



## TE KAUNIHERA O TE AWA KAIRANGI

17 March 2026

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

### **Tuesday 24 March 2026 commencing at 11:45 am**

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

### **Membership**

Mayor Fauono K Laban (Chair)

Deputy Mayor K Brown

Cr G Barratt

Cr B Dyer

Cr S Edwards

Cr T Lewis

Cr A Mitchell

Cr C Parkin

Cr TA Puketapu

Cr P Ravi

Cr N Shaw

Cr T Stallinger

Cr M Tonga-Grant

Cr K Yung

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

#### **Have your say**

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

## TE KAUNIHERA O TE AWA KAIRANGI | COUNCIL

<b>Chair</b>	Mayor Fauono Ken Laban
<b>Deputy Chair</b>	Deputy Mayor Keri Brown
<b>Membership:</b>	All Councillors (12)  Refer to Council's Standing Orders (SO 31.10 Provisions for Mana Whenua) (This applies in addition to the representation provided through the Māori Ward).
<b>Meeting Cycle:</b>	Council meets every eight weeks, but extraordinary meetings may be called by resolution of Council or at the request of the Chair or one-third of Council's total membership.
<b>Quorum:</b>	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 (including land) not in accordance with the LTP.
- Adopt the LTP, Annual Plan and Annual Report.
- Adopt policies that must be consulted on under the Local Government Act 2002 in association with the LTP or for the local government statement.
- Appoint the Chief Executive.
- Exercise any powers and duties conferred or imposed by any other Act.
- Adopt a Remuneration and Employment Policy for Council employees.

### **DECIDE ON:**

#### **Policy and Bylaw issues:**

- Approval of draft bylaws before the consultation.

#### **District Plan:**

- Approval to call for submissions on any Proposed District Plan, Plan Changes and Variations.
- Before public notification, approval of recommendations of District Plan Hearings Subcommittees on any Proposed Plan, Plan Changes (including private Plan Changes) and Variations.

<sup>1</sup> Work required before the making of any of these decisions may be delegated.

- 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 other groups to support community funding decisions.

### **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 Statements of Expectation for Council Controlled Organisations and Council Controlled Trading Organisations.

### **Community Engagement and Advocacy:**

- Receive reports from 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.
- Elected members' overseas travel to be approved in accordance with the Elected Member Support Policy.
- 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.

**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  
Tuesday 24 March 2026 commencing at 11:45 am.

**ORDER PAPER**

**PUBLIC BUSINESS**

**1. OPENING FORMALITIES - KARAKIA KAUNIHERA**

Tuia te mana akiaki	<i>Sow the seeds of courage</i>
Rarangahia te mana rangatira	<i>Weave the power of unity</i>
Kia tipu, kia puāwai	<i>To grow and prosper</i>
E ripo ngā wai	<i>There are ripples in</i>
O Te Awa Kairangi	<i>Te Awa Kairangi</i>
He Kaitiaki ki te whenua	<i>There are Kaitiaki on the land</i>
He oranga taiao	<i>Protected environment</i>
He oranga tangata	<i>Thriving people</i>
Haumi e, hui e Taiki e!	<i>Connected, united, affirmed!</i>

**2. APOLOGIES**

No apologies have been received.

**3. PUBLIC COMMENT**

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

**4. 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) Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities, Climate and Resilience Committee

3 March 2026 12

### Recommended Item

**REFER TO ITEM 7A) SUPPORTING INFORMATION ON TUTUKIWI ORCHID HOUSE (page 134 of the agenda)**

Item 6) Assets Review Update and Maungaraki Hall Lease 15

### MAYOR'S RECOMMENDATION:

"That the recommendation contained in the minutes be discussed."

- b) Te Komiti Hanganga me ngā Waeture | Infrastructure and Regulatory Committee

5 March 2026 32

### Recommended Items

Item 5a) Time Limited Parking Spaces (53-57 Cuba Street, Petone; Marsden Street, Melling; Stevens Grove and Pavilion Car Park, Hutt Central; and 211-223 Knights Road, Hutt Central) 34

### MAYOR'S RECOMMENDATION:

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

Item 5b) Road Safety Improvements (Eastern Hutt Road, Taitā and Myrtle Street / Laings Road, Hutt Central) 35

### MAYOR'S RECOMMENDATION:

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

- c) Te Komiti Kaupapa Here me te Pae Angitū | Policy and Performance Committee

10 March 2026 48

### Recommended Items

Item 5a) Urban Plus Limited Group Draft Statement of Intent 2026/27 to 2028/29 50

### MAYOR'S RECOMMENDATION:

"That the recommendations contained in the minutes be discussed."

- Item 5b) Seaview Marina Limited Draft Statement of Intent 2026/27 to 2028/29** 51

MAYOR'S RECOMMENDATION:

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

- Item 5c) Public Places and Trading in Public Places Bylaw Statutory Review** 52

MAYOR'S RECOMMENDATION:

"That the recommendations contained in the minutes be discussed."

**7. MISCELLANEOUS**

**a) Supporting information on Tutukiwi Orchid House**

Memorandum dated 9 March 2026 by the Director Neighbourhoods and Communities 134

**b) Delegations Register**

Report No. HCC2026/1/49 by the Chief Legal Officer 137

MAYOR'S RECOMMENDATION:

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

**c) Encroached Reserve Land Sale - 48 Stanley Street, Wainuiomata**

Report No. HCC2026/1/51 by the Parks Development Planner 186

MAYOR'S RECOMMENDATION:

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

**d) Approval of granting of easements over land subject to the Reserves Act 1977 - 5 and 7 Rahui Grove, Korokoro**

Report No. HCC2026/1/54 by the Parks Development Planner 191

MAYOR'S RECOMMENDATION:

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

e) **Proposed Reappointment of Director, Urban Plus Limited**

Report No. HCC2026/1/59 by the Head of Democratic Services 195

**MAYOR'S RECOMMENDATION:**

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

f) **Recommendations to Council from the Strategy, Long Term and Annual Plan Subcommittee meeting held on 24 March 2026**

"That Council adopts the recommendations made on the following reports, and any amendments agreed at the Strategy, Long Term and Annual Plan Subcommittee meeting held on 24 March 2026:

- a) Draft Annual Plan 2026-2027, Draft Long Term Plan Amendment 2024-2034 and Engagement Materials; and
- b) Revenue and Financing Policy Consultation."

8. **MINUTES**

Meeting minutes Hutt City Council, 16 December 2025 199

9. **COMMITTEE MINUTES WITHOUT RECOMMENDED ITEMS**

a) **Komiti Ngā Wai Hangarua | Wellington Water Committee (for noting only)**

12 December 2025 221

b) **Te Komiti Tiaki Wai | Partners' Committee Tiaki Wai (for noting only)**

18 December 2025 226

c) **Te Komiti Āpiti mō te Mahere ā-Rohe | District Plan Subcommittee**

12 February 2026 234

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

24 February 2026 240

e) **Te Komiti Āpiti mō ngā Taipakeke me te Āheinga | Age and Accessibility Subcommittee |**

24 February 2026 249

**10. SEALING AUTHORITY**

Report No. HCC2026/1/16 by the Legal Operations Advisor

254

**MAYOR'S RECOMMENDATION:**

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

**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. COMMITTEE MINUTES WITH RECOMMENDED ITEMS****Te Komiti Hanganga me ngā Waeture | Infrastructure and Regulatory Committee**

5 March 2026

**14. MINUTES**

16 December 2025

**15. TIAKI WAI LIMITED - SHAREHOLDER GUARANTEES****16. COMMITTEE MINUTES WITHOUT RECOMMENDED ITEMS****Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities, Climate and Resilience Committee**

3 March 2026

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) General subject of the matter to be considered.	(B) Reason for passing this resolution in relation to each matter.	(C) Ground under section 48(1) for the passing of this resolution.
Report of the Infrastructure and Regulatory Committee   Te Komiti Hanganga me ngā Waeture held on 5 March 2026: <i>City Link Bridge Principals's Requirements prior to market release</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 prevent the disclosure or use of official information for improper gain or improper advantage(s7(2)(j)).	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 Hutt City Council   Te Kaunihera o Te Awa Kairangi held on 16 December 2025: <i>Seaview Sludge Dryer Replacement Project update; Draft Annual Plan Update Te Wai Takamori o Te Awa Kairangi (RiverLink); and Independent Members of the Audit and Risk Subcommittee</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)). 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.

Tiaki Wai Limited - Shareholder Guarantees.	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)).	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.
Report of the Connected Communities, Climate and Resilience Committee   Te Komiti Oranga Hapori, Oranga Taiao held on 3 March 2026: <i>Assets Review Update and Maungaraki Hall Lease - Public Excluded Appendices</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)).	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."

Kate Glanville  
**SENIOR DEMOCRACY ADVISOR**

**HUTT CITY COUNCIL****TE KOMITI ORANGA HAPORI, ORANGA TAIAO | CONNECTED  
COMMUNITIES, CLIMATE AND RESILIENCE COMMITTEE**

Minutes of a meeting held in the Council Chambers, 2nd Floor, 30 Laings Road, Lower  
Hutt, on

**Tuesday 3 March 2026 commencing at 9:30am**

To watch the livestream of the meeting, please click here:  
[3 March 2026 Connected Communities and Climate Resilience Committee](#)

**PRESENT:**

Cr A Mitchell (Chair)	Cr N Shaw (Deputy Chair)
Mayor Fauono K Laban	Deputy Mayor K Brown
Cr G Barratt	Cr T Lewis
Cr B Dyer	Cr T Stallinger
Cr S Edwards	Cr M Tonga-Grant
Cr C Parkin	Cr K Yung
Cr TA Puketapu	

**APOLOGIES:**

Cr P Ravi for lateness.<sup>1</sup>

**IN ATTENDANCE:**

A Blackshaw, Director Neighbourhoods and Communities  
J Griffiths, Director Strategy and Engagement  
J Kingsbury, Director Economy and Development (via audio-visual link)  
A Moore, Head of Connected Communities (part meeting)  
A Nelson, Head of Parks and Reserves (part meeting)  
J Sluman, Head of Assets and Facilities Management (part meeting)  
J Scherzer, Head of Climate, Waste and Resource Recovery (part meeting)  
M Randall, Senior Advisor - Climate and Sustainability (part meeting)  
A Robinson, Emergency Management Lead (part meeting)  
J Young, Democracy Advisor

**PUBLIC BUSINESS**

<sup>1</sup> Cr Ravi did not join the meeting

## 1. OPENING FORMALITIES - KARAKIA KAUNIHERA

Tuia te mana akiaki	<i>Sow the seeds of courage</i>
Rarangahia te mana	<i>Weave the power of unity</i>
rangatira	<i>To grow and prosper</i>
Kia tipu, kia puāwai	<i>There are ripples in</i>
E ripo ngā wai	<i>Te Awa Kairangi</i>
O Te Awa Kairangi	<i>There are Kaitiaki on the land</i>
He Kaitiaki ki te whenua	<i>Protected environment</i>
He oranga taiao	<i>Thriving people</i>
He oranga tangata	<i>Connected, united, affirmed!</i>

Haumi e, hui e Taiki e!

## 2. APOLOGIES

RESOLVED: (Cr Mitchell/Cr Parkin) <sup>(<sup>1</sup> Cr Ravi did not join the meeting)</sup>

**Minute No. CCCRC 26101**

*"That the apology received from Cr Ravi for lateness be accepted."*

## 3. PUBLIC COMMENT

Comments are recorded under the item to which they relate.

## 4. CONFLICT OF INTEREST DECLARATIONS

Cr Parkin declared an interest in relation to item 6, Assets Review Update and Maungaraki Hall Lease, relating to the Hardwick-Smith Lounge, noting that he was a member of the Belmont Hall working group and that the conflict was not financial in nature.

Cr Edwards declared a conflict of interest in relation to item 6, Assets Review Update and Maungaraki Hall Lease, relating to the Hardwick-Smith Lounge, noting that he had participated in the working group. He also noted a conflict of interest in relation to the buildings at Civic Square, as the Hutt Valley Rotary Club, of which he was President, had been involved in related discussions. He advised that he would participate in the discussion but would not vote on the matter.

The Chair noted that the decision did not appear to affect the Hutt Valley Rotary Club and indicated that Cr Edwards could participate in the vote if he considered it appropriate.

Cr Puketapu declared a conflict of interest in relation to item 7, Draft Reserve Management Plan – Honiana Te Puni Reserve, noting that she was a member of the trust that owned Honiana Te Puni Reserve. Cr Puketapu took no part in the discussion or voting on the matter.

Cr Dyer declared a conflict of interest in relation to item 16, Assets Review Update and Maungaraki Hall Lease – Public Excluded Appendices. The nature of the interest was disclosed to the Committee in the public excluded part of the meeting.

## 5. NUKU ORA REGIONAL SPACES & PLACES STRATEGY 2025

Report No. CCCRC2026/1/18 by the Head of Connected Communities

Marcus Sherwood, General Manager Delivery, Nuku Ora, and Zanta Jones, Spaces and Places Consultant, Sport New Zealand (via audio-visual link), were in attendance for this item.

The Head of Connected Communities elaborated on the report.

Marcus Sherwood and Zanta Jones elaborated on the Wellington Regional Spaces and Places Strategy 2025 (the Strategy).

In response to a question from a member, Zanta Jones advised that she would provide information on overall participation in organised sport, in relation to the activity behaviour tables contained within the Strategy.

In response to a question from a member, Marcus Sherwood stated that Nuku Ora would provide guidance to officers to assist them and encouraged Council to apply the principles outlined in the Strategy.

**RESOLVED:** (Cr Mitchell/Cr Tonga-Grant)

**Minute No. CCCRC 26102**

*“That the Committee endorses the Wellington Regional Spaces and Places Strategy, attached as Appendix 1 to the report, noting the following caveats:*

- (a) recommendations 2.1.1 – the collaborative decision-making framework and process will provide advice, and Hutt City Council will retain self-determination around its own spaces and places;*
- (b) recommendation 2.1.5 – at this time, Council does not support regional collaboration and potential investment to upgrade Porirua Park to provide a regional mid-sized stadium.”*

## 6. ASSETS REVIEW UPDATE AND MAUNGARAKI HALL LEASE

Report No. CCCRC2026/1/15 by the Head of Parks and Reserves

Speaking under public comment, **Allan Brown, representing the Rotary Club of Hutt City (the club)**, spoke in support of retaining and repurposing the Gibbes Watson Conservatory. He presented a powerpoint slide, attached as page 14 to the minutes. He outlined a proposal with Victoria University of Wellington to convert the pavilion into a public space, with the club funding upgrades and managing the facility under a potential 10 year licence. Mr Brown asked for time until the end of May 2026 to negotiate with Council an agreement, noting that repurposing was considered more cost effective and environmentally sustainable than demolition. He also elaborated on the building's history and advised that Heritage New Zealand supported the proposal.

In response to questions from members, Mr Brown advised that the club was, in principle, willing to take ownership of the building. He further advised that a proposal submitted to Council in September 2025 had been deemed not viable. He noted that funding was available and held in trust, although it may take some time to access.

Speaking under public comment, **James Scott, President of the Belmont Residents Association**, opposed the proposed demolition of the Hardwick-Smith Lounge. He highlighted that the building was constructed with funds donated by the Hardwick-Smith family and later gifted to Council for management and maintenance. He expressed that the community would prefer to see the building restored and used and mentioned that local volunteers were willing to handle repairs and ongoing maintenance if ownership or control could be transferred to them. He noted discussions with Council had been ongoing for approximately two years, but the working group had been unable to move forward without the necessary authority to act. He asked that Council defer the demolition work, collaborate with the community, and return ownership of the Hardwick-Smith Lounge to the community so they could restore it.

In response to a question from a member, James Scott stated that the proposed timeframe for completing negotiations with the officers was 31 March 2026.

In response to a question from a member, James Scott stated that the local public halls were in high demand throughout the city.

Cr Dyer declared a conflict of interest during the public excluded section of the meeting in relation to this item. The nature of the interest was recorded in the public excluded minutes.

In response to the public speakers' comments, the Director Neighbourhoods and Communities advised that officers and representatives of the club had met in September 2025 and that, at that time, the club had not indicated a willingness to take ownership of the Gibbes Watson Conservatory. She noted that, now that the club had indicated a willingness to do so, officers would work with them to determine what arrangements could be made. She further advised that officers would work with the Belmont Residents Association regarding the Hardwick-Smith Lounge. She reminded members that divestment under the assets review would occur only where organisations could meet ongoing costs without additional Council funding or officer support. She noted that

Council had recently adopted its Target Operating Model, which included the rationalisation of assets as a key approach to addressing financial challenges.

In response to questions from members' questions, the Head of Parks and Reserves elaborated on the background to demolition costs, including depreciation and insurance considerations.

Deputy Mayor Brown left the meeting at 10.51am and rejoined the meeting at 10.53am.

**15. RESOLVED:** (Cr Mitchell/Cr Stallinger)

**Minute No. CCCRC 26103**

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

16. *Assets Review Update and Maungaraki Hall Lease - Public Excluded Appendices*

*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>Assets Review Update and Maungaraki Hall Lease - Public Excluded Appendices.</i>	<p><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)).</i></p> <p><i>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></p>	<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 exists.</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."*

The meeting moved into the public excluded part of the meeting at 10.57am and resumed in the public part of the meeting at 11.38am.

The Director Neighbourhoods and Communities advised that the Maungaraki Hall lease information in the report was incorrect and clarified that the previous lease was \$100 or 50% of profit (whichever was greater), rather than 50% of revenue.

MOVED: (Cr Mitchell/Cr Shaw)

That the Committee:

- (1) notes the update on the Assets Review work;
- (2) notes progress against increased revenue budgets;
- (3) notes the changes required to a small number of community leases where there is a commercial sub-letting arrangement as outlined in Appendix 1 attached to the separate public excluded report;
- (4) agrees to the issuing of a new lease for the Maungaraki Hall under the terms described in paragraphs 30 and 31 of the officer's report;
- (5) agrees that officers continue to work with the Rotary Club of Hutt City to see if a viable proposal for divestment can be put forward for the Gibbes Watson Conservatory by 31 May 2026;
- (6) agrees that officers continue to work with Belmont Resident Association to see if a viable proposal for divestment can be put forward for the Hardwick Smith Lounge by 30 June 2026;
- (7) notes that a viable proposal includes demonstration that organisations taking on divested buildings can manage immediate renewals in a timely manner (within 12 months of divestment), ongoing operating costs of an improved asset, future maintenance and renewals, and that as buildings are on reserve land, they will need to be maintained to a level that meets Council's requirements; and
- (8) agrees that if assets are not divested by the agreed upon dates, they will be demolished as planned.

AMENDMENT MOVED: (Cr Lewis/Cr Parkin)

That part (5) of the motion be replaced with the following:

- (5) agrees that officers continue to work with the Rotary Club of Hutt City to see if a viable proposal for divestment can be put forward for the Gibbes Watson Conservatory and Tutukiwi Orchid House by 31 May 2026;

Deputy Mayor Brown spoke against the amendment, noting that she did not support adding the Tutukiwi Orchid House.

Cr Puketapu spoke against the amendment, stating that she did not support adding the Tutukiwi Orchid House as a new item. She pointed out that no public speakers had addressed the matter, and she considered it inappropriate to add to it, as it could set a precedent.

Cr Dyer spoke in support of the amendment, noting that officers had indicated the building was not scheduled for immediate demolition and that, given the timeframe already proposed for the Gibbes Watson Conservatory, allowing additional time for the Tutukiwi Orchid House would make little practical difference.

Cr Parkin spoke in support of the amendment, noting that there appeared to have been a breakdown in communication with the community and that the Arts Trust had identified the building as a potential solution. He noted that the Gibbes Watson Conservatory and Tutukiwi Orchid House had originally been considered together and that an extension had been granted. He considered that the proposal would reduce Council's asset demand, provide a stable long term arrangement requiring minimal maintenance, contribute to the community, and preserve heritage values.

Cr Barratt spoke against the amendment, noting that Council had not heard from the Arts Trust regarding its plans for the Tutukiwi Orchid House and that no representative of the Trust had addressed the matter. She considered raising the matter at this stage to be too late in the process.

Cr Shaw spoke in support of the amendment, noting that there appeared to have been a miscommunication with the E Tū Arts Trust and that the amendment was supported, given the tight timeframe.

The amendment was declared CARRIED by a show of hands.

The Chair put the substantive motion (as amended) to the vote.

**RESOLVED:** (Cr Mitchell/Cr Shaw)

**Minute No. CCCRC 26105**

*“That the Committee:*

- (1) *notes the update on the Assets Review work;*
- (2) *notes progress against increased revenue budgets;*
- (3) *notes the changes required to a small number of community leases where there is a commercial sub-letting arrangement as outlined in Appendix 1 attached to the separate public excluded report;*
- (4) *agrees to the issuing of a new lease for the Maungaraki Hall under the terms described in paragraphs 30 and 31 of the officer’s report;*

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**RECOMMENDED TO COUNCIL**

- (5) *agrees that officers continue to work with the Rotary Club of Hutt City to see if a viable proposal for divestment can be put forward for the Gibbes Watson Conservatory and Tutukiwi Orchid House by 31 May 2026;*
- (6) *agrees that officers continue to work with Belmont Resident Association to see if a viable proposal for divestment can be put forward for the Hardwick Smith Lounge by 30 June 2026;*
- (7) *notes that a viable proposal includes demonstration that organisations taking on divested buildings can manage immediate renewals in a timely manner (within 12 months of divestment), ongoing operating costs of an improved asset, future maintenance and renewals, and that as buildings are on reserve land, they will need to be maintained to a level that meets Council’s requirements; and*
- (8) *agrees that if assets are not divested by the agreed dates, they will be demolished as planned.”*

## 7. DRAFT RESERVE MANAGEMENT PLAN HONIANA TE PUNI RESERVE

Report No. CCCRC2026/1/41 by the Head of Parks and Reserves

Cr Puketapu declared a conflict of interest in relation to the item and took no part in the discussion or voting on the matter.

Kara Puketapu-Dentice, Chief Executive of Taranaki Whānui, was in attendance via an audio-visual link for the item.

The Chief Executive of Taranaki Whānui advised that a co-management approach could enable a governance and management framework that sought revenue from other sources to support the maintenance and renewal of Honiana Te Puni Reserve, rather than relying solely on ratepayer funding. He highlighted the potential of the Honiana Te Puni Reserve as a gateway to Pito One and expressed hope that Council would support the release of the Reserve Management Plan for public consultation.

The Head of Parks and Reserves elaborated on the report. He agreed to confirm ownership of the new structures and assets installed at Honiana Te Puni Reserve as part of the New Zealand Transport Agency | Waka Kotahi Te Ara Tupua project.

RESOLVED: (Cr Mitchell/Cr Parkin)

**Minute No. CCCRC 26106**

*“That the Committee:*

- (1) receives and notes the report;*
- (2) notes the draft Reserve Management Plan (RMP) for Honiana Te Puni (attached as Appendix 1 to the report) is aligned with the reserve’s gazetted classification as a Local Purpose (Cultural and Community Facilities) Reserve under the Reserves Act 1977, as described under its long-term vision Ngā Matāpono;*
- (3) agree to Option 1, that being “Adopt in principle the draft RMP for public consultation”;*
- (4) notes that officers will continue to work with Port Nicholson Block Settlement Trust to consider and progress a governance model for Honiana Te Puni Reserve, consistent with Council’s commitment to partnering with iwi and one that recognises the intent of the recent treaty settlement and ongoing statutory requirements; and*
- (5) delegates authority to the Chief Executive and Port Nicholson Block Settlement Trust to make any minor amendments to the Reserve Management Plan for Honiana Te Puni.”*

8. **DRAINAGE AND PLAY IMPROVEMENTS, HUGH SINCLAIR PARK, WAINUIOMATA**

Report No. CCCRC2026/1/14 by the Head of Parks and Reserves

The Head of Parks and Reserves elaborated on the report.

**RESOLVED:** (Cr Mitchell/Mayor Laban)

**Minute No. CCCRC 26107**

*"That the Committee:*

- (1) receives and notes the information in this report;*
- (2) notes that at its meeting in September 2025, the Communities Culture and Partnerships Committee approved the masterplan for Hugh Sinclair Park and directed officers to bring back a fully-costed proposal to resolve outstanding drainage issues;*
- (3) notes that \$600k has already been allocated to the project in the Reserves Investment Strategy (RIS) approved by Council as part of the current Long Term Plan;*
- (4) agrees that a further \$900k (total \$1.5M) is allocated from the Reserves Purchase and Development fund in 2026/27 to complete drainage works and playground area improvements; and*
- (5) notes that officers will reprioritise the RIS work programme so that no changes to budgets are required. "*

9. **SIX MONTHLY BIODIVERSITY UPDATE**

Report No. CCCRC2026/1/16 by the Head of Parks and Reserves

The Head of Parks and Reserves elaborated on the report.

**RESOLVED:** (Cr Mitchell/Cr Lewis)

**Minute No. CCCRC 26108**

*"That the Committee:*

- (1) receives and notes the report; and*
- (2) notes the projects detailed in this report, which could potentially be funded through the Reserves Investment Strategy funding, which Council will review as part of the Long Term Plan."*

## 10. UPDATE ON COUNCIL'S CLIMATE CHANGE WORK

Report No. CCCRC2026/1/17 by the Senior Advisor - Climate and Sustainability

The Senior Advisor - Climate and Sustainability elaborated on the report. She advised that an error had been identified in the landfill emissions data within the emissions inventory report. She highlighted that corrected figures would be updated and republished on Council's website, and revised wording would be circulated to members and attached as pages 15-17 of the minutes.

**RESOLVED:** (Cr Mitchell/Cr Yung)

**Minute No. CCCRC 26109**

*"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 full annual update on 3 September 2025.*

## 11. EMERGENCY MANAGEMENT SIX MONTH UPDATE

Report No. CCCRC2026/1/42 by the Emergency Management Lead

The Emergency Management Lead elaborated on the report.

In response to a question from members, the Emergency Management Lead advised that members may provide feedback on recent emergency events, which could be incorporated into future emergency management debrief protocols.

