 April 2025;*
- (3) agrees to the proposed content of the dashboard; and*
- (4) agrees to the proposed steps for launching the dashboard in May 2025."*

12. COMMUNITY OF INTEREST UPDATE: RANGATAHI

Memorandum dated 7 April 2025 by the Head of Connected Communities

The Head of Connected Communities elaborated on the report.

The Rangatahi Community Facilitator highlighted the recent Youth Inspire cohort session, which aimed to involve youth directly with Council.

Cr Briggs expressed optimism about the potential for increased engagement with rangatahi in the future.

Cr Morgan welcomed the progress of the Rangatahi Engagement Action Plan, noting that it was becoming a reality.

RESOLVED: (Cr Brown/Cr Shaw)

Minute No. CCPC 25210

"That the Committee:

- (1) receives and notes the memorandum;*
- (2) notes the progress being made against the Rangatahi Engagement Action Plan (the Plan), including the establishment of a Student Leaders' Network attached as Appendix 1 to the memorandum; and*
- (3) notes the next steps for the Plan outlined in the memorandum."*

13. EMERGENCY MANAGEMENT SIX MONTH UPDATE - FY 2024/25

Report No. CCPC2025/2/110 by the Emergency Management Advisor

The Emergency Management Advisor elaborated on the report.

RESOLVED: (Cr Brown/Cr Briggs)

Minute No. CCPC 25211

"That the Committee receives and notes the information."

14. CITY SAFETY AND CCTV UPDATE

Memorandum dated 7 April 2025 by the Head of Connected Communities

The Head of Connected Communities elaborated on the report.

In response to questions from members, the Head of Connected Communities stated that officers were aware of growing issues in Hillary Court, Naenae and were working with New Zealand Police to find solutions.

The Chair thanked the outgoing City Safety Manager and wished him well in his future endeavours.

RESOLVED: (Cr Brown/Cr Shaw)

Minute No. CCPC 25212

"That the Committee:

- (1) receives and notes the report;*
- (2) thanks Matt McKenzie for his work in the role of City Safety Manager;*
- (3) notes progress on City Safety against Long Term Plan outcomes and measures that focus on crime prevention, community resilience and safety, and business and retail safety;*
- (4) notes that Police have recently recognised Council's increased investment in CCTV and its support of Community Patrols, and acknowledged their importance in policing and crime reduction in Lower Hutt; and*
- (5) notes that crime overall in Lower Hutt is reducing, but serious crime is on the increase, with most crimes committed in the CBD."*

15. **TE NGAENGAE POOL + FITNESS - FINAL REPORT**

Memorandum dated 7 April 2025 by the Project Manager (Naenae)

The Project Manager (Naenae) elaborated on the report.

Cr Briggs congratulated the Project Manager (Naenae) for demonstrating strong project management skills. He acknowledged Mayor Barry's leadership in securing government funding and commended officers for their ongoing efforts, particularly in engaging with the community.

RESOLVED: (Cr Brown/Cr Briggs)

Minute No. CCPC 25213

"That the Subcommittee receives and notes the completion of the Te Ngaengae Pool + Fitness project, including the final report and lesson learned register."

16. **NEIGHBOURHOODS AND COMMUNITIES DIRECTOR'S REPORT**

Report No. CCPC2025/2/113 by the Director Neighbourhoods and Communities

The Director Neighbourhoods and Communities elaborated on the report.

RESOLVED: (Cr Brown/Cr Morgan)

Minute No. CCPC 25214

"That the Committee receives and notes the information."

17. **INFORMATION ITEM**

Communities, Culture and Partnerships Committee Work Programme 2025

Memorandum dated 28 March 2025 by the Senior Democracy Advisor

RESOLVED: (Cr Brown/Cr Tupou)

Minute No. CCPC 25215

"That the Forward Programme 2025 for the Communities, Culture and Partnerships Committee be received and noted."

18. **QUESTIONS**

There were no questions.

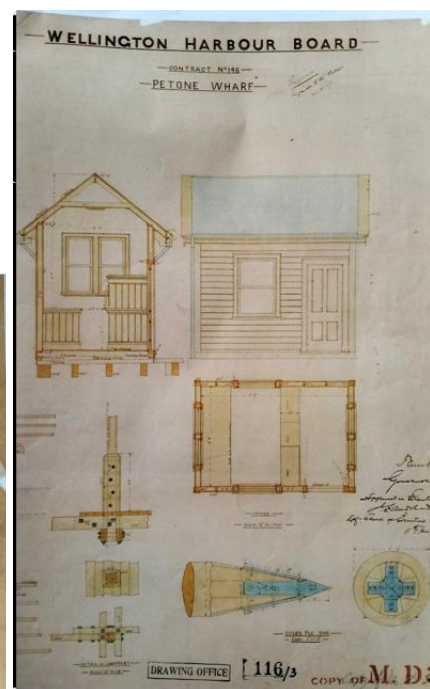
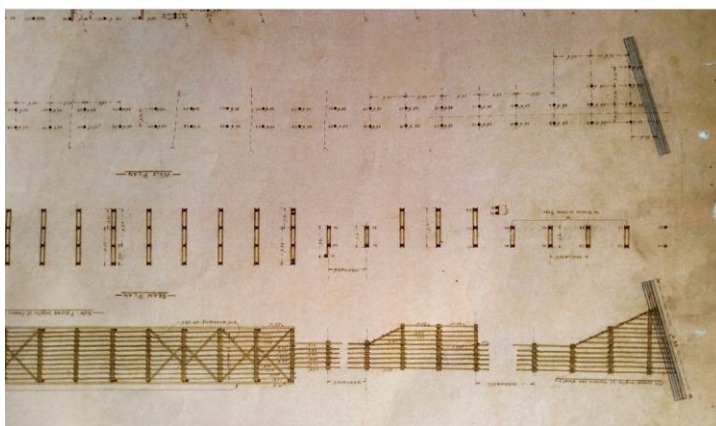
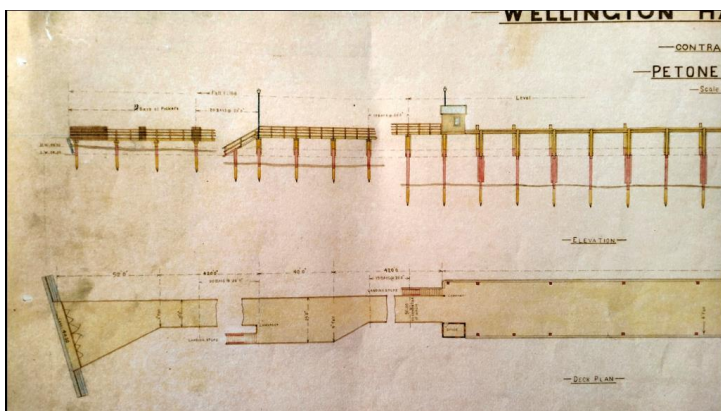
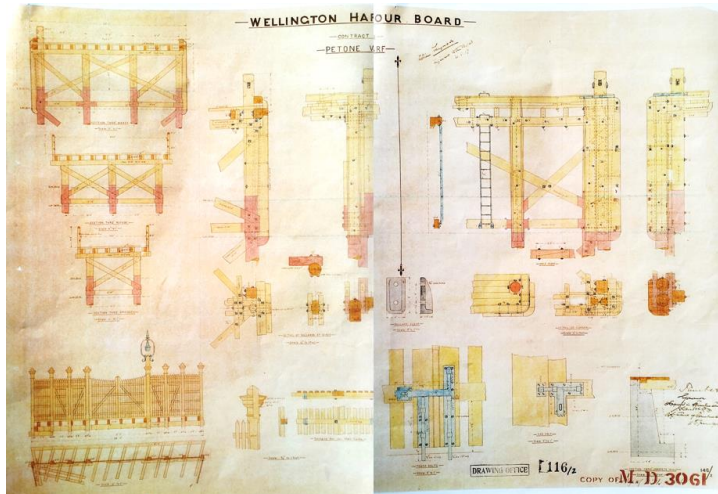
19. **CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA**

Mai te tohi rangi, ki te tohu nuku,	Of heavenly and terrestrial blessings may it
Tiaho I roto, mārāma I roto,	twinkle and shine within me and allow my
Tupu mauri ora ki te whai ao ki te ao	being to grow out into the work of life and
Mārāma	light
Haumi e, hui e tāiki e	Draw together!
	Affirm!

There being no further business, the Chair declared the meeting closed at 4.49pm.

Cr K Brown
CHAIR

CONFIRMED as a true and correct record
Dated this 29th day of May 2025





Comms and engagement plan

Project name: Colson Street Reserve Land Exchange

Date: 15 May 2025

Overview what's the project about	<p>Council is seeking community feedback on a potential land exchange (under the Reserves Act 1977) between the Colson Street Reserve (Council-owned) and adjacent land owned by Urban Plus Ltd (UPL).</p> <p>The land exchange has been identified in discussion between UPL and Council as an opportunity that would benefit both parties and the community. Reconfiguring land boundaries would provide the community a more useable recreational space with improved access and safety and would facilitate a modern medium density housing development for UPL.</p> <p>Under the Reserves Act 1977, Council is required to give one-month public notice of its intention to exchange land. In addition to this, Council will be engaging more widely with the local community.</p> <p>As part of the engagement, we will explain the pros and cons of the proposal, including a reduction in the reserve area and loss of existing trees vs better visibility and safety. We will also indicate how the community can continue to provide feedback in any future plans for the reserve if the land exchange is approved.</p>	
Who audience and stakeholders	Internal <ul style="list-style-type: none"> • Elected Members • Parks and Reserves • Urban Plus Ltd • Kahui Mana Whenua • CLT • Urban Development Team • Connected Communities • Transport Team • District Plan Team • Customer Services • Comms and Engagement 	External <ul style="list-style-type: none"> • Directly affected residents i.e. within 400m of the reserve (walkable catchment) • Schools and ECEs in the area • Mana Whenua • Community and special interest groups in the area <p>A more detailed stakeholders list is being developed (see preliminary list below).</p>

Key messages	<p>Primary message:</p> <p>We're seeking community feedback on an opportunity to re-position the Colson Street Reserve (in Avalon) from its current location at the back of houses to the corner of Hollard Grove and Colson Street.</p> <p>The proposal would lead to the creation of a more useable recreational reserve with better visibility and access from the neighbourhood. In response to the need for more housing in our city, it would also enable the development of modern medium-density housing to replace the existing Urban Plus Ltd (UPL) houses on the site.</p> <p>The proposal involves swapping UPL-owned residential land with the adjacent Colson Street Reserve, which is owned by Council [maps showing the extent and size of existing and proposed reserves will be provided].</p> <p>The exchange would decrease the overall size of the reserve but create a better-connected, more visible and safer reserve. The proposal also provides an opportunity to add better amenities, and to design the new reserve with the community.</p> <p>As housing intensification continues across our city, protecting public open spaces is crucial for community wellbeing. At the same time, our reserves need to adapt and meet the changing needs of our residents as multifunctional recreational spaces.</p> <p>Because the Council-owned land is currently designated as a recreational reserve, the proposed exchange is subject to the Reserves Act 1977. This requires a one-month public notification period. In addition to this requirement, we're keen to hear from the community before seeking approval of the land exchange from Council.</p> <p>Please share your feedback with us at haveyoursay.huttcity.govt.nz by [X] July 2025. Your feedback will help us understand whether to proceed with the land exchange.</p> <p>Examples of maps:</p> <div data-bbox="443 1435 1262 1727"> </div> <p><i>Existing</i> <i>Proposed</i></p>
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C&E activities	Key dates	Channels
	<p>29 May 2025: seeking Council approval to proceed with the engagement</p> <p>Early June: community engagement opens</p> <p>Early June: public notification process starts</p> <p>Mid-July: community engagement closes and end of public notice period</p> <p>September 2025 (TBC): seeking Council decision on land exchange</p>	<ul style="list-style-type: none"> - Door knocking adjoining properties - Letter drop (walkable area within 400m) - Website with full proposal, assessment of open space changes (pros and cons of new reserves vs status quo), size of existing and new open spaces areas, etc. - Newspaper ad and Hutt News Advertorial - Haveyoursay survey - Social media (target the area via noticeboards or ads) - Social media (via community groups) - Email schools, community and special interest groups and offer to meet - Signage: in reserve, nearby streets - Poster: nearby public spaces e.g. schools, library, sports clubs
Risks and Mitigations	Risks/issue/opportunity	Mitigation/management
	Misinformation	<p>Proactive release of information through:</p> <ul style="list-style-type: none"> - Our website (dedicated project page) - Letter - Email to schools, community and special interest groups <p>Communications Strategy</p>
	Not being able to reach out to the right people	Stakeholder mapping
	Language barriers	Communicating in other key languages used in the area using translation / interpretation

		(working with Council's Welcoming Communities Coordinator (Connected Communities) to identify relevant groups).
	People misunderstanding the Reserves Act 1977 public notice process	Consider any submission / feedback received during the engagement process as a submission under the Reserves Act process (i.e. a single process). Explain the public notice process in plain English throughout community engagement. Explain the Council decision-making process at the end of the engagement period.
	Community does not feel like they have had opportunity to provide feedback.	Additional targeted community engagement alongside the required public notification period.

Additional information

- Committee, Culture and Partnerships Committee 30 April report [Report Colson Street Reserve – Exchange of Land](#)

C&E pack (to be updated)

- Public Notice: TBD
- Web content / have your say: [Colson Street Reserve Land Exchange – draft webpage.docx](#)
- Elected Members update: Through Committee and Council meetings
- Survey questions: TBC
- Stakeholders email list: TBC
- FAQs: TBC
- Social media posts: TBC

Expanded Timeline

Date	What
15 May 2025	C&E Plan for approval.
End of May 2025	Develop: <ul style="list-style-type: none"> - Public Notice - Webpage/haveyoursay (including FAQ) - Survey questions - Content of the letter/email - Signage / poster - Stakeholder map
At one of their June meetings	Kahui Mana Whenua
Early June 2025	Community engagement opens; public notification process starts.
Early June 2025	Letter drop, door-knocking/engaging with UPL tenants and immediate neighbours.
	Signage on public sites around current reserve.
	Poster up at nearby facilities (i.e. Naenae Neighbourhood Hub)
	Social media – share directly into local Facebook groups (i.e. Avalon Lower Hutt community noticeboard)
	Email to key stakeholders including schools.

Early June to mid-July 2025	In-person engagement with community groups as requested
Mid-July 2025	Community engagement closes, public notification process ends.
Mid-August 2025	Close the loop with submitters and community.
15 August 2025	Paper due to CCP Committee (for meeting on 2 Sept).
2 September 2025	Committee decision on land exchange
30 September 2025	Council decision on land exchange
Late 2025 / early 2026	If proposal is approved – start engagement on the design of the reserve. This will have its own Engagement Plan.

Stakeholders (TBC)

Who	Interest	Approach
Residents (within 400m)	High	Letter drop/targeted engagement
Residents (Colson Street and Hollard Grove)	High	Letter drop/targeted engagement
Avalon Primary School		Letter drop / email
Life-Start Learning Centre		Letter drop / email
Discovery Pre School		Letter drop / email
Avalon Fire Station		Letter drop / email
Discovery Nursery & Cottage		Letter drop / email

Who	Interest	Approach
Avalon Intermediate		Letter drop / email
Hutt Cycle Network		Email / regular HCN meeting
Te Awakairangi Health Network		Email
Kainga Ora		Email
HCUC – St John's Avalon Uniting Church		Email

Closing the Loop

Follow guidelines in **Closing the loop plan**.

So we have a consistent process for closing the loop in every project that we engage on with community, we need to report back on:

what you said (the community),
what we did/didn't do (council),
why (the reasons, based on feedback)
and follow up with **what do you think?**

By closing the loop we increase trust by demonstrating transparency in decision making. It also allows us to identify opportunities to improve the way we close the loop.

HUTT CITY COUNCIL

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

Minutes of a meeting held in the Council Chambers,
2nd Floor, 30 Laings Road, Lower Hutt on
Tuesday, 6 May 2025, commencing at 2:00 pm

PRESENT:

Cr A Mitchell (Chair)	Mayor C Barry
Cr K Brown (from 2.17pm)	Cr B Dyer
Cr Edwards	Deputy Mayor T Lewis (Deputy Chair)
Cr K Morgan	Cr C Parkin
Cr T Stallinger	

APOLOGIES:

Cr K Brown for lateness

IN ATTENDANCE:

J Miller, Chief Executive
A Blackshaw, Director Neighbourhoods and Communities
J Griffiths, Director Strategy and Planning
A Geddes, Director Environment and Sustainability
J Kingsbury, Director Economy and Development
J Livschitz, Group Chief Financial Officer
R Hardie, Head of Strategy and Policy (part meeting)
F Gregory, Head of Customer, Communications and
Engagement (part meeting)
G Birse, Head of Enterprise Portfolio Management Office (part
meeting)
A Andrews, Manager Finance Transaction Service (part
meeting)
H Ellison, Events Lead (part meeting)
G Usoalii-Phillips, Treasury Officer (part meeting)
R Carrig, Engagement Lead (part meeting)
A Prebble, Principal Advisor City Strategy (part meeting)
K Stannard, Head of Democratic Services
V Gilmour, Democracy Advisor
J Young, Democracy Advisor

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**

RESOLVED: (Cr Mitchell/Deputy Mayor Lewis)

Minute No. PFSC 25201

"That the apology for lateness from Cr Brown be accepted."

3. **PUBLIC COMMENT**

There was no public comment.

Mayor Barry acknowledged the passing of Shane Richardson.

4. **CONFLICT OF INTEREST DECLARATIONS**

There were no conflict of interest declarations.

5. **RECOMMENDATIONS TO TE KAUNIHERA O TE AWA KAIRANGI
 COUNCIL - 29 May 2025**

a) Rates arrears write-off policy

The Manager Finance Transaction Services elaborated on the report.

In response to a question from a member, the Manager Finance Transaction Services confirmed that the Rates Arrears Write-off Policy was applied only as a last resort in cases where rates remained unpaid.

RECOMMENDED: (Cr Mitchell/Cr Stallinger)

Minute No. PFSC 25202

"That the Committee recommends Council:

- (1) adopts the proposed Rates Arrears Write-off Policy (the policy), as detailed in Appendix 1 attached to the report;*
- (2) notes that the policy will support effective debt management and financial reporting practices; and*
- (3) notes that the policy will enable officers to write off rates debt where all reasonable steps to recover it have been taken, and where it is no longer financially or legally viable to pursue recovery."*

b) Draft Events Strategy

The Events Lead elaborated on the report.

In response to a question from a member, the Events Lead advised that Council did not hold comprehensive baseline data on the economic impact of events. She noted that officers were developing key performance indicators (KPIs), including economic measures, as part of the Draft Events Strategy to enable improved assessment over time.

In response to a question from a member, the Director Strategy and Engagement advised that KPI development would occur through the corporate planning cycle. He noted that elected members would determine whether event-related KPIs were included in the Annual Plan framework. He added that many were likely to remain operational and reported separately to the Policy, Finance and Strategy Committee.

In response to questions from a member, the Events Lead advised that economic indicators in the Draft Events Strategy were primarily aimed at major events. She noted that while organisers were asked to supply basic data, officers identified simple survey tools to streamline this process. She explained that the data would support economic impact assessments using recognised formulas. She further advised that Council remained open to community-led event proposals and officers were developing an annual calendar, categorised by event type, to identify timing and genre gaps for more targeted support.

RECOMMENDED: (Cr Mitchell/Cr Parkin)

Minute No. PFSC 25203

"That the Committee recommends Council:

- (1) notes and receives the information;*
- (2) notes the Events Strategy Engagement Report attached as Appendix 1 to the report;*
- (3) notes the Hutt City Council Environmental Scan attached as Appendix 2 to the report;*
and
- (4) approves the draft Events Strategy for public consultation attached as Appendix 3 to the report."*

6. **QUARTERLY PERFORMANCE 1 JANUARY TO 31 MARCH 2025**

Memorandum dated 17 April 2025 by the Head of Enterprise Portfolio Management Office

The Head of Enterprise Portfolio Management Office elaborated on the memorandum.

Cr Brown joined the meeting at 2.17pm.

In response to a question from a member, the Head of Enterprise Portfolio Management Office advised that officers would consider accounting for seasonal variations, such as reduced activity during summer holidays and around Matariki, when next reviewing neighbourhood hub performance targets.

In response to a question from a member, the Director Environment and Sustainability advised that early technical issues with the mobile licence plate recognition system had been resolved, including incorrect AM/PM timestamps. She explained that a manual review process was now in place to ensure accuracy and that additional administrative support had been engaged to reduce delays in issuing tickets.

In response to a question from a member, the Head of Enterprise Portfolio Management Office acknowledged feedback regarding the explanation for the waste to landfill per capita target. She agreed to review the wording and underlying population data in the next quarterly report.

In response to a question from a member, the Director Economy and Development advised that a funding decision from the New Zealand Transport Agency on the next stage of the Eastern Hutt Road Resilience Project was expected by the end of May 2025. He noted that confirmation of the subsidy rate would enable officers to proceed with procurement and prioritisation of construction sites, with a proposed schedule to be reported back to Council.

RESOLVED: (Cr Mitchell/Cr Edwards)

Minute No. PFSC 25204

"That the Committee receives and notes the Quarterly Performance report for the period from 1 January to 31 March 2025, attached as Appendix 1 to the memorandum."

7. **NEW ZEALAND LOCAL GOVERNMENT FUNDING AGENCY - DRAFT
STATEMENT OF INTENT 2025-2028 AND HALF YEAR PERFORMANCE RESULTS**

Report No. PFSC2025/2/61 by the Treasury Officer

The Treasury Officer elaborated on the report.

