

HUTT CITY COUNCILKOMITI 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!

Release us from the supreme sacredness of our tasks

Unuhia!

To be clear and free

Unuhia i te uru-tapu-nui

in heart, body and soul in our continuing journey

Kia wātea, kia māmā

Oh Rongo, raise these words up high

Te ngākau, te tinana, te wairua i te ara takatū

so that we be cleansed and be free,

Koia rā e Rongo whakairihia ake ki runga

Yes indeed, we are free!

Kia wātea, kia wātea!

Good and peaceful

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