**RESOLVED:** Cr Mitchell/Cr Dyer)

**Minute No. CCCRC 26110**

*"That the Committee:*

- (1) notes Emergency Management coordinated responses in Lower Hutt to several events and threats during the period, and that response plans and systems worked well;*
- (2) notes that Council's Corporate Leadership Team have considered how Council might respond to a landslip scenario like that experienced by Tauranga City Council, including our low risk tolerance and proactive approach to forecasted severe weather events; and*
- (3) notes the work being undertaken to review Council's Crisis Management Plan and associated documents and systems."*

**12. RECOMMENDATION FROM THE AGE AND ACCESSIBILITY SUBCOMMITTEE MEETING ON 24 FEBRUARY 2026 TO ESTABLISH THE AGE AND ACCESSIBILITY ADVISORY GROUP**

Report No. CCCRC2026/1/43 by the Democracy Advisor

Cr Barratt, Chair of the Age and Accessibility Subcommittee, spoke to the recommendation to establish an Age and Accessibility Advisory Group. She advised that the proposal arose from discussions at the Subcommittee's inaugural meeting and would support engagement with vulnerable and less-heard communities. She noted that the advisory group would comprise up to eight members representing diverse communities and would assist the Council in better understanding accessibility issues and community needs.

**RESOLVED:** (Cr Mitchell/Cr Stallinger) **Minute No. CCCRC 26111**

*"That the Committee agrees to the establishment of an Advisory Group and the proposed process to appoint members to the group as outlined in paragraphs 19-21 of the officer's report attached as Appendix 1 to Report No CCCRC2026/1/43."*

**13. INFORMATION ITEM**

**Connected Communities, Climate and Resilience Committee Forward Programme 2026**

Memorandum dated 13 February 2026 by the Democracy Advisor

The Director Neighbourhoods and Communities tabled the revised forward programme attached as pages 18-19 to the minutes.

**RESOLVED:** (Cr Mitchell/Cr Tonga-Grant) **Minute No. CCCRC 26112**

*"That the amended version of the Forward Programme for 2026 be received and noted as attached as pages 18-20 of the minutes."*

**14. QUESTIONS**

There were no questions.

**17. 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 12.43 pm. The Chair declared the public excluded part of the meeting closed at 11.38am.

Cr A Mitchell  
**CHAIR**

**CONFIRMED as a true and correct record**  
**Dated this 24th day of March 2026**

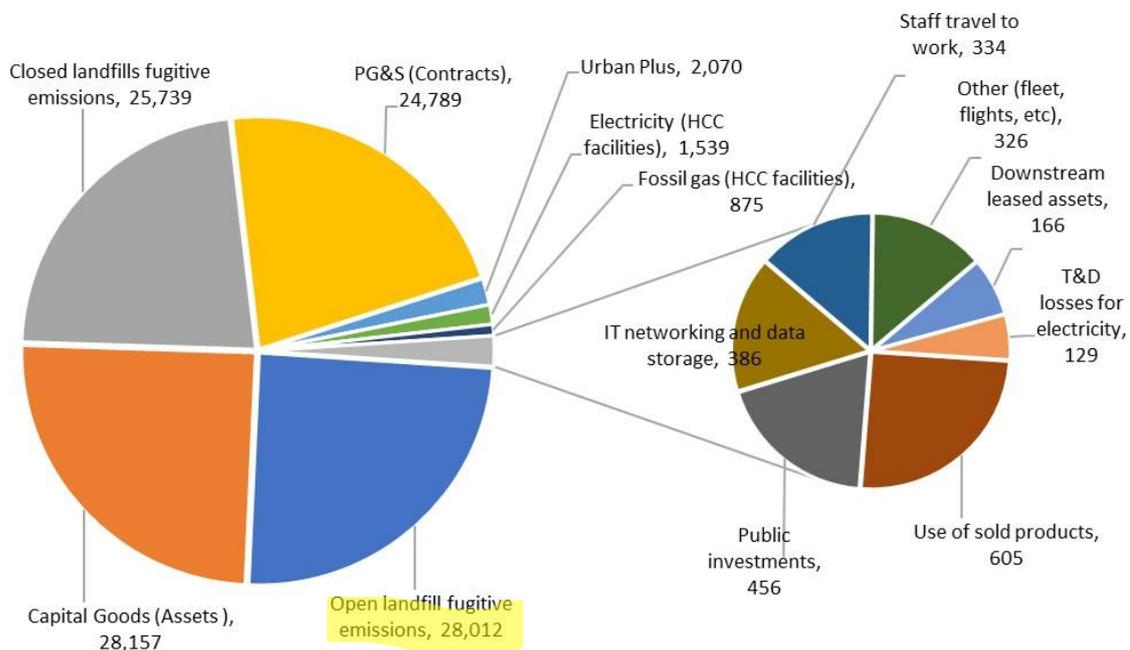


A proposal to establish a Rotary Planted Pavilion on Civic Gardens

### Greenhouse Gas Inventory report for 2024/2025

1. In 2018, Council set a target to achieve net zero emissions by 2050 (measured from its 2016/17 baseline year). Council agreed to an [Emission Reduction Plan 2021-31](#) that sets out the initial steps to achieve these goals.
2. Council produces an annual greenhouse gas inventory report, to assess progress against its carbon targets and actions.
3. In December 2025, Council's greenhouse gas inventory report for the period July 2024 to June 2025 was completed, and Council's total carbon footprint for that year has been estimated at **113,583 tCO<sub>2</sub>-e**. Figure 1 below shows emissions by source.

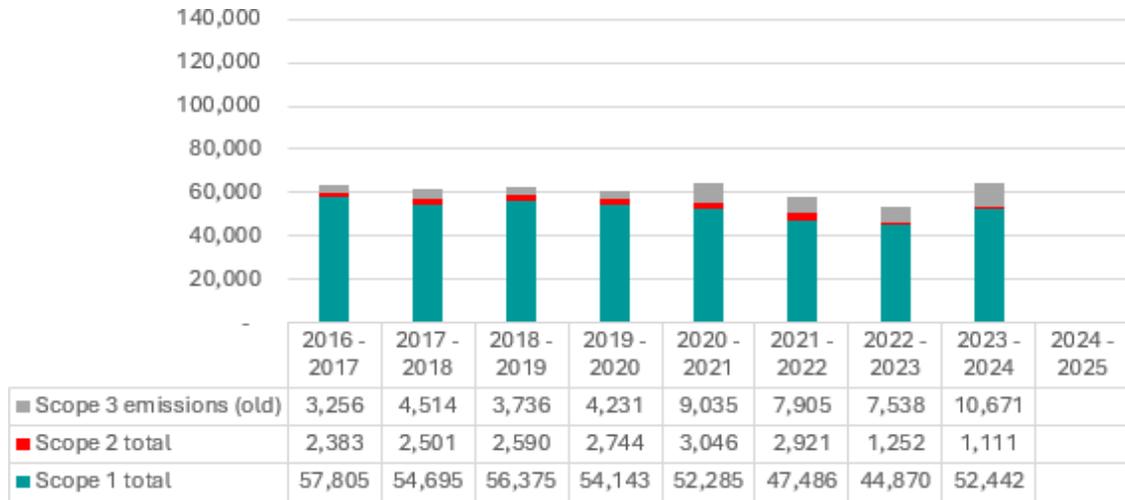
Figure 1 - Emissions profile by category



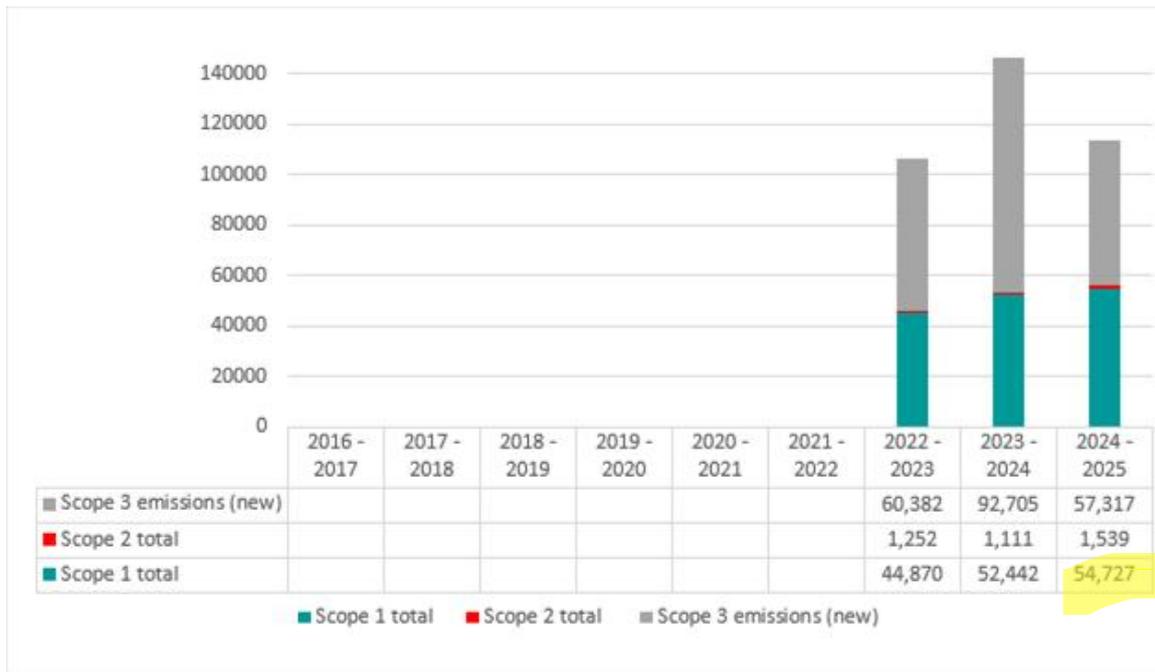
4. When reporting emissions in line with international standards, they are broken down into three scopes. Scope 1 emissions are direct emissions from sources owned or controlled by an organisation (eg fuel combustion from gas and diesel, landfill emissions), Scope 2 emissions are indirect emissions caused by the generation of energy consumed by the organisation (eg purchased electricity), and Scope 3 emissions are indirect emissions that occur in the upstream and downstream activities of an organisation (eg purchased goods and services). Scope 3 emissions tend to be the hardest to influence as this requires changes from third parties.
5. For the 2024/25 reporting year, various changes have been implemented. The most significant change involved how Scope 3 emissions associated with contracts and services were estimated. Previously those emissions were estimated based only on those contracts with a value of over \$250,000 per year. Now, emissions associated with all operational and capital expenditure have been included, down to the last dollar.
6. As a result of this, the estimated emissions for 2024/25 are significantly higher, and cannot be compared to previous reports or the original baseline from 2016/17.

7. Figure 2 shows past results, whereas Figure 3 shows the results for 2024/25, and the recalculated emissions profiles for the previous two years. This is to enable at least some comparison.

**Figure 2 – HCC emissions – old method**



**Figure 3 – HCC emissions – new method**



8. Notably, Scope 3 emissions make up a significantly higher portion of Council’s organisational emissions than previously understood. While the emissions from open and closed landfills are still the biggest source, the combined emissions associated with contracts and capital goods are similar in magnitude. Contracts include Council’s various operational contracts (eg kerbside collection, street cleaning, etc), and costs associated with Wellington Water’s operations. Capital goods include various projects such as Wellington Water’s network renewals, Tupua Horo Nuku Eastern Bays, the Te Ngaengae Pool & Fitness rebuild, landfill construction, and roading network renewals.

9. The combined emissions from landfills, contracts and capital goods make up **over 90%** of the footprint and are relatively challenging to affect, as Council does not have direct control over them (eg contracts, services, waste disposed at landfills) or there may be technological limitations (eg closed landfills). In addition, due to the scale of these four emissions sources, any movements in these can overshadow progress occurring within smaller emission sources in the footprint (eg fleet electrification, gas phase out programme).
10. The full greenhouse gas inventory report can be found on the [Council's website](#).
11. Going forward, the key focus areas for affecting Council's footprint will be
  - a. improving Council's procurement practices, to embed carbon reductions at the time when assets or services are tendered, and
  - b. making or facilitating system changes, to enable the community and businesses to reduce the amount of waste that requires disposal in landfills. Council's Waste Management and Minimisation Plan 2023-29 states its current objectives and targets in this regard.
12. Considering the significant scope changes since Council's targets were set, and the upcoming establishment of Tiaki Wai, it is no longer possible to compare Council's current footprint with the original baseline. It is also becoming increasingly difficult to track progress against Council's overall target. Hence, it will be necessary to review Council's baseline and targets during 2026.

## Connected Communities and Climate Resilience Committee Forward Programme 2026

Description	Author / Business Unit	Cycle 2 5 May	Cycle 3 30 Jun	Cycle 4 15 Sep	Cycle 5 25 Nov	Pending
Committee Forward Programme	Democracy Advisor	✓	✓	✓	✓	
Regular update on climate change work	Climate, Waste and Resource Recovery	✓	✓	✓	✓	
RMP Honiara Te Puni Reserve: Draft plan for public consultation	Parks & Reserves					
Asset Review update	Neighbourhoods & Communities	✓	✓	✓	✓	
Hugh Sinclair Park	Parks & Reserves					
Six-monthly update on Biodiversity Strategy	Parks and Reserves			✓		
Whakatapu Ngaengae Update	Economy & Development	✓	✓	✓		
Neighbourhoods and Communities focus area   Programming	Neighbourhoods & Communities	✓	✓	✓		
Six monthly City Safety Update	City Safety Manager	✓			✓	
Private Use of Public Land	Head of Parks and Reserves	✓				
Pito-One projects Overview	Neighbourhoods & Communities	✓				
Te Herenga Kairangi - Rautaki Māori	Senior Policy Advisor			✓		

Description	Author / Business Unit	Cycle 2 5 May	Cycle 3 30 Jun	Cycle 4 15 Sep	Cycle 5 25 Nov	Pending
Six monthly Homelessness Update	Head of Connected Communities	✓			✓	
Homelessness Oversight Advisory Group; Homelessness Strategy SMART indicators; Homelessness Strategy Proposed Methodology.	Head of Connected Communities	✓		✓		
Six monthly Rangatahi/Youth Engagement Update	Community Facilitator - Rangatahi	✓			✓	
Mouri Ora Fund	Head of Connected Communities			✓		
Smokefree Outdoor Public Places Policy	Policy Advisor	✓				
Regular update on solid waste management and minimisation work streams	Climate, Waste and Resource Recovery	✓	✓	✓		
<del>Te Ara Whakamua Group work update</del>	<del>Climate, Waste and Resource Recovery</del>	<del>✓</del>		<del>✓</del>		
Retrospective approval for the Call for evidence: National Climate Change Risk Assessment submission	Climate, Waste and Resource Recovery	✓				
Annual report on progress against the Climate Action Pathway, Council's Carbon Reduction Plan and WMMP Local Action Plan	Climate, Waste and Resource Recovery			✓		

Description	Author / Business Unit	Cycle 2 5 May	Cycle 3 30 Jun	Cycle 4 15 Sep	Cycle 5 25 Nov	Pending
Parks and Reserves Work Programme 2026/27	Parks and Reserves		✓			
Six monthly Emergency Management Update	Emergency Management			✓		
Food and green organics collection and processing (to be presented to LTP/AP Subcommittee before returning)	Climate, Waste and Resource Recovery					✓
Review of Cemetery Services	Parks and Reserves	✓				
Reserves Investment Strategy Re-set for LTP 2027/30	Parks and Reserves	✓				

HUTT CITY COUNCILTE KOMITI HANGANGA ME NGĀ WAETURE  
INFRASTRUCTURE AND REGULATORY COMMITTEE

Minutes of a meeting held in the Council Chambers,  
2nd Floor, 30 Laings Road, Lower Hutt on  
**Thursday 5 March 2026 commencing at 9:30 am**

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To watch the livestream of this meeting, please click on the link here:

<https://www.youtube.com/watch?v=vpCcqIWqaOA>

**PRESENT:**

Cr S Edwards (Chair)	Cr T Lewis (Deputy Chair)
Mayor Fauono K Laban	Deputy Mayor K Brown
Cr G Barratt	Cr P Ravi (via audio-visual link)
Cr B Dyer	Cr N Shaw
Cr A Mitchell	Cr T Stallinger
Cr C Parkin	Cr M Tonga-Grant
Cr K Yung	

**APOLOGIES:** Cr TA Puketapu

**IN ATTENDANCE:**

A Blackshaw, Director Neighbourhoods and Communities  
J Griffiths, Director Strategy and Engagement  
J Kingsbury, Director Economy and Development  
J Livschitz, Group Chief Financial Officer  
B Cato, Chief Legal Officer  
K Stannard, Head of Democratic Services (part meeting)  
L Desrosiers, Head of Business and Urban Development (part meeting)  
P Hewitt, Head of Transport  
T Johnstone, Head of Planning (part meeting)  
R Barton, Head of Building Control (part meeting)  
J Roberts, Head of Environmental Protection (part meeting)  
M Vest, Waste and Resource Recovery Manager (part meeting)  
J Hayman, Senior Advisor Waste (part meeting)  
A Saker, Senior Advisor Resource Recovery (via audio-visual link) (part meeting)  
A Stein, Resource Recovery Lead (part meeting)  
B Gale, Urban Design Lead (part meeting)  
H Bell, Water Services Advisor (part meeting)  
S Gardner, Water Services Transition Manager (part meeting)  
A Joy, Transport Engineer (part meeting)  
J Varghese, Transport Engineer (part meeting)  
I Gliesche-Humphris, Building Compliance Manager (part meeting)  
S Blackmore, Programme Partner Lead (part meeting)  
Z DSousa, Senior Project Manager  
V Gilmour, Democracy Advisor

## PUBLIC BUSINESS

### 1. OPENING FORMALITIES - KARAKIA TIMATANGA

Tuia te mana akiaki	<i>Sow the seeds of courage</i>
Rarangahia te mana rangatira	<i>Weave the power of unity</i>
Kia tipu, kia puāwai	<i>To grow and prosper</i>
E ripo ngā wai	<i>There are ripples in</i>
O Te Awa Kairangi	<i>Te Awa Kairangi</i>
He Kaitiaki ki te whenua	<i>There are Kaitiaki on the land</i>
He oranga taiao	<i>Protected environment</i>
He oranga tangata	<i>Thriving people</i>
	<i>Connected, united, affirmed!</i>
Haumi e, hui e Taiki e!	

### 2. APOLOGIES

RESOLVED: (Cr Edwards/Cr Barratt)

**Minute No. IARC 26101**

*"That the apology received from Cr TA Puketapu for absence due to Council business be accepted, and leave of absence be granted."*

### 3. PUBLIC COMMENT

There was no public comment.

### 4. CONFLICT OF INTEREST DECLARATIONS

There were no conflicts of interest declarations.

### 5. RECOMMENDATIONS TO TE KAUNIHERA O TE AWA KAIRANGI COUNCIL - 24 March 2026

- a) Time Limited Parking Spaces (53-57 Cuba Street, Petone; Marsden Street, Melling; Stevens Grove and Pavilion Car Park, Hutt Central; and 211-223 Knights Road, Hutt Central)

The Head of Transport elaborated on the report.

The Director Economy and Development advised that the planned development in the wider Waterloo area may affect parking demand. He noted that parking arrangements in the surrounding area could be reviewed once the development plans and timeframes for that development were confirmed.

<b>RECOMMENDED:</b> (Cr Edwards/ Cr Mitchell)	<b>Minute No. IARC 26102</b>
<i>"That the Committee recommends that Council:</i>	
<i>(1) receives and notes the information in this report;</i>	
<i>(2) approves the conversion of 3x existing P15 parking spaces (Monday to Friday, 8:00am-6:00pm) to 3x P30 parking spaces (Monday to Friday, 8:00am-6:00pm) at 53-57 Cuba Street, Petone, as shown in Appendix 1 attached to the report;</i>	
<i>(3) approves the conversion of 2x existing unrestricted parking spaces on Bridge Street, servicing 39 Marsden Street, to 2x authorised parking spaces for "Police Vehicles – At All Times" at 39 Marsden Street, Melling, as shown in Appendix 2 attached to the report;</i>	
<i>(4) approves the conversion of 37x Council-authorised parking spaces at Stevens Grove and the Pavilion Car Park, Hutt Central, currently operating Monday to Friday, 7.00am – 5.00pm, to operate 'At All Times', as shown in Appendix 3 attached to the report;</i>	
<i>(5) approves the relocation of 6x existing P120 time-limited parking spaces from 194-200 Knights Road (southern side) to 211-223 Knights Road (northern side), as shown in Appendix 4 attached to the report; and</i>	
<i>(6) notes that upon approval of these matters, any previous resolutions within the scope of Appendices 1-4 will be replaced by the new restrictions."</i>	

- b) Road Safety Improvements (Eastern Hutt Road, Taitā and Myrtle Street / Laings Road, Hutt Central)

The Head of Transport elaborated on the report.

The Director Economy and Development advised that the Myrtle Street / Laings Road intersection had experienced several crashes, including incidents involving Council vehicles. He noted that the proposed improvements would enhance safety in the area, particularly given the proximity of nearby schools and planned activity in the Civic Precinct. He further advised that construction would be timed to minimise disruption in the CBD.

**RECOMMENDED:** (Cr Edwards/Cr Yung) **Minute No. IARC 26103**

*“That the Committee recommends that Council:*

- (1) receives and notes the information;*
- (2) approves the installation of a signalised (push-button) pedestrian crossing and new Broken Yellow Lines (BYLs) ‘No Stopping at All Times’ on Eastern Hutt Road (outside Pomare Station), Taitā attached as Appendix 1 to the report;*
- (3) notes that the scope of works for the signalised crossing includes physical safety improvements, including kerb buildouts, high friction surfacing, warning signage, and pavement markings, as shown in Appendix 1 to the report;*
- (4) approves the progression of an intersection upgrade (including kerb buildouts, traffic islands, and BYLS) on Myrtle Street / Laings Road intersection, Hutt Central, attached as Appendix 2 to the report;*
- (5) notes that the aerial image shown in Appendix 2 is dated 2021 and does not include the new residential development constructed in 2024 at the Myrtle Street/Laings Road intersection;*
- (6) notes that both proposals are based on internal Council assessments and have undergone an independent Safe System Assessment; and*
- (7) notes that upon approval of these matters, any previous resolutions within the scope of Appendices 1 and 2 will be replaced by the new restrictions.”*

## 6. THREE WATERS UPDATE

Report No. IARC2026/1/27 by the Advisor Water Services

The Water Services Advisor elaborated on the report and provided several updates. He advised that progress on the sludge dryer replacement project remained on track for completion by the end of 2027. He explained that Council was also advancing an additional 4,000 metres of pipe renewals this financial year, bringing the total renewals programme to approximately 10,000 metres. He noted that an investigation and repairs were underway following a wastewater leak along the Seaview-Pencarrow outfall pipe, which caused potholes near Eastbourne and that temporary road repairs had been completed. He further advised that the investigation into the Moa Point incident was ongoing, and site clean-up had been completed.

A member suggested that the independent odour assessment report could be provided at the Hutt Valley Services Committee meeting on 6 March 2026. Officers confirmed that they would investigate this. Members also discussed obtaining comparative information on pipe renewal costs across other councils. Officers confirmed that this information would be provided.

**RESOLVED:** (Cr Edwards/Cr Lewis)

**Minute No. IARC 26104**

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

**7. TE WAI TAKAMORI O TE AWA KAIRANGI - STREETSCAPE UPGRADES AND RIVERSIDE PARK**

Report No. IARC2026/1/30 by the Head of Business and Urban Development

The Head of Business and Urban Development elaborated on the report.

**RESOLVED:** (Cr Edwards/Deputy Mayor Brown)

**Minute No. IARC 26105**

*"That the Committee:*

- (1) notes and received the report;*
- (2) approves the recommended Streetscape Upgrades Programme attached as Appendix 1 attached to the report;*
- (3) notes the Streetscape Strategy report, attached as Appendix 2 attached to the report, which provides the rationale for the Recommended Programme and a summary of past engagement activities and feedback;*
- (4) notes the approach to community engagement for the next stage of the Streetscape Upgrades and Riverside Park projects presented in the officer's report; and*
- (5) approves community engagement on the Streetscape Upgrades and Riverside Park concept designs to start as soon as practicable (March or April 2026)."*

**8. EASTERN HUTT ROAD RESILIENCE PROJECT UPDATE**

Report No. IARC2026/1/29 by the Head of Transport

The Head of Transport elaborated on the report. He advised that officers were aware that the proposed works would occur alongside other disruptions in the city, including the RiverLink programme. He noted that the condition of the pavement and slopes along Eastern Hutt Road required the works to proceed as soon as practicable. He added that, through the procurement process, officers would work with the successful contractor to identify opportunities to undertake as much work as possible off the road to minimise traffic disruption. He emphasised that officers would also engage with Greater Wellington Regional Council and other stakeholders during the planning of the works.

Members discussed the need for additional communications to Stokes Valley residents regarding the upcoming works. Officers confirmed that this would be considered.

**RESOLVED:** (Cr Edwards/Cr Shaw)

**Minute No. IARC 26106**

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

9. **QUARTERLY REPORT ON THE SILVERSTREAM LANDFILL AND AN UPDATE ON SOLID WASTE MANAGEMENT, MINIMISATION INFRASTRUCTURE, AND SERVICES**

Report No. IARC2026/1/15 by the Waste & Resource Recovery Manager

The Senior Advisor Waste elaborated on the report. She advised that the second phase of the battery recycling rollout was expected to commence in early April 2026. She highlighted that the units would be installed at the Wainuiomata Hub, Stokes Valley Hub and Walter Nash Centre following the installation of fire suppression systems. She explained that the installation at the Petone site would take place after the refurbishment works.

The Waste and Resource Recovery Manager advised that, following the severe weather event in February 2026, a temporary waiver of green waste disposal fees was implemented at Silverstream Landfill from 17 February to 1 March 2026. He noted that during that period, approximately 626 tonnes of green waste were received. He added that this represented around three and a half months of typical green waste volumes being received within 13 days.

Members discussed providing updated cost information on the temporary green waste fee waiver once available and engaging with regional councils to consider opportunities to improve coordination of waste management responses during future severe weather events. Officers confirmed that these actions would be undertaken.