RESOLVED: (Cr Mitchell/Cr Brown)

Minute No. PFSC 25205

"That the Committee:

- (1) notes the Local Government Funding Agency (LGFA) board has submitted a draft Statement of Intent (SOI) for the three years 2025 - 2028 as attached as Appendix 2 to the report, in accordance with the Local Government Act 2022;*
- (2) notes that officers do not have any suggested changes to the draft Statement of Intent;*
- (3) agrees that there are no suggested changes to the Draft Statement of Intent; and*
- (4) notes and receives the LGFA half year report to 30 December 2024, attached as Appendix 4 to the report."*

8. **DRAFT ENGAGEMENT PRINCIPLES AND UPDATE ON THE ENGAGEMENT UPLIFT PROJECT**

Report No. PFSC2025/2/121 by the Engagement Lead

The Engagement Lead elaborated on the report.

In response to a question from a member, the Engagement Lead advised that no additional funding was currently anticipated for implementing the draft Engagement Principles, with the focus being on consistent processes and tools. She added that future funding requirements would be reported through the appropriate channels.

RESOLVED: (Cr Mitchell/Cr Morgan)

Minute No. PFSC 25206

"That the Committee:

- (1) receives and notes the report and progress made on the engagement uplift project;*
- (2) notes the importance of this work in building trust and achieving effective engagement, increased representation, and civic participation;*
- (3) notes feedback received from the community and elected members has been reflected in the draft Engagement Principles;*
- (4) approves the draft Engagement Principles (set out in paragraph 16 of the report) for inclusion in the Engagement Framework under development; and*
- (5) notes that there are no further directions to officers to progress the development of the Engagement Framework and Action Plan, which will be underpinned by the Engagement Principles and Te Ao Māori."*

9. **UPDATE ON THE DEVELOPMENT OF TŌ TĀTOU TĀONE 2055 | OUR CITY 2055 (THE CITY STRATEGY)**

Report No. PFSC2025/2/122 by the Principal Advisor City Strategy

The Principal Advisor City Strategy elaborated on the report.

In response to a question from a member, the Principal Advisor City Strategy acknowledged feedback regarding the values, especially the clarity of *Karawhiua* (agent of change) and that there may be too many vision and goal statements, making it difficult for readers to engage easily. She highlighted that the feedback would be presented to the City Leadership Group for further consideration.

In response to a question from a member, the Principal Advisor City Strategy advised that the current City Leadership Group had been established to support the development of the City Strategy through to the end of the year. She confirmed that the group's membership would be reviewed and that changes to the group were anticipated.

The Chair suggested that the vision statements in paragraph 8 of the report:

- include reference to social cohesion or community connection in 8(d);
- make 8(g) more aspirational by adding “where indigenous biodiversity thrives”; and
- clarify in 8(h) that “net zero” refers specifically to greenhouse gas emissions.

In response to a question from a member, the Principal Advisor City Strategy explained that the current material was a high-level snapshot and that the full strategy would clearly set out outcomes and associated measures. She confirmed that the City Strategy would be designed to track progress through defined targets aligned with the vision for 2055.

RESOLVED: (Cr Mitchell/Cr Brown)

Minute No. PFSC 25207

“That the Committee:

- (1) notes that Tō Tātou Tāone 2055 – Our City 2055 (the City Strategy) is a long-term strategy for Te Awa Kairangi ki Tai Lower Hutt, which is being developed to provide a shared vision for the city’s future;*
- (2) notes that a City Leadership Group is leading the development of the City Strategy (refer to Appendix 1 attached to the report);*
- (3) notes the draft values, vision and goals for the City Strategy, which will be tested with community members in May 2025;*
- (4) provides feedback, as discussed in the meeting, on the City Strategy’s values, vision, and goals to the City Leadership Group for consideration as they develop the draft Strategy for broader public engagement; and*
- (5) notes that broader public engagement on the draft City Strategy is planned for August 2025.”*

10. **STRATEGY AND POLICY WORK PROGRAMME 2025 UPDATE**

Report No. PFSC2025/2/123 by the Head of Strategy and Policy

The Head of Strategy and Policy elaborated on the report.

RESOLVED: (Cr Mitchell/Deputy Mayor Lewis)

Minute No. PFSC 25208

“That the Committee:

- (1) notes the programme of work that the Strategy and Policy business unit has delivered through to 1 May 2025, attached at Appendix 1 to the report;*
- (2) agrees to the priority projects outlined in Table 1 of the report; and*
- (3) notes the three-year view of the strategy and policy work programme attached at Appendix 2 to the report and provides any feedback to officers.”*

11. INFORMATION ITEM

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

Memorandum dated 3 April 2025 by the Senior Democracy Advisor

RESOLVED: (Cr Mitchell/Cr Morgan)

Minute No. PFSC 25209

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

12. QUESTIONS

There were no questions.

13. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA

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

There being no further business, the Chair declared the meeting closed at 2.54pm.

A Mitchell
CHAIR

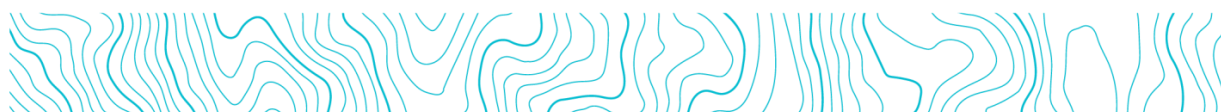
CONFIRMED as a true and correct record
Dated this 29th day of May 2025



Rates Arrears Write-off Policy

Business unit(s) & Division(s)	Finance, Finance Transaction Services
Date adopted	TBC (once approved)
Date effective	TBC (once approved)
Review period	
Owner	Group Chief Financial Officer (Group CFO)
Approved by	Corporate Leadership Team
Implementation	Finance Transaction Services Manager
Monitoring/Evaluation	Finance Transaction Services Manager

Archived Version (of adopted policy)	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)



Purpose

1. The purpose of the policy to establish clear guidelines for the write-off of rates arrears in accordance with the provisions of the Local Government (Rating) Act 2002. This policy aims to ensure that the process is fair, transparent, and consistent, while also recognising the financial realities faced by ratepayers and the need for the Council to manage its revenue effectively.

Scope

2. This policy applies to all ratepayers that owe rates to the Council. It includes general rates, targeted rates, and any penalties and/or interest accrued on unpaid rates.

Definitions

3. **Rates Arrears:** Unpaid rates, including general rates, targeted rates, and any penalties or interest accrued.
4. **Māori Freehold Land:** Land that has been designated as Māori freehold land under the Te Ture Whenua Māori Act 1993.

Policy Principles/Standards

5. The Council recognises that in certain circumstances, it may be appropriate to write off rates arrears that are deemed uncollectible. This policy outlines the criteria and procedures for such write-offs.
6. The Chief Executive of the Council has the authority to write off any outstanding rates that, in their opinion, cannot reasonably be recovered. This authority can be exercised following an application by the ratepayer or on the Chief Executive's own initiative. The Chief Executive may delegate

this power to any specified officer of the Council but cannot delegate the power to delegate.

7. This policy provides guidance to help inform an opinion on when rates cannot reasonably be recovered. This will ensure a greater degree of consistency and reduce the risk of any potential unfair and/or arbitrary approach.

Criteria for Write-Off

8. Rates arrears may be considered for write-off under the following circumstances:
 - a) **Māori Freehold Land:** Rates arrears on Māori freehold land may be written off in accordance with sections 90A to 90D of the Local Government (Rating) Act 2002 (the Act or LGRA). This includes situations where the rates cannot be recovered, the owner is deceased, or other specific conditions as outlined in the Act.
 - b) **Unrecoverable Debt:** Where all reasonable efforts to recover the debt have been exhausted, rates may be considered for write off. Reasonable efforts include but is not limited to:
 - Issuing reminder and final demand notices;
 - Attempting to contact the ratepayer through available channels (mail, phone, email etc);
 - Offering and monitoring payment arrangements;
 - Referring the debt to collection agencies;
 - Legal recovery actions available under the LGRA.

A debt may be considered unrecoverable in circumstances including, but not limited to:

- Unpaid rates on properties over seven years:
- Situations where the proceeds of sale on a property sold via rating or abandoned land sale/lease is insufficient to cover the full rates arrears and the associated costs as prescribed in section 75 and 82 of the LGRA, any outstanding arrears.

Implementation

9. To give practical effect to this this policy, the following steps will apply on receipt from a ratepayer to write-off rates:
- i. **Assessment:** The Rates Team will assess the rates arrears against the criteria outlined above. This assessment will include a review of the ratepayer's payment history, financial situation, and any relevant documentation.
 - ii. **Recommendation:** A recommendation for write-off will be prepared by the Rates Team and submitted to the Group Chief Financial Officer for review and approval.
 - iii. **Approval:** The Group Chief Financial Officer will approve the write-off up to a value of \$10,000. In cases where the amount exceeds \$10,000, the recommendation will be escalated to the Chief Executive for final approval.
 - iv. **Documentation:** All write-offs will be documented, including the reasons for the write-off and the approval process. This documentation will be retained for audit purposes.
 - v. **Notification and Reasons:** Although section 90B (2) only requires notice to the ratepayer of any write-off, it is good practice to also follow the approach in section 90A(3) and provide written reasons to the applicant for the decision to write off, or not to write off, the rates specified in the application. For an application by the ratepayer to write off rates that cannot reasonably be recovered, the notification and reasons must be provided within 30 days of receiving the application.
 - vi. **Reporting:** A summary of rates arrears write-offs will be included in the Council's financial statements and reported to the Policy, Finance and Strategy Committee on a quarterly basis.

Related Documents

[Rating Sales Policy - June 2021](#) - this policy outlines the process on recovery of unpaid rates through rating sales. The Rates Arrears Write-off policy



DRAFT Events Strategy

2025 – 2034



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Nā Te Koromatua | From the Mayor

Takina te pō, takina te ao Mārama
Takina ngā wai tukukiri o Te Awa Kairangi
Tākaia ngā here, hei herenga tangata,
hei herenga kairangi
Tihei mauri ora.

Kei te Mana Whenua o te takiwa nei, e rere ana ngā maioha ki a koutou, mō koutou e kaha toutou nei i te ahi kia mura, kia whita, kia tae kōunga o te mana akiaki ki te nui e noho nei ki Te Awa Kairangi ki Tai.

As Mayor of Te Awa Kairangi ki Tai Lower Hutt, I'm pleased to introduce the Events Strategy 2025–2034.

This strategy sets a clear direction for how Hutt City Council will attract, support, and enable events that drive economic activity. We want to create opportunities for local businesses, boost visitor spending, and ensure events deliver measurable value.

We want event organisers, promoters, and partners to know that Lower Hutt is open for events. We're committed to working together to reduce barriers, streamline processes, and actively support the delivery and promotion of successful events.

Whether you're planning a large-scale festival or a niche gathering, our city is ready to host.

Through this strategy, we aim to create a thriving events calendar that draws people into the city, encourages them to stay longer, and spend locally. Events benefit the local economy including hospitality, retail, accommodation, and local services.

Thank you to the businesses, community representatives, and residents who helped shape this strategy. Your input ensures we are targeting real opportunities for growth.

Te Awa Kairangi ki Tai is a city ready to welcome, host, and grow with events. Let's get to work.

Ngā mihi nui,

Campbell Barry
Mayor of Lower Hutt

Kupu Whakataki | Introduction

Welcome to our events strategy.

Events play a big role in shaping the vibrancy and wellbeing of Te Awa Kairangi ki Tai Lower Hutt. They bring people together, celebrate who we are, and reflect the diversity and creativity of our community. From small neighbourhood gatherings to large city-wide festivals, events help create a sense of connection and pride.

They also bring wider benefits – supporting local businesses, attracting visitors, and boosting our city's profile.

To make sure we're making the most of these opportunities and continuing to support events that matter to our people, we're re-focusing our events strategy. Guided by the strategic direction of Council's Long-Term Plan – which outlines our core purpose, principles and priorities – this strategy will direct how we plan, support, and deliver events in the years ahead.

Our draft events strategy (the strategy) recognises the impact events can have on promoting social, cultural, and economic wellbeing. It identifies our key goals, desired outcomes, focus areas, and the action required to bring this strategy to life.

See our strategy at a glance on page 10 and read on to understand our focus areas and delivery plan.

Te Horopaki o te Rautaki | Strategic Context

Events landscape

The events landscape has significantly changed over the last few years, shaped by the impacts of COVID-19, rising costs, and wider financial pressures, including the cost of living. In response, our events strategy is charting a new course to expand the city's festivals and events through partnerships to support and enable events rather than Council being the primary organiser.

We've analysed the current environment to understand how events can be successful. These insights, along with feedback from some of our key stakeholders, have helped shape our strategy.

Key insights:

- **Events support economic development and drive visitation**
- **Successful events are developed from within – involve local people, have a connection to 'place'; build on local creative, natural and community assets; have genuine connection to 'place'**
- **Strong community support and cultural alignment are critical to event success – focusing on local heritage, iwi partnerships, and co-design of initiatives adds authenticity and fosters pride**
- **A streamlined and well-supported event approvals and facilitation process is essential to successful event planning and execution**
- **Marketing support is critical – effective digital marketing, influencer promotion, and cross-regional collaboration are needed to drive visitation**
- **Setting and forgetting is unsustainable – events require ongoing innovation and development to thrive**
- **'Signature' or 'anchor' events help shape regional identity**
- **Year-round events programming reduces seasonality impacts**
- **Investment in venues, transport & accommodation is essential and requires solid partnerships**

Market trends

To help us operate in the changing events landscape our strategic planning considered broader market trends, highlighting both opportunities and challenges shaping the events sector. These trends also reflect insights from the events landscape and our engagement.

Market Analysis – key trends:

- **Compliance and complexity** – event organisers are struggling to navigate increasingly complex regulatory environments
- **Inclusive events** – ensuring events are inclusive – accommodating diverse audiences and enhancing accessibility is an increasing focus for event planners and an expectation of event consumers
- **Changing artist preferences** – live performance artists are prioritising limited run stadium tours over extended touring schedules
- **Changing consumer preference** – consumers are prioritising events that connect, transform and engage; smaller more intimate events, participation events, events that connect attendees with a ‘community of interest’
- **Sustainability** – is increasingly a business priority and consumers are demanding that measures to eliminate waste, limit carbon emissions, amplify social, economic and environmental impacts are considered
- **Cost pressures** – inflation and cost of living pressures are increasing costs for event organisers and promoters and impacting consumer demand. Event organisers are looking to fewer, smaller and shorter events to maintain engagement while achieving acceptable returns. Consumers are making choices.
- **Data-driven decision-making** – event organisers are increasingly leveraging data to assess attendee engagement and optimise event delivery
- **Technology** – Artificial Intelligence is emerging as a disrupter and enabler; revolutionising event planning and delivery, enabling delivery of personalised experiences, enhancing engagement, and supporting delivery of hybrid events

Local context

Our analysis of the events landscape and market view have been applied to the local context of Lower Hutt. We looked at our strengths and weaknesses and identified a range opportunities and challenges that have helped shape our strategy.

Insights indicate that Lower Hutt currently lacks a clear 'events brand' and that there are gaps and limitations in events infrastructure, including availability of accommodation. However, our city also has some great assets, and with the right guidance, we can use them to shape a strong, sustainable events brand that stands out in the region.

Lower Hutt events landscape:

- **A relaxed, accessible and welcoming atmosphere**
- **Diverse neighbourhoods and community groups from which to foster new cultural and community events that are authentic to Lower Hutt**
- **A motivated audience for youth-centred live performance, sporting and lifestyle events**
- **A wide range of high-quality outdoor venue spaces**
- **A range of established and emerging urban trails suitable for new participation events**
- **Easy transport links to Wellington City**
- **An attractive precinct for business events in the city centre**
- **A portfolio of established events, with potential for further growth and development**

Translating insights into strategy

Our analysis has helped shape our strategy by providing critical insights into the current environment and identifying what supports delivery of successful events. This comprehensive analysis highlighted key market trends and local opportunities and challenges. By understanding these factors, we can set realistic and achievable goals that focus our energy and resources on actions that will deliver desired outcomes. Our strategy responds to the current environment while proactively positioning us to support the delivery of successful, sustainable, and community-aligned events in the future.

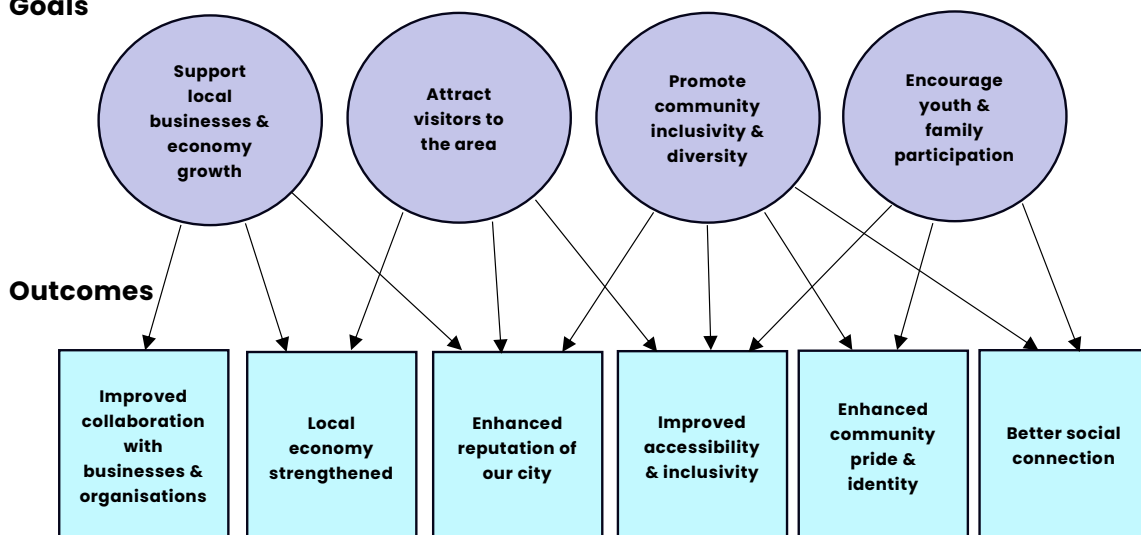
Mahere Rautaki | Strategic Framework

The strategic framework outlines our shared purpose, goals, outcomes, and focus areas that will guide our support and facilitation of events.

Purpose

To foster the creation of memorable events that connect people, celebrate place, and contribute to a thriving city for all

Goals



Focus Areas



Our focus areas have been designed to deliver each of our goals and desired outcomes. The following sections explain each focus area, their rationale, what actions are recommended, and the expected benefits.

Aronga 1 | Focus Area – 1

Make it easier to work with us



We will create an environment that is welcoming and supportive of events. We will streamline processes, reduce barriers, and provide clear guidelines to make it easier for organisers to plan and execute their events.

What will this look like?

This Focus Area involves:

- Improving our communication and processes to provide clarity for access to funding
- Developing event guidance to support more streamlined processes for event organisers utilising Council venues
- Developing toolkits to support event planning and help to navigate red tape
- Facilitating One Council approach to make planning and executing events easier

How will the city benefit?

This Focus Area will achieve:

- Increased event and economic activity because Lower Hutt is a more attractive place to host events
- Greater variety of events hosted
- Stronger community engagement
- Organisers and attendees more likely to return leading to greater sustainability of events calendar
- Improved accessibility and inclusivity for events
- Improved reputation as a place to host events

Aronga 2 | Focus Area – 2

Actively seek sustainable partnerships



We will build strong, collaborative relationships with event promoters and communities that encourage long-term commitment and secure annual or regular events. We will work effectively with partners to find ways to building sustainable relationships.

What will this look like?

This Focus Area involves:

- Proactively socialising the events strategy
- Developing multi-year agreements with key partners to provide certainty for events support
- Review funding strategies and investigating options for accessing other sources of events funding
- Committing annual budgets to specific community events, including Matariki Puanga
- Building networks to help connect promoters, businesses, and our communities
- Utilising engagement insights to target attraction of popular events
- Working with partners to innovate and develop multi-year events

How will the city benefit?

This Focus Area will achieve:

- Greater economic benefits for more businesses
- Greater collaboration fosters a sense of belonging and pride
- Encourage organisers to bring larger and more diverse events
- Greater certainty of regular/annual events in the city
- Stronger community engagement and better social connections
- Improved reputation as a place to host events
- More events that people want to attend
- Regular events continue to thrive

Aronga 3 | Focus Area – 3

Attract and grow events in the city



We will attract and grow events that contribute to a liveable city, vibrant neighbourhoods, and are inclusive and accessible to all. We'll build on our strengths to develop a thriving calendar of events that attracts visitors and offers opportunities for residents and businesses.

What will this look like?

This Focus Area involves:

- Collaborating with partners to develop a thriving calendar of events
- Investigating expanding the use of SOLUS as the platform for an annual calendar
- Developing year-around programming of events
- Engaging with regional partners to participate in regional event planning
- Coordinating opportunities to leverage regional opportunities in Lower Hutt
- Utilising engagement insights to target attraction of popular events
- Supporting a One Council approach to promote activation of the city centre

How will the city benefit?

This Focus Area will achieve:

- Enhanced reputation as a host city
- Improved accessibility and inclusivity for visitors and residents
- Opportunities for businesses to align activities with scheduled events
- Opportunities to host events that complimentary regional activities
- More coordinated approach to delivery of events and opportunities to target new events to fill gaps
- More events that people want to attend
- Greater vibrancy in our city and neighbourhoods
- Greater pride in our identity

Aronga 4 | Focus Area – 4

Enable and support grass-roots activities



We will collaborate with communities to support their efforts in delivering inclusive, accessible and diverse events that showcase our identity. This is an opportunity to apply the initiatives of focus areas 1, 2, 3 and 5 specifically for community-led events, supporting our culture, identity, diversity and empowering all communities to thrive.