**RESOLVED:** (Cr Edwards/ Cr Mitchell)

**Minute No. IARC 26107**

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

## 10. REGULATORY MATTERS

Report No. IARC2026/1/26 by the Head of Planning

The Head of Building Control elaborated on the report. He advised that the Building Consent Authority (BCA) had recently undergone its IANZ accreditation visit. He noted that the visit resulted in two general non-conformances and six recommendations. He further noted that this was a positive outcome and that Council remained classified as a low-risk BCA, with the next accreditation cycle scheduled in two years.

The Director Economy and Development advised that, if similar temporary parking arrangements were considered in future, such as the free parking implemented in Petone during December 2025, officers would ensure any proposals addressed how parking restrictions and enforcement would operate.

RESOLVED: (Cr Edwards/Cr Lewis)

**Minute No. IARC 26108**

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

## 11. RETROSPECTIVE APPROVAL FOR COUNCIL'S SUBMISSION ON THE BUILDING (EARTHQUAKE-PRONE BUILDINGS) AMENDMENT BILL

Report No. IARC2026/1/25 by the Building Compliance Manager

The Building Compliance Manager elaborated on the report.

RESOLVED: (Cr Edwards/Cr Tonga-Grant)

**Minute No. IARC 26109**

*"That the Committee:*

- (1) receives and notes Council's submission on the Building (Earthquake-Prone Buildings) Amendment Bill attached as Appendix 1 to the report; and*
- (2) retrospectively approves Council's submission."*

## 12. INFORMATION ITEM

### Infrastructure and Regulatory Forward Programme 2026

Memorandum dated 2 February 2026 by the Democracy Advisor

RESOLVED: (Cr Edwards/Cr Lewis)

**Minute No. IARC 26110**

*"That the Committee:*

- (1) receives and notes the Forward Programme for 2026 attached as Appendix 1 to the memorandum; and*
- (2) notes the status update of approved traffic resolutions attached as Appendix 2 to the memorandum."*

## 13. QUESTIONS

There were no questions.

## 14. EXCLUSION OF THE PUBLIC

RESOLVED: (Cr Edwards/Cr Stallinger)

**Minute No. IARC 26111**

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

### 15. *City Link Bridge Principal's Requirements before market release*

*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:*

<i>(A)</i>	<i>(B)</i>	<i>(C)</i>
<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>City Link Bridge Principal's Requirements prior to market release.</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 prevent the disclosure or use of</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 exists.</i>

*official information for  
improper gain or  
improper advantage  
(s7(2)(j)).*

*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."*

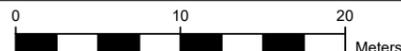
There being no further business, the Chair declared the public part of the meeting closed at 10.46am. The public excluded part of the meeting closed at 11.21am.

S Edwards  
**CHAIR**

**CONFIRMED as a true and correct record  
Dated this 24<sup>th</sup> day of March 2026**



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



SCALE 1:400 @ A3

REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	CONSULTATION LETTER	A JOY	E SCHERER	7/01/2026

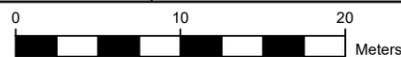


PROJECT	TR06 – 2026
SHEET	PARKING – PROPOSAL CUBA STREET, PETONE
PROJECT REF.	TR06 – 2026

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



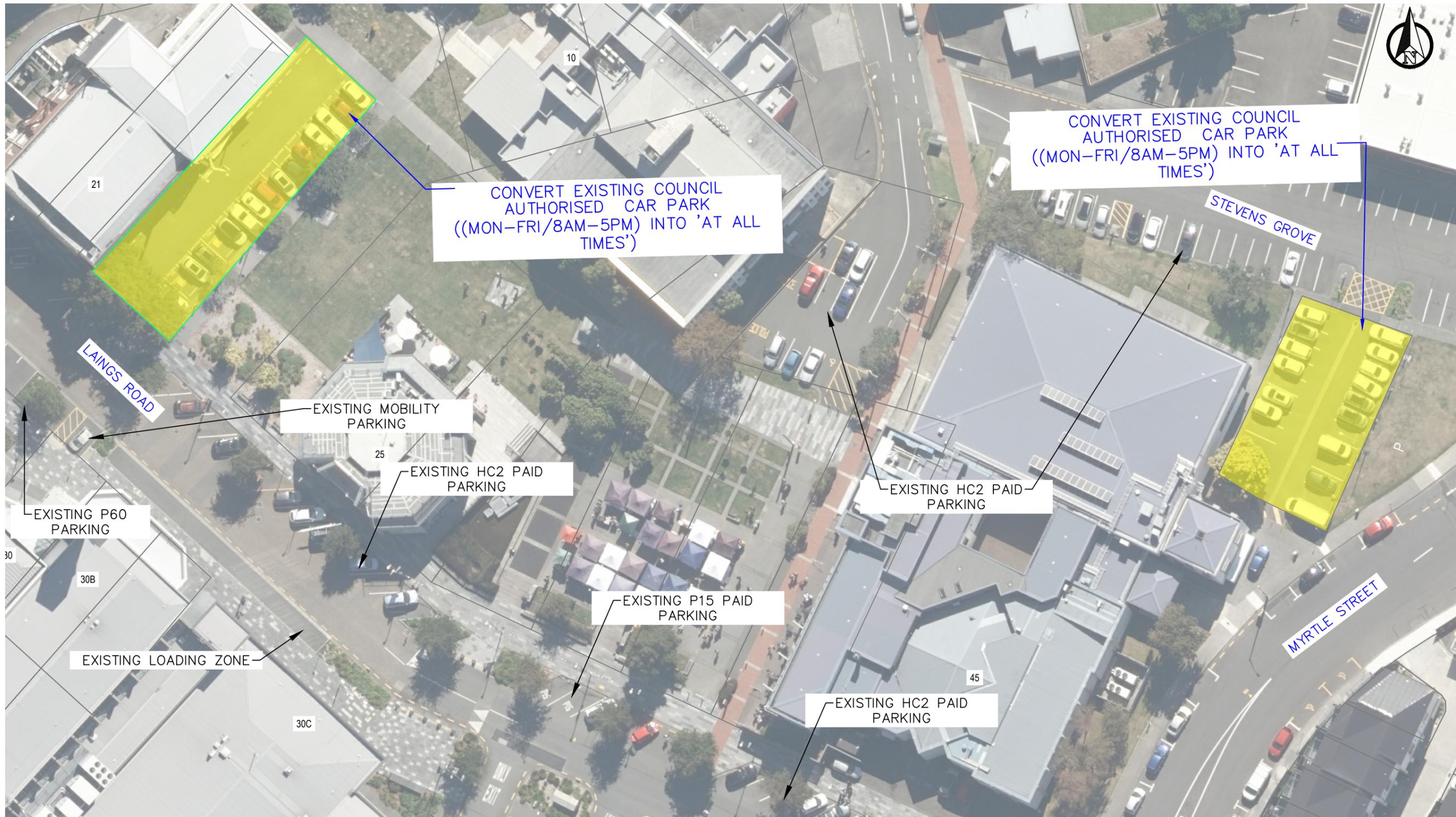
SCALE 1:250 @ A3

REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	CONSULTATION LETTER	J VARGHESE	E SCHERER	30/10/2025
2	CONSULTATION LETTER	J VARGHESE	E SCHERER	26/01/2026



PROJECT	TR02 – 2026
SHEET	PARKING – PROPOSAL MARSDEN/BRIDGE STREET
PROJECT REF.	TR02 – 2026

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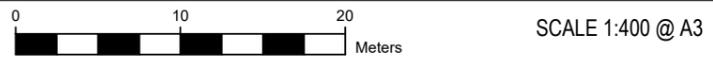


LEGEND			
	BOUNDARY LINES		HCC STAFF/EV CAR PARK
	EXISTING BROKEN YELLOW LINES		RELOCATE EXISTING SIGN
	BROKEN YELLOW LINES		
	NEW POLE/SIGN		

REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	CONSULTATION LETTER	J VARGHESE	E SCHERER	7/01/2026

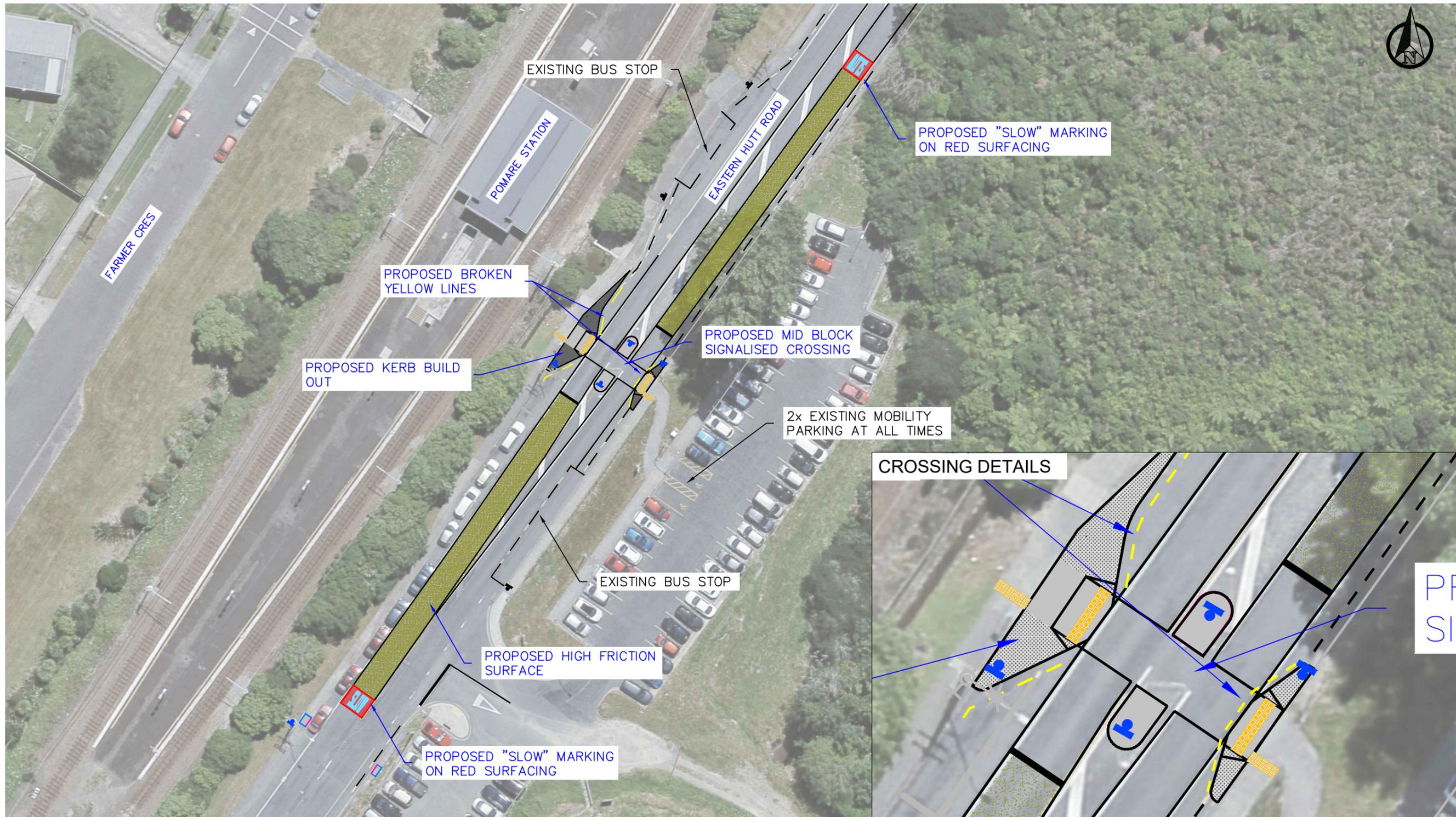


PROJECT	TR04 – 2026
SHEET	COUNCIL AUTHORISED PARKING – PROPOSAL LAINGS ROAD & STEVENS GROVE
PROJECT REF.	TR04 – 2026



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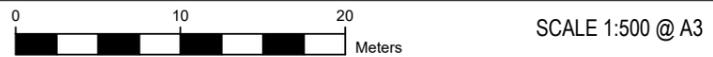


LEGEND			
	BOUNDARY LINES		KERB BUILD OUT
	EXISTING BROKEN YELLOW LINES		HIGH FRICTION SURFACE
	NEW BROKEN YELLOW LINES		

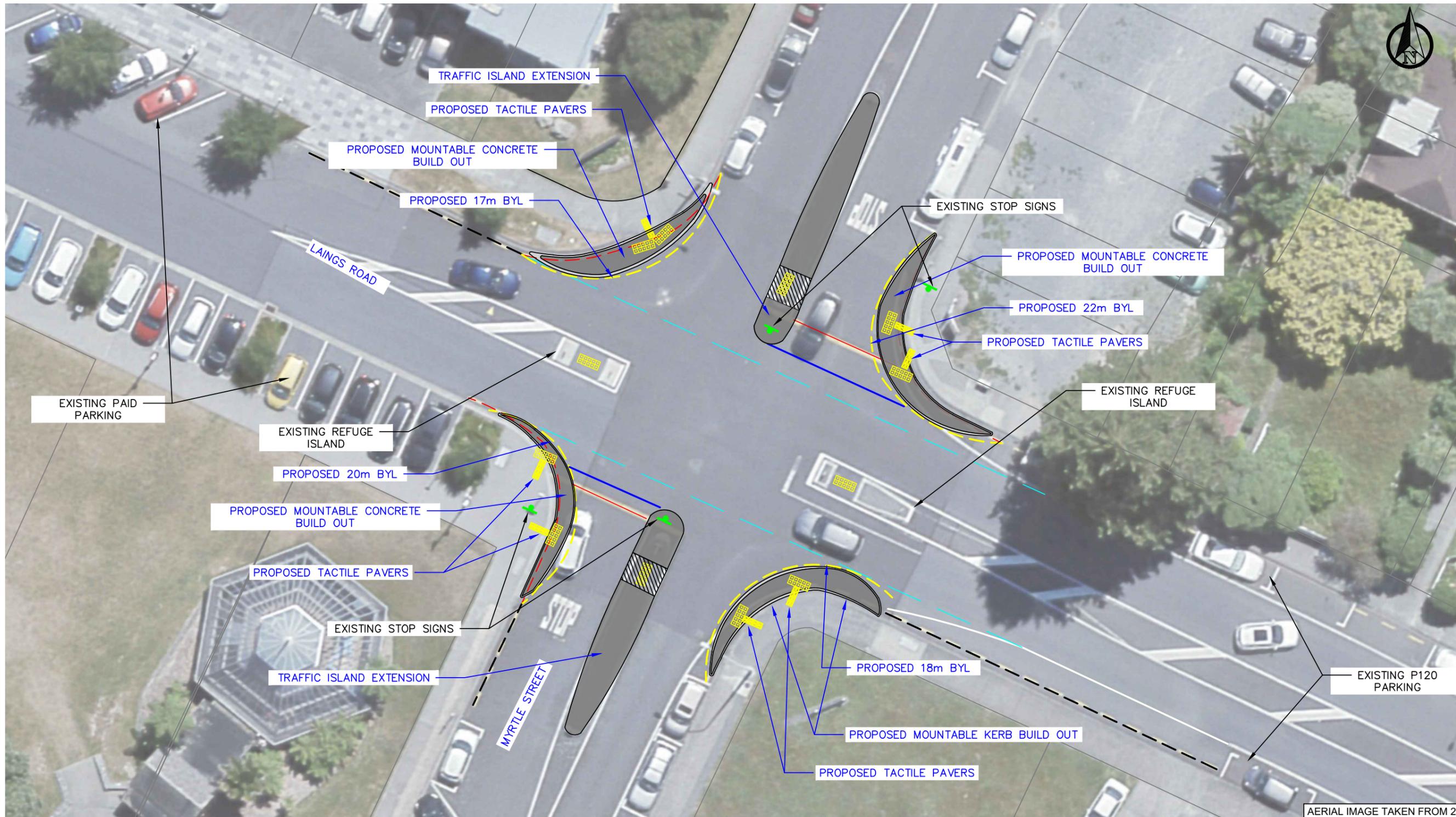
REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	CONSULTATION LETTER	J VARGHESE	E SCHERER	5/12/2025



PROJECT	POMARE STATION PEDESTRIAN CROSSING IMPROVEMENTS
SHEET	MIDBLOCK SIGNALISED CROSSING – PROPOSAL EASTERN HUTT ROAD
PROJECT REF.	OPTION 4 – CONCEPT DESIGN



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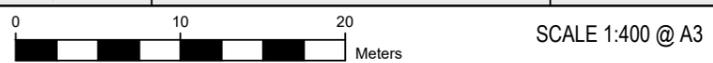
AERIAL IMAGE TAKEN FROM 202

LEGEND			
	BOUNDARY LINES		CONTINUITY LINES
	EXISTING BROKEN YELLOW LINES		REMOVE STOP LINES MARKINGS
	BROKEN YELLOW LINES		NEW STOP LINES MARKINGS
	EXISTING SIGN/POLE		

REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	CONCEPT DESIGN	J VARGHESE	E SCHERER	8/01/2026



PROJECT
SHEET
INTERSECTION IMPROVEMENTS - PROPOSAL MYRTLE STREET/LAINGS ROAD INTERSECTION
PROJECT REF.
MINOR WORK IMPROVEMENT PROJECTS



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HUTT CITY COUNCILTE KOMITI KAUPAPA HERE ME TE PAE ANGITŪ  
POLICY AND PERFORMANCE COMMITTEE

Minutes of a meeting held in the Council Chambers,  
2nd Floor, 30 Laings Road, Lower Hutt on  
**Tuesday 10 March 2026 commencing at 9:30 am**

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To watch the livestream of the meeting, please click the link here:

[10 March 2026 Policy and Performance Committee](#)

**PRESENT:**

Cr T Stallinger (Chair)	Cr C Parkin (Deputy Chair)
Mayor Fauono K Laban	Deputy Mayor K Brown
Cr G Barratt	Cr P Ravi
Cr B Dyer	Cr N Shaw
Cr A Mitchell	Cr S Edwards
Cr T Lewis	Cr M Tonga-Grant
Cr TA Puketapu	Cr K Yung

**APOLOGIES:** There were no apologies.

**IN ATTENDANCE:** 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  
C Ellis, Head of Chief Executive's Office (part meeting)  
K Butler-Hare, Tumuaki Māori Engagement (via audio-visual link) (part meeting)  
R Hardie, Head of Strategy and Policy (part meeting)  
M Dunn, Solicitor  
D Newth, Financial Accounting Manager (part meeting)  
C Faulke, Business Partnership Lead (part meeting)  
S White, Policy Advisor (part meeting)  
D Cowan, Corporate Planning Advisor (part meeting)  
T Kinsella, Assistant Accountant (part meeting)  
Y Chung, Senior Financial Accountant (part meeting)  
V Gilmour, Democracy Advisor

PUBLIC BUSINESS

1. **OPENING FORMALITIES - KARAKIA TIMATANGA**

Tuia te mana akiaki	<i>Sow the seeds of courage</i>
Rarangahia te mana rangatira	<i>Weave the power of unity</i>
Kia tipu, kia puāwai	<i>To grow and prosper</i>
E ripo ngā wai	<i>There are ripples in</i>
O Te Awa Kairangi	<i>Te Awa Kairangi</i>
He Kaitiaki ki te whenua	<i>There are Kaitiaki on the land</i>
He oranga taiao	<i>Protected environment</i>
He oranga tangata	<i>Thriving people</i>
	<i>Connected, united, affirmed!</i>
Haumi e, hui e Taiki e!	

2. **APOLOGIES**

There were no apologies.

3. **PUBLIC COMMENT**

There was no public comment.

4. **CONFLICT OF INTEREST DECLARATIONS**

Cr Stallinger declared a conflict with item 5a) 'Urban Plus Limited Group Draft Statement of Intent 2026/27 to 2028/29' and did not take part in discussion or voting on the matter.

Cr Lewis declared a conflict with items 5b) 'Seaview Marina Limited Draft Statement of Intent 2026/27 to 2028/29' and 7) 'Seaview Marina Limited Six Month Report to 31 December 2025' and did not take part in discussion or voting on the matter.

## PRECEDENCE OF BUSINESS

Pursuant to Standing Order 10.4, the Chair accorded precedence to items: 7) 'Seaview Marina Limited Six Month Report to 31 December 2025'; 5b) 'Seaview Marina Limited Draft Statement of Intent 2026/27 to 2028/29'; 6) 'Urban Plus Limited Group Six Month Report To 31 December 2025'; 5a) 'Urban Plus Limited Group Draft Statement of Intent 2026/27 to 2028/29'; and 8) 'Hutt Valley Chamber of Commerce - 6 Month Report to 31 December 2025.

These items are recorded in the order in which they are listed on the agenda.

### 5. RECOMMENDATIONS TO TE KAUNIHERA O TE AWA KAIRANGI COUNCIL - 24 March 2026

#### a) Urban Plus Limited Group Draft Statement of Intent 2026/27 to 2028/29

The Chair declared a conflict of interest and left the table when the matter was considered. Cr Parkin assumed the Chair for the remainder of the item.

Daniel Moriarty, Chief Executive of Urban Plus Limited (UPL) (via audio-visual link), was in attendance.

The Chief Executive, UPL elaborated on the report. He advised that the Draft Statement of Intent (SoI) had been presented to the UPL Board in late February 2026. He noted that the Board would meet again in April 2026 to formally confirm the document.

In response to questions from members, officers agreed to undertake further work with UPL regarding the forecast operating deficits outlined in the draft SoI and provide assurance when the final SoI was considered by Council.

<b>RECOMMENDED:</b> (Cr Parkin/Cr Edwards)	<b>Minute No. PPC 26101</b>
<i>"That the Committee recommends that Council:</i>	
<i>(1) notes that the Urban Plus Group (UPL) board has submitted a draft Statement of Intent (SOI) for the three years 2026/27 - 2028/29, attached as Appendix 1 to the report, in accordance with the Local Government Act 2002;</i>	
<i>(2) notes the projected 10-year plan attached as Appendix 2 to the report;</i>	
<i>(3) notes that officers have reviewed the draft SOI for compliance with the Local Government Act 2002 and provided their analysis;</i>	
<i>(4) receives the draft SOI, attached as Appendix 1 to the report;</i>	
<i>(5) reviews the draft SOI and considers if any modifications should be made; and</i>	
<i>(6) notes the comment for the UPL board to consider in finalising its SOI (including any modifications suggested by the Committee arising under recommendation (5) above)."</i>	

Cr Stallinger assumed the chair for the remainder of the meeting.

b) Seaview Marina Limited Draft Statement of Intent 2026/27 to 2028/29

Tim Lidgard, Chief Executive and Peter Steel, Board Chair (via audio-visual link) from Seaview Marina Limited (SML) were in attendance.

The Financial Accounting Manager elaborated on the report.

<b>RECOMMENDED:</b> (Cr Stallinger/Cr Yung)	<b>Minute No. PPC 26102</b>
<i>“That the Committee recommends that Council:</i>	
<p>(1) <i>notes the Seaview Marina (SML) board has submitted a draft Statement of Intent (SOI) for the three years 2026/27 to 2028/29, attached as Appendix 1 to the report, in accordance with the Local Government Act 2002;</i></p>	
<p>(2) <i>notes that officers have reviewed the draft SOI for compliance with the Local Government Act 2002 and provided their analysis;</i></p>	
<p>(3) <i>receives the draft SOI, attached as Appendix 1 to the report;</i></p>	
<p>(4) <i>reviews the draft SOI and considers if any modifications should be made;</i></p>	
<p>(5) <i>notes the comment for the SML Board to consider in finalising its SOI (including any modifications suggested by the Committee arising under recommendation (4) above); and</i></p>	
<p>(6) <i>notes the SOI includes the assumed purchase of the breakwater from Council for \$3.4M, which will be funded by additional borrowings, subject to further decision-making processes by Council and may vary.”</i></p>	

c) Public Places and Trading in Public Places Bylaw Statutory Review

The Chair noted an error on the agenda where a non-tracked change version of the Draft Statement of Proposal (SoP) had been included. The track-changed version of the Draft SoP can be viewed here: [Appendix 1: Draft Statement of Proposal](#).

The Policy Advisor elaborated on the report, noting that following formal consultation, officers would seek guidance on whether a hearings subcommittee would be required, and would report back to the Committee on 7 July 2026.

In response to questions raised by a member outside the meeting, the Chief Legal Officer advised that the Committee could ask officers to undertake further work on the matters raised and report back to Council at its meeting on 24 March 2026.

In response to questions from members, officers agreed to reinstate the wording “without the prior written permission of the Council” in Clause 14.1 for the version to be considered by Council on 24 March 2026, with minor wording refinements as required.

In response to questions from members, officers agreed to clarify the definition of “projection” to ensure it refers to objects that extend into public space. Officers also agreed to review the clause on the driving of cattle to ensure it operated as intended.

In response to questions from members, officers agreed to confirm with the relevant business team how individual and event market permits for stalls were implemented and enforced, and to amend provisions if appropriate. Officers also agreed to review provisions relating to fires in public places.

Cr Mitchell suggested officers engage with the Chair of the Eastbourne Community Board regarding gaps in the regulation of fires on beaches near Eastbourne that are not classified as reserves and therefore fall outside existing Council permit requirements.

In response to questions from members, officers agreed to include the term “busking” in Clause 25 – Street Musicians. Officers also agreed to confirm the criteria used to determine appropriate locations for mobile shops and stalls, as well as the business teams responsible for administering these permissions.

In response to questions from members, officers agreed to amend Clause 19, Securing Foundations, to require that any veranda constructed over a private place be maintained. Officers also agreed to investigate the proposed Regulatory Standards Bill and report back on any potential implications for Council bylaws.

**RECOMMENDED:** (Cr Stallinger/Cr Barratt)

**Minute No. PPC 26103**

*"That the Committee recommends that Council:*

- (1) notes that the Public Places Bylaw is required to be reviewed by 20 September 2026;*
- (2) notes that the Trading in Public Places Bylaw is required to be reviewed by 13 March 2028;*
- (3) notes the summary of proposed changes to the Public Places Bylaw and Trading in Public Places Bylaw as detailed in Table 1 of the officer's report;*
- (4) agrees to amalgamate the Public Places Bylaw and Trading in Public Places Bylaw to improve customer accessibility and reduce regulatory overlap;*
- (5) asks officers to undertake further work on the matters raised and report back to Council at its meeting on 24 March 2026 with recommendations; and*
- (6) agrees to the draft Statement of Proposal, subject to an updated version being provided at the Council meeting on 24 March 2026 outlining the amendments made during the meeting, and approves it for public consultation commencing on 25 March 2026."*

**6. URBAN PLUS LIMITED GROUP SIX MONTH REPORT TO 31 DECEMBER 2025**

Report No. PPC2026/1/37 by the Senior Financial Accountant

Daniel Moriarty, Chief Executive of Urban Plus Limited (UPL) (via audio-visual link), was in attendance.

The Financial Accounting Manager elaborated on the report.

The Chief Executive of UPL advised that the Wellington and national property markets had declined by approximately 30%, affecting project business cases and sales performance. He noted that sales had been slower than expected but that UPL continued to progress projects and work towards completing existing developments.

**RESOLVED:** (Cr Stallinger/Cr Lewis)

**Minute No. PPC 26104**

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

7. **SEAVIEW MARINA LIMITED SIX MONTH REPORT TO 31 DECEMBER 2025**

Report No. PPC2026/1/38 by the Financial Accountant

Tim Lidgard, Chief Executive and Peter Steel, Board Chair (via audio-visual link) from Seaview Marina Limited (SML) were in attendance.

The Financial Accounting Manager elaborated on the report.

The Chief Executive, SML, stated that the marina continued to operate in a challenging environment. He noted that marina operations relied heavily on discretionary spending. He emphasised the increasing costs related to compliance, insurance and biosecurity, as well as a shift in the cost of vessel ownership, which was influencing boat owners' decisions.

The Board Chair, SML, added that financial performance had been positive given the challenging conditions. He noted that the marina was continuing to engage with both the boating community and the wider community to better understand service needs.

**RESOLVED:** (Cr Stallinger/Cr Ravi)

**Minute No. PPC 26105**

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

8. **HUTT VALLEY CHAMBER OF COMMERCE - 6 MONTH REPORT TO 31 DECEMBER 2025**

Report No. PPC2026/1/39 by the Head of Business and Urban Development

Patrick McKibbin, Chief Executive and Mark Skelly, Board Chair, from Hutt Valley Chamber of Commerce (HVCoC) were in attendance.

The Business Partnership Lead elaborated on the report.

The Chief Executive, HVCoC noted that this would be his final report to the Committee as he would shortly be leaving the role. He advised that the Chamber continued to play an important role in connecting and supporting businesses across the Hutt Valley through events, communications and direct engagement with the business community.

The Board Chair, HVCoC, noted the challenging economic environment for businesses and highlighted HVCoC initiatives supporting business growth, including manufacturing sector initiatives and programmes connecting young people with industry.

Cr Dyer foreshadowed an additional recommendation acknowledging Patrick McKibbin's contribution as outgoing Chief Executive of HVCoC.

Members acknowledged and thanked Patrick McKibbin for his leadership and contribution as Chief Executive of the HVCoC, noting his advocacy for the business community, strengthening of partnerships with Council, and the growth of the HVCoC's profile and influence during his tenure. Members wished him well for his future endeavours.

**RESOLVED:** (Cr Dyer/Mayor Laban)

**Minute No. PPC 26106**

*That the Committee:*

- (1) notes the information contained in the report and the Hutt Valley Chamber of Commerce (HVCoC) half-year report attached as Appendix 1 to the report; and*
- (2) acknowledges the contributions of Patrick McKibbin as the outgoing Chief Executive of the HVCoC."*

## 9. QUARTERLY PERFORMANCE REPORT 1 OCTOBER TO 31 DECEMBER 2025

Report No. PPC2026/1/40 by the Corporate Planning Advisor

The Corporate Planning Advisor elaborated on the report.

In response to questions from members, officers agreed to confirm with Wellington Water Limited whether the fluoride compliance issue at the Gear Island, Wainuiomata Treatment Plants had been resolved. They also agreed to review the reporting of the shared path and cycleways key performance indicator to ensure consistency with other annual targets.

RESOLVED: (Cr Stallinger/Cr Parkin)

**Minute No. PPC 26107**

*"That the Committee:*

- (1) receives and notes the information; and*
- (2) notes the Quarterly Performance Report for 1 October to 31 December 2025, attached as Appendix 1 to the report."*

## 10. INFORMATION ITEM

### Policy and Performance Committee Forward Programme 2026

Memorandum dated 19 February 2026 by the Democracy Advisor

RESOLVED: (Cr Stallinger/Mayor Laban)

**Minute No. PPC 26108**

*"That the Committee receives and notes the Forward Programme for 2026 attached as Appendix 1 to the memorandum."*

## 11. QUESTIONS

There were no questions.

**12. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA**

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

There being no further business, the Chair declared the meeting closed at 11.09am.

Cr T Stallinger  
**CHAIR**

**CONFIRMED as a true and correct record**  
**Dated this 24th day of March 2026**



**URBAN PLUS GROUP**

**STATEMENT OF INTENT  
2026/27 – 2028/29  
(DRAFT)**

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## Purpose

The purpose of this Statement of Intent is to:

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

This Statement of Intent covers the year 1 July 2026 to 30 June 2027 and forecasts for the following two financial years. It has been prepared in accordance with Section 64 (1) of the Local Government Act 2002.

## Introduction

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

As of 1st July 2026, the Urban Plus Group comprises Urban Plus Limited (UPL) and UPL Developments Limited (UPLDL).

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

## Shareholder's Expectations to Urban Plus Group

In January 2026, UPL received the Shareholder's Letter of Expectation (LoE), which set out key priorities and areas for UPL to address and deliver for the upcoming year(s). There was no significant change of direction from the previous year, but more emphasis in some areas for UPL to focus greater attention on.

## Strategic Priorities

### 1. Promote Māori Outcomes:

UPL is expected to continue to develop an understanding of Māori and mana whenua housing need and aspirations, integrating them into UPL's strategies and operations.

A key method of achieving this priority will be working with Council and Mana Whenua through the Tākai Here.

### 2. Climate Change & Environmental Standards:

UPL is expected to achieve a minimum of Homestar 6 certification for all its developments or adhere to equivalent environmental housing standards as mutually agreed upon between HCC and UPL.

### 3. Financial Accountability / Financial sustainability:

UPL intends to operate successfully as a developer and affordable rental supplier. UPL will continue to ensure its decision-making focuses on the long-term financial sustainability of the organisation. To ensure ongoing financial viability of the subsidiary organisation and its rental portfolio, UPL will identify where changes to Shareholder policy directives towards UPL are required.

### 4. Addressing Housing Needs:

As per previous years, UPL will continue to focus on parts of the housing continuum which are not well served by the market. These are:

- **Rental housing for the low-income elderly.** UPL owns and manages a residential housing portfolio aimed to accommodate the elderly. UPL will continue to seek options to grow its stock; either by on/off market acquisition of existing dwellings, intensification or development of land / property.

- **Community housing in partnership with Community Housing Providers.** UPL will continue to explore and form partnership opportunities with CHPs, maintain and strengthen relationships with Central Government agencies such as Ministry of Housing & Urban Development regarding funding and placement opportunities.

- **For-sale affordable market housing.** UPL will continue to deliver housing in the affordable sector of the housing continuum – focusing its delivery on the Valley floor in alignment with the Shareholder's growth aspirations.

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

UPL will continue its focus on accessibility in housing designs for its rental portfolio, specifically tailored to meet the needs of the ageing population. This involves incorporating age-friendly features that promote ease of mobility, safety, and comfort in living environments.

### 6. Supporting Council's broader strategies

#### **Infrastructure Acceleration Fund**

To support the Shareholder's aspirations of facilitating the construction of 3,520 homes on the Valley Floor by 2035 (outlined within the Infrastructure Acceleration Fund Housing Outcomes Agreement), UPL will continue its search for development opportunities within its own portfolio via intensification and via on / off market property acquisition and development.

#### **Sustainable Growth Strategy 2025-2055**

UPL will seek opportunities to deliver projects that contribute to the Shareholder's Sustainable Growth Strategy 2025-2055 aspirations. The Sustainable Growth Strategy 2025-2055 was adopted in May 2025 which identifies eight "strategic moves" to guide urban development in the city over the next thirty years. Of relevance, and where UPL views it can provide greatest support and assistance, are Strategic Move 1 - "Enhance the heart of the city" and Strategic Move 2 - "Build up the central and northern Valley Floor".

#### **Te Awa Takamori o Te Awa Kairangi (formerly RiverLink)**

One objective of the programme is urban revitalisation of the city centre. UPL will assist Council with the development strategy for its Daly Street land, and any other relevant sites, by providing technical advice when required. UPL will also be position itself to provide strategic property advice, links to the development community and specialist consultancy services as required.

## 7. Future opportunities:

### **Central government and the provision of social housing**

2026 is election year, which may see continually changing housing policy (and proposed policies) at Central Government level. These changes, particularly around the operation of Kāinga Ora, Ministry of Housing & Development and Community Housing Providers may present new opportunities for UPL and its partners to achieve housing outcomes. UPL will seek and identify such opportunities early through its relationships with Kāinga Ora, supporting agencies, Community Housing Aotearoa and via attendance at the Hutt Central Regeneration Steering Group.

### **Council land and leasehold model**

Over the last six months UPL has investigated Council-owned land parcels which could be utilised for housing outcomes via a leasehold arrangement. Officers will continue to explore these potentials and work through financial feasibilities. The intent is to seek (ground) leasehold development opportunities which provide affordable rental options for its own portfolio and potentially, the wider rental market; focusing on how such a model could be delivered effectively and cost-efficiently.

## 8. Business As Usual (General)

In alignment with the Shareholder's Expectations' mandate and kaupapa, UPL will continue its general business operations as they currently stand. These include:

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

UPL is committed to delivering the above priorities to ensure the Shareholder's housing aspirations and targets are achieved. In doing so, UPL intends to be a significant contributor in shaping a sustainable, inclusive, and vibrant city.

## Our Statutory Objectives

**Section 59 of the Local Government Act 2002 provides:**

### **Principal objective of council-controlled organisation**

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

## Our Business Objectives

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

- 1.1 operate as a successful and profitable undertaking;
- 1.2 provide for need in a variety of areas across the housing continuum by developing property for housing outcomes such as: affordable / 'for market', social, long-term market rentals and CHP partnership projects;
- 1.3 be a provider of housing into the local supply chain with various housing typologies;
- 1.4 build housing partnerships with local and nationwide community housing organisations, mana whenua and Crown agencies;
- 1.5 demonstrate environmental leadership by the implementation of HomeStar (or similar) methodologies and other practices which lower carbon emissions;
- 1.6 support and advance training and employment opportunities within the construction and built environment sectors;
- 1.7 support Central Government initiatives where and when prudent, in alignment with the Shareholder;
- 1.8 provide for the long term a growing portfolio of rental housing for the predominantly low-income elderly<sup>1</sup> consistent with, and to give effect to, the Shareholder's housing aspirations for the city;
- 1.9 manage and develop the housing portfolio in a manner which increases its property values;
- 1.10 purchase, develop, lease or on-sell future development projects in a manner which maximises its value at a level of risk appropriate for the investment of funds and/or which aligns with the aspirations of the Shareholder;
- 1.11 comply with all legislative and regulatory provisions relating to its operations and performance;
- 1.12 ensure all assets owned by the company are maintained to the applicable standards;
- 1.13 maintain an effective business continuance plan, and a register of, and comply with, current Shareholder policies relevant to its business and operations.

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

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

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

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

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

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

Section 59 of the Local Government Act 2002 also provides that the principal objectives of a Council-Controlled Organisation include the objectives of its Shareholders.

In order to meet our objectives we focus our work activity on asset planning and development, capital project management, operations management, risk management, staff development and corporate governance.

### Other

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

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

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

## Performance Measures

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

### Rental Housing

- 1.1 Capital expenditure within budget.
- 1.2 Operational expenditure within budget.
- 1.3 Net Surplus before Depreciation and tax and after Finance Expenses as a Proportion of the Net Book Value of Residential Land and Buildings at the Start of the Year – Greater than 1.5%.
- 1.4 Tenant satisfaction with the provision of the company's rental housing greater than or equal to 90%.
- 1.5 Percentage of total housing units occupied by predominately low-income elderly<sup>1</sup> greater than or equal to 70%.
- 1.6 Annual rental increases to be no greater than \$50 per week per unit, but no less than the apportioned, annualised costs of insurance, rates and forecasted maintenance costs.
- 1.7 Increasing the portfolio size by a minimum of ten units per annum.
- 1.8 Any rental housing units purchased and not already utilising electricity or renewable sources of energy for space heating, water heating, and cooking facilities, shall be converted to utilise only electricity or renewable sources of energy within five years of acquisition.
- 1.9 New rental housing units constructed by UPL to utilise only electricity or renewable sources of energy for space heating, water heating and cooking facilities.

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

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

### Property Development

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

1.16 Long term public rental accommodation pre-tax returns at no less than (or equal to) 2.0% after depreciation (delivery of new housing units via UPL development projects).<sup>2</sup>

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

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

### Professional Property Advice

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

### UPL Developments Limited

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

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

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

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

## Risk Management

### Health and Safety in Employment

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

### Business Continuity

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

### Insurances

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

### Emergency preparedness

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

### Commercial Risk

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

## Board of Directors

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

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

### Unanimous approval of the Board is required for:

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

### The Board will require the agreement of the Shareholder for:

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

#### Ratio of consolidated Shareholders' funds to total assets

The target ratio for consolidated Shareholders' funds to total assets is at least 50%. Consolidated Shareholders' funds comprise share capital and accumulated reserves. Total assets comprise all tangible assets of the Company, the main component being housing and undeveloped land. The forecast consolidated Shareholders funds as at June 2026 is 49%. The share capital of \$15.3 million consists of 27,000,001 ordinary shares on issue, of which 12,000,001 are fully paid and 15,000,000 are issued but uncalled.

#### Accumulated profits and capital reserves

There is no intention to pay a dividend in the 2026/27 financial year or succeeding years.

#### Information to be provided to Shareholders

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

In particular, it shall provide:

#### Annually

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

#### Half Yearly

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

### Share acquisition

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

### Compensation from Local Authority

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

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

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

### Equity value of the Shareholder's investment

For the year ended 30 June 2026, the estimated net value of the Shareholder's investment in Urban Plus Group will be \$45.1 million.

## Financial Forecasts

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

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

## Consolidated Statement of Financial Performance

For the Year Ended 30 June	2026	2027	2028	2029
	Forecast	Budget	Plan	Plan
<b>REVENUE</b>				
Rental Revenue	2,954,204	2,965,617	3,052,265	3,204,878
Finance Revenue	378,788	577,542	488,862	433,842
Commercial Development Sales	36,302,174	8,999,479	25,851,652	29,085,913
Other Revenue	112,000	105,000	-	-
<b>Total Revenue</b>	<b>39,747,165</b>	<b>12,647,637</b>	<b>29,392,779</b>	<b>32,724,633</b>
<b>EXPENSES</b>				
Personnel Expenses	1,030,224	1,392,511	1,395,172	1,447,282
Rates	446,197	538,835	617,533	694,082
Repairs & Maintenance	747,462	724,726	638,855	766,519
Insurance	243,226	268,755	300,948	315,995
Specialist Services	218,323	150,619	155,138	159,792
Operational Contracts	182,968	188,744	194,406	200,238
HCC Support Costs	187,631	193,140	197,003	200,943
Other Operating Expenses	359,761	358,145	370,529	383,786
Agents Fees & Marketing	1,125,953	180,000	540,000	450,000
Cost of Commercial Development Sales	34,039,489	7,604,437	23,092,373	27,662,546
<b>Total Expenses</b>	<b>38,581,234</b>	<b>11,599,913</b>	<b>27,501,956</b>	<b>32,281,184</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>1,165,931</b>	<b>1,047,724</b>	<b>1,890,823</b>	<b>443,449</b>
Depreciation	1,037,310	1,056,013	1,115,724	1,119,046
Finance Expenses	2,513,947	2,373,101	2,100,639	1,978,000
<b>NET SURPLUS/(DEFICIT) before Tax</b>	<b>(2,385,326)</b>	<b>(2,381,390)</b>	<b>(1,325,539)</b>	<b>(2,653,597)</b>
Income Tax Expense/(Benefit)	-	-	-	-
<b>SURPLUS/DEFICIT after TAX</b>	<b>(2,385,326)</b>	<b>(2,381,390)</b>	<b>(1,325,539)</b>	<b>(2,653,597)</b>
<b>Other Comprehensive Revenue and Expenses</b>				
Gain (loss) on Property Revaluation	-	-	-	-
Less: Tax on Revaluation	-	-	-	-
<b>Total Other Comprehensive Revenue and Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COMPREHENSIVE REVENUE and EXPENSES</b>	<b>(2,385,326)</b>	<b>(2,381,390)</b>	<b>(1,325,539)</b>	<b>(2,653,597)</b>

## Consolidated Statement of Changes in Equity

For the Year Ended 30 June	2026	2027	2028	2029
	Budget	Plan	Plan	Plan
<b>Balance at 1 July</b>	47,456,596	45,071,270	42,689,881	41,364,342
Total Comprehensive Revenue and Expenses for the Year	(2,385,326)	(2,381,390)	(1,325,539)	(2,653,597)
<b>Balance at 30 June</b>	<b>45,071,270</b>	<b>42,689,881</b>	<b>41,364,342</b>	<b>38,710,745</b>

## Consolidated Statement of Financial Position

As at 30 June	2026	2027	2028	2029
	Forecast	Budget	Plan	Plan
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash & Cash Equivalents	28,222,702	9,742,280	12,403,309	15,596,126
Tax receivable	19,010	19,010	19,010	19,010
Inventories	4,041,877	12,701,968	5,663,321	12,463,477
<b>Total current assets</b>	<b>32,283,588</b>	<b>22,463,258</b>	<b>18,085,640</b>	<b>28,078,612</b>
<b>Non-Current Assets</b>				
Property, Plant & Equipment	44,355,519	57,650,212	57,474,863	56,514,133
Assets Under Construction	10,485,451	-	-	-
Investment property	4,118,991	9,442,718	11,666,943	-
<b>Total non-current assets</b>	<b>58,959,962</b>	<b>67,092,930</b>	<b>69,141,806</b>	<b>56,514,132</b>
<b>TOTAL ASSETS</b>	<b>91,243,550</b>	<b>89,556,189</b>	<b>87,227,446</b>	<b>84,592,745</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Creditors & Other Payables	387,400	1,081,429	78,224	97,120
Employee Entitlements	67,173	67,171	67,173	67,173
Related party payables	190,639	190,639	190,638	190,639
<b>Total Current Liabilities</b>	<b>645,211</b>	<b>1,339,240</b>	<b>336,035</b>	<b>354,931</b>
<b>Non-Current Liabilities</b>				
Employee Entitlements	54,435	54,435	54,435	54,435
Borrowings	43,000,000	43,000,000	43,000,000	43,000,000
Deferred Tax Liability	2,472,632	2,472,632	2,472,632	2,472,632
<b>Total Non-Current Liabilities</b>	<b>45,527,067</b>	<b>45,527,067</b>	<b>45,527,067</b>	<b>45,527,067</b>
<b>TOTAL LIABILITIES</b>	<b>46,172,279</b>	<b>46,866,307</b>	<b>45,863,102</b>	<b>45,881,999</b>
<b>NET ASSETS</b>	<b>45,071,271</b>	<b>42,689,882</b>	<b>41,364,343</b>	<b>38,710,746</b>
<b>EQUITY</b>				
Retained Earnings	1,157,044	(1,224,345)	(2,549,884)	(5,203,481)
LTMP Reserve	200,000	200,000	200,000	200,000
Share Capital	15,300,000	15,300,000	15,300,000	15,300,000
Revaluation Reserve	28,414,227	28,414,227	28,414,227	28,414,227
<b>TOTAL EQUITY</b>	<b>45,071,271</b>	<b>42,689,882</b>	<b>41,364,343</b>	<b>38,710,746</b>

## Consolidated Statement of Cash Flows

For the Year Ended 30 June	2026	2027	2028	2029
	Forecast	Budget	Plan	Plan
<b>CASH FLOWS from OPERATING ACTIVITIES</b>				
<i>Cash was provided from:</i>				
Receipts from Rent and Leases	2,954,204	2,965,617	3,052,265	3,204,878
Receipts from Other Revenue	123,271	105,000	-	-
Interest Received	378,550	577,542	488,862	433,842
Receipts from Commercial Development Sales	36,302,176	8,999,479	25,851,652	29,085,913
	39,758,201	12,647,638	29,392,779	32,724,633
<i>Cash was applied to:</i>				
Payments to Employees	(1,013,572)	(1,392,511)	(1,395,172)	(1,447,282)
Payments to Suppliers	(3,820,645)	(1,963,988)	(4,017,615)	(3,152,460)
Interest Paid	(2,512,819)	(2,373,101)	(2,100,639)	(1,978,000)
Costs of Commercial Development Sales	(14,392,065)	(24,483,837)	(19,003,690)	(22,795,759)
	(21,739,100)	(30,213,437)	(26,517,115)	(29,373,501)
<b>Net Cash Flows from Operating Activities</b>	<b>18,019,100</b>	<b>(17,565,799)</b>	<b>2,875,664</b>	<b>3,351,132</b>
<b>CASH FLOWS from INVESTING ACTIVITIES</b>				
<i>Cash was applied to:</i>				
Purchase and Construction of Property, Plant and Equipment	(9,005,585)	(914,625)	(214,635)	(158,315)
	(9,005,585)	(914,625)	(214,635)	(158,315)
<b>Net Cash Flows from Investing Activities</b>	<b>(9,005,585)</b>	<b>(914,625)</b>	<b>(214,635)</b>	<b>(158,315)</b>
<b>CASH FLOWS from FINANCING ACTIVITIES</b>				
<i>Cash was applied to:</i>				
Repayment of Borrowings - HCC	-	-	-	-
Repayment of Advance from related parties	(1,873,258)	-	-	-
	(1,873,258)	-	-	-
<b>Net Cash Flows from Financing Activities</b>	<b>(1,873,258)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET INCREASE/(DECREASE) in CASH and CASH EQUIVALENTS</b>	<b>7,140,259</b>	<b>(18,480,422)</b>	<b>2,661,029</b>	<b>3,192,817</b>
Cash and Cash Equivalents at the Beginning of the Year	21,082,443	28,222,702	9,742,280	12,403,309
<b>CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR</b>	<b>28,222,702</b>	<b>9,742,280</b>	<b>12,403,309</b>	<b>15,596,126</b>

## Statement of Accounting Policies

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

### Nature of prospective information

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

### Statement of compliance with International Financial Reporting Standard

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

### Reporting entity

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

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

### Reporting period

The reporting period covers the 12 months from 1 July 2025 to 30 June 2026. Comparative projected figures for the year ended 30 June 2027 to 30 June 2029 are provided.

### Specific accounting policies

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

The measurement basis applied is historical cost.

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

### Judgements and estimations

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

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to

accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

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

#### **Cash and cash equivalents**

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

#### **Debtors and other receivables**

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

#### **Revenue**

Revenue is measured at the fair value of consideration received.

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

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

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

#### **Property, plant and equipment**

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

#### **Revaluation**

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

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

### Additions

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

### Disposals

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

### Subsequent costs

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

### Depreciation

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

Estimated economic lives	Years	Rate
Buildings	2 - 62	1.61% - 80.00%
Plant and equipment	3 - 7	14.29% - 33.33%
Vehicles	3-8	12.74 – 33.33%

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

### Intangible assets

#### Software acquisition and development

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

#### Amortisation

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

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

Estimated economic lives	Years	Rate
Computer software	7	14.29%

#### Impairment of non-financial assets

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

#### Goods and services tax

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

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

Commitments and contingencies are disclosed exclusive of GST.

#### Employee entitlements

##### Short-term entitlements

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

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

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

#### Borrowings

Borrowings on normal commercial terms are initially recognised at the amount borrowed plus transaction costs.

#### Borrowing costs

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

#### Creditors and other payables

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

### Income tax

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

### Property intended for sale

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

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

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

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

### Leased assets

#### Operating Leases

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

#### Finance Leases

The Company has not entered into any material finance leases.

### Financial instruments

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

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



# **SEAVIEW MARINA LIMITED**

## **DRAFT STATEMENT OF INTENT 2026/27 TO 2028/29**



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## 1. Vision

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

## 2. Mission

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

## 3. Nature and scope of activities

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

## 4. Corporate Governance Statement

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

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

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

Drawing down additional funding for the Council-supported capital expenditure comes with significantly increased pressure from finance expenses, compared with prior years. Additionally, there are some unknowns around the final costs of these large transactions. The Directors of the Company have budgeted for fixed dollar

dividend payments in 2026/27 and the following years, however, this remains subject to the Directors determining whether financial projections are shown to be sustainable. This is in line with the company's dividend policy approved by Council on June 30th, 2023.

## 5. Corporate Goals

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

### General

1. Ensure that the Company's strategic plans are consistent with the operating plans and policies of the Council group
2. Ensure that the SOI and operating strategies within are adhered to
3. Keep the Shareholder informed of matters of substance affecting the Company
4. Continually review operating strategies, financial performance, and service delivery of the Company
5. Develop the Company into one of New Zealand's premier marina businesses

### Economic

1. Maximise the financial returns achieved and shareholder value
2. Return a minimum return on equity (ROE) per annum of 0.3%, 0.5% and 0.6% for each financial year commencing 1 July 2026/27
3. Maintain the Company's financial strength through sound and innovative management

### Social and environmental

1. Support recreational boating activities in the Wellington Region
2. Promote safe work practices
3. Act as a socially responsible and environmentally aware corporate citizen and to contribute to, or assist where possible, the Council's community outcomes (as listed in the Council's Annual Plan or Long-Term Plan)
4. Reduce direct emissions by 50% by 2030 and achieve net-zero emissions by 2050. Following the initial analysis, the targets will be updated

## 6. Specific objectives for the year ending 30 June 2027

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

### General

1. Meet the goals and objectives stated in the Statement of Intent and Strategic Plan

### Economic

1. Achieve all financial projections
2. Ensure that the reporting requirements of the Company and the Shareholder are met

### Social and environmental

1. Maintain a good employer status by:
  - a. complying with all employment legislation and
  - b. operating open and non-discriminatory employment practices.
2. Ensure no transgression of environmental and resource laws
3. Review the activities undertaken by the Company for the purposes of being a good socially and environmentally responsible corporate citizen

## 7. Shareholder expectations

The Shareholder has communicated its expectations for the business over the next three years. These expectations are laid out under the following four categories: Health, Safety and Well-being, Development Plans, Returns to Shareholders, and Strategic Priorities.