What will this look like?

This Focus Area involves:

- Working collaboratively with local people to build on local creative and community assets that strengthen connection to our place
- Identifying appropriate channels for communicating with diverse communities
- Facilitating mentorship for community organisations that want to grow their events
- Ensuring funding for community events are accessible to all
- Developing toolkits and guidance to support community event planning and help to navigate red tape
- Supporting events that celebrate our cultural diversity and showcase our identity
- Telling our stories

How will the city benefit?

This Focus Area will achieve:

- Empowering communities to more easily organise events
- Improved accessibility and inclusivity to events for communities
- Enhanced sense of belonging and pride, better social connection and cohesion
- Improved collaboration among different community groups, leading to stronger and more resilient communities
- Greater opportunities to showcase local talent
- Celebration of diversity of our communities
- Building our events brand through showcasing things that make our place unique

Aronga 5 | Focus Area –5

Enhance the marketing and promotion of events



We will raise the profile of events to attract larger, more diverse audiences. We will develop a clear plan for marketing and promotion, and work with our partners to understand how Council can support the promotion of individual events.

What will this look like?

This Focus Area involves:

- Developing a marketing plan for major events in Lower Hutt
- Identifying how we can support local businesses to benefit from planned events
- Developing our website to support the marketing and promotion of events
- Collaborating with our communities to understand how best to communicate and support marketing of community-led events
- Create collateral that promotes Lower Hutt to event organisers and attendees
- Exploring best channels for communication of events

How will the city benefit?

This Focus Area will achieve:



- Attract more visitors who will spend money in the local economy
- Enhanced reputation as a host city
- Improved accessibility and inclusivity for visitors and residents
- Providing opportunities for businesses to benefit from planned events
- Raised awareness of the diverse range of events that are promoted in the city and potential for greater social connection
- Opportunities to attract sponsors and investors
- More events that people want to attend



Mahere Mahi | Action Plan


This section outlines how we will deliver our focus areas through actions. Some actions are funded through the events budget for FY 2025/26, while others will be prioritised in future financial years.

We recognise that not all the work can happen at once, so we'll be taking a staged approach over the next three years. Where actions are intended to be implemented in FY 2025/26 the plan indicates the quarter the work will take place. Beyond FY 2025/26, the plan will be reviewed and updated timescales confirmed.

Some actions are fully within our remit, while others require collaboration with different agencies and partners. This list is not exhaustive and does not include all actions to deliver the events strategy. It focuses on the most significant initiatives and will be reviewed and updated annually to ensure continued delivery of strategic outcomes.

Action Plan		
 Make It easier to work with us		
Action	Timeframe	Delivered by
Develop Communication & Engagement Plans for all event fund budgets	FY25/26 Q1 & Q2	HCC Events & Corporate Communications Teams
Develop web page to support event funds	FY25/26 Q2	HCC Events & Customer Teams
Create event guides and prospectus for Council venues to support logistics of hosting events	FY25/26 Q3 & Q4	HCC Events, Parks & Reserves, Libraries & Hubs Teams
Develop toolkit to support events planning	FY25/26 Q2 & Q3	HCC Events with support from relevant HCC Teams
Coordinate Council and agency partners to support delivery of events, including providing key contacts and liaising with external agencies	Ongoing	HCC Events, Regulatory Services and external agencies such as Metlink
 Actively seek sustainable partnerships		
Action	Timeframe	Delivered by
Proactively socialise HCC events strategy to prospective and existing event promoters, funders, sponsors, service providers and community groups	FY25/26 Q1	HCC Events Team, Business & Economy Team and Connected Communities Team
Develop a major events framework to provide a clear framework for event prioritisation and	FY26/27	HCC Events Team

investment, including criteria that prioritises focus areas		
Identify opportunities for multi-year agreements with key partners to provide certainty for events support	FY25/26 Q3 & Q4	HCC Events Team
Implementation of Communications & Engagement Plans for community events	FY25/26	HCC Events Team and Corporate Communications Team
Work in partnership to identify collaborative funding opportunities where mutually beneficial outcomes can be achieved	FY26/27	HCC Events Team, WNZ, SportNZ, Nuka Ora
Work with Mana Whenua to identify and support opportunities to grow and develop events that reflect Māori culture including Te Rā o te Raukura and Matariki Puanga	FY25/26 Q1 & ongoing	HCC Events Team, Te Tira Māori & Te Ātiawa
Create opportunities for events promoters to support community-led event organisation through workshops	FY27/28	HCC Events Team, Connected Communities Team and key partners
Develop marketing and visitor attraction material to support event promoters operating in Lower Hutt	FY25/26 Q3 & Q4	HCC Events Team, Business & Economy Team and key partners
 Attract and grow events in our city		
Action	Timeframe	Delivered by
Develop a plan for engaging with Wellington NZ and Council's within Wellington region to participate in regional event planning	FY26/27	HCC Events Team and WNZ
Develop annual calendar of events to be published on Council's web site. Investigate options for utilising HCC Event Management App (SOLUS)	Commence FY25/26 Q3 & Q4	HCC Events Team, Connected Communities Team and key partners
Utilising the calendar of events and our measures of success, identify gaps and target events that complement our calendar	FY26/27	HCC Events Team, Connected Communities Team and Business & Economy Team
Establish working group with HCC Business & Economy Team to support activation in the city centre	FY25/26 Q2 & ongoing	HCC Events Team and Business & Economy Team
Develop strategy to coordinate opportunities to leverage events hosting in Wellington	FY27/28	HCC Events Team and WNZ
 Enable and support grass-roots activities		
Action	Timeframe	Delivered by
Identify appropriate channels for communication with communities of interest	FY25/26 Q2	HCC Events Team, Connected Communities Team and key partners
Develop toolkits and guidelines to support community events	FY25/26 Q2 & Q3	HCC Events Team and Connected Communities Team

Develop clear criteria and application processes for community event funding	FY25/26 Q1	HCC Events Team and Connected Communities Team
Create opportunities for events promoters to support community-led event organisation through workshops	FY26/27	HCC Events Team, Connected Communities Team and key partners
Establish working group with HCC Connected Communities Team to enable partnership approach to community-led events	FY25/26 Q3	HCC Events Team and Connected Communities Team
Tell our stories; work in partnership with HCC's Connected Communities team and our communities of interest to help instil pride in the community and support for community-led events	FY26/27	HCC Events Team, Corporate Communications Team and Connected Communities Team
 Enhance the marketing and promotion of events in our city		
Action	Timeframe	Delivered by
Develop a marketing plan for major events in Lower Hutt to promote events to Lower Hutt residents, including actions to benefit local businesses and an audience development plan to build connections with harder to reach communities	FY26/27	HCC Events Team and Corporate Communications Team
Develop the Council website to support the marketing and promotion of events in Lower Hutt	FY25/26 Q3	HCC Events Team and Customer Service Team
Develop a plan for investing in Flagtrax and an annual plan for the display of flags across the city	FY27/28	HCC Events Team and Corporate Communications Team
Attend trade events	FY26/27	Events Team
Implement social media campaigns in accordance with Communication & Engagement Plans	Ongoing	HCC Events Team and Corporate Communications Team
Investigate opportunities to utilise Hutt Valley NZ to promote events and related experiences to broaden the economic impact	FY25/26 Q2	HCC Events Team and Business & Economy Team

Te tātari i te kairangi o ngā mahi | Measuring Success

We want the strategy to be successful, so we are establishing clear qualitative and quantitative metrics to evaluate the effectiveness and impact of our events. This will help us identify areas for improvement and ensure that our events consistently achieve positive outcomes for our communities.

Post-event reporting will be required for events that receive Council funding. We will collaborate with all event organisers to gather data from events hosted in our city, enabling us to assess their success effectively.

Measuring and evaluating the success of events will:

- Enable opportunities to strengthen the local economy through targeting events that deliver economic benefits
- Direct Council funding to events that improve the social and cultural wellbeing of our communities
- Assist us to allocate resources more efficiently and focus on the most impactful activities
- Enable us to adapt our strategy and be responsive to change

Additionally, enhanced baseline data, including an annual calendar detailing the number and types of events, will enable us to more effectively target new opportunities and report on improvements. This approach will enable us to continually improve and enhance the contribution of events to making Lower Hutt a thriving community for all.

Tātari me te Arotake | Monitoring and Review

Successful delivery of the outcomes in this strategy relies on regular evaluation, monitoring, and review of progress.

To ensure that the strategy remains 'fit for purpose' and responsive to change, a full review of the strategy will be undertaken every three years. Due to the close link between funding and delivery, the action plan will be reviewed and updated each year.

Āpitihanga 1 | Appendix 1:

Reference documents

[Mahere Tekau Tau Our 10 Year Plan 2024–2034 \(Long Term Plan\)](#)

[Rautaki Whakatipu Sustainable Growth Strategy 2025 – 2055](#)

[Te Herenga Kairangi the Interwoven Ambition to Thrive](#)

[Hutt Valley Tourism Action Plan, 2021 – 2024](#)

[Events Strategy Engagement Report, March 2025](#)

[Hutt City Council Events Strategy Environmental Scan, March 2025](#)

Angus & Associates

BACK COVER



21 May 2025

Report no: HCC2025/2/142

Appointment of Directors to Seaview Marina Limited and Urban Plus Limited

Purpose of Report

1. The purpose of this report is to inform Council about the recommended appointments by the Selection Panel to fill the vacancies on the Boards of Seaview Marina Limited (SML) and Urban Plus Limited (UPL).

Recommendations

It is recommended that Council:

- (1) receives and notes the information;
- (2) approves the appointment of Dr Sarah Rusholme to the Board of Seaview Marina Limited (SML) for a term of three years from 30 May 2025 until 1 June 2028, because her exceptional skills and experience will be valuable in guiding the Board to achieve the company's objectives;
- (3) approves the appointment of Kit Nixon to the Board of SML for a term of three years from 30 May 2025 until 1 June 2028, because his exceptional skills and experience will be valuable in guiding the Board to achieve the company's objectives;
- (3) reappoints Rick Wells as Director of SML for a term of two years from 2 July 2025 expiring on 30 November 2027, to preserve essential institutional knowledge and consistency of leadership required for the ongoing success of SML; and
- (4) approves the appointment of Angelique Jackson to the Board of Urban Plus Limited for a term of three years from 30 May 2025 until 1 June 2028, because her exceptional skills and experience will be valuable in guiding the Board to achieve the company's objectives.

Background

Seaview Marina Limited (SML)

2. SML is 100% owned by Council. Seaview Marina is a rapidly developing, modern, safe, and well-serviced marina catering to vessels ranging from 24 metres to trailer boats. It provides the most extensive hardstand and haul-out facilities for both commercial and pleasure craft in Wellington. The marina's goal is to meet customers' needs by offering a wide range of affordable services in a pleasant environment.

3. The Constitution of SML (2024) specifies that, unless otherwise determined by a resolution of the shareholder, the minimum and maximum number of Directors is two and six, respectively.
4. The Board currently consists of three independent Directors and one Council Director.

Name	Role	Expiry of term
Pamela Bell	Director	1 July 2025
Rick Wells	Director	1 July 2025
Deputy Mayor Lewis	Director (Council representative)	10 October 2025
Peter Steel	Director (Chair)	29 May 2027

Urban Plus Limited (UPL)

5. UPL is 100% owned by Council. It is a multifaceted property management and development company predominantly focused on social and public housing outcomes along the housing continuum.
6. UPL owns and manages a rental housing portfolio of approximately 200 units within various areas of Lower Hutt, aimed at providing housing for the low-income elderly, whereby it charges below-market rents.
7. UPL procures and develops land/property with multiple outcomes in mind, such as:
 - developing and releasing discounted housing for the first home buyer and owner-occupier target markets,
 - working with key partners to develop and supply new community housing
 - growing its own housing stock to provide more options in the long term rental space.
8. Unless otherwise determined by a resolution of the shareholder, the minimum and maximum number of Directors is two and six, respectively.
9. The Board currently consists of five independent Directors and one Council director.

Name	Role	Expiry of term
Peter Fa'afiu	Director	1 July 2025
Councillor Brown	Director (Council representative)	9 December 2025
Phillip Jacques	Director	30 May 2026
Pamela Bell	Director	29 September 2026
Peter Glensor	Director	29 September 2026
Cameron Madgwick	Director (Chair)	1 July 2027

Appointment and Remuneration of Directors Policy (the policy)

10. The process for appointing Directors to Council-controlled organisations (CCOs) is outlined in Council's policy. This process is primarily managed by a Selection Panel, which may consist of an elected member of the Shareholder, Board Chair (if appropriate), Chief Executive or senior officer(s), relevant external experts, and HR specialists if necessary.
11. The Selection Panel has various responsibilities under Council policy, including overseeing the advertising and promotion of positions, shortlisting and interviewing candidates, and recommending appointments to Council.

Discussion

Seaview Marina Limited

12. The appointment term for the two independent Directors at SML, Pamela Bell and Rick Wells, expires on 1 July 2025.
13. There is a requirement, therefore, to appoint independent Directors to the CCO.
14. Advertisements via the Institute of Directors, the Hutt News and the Hutt City Council website sought applications from suitably skilled and experienced people to fill these vacancies.
15. In addition to seeking applicants with a wide-ranging set of skills and experience relating to marina development and marina management, and who can contribute effectively to wider social, environmental and sustainability outcomes, strong marketing skills were sought.
16. A Selection Panel was established, consisting of the Mayor, Chief Executive and the Chair of SML. This panel is responsible for shortlisting and interviewing candidates for the SML vacancies and reviewing the need to reappoint any current independent Directors whose terms are expiring.
17. The SML Selection Panel considered applications from candidates and recommended that Dr Sarah Rusholme and Kit Nixon be appointed independent Directors on the SML Board.
18. Dr Sarah Rusholme brings a broad range of skills and experience, including being a chartered member of the Institute of Directors, a Trustee of Te Manawa Museum, and a Trustee on the Okiwi Eastbourne-Bays Community Trust. Dr Rusholme has a strong track record in brand building and fundraising. These skills complement the existing expertise on the Board of SML.
19. Kit Nixon is a member of the Institute of Directors. He has extensive governance and management experience in the maritime tourism industry in the Bay of Islands, Auckland and Fiji. Kit has local government experience in destination marketing, commercialising, and developing publicly owned tourism facilities. He was also an independent advisor on the South Wairarapa District Council's finance, audit and risk committee for three

years. Kit's skills and experience complement the existing expertise on the Board of SML.

20. Referee checks have been undertaken for both potential Directors, and the feedback has been positive, confirming their suitability for the roles.

Urban Plus Limited

21. The appointment term for UPL's independent Director, Peter Fa'afiu, expires on 1 July 2025.
22. There is a requirement, therefore, to appoint an independent Director to the CCO.
23. Advertisements via the Institute of Directors, the Hutt News and the Hutt City Council website sought applications from suitably skilled and experienced people to fill this vacancy.
24. A Selection Panel was established, consisting of the Chair of the Policy, Finance and Strategy Committee (nominated by the Mayor, Chief Executive and the Chair of UPL). This panel is responsible for shortlisting and interviewing candidates for the UPL vacancy and reviewing the need to reappoint any current independent Directors whose terms are expiring.
25. The UPL Selection Panel considered applications from candidates and recommended that Angelique Jackson be appointed as an independent Director on UPL.
26. Angelique Jackson is a Trustee of Te Hopai Trust. She combines leadership and stakeholder insight with a focus on social and commercial outcomes. Her strategic thinking and values-based leadership drive organisational change, effective governance, and long term planning. With a proven track record in fostering high-performance cultures and enhancing service delivery, Angelique excels in building trusted relationships, underscoring her commitment to inclusive and culturally responsive governance.
27. A referee check has been undertaken for Angelique, and the feedback has been positive, confirming her suitability for the role.

Options

28. Council has the option to:
 - (a) accept the Selection Panel's recommendations OR
 - (a) ask the Selection Panel to reconsider its recommendations.

Climate Change Impact and Considerations

29. Matters associated with climate change are not relevant to the consideration of this matter, which addresses an administrative requirement.
30. Council has set a goal of reducing emissions to net zero by no later than 2050. The goal also applies to CCOs.
31. CCOs are accountable for ensuring that their planning and decisions align with the action plan that outlines Council's intentions to reduce carbon emissions throughout the city.
32. Candidates applying to CCO boards must show a commitment to net-zero emissions.

Consultation

33. Consultation is not required on this matter.

Legal Considerations

34. The Local Government Act 2002 (LGA) requires local authorities to adopt a policy that sets out an objective and transparent process for the identification and consideration of the skills, knowledge and experience required of Directors of a Council organisation, the appointment and remuneration of those Directors.
35. Council's policy provides such a process and involves the appointment of a Selection Panel to undertake the selection process.
36. The LGA requires that local authorities appoint a person to be a Director of a council organisation only if the person has, in the opinion of the local authority, the skills, knowledge or experience to guide the organisation, given the nature and scope of its activities, and contribute to the achievement of the objectives of the organisation.
37. When identifying the skills, knowledge and experience required of Directors, the local authority must consider whether knowledge of tikanga Māori may be relevant to the governance of the council organisation.
38. The LGA also specifies that the role of a Director is to assist the organisation to meet its objectives and any other requirements in its statement of intent.
39. The recommendations contained in this report comply with the requirements of the LGA.

Financial Considerations

40. UPL Directors receive annual fees of \$16,095, while the Chair receives \$24,142.
41. SML Directors receive annual fees of \$15,000, while the Chair receives \$20,119.

Appendices

There are no appendices for this report.

Author: Kathryn Stannard
Head of Democratic Services

Reviewed By: Caryn Ellis
Head of Chief Executive's Office

Reviewed By: Bradley Cato
Chief Legal Officer

Approved By: Jo Miller
Chief Executive

06 May 2025

Report no: HCC2025/2/136

Plan Change 58: 12 Shaftesbury Grove, Stokes Valley - Final approval to make Plan Change 58 operative

Purpose of Report

1. To obtain final approval on Proposed Private District Plan Change 58: 12 Shaftesbury Grove, Stokes Valley - Rezoning to Medium Density Residential Activity Area.

Recommendations

That Council:

- (1) resolves, in accordance with clauses 17 and 20 of Schedule 1 of the Resource Management Act 1991, to approve Plan Change 58 to the City of Lower Hutt District Plan, becoming operative on Thursday, 12 June 2025;
- (2) approves the affixing of the Common Seal to Plan Change 58 in accordance with Standing Order 8.2; and
- (3) notes that a public notice will be included in the Hutt News on 5 June 2025 advising the operative date of Plan Change 58.

Background

2. M & J Walsh Partnership Ltd ('the requester') lodged a private plan change request with Council on 12 September 2023. The purpose of the request was to rezone 12 Shaftesbury Grove (a 12.5 hectare site) from a combination of the Hill Residential and the General Recreation Activity Areas to Medium Density Residential Activity Area.
3. At its 30 October 2023 meeting, Council resolved to accept the plan change request and instructed officers to begin the plan change process as set out in Schedule 1 of the Resource Management Act 1991.
4. The proposal was publicly notified for submissions on 9 November 2023 as Proposed Private District Plan Change 58 (the Proposed Plan Change). Five submissions were received.

5. A summary of decisions requested in submissions was publicly notified on 8 February 2024, to provide for further submissions. Eight further submissions were received.
6. Council appointed a hearing panel to hear the application and submissions and make a recommendation to Council. That panel conducted a hearing on 23 September 2024. The panel's recommended decisions were presented to Council at the Council's 11 March 2025 meeting, where Council resolved to adopt the recommended decisions and approve the plan change.
7. Council's decision was publicly notified on 20 March 2025. All submitters and the requestor of the plan change were directly notified of the decision. Submitters and the requestor had 30 working days to make an appeal to the Environment Court.
8. The period for appealing Council's decision has now ended. There were no appeals.
9. The proposed plan change is now beyond legal challenge. The final step in the plan change process is for Council to make the plan change operative.

Relevance for the Proposed District Plan

10. Council notified a new Proposed District Plan on 6 February 2025.
11. Under the Proposed District Plan, 12 Shaftesbury Grove would be in the Large Lot Residential Zone.
12. While Council could have attempted to pre-empt the outcomes of Plan Change 58 by zoning the site as Medium Density Residential Zone in the Proposed District Plan, the advice of officers was that it would be more appropriate to allow the process for the Proposed Plan Change to run its course, as the outcomes of the Proposed Plan Change could be incorporated into the Proposed District Plan process at a later date (through either a submission or formal variation to the Proposed District Plan).
13. Officers of the Policy Planning team have made a submission on the Proposed District Plan, and through this submission are seeking that the outcomes of Plan Change 58 are incorporated into the new District Plan. This submission will be considered by the independent hearing panel for the Proposed District Plan alongside all other submissions on the Proposed District Plan.

Options

14. There are no further options for the proposed plan change. The resolution sought from Council is the final formal procedural step in making a plan change fully operative.

Climate Change Impact and Considerations

15. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.
16. As this resolution is of a procedural nature, no specific climate change considerations arise.

Consultation

17. Public consultation has been undertaken through the plan change process as required by the Resource Management Act 1991. The community will be notified of this resolution through a public notice in a local newspaper (the Hutt News), as required under the Resource Management Act 1991. The public notice will also appear on Council's website.

Legal Considerations

18. Clauses 17 and 20 of the First Schedule of the Resource Management Act 1991, which set out the legal procedures, have been followed in making this plan change operative.

Financial Considerations

19. There are no financial considerations.

Appendices

There are no appendices for this report.