### Health, safety and well-being

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

### Development plans

#### *In water*

Council supports a process of design and consultation for in-water infrastructure and further development, which will cater to present and future demand. Initial in-water construction contracts should sort for the refurbishment programme of SML's

oldest or worst conditioned piers first. Once the financing impacts of this work are fully understood, then SML can move into the refurbishment of other piers.

### ***On-land***

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

### **Financial stewardship and sustainability**

The Council expects financial returns by way of dividends and breakwater lease payments. Breakwater lease payments are presently payable but will cease if the breakwaters are transferred to SML by sale or long-term lease. Dividend payments are to continue to be included in each year of the SOI, and will be made by SML, provided that these fit with the SML Dividend Policy.

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

### **Strategic priorities**

#### ***Promote Māori outcomes***

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

#### ***Social and environmental***

Support of charitable non-profit ventures connected with the organisation's business will continue to be a focus, including work with the disability sector. The Council asks the Company to continue to develop partnerships supporting the

growth of local maritime businesses that are focused on utilising renewable energy sustainably and are aligned with the Council's 'carbon zero' initiatives.

Council was pleased to see the Company maintain the Clean Marina Programme accreditation. Council expects SML to reinforce its commitment to this programme and understands that continual improvement through work and investment is required to retain this accreditation.

### ***Living wage***

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

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

### ***Climate change***

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

- a. To replace fuel-powered vehicles, equipment, and plants with electric-powered equivalents when due for replacement, provided equivalents are commercially viable
- b. Additionally, the Company should develop a factual understanding of sea-level change and the performance of the breakwaters in relation to this. This improved understanding is to inform the financial planning regarding sea-level change, as part of the asset management plan

### ***Integration with Tupua Horo Nuku***

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

### ***Advanced knowledge of transportation vessels***

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

### ***Achieve wider outcomes – employment and training***

Whilst SML is a small team, SML's work programme should create local training opportunities and support local employment, wherever possible. SML will utilise more specialised training programmes through GMI (Global Marina Institute), and MAST (Marine and Specialised Technologies Academy) to provide career pathways for staff.

### **Performance measures**

<b>Key performance indicators</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>Reporting frequency</b>
<b>Financial</b>				
Deliver the total annual budgeted EBITDA <sup>1</sup>	EBITDA within budget	EBITDA within budget	EBITDA within budget	Six monthly
Achieve a prescribed rate of ROE before tax and dividends <sup>2</sup>	0.3%	0.5%	0.6%	Annually
<b>Non-financial</b>				
To provide financial or non-financial support to at least three charitable (non-	Support for at least three organisations	Support for at least three organisations	Support for at least three organisations	Annually

profit) ventures with a marine focus during any given financial year				
<b>Relationship and communication</b>				
Meet all shareholder reporting deadlines	See Section 12	See Section 12	See Section 12	See section 12
Public benefit		Perform a survey of public opinion on marina facilities (during the 3 <sup>rd</sup> quarter)		Biennially
<b>Risk management and human resources</b>				
Notifiable health and safety incidents	None	None	None	Bi-Monthly
<b>Marketing</b>				
Subject to economic conditions prevailing, implement a strategy to improve occupancy rates	Berth occupancy equal to or greater than 78%	Berth occupancy equal to or greater than 80%	Berth occupancy equal to or greater than 82%	Bi-Monthly

### Notes on performance measures

1. EBITDA is defined as Earnings before interest, taxes, depreciation and amortisation.
2. ROE is defined as Surplus/(Deficit) before tax and dividends and excluding losses or gains arising from the revaluation of similar assets within an asset class, divided by the opening balance of equity at the start of the year

## 8. Financial Projections

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

	Forecast 2026	Budget 2027	Plan 2028	Plan 2029
Total revenue	3,655,219	3,873,623	3,974,895	4,126,376
Total expenses	3,497,429	3,815,521	3,873,065	3,993,076
<b>Surplus before tax and dividend</b>	<b>157,790</b>	<b>58,102</b>	<b>101,830</b>	<b>133,300</b>
Total assets	26,428,349	29,742,270	30,727,832	30,732,619
Total liabilities	4,317,333	7,689,420	8,701,664	8,710,476
<b>Total equity</b>	<b>22,111,016</b>	<b>22,052,850</b>	<b>22,026,167</b>	<b>22,022,143</b>
<b>Return on equity <sup>1</sup></b>	<b>0.7%</b>	<b>0.3%</b>	<b>0.5%</b>	<b>0.6%</b>

<sup>1</sup> Return on equity is defined as net surplus / (deficit) divided by the opening balance of equity at the start of the year

## Capital Expenditure Projections

	Forecast 2026	Budget 2027	Plan 2028	Plan 2029
Miscellaneous capital	263,920	265,000	313,920	288,000
Pier E refurbishment	339,944	339,944	-	-
Breakwater	-	3,400,000	-	-
Pier A refurbishment	-	835,653	-	-
Pier B refurbishment	-	-	899,162	-
Pier C refurbishment	-	-	-	968,386
<b>Total capital expenditure</b>	<b>603,864</b>	<b>4,840,597</b>	<b>1,213,082</b>	<b>1,266,386</b>

## 9. Financial Statements

### Prospective Statement of Comprehensive Revenue and Expenses For the year ended 30 June

	Forecast 2026	Budget 2027	Plan 2028	Plan 2029
<b>REVENUE</b>				
Rental revenue	3,171,910	3,382,118	3,493,610	3,620,462
Other user charges	160,303	167,434	172,509	176,549
Interest revenue	31,063	23,370	753	14,422
Product sales	274,967	283,216	290,013	296,393
Other revenue	16,976	17,485	18,010	18,550
<b>Total revenue</b>	<b>3,655,219</b>	<b>3,873,623</b>	<b>3,974,895</b>	<b>4,126,376</b>
<b>EXPENSES</b>				
Employee expenses	824,883	919,721	962,232	990,963
Operating expenses	1,724,180	1,831,603	1,743,842	1,791,139
Finance expenses	170,910	230,781	284,381	326,600
Product cost of sales	249,819	252,871	258,940	264,637
Loss on Asset Disposals	-	-	-	-
Depreciation	527,637	580,544	623,671	619,737
<b>Total expenses</b>	<b>3,497,429</b>	<b>3,815,521</b>	<b>3,873,065</b>	<b>3,993,076</b>
<b>Surplus before tax</b>	<b>157,790</b>	<b>58,102</b>	<b>101,830</b>	<b>133,300</b>
Income tax expense	44,181	16,269	28,512	37,324
<b>Surplus after tax</b>	<b>113,609</b>	<b>41,834</b>	<b>73,317</b>	<b>95,976</b>
<b>Total Comprehensive Revenue and Expenses</b>	<b>113,609</b>	<b>41,834</b>	<b>73,317</b>	<b>95,976</b>

## Prospective Statement of Changes in Equity

For the year ended 30 June

	Forecast 2026	Budget 2027	Plan 2028	Plan 2029
Balance at 1 July	22,097,409	22,111,018	22,052,852	22,026,169
Total comprehensive revenue and expenses for the year	113,609	41,834	73,317	95,976
Dividend - Hutt City Council <sup>1</sup>	(100,000)	(100,000)	(100,000)	(100,000)
<b>Balance at 30 June</b>	<b>22,111,018</b>	<b>22,052,852</b>	<b>22,026,169</b>	<b>22,022,145</b>

<sup>1</sup> Dividends will be returned to the shareholder when the Company's dividend policy is met

## Prospective Statement of Financial Position

For the year ended 30 June

	Forecast 2026	Budget 2027	Plan 2028	Plan 2029
<b>ASSETS</b>				
<b>CURRENT ASSETS</b>				
Cash and cash equivalents	1,653,497	365,680	753,261	113,190
Debtors and other receivables	434,563	434,563	434,563	434,563
Prepayments	(56,037)	285,647	294,217	302,425
Inventory	10,956	10,956	10,956	10,956
<b>Total current assets</b>	<b>2,042,978</b>	<b>1,096,846</b>	<b>1,492,997</b>	<b>861,135</b>
<b>NON-CURRENT ASSETS</b>				
Property, plant and equipment at cost	28,415,931	31,815,931	31,815,931	31,815,931
Property, plant and equipment accumulated depreciation	(4,567,477)	(5,147,960)	(5,771,571)	(6,391,247)
Intangible assets	5,761	5,701	5,640	5,580
Intangible asset accumulated depreciation	(4,927)	(4,927)	(4,927)	(4,927)
Assets under construction	536,083	1,976,680	3,189,761	4,446,148
<b>Total non-current assets</b>	<b>24,385,371</b>	<b>28,645,424</b>	<b>29,234,835</b>	<b>29,871,484</b>
<b>TOTAL ASSETS</b>	<b>26,428,349</b>	<b>29,742,270</b>	<b>30,727,832</b>	<b>30,732,619</b>
<b>LIABILITIES</b>				
<b>CURRENT LIABILITIES</b>				
Payables and deferred revenue	289,991	289,991	289,991	289,991
Employee entitlements	102,980	102,980	102,980	102,980
Advances from related parties	47,245	47,245	47,245	47,245
Current tax liability	44,181	16,269	28,512	37,324
<b>Total current liabilities</b>	<b>484,397</b>	<b>456,484</b>	<b>468,728</b>	<b>477,540</b>
<b>NON-CURRENT LIABILITIES</b>				
Deferred tax liability	1,132,936	1,132,936	1,132,936	1,132,936
Borrowings	2,700,000	6,100,000	7,100,000	7,100,000
<b>Total non-current liabilities</b>	<b>3,832,936</b>	<b>7,232,936</b>	<b>8,232,936</b>	<b>8,232,936</b>
<b>TOTAL LIABILITIES</b>	<b>4,317,333</b>	<b>7,689,420</b>	<b>8,701,664</b>	<b>8,710,476</b>
<b>Net assets (assets minus liabilities)</b>	<b>22,111,016</b>	<b>22,052,850</b>	<b>22,026,167</b>	<b>22,022,143</b>
<b>Equity</b>				
Accumulated funds	(13,985,222)	(14,043,388)	(14,070,071)	(14,074,095)
Share capital	21,281,903	21,281,903	21,281,903	21,281,903
Revaluation reserve	14,814,337	14,814,337	14,814,337	14,814,337
<b>Total equity attributable to Seaview Marina Limited</b>	<b>22,111,018</b>	<b>22,052,852</b>	<b>22,026,169</b>	<b>22,022,145</b>

### Equity Value of the shareholders' investment

The estimated net value of the shareholder's investment in the company on 30 June 2026 will be \$22.11m and \$22.05m on 30 June 2027.

## Prospective Statement of Cash Flows

For the year ended 30 June

	Forecast 2026	Budget 2027	Plan 2028	Plan 2029
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>				
<i>Cash was provided from:</i>				
Receipts from rentals	3,162,826	3,398,100	3,509,911	3,637,089
Interest received	31,148	23,370	753	14,422
Receipts from user charges and other revenue	437,413	452,154	464,231	474,865
	<b>3,631,387</b>	<b>3,873,623</b>	<b>3,974,895</b>	<b>4,126,376</b>
<i>Cash was applied to:</i>				
Payments to employees	(872,684)	(919,721)	(962,232)	(990,963)
Payments to suppliers	(1,654,884)	(2,426,159)	(2,011,351)	(2,063,985)
Dividend payments	(100,000)	(100,000)	(100,000)	(100,000)
Interest paid	(170,910)	(230,781)	(284,381)	(326,600)
Tax paid	-	(44,181)	(16,269)	(28,512)
	<b>(2,798,478)</b>	<b>(3,720,843)</b>	<b>(3,374,233)</b>	<b>(3,510,061)</b>
<b>Net cash flows from operating activities</b>	<b>832,909</b>	<b>152,780</b>	<b>600,663</b>	<b>616,316</b>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>				
<i>Cash was provided from:</i>				
Sale of assets held for sale	-	-	-	-
	-	-	-	-
<i>Cash was applied to:</i>				
Purchase of property, plant and equipment	-	(3,400,000)	-	-
Purchase of assets under construction	(603,864)	(1,440,597)	(1,213,082)	(1,256,386)
	<b>(603,864)</b>	<b>(4,840,597)</b>	<b>(1,213,082)</b>	<b>(1,256,386)</b>
<b>Net cash flows from investing activities</b>	<b>(603,864)</b>	<b>(4,840,597)</b>	<b>(1,213,082)</b>	<b>(1,256,386)</b>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>				
<i>Cash was provided from:</i>				
Proceeds from borrowings - Hutt City Council	81,657	3,400,000	1,000,000	-
	<b>81,657</b>	<b>3,400,000</b>	<b>1,000,000</b>	-
<i>Cash was applied to:</i>				
Repayment of borrowings - Hutt City Council	-	-	-	-
	-	-	-	-
<b>Net cash flows from financing activities</b>	<b>81,657</b>	<b>3,400,000</b>	<b>1,000,000</b>	-
<b>Net increase/(decrease) in cash, cash equivalents and bank overdrafts</b>	<b>310,702</b>	<b>(1,287,817)</b>	<b>387,581</b>	<b>(640,070)</b>
Cash, cash equivalents and bank overdrafts at the beginning of the year	1,342,794	1,653,497	365,680	753,261
<b>Cash, cash equivalents and bank overdrafts at the end of the year</b>	<b>1,653,497</b>	<b>365,680</b>	<b>753,261</b>	<b>113,190</b>

## 10. Accumulated profits and capital reserves

The intention is to pay a dividend to the shareholder when the dividend policy is met.

## 11. Share acquisition

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

## 12. Information to be provided to the Shareholder

Each year, the Company shall comply with the reporting requirements under the LGA, the Companies Act 1993, and other relevant regulations.

The Company will provide:

### Statement of Intent

A draft SOI by 1 March of the year preceding the financial year to which it relates, detailing all matters required under the LGA, including financial information for the next three years. A final SOI before the commencement of the financial year to which it relates.

### Half-yearly report

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

### Annual report

Within three months after the end of each financial year, the Company will provide an annual report that provides a comparison of its performance with the SOI, with an explanation of any material variances, audited consolidated Financial Statements for that financial year, and an Auditor's Report in accordance with the LGA.

## 13. Pricing policy

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

### Market trends

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

### Operating costs

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

### Achievement of return on equity

The Council sets a minimum ROE that the Company is required to achieve each year, and to achieve this, rental charges are set accordingly.

## 14. Transactions with related parties

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

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

## Accounting Policies

### Reporting entity

The Company is a CCO, 100 per cent owned by the Council. The primary objective of the Company is the operation of a marina that benefits the community of Hutt City. The Company is designated as a public benefit entity for financial reporting purposes.

### Basis of preparation

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

## Statement of compliance

These financial statements have been prepared in accordance with the requirements of the LGA, which includes the requirement to comply with New Zealand Generally Accepted Accounting Practices Standards (NZ GAAP). They comply with International Public Sector Accounting Standards and other applicable Financial Reporting Standards, as appropriate for public benefit entities (PBE) that apply Tier 2 PBE accounting standards. As the Company's total expenses are under \$30,000,000, it has elected to apply Tier 2 PBE accounting standards.

## Measurement base

The accounting policies set out below have been applied consistently to all periods presented in these financial statements. The financial statements have been prepared on a historical cost basis. Functional and presentation currency. The financial statements are presented in New Zealand dollars, and all values have been rounded to the nearest dollar. The functional currency of the Company is New Zealand dollars.

## 15. Summary of Significant Accounting Policies

### Revenue

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

Revenue is measured at the fair value of consideration received.

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

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

## **Expenses**

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

## **Cash and cash equivalents**

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

## **Trade debtors and other receivables**

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

## **Inventory**

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

## **Property, plant, and equipment**

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

## **Additions**

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

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

Work in progress is recognised at costless impairment and is not depreciated.

## **Disposals**

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

### **Subsequent costs**

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

### **Revaluation**

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

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

### **Depreciation**

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

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

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

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

## Intangible assets

### **Software acquisition and development**

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

### **Amortisation**

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

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

Estimated economic life	Years	Rate
Computer software	2.5 – 33	3% – 40%

## Impairment of non-financial assets

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

## Goods and Services Tax

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

## **Employee entitlements**

### **Short-term entitlements**

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

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

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

## **Payables**

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

## **Provisions**

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

Provisions are not recognised for future operating losses.

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

## **Borrowings**

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

## **Borrowing costs**

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

## **Income tax**

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

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

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

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

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

Deferred tax is not recognised if the temporary difference arises from the initial recognition of goodwill or from the initial recognition of an asset or liability in a

transaction that is not a business combination, and at the time of the transaction, affects neither accounting profit nor taxable profit.

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

## **Leases**

### ***Operating leases***

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

### ***Finance leases***

The Company has not entered into any material finance leases.

## **Financial instruments**

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

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

## **Budget figures**

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

## **Critical accounting estimates and assumptions**

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

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

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

## 16. Company information

### Registered Office

100 Port Road  
Seaview  
Lower Hutt 5010

Private Bag 33 230  
Petone 5012  
Phone: +64 (4) 568 3736

[www.seaviewmarina.co.nz](http://www.seaviewmarina.co.nz)

### Auditor

Audit New Zealand

### Banker

Westpac New Zealand Limited

### Solicitor

Thomas Dewar Sziranyi Letts

### Directors

Peter Steel  
Tui Lewis  
Rick Wells  
Kit Nixon  
Sarah Rusholme

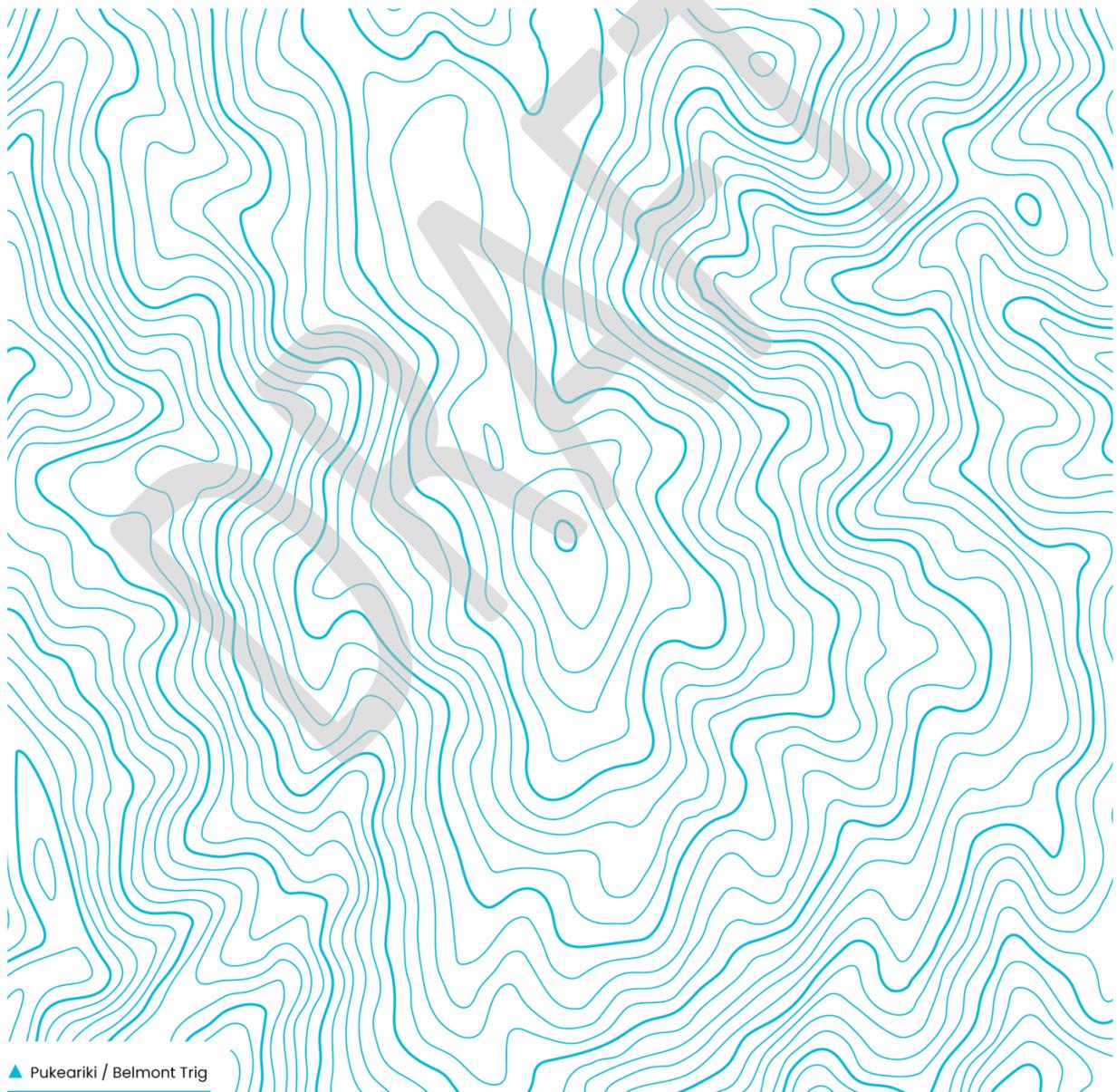
### Chief Executive

Tim Lidgard



# Draft Statement of Proposal – Public Places and Trading in Public Places Bylaws: Review and Amalgamation

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▲ Pukeariki / Belmont Trig

## Summary of Proposal

Hutt City Council currently has two separate bylaws that regulate activities in public spaces: the Public Places Bylaw 2016 and the Trading in Public Places Bylaw 2018. Together, these bylaws manage the use of public places to protect public health and safety, prevent nuisance, and ensure public spaces can be used safely and appropriately, including for commercial activities.

The Public Places Bylaw provides Council with the authority to regulate activities in public spaces, while the Trading in Public Places Bylaw sets rules for commercial trading, including licensing, permits, and operating conditions, to balance business activity with community benefit and public space management.

## Consolidation of the two bylaws

The Public Places Bylaw is required to be reviewed by 20 September 2026 under Section 159 of the Local Government Act 2002, which has triggered this review. As part of the review, Council is proposing to revoke both existing bylaws and consolidate their updated provisions into a single Public Places Bylaw. Although the Trading in Public Places Bylaw is not due for review until 2028, consolidation provides an opportunity to improve clarity, reduce duplication, and simplify future bylaw reviews.

The proposed changes focus on clarifying standards, updating definitions, improving enforcement provisions, and consolidating overlapping requirements. All proposed amendments are set out in the draft consolidated Bylaw in Appendix A.

## Consideration of Freedom Camping

As part of the review, Council considered whether a freedom camping section should be included in the Public Places Bylaw. This included the review of reported issues and complaints received by Council. Council found there is limited evidence that freedom camping is a widespread or significant issue within the Lower Hutt. In many instances where concerns have been raised, the underlying issue relates to homelessness rather than freedom camping. These situations cannot be legally addressed through a freedom camping bylaw provision.

### Summary Table of Proposed Changes

Issue Identified	Proposed Change	Relevant Section	Source
Definition clarity	Transfer interpretation section from Trading in Public Places Bylaw and add as required  Provide definition of projection	Interpretation	New / Transferred from Trading in Public Places Bylaw  Dictionary
Opening surface – content clarity	Amend wording to section 1.1 to make the restriction clear	Opening surfaces	Planning team
Broaden definition of advertisement	Adding the word sign for clarity	Display advertising in public places	Regulatory team
Provision that is incongruent with Freedom Camping Act 2011	Removal of provision to prevent temporary living in public places	No building to be erected on a public place	Regulatory and legal teams
Stormwater runoff from verandas – content clarity  Clarify requirement to keep projections into public places in good order	Add wording to 18.1 (c) clarify Building Code requirements  Additional clause	Verandas	Building Code / Building team
Remove double up	Remove the street stall sections that was in the Public Places Bylaw and import the Trading in Public Places Bylaw content	Street stalls	Public Places Bylaw / Trading in Public Places Bylaw
Opportunity to consolidate Public Places and Trading in Public Places Bylaws	Transfer, and update, Trading in Public Places Bylaw content into the Public Places Bylaw	New section: Trading in Public Places	Trading in Public Places Bylaw
Consolidating Trading in Public Places content	Reducing wordcount while retaining value by removing duplicated content	Trading in Public Places	Connected Communities / Legal
No mention of penalty cost	Add wording from the Local Government Act	Offences and penalties	Local Government Act 2002 / Legal

	2002 to make penalties clearer		
Clarity	Amend wording to include "buskers"	Street musicians	Legal / Policy
District Plan regulatory compliance	Add clarifying comments to District Plan compliance requirements	Commentary	Planning / Legal
Building Code regulatory compliance	Add clarifying comments to the Building Code commentary	Commentary	Building control / Legal
No mention of Bylaw making power	Add comment to highlight the foundation of bylaw-making powers	Commentary	Local Government Act 2002 / Legal
Regulatory overlap	Importing Trading in Public Places Bylaw content into Public Places Bylaw	New section: Trading in Public Places	Trading in Public Places Bylaw 2018
Repeated wording	Consolidating numerous sections of the Trading in Public Places Bylaw into one concise section	Trading in Public Places Bylaw	Trading in Public Places Bylaw 2018

### How to Have Your Say

We want your feedback on the proposed changes to the Public Places Bylaw. The submission period runs from **25 March – 25 April 2026**. If required, hearings will be held in **May 2026**.

You can provide feedback in multiple ways:

- Make an online submission at [this link](#);
- Email your submission to [policy@huttcity.govt.nz](mailto:policy@huttcity.govt.nz) with 'Public Places Bylaw' in the email subject line; and
- Drop off a submission at the front counter at our offices at 30 Laings Road, Lower Hutt.

### Questions to consider

- Do you have any comments about any of the proposed minor changes to the Public Places Bylaw?
- Do you have any comments about the proposed change to amalgamate the Trading in Public Places Bylaw with the Public Places Bylaw?
- Is there anything you think Council could include in the Public Places Bylaw that is not currently included?

**Timeline for the review**

<b>Event</b>	<b>Date</b>
CLT – Statement of Proposal and Consultation approval	9 February 2026
Policy and Performance Committee – Statement of Proposal and consultation approval	10 March 2026
Full Council – consultation approval	24 March 2026
Public consultation (Special Consultative Procedure)	25 March – 25 April 2026
Hearings of submissions	XX May 2026 (if required – maybe in Policy and Performance Committee)
Results of consultation and options presented to Policy and Performance Committee	30 June 2026
Council adopts updated Bylaw	29 June 2026

**Privacy Statement**

We require your name, contact details and the suburb you live in as part of your feedback to get in touch with you if required. All feedback received will be published anonymously on Council's website unless you are involved in the public hearing, in which case your name will be associated with your submission as you provide it. All personal or commercially sensitive information (including your email address and suburb) will be removed. Publishing feedback in full supports a transparent process and will assist in the public hearing process. If you have specific reasons for not wanting your feedback publicly released, please contact [policy@huttcity.govt.nz](mailto:policy@huttcity.govt.nz).

**Public Hearings**

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

Feedback will be considered by Council regardless of whether you wish to present your views at a hearing or not. Final decisions will be made on 30 June 2026, and the reviewed Public Places Bylaw will be considered by Full Council on 27 July 2026.

**Storing Personal Information**

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

**Access to Your Information**

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

**Statutory Authority to Undertake Reviews and Revoke Bylaws****General Bylaw-Making Authority and Requirements**

Relevant Act	Section	Description	Application
Local Government Act 2002	145–146	General authority for territorial authorities to make bylaws for public places to protect public health and safety, prevent nuisance, and minimise offensive behaviour	General authority for the Public Places Bylaw
Local Government Act 2002	155	Requires Council to: determine if a bylaw is necessary and is the most appropriate way to address the perceived problem; and whether it gives rise to implications under NZBORA	Applies to both the review of the Public Places Bylaw and the decision to revoke and amalgamate the Trading in Public Places Bylaw
Local Government Act 2002	156	Consultation requirements when making, amending or revoking bylaws	Governs consultation requirements for this proposal, including SCP
Local Government Act 2002	158	Bylaws must be reviewed within 5 years of being made, and thereafter at 10-year intervals; failure to review results in automatic revocation	Triggers the mandatory review of the Public Places Bylaw
Local Government Act 2002	160	Sets out the process for reviewing bylaws, including whether they should be amended, revoked or continued following appropriate public consultation	Procedure for reviewing bylaws
Bill of Rights Act 1990	8–27	The rights of those people in New Zealand	It is a requirement that bylaws must not give rise to any

			implications under the Act
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### **Revocation of the Public Places Bylaw and the Trading in Public Places Bylaw**

Under section 160 of the Local Government Act 2002, Council can revoke a bylaw by resolution, provided it has followed the required consultation procedures. The revocation of the existing Trading in Public Places Bylaw is part of this broader review of the Public Places Bylaw and consolidation process to improve regulatory efficiencies.

Council has determined that revoking the Trading in Public Places Bylaw and consolidating its provisions into the updated Public Places Bylaw is the most appropriate way to manage activities in public places. This approach improves clarity, reduces duplication, and supports consistent application of rules across Lower Hutt.

The provisions from the Trading in Public Places Bylaw relating to licensing, location restrictions, conduct requirements, and safety standards will be incorporated into the new Public Places Bylaw. These provisions have been reviewed and, where necessary, updated to reflect current practice and align with the new consolidated framework.

If this consolidation process is approved and adopted by Council, the Trading in Public Places Bylaw 2018 will be revoked and replaced by the new Public Places Bylaw.

### **Why the Bylaws Exist**

The Public Places Bylaw and the Trading in Public Places Bylaw respond to the perceived problem that, without regulation, activities in shared public spaces can create nuisance, safety risks, health concerns, and offensive or disruptive behaviour. These issues can negatively affect public amenity and the safe use of public places.

The bylaws provide a regulatory framework to:

- Protect the public from nuisance such as obstructions in public places;
- Protect, promote and maintain public health and safety, including regulating higher- risk activities; and
- Minimise the potential for offensive behaviour in public places such as noise disturbances.

### **The Most Appropriate Way of Addressing the Perceived Problem**

In reviewing the bylaw Council must determine, under 155 of the LGA, whether a bylaw:

- a. is the most appropriate method of addressing the perceived problem;
- b. is the most appropriate form of a bylaw; and
- c. gives rise to any implications under the New Zealand Bill of Rights Act 1990.

The problem needs to be defined before determining whether a bylaw is the most appropriate method of addressing the perceived problem. The purpose of this bylaw is to support the management of perceived problems that Council manages on a day-to-day basis that relate to public safety, health and nuisance. Examples include problems like damage caused to Council property, obstructions in public places such as parking on footpaths, and littering throughout Lower Hutt. Council's ability to infringe people for breaching the bylaw means it can support the reduction of nuisances, safety concerns and offensive or otherwise harmful behaviour. The Public

Places Bylaw prohibits/restricts a specified list of activities to promote amenity and safety in public places.

As part of this review, Council officers consulted with relevant operational departments to assess whether the existing provisions in the Public Places Bylaw and the Trading in Public Places Bylaw remain necessary to address the recurring issues they address. Internal feedback confirmed that all provisions continue to be used and support the effective management of activities in public places in Lower Hutt.

For these reasons, Council considers that retaining and updating the regulatory framework through a consolidated Public Places Bylaw is the most appropriate way to address the perceived problems managed through the Bylaw.

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

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

The Public Places Bylaw may potentially limit certain rights and freedoms, including freedom of peaceful assembly, and freedom of movement, by regulating activities in public places. These potential limitations arise from restrictions on how public spaces may be used.

Council considers that any such limitations are justified under section 5 of NZBORA, as the Bylaw is made under clear legislative authority and the restrictions are reasonable and proportionate in the interests of protecting public health and safety and managing public places.

## Appendices

### Appendix A: Draft Public Places Bylaw

# Draft Public Places Bylaw

Business unit(s) & Division(s)	Strategy & Policy, Legal		
Date adopted	Day Month Year		
Date effective	Day Month Year (when the policy came into effect – this will be the same as the adopted date or later if relevant)		
Review period	The time between adoption and next review date (e.g. 3 years)		
Owner	Role (e.g. Policy Lead, HR Manager)		
Approved by	Role (e.g. CLT, Council)		
Implementation	Role/Business unit (which role or business unit is responsible for what?)		
Monitoring/Evaluation	Role/Business unit (which role business unit is responsible for what?)		
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)

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## INTERPRETATION

**“Council”** means Hutt City Council

**“District”** means ~~The~~ Lower Hutt City.

**“Hawker(s)”** means any person(s) who, in any public place sells, ~~solicits sales or orders for sales of~~ any goods, ~~not in pursuance of any invitation to call with, or of any previous order or request for such goods~~ but does not include any person who operates a vehicle as a mobile shop.

**“Keeper”** in relation to any mobile shop, or stall, means the person by whom or on whose behalf any business is carried on by means of that mobile or travelling shop.

**“Mobile Shop”** means a vehicle, whether self propelled or not, from which goods or services are offered or exposed for sale, or from which goods or services may be ordered (whether or not in pursuance of any invitation to call) but does not include any vehicle used for the purpose of transporting goods pursuant to a prior order placed for the delivery of the goods.

**“Permit”** means a permit issued by the Council under this bylaw .

**“Person”** includes a corporation sole, and also a body of persons, whether corporate or unincorporated.

**“Projection”** means any part of a building, structure, or attachment that extends beyond the external face of a building and over, into, or across a public place, whether temporarily or permanently.

**“Public Place”** means any place that, at any material time, is open to or is being used by the public, whether for free or on payment of a charge but does not include any place where any owner or occupier, other than the Council, is lawfully entitled to control access to or from that place.

**“Stall”** includes any stand or table capable of being moved, road vehicle, vessel or similar structure on or at or from which goods are sold or exposed for sale.

## 1. OPENING SURFACES

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- 1.1 No person may:
  - a. blast ~~or use explosives~~material in, on or near a public place; or
  - b. open a drain or sewer on, or disturb or remove the surface of, a public place: without the prior written permission of the Council.
- 1.2 Any person doing an activity under clause 1.1 must comply with any conditions imposed by the Council on its written permission.

## 2. FLAMMABLES

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- 2.1 No person may leave flammable materials in a public place without the prior written permission of the Council.
- 2.2 Any person doing an activity under clause 2.1 must comply with any conditions imposed by the Council on its written permission.

## 3. DAMAGE TO COUNCIL PROPERTY

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- 3.1 No person may, in a public place, willfully or maliciously damage, destroy or interfere with:
  - a. any tree, shrub or other plant of any kind belonging to the Council;
  - b. a pump, watercourse, water race, stormwater drain, water trough or drinking fountain;
  - c. a building, foundation, structure or other property belonging to the Council;
  - d. a street light, or lamp post; or
  - e. a warning light, sign or barricade placed by the Council to warn the public of danger.

## 4. DEAD ANIMALS

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4. No person may:
  - a. throw or leave a dead animal or animal remains, upon a public place, or in a river, creek, stream, water race or other water; or

- b. fail to safely and appropriately dispose of the remains of an animal belonging to them or in their charge, that may have been killed or died while straying or being driven on a public place.

## **5. OBSTRUCTIONS ON PUBLIC PLACES**

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- 5.1 No person may, unless permitted by another bylaw:
  - a. place an obstruction in or on a public place, watercourse, channel or river where it may cause a danger to people;
  - b. obstruct the free flow of water in a river, creek, stream, water race or other water;
  - c. leave any article standing or lying in a public place in a way that causes an obstruction;
  - d. carry or convey a load to the danger or obstruction of any person using a footpath or cycle track;
  - e. pack or unpack any goods on a public place without the prior written permission of the Council; or
  - f. expose an article for sale or display on a footpath, outside a shop, shop window, or doorway abutting a public place in any way that causes an obstruction, without the prior written permission of the Council.
- 5.2 Any person doing an activity under clause 5.1(e) or (f) must comply with any conditions imposed by Council on its written permission.

## **6. RESTRICTIONS ON THE USE OF BARBED WIRE AND RAZOR WIRE**

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- 6.1 No person may erect barbed wire or razor wire within one metre of a public place, unless the wire is at a height of two metres or more from the level of the ground of the public place.
- 6.2 No person may renew, or repair, an existing fence with barbed wire or razor wire within one metre of a public place.

- 6.3 Every person who receives a notice in writing from the Council alerting that person that the person is in breach of clauses 6.1 or 6.2 must comply with 6.1 and 6.2 within the time stated in the notice.

## 7. REPAIR OF FENCES

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- 7.1 When a fence abutting a public place is so out of repair that, in the Council's opinion, it is dangerous to the public, the Council may, by notice in writing, require the owner of the fence to:
- a. repair the fence;
  - b. remove the fence; or
  - c. remove the fence and erect in its place a new fence
- 7.2 Any fence repaired or erected under clause 7.1(a) or (c) must be reasonably satisfactory for the purpose that it services or is intended to serve in respect of its nature, condition and state of repair.
- 7.3 The owner of the fence who is served with a notice in accordance with clause 7.1 must comply with the notice and any conditions in the notice imposed by the Council.

## 8. CROSSINGS

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- 8.1 No person may construct a crossing across a footpath or water channel, or repair, construct, renew, or do any work in connection with an existing crossing, without the prior written permission of the Council.
- 8.2 If a person seeks permission from the Council to undertake the activity in clause 8.1, the Council may:
- a. upon receipt of any reasonable sum of money that the Council requires as payment for the work applied for, carry out and execute the work as soon as practicable;
  - b. upon the receipt of any reasonable sum of money that the Council requires as a deposit and an inspection fee, permit the person to

carry out the work subject to any conditions the Council considers appropriate; or

- c. refuse to carry out the work or to permit the work to be carried out if, in the Council's opinion, the existence of a crossing causes or is likely to cause danger or obstruction in a public place.

- 8.3 If work is completed under clause 8.2(b) to the satisfaction of the Council, the Council will refund the deposit paid.
- 8.4 No person may drive, ride or wheel a motor vehicle, or lead cattle or sheep, across a footpath or water channel in a public place other than by means of a properly constructed crossing.

## 9. TEMPORARY CROSSINGS

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- 9.1 No person may construct a temporary crossing for the purpose of driving, riding or wheeling a motor vehicle across a footpath or water channel in constructing a building or delivering or collecting building materials, without the prior written permission of the Council.
- 9.2 Any person doing an activity under clause 9.1 must comply with any conditions imposed by Council on its written permission.
- 9.3 Any person in control of a temporary crossing must take reasonable steps to ensure the temporary crossing and the street channels are left clear of obstacles at all times.

## 10. REINFORCING FOOTPATHS

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- 10.1 Where any land or premises is occupied or used in a way that:
  - a. in the usual course of business carried on at the land or premises, any materials are dropped or deposited upon or conveyed across a footpath, water channel or crossing in a public place; and
  - b. the activity in paragraph (a) is carried out in a way that is likely to damage the footpath, water channel or crossing;

The Council may, by notice in writing, require the owner or occupier of the land or premises to provide adequate reinforcement (as required by the Council in the notice) to the footpath, water channel or crossing, or to remedy any damage that has been caused.

- 10.2 Any person who is issued with a notice under clause 10.1 must comply with the notice.

- 10.3 The owner or occupier of the land or premises may request Council in writing to execute the work or may carry out the work him or herself. The Council may:
- a. upon receipt of any reasonable sum of money the Council requires as payment for the work required, execute the work as soon as practicable; or
  - b. upon the receipt of any reasonable sum of money that the Council requires as a deposit and an inspection fee, permit the person to carry out the work subject to any conditions the Council considers appropriate.
- 10.4 If work is completed under clause 10.3(b) to the satisfaction of the Council, the Council will refund the deposit paid.

## 11. NAMING OF STREETS AND NUMBERING OF BUILDINGS

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- 11.1 No person may give a name to, or display a name, on a street, private street, or public place without the prior written permission of the Council.
- 11.2 Any person doing an activity under clause 11.1 must comply with any conditions imposed by Council on its written permission.
- 11.3 The owner or occupier of every building must, in accordance with clause 11.4, mark the building with any numbers the Council directs or approves, and must renew the numbers of the buildings as often as they are obliterated or defaced or as often as the Council orders or directs.
- 11.4 Every number displayed must be a minimum of 50 millimetres high and must be placed upon a building so that it is readily visible from any street fronted by the building or, if no such position is available, the number must be placed upon a post, fence or gate near or adjacent to, and readily visible from the street.

## 12. DISTURBANCE OF NEIGHBOURHOOD

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- 12.1 No person may, in a public place, make or cause loud sounds so that the peace and quiet of persons residing in the neighbourhood is disturbed, or so that a congregation or meeting is disturbed, without the prior written permission of the Council.
- 12.2 Any person doing an activity under clause 12.1 must comply with any conditions imposed by Council on its written permission.
- 12.3 Clause 12.1 does not prevent:
- the reasonable use of sound-amplified equipment by a candidate or their authorised representative for the purpose of campaigning for a general election or by-election within the meaning of the Electoral Act 1993, or for a local authority election or by-election, during the period of one month before the date of the election or by-election; or
  - the reproduction in reasonable volume of recorded music or radio programmes from an authorised broadcasting station.

## 13. DISPLAY AND ADVERTISING IN PUBLIC PLACES

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- 13.1 No person may:
- place a placard, poster, or other document on, or write on, or otherwise disfigure or deface any thing on or abutting a public place;
  - stamp, paint, write, or post an advertisement or notice on a public place;
  - display or carry a [sign](#), placard, board, flag, screen, or frame, by way of advertisement upon or over a carriageway or footpath of a public place; or
  - display advertising material on a motor vehicle or trailer on a public place, other than advertising sign-writing or bumper stickers on a vehicle;

without the prior written permission of the Council.

- 13.2 Any person doing an activity under clause 13.1 must comply with any conditions imposed by Council on its written permission.

## 14. CONGREGATIONS AND PROCESSIONS

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14.1 No person may:

- a. deliberately cause or induce people to congregate or to engage in a procession in a way that obstructs a public place for traffic or pedestrian use; or
- b. take part in a congregation or procession that obstructs a public place for traffic or pedestrian use;

without the prior written permission of the Council.

14.2 Any person doing an activity under clause 14.1 must comply with any conditions imposed by Council on its written permission.

[Nothing in this Bylaw shall be interpreted to restrict any person's rights to freedom of expression or peaceful assembly as protected by the NZ Bill of Rights Act 1990, provided such activities do not unreasonably obstruct access, create a safety risk, or otherwise breach this Bylaw.](#)

## 15. CONDUCTING STREET COLLECTIONS

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- 15.1 No person may organise or conduct a street collection in a public place without the prior written permission of the Council.
- 15.2 Any person doing an activity under clause 15.1 must comply with any conditions imposed by Council on its written permission.
- 15.3 In this clause 15, "street collection" means asking for or seeking from passers-by a subscription, collection or donation in a public place.

## 16. CATTLE AND SHEEP IN PUBLIC PLACES

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- 16.1 Every person who owns, or has the care, custody, or control of cattle or sheep, must prevent the cattle or sheep from being on a public place unless in accordance with this clause 16.
- 16.2 A person may tether or put cattle or sheep on a public place for the purpose of depasturing or grazing, provided the person has prior written permission from the Council and is acting in accordance with any conditions.
- 16.3 A person may drive cattle or sheep in a public place continuously at a reasonable speed towards a definite destination without deviation from the most direct route, or the route directed by the Council.
- 16.4 A person may drive cattle or sheep **being** along streets within a rural area (under an operative or proposed District Plan prepared by the Council) from one paddock or farm to another, if both paddocks or farms are the property of one owner, provided that:
- the total distance along the streets is not greater than 3.2 kilometres; and
  - no more than 20 cattle or 1000 sheep are driven at any one time.
- 16.5 Subject to clauses 16.3 and 16.4, a person may drive unharnessed cattle or sheep on a public place, provided the person has prior written permission from the Council and is acting in accordance with any conditions.
- ~~16.6 A person may drive or take a bull on a public place if the bull is led on a adequate harness or if the bull is accompanied by cows.~~
- ~~16.7~~16.6 The Council may by resolution declare certain roads to be stock routes and prohibit or restrict the use of other roads for the driving of cattle or sheep. Any such declaration, prohibition or restriction may be altered or revoked by resolution.

## 17. NO BUILDING TO BE ERECTED ON A PUBLIC PLACE

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- 17.1 No person may:

a. construct or place any part of a building or structure under, upon, over, or across a public place;~~or~~

~~b. use a dwelling or vehicle on a public place for the purposes of temporary living accommodation;~~

without the prior written permission of the Council.

17.2 Any person doing an activity under clause 17.1 must comply with any conditions imposed by Council on its written permission.

## 18. VERANDAS

18.1 Verandas that are installed on the front of buildings abutting a public place must be:

- a. suspended or cantilevered from the building;
- b. a minimum height of 2.7 metres above the footpath;
- ~~c. provided with a recognised way of disposing of stormwater~~  
provided with a stormwater drainage system that complies with the Building Code and any relevant Council engineering standards;
- d. a minimum width of 450 millimetres back from the front line of the kerb;
- e. framed in steel or other approved material; and
- f. where adjoining another building, constructed so that there is no intervening space between the buildings and the junction is watertight.

18.2 Signs placed under verandas must extend no lower than 2.4 metres above the highest part of the footpath.

~~18.2~~18.3 Any veranda constructed over a public place shall be maintained to a reasonable standard, including in a waterproof condition and in a state of good repair.

## 19. SECURING FOUNDATIONS

18.1 No person may omit or neglect to secure and maintain the foundations of a building, wall or fence on or abutting a public place.

## 20. DOORS, GATES TO SWINGS INWARDS

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- 20.1 No person may hang a door or gate abutting a public place in a way that renders it capable of being swung over or across the public place, unless a door is required to open across a public place by legislation.
- 20.2 A door required by legislation to open across a public place must be constructed in such a way that it does not open past the line of a building.
- 20.3 Roller shutter doors used as security devices must be installed in such a way that the roller does not extend over a public place.

## 21. PROJECTIONS ON PUBLIC PLACES NOT PERMITTED

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- 21.1 No person may attach an obstruction or projection of any kind to a building in a position that interferes with or obstructs the free passage of pedestrians or traffic upon a public place.

## 22. AWNINGS AND BLINDS

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- 22.1 No person may erect or maintain an awning over a public place, or hang an awning, blind or screen from a portico on a public place, without the prior written permission of the Council.
- 22.2 Any person doing an activity under clause 22.1 must comply with any conditions imposed by Council on its written permission.

## 23. DRIPPING FROM EAVES

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- 23.1 No person may cause or permit the drippings from the eaves or other projections of a building or structure to fall upon a public place.

## 24. ENCROACHMENT TO BE REMOVED UPON NOTICE

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- 24.1 If any part of a building or structure has been constructed on or placed across a public place, the Council may by notice in writing require the owner of the building or structure to:
- a. remove the part of the building or structure that has been constructed on or placed across that public place; and
  - b. remedy any damage to the public place caused by the building or structure.
- 24.2 If a tree, shrub or hedge:
- a. overhangs or encroaches on a public place, whether above or below the surface of the soil; or
  - b. in the Council's opinion, is otherwise likely to cause danger to traffic or any person on a public place;
- the Council may, by notice in writing, require the owner or occupier of the land to remove, lower, trim or top the tree, shrub or hedge.
- 24.3 Any person who is issued with a notice under clause 24.1 or 24.2 must comply with the notice and any conditions in the notice imposed by the Council.
- 24.4 Clause 24.2 does not apply to trees protected in an operative or proposed District Plan prepared by ~~the~~ Council.

## 25. STREET MUSICIANS / BUSKERS

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- 25.1 No person may sing or play an instrument in a public place for gain unless the person is the holder of a street musician licence from the Council and is acting in accordance with any conditions.
- 25.2 The Council may require each application for a street musician licence to be accompanied by a fee set by the Council.

## ~~STREET STALLS~~

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~~26.1 No person may occupy any portion of a public place with a stall for the purpose of distributing or selling any goods unless the person is the holder of a street stall licence from the Council and is acting in accordance with any conditions.~~

~~26.2 The Council may require each application for a street stall licence to be accompanied by a fee set by the Council.~~

## 26. Trading in Public Places

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### RESTRICTIONS ON HAWKING, MOBILE SHOPS, AND STALLS

~~26.1 No keeper of a mobile shop may use it or permit it to be used for business purposes within a public place in the District unless he, she, or it:~~

- ~~(a) has a valid mobile shop permit from the Council; and~~
- ~~(b) is complying with all terms and conditions of the permit.~~

~~26.2 No keeper of a stall may use it or permit it to be used for business purposes within a public place in the District unless he, she, or it:~~

- ~~(a) has a valid stall permit from the Council; and~~
- ~~(a)(b) is complying with all terms and conditions of the permit.~~

~~26.3 No hawker shall conduct business within a public place in the District unless he, she, or it:~~

- ~~(a) has a valid hawker permit from Council; and~~
- ~~(b) is complying with all terms and conditions of the permit.~~

## **COUNCIL MAY GRANT MOBILE SHOP, HAWKER AND STALL PERMITS SUBJECT TO TERMS AND CONDITIONS**

~~26.4~~ Any person may apply to the Council for a mobile shop, hawker or stall permit to conduct activities that would otherwise be in breach of clause 26.1.

~~26.5~~ Any applications under clause 26.4 must be made in writing using the Council approved application form and be accompanied by the required fee.

~~26.6~~ The Council may grant a mobile shop, hawker or stall permit on such terms and conditions as the Council considers appropriate in each case.

## **COUNCIL MAY GRANT STALL PERMITS SUBJECT TO TERMS AND CONDITIONS**

~~4.1~~ Any person may apply to the Council for a stall permit to conduct activities that would otherwise be in breach of clause 2.2.

~~4.2~~ Any applications under clause 4.1 must be made in writing using the Council approved application form and be accompanied by the required fee.

~~4.3~~ The Council may grant a stall permit on such terms and conditions as the Council considers appropriate in each case.

## **COUNCIL MAY GRANT HAWKER PERMITS SUBJECT TO TERMS AND CONDITIONS**

~~5.1~~ Any person may apply to the Council for a hawker permit to conduct activities that would otherwise be in breach of clause 2.3.

~~5.2~~ Any applications under clause 5.1 must be made in writing using the Council approved application form and be accompanied by the required fee.

~~5.3~~ The Council may grant a hawker permit on such terms and conditions as the Council considers appropriate in each case.

## **EXPIRY OF PERMIT AND PERMIT RENEWAL**

### **PROCESS**

- 26.7 A permit shall be valid for a period of 12 months from the date of issue, unless otherwise stated on the permit
- 26.8 A permit will automatically expire where a company or business holding the permit is sold.
- 26.9 Provided the permit holder has complied with the terms and conditions of their permit Council may renew the permit for a period of up to 12 months upon receipt of an application in writing on a Council approved form and the required fee, and upon such terms and conditions as the Council considers appropriate.

### **PERMIT NOT TRANSFERABLE**

- 26.10 No permit issued under this bylaw shall be transferable.

## **27. OFFENCES AND PENALTIES**

- 27.1 A person who fails to comply with this bylaw commits a breach of bylaw and ~~may be is~~ liable on conviction to a penalty of up to \$20,000 under the Local Government Act 2002 and/or the Health Act 1956.
- 27.2 A person who commits a breach of this bylaw that is an offence under the Litter Act 1979 is liable to a penalty under that Act.

### **COMMENTARY**

**The following comments do not form part of the bylaw. They are provided to alert readers to relevant law and information that relate to the bylaw.**

#### **Crossover with Resource Management Act 1991**

If a person breaches a bylaw, but relevant enforcement provisions in the Resource Management Act 1991 apply, the Council may choose not to prosecute under the Local Government Act 2002 and may choose to use the enforcement provisions in the Resource Management Act 1991 instead.