Author: Nathan Geard
Policy Planning Manager

Reviewed By: Tim Johnstone
Head of Planning

Approved By: Alison Geddes
Director Environment and Sustainability

Our Reference



TO: Mayor and Councillors
Hutt City Council

FROM: Kathryn Stannard

DATE: 07 May 2025

SUBJECT: SUPERLOCAL 2025 KO TĀTOU | LOCAL GOVERNMENT
NEW ZEALAND CONFERENCE

Purpose of Memorandum

1. The purpose of the memorandum is for Council to nominate the Mayor, Deputy Mayor and other Councillors to represent Council at the SuperLocal 2025 Ko Tātou | Local Government New Zealand (LGNZ) conference and SuperLocal Awards from 16-17 July 2025 in Ōtautahi | Christchurch.

Recommendation

It is recommended that Council:

- (1) receives and notes the information;
- (2) notes the programme for the SuperLocal 2025 Ko Tātou | Local Government New Zealand conference, [Home | LGNZ Conference](#); and
- (3) nominates the Mayor, Deputy Mayor and other Councillors to represent Hutt City Council at the conference, which will take place in Ōtautahi Christchurch from 16-17 July 2025.

Background

2. Ko Tātou | Local Government New Zealand (LGNZ) is the primary political representative body of local government in New Zealand. Its purpose is to provide national representation to elected representatives. Ko Tātou LGNZ monitors developments affecting local government in New Zealand and has advocacy, research, and advisory roles.
3. To assist Ko Tātou | LGNZ in its activities, the country is divided into six geographical zones. Hutt City Council is a member of Zone 4, which comprises all members' authorities within the Wellington region.

National Council

4. Ko Tātou | LGNZ National Council is the elected leadership of Ko Tātou LGNZ. As well as being a Mayor, Chair, Deputy Mayor or Councillor, National Council members also act as the governing body of Ko Tātou LGNZ, set and guide policies and oversee them to the point of achievement. Mayor Barry is the Vice President and Zone 4 representative on the National Council.

Discussion

5. This year's conference is being held in Ōtautahi | Christchurch from 16-17 July 2025 at Te Pae Convention Centre.
6. Councillors who Council does not appoint to attend the conference can use their personal training budget to fund their attendance or cover themselves.
7. Cr Parkin has decided to use his personal training budget to pay for his attendance at the conference.
8. In 2023, Crs Briggs and Mitchell were nominated to represent Council alongside the Mayor and Deputy Mayor at the Ko Tātou | LGNZ Conference in Ōtautahi | Christchurch. Crs Brown and Tupou used their personal training budget to pay for attendance at the conference. Cr Dyer used his personal training budget for one day of the conference.
9. SuperLocal 2024 took place in Wellington, with Deputy Mayor Lewis and Crs Briggs, Parkin, Morgan, Mitchell, Barratt, and Tupou in attendance. Councillors Briggs, Mitchell, and Tupou used their personal training budgets to cover the cost of attending the conference. Cr Dyer covered the expenses of his attendance himself.

SuperLocal 2025: Brilliant Basics and Beyond

10. The SuperLocal 2025 conference theme is "Brilliant Basics and Beyond." Ko Tātou | LGNZ says the theme is about *"mastering the essentials while striving for excellence"*. They say it will offer *"engaging discussions, hands-on workshops, and professional development sessions. From navigating reforms and enabling economic growth to rethinking local democracy, the programme dives into practical solutions that drive real change."*
11. You can view the programme by following this link: [Home | LGNZ Conference](#).
12. Ko Tātou | LGNZ states that approximately 700 elected members and council staff will gather for two days of ideas, inspiration, and practical learning.

Te Maruata Hui

13. Te Maruata Hui is on Tuesday 15 July 2025 from 8.30am to 2pm. Te Maruata Hui provides a supportive space for Māori elected and appointed members to connect, learn, and lead ahead of the SuperLocal conference. It's all about whakawhanaungatanga — building relationships with your Te Maruata whānau and strengthening ties across local government.
14. This hui is a chance to develop leadership skills, explore key issues like representation and policy, and deepen working relationships with iwi and hapū. All Māori elected and appointed members are welcome to join.

Young Elected Members Hui

15. The pre-conference programme also features the Young Elected Members (YEM) hui for elected members under 40. The YEM hui is on Tuesday, 15 July 2025 from 2.30pm to 5.30pm.
16. The hui happens just before SuperLocal 2025. The hui is all about building relationships, shaping the YEM strategy, and making sure members have the support and knowledge to thrive in their role.
17. A guest speaker will provide the challenge and inspiration ahead of the 2025 local body elections to support more young people to stand and participate in the elections.

Financial Considerations

18. The early-bird registration fee for SuperLocal 2025 is \$1,400. This figure covers all conference sessions, workshops, exhibitions, the gala dinner and SuperLocal Awards night.
19. There is no registration cost for the Te Maruata hui and the YEM hui.
20. This activity has a financial provision in the 2024/25 budget.

Appendices

There are no appendices for this memorandum.

Author: Kathryn Stannard
Head of Democratic Services

Approved By: Jarred Griffiths
Director Strategy and Engagement

TE KAUNIHERA O TE AWA KAIRANGI | HUTT CITY COUNCIL

Minutes of an ordinary meeting of The Hutt City Council held in the Council Chambers,
2nd Floor, 30 Laings Road, Lower Hutt on
Tuesday 11 March 2025 commencing at 4.00pm

PRESENT:

Mayor C Barry (via audio-visual link)	Deputy Mayor T Lewis (Chair)
Cr G Barratt	Cr J Briggs (until 4.57pm)
Cr K Brown (via audio-visual link) (from 4.25pm until 5.40pm)	Cr B Dyer
Cr S Edwards	Cr A Mitchell
Cr K Morgan (until 5.40pm)	Cr C Parkin (until 5.39pm) (via audio-visual link from 5.42pm)
Cr N Shaw	Cr T Stallinger
Cr G Tupou (from 4.01pm until 5.34pm)	

APOLOGIES:

There were no apologies.

IN ATTENDANCE:

J Miller, Chief Executive
A Blackshaw, Director Neighbourhoods and Communities
J Griffiths, Director Strategy and Engagement (via audio-visual link)
J Kingsbury, Director Economy and Development
J Livschitz, Group Chief Financial Officer
B Cato, Chief Legal Officer (part meeting)
B Hodgins, Strategic Advisor
N Geard, Planning Policy Manager
C Parish, Head of Mayor's Office
E Anand, Head of City Delivery
M Schwalger, Senior Communications and Engagement Advisor (part meeting)
B Tong, Project Manager – City Delivery (part meeting)
O Harkin, Project Director (part meeting)
K Glanville, Senior Democracy Advisor

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.*

Cr Tupou joined the meeting at 4.01pm.

ITEM OF BUSINESS NOT ON THE AGENDA

RESOLVED: (Deputy Mayor Lewis/Cr Briggs)

Minute No. C 25101(3)

"That, in terms of Standing Order 10.12, Council:

- (1) notes that the public matter of the 'Wellington Water Limited – Value for Money' was not listed on the agenda because the information was received after the agenda was distributed; and*
- (2) agrees to discuss the matters at this meeting due to the significance about the Local Water Done Well consultation."*

2. APOLOGIES

RESOLVED: (Deputy Mayor Lewis/Cr Barratt)

Minute No. C 25102(3)

"That the apology received from Cr Brown for lateness and from Cr Briggs for early departure be accepted."

3. PUBLIC COMMENT

There was no public comment.

4. CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

ITEM OF BUSINESS NOT ON THE AGENDA**WELLINGTON WATER LIMITED - VALUE FOR MONEY**

The Chief Executive elaborated on the report. She explained the actions taken by the officers in response to the reports from Wellington Water Limited (WWL). She clarified that the claim of overspending had been misrepresented. While acknowledging concerns regarding WWL's value for money, she noted that the increase in Opex and maintenance costs was likely due to the aging network. She stated that officers would work with WWL to understand these reasons. She advised that the main issue seemed to revolve around pipe renewals through the Contractor Panel, which raised concerns about potential overcharging or excessive design. She mentioned that officers were investigating costings and contracts and would continue to provide updates through the Long Term Plan. She emphasised the goal of achieving better outcomes from existing investments.

Cr Edwards reported on the extraordinary meeting of the Wellington Water Committee held on 10 March 2025. He highlighted a pricing misunderstanding that had skewed perceptions of WWL's costs. He said that WWL's Chief Executive committed to engaging with councils but ruled out conducting a historical cost audit. He noted that WWL was increasing its market testing and employing competitive tendering for larger projects, although it faced staffing constraints that limited its ability to tender for every job. He highlighted that WWL's Chief Executive expressed strong support for the Board Chair, stating that the Board Chair's resignation would hinder reform efforts.

In response to questions from members, the Chief Executive acknowledged that the graph on unplanned maintenance costs per kilometre could reflect Council's 2019 promise for increased leak repair funding and suggested highlighting this if accurate. She also agreed to clarify areas of overspending and to report on what could have been done to identify issues earlier. Emphasising the significance of public spending and value for money, she noted that the current water delivery model was inadequate and highlighted the need for water reform. She recognised that Council had made necessary investments in the water system to address past underinvestment.

Cr Brown joined the meeting at 4.25pm.

In response to further questions from members, the Chief Executive explained that the proposed new water entity would be regulated by both Taumata Arowai, which handled water quality, and the Commerce Commission, which handled economic regulation. She expressed confidence that this structure would provide consumers with good value for their money in the future, supported by thorough benchmarking.

The Strategic Advisor noted that officers were examining the time spent on each job in relation to operational expenditure and comparing it to similar jobs, despite potential data limitations. He also highlighted concerns regarding the Contractor Panel and the renewal of water and wastewater pipes. He mentioned that WWL would provide details of several contracts completed in the past year for review, acknowledging the variability in contracts due to multiple factors.

Cr Tupou emphasised the importance of residents seeing Council's support during the transition to the new water entity.

Mayor Barry emphasised the importance of thoroughly considering the review findings and their implications for each shareholder council. He mentioned that efforts were being made to understand the full extent of the review. He emphasised the need to reassure the community that no overcharging had occurred.

Deputy Mayor Lewis foreshadowed her intention to move several recommendations.

Cr Mitchell asked that part (7) include the wording "... while maintaining safety" at the end of the sentence.

RESOLVED: (Deputy Mayor Lewis/Cr Edwards) **Minute No. C 25103(3)**

"That Council:

- (1) notes that the current Wellington Water model for water infrastructure, with contractual arrangements going as far back as 2016, is not fit for purpose;*
- (2) reaffirms Hutt City Council's commitment to progressing regional reform at speed whilst making improvements to the current model;*
- (3) notes the recent reports into value for money at Wellington Water Limited;*
- (4) seeks further information from Wellington Water Limited on the extent of the impact on Hutt City Council projects and invites the Chief Executive and Board Chair to attend a future Council meeting;*
- (5) seeks further information from Wellington Water Limited on the extent to which, if any, Council has been overcharged by contractors;*
- (6) seeks assurance, via reporting to the Wellington Water Committee, that the recommendations outlined in the reports are being implemented; and*
- (7) notes that shareholder councils must also play their part in improving systems and processes at pace, including traffic management, to streamline activity and reduce costs while maintaining safety."*

5. LOCAL WATER DONE WELL - CONSULTATION ON WATER SERVICE DELIVERY MODEL

Report No. HCC2025/1/70 by the Strategic Advisor

The Strategic Advisor elaborated on the report.

In response to questions from members, the Strategic Advisor confirmed that metropolitan councils would direct submitters to the Greater Wellington Regional Council (GWRC) survey to clarify its role in bulk water supply. However, he was unsure if the questions in GWRC's survey aligned with those of Council. The Chief Executive agreed to look into this matter further.

Cr Stallinger asked that the consultation document reference Wellington Water Limited's (WWL) Value for Money report. He questioned whether economies of scale would lead to savings, considering the new water entity was similar in size to WWL. He suggested including a comparative graph in the consultation document to illustrate the anticipated cost increase for residents under the new water services model.

The Chief Executive confirmed that legislation required the inclusion of graphs illustrating rates revenue and water charges in the consultation document. She emphasised the importance of clearly showing the rising costs of water. She mentioned that the officers would review the details and design of the document, which had already undergone a legal review.

Cr Mitchell shared his intention to understand how this would impact the ratepayers.

RESOLVED: (Deputy Mayor Lewis/Cr Briggs)

Minute No. C 25104(3)

"That Council:

- (1) notes that in accordance with the Local Government (Water Services Preliminary Arrangements) Act 2024, Council is required to consider and consult on a future water services delivery model as part of preparing a Water Services Delivery Plan (WSDP);*
- (2) notes that the WSDP is required to be submitted to the Department of Internal Affairs by 3 September 2025;*
- (3) notes that at its meeting of 29 October 2024, Council agreed to consult on two options, being the status quo with changes to meet the new legal requirements and its preferred option of a new joint asset owning water services CCO model;*
- (4) notes that much of the content of the consultation material has been prepared in collaboration with the other participating councils considering the new regional model to ensure consistency and avoid possible confusion;*
- (5) notes that the financial modelling is based on an investment programme that is higher than what is in the LTP, to include critical regional projects such as the Seaview Outfall Pipe Renewal and Pakuratahi Lakes;*
- (6) notes that consultation for participating councils is planned to occur between mid to late March 2025 and mid to late April 2025;*

- (7) *notes that consultation is being undertaken at a time when further legislation to complete the Local Water Done well reforms is still be finalised, and that some key aspects of the options and details in the consultation material may change as a result of the final legislation which is expected to be enacted mid 2025;*
- (8) *notes the feedback and direction provided to officers on the content of the draft consultation document, attached as Appendix 1 to the report;*
- (9) *delegates the power to the Mayor and Committee Chairs to finalise the consultation document; and*
- (10) *notes that the questionnaire and Frequently Asked Questions (FAQs) are attached as Appendix 2."*

6. RETROSPECTIVE ENDORSEMENT OF WELLINGTON'S JOINT SUBMISSION ON THE LOCAL GOVERNMENT (WATER SERVICES) BILL

Report No. HCC2025/1/58 by the Strategic Advisor

RESOLVED: (Deputy Mayor Lewis/Cr Briggs)

Minute No. C 25105(3)

"That Council endorses its contribution to the joint submission from Wellington Councils and Iwi Mana Whenua Partners on the Local Government (Water Services) Bill as attached as Appendix 1 to the report."

7. **PROPOSED PRIVATE DISTRICT PLAN CHANGE 58: 12 SHAFTESBURY GROVE, STOKES VALLEY - REZONING TO MEDIUM DENSITY RESIDENTIAL ACTIVITY AREA**

Report No. HCC2025/1/59 by the Policy Planning Manager

The Policy Planning Manager elaborated on the report.

In response to questions from members, the Policy Planning Manager explained that the proposed Plan Change would not automatically impact any potential accessways in and out of Stokes Valley. He clarified that the Plan Change would enable the landowner to apply for subdivision consent, and at that stage, the proposed layout could influence the accessway. He mentioned that a slope assessment overlay would need to be evaluated as part of any future subdivision application.

Cr Briggs left the meeting at 4.57pm.

Cr Dyer acknowledged his role as a commissioner in the hearing and recognised the contributions of the two other commissioners.

Cr Edwards thanked the hearing panel for finding a balance between allowing more buildings and considering environmental impacts.

Cr Morgan and the Chair thanked the panel for their environmental focus on the application.

RESOLVED: (Deputy Mayor Lewis/Cr Edwards) **Minute No. C 25106(3)**

"That Council:

- (1) receives the report and recommendation of the hearing panel dated 16 December 2024 for Proposed Private District Plan Change 58: 12 Shaftesbury Grove, Stokes Valley – Rezoning to Medium Density Residential Activity Area (attached as Appendix 1 to this report);*
- (2) notes the process under the Resource Management Act 1991 for Proposed Private District Plan Change 58;*
- (3) adopts the recommended decisions on Proposed Private District Plan Change 58 and reasons for those decisions, set out in the hearing panel's report;*
- (4) approves Proposed Private District Plan Change 58 subject to the amendments recommended by the hearing panel, as recommended in section 8 of the hearing panel's report;*
- (5) resolves to publicly notify its decision on Proposed Private District Plan Change 58 within 10 working days of this decision and to serve that decision on the applicant and submitters; and*
- (6) instructs staff to work with Wellington Water Limited and the requester on Proposed Private District Plan Change 58 to identify and implement a solution that will unlock the development potential of the site, as well as address the wider water supply issues affecting the area."*

8. RECOMMENDATIONS TO COUNCIL FROM THE POLICY, FINANCE AND STRATEGY COMMITTEE MEETING HELD ON 11 MARCH 2025

RESOLVED: (Cr Mitchell/Cr Dyer) **Minute No. C 25107(3)**

"That Council adopts the recommendations made on the following reports, and any amendments agreed at the Policy, Finance and Strategy Committee meeting held on 11 March 2025:

- a) Urban Plus Limited Group Draft Statement of Intent 2025/26 to 2027/28; and*
- b) Seaview Marina Limited Draft Statement of Intent 2025/26 to 2027/28."*

9. QUESTIONS

There were no questions.

10. EXCLUSION OF THE PUBLIC

RESOLVED: (Deputy Mayor Lewis/Cr Tupou) **Minute No. C 25108(3)**

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

11. Te Wai Takamori o Te Awa Kairangi Commercial Matters

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

(A)	(B)	(C)
<i>General subject of the matter to be considered.</i>	<i>Reason for passing this resolution in relation to each matter.</i>	<i>Ground under section 48(1) for the passing of this resolution.</i>
<i>Te Wai Takamori o Te Awa Kairangi Commercial Matters.</i>	<i>The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities (s7(2)(h)). The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s7(2)(i)).</i>	<i>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.</i>

This resolution is made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as specified in Column (B) above.

That Will Peet, the Independent Chair of Riverlink, be permitted to remain after the public section of the meeting, as he has knowledge that will assist Council in relation to the item."

There being no further business, the Chair declared the public part of the meeting closed at 5.08pm. The public excluded part of the meeting closed at 5.51pm.

Deputy Mayor T Lewis
CHAIR

CONFIRMED as a true and correct record
Dated this 29th day of May 2025

TE KAUNIHERA O TE AWA KAIRANGI | HUTT CITY COUNCIL

Minutes of an ordinary meeting of The Hutt City Council held in the Council Chambers,
2nd Floor, 30 Laings Road, Lower Hutt on
Tuesday 25 March 2025 commencing at 2:00 pm

PRESENT:

Mayor C Barry (Chair)

Deputy Mayor T Lewis

Cr K Brown

Cr J Briggs

Cr S Edwards

Cr B Dyer

Cr K Morgan

Cr A Mitchell

Cr C Parkin

Cr T Stallinger

Cr G Tupou (via audio-visual
link)**APOLOGIES:**

Cr N Shaw and Cr G Barratt

IN ATTENDANCE:

J Miller, Chief Executive

A Blackshaw, Director Neighbourhoods and Communities

J Griffiths, Director Strategy and Engagement

A Geddes, Director Environment and Sustainability

J Kingsbury, Director Economy and Development

J Livschitz, Group Chief Financial Officer

B Cato, Chief Legal Officer

C Parish, Head of Mayor's Office

R Hardie, Head of Strategy and Policy

P Hewitt, Head of Transport

R Lemalu, Project Delivery Manager

D Kennedy, Transport Project Manager

S White, Policy Advisor

K Glanville, Senior Democracy Advisor

H Clegg, Minute Taker

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

RESOLVED: (Cr Dyer/Cr Briggs)

Minute No. C 25101(4)

"That the apology received from Crs Barratt and Shaw be accepted and leave of absence be granted and the apology received from Cr Briggs for early departure be accepted."

3. PUBLIC COMMENT

Comments are recorded under the item to which they relate.

4. MAYORAL STATEMENT

Mayor Barry spoke to his statement attached as page 26 to the minutes.

5. CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

6. COMMITTEE MINUTES WITH RECOMMENDED ITEMS**a) Komiti Iti Ara Waka | Traffic Subcommittee**

20 February 2025

RESOLVED: (Cr Dyer/Deputy Mayor Lewis)

Minute No. C 25102(4)

"That the minutes of the Komiti Iti Ara Waka | Traffic Subcommittee meeting held on 20 February 2025 be adopted, with the exception of items 5a) and 5j)."