#### **District Plan**

Compliance with this bylaw does not remove the need to comply with the requirements of the District Plan. Some activities covered by this bylaw may also

[require resource consent or other approval under the District Plan. Before undertaking any work or activity, you should check with the Council's planning team to confirm whether additional approvals are required.](#)

### **Building Code**

[All building work, whether or not it requires a building consent, must comply with the New Zealand Building Code in accordance with the Building Act 2004. Some work may require a building consent, and you should consult the Council before starting any building work to confirm consent and compliance requirements.](#)

~~[Where the Council requires a person to undertake any building work in accordance with a bylaw \(e.g. by a notice\), the Council will not require the person to achieve performance criteria that are additional to, or more restrictive than, the performance criteria prescribed in the Building Code and the Building Act 2004 in relation to that building work.](#)~~

### **Getting written permission from the Council**

If you want written permission from the Council in relation to this bylaw, you should contact the Council Call Centre on 04 570 6666 and they will then direct you to the appropriate person. There may be an application form you will need to fill in. Council officers will be able to assist you in seeking permission or completing an application form if you have any queries.

### **Statutory authority**

[This Bylaw is made pursuant to the Council's bylaw-making powers in the Local Government Act 2002.](#)

## Appendix B: Communications and Engagement Plan

# Comms and engagement plan

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## Project name: Public Places Bylaw Review

**Project owner:** Sam White, Policy Advisor

**Comms and Engagement Advisor:** Eve Abernethy

**Date:** 6 October 2025

### Summary

The Public Places Bylaw is being reviewed to ensure it continues to meet the needs of Te Awa Kairangi ki Tai Lower Hutt communities, complies with legislative requirements, and reflects current community expectations. The review will include early engagement to gather views before the draft bylaw is finalised, followed by the Special Consultative Procedure (SCP) as required under the Local Government Act 2002.

The goal is to ensure communities have a genuine opportunity to influence changes to the bylaw, that we meet statutory consultation obligations, and that feedback is clearly reported back to the public.

### Background/context

The Public Places Bylaw regulates activities in public spaces across Lower Hutt to ensure they are safe, accessible, and enjoyable for everyone. A review is required every 10 years under the Local Government Act 2002.

### Key considerations:

- Council is required to use the Special Consultative Procedure (SCP).
- There is community interest in issues relating to use of public places (e.g. trading, events, public safety, environmental concerns), however there is a lack of public awareness of the bylaw and its purpose.
- Early engagement will give residents more opportunity to understand the bylaw and shape the draft before the SCP begins.

- Internal coordination across council departments is essential given the breadth of the bylaw's impact.

## Objectives

- Ensure compliance with legislative requirements for consultation.
- Provide early opportunities for the public to influence the draft bylaw.
- Inform the public about the bylaw and its purpose, and why we're reviewing it.
- Engage meaningfully and transparently, showing how feedback has informed decisions ("closing the loop").
- Support Elected Members with information and engagement tools.
- Equip customer facing teams to respond consistently to public enquiries.
- Build trust by using clear, accessible, and plain English communications.

## Strategic approach

- **Special Consultative Procedure (March – June 2026):** Run formal consultation 25 March to 25 April, including hearings, on the draft bylaw.
- **Adoption August 2026**
- **Closing the loop (by September/October 2026):** Report back to participants and the wider community on the outcomes and final decisions.

Methods will include a mix of online (Have Your Say survey, digital channels) and offline (community hubs, hearings) to ensure inclusivity.

## Audiences

### Internal:

- Neighbourhoods and Communities
- Aquatics (consulted; no specific interest)
- Animal Services
- Business and Economy
- Connected Communities
- Environmental Health
- Urban Development
- Building Control
- Consents Planning
- Transport
- Waste Management
- Parks and Reserves

**External:**

- Residents and ratepayers of Lower Hutt
- Mana Whenua (through Te Tira Māori)
- Businesses and traders operating in public spaces
- Visitors and users of public spaces
- Elected Members

**Principals**

- Engagement will be open, transparent, and inclusive.
- Plain English will be used, with translations available where needed.
- We will ensure accessibility by using both online and offline channels.
- Feedback will be valued and acknowledged – the community will see how their input shaped decisions.
- Engagement will reflect Te Ao Māori principles where appropriate, with input from Te Tira Māori.

**Risks and mitigations**

Risk	Mitigation	Comment
Low engagement during early stage	<ul style="list-style-type: none"> <li>• Ensure communications are wide-reaching and encourage engagement</li> </ul>	
Misinformation in community, or people don't understand the bylaw	<ul style="list-style-type: none"> <li>• Clear, plain language comms, that explain what the bylaw is and why it's relevant to people.</li> </ul>	Create FAQs to support understanding
Perception that decisions are predetermined	<ul style="list-style-type: none"> <li>• Be clear about how public engagement shapes the bylaw changes and close the loop confirming this happened.</li> </ul>	
Negative media coverage	<ul style="list-style-type: none"> <li>• Front foot any controversial parts of the bylaw review</li> </ul>	
Limited reach to diverse communities	<ul style="list-style-type: none"> <li>• Limited reach to diverse communities</li> </ul>	

	<ul style="list-style-type: none"><li>• Connect with communities through connected communities, plain language comms, and meeting people where they are.</li></ul>	
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**Tactics**

When	What	Who
July – Sep 2025	<ul style="list-style-type: none"> <li>Internal stakeholder contacts to confirm scope and responsibilities.</li> <li>Draft early engagement materials</li> </ul>	Sam
Dec 2025 – Feb 2026	<ul style="list-style-type: none"> <li>Prepare draft bylaw for SCP.</li> </ul>	Sam, Legal
25 Mar – 25 Apr 2026	<ul style="list-style-type: none"> <li>Special Consultative Procedure (formal consultation).</li> <li>Hearings scheduled.</li> <li>Promote widely (media releases, social media posts, hubs, signs in ‘public places’ (if required)).</li> </ul>	Sam, Eve
May – Sep 2026	<ul style="list-style-type: none"> <li>Analyse submissions and prepare recommendations.</li> <li>Council decision-making.</li> </ul>	Sam
Sep – Oct 2026	<ul style="list-style-type: none"> <li>“Close the loop” – share final decisions with public.</li> <li>Publish summary report and thank participants.</li> </ul>	Sam, Eve

**C&E pack**

[Key messages](#)

[Frequently Asked Questions](#)

[Have Your Say webpage content](#) (incl supporting documents)

[Social media post plan](#)

[Email to Elected Members](#)

Internally shared through Comms calendar and other updates

**To be drafted:**

- Media release
- Social media and digital collateral (Digital banner for 'Have your Say', libraries/hubs and a social media tile)

## **Appendices**

[Timeline: Public Places Calendar July 2025 – Oct 2026](#)

[FAQs & Draft Early Engagement Content](#)



**TO:** Mayor and Councillors  
Hutt City Council

**FROM:** Andrea Blackshaw, Director Neighbourhoods and  
Communities

**DATE:** 09 March 2026

**SUBJECT:** SUPPORTING INFORMATION ON TUTUKIWI ORCHID  
HOUSE

### **Purpose of Memorandum**

1. To provide supporting information on the Tutukiwi Orchid House.

### **Background**

2. As part of the Long-Term Plan (LTP) 2024-2034, Council agreed to under-budget (\$2M over 10 years) for the maintenance and renewals of built and green assets and agreed on a new approach that would enable officers to manage these assets in line with allocated budgets. The approach includes divestment of assets through gifting, selling or demolition to reduce costs. A decision to divest requires potential owners to demonstrate they can meet all immediate renewal costs, as well as ongoing operational costs, maintenance and renewals, without any expectation of future funding from Council.
3. Implementation of the approach, in particular following through on divestment/demolition, is critical to ensure budgets and resources can be used for priority assets and that Council does not perpetuate its past approach of under-investment, through which several assets have fallen into disrepair and been closed.
4. A small number of assets were identified for divestment or demolition and included in a work programme for year 1 of the LTP. To date, one building has been demolished, the former Fraser Park Squash Club, and costs continue to be incurred for all others, including depreciation and insurance. Standing costs for the remaining assets are estimated to be between \$800,000 and \$1M in total for the last three years.
5. As part of this work programme, Council agreed to demolish three assets in Riddiford Garden which had reached the end of life - The Gibbes Watson Conservatory, the Tutukiwi Orchid House and the bird aviary. During the LTP consultation, the Rotary Club of Hutt City (Rotary) expressed an interest in developing a proposal to redevelop the Conservatory and Orchid House.
6. On 7 June 2023, Council agreed to 'mothball the Tutukiwi Orchid House and Gibbes Watson Conservatory for the next six months and remove both buildings after six months unless a viable proposal is brought forward and led by a third party'.

7. No viable proposals were put forward during the following six months. At that point, Rotary sought, and was granted, a 6-month extension to the initial deadline to enable them to partner with students from Victoria University of Wellington's School of Architecture on a design project.
8. On 19 June 2025, Rotary presented designs for both the Conservatory and the Orchid House to invited guests at an event at the Dowse Art Museum.
9. In September 2025, officers met with Rotary representatives to discuss their plans to convert the Gibbes Watson Conservatory into an events pavilion, which would be a 'vibrant, multi-purpose community facility'. The proposal was for Rotary to fund the redevelopment of the asset and to fund operations through hiring the space out, with Rotary retaining all revenue. Council would still own the asset and meet ongoing maintenance and renewals. Officers advised Rotary that this was not a viable proposal as it still required Council to own the asset and meet associated costs.
10. At the meeting, Rotary confirmed its interest was now only in the Conservatory proposal, and it would not be progressing with the Orchid House. As no other proposals had been received and the extension had expired, demolition of the Orchid House was scheduled for Q4 2025/26, and work on the resource consent got underway. Officers have spoken to Heritage NZ, who are anticipating, as part of the site remediation, landscape features and educational / interpretational signage that reflect the importance of the structure.
11. On 13 February 2026, the Director of the Dowse received an email from Greg Thomas representing E Tu Sculpture Trust. He requested that the demolition of the Orchid House be delayed as they wished to start the process for a major public artwork, which E Tu would commission and fund. He requested the demolition budget to help fund this. The asset would then be gifted to Council for maintenance and renewal, which is the usual practice between E Tu and Council.
12. He was advised that Council's requirement for the Orchid House was for ownership of the asset to transfer to another party, so this proposal did not meet the current brief and as such would not be put forward.
13. At the Connected Communities and Climate Resilience Committee meeting on 3 March, officers sought approval to progress demolition of the Conservatory and the Hardwick Smith Lounge.
14. The Orchid House was referenced in the public excluded Appendix 2 of the report to the Committee as part of the broader demolition programme. However, it was included solely for context and did not form part of the officer's recommendations or the supporting information provided to the Committee to assist members in their decision making.
15. The Committee agreed to support an extension for divestment conversations on both structures.

16. Cr Lewis proposed an amendment to add the Orchid House into the recommendation for an extension, on the basis that she was aware representatives of the E Tu Trust had been talking to officers about the divestment of the Orchid House. Officers advised they had no knowledge of any proposal for divestment since Rotary's decision not to proceed in September, and no knowledge of conversations with E Tu about potential divestment. (noting as above that E Tu had enquired on February 13 about a public art project which did not involve divestment) Cr Lewis said there appeared to have been a miscommunication.
17. From the series of events outlined above, it appears the information provided by Cr Lewis was incorrect, and that since Rotary's decision not to progress plans for the Orchid House, there had been no interest expressed in divestment of the Orchid House from E Tu or any other party.
18. At the meeting, officers advised that they did not support this proposed amendment, as Rotary had previously advised that they did not wish to pursue the Orchid House, and they were not aware of any other proposals. Officers advised that work was already progressing on the demolition of the Orchid House.
19. The Committee agreed to include the Orchid House in the recommendation, which is for officers to work with Rotary on potential divestment options for both the Conservatory and the Orchid House.
20. After the meeting, officers contacted Greg Thomas from E Tu, who confirmed E Tu has no interest in taking over ownership of the Orchid House.
21. The view of officers is that the Orchid House should be excluded from the recommendation.

## **Appendices**

There are no appendices for this report.

**Author:** Andrea Blackshaw  
Director Neighbourhoods and Communities

**Approved By:** Jo Miller  
Chief Executive

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**Report no: HCC2026/1/49**

## **Delegations Register**

### **Purpose of Report**

1. The purpose of this report is to seek approval of the updated version of the Delegations Register.

### **Recommendation**

That Council reviews the changes made to the Delegations Register and approves the updated delegations attached to Appendix 1 of the report.

### **Background**

2. The Delegations Register sets out the delegations of Council's powers and duties from Council to the Chief Executive and then from the Chief Executive to Council Officers.
3. The Local Government Act (LGA) 2002 recognises that delegations can be made for the purposes of efficiency and effectiveness in the conduct of Council's business. The delegation of certain powers and duties of Council allows Council Officers to make day to day operational decisions on Council's behalf.
4. Part 1 of the Delegations Register sets out the delegations from Council to the Chief Executive.
5. Part 2 of the Delegations Register sets out the delegations from the Chief Executive to Council Officers.

### **Discussion**

6. Part 1 of the Delegations Register needs to be amended to allow for recent changes to roles and legislation. The changes are:
  - a. Role changes from Director - Environment and Sustainability, to Director - Neighbourhoods and Communities, for powers under the Dog Control Act 1996 and the Gambling Act 2003.
  - b. Inclusion of the Fast-track Approvals Act 2024.
  - c. Inclusion of the Local Government (Water Services) Act 2025.
7. Changes made to Part 2 (Chief Executive to Officer delegations of the Register) were approved by the Chief Executive on 12 February 2026.

### Options

8. Council has the option to approve or decline to make the delegations. It is recommended Council approve the new delegations as they include updated legislation and reflect a responsibility change at the Director level.

### Financial Considerations

9. There are no financial considerations.

### Appendices

No.	Title	Page
1↓	Appendix 1: Delegations Register - changes to part 1 - tracked changes	139

**Author:** Bradley Cato  
Chief Legal Officer

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**Approved By:** Jo Miller  
Chief Executive



# DELEGATIONS REGISTER

## 1. PURPOSE

The formal delegations set out in this Register assist the Council to achieve its stated goals and objectives as recorded in the annual plan, the Long-Term Plan, and other approved documents, and to implement its statutory obligations. These delegations are in place to facilitate actions within the limits of authority permitted by Council itself and by the legislation under which it acts, to ensure that the organisation meets the needs of its customers in a lawful, timely, efficient, and effective manner.

## 2. STRUCTURE OF DELEGATIONS

The delegations contained in this Register are set out in the following way:

- Part One – delegations from Council to the Chief Executive
- Part Two – delegations from Chief Executive to Officers (for ease of reference, this part is split into sub-parts applicable to different groups and business units of Council).

## 3. DELEGATION: WHY AND HOW

Clauses 32, 32A and 32B of Schedule 7 of the Local Government Act 2002 (LGA 2002) allow Council to delegate all or any of its powers, responsibilities, or duties to specified people, including Committees, members, and officers (unless expressly provided otherwise in another Act). Clause 32 lists certain powers that are exceptions and may not be delegated. A delegation can be made subject to certain directions, and the delegation is subject to revocation at any time at will by Council.

In addition, some other Acts also contain specific delegation provisions and can impose different restrictions from those arising under the LGA 2002.

## 4. EXTENT OF DELEGATED POWERS

It is important for staff to appreciate that local authorities are established by statute. As such the powers of a local authority are limited by statute. However, there is a long-established principle that local authorities have implied power to do anything that is ancillary to the discharge of any of their statutory functions.

All Council delegations, whether delegated from Council or by the Chief Executive are required to be exercised on the following basis:

- a) A delegation of authority made by Council to any officer will not affect Council's ability to exercise the power itself.
- b) Officers must note that a delegation is a permission to act on Council's behalf, which is revocable at any time by Council or, in the case of a delegation by the Chief Executive, by notice from the Chief Executive.

- c) Delegations must be exercised lawfully and, in a manner, consistent with Council's planning documents (particularly the Long-Term Plan and the Annual Plan) and Policies; and
- d) Where more than one officer designation is named, the powers are delegated severally.

## 5. DELEGATIONS BY COUNCIL

Delegations set out in Part One of this Register are made by Council resolution.

## 6. DELEGATIONS BY THE CHIEF EXECUTIVE

In approving this Register, the Chief Executive of Hutt City Council delegates the authorities described in that Part Two to the persons holding, at any time, the position of the officers specified.

**Johanna Elizabeth Miller**  
**CHIEF EXECUTIVE**

**Date:**



## 7. PART ONE

### 7.1 DELEGATIONS MADE BY COUNCIL TO THE CHIEF EXECUTIVE

1. Council delegates the powers, functions and duties listed in the table below to the Chief Executive, subject to any restrictions specified in the column headed 'delegation'.
2. In addition, any power, function, or duty of Council that is contained in any enactment and that is not listed below may be exercised by the Chief Executive, unless an enactment prevents the delegation of the relevant power, function, or duty.
3. The Chief Executive is given the authority to delegate any of the powers, functions, or duties he or she is given to another officer, unless otherwise stated in the table below.

#### Delegations

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
<b>Building Act 2004</b>	<p>All the functions and powers of Council as a territorial authority and building consent authority under the Act and any Regulations made under the Act except for:</p> <ol style="list-style-type: none"> <li>1. The power to adopt, amend or replace Council's policy on dangerous and insanitary buildings.</li> <li>2. The power to transfer Council's functions, duties, or powers under the Act to another territorial authority.</li> </ol> <p>For clarity, this delegation includes all the powers necessary for the Chief Executive to file a charging document on behalf of Council for an offence against the Act.</p>	To the Chief Executive with authority to delegate to officers.

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
<b>Burial and Cremation Act 1964</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Civil Defence Emergency Management Act 2002</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Companies Act 1993</b>	All the functions and powers relevant under the Act for council-controlled organisations/council-controlled trading organisations that are companies.	To the Chief Executive with authority to delegate to officers.
<b>Crimes Act 1961</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Dog Control Act 1996</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers, except that the power to appoint dog control officers or dog rangers may only be delegated to: <ul style="list-style-type: none"> <li>- Director – <a href="#">Neighbourhoods and Communities</a><a href="#">Environment and Sustainability</a></li> <li>- Head of Environmental Protection</li> <li>- Animal Services Manager</li> </ul>
<b>Family Violence Act 2018</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b><a href="#">Fast-track Approval Act 2024</a></b>	<a href="#">All the functions and powers of Council under the Act and any Regulations made under the Act.</a>	<a href="#">To the Chief Executive with authority to delegate to officers.</a>
<b>Fencing Act 1978</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
<b>Fire and Emergency New Zealand Act 2017</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Food Act 2014</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Gambling Act 2003</b>	The power to consider applications for territorial authority consent for Class 4 Venue Licenses in accordance with Council's Class 4 Venue Policy and to: <ol style="list-style-type: none"> <li>1. grant consent, with or without specifying the maximum number of machines that can be operated at the venue; or to</li> <li>2. decline consent</li> </ol>	To the Chief Executive with authority to delegate to: <ul style="list-style-type: none"> <li>- Director - <a href="#">Neighbourhoods and Communities</a><a href="#">Environment and Sustainability</a></li> <li>- Head of Environmental Protection</li> <li>- Environmental Health Manager</li> </ul>
<b>Hazardous Substances and New Organisms Act 1996</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Health Act 1956</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Health and Safety at Work Act 2015</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers
<b>Impounding Act 1955</b>	All the functions and powers of Council under the Act and any Regulations made under the Act, except those powers specified in section 14 (relating to poundage fees and sustenance charges).	To the Chief Executive with authority to delegate to officers.

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
<b>Land Act 1948</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Land Drainage Act 1908</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Land Transport Act 1998 and the Transport Act 1962</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Litter Act 1979</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Local Electoral Act 2001</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Local Government Act 1974</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Local Government Act 2002</b>	<p>All the functions and powers of Council under the Act and any Regulations made under the Act, except:</p> <ul style="list-style-type: none"> <li>- Powers set out in clause 32(1) (a) to (f) of the Seventh Schedule (namely the power to: make a rate; make a bylaw; borrow money, purchase or dispose of assets, other than in accordance with the long-term council community plan; adopt a long-term council community plan, annual plan, or annual report; appoint a chief executive; adopt policies required to be adopted and consulted on under this Act in association with the long-term council community plan or developed for</li> </ul>	To the Chief Executive with authority to delegate to officers.

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
	<p>the purpose of the local governance statement); and</p> <ul style="list-style-type: none"> <li>- Functions and powers of Council that relate to matters where Council has expressly requested that a report be prepared for a decision of Council or one of Council's standing committees, ward committees or community boards This delegation includes the authority to do all lawful acts necessary to implement Council's Policies and the Long-Term Plan. It also includes authority to Apply Hutt City Council's Common Seal provided the application is reported to Council in accordance with Hutt City Council's Standing Orders.</li> </ul>	
<b>Local Government (Rating) Act 2002</b>	<p>All the functions and powers of Council under the Act and any Regulations made under the Act, except:</p> <ul style="list-style-type: none"> <li>- Functions and powers conferred by Part 1, sub part 2 (key provisions on what is rateable, i.e., who must pay rates, and the kinds of rates that may be set).</li> <li>- Functions and powers conferred by Part 5, sub part 1 (replacement of rates); and</li> <li>- The power to make rates.</li> </ul>	<p>To the Chief Executive with authority to delegate to:</p> <ul style="list-style-type: none"> <li>- Director – Strategy and Engagement</li> <li>- Group Chief Financial Officer</li> <li>- Rates Team Leader</li> </ul>
<b>Local Government Official Information and Meetings Act 1987 and any regulations made under the Act</b>	<p>All the functions and powers of Council under the Act and any Regulations made under the Act, except those in section 32 (which relates to responses to recommendations made by the Ombudsman under section 30(1)).</p>	<p>To the Chief Executive with authority to delegate to officers in accordance with section 43 of the Act.</p>

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
<b>Machinery Act 1950 and Amusement Devices Regulations 1978</b>	The power to authorise, permit and carry out inspections in relation to amusement devices.	To the Chief Executive with authority to delegate to officers.
<b>Privacy Act 2020</b>	All the functions, powers and duties of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Property Law Act 2007</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Protected Disclosures Act 2000</b>	The power to establish and maintain internal procedures required by the Act and to receive and investigate disclosures made.	To the Chief Executive with authority to delegate to officers.
<b>Public Records Act 2005</b>	The power to establish and maintain internal procedures required by the Act and to receive and investigate disclosures made.	To the Chief Executive with authority to delegate to officers.
<b>Public Works Act 1981</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Railways Act 2005</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Rates Rebate Act 1973</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to: <ul style="list-style-type: none"> <li>- Director – Strategy and Engagement</li> <li>- Group Chief Financial Officer</li> <li>- Rates Team Leader</li> <li>- Rates Officers</li> </ul>

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
<b>Rating Valuations Act 1988</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Reserves Act 1977</b>	All the functions and powers of Council under the Act and any Regulations made under the Act, including: <ul style="list-style-type: none"> <li>- Council's functions and powers as an 'administering body'; and</li> <li>- any powers that the Minister of Conservation delegates or transfers to Council under the Act.</li> </ul>	To the Chief Executive with authority to delegate to officers.
<b>Resource Management Act 1991</b>	All the functions and powers of Council under the Act, except for: <ul style="list-style-type: none"> <li>- the decision to change a district plan under section 73 and Schedule 1</li> <li>- the power to give a decision on the provisions of a proposed policy statement or plan and matters raised in submissions under clause 10 of Schedule 1 of the Act.</li> <li>- the power to initiate variations to a proposed policy statement or plan, or to a change, under clause 16A of Schedule 1 of the Act.</li> <li>- the power to approve a proposed policy statement or plan under clause 17 of Schedule 1 of the Act.</li> <li>- the powers relating to private plan changes under clauses 24, 25, 28(5), and 29 of Schedule 1 of the Act.</li> <li>- the power to set charges under section 36</li> </ul>	To the Chief Executive with authority to delegate to officers.

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
<b>Sale and Supply of Alcohol Act 2012</b>	All the functions and powers of a territorial authority and the Chief Executive under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate the functions and powers of the territorial authority to officers, or the power to delegate the functions and powers of the Chief Executive in accordance with section 198 of the Act.
<b>Telecommunications Act 2001</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Trespass Act 1980</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Unit Titles Act 2010</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b>Waste Minimisation Act 2008</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	To the Chief Executive with authority to delegate to officers.
<b><u>Local Government (Water Services) Act 2025</u></b>	<b><u>All the functions and powers of Council under the Act and any Regulations made under the Act.</u></b>	<b><u>To the Chief Executive with authority to delegate to officers.</u></b>
<b>Hutt City Council – Bylaws</b> <ul style="list-style-type: none"> <li>- Alcohol Fees Bylaw</li> <li>- Appearance Industries Bylaw</li> <li>- Cemeteries Bylaw</li> <li>- Control of Alcohol in Public Places Bylaw</li> <li>- Control of Animals Bylaw</li> <li>- Dog Control Bylaw</li> <li>- HCC Solid Waste Management and Minimisation Bylaw</li> </ul>	All the functions and powers of Council under the Bylaws.	To the Chief Executive with authority to delegate to officers.

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LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
<ul style="list-style-type: none"><li>- Hutt City Council Speed Limits Bylaw</li><li>- Hutt Valley Trade Wastes Bylaw</li><li>- Parks &amp; Reserves Bylaw</li><li>- Prevention of Nuisance from Fires and Smoke Bylaw</li><li>- Public Places Bylaw</li><li>- Trading in Public Places Bylaw</li><li>- Traffic Bylaw</li><li>- Water Supply Bylaw</li></ul>		

## 8. PART TWO

### 8.1 DELEGATIONS MADE BY THE CHIEF EXECUTIVE TO OTHER OFFICERS

1. The Chief Executive delegates the responsibilities, duties and powers listed in the tables below to the identified Council officers, subject to any restrictions specified in the column headed 'delegation'.
2. A reference to a particular section of an Act includes all the subsections and other subsidiary components of that section unless a particular subsection or other subsidiary component is expressly identified.