Recommended Items

Item 5a) Proposed Authorised Parking - Wingate Crescent, Naenae

RESOLVED: (Cr Dyer/Deputy Mayor Lewis) **Minute No. C 25103(4)**

"That Council:

- (1) receives and notes the information;*
- (2) approves the installation of 1x 'No Parking Except Water Filling Vehicles (At All Times)' restriction for the new bulk water filling station located approximately 60m south of the Wingate Bridge on Wingate Crescent, Naenae, outlined in Appendix 1 to Report No. TSC2025/1/24;*
- (3) approves the installation of Broken Yellow Lines (BYLs) – 'No Stopping At All Times' approximately 60 metres south of the Wingate Bridge on Wingate Crescent, outlined in Appendix 1 to Report No. TSC2025/1/24;*
- (4) rescinds any previous resolutions related traffic controls made under any bylaw to the extent that they conflict with the traffic controls outlined in this recommendation; and*
- (5) notes that this matter will take effect once the traffic control devices indicating the recommended restrictions have been installed."*

Item 5b) Proposed Authorised Parking - Marine Parade/ Kirkcaldy Street, Petone

RESOLVED: (Cr Dyer/Deputy Mayor Lewis) **Minute No. C 25104(4)**

"That Council:

- (1) receives and notes the information;*
- (2) approves the installation of a 1x 'No Parking Except Water Filling Vehicles (At All Times)' restriction for the new bulk water filling station located at the corner of Marine Parade and Kirkcaldy Street, Petone, as outlined in Appendix 1 to Report No. TSC2025/1/18;*
- (3) approves the installation of Broken Yellow Lines (BYLs) – 'No Stopping At All Times' at the corner of Marine Parade and Kirkcaldy Street, Petone, as outlined in Appendix 1 to Report No. TSC2025/1/18;*
- (4) rescinds any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they conflict with the traffic controls outlined in this recommendation; and*
- (5) notes that the changes will take effect once the traffic control devices indicating the recommended restrictions have been installed."*

Item 5c) Proposed Authorised Parking - Waiu Street, Wainuiomata

RESOLVED: (Cr Dyer/Deputy Mayor Lewis) **Minute No. C 25105(4)**

"That Council:

- (1) receives and notes the information;*
- (2) approves the installation of 1x 'No Parking Except Water Filling Vehicles (At All Times)' restriction for the new bulk water filling station located outside 21 Waiu Street, Wainuiomata, outlined in Appendix 1 to Report No. TSC2025/1/22;*
- (3) approves the installation of Broken Yellow Lines (BYLs) – 'No Stopping At All Times' outside 21 Waiu Street, Wainuiomata, outlined in Appendix 1 to Report No. TSC2025/1/22;*
- (4) rescinds any previous resolutions related to traffic controls made under any bylaw to the extent that they conflict with the traffic controls outlined in this recommendation; and*
- (5) notes that this matter will take effect once the traffic control devices indicating the recommended restrictions have been installed."*

Item 5d) Proposed Unrestricted Parking - St Albans Grove, Woburn (Hutt Valley High School)

RESOLVED: (Cr Dyer/Deputy Mayor Lewis) **Minute No. C 25106(4)**

"That Council:

- (1) receives and notes the information;*
- (2) approves the conversion of 6x P120 (standard hours) parking spaces to 6x unrestricted parking spaces between properties 1 and 7 St Albans Grove, Woburn, outlined in Appendix 1 attached to Report No. TSC2025/1/23;*
- (3) rescinds any previous resolutions related to traffic controls made under any bylaw to the extent that they conflict with the traffic controls outlined in this recommendation; and*
- (4) notes that this matter will take effect once the traffic control devices indicating the restrictions outlined in this resolution have been installed."*

Item 5e) Proposed Time Limited Parking - Hardy Street, Waterloo (Waterloo School)

RESOLVED: (Cr Dyer/Deputy Mayor Lewis) **Minute No. C 25107(4)**

"That Council:

- (1) receives and notes the information;*
- (2) approves the conversion of the existing clearway into 2x P10 parking spaces (Monday to Friday, 8:15-9:15am and 2:45-3:45pm, School Days only) outside property 27 Hardy Street, Waterloo; as shown in Appendix 1 to Report No. TSC2025/1/21;*
- (3) approves the conversion of 7x existing P5 parking spaces to P10 parking spaces (Monday to Friday, 8:15-9:15am and 2:45-3:45pm, School Days only) outside 26 Hardy Street, Waterloo, as shown in Appendix 1 to Report No. TSC2025/1/21;*
- (4) approves the conversion of the existing clearway into Broken Yellow Lines (BYLs) with 'No Stopping At All Times' parking restrictions outside 30 Hardy Street, Waterloo, as shown in Appendix 1 to Report No. TSC2025/1/21;*
- (5) rescinds any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they conflict with the traffic controls described in this recommendation; and*
- (6) notes that this matter will take effect when the traffic control devices that evidence the restrictions described in this resolution have been installed."*

Item 5f) Proposed Time Limited Parking - William Street, Petone (Wilford Primary School)

RESOLVED: (Cr Dyer/Deputy Mayor Lewis) **Minute No. C 25108(4)**

"That Council:

- (1) receives and notes the information;*
- (2) approves the installation of 4x P10 parking spaces (Monday to Friday, 8:15am-9:15am and 2:45pm-3:45pm, school days only), outside 100A William Street, Petone, outlined in Appendix 1 attached to Report No. TSC2025/1/15;*
- (3) approves the installation of Broken Yellow Lines (BYLs) – 'No Stopping At All Times' outside 100A William Street, Petone, outlined in Appendix 1 attached to Report No. TSC2025/1/15;*
- (4) rescinds any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they conflict with the traffic controls described in this recommendation; and*
- (5) notes that the changes will take effect once the traffic control devices indicating the recommended restrictions have been installed."*

Item 5g) Proposed Time Limited Parking - Britannia Street, Petone (Sacred Heart School)

RESOLVED: (Cr Dyer/Deputy Mayor Lewis) **Minute No. C 25109(4)**

"That Council:

- (1) receives and notes the information;*
- (2) approves the installation of 3x P10 parking spaces (Monday to Friday, 8:15am-9:15am and 2:45pm-3:45pm, school days only), outside 33 Britannia Street (Sacred Heart School), Petone, outlined in Appendix 1 attached to Report No. TSC2025/1/16;*
- (3) rescinds any previous resolutions related to traffic controls made under any bylaw to the extent that they conflict with the traffic controls outlined in this recommendation; and*
- (4) notes that this matter will take effect once the traffic control devices indicating the recommended restrictions have been installed."*

Item 5h) Proposed Time Limited Parking - Hutt Road and Nevis Street, Petone

RESOLVED: (Cr Dyer/Deputy Mayor Lewis) **Minute No. C 25110(4)**

"That Council:

- (1) receives and notes the information;*
- (2) approves the installation of 2x P30 parking spaces to operate "At All Times" outside 52 Hutt Road, Petone, outlined in Appendix 1 to Report No. TSC2025/1/17;*
- (3) approves the conversion of 2x existing P30 parking spaces (standard business hours, Monday to Friday, 8am to 6pm) to operate "At All Times" outside 56 Hutt Road, Petone, outlined in Appendix 1 to Report No. TSC2025/1/17;*
- (4) approves the addition of 3x P30 parking spaces ('At Other Times') restrictions to the existing 3x P15 parking restrictions (Monday to Friday, 7am to 10am and 2pm to 5pm) outside 32 Nevis Street, Petone, outlined in Appendix 1 to Report No. TSC2025/1/17;*
- (5) approves the formalisation of Broken Yellow Lines (BYLs) – 'No Stopping At All Times' along Hutt Road and Nevis Street, Petone, outlined in Appendix 1 to Report No. TSC2025/1/17;*
- (6) rescinds any previous resolutions related to traffic controls made under any bylaw to the extent that they conflict with the traffic controls outlined in this recommendation; and*
- (7) notes that this matter will take effect once the traffic control devices indicating the restrictions outlined in this resolution have been installed."*

Item 5i) Proposed Parking Restrictions on Cambridge Terrace (between Treadwell Street and Vogel Street)

RESOLVED: (Cr Dyer/Deputy Mayor Lewis) **Minute No. C 25111(4)**

"That Council:

- (1) receives and notes the information;*
- (2) approves the conversion of the existing 3x Taxi Stands into 1x Bus Layover 'At All Times' outside 339 Cambridge Terrace, as shown in the updated map attached as Appendix 1 to the agenda;*
- (3) approves the conversion of the existing 4x Taxi Stands into 4x P15 (Monday to Friday, 8am to 6pm) opposite 341 Cambridge Terrace, as shown in the updated map attached as Appendix 1 to the agenda;*
- (4) approves the formalisation of the existing Mobility Parking to operate 'At All Times' outside 341 Cambridge Terrace;*
- (5) rescinds any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they conflict with the traffic controls described in the report; and*
- (6) notes that these parking restrictions will take effect once the appropriate road markings have been installed."*

Item 5j) Proposed Parking Restrictions on the Service Lane in front of Matai Park, The Strand, Wainuiomata

RESOLVED: (Cr Dyer/Deputy Mayor Lewis) **Minute No. C 25112(4)**

"That Council:

- (1) receives and notes the information;*
- (2) approves the installation of Broken Yellow Lines (BYLs) – 'No Stopping At All Times' parking restrictions on The Strand, Wainuiomata, outlined in Appendix 1 attached to Report No. TSC2025/1/20;*
- (3) approves the installation of BYLs – 'No Stopping At All Times' parking restrictions on the Service Lane near the Matai Park housing development on The Strand, Wainuiomata, outlined in Appendix 1 attached to Report No. TSC2025/1/20;*
- (4) approves the formalisation of the existing mobility parking spaces to operate at 'At All Times' on the Service Lane near the Matai Park housing development on The Strand, Wainuiomata, outlined in Appendix 1 attached to Report No. TSC2025/1/20*
- (5) rescinds any previous resolutions related to traffic controls made under any bylaw to the extent that they conflict with the traffic controls outlined in the report; and*
- (6) notes that these parking restrictions will take effect once the required road markings have been installed."*

b) Komiti Hapori Ahurea me ngā Rangapū | Communities, Culture and Partnerships Committee

26 February 2025

In response to a question from a member, the Director Neighbourhoods and Communities advised that a review of Council's facility booking systems was underway to streamline the current mix of processes. She said that the Team Naenae Trust would be included in future discussions.

RESOLVED: (Cr Brown/Cr Morgan)

Minute No. C 25113(4)

"That the minutes of the Komiti Hapori Ahurea me ngā Rangapū | Communities, Culture and Partnerships Committee meeting held on 26 February 2025 be adopted, with the exception of item 5."

Recommended Item**Item 5) Hutt City Council's Cemeteries Future Focus**

RESOLVED: (Cr Brown/Cr Parkin) **Minute No. C 25114(4)**

"That Council:

- (1) receives and notes the information;*
- (2) notes potential closer alignment of services with Upper Hutt and provide guidance to officers, which will be relayed to the Hutt Valley Services Committee;*
- (3) notes the information on Council's current strategic direction on the location of cemeteries; and*
- (4) continues with the current strategic direction, and as part of deliberations, the matter would be reconsidered as part of the 2027-37 Long Term Plan."*

c) Komiti Ratonga Rangatōpū me te Rautaki | Policy, Finance and Strategy Committee

11 March 2025

Please note the recommended items 6a) and 6b) were resolved at the Council meeting held on 11 March 2025.

RESOLVED: (Cr Mitchell/Deputy Mayor Lewis) **Minute No. C 25115(4)**

"That the minutes of the Komiti Ratonga Rangatōpū me te Rautaki | Policy, Finance and Strategy Committee meeting held on 11 March 2025 be adopted, with the exception of items 5a) to 5c)."

Recommended Items**Item 5a) 2025 Local Elections**

RESOLVED: (Cr Mitchell/Cr Edwards) **Minute No. C 25116(4)**

"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."*

Item 5b) Review of Appearance Industries Bylaw 2020

RESOLVED: (Cr Mitchell/Cr Edwards) **Minute No. C 25117(4)**

"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 at Appendix 1 to Report No. PFSC2025/1/48;*
- (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 at Appendix 2 to Report No. PFSC2025/1/48; and*
- (4) approves the proposed special consultative procedure required under section 86 of the Local Government Act 2002 to run from 28 March to 26 April 2025."*

Item 5c) Review of the Dog Control Policy and Bylaw

Cr Mitchell advised that legal advice sought by officers confirmed that, although the Korokoro Stream lay within a Greater Wellington Regional Council regional park, Council's enforcement officers had the authority to control dogs in the stream. He added that iwi advice had been sought but was still pending.

RESOLVED: (Cr Mitchell/Cr Edwards) **Minute No. C 25118(4)**

"That 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 updated draft Statement of Proposal attached as Appendix 1 to the agenda, 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 Report No. PFSC2025/1/64;*
- (5) approves the updated draft Statement of Proposal for consultation attached as Appendix 1 to the agenda; and*
- (6) approves running a special consultative procedure from 26 March to 26 April 2025 in accordance with the Local Government Act 2002."*

d) Komiti Hanganga | Infrastructure and Regulatory Committee

13 March 2025

RESOLVED: (Cr Edwards/Cr Stallinger) **Minute No. C 25119(4)**

"That the minutes of the Komiti Hanganga | Infrastructure and Regulatory Committee meeting held on 13 March 2025 be adopted, with the exception of item 5."

Recommended Item

Item 5) Setting of Speed Limits 2024 - Speed Limit Changes around schools and Marine Drive

The Director Economy and Development advised that officers were reviewing all school speed limits and would consult with each school. He stressed that safety was the main priority. He added that due to financial constraints, full implementation by 1 July 2025 might not be possible. He further added that a funding request for 51% of the cost had been made to Waka Kotahi | NZ Transport Agency.

In response to questions from members, the Director Economy and Development said a future reversal of the new requirements could not be ruled out. He clarified that speed limits would not increase to 50km/h until proper signage was installed.

The Chief Executive added that this was an unfunded mandate and affecting all councils. She noted the importance of informing the community that it was a government directive outside of Council's control. She further added that Waka Kotahi | NZ Transport Agency had been informed that full implementation by 1 July 2025 might not be possible and it was satisfied as long as implementation was underway.

In response to a further question from a member, the Director Economy and Development advised that all removed signage would be stored and reused when required.

Mayor Barry acknowledged the difficult and challenging situation Council had been placed in, and noted that the education, communications and practicalities of implementing the previous mandate were substantial. He added that he intended to bring this to the attention of the local Minister.

Cr Mitchell requested that a common-sense approach be taken to replacing the speed limit signage at a suitable time, such as, over the summer holiday period. He also said that if Council did not receive funding, officers should implement the changes in a cost-effective and simple manner.

RESOLVED: (Cr Edwards/Cr Stallinger)

Minute No. C 25120(4)

"That Council:

- (1) receives and notes the information;*
- (2) notes that the reversal of reduced speed limits and the installation of variable speed limits is required by the Land Transport Rule: Setting of Speed Limits 2024;*
- (3) approves officers to work with schools to make changes that comply with the Land Transport Rule - Setting Speed Limits 2024 and maximise the safety of students travelling to and from school; and*
- (4) directs officers to complete the work required to maintain Marine Drive at*

50km/h due to the significant change of land use since the speed was lowered in accordance with the Eastbourne Speed review, which was a consent condition for Tupua Horo Nuku."

Cr Tupou left the meeting at 2.39pm.

7. **MISCELLANEOUS**

a) **Avalon and Taitā Community Connections Update**

Report No. HCC2025/1/74 by the Transport Project Manager

Speaking under public comment, **Quentin Duthie**, a local resident and ratepayer, supported improvements to pedestrian and cycle networks in Taitā. He urged officers to work with Greater Wellington Regional Council (GWRC) about the proposed dual crossing near the Taita Drive/Harcourt Werry Drive intersection due to its connection to the River Trail. He also requested that raised crossings near Naenae College and Station be retained for safety, and voiced support for the proposed Walter Street crossing.

In response to questions from members, Quentin Duthie believed raised pedestrian crossings were appropriate in areas with heavy foot and vehicle traffic, especially near schools, arterial roads, and transport hubs.

Speaking under public comment, **Anita Martell**, a Taitā resident, supported raised pedestrian crossings on Taine Street, Partridge Street and Harcourt Werry Drive. She emphasised the need for safer access to the Walter Nash Stadium, Pomare School, and the River Trail, particularly for children, and noted that raised crossings helped slow traffic.

In response to questions from members, Anita Martell confirmed she preferred a raised crossing on Harcourt Werry Drive to help slow traffic. She added that a level crossing would need enhanced visibility measures.

The Director Economy and Development elaborated on the report. He explained that more time was needed to address design challenges, liaise with GWRC, and consider a speed review for Harcourt Werry Drive. A report confirming crossing types and locations was expected in two weeks, with safety as the top priority.

The Head of Transport noted officers were assessing where raised or level crossings were most appropriate, with feedback from Fire and Emergency NZ, Metlink, and residents raising concerns about raised crossings. He said Tocker Street was likely to have a raised crossing due to high foot traffic. He added that other traffic-calming options, such as narrowing road widths, were also being considered. He advised that the criteria for a raised crossing included pedestrian activity and road classification.

In response to questions from members, the Director Economy and Development advised that the project had a two-year lifespan, meaning any funding not used in the first year could be carried over into the second year. The Head of Transport agreed to look into whether optical illusion crossings used overseas would comply with New Zealand regulations.

In response to further questions from members, the Director Economy and Development agreed to provide speed data for the Tocker and Taine Street area and noted that Walter Street was a slow zone due to the existing environment. He confirmed the project would be reviewed after three months and again after one year.

RESOLVED: (Mayor Barry/Cr Edwards)

Minute No. C 25121(4)

"That Council:

- (1) receives and notes the report;*
- (2) notes that the Infrastructure and Regulatory Committee considered the Community Connections Programme (Avalon and Taitā) updated designs at its 13 March 2025 meeting and have been referred to Council for a decision;*
- (3) notes that the officers have made amendments to the designs to address the questions raised by members of the Infrastructure and Regulatory Committee; and*
- (4) approves, in principle, the Community Connections Programme (Avalon and Taitā) to enable construction to commence and gives the Mayor and Chairs of Standing Committees the authority to finalise the designs and related commentary."*

b) Recommendations to Council from the Long Term Plan/Annual Plan Subcommittee meeting held on 25 March 2025

Cr Tupou rejoined the meeting at 2.52pm.

RESOLVED: (Mayor Barry/Deputy Mayor Lewis)

Minute No. C 25122(4)

"That Council adopts the recommendations made on the 'Draft Annual Plan 2025-26' report, and any amendments agreed at the Long Term Plan/Annual Plan Subcommittee meeting held on 25 March 2025."

Cr Stallinger requested his dissenting vote be recorded.

8. COUNCIL MINUTES

RESOLVED: (Mayor Barry/Cr Briggs)

Minute No. C 25123(4)

"That the minutes of the meeting of the Hutt City Council held on Wednesday, 4 December 2024, be confirmed as a true and correct record."

RESOLVED: (Mayor Barry/Cr Briggs)

Minute No. C 25124(4)

"That the minutes of the meeting of the Hutt City Council held on Tuesday, 10 December 2024, be confirmed as a true and correct record."

RESOLVED: (Mayor Barry/Cr Briggs)

Minute No. C 25125(4)

"That the minutes of the meeting of the Hutt City Council held on Monday, 16 December 2024, be confirmed as a true and correct record."

RESOLVED: (Mayor Barry/Cr Briggs)

Minute No. C 25126(4)

"That the minutes of the meeting of the Extraordinary Meeting of Council held on Friday, 14 February 2025, be confirmed as a true and correct record."

RESOLVED: (Mayor Barry/Cr Briggs)

Minute No. C 25127(4)

"That the minutes of the meeting of the Hutt City Council held on Monday, 24 February 2025, be confirmed as a true and correct record."

9. **COMMITTEE MINUTES WITHOUT RECOMMENDED ITEMS**

a) **Komiti Arotake Mahere ā-Rohe | District Plan Review Committee**

4 December 2024

Please note the recommended items were resolved at the Council meeting held on 4 December 2024.

RESOLVED: (Mayor Barry/Cr Mitchell)

Minute No. C 25128(4)

"That the minutes of the Komiti Arotake Mahere ā-Rohe | District Plan Review Committee meeting held on 4 December 2024 be adopted."

b) **Komiti Ratonga o Te Awa Kairangi | Hutt Valley Services Committee**

22 November 2024

RESOLVED: (Mayor Barry/Cr Mitchell)

Minute No. C 25129(4)

"That the minutes of the Komiti Ratonga o Te Awa Kairangi | Hutt Valley Services Committee meeting held on 22 November 2024 be noted."

c) **Komiti Ngā Wai Hangarua | Wellington Water Committee**

13 December 2024

RESOLVED: (Mayor Barry/Cr Mitchell)

Minute No. C 25130(4)

"That the minutes of the Komiti Ngā Wai Hangarua | Wellington Water Committee meeting held on 13 December 2024 be noted."

d) **Komiti Iti Mahere ā-Ngahurutanga / Mahere ā-Tau | Long Term Plan/Annual Plan Subcommittee**

16 December 2024

Please note the recommended items were resolved at the Council meetings held on 13 December 2024.

RESOLVED: (Mayor Barry/Cr Mitchell)

Minute No. C 25131(4)

"That the minutes of the Komiti Iti Mahere ā-Ngahurutanga / Mahere ā-Tau | Long Term Plan/Annual Plan Subcommittee meeting held on 16 December 2024 be adopted."

24 February 2025

Please note the recommended items were resolved at the Council meetings held on 24 February 2025.

RESOLVED: (Mayor Barry/Cr Mitchell)

Minute No. C 25132(4)

"That the minutes of the Komiti Iti Mahere ā-Ngahurutanga / Mahere ā-Tau | Long Term Plan/Annual Plan Subcommittee meeting held on 24 February 2025 be adopted."

e) **Komiti Kaupapa Taiao | Climate Change and Sustainability Committee**

25 February 2025

Cr Briggs noted that Ray Moo from Hutt Valley High School had been appointed as a new panel member, replacing Tautalaleleia Sa'u on the Low Carbon Acceleration Fund Panel and that Karen Yung's surname had been misspelt in the 'Update on Council's climate change' report.

RESOLVED: (Mayor Barry/Cr Mitchell)

Minute No. C 25133(4)

"That the minutes of the Komiti Kaupapa Taiao | Climate Change and Sustainability Committee meeting held on 25 February 2025 be adopted."

f) **Komiti Arotake Mahere ā-Rohe | District Plan Review Committee**

4 March 2025

RESOLVED: (Mayor Barry/Cr Mitchell)

Minute No. C 25134(4)

"That the minutes of the District Plan Review Committee | Komiti Arotake Mahere ā-Rohe meeting held on 4 March 2025 be adopted."

g) **Komiti Iti Ahumoni I Tūraru | Audit and Risk Subcommittee**

18 February 2025

RESOLVED: (Mayor Barry/Cr Mitchell)

Minute No. C 25135(4)

"That the minutes of the Komiti Iti Ahumoni I Tūraru | Audit and Risk Subcommittee meeting held on 18 February 2025 be adopted."

10. SEALING AUTHORITY

Report No. HCC2025/1/24 by the Legal Operations Advisor

RESOLVED: (Mayor Barry/Cr Briggs)

Minute No. C 25136(4)

"That Council

- (1) approves the affixing of the Common Seal to all relevant documents in connection with the items specified in Schedule 1 in accordance with Standing Order 8.2;*
- (2) approves the Deeds set out in Schedule 2; and*
- (3) approves the Warrants set out in Schedule 3.*

SCHEDULE 1 - GENERAL SEALING AUTHORITY

Subdivision related documents – including Easements to Council

Standard easements and related requirements granting rights to Council as part of the subdivision process:

Easements in Gross

- a) 8 Reading Street, Wainuiomata
8 Reading St Limited & MJV Property Limited and Hutt City Council
57WNMYAPPKJ5-1407309756-903*
- b) 55 Britannia Street, Petone
UPL Limited Partnership and Hutt City Council
57WNMYAPPKJ5-1407309756-916*
- c) 54 Compton Crescent, Taita, Lower Hutt
Regginald Madrigal Dalope and Maria Lourdes Manalad Vytingco Dalope and Hutt City Council
57WNMYAPPKJ5-1407309756-920*
- d) 61-63 Hyde Street, Wainuiomata
Hyde Street Developments (61) Limited and Hutt City Council
57WNMYAPPKJ5-1407309756-921*
- e) 22-24 Pearce Crescent, Lower Hutt
Wolfbrook Residential Limited and Hutt City Council
57WNMYAPPKJ5-1407309756-923*
- f) 151 Waterloo Road, Lower Hutt
Raewyn Lee Reynolds, Chanell Jane Reynolds, Stefanie Lee Reynolds and Wayne Anthony Barton and Hutt City Council
57WNMYAPPKJ5-1407309756-927*

- g) 24 Totara Street, Wainuiomata
Ajith Hemantha Perera and Rashmin Kumari Perera and Hutt City Council
57WNMYAPPKJ5-1407309756-919
- h) 1243 High Street, Lower Hutt
High Street Developments (1243) Limited and Hutt City Council
57WNMYAPPKJ5-1407309756-928
- i) 5 Moohan Street, Wainuiomata
David William Lawrence, Gina Gray and ARL DL GG Trustees Limited and Hutt City Council
57WNMYAPPKJ5-1407309756-929
- j) 158-160 Upper Fitzherbert Road, Wainuiomata
Ross Hanford & Isabella Tala Hanford and Ralph James Stewart Williams and Hutt City Council
57WNMYAPPKJ5-1407309756-931
- k) 52 Durham Crescent, Lower Hutt
Christopher Edward Westbury, Stephanie Ingrid Westbury and Trustee Services 2021 Limited; Phillip John Frederick Stanley, Emma Marie Stanley-Tait and ARL Stanley Trust Limited and Hutt City Council
57WNMYAPPKJ5-1407309756-933

A&I and Partial Discharge of Building Line Restriction

- a) 42 Karaka Street, Wainuiomata
57WNMYAPPKJ5-1407309756-899

A&I and Easement in gross and C461 Certificate under section 461 Local Government Act 1974 – Private Drain

- a) 20 Korau Grove, Stokes Valley
Epic Homes (WGTN) Limited and Hutt City Council
57WNMYAPPKJ5-1407309756-906

- b) 19 Stanley Street, Wainuiomata
UPL Developments Limited and Hutt City Council
57WNMYAPPKJ5-1407309756-907

A&I and Partial Cancellation of Condition in CONO under Resource Management Act 1991

- a) 89B Copeland Street, Epuni, Lower Hutt

Pursuant to Hutt City Council Cancellation of Consent Notice Condition Pursuant to Section 221 of the Resource Management Act 1991 dated 1 November 2024
57WNMYAPPKJ5-1407309756-908

- b) 23A and 25 Military Road
Pursuant to Hutt City Council Partial Cancellation of Consent Notice 20 Feb 2025
57WNMYAPPKJ5-1407309756-930

A&I and Land Covenant under s116(1)(a) or (b) Land Transfer Act 2017

- a) 110 Moohan Street, Wainuiomata
Richard Thomas Leach and Hutt City Council
57WNMYAPPKJ5-1407309756-924

Consent of Hutt City Council as Encumbrancee

- a) 54 Acacia Avenue, Maungaraki
Encumbrancee by virtue of Encumbrance Number 5592073.4.
57WNMYAPPKJ5-1407309756-925

A&I and Partial Discharge of Encumbrance

- a) 11 Jasmine Grove, Maungaraki, Lower Hutt 5010
Register Number B045935.8
57WNMYAPPKJ5-1407309756-918

SCHEDULE 2 – DEEDS

- a) Deed of Surrender Connexa Limited and Hutt City Council
Level 2, 34 Sale Street, Auckland 1010
57WNMYAPPKJ5-1407309756-926
- b) Deed of Variation of Lease
Hutt City Council and LMS Energy NZ Limited
57WNMYAPPKJ5-1407309756-915
- c) Confidentiality Deed between Ministry of Business, Innovation and Employment and
Hutt City Council
57WNMYAPPKJ5-1407309756-932

SCHEDULE 3 – WARRANTS

<p>Jing Pang</p> <p>WARRANT-24-45</p> <p>HCC</p>	<ol style="list-style-type: none"> 1. Local Government Act 2002 AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general) ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry) 2. Health Act 1956 ENVIRONMENTAL HEALTH OFFICER pursuant to s23a and s28 3. Litter Act 1979 LITTER CONTROL OFFICER pursuant to s5 4. Resource Management Act 1991 ENFORCEMENT OFFICER pursuant to s38(1) 5. Sale and Supply of Alcohol Act 2012 INSPECTOR pursuant to s197
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<p><i>Pavel Dobin</i></p> <p>WARRANT-24-46 ARMOURGUARD</p>	<ol style="list-style-type: none"> 1. <i>Local Government Act 2002</i> AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general) ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry) 2. <i>Dog Control Act 1996</i> DOG CONTROL OFFICER pursuant to s11 3. <i>Control of Animals Bylaw 2018</i> AUTHORISED OFFICER pursuant to cl 1.1`
<p><i>Zanhar Jadir</i></p> <p>WARRANT-24-47 ARMOURGUARD</p>	<ol style="list-style-type: none"> 1. <i>Local Government Act 2002</i> AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general) ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry) 2. <i>Dog Control Act 1996</i> DOG CONTROL OFFICER pursuant to s11 3. <i>Control of Animals Bylaw 2018</i> AUTHORISED OFFICER pursuant to cl 1.1
<p><i>Cameron Douglas</i></p> <p>WARRANT-25-01 HCC</p>	<ol style="list-style-type: none"> 1. <i>Local Government Act 2002</i> AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general) ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry) 2. <i>Building Act 2004</i> AUTHORISED OFFICER pursuant to s222 ENFORCEMENT OFFICER pursuant to s371B
<p><i>Dion Perrett</i></p> <p>WARRANT-25-02 ARMOURGUARD</p>	<ol style="list-style-type: none"> 1. <i>Local Government Act 2002</i> AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general) ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry) 2. <i>Dog Control Act 1996</i> DOG CONTROL OFFICER pursuant to s11 3. <i>Control of Animals Bylaw 2018</i> AUTHORISED OFFICER pursuant to cl 1.1
<p><i>Keegan Fraser</i></p> <p>WARRANT-25-03 ARMOURGUARD</p>	<ol style="list-style-type: none"> 1. <i>Local Government Act 2002</i> AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general) ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry) 2. <i>Dog Control Act 1996</i> DOG CONTROL OFFICER pursuant to s11 3. <i>Control of Animals Bylaw 2018</i> AUTHORISED OFFICER pursuant to cl 1.1

<p><i>Soteria Fusi</i></p> <p>WARRANT-25-04</p> <p>ARMOURGUARD</p>	<ol style="list-style-type: none"> 1. <i>Local Government Act 2002</i> <i>AUTHORISED PERSON pursuant to ss171, 173</i> <i>(powers of entry in general)</i> <i>ENFORCEMENT OFFICER pursuant to s177</i> <i>(including additional powers of entry)</i> 2. <i>Dog Control Act 1996</i> <i>DOG CONTROL OFFICER pursuant to s11</i> 3. <i>Control of Animals Bylaw 2018</i> <i>AUTHORISED OFFICER pursuant to cl 1.1</i>
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11. QUESTIONS

There were no questions.

12. EXCLUSION OF THE PUBLIC

RESOLVED: (Mayor Barry/Cr Briggs)

Minute No. C 25137(4)

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

13. Minutes

10 December 2024

16 December 2024

14 February 2025

14. Committee Minutes without Recommended Items

a) *Komiti Ngā Wai Hangarua | Wellington Water Committee*

13 December 2024

b) *Komiti Iti Ahumoni I Tūraru | Audit and Risk Subcommittee*

18 February 2025

c) *Komiti Iti Mahere ā-Ngahurutanga / Mahere ā-Tau | Long Term Plan/Annual Plan Subcommittee*

24 February 2025

d) *Komiti Hanganga | Infrastructure and Regulatory Committee*

13 March 2025

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

(A) <i>General subject of the matter to be considered.</i>	(B) <i>Reason for passing this resolution in relation to each matter.</i>	(C) <i>Ground under section 48(1) for the passing of this resolution.</i>
<i>Minutes of the Te Kaunihera o Te Awa Kairangi Hutt City Council held on 10 December 2024: Ricoh Sports Centre Procurement Process</i>	<i>The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities (s7(2)(h)). The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s7(2)(i)).</i>	<i>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.</i>
<i>Minutes of the Te Kaunihera o Te Awa Kairangi Hutt City Council held on 16 December 2024: Infrastructure Acceleration Fund Property Acquisition; and Ricoh Sports Centre Contract Negotiations</i>	<i>The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities (s7(2)(h)). The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s7(2)(i)).</i>	<i>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.</i>
<i>Minutes of the Te Kaunihera o Te Awa Kairangi Hutt City Council held on 14 February 2025: Ricoh Sports Centre Lease</i>	<i>The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities (s7(2)(h)). The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s7(2)(i)).</i>	<i>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.</i>

Minutes of the Komiti Ngā Wai Hangarua | Wellington Water Committee held on 13 December 2024: Directors to Wellington Water Limited – December 2024

The withholding of the information is necessary to protect the privacy of natural persons.(s7(2)(a)).

That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.

Minutes of Komiti Iti Ahumoni I Tūraru | Audit and Risk Subcommittee held on 18 February 2025: Potential legal claim against Council

The withholding of the information is necessary to maintain legal professional privilege (s7(2)(g)).

That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.

Minutes of the Komiti Iti Mahere ā-Ngahurutanga / Mahere ā-Tau | Long Term Plan/Annual Plan Subcommittee held on 24 February 2025: Draft Annual Plan 2025-2026 update – supplementary savings information

The withholding of the information is necessary to protect the privacy of natural persons.(s7(2)(a)).

That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.

Minutes of the Komiti Hanganga | Infrastructure and Regulatory Committee held on 13 March 2025: Infrastructure Acceleration Fund Update

The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities(s7(2)(h)).

That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.

This resolution is made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as specified in Column (B) above."

There being no further business the Chair declared the public part of the meeting closed at 2.57 pm. The public excluded part of the meeting closed at 3.00pm.

C Barry
MAYOR

CONFIRMED as a true and correct record dated this 29th day of May 2025

MAYORAL STATEMENT - 25 MARCH 2025

I'd like to begin by acknowledging the recent opening of the Moerā Neighbourhood Hub and the Motutawa Avalon Skatepark — two exciting additions to our community that reflect the great work of many people across Council, alongside our partners and the local community. It was heartening to see such enthusiasm and support at both openings, and I'd like to thank everyone involved in making those projects a success.

Looking ahead, we're expecting to share more updates on RiverLink in the coming weeks. This is a major project with wide-reaching impacts, and we're looking forward to being able to provide further detail very soon — so watch this space.

We're now in that time of year where we head out to engage with our community on the Annual Plan, which represents Year Two of our Long Term Plan. This is a key opportunity to check in, listen, and ensure we're on the right track with our priorities and investments.

I want to acknowledge the work that's gone into bringing the proposed rates increase down — it hasn't been easy, and it's required some tough decisions. Despite these efforts, we know that for some in our community, there will still be significant affordability challenges. It's important to note that we're not alone in this — councils across Aotearoa are grappling with similar pressures, largely driven by the need to catch up on years of underinvestment in critical infrastructure.

On that note - we are currently consulting on Local Water Done Well — an important opportunity for our community to have a say in how we approach the future delivery of water services in Lower Hutt. This is a critical conversation, with long-term implications for how we manage our drinking water, wastewater and stormwater infrastructure. Ultimately, making the right decisions now will help ease pressure on future rates, as we'll be able to invest more effectively — rather than continually allocating significant funds through rates increases to 'bandaid' solutions. I strongly encourage everyone to take the time to read through the options and provide feedback — it will make a real difference to the future of water services in Lower Hutt.

And finally — on a more celebratory note — I'd like to congratulate Councillor Chris Parkin, who has recently been appointed as a Justice of the Peace. He still needs to be officially sworn in, but I know you'll all join me in offering him a warm round of applause for this achievement and service to the community.



MINUTES

Record of a meeting of the HUTT VALLEY SERVICES COMMITTEE in Hutt City Council Chambers, 30
Laings Road, Lower Hutt 6009 on FRIDAY 7 MARCH 2025 at 9.30 am

	Upper Hutt City Council (UHCC)	Hutt City Council (HCC)
Present:	Cr J B Griffiths (Chair) Mayor W N Guppy Cr C B G Carson Cr H Newell	Cr T Stallinger (Co-Chair) Cr B Dyer Cr C Parkin Cr N Shaw
In attendance:	Lisa Kynaston, Principal Governance Advisor Fiona Murphy, Governance Advisor Brett Latimer, Parks & Reserves Manager Mike Ryan, Group Manager of Community Services Tim Harty, Group Manager Operations	Cr K Morgan Bruce Hodgins, Strategic Advisor (part meeting) Geoff Roberts, Waste and Resource Recovery Manager Vanessa Gilmour, Democracy Advisor
Also in Attendance:	Steve Hutchison, Chief Advisor Wastewater (part meeting), Blair Johnson, Head of Waste Contract (part meeting), Jeremy McKibbin, Group Manager, Network Management Group (part meeting) from Wellington Water Limited (WWL)	

Councillor Griffiths opened the meeting at 9.30 am. He noted that, as per the Hutt Valley Services Committee's Terms of Reference, "The Chair alternates annually between the two Councils; the change takes place after the final meeting of each year."

Councillor Griffiths thanked Councillor Stallinger for his support in 2024 and resumed the position as Chair and will remain until the end of this triennium.

1. Apologies

All members were present, Councillor Morgan (HCC) was also in attendance.

RESOLVED: Councillor Griffiths / Councillor Stallinger

CARRIED: HVSC 250101

"That Councillor Morgan be granted speaking rights with no voting rights"

2. Declarations of Interest

There were no declarations of interest.

3. Public Forum

There were no members of the public wishing to speak.

4. Confirmation of the minutes

RESOLVED: Councillor Stallinger / Councillor Dyer

CARRIED: HVSC 250102

"That the committee receives the minutes of the 22 November 2024 Hutt Valley Services Committee meeting and accepts the record as an accurate and true account of the meeting."

5. Wastewater Joint Venture Update 1 November 2024 to 31 January 2025.

In attendance for this item: Bruce Hodgins Strategic Advisor (HCC), Steve Hutchison Chief Advisor Wastewater, Blair Johnson Head of Waste Contract and Jeremy McKibbin Group Manager, Network Management Group (WWL).

The Head of Waste Contract provided an update since writing the report:

- The effluent quality parameters have returned within compliance limits except for the longer-run measure for the 80th percentile for faecal coliforms, which is expected to come into compliance near the end of the month.
- Odour issues have subsided since following the fire event in August 2024.
- There is concern over the condition, and the need for additional maintenance of the Milliscreen equipment to keep these functioning until the renewal program is complete.
- Two of the four primary sedimentation tanks have been mechanically refurbished. The remaining two mechanical parts are on site, and the third tank renewal should be completed in the next couple of weeks.
- Veolia have engaged with a project manager to focus on the replacement of the Seaview Wastewater Treatment Plant dryer.

In response to a member's question, the Head of Waste Contract advised that an investigation into using battery and solar as a backup power supply has not been explored because the size of the battery bank would be uneconomical, and the site would not be large enough for the number of solar panels required. The Head of Waste Contract answered questions from members about the budget for renewal projects, and the undetermined cause of the main outfall pump station fault.

The Chief Advisor for Wastewater answered members' questions about the strategic (project) objectives, confirming that options for consideration will be provided at the next Hutt Valley Services Committee meeting. In response to a member's question about the assessments on the outfall components between the Seaview plant and Burdan's gate, he confirmed that the focus of the works is on the valves to service the pipe; replacement of the pipe will be some years away.

In response to a member's question, the Strategic Advisor (HCC) explained that to satisfy the Greater Wellington Regional Council abatement notice issued for the Odour Control Renewal Project, a multi-stage approach is required. Stage 1 is complete, and Stage 2 requires the works to be completed by the beginning of December 2025. The timeline and work program will be understood better once the tenders are awarded, which is expected by April 2025. There will be an opportunity for the deadline to be reviewed if the timeframe cannot be met.

RESOLVED: Councillor Griffiths / Councillor Newell

CARRIED: HVSC 250103

"That the Committee receives and notes the report titled Wastewater Joint Venture Update 1 November 2024 to 31 January 2025."

6. Update on Silverstream Landfill and Resource Recovery

In attendance for this item: Geoff Roberts Waste and Resource Recovery Manager (HCC)

In response to members' questions, the Waste and Resource Recovery Manager confirmed that the detection of increased odour outside the landfill site is a risk when further receiving sludge from the Seaview Wastewater Treatment Plant. He advised that 'air space' is not a significant consideration for sludge disposal. He noted that further fencing and signage are underway to keep the public safe and out of the landfill site, for those who may try and enter via the Kingsley Street track. He will check in on the current communications to make sure they are thorough enough.

Regarding the Hard Beech timber, he advised that it would be stored at Wainuiomata's closed landfill and

would take a couple of years to fully season. Over time, it will be available for use by Upper Hutt City Council or Hutt City Council for the purpose of landscaping or building projects.

RESOLVED: Councillor Griffiths / Councillor Carson

CARRIED: HVSC 250104

"That the Committee receives and notes the report titled Update on Silverstream Landfill and Resource Recovery."

7. Akatārawa Cemetery Update

In attendance for this item: Brett Latimer Open Spaces and Facilities Manager (UHCC)

The Open Spaces and Facilities Manager tabled an update to the report, appended as **Attachment 1**. He advised that the Hutt City Council met on 25 February 2025 to discuss issues of setting fees and maintaining investment in Akatarawa cemetery and establishing the cemetery in its own jurisdiction. It was resolved to continue with the current strategic direction and any issues would be dealt with as part of the 2027-2037 Long Term Plan. Upper Hutt City Council fees have been reviewed and will increase about 3 percent. The comparison of charges between both councils was not significant. The Open Spaces and Facilities Manager answered questions from members about the reinstatement of the Cemetery northern boundary fencing.

The Chair noted that exploring a development contribution levy could be helpful to the development of future cemeteries.

RESOLVED: Councillor Carson / Mayor Guppy

CARRIED: HVSC 250105

"That the Committee receives the report titled Akatārawa Cemetery Update."

8. Hutt Valley Services Committee Forward Work Programme 2025

RESOLVED: Councillor Griffiths / Councillor Newell

CARRIED: HVSC 250106

"That the committee receives and notes the Hutt Valley Services Committee forward work programme 2025."

Included attachment:

Attachment 1: Tabled document – Update to report Item 7 - Akatarawa Cemetery Update

The Chair closed the meeting at 10.00 am

Councillor B Griffiths
Chair

From: [Brett Latimer](#)
To: [Governance](#)
Subject: Distribute and table update at HWSC meeting - FW: Hutt City Councils Cemeteries Future Focus Resolution
Date: Tuesday, 4 March 2025 3:41:50 pm
Attachments: [Attachment](#)
[Hutt City Councils Cemeteries Future Focus Resolution.pdf](#)

Here is a response from HCC regarding the strategic direction on the location of cemeteries in the future.

From: Arthur Nelson <Arthur.Nelson@huttcity.govt.nz>
Sent: Monday, 3 March 2025 8:25 am
To: Brett Latimer <Brett.Latimer@uhcc.govt.nz>
Subject: Hutt City Councils Cemeteries Future Focus Resolution

Hi Brett,

Council met last week to consider the Upper Hutt Shared Services Request. Please find the attached resolution. In short, HCC will continue with its existing strategies those being (a) separate fee setting for cemetery services, and (b) maintain the investment in Akatawara Cemetery.

Both will be further considered as part of the upcoming LTP (27/28). Council will recommend for that LTP that HCC residents are consulted on whether Hutt City should look to establish a cemetery in its own jurisdiction.

However, it will depend on the Council of the day if they wish to institute that recommendation bearing in mind local elections occur in October of this year.

I hope this is sufficient for your report which I understand you will send me prior to the meeting.

Thanks,

Arthur Nelson
 Head of Parks and Reserves

Hutt City Council, 30 Laings Road, Hutt Central, Lower Hutt 5010
 P: M: 027 210 4010 W: www.huttcity.govt.nz



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For Action

MEMO TO: Nelson, Arthur - Head of Parks and Reserves

COPY TO:

DATE: 27 February 2025

MEETING: Communities, Culture and Partnerships Committee | Komiti Hapori Ahurea me ngā Rangapū Meeting of 26/02/2025

Please note for your action / information the following decision arising from the meeting named above:

CCPC 25103 **Hutt City Council's Cemeteries Future Focus**
AGENDA ITEM NO. **CCPC2025/1/33**

RECOMMENDED: (Cr Brown/Cr Briggs)

Minute No. CCPC 25103

"That the Committee recommends that Council:

- (1) receives and notes the information;*
 - (2) notes potential closer alignment of services with Upper Hutt, and provide guidance to officers which will be relayed to the Hutt Valley Services Committee; and*
 - (3) notes the information on Council's current strategic direction on the location of cemeteries; and*
 - (4) continues with the current strategic direction, and as part of deliberations the matter would be reconsidered as part of the 2027-37 Long Term Plan.*
-

SPECIFIC ACTIONS REQUIRED:

TE KAUNIHERA O TE AWA KAIRANGI | HUTT CITY COUNCIL**KOMITI ITI MAHERE Ā-NGAHURUTANGA / MAHERE Ā-TAU**
LONG TERM PLAN/ANNUAL PLAN SUBCOMMITTEE

Minutes of a meeting held in the Council Chambers,
2nd Floor, 30 Laings Road, Lower Hutt on
Tuesday 25 March 2025 commencing at 1:01 pm

PRESENT:

Mayor C Barry (Chair)	Deputy Mayor T Lewis
Cr J Briggs	Cr K Brown
Cr B Dyer	Cr A Mitchell
Cr K Morgan	Cr C Parkin
Cr T Stallinger	Cr G Tupou (via audio-visual link)

APOLOGIES:

An apology was received from Crs G Barratt and N Shaw and an apology from Cr S Edwards for lateness.

IN ATTENDANCE:

J Miller, Chief Executive
A Blackshaw, Director Neighbourhoods and Communities
J Griffiths, Director Strategy and Engagement
A Geddes, Director Environment and Sustainability
J Kingsbury, Director, Economy and Development
J Livschitz, Group Chief Financial Officer
C Parish, Head of Mayor's Office
R Hardie, Head of Strategy and Policy
W Botha, Corporate Planning Lead
D Nunnian, Manager Financial Planning and Performance
N Twilton, Strategic Financial Advisor
A Andrews, Finance Transaction Services Manager
K Glanville, Senior Democracy Advisor
H Clegg, Minute Taker

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

RESOLVED: (Mayor Barry/Cr Morgan)

Minute No. LTPAP 25101(2)

"That the apology received from Crs Barratt and Shaw be accepted and leave of absence be granted and an apology received from Cr Edwards for lateness be accepted¹."

3. PUBLIC COMMENT

There was no public comment.

4. CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

5. RECOMMENDATION TO TE KAUNIHERA O TE AWA KAIRANGI COUNCIL - 25 March 2025

Draft Annual Plan 2025-26 and Engagement Material

The Corporate Planning Lead elaborated on the report.

In response to questions from members, the Corporate Planning Lead advised that general feedback was being sought without specific prompts or questions on particular matters. The Director Strategy and Engagement confirmed there was no structured survey questions as no changes were proposed from the Long Term Plan 2024-34.

Mayor Barry and the Chief Executive confirmed that the Annual Plan engagement document could include similar wording from the Local Water Done Well consultation, addressing recent concerns about Wellington Water Limited and highlighting Council's focus on water infrastructure in the 2025/2026 budget.

In response to a question from a member, the Chief Executive confirmed the '\$100 average rates spend' graph could be added to the engagement document. The Group Chief Financial Officer advised that Long Term Plan growth figures were not required but were included in the document for context.

Cr Stallinger raised concerns about the proposed Council expenditure and delays in receiving what he considered basic infrastructure data. He noted leak repair costs had doubled over the past year without members being informed. He stated he could not support the Draft Annual Plan engagement document.

¹ Cr Edwards was not in attendance for the meeting.

RECOMMENDED: (Mayor Barry/Cr Briggs) Minute No. LTPAP 25102(2)

"That the Subcommittee recommends that Council:

- (1) receives the information contained in the report;*
- (2) notes that officers found cost savings or re-prioritised within the base budget to balance rising costs and reduce the rates revenue increase to 12.8% (after growth) compared to the 13.4% (after growth) projected in the Long-Term Plan 2024-2034;*
- (3) approves the Draft Annual Plan 2025-2026 for engagement, as attached at Appendix 1 to the report;*
- (4) approves the engagement material attached at Appendix 2 to the report for public engagement between 27 March to 27 April 2025; and*
- (5) agrees that the Chief Executive be delegated authority to make minor editorial changes to the Draft Annual Plan 2025-2026 documents ahead of these being published for public engagement."*

Cr Stallinger requested that his dissenting vote be recorded.

6. QUESTIONS

There were no questions.

7. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA

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

There being no further business the Chair declared the meeting closed at 1.16 pm.

C Barry
MAYOR

CONFIRMED as a true and correct record
Dated this 29th day of May 2025

HUTT CITY COUNCILKOMITI KAUPAPA TAIAO
CLIMATE CHANGE AND SUSTAINABILITY COMMITTEE

Minutes of a meeting held in the Council Chambers, 2nd Floor,
30 Laings Road, Lower Hutt on
Tuesday 29 April 2025 commencing at 2:00 pm

PRESENT:

Cr J Briggs (Chair)	
Cr K Brown	Cr S Edwards
Deputy Mayor T Lewis	Cr A Mitchell
Cr C Parkin (Deputy Chair)	Cr N Shaw

APOLOGIES:

Mayor C Barry for lateness ²

IN ATTENDANCE:

A Geddes, Director Environment and Sustainability
A Blackshaw, Director Neighbourhoods and Communities
A Nelson, Head of Parks and Reserves (part meeting)
J Scherzer, Head of Climate, Waste and Resource Recovery
G Roberts, Waste and Resource Recovery Manager
J Hayman, Senior Advisor Waste - Planning and Strategy
M Randall, Senior Advisor – Climate and Sustainability
G Muller, Advisor Resource Recovery
A Stein, Resource Recovery Lead
J Randall, Democracy Advisor (via audio-visual link)
J Young, Democracy Advisor
V Gilmour, Democracy Advisor

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

RESOLVED: (Cr Briggs/Cr Parkin)

Minute No. CCASC 25201

"That the apology received from Mayor Barry for lateness be accepted."

² The meeting concluded before Mayor Barry joined the meeting

3. PUBLIC COMMENT

Comments are recorded under the item to which they relate.

4. PRESENTATION

Te Ara Whakamua Group work update

Bruce Anderson, **representing Te Ara Whakamua Group** (the group), provided a verbal update as follows:

- the group had hired a part-time secretary to keep information updated and map climate action work.
- the group had developed a sketch communication plan and was partway through creating a home website with interactive maps. Visitors to the site could find out where and by whom climate work was being carried out.
- the group held two transport workshops in Naenae in 2024, but no further progress had been made on setting up regular public information sessions.
- the group was assisting with work begun by James Scott to set up an 'Electrify the Hutt' expo in October 2025 and a charitable trust to continue the work afterwards.
- Bruce Anderson recently served as a Low Carbon Acceleration Fund Panel member to decide on funding for community groups. He asked that Council continue to find ways to assist struggling groups.

Bruce Anderson asked that Council consider the long term sustenance of projects so that projects could be continued until they built critical mass. He noted the Porirua Climate assembly had the mass and resources to support it over the past few years and had built good citizen engagement.

In response to a question from a member, Bruce Anderson said the Porirua Citizens' Assembly was still in the early stages of its work. He explained that it had engaged a larger group of people over time, including Mana Whenua and Porirua community members.

5. CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

6. **SIX-MONTHLY UPDATE ON IMPLEMENTATION OF INDIGENOUS BIODIVERSITY STRATEGY**

Report No. CCASC2025/2/101 by the Head of Parks and Reserves

The Head of Parks and Reserves elaborated on the report.

In response to questions from members, the Head of Parks and Reserves provided the following advice:

- he would report on the length of the proposed deer fence on the Eastern Hills. He added that extending the fence as far as Stokes Valley would depend on the level of investment needed to get a good return, but this could be considered. The fence was just one option the team was investigating.
- the state of Lower Hutt's bush could be considered part of future flood modelling, since bush stripped by deer would lead to greater runoff.
- the success of the resetting traps on the Eastern Hills was a positive trend, but other factors could also account for the lack of possums in the area. Officers would continue to monitor the traps.

RESOLVED: (Cr Briggs/Cr Mitchell)

Minute No. CCASC 25202

"That the Committee:

- (1) receives and notes the report;*
- (2) notes the information contained within the report in relation to the programme in support of the Indigenous Biodiversity Strategy; and*
- (3) notes that the Parks and Reserves team will continue to implement its current programme and will seek future opportunities to engage with key stakeholders to advance the agenda outlined in the Indigenous Biodiversity Strategy."*

7. UPDATE ON COUNCIL'S CLIMATE CHANGE WORK

Report No. CCASC2025/2/102 by the Senior Advisor - Climate and Sustainability

The Senior Advisor - Climate and Sustainability elaborated on the report.

In response to a question from a member, the Senior Advisor - Climate and Sustainability stated that the officers would explore ways to improve secure parking for cyclists in the Lower Hutt area. She noted that actions outlined in Council's Climate Action Plan included working with Greater Wellington Regional Council (GWRC) to develop hybrid travel.

The Chair agreed to contact GWRC about providing secure cycle facilities at railway stations, especially early interim measures for cyclists on the Melling Line as RiverLink progressed. He suggested that the officers include proposed actions and a timeline for planning secure cycle facilities, which would be considered at the Committee meeting in July 2025.

In response to questions from members, the Head of Climate, Waste and Resource Recovery agreed to report back on options for secure cycle facilities in the city. He also agreed to provide statistics on public use of the 'Too Good to Waste' website for the Committee meeting in July 2025.

Cr Mitchell asked that the reports on graph trajectories also include officer interventions over time to clarify their impact.

The Chair emphasised the importance of collaborating with GWRC and revisiting plans to ensure residents were informed about Council's efforts to alleviate some of the pressure caused by RiverLink. He also mentioned that any resource shortfalls could be addressed in upcoming meetings.

RESOLVED: (Cr Briggs/Cr Edwards)

Minute No. CCASC 25203

"That the Committee:

- (1) notes the update on climate change work streams currently underway; and*
- (2) notes that updates are only provided for those projects or activities where significant progress has been made, or where significant changes have occurred since the [previous update on 25 February 2025](#)."*

8. UPDATE ON SOLID WASTE MANAGEMENT AND MINIMISATION WORK STREAMS

Report No. CCASC2025/2/103 by the Senior Advisor Waste - Planning and Strategy

Speaking under public comment, **Bruce Spedding, a member of the Eastbourne Community Board**, provided a written update attached as pages 8-11 to the minutes.

In response to questions from members, Bruce Spedding provided the following information:

- the community was encouraged to follow recycling instructions through repeated reminders that reinforced behaviours, along with congratulations for efforts and messages highlighting the benefits of recycling.
- Tetra Paks should be opened flat to ensure all contents were rinsed and clean.
- batteries for recycling were taken to Bunnings, but it was unclear what happened to them afterwards. Tetra Paks were sent to SaveBoard in Hamilton, where they were recycled into wall boards.

The Senior Advisor Waste - Planning and Strategy elaborated on the report. She emphasised that officers could learn from Bruce Spedding's successful approach to community participation. She confirmed that officers would provide an update at the July 2025 Committee meeting regarding the final destination of the Bunnings recycled batteries.

In response to questions from members, the Head of Climate, Waste and Resource Recovery provided the following information:

- the 2024 contamination graph's negative trend aligned with officer campaigns, which shifted to prioritise face-to-face engagement and the immediate removal of severely contaminated bins. Identifying the key driver of this trend was challenging.
- Council's website featured a waste minimisation guide, a Waste Minimisation Plan template, and a packaging guide for food vendors. Officers prioritised larger events due to limited capacity, hoping that as these organisers adapted, the practices would eventually benefit smaller events.
- the officers focused on helping event organisers create an event plan and establish systems that could be repeated in the future. Instead of providing bins or other resources for the events, Council emphasised the importance of having knowledgeable individuals on-site to ensure the systems were implemented correctly and to prevent contamination.
- officers aimed to find a balance by assisting organisers in establishing systems that could eventually become standard practice. If Council offered more material support, the associated costs would have to be borne by the wider community.
- a waste minimisation funding trial had been in place for a year. Officers would ask

event organisers for feedback and what support was needed.

Members highlighted the success of using 'Nonstop Solutions' at the Petone Rotary Club Fair, where the idea of a waste-free event with sustainable packaging became ingrained among stallholders. They highlighted the efforts to promote responsibility and foster a cultural shift among event organisers. However, they noted that some organisers were opting for private venues to avoid challenges of low-waste planning. They suggested offering tailored support based on the group or location. They emphasised that minimising waste saved costs and simplified cleanup efforts.

Members asked that moving forward, Council should explore ways to collaborate with event organisers to enhance waste minimisation efforts.

RESOLVED: (Cr Briggs/Cr Brown)

Minute No. CCASC 25204

"That the Committee receives and notes the update on various solid waste management and minimisation matters."

9. CLIMATE CHANGE AND SUSTAINABILITY COMMITTEE FORWARD PROGRAMME 2025

Report No. CCASC2025/2/104 by the Democracy Advisor

RESOLVED: (Cr Briggs/Deputy Mayor Lewis)

Minute No. CCASC 25205

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

10. QUESTIONS

There were no questions.

The Chair thanked the Waste and Resource Recovery Manager for his work at Council and wished him well in his future role.

11. **CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA**

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

There being no further business, the Chair declared the meeting closed at 2.53pm.

J Briggs
CHAIR

CONFIRMED as a true and correct record
Dated this 29th day of May 2025

Comments on the Update on solid waste management and minimisation work streams

Summary

We are excited at the prospect of HCC being involved in community battery recycling, and hopeful that this will be the first move in creating community led recycling across a variety of streams. Our experience has been that community buy-in on recycling is directly linked to local convenience and promotion. The Community Board has been very active in continuous promotion of all the options available in Eastbourne, and we look forward to being involved in this latest addition. A strong community engagement in activities like these will result in improved outcomes and reduced costs to the city. No one wants waste, we just need to make it practical and accessible.



Batteries

The Eastbourne Community Board began trialling battery recycling a couple of years ago and the community uptake has been very successful, with over **200kg** of batteries recycled to **Bunnings** so far. We relocated the recycling from the Community Hub to a nearby church after concern was expressed by HCC about the fire risk, although we have had no issues, and the users have been very good at covering the terminals on batteries they deposited. We do feel that the Eastbourne Village (if not the hub) was the best place for the bin, and have been investigating a purpose built fire proof collection bin (outdoor suitable) for this purpose - a task we hopefully will not need to pursue now. We expect the trial to be very successful and hope it will be continued. Given that we represent about 5% of the Hutt City, the potential response from the valley overall could be exciting.

Tetra-paks

We have also been trialling the collection of Tetra-paks in the Hub and this has also been an overwhelming success, with in the order of **10,000** collected so far (resulting in **20+ wall panels** from **SaveBoard**). These have all been opened, cleaned and dried by the depositors and there has been zero hygiene issues (we have been complimented by **Earthlink**).

Community convenience = local

The success of both of these trials show that recycling within a community is more a case of convenience than service. By having a



collection point in a convenient central location (our village/hub) means even a few batteries or tetra-paks can be easily recycled, whereas specifically travelling to a location a few kilometers away (Bunnings in Petone or Earthlink in Wingate) just doesn't work. Many of the Tetra-paks appear to be from local businesses, which is good to see, and also encourages local residents by example. We have even been getting deposits of batteries from other parts of the Hutt by people who have seen our system as the easiest to access.

Other recycling opportunities

We are fortunate to have soft plastics (very well supported), and now plastic lids and metal caps recycling in our great local supermarket. Our Hub also collects coffee capsules, our Lions club runs a community rubbish skip monthly (saves many individual trips to Silverstream and raises funds), and they also collect electrical equipment and polystyrene. This has also been backed up by a locally funded free electrical appliance collection day. Our local churches have their own recycling and organic waste options as well as a community fridge which provides an outlet for excess food (rather than throwing it away). A surprising amount of potential waste is also diverted just by giving it away or selling it on our community Facebook Buy / Sell / Exchange page, or just putting items on the street with the note that it will be taken to the tip if not collected by someone.

Promotion

Our experience has shown that continuous promotion through community networks is the most effective way to promote services. We have a very active community Facebook page, and each time we empty a load of batteries or Tetra-paks we comment on this publicly, which usually elicits many 'likes', but more importantly, enquiries like "where are these bins?", creating new users. We also have a community website <https://Eastbourne.nz> which includes information on recycling opportunities that exist both in our community and within the region - the list is getting very long (<https://eastbourne.nz/recycling>). The Community Board promotes recycling in our regular column in the Eastbourne Herald, and we have a digital noticeboard (2 screens, one inside, one outside) in the hub. Like the website, these screens promote our recycling options. Our website also supports a various email newsletters which also



promote community recycling along with other community information.

The recycling / waste calendar is automatically updated on our website, along with a large amount of other relevant community, city, regional and national information, including the CD alerts, water restrictions, HCC Alerts, consultations, transport alerts and times, GWRC parks status and consultations, FENZ callouts, news, earthquakes (proximity), national consultations and product alerts.

By creating a community resource for every interest we try to reach maximum coverage for all our messages - an on-line version of the traditional community noticeboard.

Despite using all the available channels, our reach into the community, particularly to those perhaps most at risk, is still incomplete. The need to reach out for face-to-face meetings with all groups, from residents associations all the way down to a small book group is still important, as are the casual encounters that occur through living in the community.

We are also aware that other communities, within and outside the Hutt have projects and processes we could benefit from, so a community network based around community engagement and services would be a powerful way to empower communities, improve outcomes, and reduce the need for centralised control and management.

Ngā mihi
Bruce Spedding
(resident and member of the Eastbourne Community Board)

HCC Waste Collection for Monday 28 April
Bins: **GREEN** (green waste), **YELLOW** (recycling) & **RED** (landfill)
Options for recycling all other materials are listed here

Next Lion's Skip Bin is Saturday 31 May
Buridan's Gate 8:00 am to 11:30 am, charges apply, [unload help available](#)

Eastbourne Community Board
Established by Council Supporting

JUST NOW

Green, Yellow and Red bins on Monday!
What bins to put out next Monday are always displayed on our website... See more

EASTBOURNE NZ
Waste collection - Red (general), Yellow (paper/plastics/cans) & Green...
Your rubbish bin / ipupara This is your wheellie bin with the red lid, and it's just for rubbish. When green waste goes to landfill it creates...



EOB
Eastbourne Community Board

TETRAPAK RECYCLING TRIAL
Eastbourne Library Foyer.

How to prepare your used beverage containers for recycling at 08 777 7777

IMPORTANT: Cleanliness is critical.
Please rinse the containers, cut open as shown, wash thoroughly, flatten and dry well.

1 Cut along the top and sides of the container. Then flatten and discard.

2 Completely open up the container.

3 Rinse clean, tap-dry.

Yellow bin in foyer is for Tetra Paks only - no other recyclables please. There are bins available for other materials and containers.

Sample email newsletter



EASTBOURNE COMMUNITY BOARD NEWS UPDATE



Kia ora Eastbourne Community

News about board activities and community information is also available on Facebook, website Eastbourne.nz, in each issue of the Eastbourne Herald, and the ECB digital noticeboard in the Hub/Library.



The next public Eastbourne Community Board meeting will be at 7.15pm on Tuesday, 15 April, at East Harbour Women's Club.

Update: Hutt City and Wellington Regional Council consultations have been added to the Eastbourne website (also product recalls).

Email contents (scroll down for details on these)

- **Greater Wellington Regional Council Public Transport Plan 2025-2035**
- **The Hutt City District Plan Review (docs and submission form)**
- **Emergency Response Hub practice** (Days Bay, but open to all of Eastern Bays residents of all ages i.e. kids too) 23 March
- **Eastbourne Community Board walkabout of Eastern Bays** 29 March
- **Hutt City Consultations** - there's a few on. They can also be seen on Eastbourne.nz
- **ATM update**



Greater Wellington Regional Council Public Transport Plan 2025-2035



There are three specific things residents could submit on

- return of the 85X bus
- better timetable coordination between bus and ferry
- investigation of ferry stops at the Marina or Pt Howard.

Public transport plays a central role in the daily lives of many of us in Eastbourne and the Eastern Bays. It is important that Greater Wellington and the Metlink group hear your



MINUTES

Record of a meeting of the HUTT VALLEY SERVICES COMMITTEE in Upper Hutt City Council
Chambers, 838-842 Fergusson Drive, Upper Hutt on FRIDAY 2 May 2025 at 9.30 am

Upper Hutt City Council (UHCC)		Hutt City Council (HCC)
Present:	Cr J B Griffiths (Chair) Deputy Mayor H Swales (alternate) Cr C B G Carson Cr H Newell	Cr T Stallinger (Co-Chair) Cr B Dyer Cr C Parkin Cr N Shaw
In attendance	Cr T Ultra	
Apologies:	Mayor W N Guppy	
In attendance:	Lisa Kynaston, Principal Governance Advisor Fiona Murphy, Governance Advisor Tim Harty, Group Manager of Operations (part meeting) Mike Ryan, Group Manager of Community Services	Bruce Hodgins, Strategic Advisor (for items 1 to 5) Geoff Roberts, Waste and Resource Recovery Manager (for items 1 to 6) Jorn Schertzer
Also in Attendance:	Fraser Clark, Head of Strategy for three waters at Wellington Water Limited (for items 1 to 5) Geoff Williams, Head of Strategy Team at Wellington Water Limited (for items 1 to 5) Steve Hutchison, Chief Advisor Wastewater at Wellington Water Limited (for items 1 to 5) Jeremy McKibbin, Group Manager at Wellington Water Limited (for items 1 to 5) Charles Barker Chief Executive Officer and Capital Programme Delivery Manager at Wellington Water Limited (for items 1 to 5)	

1. Apologies

An apology has been received from Mayor Guppy. Deputy Mayor Swales is in attendance as the alternate for this committee. Councillor Ultra (UHCC) is also in attendance.

RESOLVED: Councillor Griffiths / Councillor Newell

CARRIED: HVSC 250301

"That the apology from Mayor Guppy be accepted and leave of absence be granted."

RESOLVED: Councillor Griffiths / Councillor Stallinger

CARRIED: HVSC 250302

"That Councillor Ultra be granted speaking rights, with no voting rights."

2. Public Forum

There were no speakers.

The Chair noted that Daniel Chrisp has asked that his email be tabled as public comment in relation to Item 7: Akatārawa Cemetery Update, this is appended to the minutes as [Attachment 1](#).

3. Declarations of Interest

There were no declarations of interest.

4. Confirmation of the minutes 7 March 2025

There were no questions about the record of the 7 March Committee meeting.

RESOLVED: Councillor Griffiths / Councillor Newell

CARRIED: HVSC 250303

"That the committee receives the minutes of the 7 March 2025 Hutt Valley Services Committee meeting and accepts the record as an accurate and true account of the meeting."

Deputy Mayor Swales noted her abstention from voting, citing that she was not present at the 7 March 2025 meeting.

5. Wastewater Joint Venture Update 1 February – 31 March 2025.

Bruce Hodgins, Strategic Advisor at HCC, introduced Wellington Water Limited officers: Fraser Clark, Head of Strategy for three waters and Geoff Williams, Principal Advisor of Strategy. Fraser and Geoff talked through the presentation, appended Attachment 4 to the report.

Fraser Clark answered questions from members about the investment objectives and assessment options for the Seaview outfall pipe, the timeline for the wastewater strategic plan, the amount of investment required for the subsequent options to ensure that future demand is met, and the costs to the user.

In response to members' questions, Geoff Williams noted there is a situational analysis report that is currently being prepared to apply a whole-system view approach to the network, considering everything that has been undertaken to date.

Steve Hutchinson stepped up to the table to answer questions from members relating to the balance of infrastructure and considerations for water requirements when considering the ability to meet future demand on the Seaview Wastewater Treatment Plant in its current location, constraints for future consents and network discharges.

Fraser Clarke answered members' questions and provided some context around considerations for the discharge consent processes and reduction of overflows, levels of investment for existing customers and considerations for local and regional water requirements.

Steve Hutchinson answered a member's question about the effectiveness and considerations for water storage across the network, and the cost variances for HCC and UHCC under the services agreement between the councils.

Jeremy McKibbin stepped up to the table and introduced Charles Barker, the new Chief Operating Officer and current Capital Delivery Manager for Wellington Water Limited. Charles Barker thanked the meeting for the opportunity to participate in today's meeting.

Jeremy McKibbin provided an overview of the main points of his report on the Seaview Wastewater Treatment Plant Operations and answered questions from members about the replacement of milliscreens.

Bruce Hodgins answered a member's question about the decision-making process for HCC and UHCC in relation to the Seaview Wastewater Treatment Plant system upgrade, and the engagement between HCC and UHCC officers in relation to the operational activities in the Seaview Wastewater Treatment Plant.

RESOLVED: Councillor Dyer / Councillor Stallinger

CARRIED: HVSC 250304

"That the Committee receives and notes the report entitled Wastewater Joint Venture Update 1 February – 31 March 2025."

6. **Update on Silverstream Landfill and Resource Recovery**

In attendance for this item: Geoffrey Roberts, Waste and Resources Recovery Manager (HCC), and Jörn Scherzer Head of Climate, Waste and Resource Recovery.

Geoffrey Roberts answered members' questions in relation to the consent process and works underway at Manor Park for a Resource Recovery Park, the reduction in waste disposal at the Silverstream Landfill due to external factors, management and treatment of dry and wet sludge coming from the Seaview Wastewater Treatment Plant, tyre levies and disposal, challenges disposing of polystyrene.

Councillor Dyer and Councillor Stallinger noted that there is more information about the Manor Park Resource Recovery Park on the Hutt City Council website, and the progress at this site is reported to Hutt City Council.

RESOLVED: Councillor Dyer / Councillor Griffiths

CARRIED: HVSC 250305

"That the Committee receives and notes the report entitled Update on Silverstream Landfill and Resource Recovery."

7. **Akatārawa Cemetery Update**

In attendance for this item: Mike Ryan, Group Manager of Community Services. Mike advised members that the Resource Consent lodged with the Greater Wellington Council has been received, and there are a couple of enquiries that need to be followed up about the run-off from the site.

In response to questions from members, UHCC officers were requested to respond to the questions raised in the document tabled by Daniel Chrisp, appended as **Attachment 1**.

Mike Ryan answered questions from members about the change to capacity estimates over the five stages of the development, mulching of the site.

Officers were requested to; provide additional financial reporting and more information about the factors that were considered when recalculating the cemetery capacity.

RESOLVED: Councillor Griffiths / Councillor Carson

CARRIED: HVSC 250306

"That the Committee receives the report entitled Akatārawa Cemetery Update."

8. **Hutt Valley Services Committee Forward Work Programme 2025**

There were no questions or comments.

RESOLVED: Councillor Griffiths / Councillor Newell

CARRIED: HVSC 250307

"That the committee receives and notes the Hutt Valley Services Committee forward work programme 2025."

Included attachment:

[Attachment 1. Tabled document from Daniel Chrisp](#)

[Page 4](#)

The meeting closed at 11.04 am.

Cr B Griffiths
Chair

From: Daniel Chrisp <[REDACTED]>

Sent: Thursday, 1 May 2025 12:53 pm

To: DemocraticServicesTeam <DemocraticServicesTeam@huttcity.govt.nz>; Naomi Shaw <Naomi.Shaw@huttcity.govt.nz>; Brady Dyer <Brady.Dyer@huttcity.govt.nz>; Tony Stallinger <Tony.Stallinger@huttcity.govt.nz>; Chris Parkin <Chris.Parkin@huttcity.govt.nz>

Subject: [EXTERNAL] public comment for HVSC meeting

Some people who received this message don't often get email from [REDACTED]. [Learn why this is important](#)

Hi Dem services team

I know this is late notice, but my work has been manic this week.

A few quick comments from me to please pass onto the committee.

1. I submitted an OIA to UHCC requesting information on the project and the cemetery expansion, information I requested related to the procurement process for this project. Given its a multimillion project. I was told that the normal best practice for procurement process was not followed and the consultant was direct appointed, were the committee aware of this?

2. The work done by officers to re calculate the capacity is great, I do have to ask if it would have been done at all if it weren't for my OIA specifically asking about capacity numbers. Given how different the new capacity numbers are it does not look like good project management at all. These details matter, you are asking the councils to invest millions.

3. For the new capacity numbers - My OIA asked about new estimated hectares for the expansion development, that info was not available, and I note that even in today's report and update we still have no indication on how many hectares are able to be developed in the new site, which means all of their capacity figures provided are either plucked out of thin air, or still estimates based on previous figures before wetlands etc were discovered.

They need to separate ashes and burial capacity to give accurate capacity figures.

As a lower Hutt ratepayer I am still very concerned that Upper Hutt Council are lead project managers developing land that we own and paid for and there still seems to be no acknowledgement of how much \$ they have saved for not having to buy land for this cemetery expansion that serves their residents as well as ours.

I continue to labour these points because I still believe HCC need to act faster to not have all their eggs in one basket for future cemetery services. The project managers need to urgently update their developed or concept designs so we actually know what we are getting.

--

Daniel Chrisp

Football Coach,

Wainuiomata Community Board Member,

Cemeteries Manager - PCC

[REDACTED]

HUTT CITY COUNCILKOMITI HANGANGA
INFRASTRUCTURE AND REGULATORY COMMITTEE

Minutes of a meeting held in the Council Chambers,
2nd Floor, 30 Laings Road, Lower Hutt on
Thursday 8 May 2025 commencing at 2:00 pm

PRESENT: Cr S Edwards (Chair) Mayor C Barry (from 2.19pm)
Cr A Mitchell Cr K Brown (via audio-visual link)
Cr B Dyer Cr T Stallinger (Deputy Chair)
Deputy Mayor T Lewis

APOLOGIES: Cr G Tupou and Cr G Barratt. Mayor C Barry for lateness.

IN ATTENDANCE: A Geddes, Director Environment and Sustainability
J Kingsbury, Director Economy and Development
T Johnstone, Head of Planning (part meeting)
J Roberts, Head of Environmental Protection (part meeting)
R Barton, Head of Building Control (part meeting)
P Hewitt, Head of Transport
D Kennedy, Transport Project Manager (part meeting)
B Hodgins, Strategic Advisor (part meeting)
R Lemalu, Project Delivery Manager (part meeting)
H Bell, Advisor Waste Water (part meeting)
J Young, Democracy Advisor
V Gilmour, Democracy Advisor

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**

RESOLVED: (Cr Edwards/Cr Stallinger)

Minute No. IARCC 25201

"That the apologies received from Cr Tupou and Cr Barratt be accepted, and leave of absence granted, and the apology for lateness from Mayor Barry be accepted."

3. **PUBLIC COMMENT**

Comments are recorded under the item to which they relate.

4. **CONFLICT OF INTEREST DECLARATIONS**

There were no conflict of interest declarations.

5. MICROMOBILITY COMMUNITY CONNECTIONS: TAITĀ

Report No. IARCC2025/2/127 by the Transport Project Manager

Speaking under public comment, **Quentin Duthie** said he was pleased with Council's commitment to improving Naenae, Taitā and Avalon areas, emphasising strong community support for enhanced safety connectivity. He supported efforts to connect the river trail at Harcourt Werry Drive and Taitā Drive. He recommended raising the proposed pedestrian crossing on Taitā Drive at Fraser Park, reiterating support for raised crossings near Naenae Intermediate and Naenae College. He highlighted the need for safe access for students from Belmont and Kelson.

Cr Mitchell read out a public comment statement by Anita Martell attached as page 9 to the minutes.

The Head of Transport elaborated on the report.

In response to questions from members, the Head of Transport advised that once construction at both Avalon and Taitā began, officers would assess any surplus funding for additional crossings, as there were many requests across the city. He also advised that cyclists were directed onto the car park and slip lane near the Walter Nash Centre to reduce the risk of conflicts with pedestrians exiting nearby facilities. He highlighted that previous assessments had identified safety concerns about a shared path in that area. He further advised that, based on prior feedback, barriers at alleyway entrances were being removed to allow cycle access on shared paths. He noted that bollards might be installed to prevent motorbike or quad bike access.

In response to questions from members, the Head of Transport indicated that areas with high pedestrian activity, such as the Taitā town centre block, were suitable candidates for applying to the government to lower speed limits. He confirmed that officers would initiate the process and include the area along with other proposed areas for consideration by Council.

In response to further questions from a member, the Head of Transport confirmed that the design for Reynolds Street was consistent with what had been consulted in November 2023. He agreed to confirm the number of car parks affected and to provide a summary of the consultation feedback to the Committee.

The Director Economy and Development added that the earlier concept had proposed a one-way ring road layout, which included the removal of several car parks around the Walter Nash Centre and netball courts. However, following consultation, these plans were revised due to concerns about the high demand for parking in the area, and, as a result, those car parks were retained in the final proposal.

Mayor Barry joined the meeting at 2.19pm.

In response to a question from a member, the Transport Project Manager advised that discussions about the final connection design had taken place on site with Greater Wellington Regional Council. He added that a rough implementation timeframe was

anticipated during the summer.

In response to questions from a member, the Transport Project Manager advised that discussions had commenced with BP about changes near the forecourt, where the new shared path would replace informal parking on Council-owned land. He confirmed that the existing pedestrian access would remain, but that line marking would be updated to guide users toward the proposed dual crossing.

Cr Mitchell raised concerns about the potential private use of public land near the BP corner. He encouraged further engagement with business owners and proposed that planting could help clarify the intended use of the land.

RESOLVED: (Cr Edwards/Cr Stallinger)

Minute No. IARCC 25202

“That the Committee:

- (1) receives and notes the report;*
- (2) notes that the Community Connections Programme (Taitā) plans were presented to the Infrastructure and Regulatory Committee for approval on 23 November 2023 (Report No. IARCC2023/5/360);*
- (3) notes that on 25 March 2025, the Hutt City Council / Te Kaunihera o Te Awa Kairangi received an update on the Micromobility Programme (Report No. HCC2025/1/74); and*
- (4) approves option a) to proceed with the Taitā Community Connections plans for construction.”*

6. THREE WATERS UPDATE

Report No. IARCC2025/2/125 by the Advisor Water Services

The Advisor Water Services elaborated on the report. He provided details about Wellington Water Limited's (WWL) April capex spend, which was \$6.7M below the forecast, and the year-end spend was expected to be in the low \$60M range. He highlighted that planned maintenance at the Seaview Wastewater Treatment Plant (SWWTP) was scheduled from 3–17 June 2025, which might lead to odour issues. He assured members that WWL had a communications plan prepared, with a tentative community meeting on 28 May 2025. He further advised that 282 submissions on *Local Water Done Well* had been received and were being analysed.

In response to questions from a member, the Strategic Advisor advised that the higher forecast spend in the year's final quarter primarily related to planned works at the SWWTP and some renewals, which had since been deferred to the following year. He noted that such back-loading of expenditure was typical in the first year of a Long Term Plan. He agreed to seek further information from WWL on replacing milliscreens at the SWWTP. He confirmed that feedback from other councils on *Local Water Done Well* would be included in the report back to Council.

In response to questions from a member, the Strategic Advisor advised that monthly E. coli sampling was a requirement under Council's consents with Greater Wellington Regional Council and formed part of city-wide monitoring of the wastewater network. He said the testing was not specifically linked to the SWWTP but aimed to identify leaks across the network's public and private parts. He confirmed that WWL carried out this work and that mapping data could be available to the Committee.

In response to further questions from a member, the Strategic Advisor advised that while specific figures were unavailable, most asset value lay in the pipe network, reservoirs, pumping stations and the SWWTP. He stated that significant components of the SWWTP were nearing the end of their life and required significant renewal investment. He noted that a programme had been in place to strengthen and maintain reservoirs, particularly to address earthquake resilience and degradation. He added that some reservoirs lacked sufficient capacity to meet emergency supply guidelines and would require future investment. He confirmed that while significant investment was needed across the network, much of it related to meeting growth and resilience needs rather than deferred maintenance, aside from the SWWTP.

Cr Stallinger expressed support for delays to capital works if they allowed for improved tendering processes and ensured better value for money.

RESOLVED: (Cr Edwards/Deputy Mayor Lewis)

Minute No. IARCC 25203

"That the Committee receives the report and notes the information."

7. REGULATORY MATTERS

Report No. IARCC2025/2/126 by the Head of Environmental Protection

In response to questions from members, the Head of Planning explained that enforcement for consent compliance was generally approached in stages, starting with informal engagement, followed by fines, abatement notices, and, if necessary, interim enforcement orders. He noted that Council considered the nature and scale of the breach, and whether the consent holder was cooperating, before escalating enforcement action. He further advised that further clarification would be provided on whether Section 74 notices, likely referring to the Building Act, were used by Council, and whether residents were informed of their implications.

In response to a question from a member, the Head of Planning advised that using external consultants for resource consents was being minimised. However, consultants were still required in some cases due to specialist skill needs, staff vacancies, or continuity for long-standing applications.

The Head of Building Control added that a similar approach was being taken in the building team, with contractors used primarily to manage workflow peaks. He noted that some processing work was being outsourced due to current vacancies for senior building inspectors, particularly for commercial and larger residential consents.

In response to questions from a member, the Head of Building Control advised that the recent decline in Code Compliance Certificate (CCC) performance statistics was due to a data cleansing exercise, which involved retrospectively making and recording CCC decisions on historic consents dating back to 2004. He added that this was part of Council's internal quality assurance programme to ensure all required decisions had been formally recorded. He noted that while the exercise was ongoing, it was not expected to significantly impact the processing of current CCC applications.

RESOLVED: (Cr Edwards/Cr Stallinger)

Minute No. IARCC 25204

"That the Committee receives and notes the information."

8. **MINUTES OF THE LOCAL ALCOHOL POLICY HEARINGS SUBCOMMITTEE - 17 SEPTEMBER 2024**

Report No. IARCC2025/2/62 by the Senior Democracy Advisor

RESOLVED: (Cr Edwards/Cr Mitchell)

Minute No. IARCC 25205

"That the minutes of the Komiti Iti Whakawā | Hearings Subcommittee held on 17 September 2024 be adopted."

9. **MINUTES OF THE ALCOHOL FEES BYLAW HEARINGS SUBCOMMITTEE - 26 SEPTEMBER 2024**

Report No. IARCC2025/2/63 by the Senior Democracy Advisor

RESOLVED: (Cr Edwards/Cr Dyer)

Minute No. IARCC 25206

"That the minutes of the Komiti Iti Whakawā | Hearings Subcommittee held on 26 September 2024 be adopted."

10. **INFORMATION ITEMS**

a) **Economy and Development - Director's Report**

Report No. IARCC2025/2/3 by the Director of Economy and Development

The Director of Economy and Development elaborated on the report. He provided details about the Tupua Horo Nuku seawall performing well during the recent weather event. He noted that a funding decision from New Zealand Transport Agency (NZTA) for Eastern Hutt Road was expected by the end of the month. He confirmed that officers would provide a timeline and priorities once the outcome was known, with alternative options presented if full funding was not approved.

In response to a question from a member, the Head of Transport advised that storm clean-up was included in contractor agreements and Council budgets, with crews responding immediately where safe, prioritising road and footpath access. The Director Economy and Development added that NZTA had paused proposed changes to storm funding criteria, and Council was preparing a claim for the recent weather event.

RESOLVED: (Cr Edwards/Deputy Mayor Lewis)

Minute No. IARCC 25207

"That the Committee receives and notes the information."

b) **Infrastructure and Regulatory Forward Programme 2025**

Memorandum dated 22 April 2025 by the Democracy Advisor

RESOLVED: (Cr Edwards/Cr Mitchell)

Minute No. IARCC 25208

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

11. **QUESTIONS**

There were no questions.

12. **CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA**

Unuhia!
Unuhia!
Unuhia i te uru-tapu-nui
Kia wātea, kia māmā
Te ngākau, te tinana,
te wairua i te ara takatū
Koia rā e Rongo
whakairihia ake ki runga
Kia wātea, kia wātea!
Ae rā, kua wātea!
Hau, pai mārire.

Release us from the supreme
sacredness of our tasks
To be clear and free
in heart, body and soul in our
continuing journey
Oh Rongo, raise these words up high
so that we be cleansed and be free,
Yes indeed, we are free!
Good and peaceful

There being no further business, the Chair declared the meeting closed at 2.54pm.

S Edwards
CHAIR

CONFIRMED as a true and correct record
Dated this 29th day of May 2025

Public comment

To the councillors and council staff I wanted to say a massive thank you for what you have done and are doing for the Taitā community in implementing these safety features and putting in pedestrian crossings for our community and for everyone who comes to Taitā.

While it might seem like a bit of expensive paint and hard work to get here, for this community these changes are well overdue and will bring such a positive impact to how Tamaraki move around, how families get from a to b.

I would encourage you to continue the improvements eg. Focussing on Harcourt Werry and a safe passage for Taitā central families to cross Churton Crescent.

So again thank you. I can't wait to see the first lot of paint being placed on the road and for a continued partnership to make Taitā safer.

Ben and Anita Martell

19 May 2025

Report no: HCC2025/2/32

Sealing Authority

Recommendation

That Council approves the affixing of the Common Seal to all relevant documents in connection with the items specified in Schedule 1 in accordance with Standing Order 18.2.

Schedule 1 - Warrants Approved

Jonathan Braniff WARRANT-25-05 HCC	<ol style="list-style-type: none"> 1. Local Government Act 2002 AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general) ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry) 2. Health Act 1956 LOCAL AUTHORITY OFFICER pursuant to s128 of purposes of entry 3. Litter Act 1979 LITTER CONTROL OFFICER pursuant to s5 4. Resource Management Act 1991 ENFORCEMENT OFFICER pursuant to s38(1) 5. Sale and Supply of Alcohol Act 2012 INSPECTOR pursuant to s197
Michael Tamayo WARRANT-25-06 VAULT SECURITY	<ol style="list-style-type: none"> 1. Local Government Act 2002 AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general) ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry) 2. Resource Management Act 1991 ENFORCEMENT OFFICER (Noise Control only) pursuant to s38(2)

Nusipepa Moefili WARRANT-25-07 HCC	<ol style="list-style-type: none"> 1. Local Government Act 2002 AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general) ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry) 2. Resource Management Act 1991 ENFORCEMENT OFFICER pursuant to s38(1) ENFORCEMENT OFFICER (Noise Control only) pursuant to s38(2)
Guillaume Gaudo WARRANT-25-08 ARMOURGUARD	<ol style="list-style-type: none"> 1. Local Government Act 2002 AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general) ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry) 2. Dog Control Act 1996 DOG CONTROL OFFICER pursuant to s11 3. Control of Animals Bylaw 2018 AUTHORISED OFFICER pursuant to cl 1.1
Bayley Goldstone WARRANT-25-09 HCC	<ol style="list-style-type: none"> 1. Local Government Act 2002 AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general) ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry) 1. Building Act 2004 AUTHORISED OFFICER pursuant to s222 ENFORCEMENT OFFICER pursuant to s371
WARRANT-25-10 HCC Amy-Laura Jansen	<ol style="list-style-type: none"> 1. Local Government Act 2002 AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general) ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)
WARRANT-25-11 HCC Sarah Brannigan	<ol style="list-style-type: none"> 1. Local Government Act 2002 AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general) ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)