### 8.2 SUB-PART ONE – STRATEGY AND ENGAGEMENT

#### Delegations – Statute

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
<p><b>Local Government Act 1974</b></p> <p><b>Local Government Act 2002 and any Regulations made under those Acts</b></p>	<p>All functions and powers delegated to the Chief Executive. Applicable powers include:</p> <ol style="list-style-type: none"> <li>1. power to engage consultants, purchase materials and, as applicable, call for tenders for matters associated with the relevant officer's role</li> <li>2. power to execute and administer contracts in Council's name</li> <li>3. power to execute in Council's name and to apply Council's seal to, in a manner appropriate and consistent with standing orders, transfers, memoranda of mortgage and encumbrances,</li> </ol>	<p>Director – Strategy and Engagement</p> <p>Head of Democratic Services (1, 2 and 6 Apply)</p> <p>Head of Strategy and Policy (1, 2, 4 and 5 Apply)</p>

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
	<p>bonds and agreements and to execute release of the same</p> <p>4. power to prepare, have input into (as applicable), and monitor compliance with, Council Policies</p> <p>5. power to prepare the following planning documents: Annual Plan, Strategic Plan, Long Term Council Community Plan</p> <p>6. all functions and powers (except those reserved to Council itself by statute or policy) contained in Hutt City Council standing orders</p>	
<b>Local Government Official Information and Meetings Act 1987 and any Regulations made under the Act</b>	All the functions and powers of Council under the Act, except those in section 32 (which relates to responses to recommendations made by the Ombudsman under section 30(1)) and Part 7.	Director – Strategy and Engagement
<b>Local Government Official Information and Meetings Act 1987 and any Regulations made under the Act</b>	All the administrative functions and powers of Council under Part 7 of the Act.	Head of Democratic Services Senior Democracy Advisor Democracy Advisors
<b>Family Violence Act 2018 and any Regulations made under the Act</b>	Power to decide whether to grant or decline applications made under section 231 of the Act, along with all necessary administrative functions and powers arising under the Act and the Regulations.	Director – Strategy and Engagement
<b>Resource Management Act 1991 and any Regulations made under that Act</b>	All the functions and powers of Council with respects to hearings under the Act.	Head of Democratic Services. Senior Democracy Advisor

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
		Democracy Advisors
<b>Health and Safety at Work Act 2015</b>	All the functions and powers of Council under the Act and any Regulations made under the Act	Director – Strategy and Engagement
<b>Waste Minimisation Act 2008</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	Director – Strategy and Engagement Head of Climate, Waste and Resource Recovery Contract Officer – Climate, Waste and Resource Recovery

## Delegations - Hutt City Council Bylaws

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
<ul style="list-style-type: none"> <li>- <b>Alcohol Fees Bylaw</b></li> <li>- <b>Appearance Industries Bylaw</b></li> <li>- <b>Cemeteries Bylaw</b></li> <li>- <b>Control of Alcohol in Public Places Bylaw</b></li> <li>- <b>Control of Animals Bylaw</b></li> <li>- <b>Dog Control Bylaw</b></li> <li>- <b>HCC Solid Waste Management and Minimisation Bylaw</b></li> <li>- <b>Hutt City Council Speed Limits Bylaw</b></li> <li>- <b>Hutt Valley Trade Wastes Bylaw</b></li> <li>- <b>Parks &amp; Reserves Bylaw</b></li> <li>- <b>Prevention of Nuisance from Fires and Smoke Bylaw</b></li> <li>- <b>Public Places Bylaw</b></li> </ul>	All functions and powers delegated to the Chief Executive, including the power to initiate proceedings and to issue notices.	Director – Strategy and Engagement

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
<ul style="list-style-type: none"> <li>- Trading in Public Places Bylaw</li> <li>- Traffic Bylaw</li> <li>- Water Supply Bylaw</li> </ul>		
<ul style="list-style-type: none"> <li>- HCC Solid Waste Management and Minimisation Bylaw</li> </ul>		Contracts Officer - Climate, Waste and Resource Recovery

### 8.3 SUB-PART TWO – NEIGHBOURHOODS AND COMMUNITIES

#### Delegations – Statute

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
<p><b>Local Government Act 1974</b></p> <p><b>Local Government Act 2002 and any Regulations made under those Acts</b></p>	<p>All functions and powers delegated to the Chief Executive, including:</p> <ol style="list-style-type: none"> <li>1. power to engage consultants, purchase materials and, as applicable, call for tenders for matters associated with the relevant officer's role and management of properties</li> <li>2. power to execute and administer contracts in Council's name</li> <li>3. power to execute in Council's name and to apply Council's seal to, in a manner appropriate and consistent with standing orders, transfers, memoranda of mortgage and encumbrances, bonds and agreements and to execute release of the same</li> </ol>	Director - Neighbourhoods and Communities

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
	<p>4. power to prepare, have input into (as applicable), and monitor compliance with, Council Policies</p> <p>5. power to investigate and remove abandoned vehicles (section 356 of the Local Government Act 1974)</p>	
<p><b>Building Act 2004,</b>  <b>Fencing Act 1978,</b>  <b>Fire and Emergency New Zealand Act 2017,</b>  <b>Health and Safety at Work Act 2015,</b>  <b>Reserves Act 1977,</b>  <b>Local Government Act 2002,</b>  <b>Local Government Act 1974,</b>  <b>Freedom Camping Act 2011,</b>  <b>Self-Contained Motor Vehicles Legislation Act 2023,</b>  <b>Trespass Act 1980 and any Regulations made under those Acts</b></p>	<p>All functions and powers necessary for the management of Council land and recreation facilities.</p>	<p>Director - Neighbourhoods and Communities  Head of Parks and Reserves  Asset Manager - Parks &amp; Reserves  Asset Manager - Horticulture and Cemeteries  Asset Manager – Sportsgrounds</p>
<p><b>Burial and Cremation Act 1964 and any Regulations made under the Act</b></p>	<p>All the functions and powers of Council under the Act.</p>	<p>Director - Neighbourhoods and Communities  Head of Parks and Reserves  Asset Manager - Parks &amp; Reserves  Asset Manager - Horticulture and Cemeteries  Asset Manager – Sportsgrounds</p>

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
<b>Land Act 1948 and any Regulations made under the Act</b>	Power to Apply funds in accordance with section 168 of the Act	Director - Neighbourhoods and Communities Head of Parks and Reserves
<b>Land Drainage Act 1908 and any Regulations made under the Act</b>	All the powers of Council under sections 62 and 63 of the Act	Director - Neighbourhoods and Communities Head of Parks and Reserves
<b>Resource Management Act 1991 and any Regulations made under that Act</b>	All the functions and powers of Council under the following provisions of the Act:  Sections: 38, 316, 322, 325A, 326, 327, 328, 330, 333, 336, 339C, 343C, 380 – 382A	Director - Neighbourhoods and Communities Head of Environmental Protection Environmental Health Manager Food Team Lead Alcohol Team Lead Principal Quality Assurance & Environmental Officer Senior Environmental Health Officer Environmental Health Officer Environmental Investigations Officer Environmental Technical Officer Trade Waste Team Lead Senior Trade Waste Officer Trade Waste Officer
<b>Dog Control Act 1996 and any Regulations made under the Act</b>	1. All the functions and powers of an Animal Control Officer and a Dog Ranger under the Act and any Regulations made under the Act.	Director - Neighbourhoods and Communities Head of Environmental Protection Animal Services Manager

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
	<p>2. All the functions and powers of Council necessary for the administration of the Act and any Regulations made under the Act, including: licensing of dogs; promotion of responsible dog ownership and welfare of dogs.</p> <p>3. Power to initiate enforcement proceedings and/or other enforcement action under the Act.</p> <p>4. Power to Apply, and to contribute to the development of, Council's policy on dogs and the animal control provisions of Council's bylaws; and</p> <p>5. Power to appoint dog control officers or dog rangers.</p>	<p>Animal Services Team Lead – HCC (1, 2, 3, and 4 applies)</p> <p>Principal Animal Control Officer (1, 2, 3, and 4 applies)</p> <p>Senior Animal Control Officer (1, 2, 3, and 4 applies)</p> <p>Animal Control Officer (1, 2, 3, and 4 applies)</p> <p>Administration Team Lead (1, 2 and 3 applies)</p> <p>Administrator (1, 2 and 3 applies)</p>
<p><b>Family Violence Act 2018 and any Regulations made under the Act</b></p>	<p>Power to decide whether to grant or decline applications made under section 231 of the Act, along with all necessary administrative functions and powers arising under the Act and the Regulations.</p>	<p>Director - Neighbourhoods and Communities</p> <p>Head of Environmental Protection</p> <p>Animal Services Manager</p> <p>Animal Services Team Lead – HCC</p> <p>Administration Team Lead</p>
<p><b>Food Act 2014 and any Regulations made under the Act</b></p>	<p>All the functions and powers of Council under the Act and any Regulations made under the Act.</p>	<p>Director - Neighbourhoods and Communities</p> <p>Head of Environmental Protection</p> <p>Environmental Health Manager</p> <p>Food Team Lead</p> <p>Principal Quality Assurance &amp; Environmental Officer</p> <p>Senior Environmental Health Officers</p>

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
		Environmental Health Officers Senior Environmental Technical Officers Environmental Technical Officers
<b>Health Act 1956 and any Regulations made under the Act</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	Director - Neighbourhoods and Communities Head of Environmental Protection Environmental Health Manager Food Team Lead Alcohol Team Lead Principal Quality Assurance & Environmental Officer Senior Environmental Health Officers Environmental Health Officers Senior Environmental Technical Officers Environmental Technical Officers Environmental Investigations Officer
<b>Hazardous Substances and New Organisms Act 1996 and any Regulations made under the Act</b>	All the functions and powers of enforcement officers under the Act and any Regulations made under the Act, including the power to initiate enforcement proceedings and/or other enforcement action under the Act. These powers include: <ul style="list-style-type: none"> <li>- powers of entry and inspection under section 103 of the Act.</li> </ul>	Director - Neighbourhoods and Communities Head of Environmental Protection Environmental Health Manager Trade Waste Team Lead Senior Trade Waste Officers Trade Waste Officers

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
	<ul style="list-style-type: none"> <li>- power to serve compliance orders under section 104 of the Act.</li> <li>- power to issue infringement notices under section 112 of the Act.</li> <li>- power to declare a hazardous substances emergency under section 136 of the Act; and</li> </ul> <p>power to exercise emergency powers under section 137 of the Act in the event of a hazardous substance emergency.</p>	<p>Food Team Lead</p> <p>Alcohol Team Lead</p> <p>Senior Environmental Health Officers</p> <p>Environmental Health Officers</p> <p>Senior Environmental Technical Officers</p> <p>Environmental Technical Officers</p> <p>PROVIDED THAT powers under sections 136 and 137, where proposed to be exercised by officers other than Director - Neighbourhoods and Communities is only exercised after consultation with Director - Neighbourhoods and Communities.</p>
<p><b>Impounding Act 1955 and any Regulations made under the Act</b></p>	<p>All the functions and powers of Council under the Act and any Regulations made under the Act, except those powers specified in section 14(1) (relating to poundage fees).</p>	<p>Director - Neighbourhoods and Communities</p> <p>Head of Environmental Protection</p> <p>Animal Services Manager</p> <p>Animal Services Team Lead</p> <p>Principal Animal Control Officer</p> <p>Senior Animal Control Officer</p> <p>Animal Control Officer</p>
<p><b>Machinery Act 1950 and Amusement Devices Regulations 1978</b></p>	<p>Power to authorise, permit and carry out inspections in relation to amusement devices.</p>	<p>Director - Neighbourhoods and Communities</p> <p>Head of Environmental Protection</p> <p>Environmental Health Manager</p> <p>Food Team Lead</p>

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
		Alcohol Team Lead Principal Quality Assurance & Environmental Officer Senior Environmental Health Officer Environmental Health Officer Senior Environmental Technical Officer Environmental Technical Officer Environmental Investigations Officer
<b>Gambling Act 2003</b>	The power to consider applications for territorial authority consent for Class 4 Venue Licenses in accordance with Council's Class 4 Venue Policy and to grant consent, with or without specifying the maximum number of machines that can be operated at the venue; or to decline consent.	Director - Neighbourhoods and Communities Head of Environmental Protection Environmental Health Manager Food Team Lead Alcohol Team Lead Principal Quality Assurance & Environmental Officer Senior Environmental Health Officer Environmental Health Officer Senior Environmental Technical Officer Environmental Technical Officer
<b>Litter Act 1979 and any Regulations made under the Act</b>	All the functions and powers of Litter Control Officers and Litter Wardens under the Act, including the power to initiate enforcement	Director - Neighbourhoods and Communities Head of Environmental Protection Food Team Lead

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
	proceedings and/or other enforcement action under the Act.	Alcohol Team Lead Principal Quality Assurance & Environmental Officer Environmental Health Manager Senior Environmental Health Officer Environmental Health Officer Senior Environmental Technical Officer Environmental Technical Officer Environmental Investigations Officer Trade Waste Team Lead Senior Trade Waste Officers Trade Waste Officers
<b>Transport Act 1962</b> <b>Land Transport Act 1998 and any Regulations and/or Rules made under those Acts</b>	All the functions and powers of Council under the Acts, Regulations and Rules	Director - Neighbourhoods and Communities Head of Environmental Protection Parking Manager Parking Operations Lead Compliance Coordinator Parking Administrator Senior Parking Warden Parking Warden

## Delegations – Hutt City Council Bylaws

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
<b>Hutt City Council Bylaws</b>	All the functions and powers of Council under the Bylaws as relates to Parks and Reserves Division.	Director - Neighbourhoods and Communities Head of Parks and Reserves Asset Manager - Parks & Reserves Asset Manager - Horticulture and Cemeteries Asset Manager – Sportsgrounds
<b>Prevention of Nuisance from Fires and Smoke Bylaw</b>	All the functions and powers of Council under the Bylaw.	Director - Neighbourhoods and Communities Head of Environmental Protection Environmental Health Manager Food Team Lead Alcohol Team Lead Principal Quality Assurance & Environmental Officer Senior Environmental Health Officer Environmental Health Officer Senior Environmental Technical Officer Environmental Technical Officer Environmental Investigations Officers Trade Waste Team Lead Senior Trade Waste Officers Trade Waste Officers

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
<p><b>Control of Alcohol in Public Places Bylaw</b></p> <p><b>Public Places Bylaw</b></p> <p><b>HCC Solid Waste Management and Minimisation Bylaw</b></p> <p><b>Trading in Public Places Bylaw</b></p> <p><b>Alcohol Fees Bylaw</b></p> <p><b>Appearance Industries Bylaw</b></p>	All the functions and powers of Council under the Bylaw.	<p>Director - Neighbourhoods and Communities</p> <p>Head of Environmental Protection</p> <p>Environmental Health Manager</p> <p>Food Team Lead</p> <p>Alcohol Team Lead</p> <p>Principal Quality Assurance</p> <p>Environmental Health Manager</p> <p>Senior Environmental Health Officer</p> <p>Environmental Health Officer</p> <p>Senior Environmental Technical Officer</p> <p>Environmental Technical Officer</p> <p>Environmental Investigations Officers</p> <p>Trade Waste Team Lead</p> <p>Senior Trade Waste Officer</p> <p>Trade Waste Officers</p>
<p><b>Hutt Valley Trade Wastes Bylaw</b></p>	All the functions and powers of Council under the Bylaw.	<p>Director - Neighbourhoods and Communities</p> <p>Head of Environmental Protection</p> <p>Environmental Health Manager</p> <p>Trade Waste Team Lead</p> <p>Senior Trade Waste Officer</p> <p>Trade Waste Officers</p>

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
<p><b>Parks and Reserves Bylaw</b> <b>Traffic Bylaw</b></p>	<p>All the functions and powers of Council under the Bylaw.</p>	<p>Director - Neighbourhoods and Communities Head of Environmental Protection Parking Manager Parking Operations Lead Compliance Coordinator Parking Administrator Senior Parking Warden Parking Warden Environmental Health Manager Food Team Lead Alcohol Team Lead Principal Quality Assurance Senior Environmental Health Officer Environmental Health Officer Senior Environmental Technical Officer Environmental Technical Officer Environmental Investigations Officer Animal Services Manager Animal Services Team Lead HCC Principal Animal Control Officer Senior Animal Control Officers</p>

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
		Animal Control Officers
<b>Dog Control Bylaw</b>	All the functions and powers of Council under the Bylaw.	Director - Neighbourhoods and Communities Head of Environmental Protection Animal Services Manager Animal Services Team Lead HCC Principal Animal Control Officer Senior Animal Control Officers Animal Control Officers
<b>Control of Animals Bylaw</b>	All the functions and powers of Council under the Bylaw.	Director - Neighbourhoods and Communities Head of Environmental Protection Animal Service Manager Animal Services Team Lead – HCC Senior Animal Control Officers Animal Control Officers Environmental Health Manager Food Team Lead Alcohol Team Lead Principal Quality Assurance Senior Environmental Health Officers Environmental Health Officers Senior Environmental Technical Officers

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
		Environmental Technical Officers Environmental Investigations Officers

## 8.4 SUB-PART THREE – ECONOMY AND DEVELOPMENT

### Delegations – Statute

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
<p><b>Local Government Act 1974</b></p> <p><b>Local Government Act 2002 and any Regulations made under those Acts</b></p>	<p>All functions and powers delegated to the Chief Executive including:</p> <ol style="list-style-type: none"> <li>1. power to engage consultants, purchase materials and, as applicable, call for tenders for matters associated with the relevant officer's role and management of properties</li> <li>2. power to execute and administer contracts in Council's name</li> <li>3. power to execute in Council's name and to apply Council's seal to, in a manner appropriate and consistent with standing orders, transfers, memoranda of mortgage and encumbrances, bonds and agreements and to execute release of the same</li> <li>4. power to prepare, have input into (as applicable), and monitor compliance with, Council Policies</li> </ol>	<p>Director - Economy and Development</p> <p>Head of Transport (1, 2 and 10 Apply)</p> <p>Transport Engineering Manager (1,2 and 5 Apply)</p> <p>Maintenance and Renewals Manager (1, 2 and 5 Apply)</p> <p>Head of Planning (1, 2 and 6 Apply)</p> <p>Resource Consents and Compliance Manager (1,2 and 6 Apply)</p> <p>Resource Consents Lead (1, 2 and 6 Apply)</p> <p>Principal Resource Consents Planner (1, 2 and 6 Apply)</p> <p>Senior Resource Consents Planner (6 Applies)</p> <p>Resource Consents Planner (includes Graduate and Intermediate) (6 Applies)</p>

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
	<p>5. all the functions and powers arising under sections 327A of the Local Government Act 1974</p> <p>6. all the functions and powers arising under sections 348 of the Local Government Act 1974</p> <p>7. arranging for the sale and purchase of Council land and other property PROVIDED THAT:</p> <p>a. the sale of land is at no less than the current market value as assessed by a registered valuer, the sale is contemplated in the Annual Plan or specific resolution of Council, the Chair of the relevant standing committee and/or ward committee or community board has been apprised of the sale, and all legal requirements prior to sale have been met; and</p> <p>b. the purchase of property is required by Council for a particular purpose pursuant to a specific objective in the Annual Plan and within the financial provisions or the purchase is otherwise resolved by Council, the purchase price is no more than 15% above current market value as assessed by a registered valuer, and the Chair of the relevant standing committee and/or ward committee or community board has been apprised of the purchase</p> <p>8. power to conduct rent reviews for Council properties PROVIDED THAT rental over \$30,000 excluding GST is consistent with the recommendation of a registered valuer</p>	

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
	<p>9. all the functions and powers of Council under Part 21 of the Local Government Act 1974</p> <p>10. responsibility for ensuring road closures are approved only in compliance with section 342 and Schedule 10 of the Local Government Act 1974</p> <p>11. all the functions and powers necessary for ensuring compliance with the requirements for council-controlled organisations and council-controlled trading organisations under the Local Government Act 2002</p>	
<p><b>Building Act 2004</b></p> <p><b>Fencing Act 1978</b></p> <p><b>Fire and Emergency New Zealand Act 2017</b></p> <p><b>Health and Safety at Work Act 2017</b></p> <p><b>Reserves Act 1977 and any Regulations made under those Acts</b></p>	<p>All powers necessary for the management of Council owned, leased, or occupied land and buildings.</p>	<p>Director – Economy and Development</p> <p>Head of Assets and Facilities Management</p> <p>Head of Transport</p>
<p><b>Companies Act 1993 and any Regulations made under the Act</b></p>	<p>All the functions and powers necessary to ensure compliance with the requirements of Companies Act 1993 for Council Controlled Organisations/Council Controlled Trading Organisations that are companies.</p>	<p>Director – Economy and Development</p>
<p><b>Public Works Act 1981 and any Regulations made under the Act</b></p>	<p>Power to carry out all matters of All the functions and powers of the Council under the Act.</p>	<p>Director – Economy and Development</p>
<p><b>Railways Act 2005 and any Regulations made under the Act</b></p>	<p>All the functions and powers of the Council under the Act.</p>	<p>Director – Economy and Development</p>

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
		Head of Transport Corridor Operations Manager Business Manager Transport Engineering Manager Maintenance and Renewals Manager City Delivery Manager
<b>Transport Act 1962 and the Land Transport Act 1998 and any Regulations or Land Transport Rules made under those Acts</b>	All the functions and powers of the Council under the Act.	Director – Economy and Development Head of Transport Corridor Operations Manager Business Manager Transport Engineering Manager Maintenance and Renewals Manager
<b>Resource Management Act 1991 and any Regulations made under that Act</b>	All the functions and powers of Council under the Act (including the power to investigate complaints and initiate proceedings), except for: <ul style="list-style-type: none"> <li>- The power to appeal to the Environment Court under section 120 of the Act</li> <li>- The power to lodge a notice of requirement for a heritage order, or to alter a heritage order, with the Environmental Protection Authority under section 145 of the Act.</li> </ul>	Director – Economy and Development

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
	<ul style="list-style-type: none"> <li>- The powers relating to heritage orders in sections 189, 193, 194, and 195A (1) of the Act.</li>   <li>- The powers of a requiring authority or a heritage protection authority under sections 198B, 198E, and 198C (8) of the Act.</li>   <li>- The power to make a submission or further submission under clauses 6 and 8 of Schedule 1 of the Act.</li>   <li>- The power to withdraw a proposal to prepare, change, or vary a policy statement or plan under clause 8D of Schedule 1 of the Act.</li>   <li>- The power to give a decision on the provisions of a proposed policy statement or plan and matters raised in submissions under clause 10 of Schedule 1 of the Act.</li>   <li>- The power to initiate variations to a proposed policy statement or plan, or to a change, under clause 16A of Schedule 1 of the Act.</li>   <li>- The power to approve a proposed policy statement or plan under clause 17 of Schedule 1 of the Act.</li> </ul>	

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
	The powers relating to private plan changes under clauses 24, 25, 28(5), and 29 of Schedule 1 of the Act.	
<b>Resource Management Act 1991 and any Regulations made under that Act</b>	All the functions and powers of Council under the following provisions of the Act:  Sections: 36(3), 88, 91, 92, 92A, 95, 95A-95G, 104-104D, 108, 125, 126, 127, 128, 130, 132, 133A, 138, 139, 139A, 176A, 223, 224, 322, 339C, 343C	Director – Economy and Development
<b>Resource Management Act 1991 and any Regulations made under that Act</b>	All the functions and powers of Council under the following provisions of the Act:  Sections: 27, 32, 36(3), 36(5), 36A, 37, 37A, 42A(1), 42A(5), 80, 82, 85B, 86D, 87BA, 87BB, 87E, 88, 91, 92, 92A, 95, 95A-95G, 99, 99A, 100, 101, 102, 103, 104-104D, 108, 108A, 109, 124-124C, 125, 126, 127, 128, 130, 132, 133A, 138, 139, 139A, 149B, 149F, 149G, 149I, 149M, 149ZD, 168A, 169, 170, 171, 176A, 181, 182(2), 182(5), 184(1), 184(2), 184A, 189A, 190, 191, 195A (3), 196, 198C (5), 198D, 198F, 198J, 221, 222, 223, 224, 226, 234, 235, 237B, 240, 241, 243, 316, 322, 325A, 330, 333, 336, 339C, 343C.  Schedule 1, clauses: 1, 2, 3, 4, 8AA, 9, 16, 20A, 23, 28(2), 34, 35.	Head of Planning
<b>Resource Management Act 1991 and any Regulations made under that Act</b>	All the functions and powers of Council under the following provisions of the Act:	Policy Planning Manager  Principal Policy Planner

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
	<p>Sections: 32, 36(3), 37, 37A, 91, 92, 99, 100, 101, 102, 103, 182(2), 184(1)</p> <p>Schedule 1, clauses: 2, 3.</p>	Policy Planner (includes intermediate and senior)
<p><b>Resource Management Act 1991 and any Regulations made under that Act</b></p>	<p>All the functions and powers of Council under the following provisions of the Act:</p> <p>Sections: 27, 36(3), 36(5), 36A, 37, 37A, 38, 42A(1), 42A(5), 87BA, 87BB, 87E, 88, 91, 92, 92A, 95, 95A-95G, 99, 99A, 100, 101, 102, 103, 104-104D, 108, 108A, 109, 124-124C, 125, 126, 127, 128, 130, 132, 133A, 138, 139, 139A, 149B, 149F, 149G, 176A, 221, 222, 223, 224, 226, 234, 235, 237B, 240, 241, 243, 316, 322, 325A, 330, 333, 336, 339C, 343C.</p>	<p>Resource Consents and Compliance Manager</p> <p>Resource Consents Lead</p>
<p><b>Resource Management Act 1991 and any Regulations made under that Act</b></p>	<p>All the functions and powers of Council under the following provisions of the Act:</p> <p>Sections: 16, 36(3), 36A, 37, 37A, 42A(1), 87BA, 87BB, 88, 91, 92, 92A, 95, 95A95G, 99, 100, 101, 102, 103, 104-104D, 108, 125, 126, 127, 128, 130, 132, 133A, 138, 139, 139A, 176A, 221, 222, 223, 224, 226, 234, 235, 237B, 240, 241, 243, 322, 326 – 328, 339C, 343C, 380-382A.</p>	<p>Principal Resource Consents Planner</p> <p>Senior Resource Consents Planner</p> <p>Intermediate Resource Consents Planner</p>
<p><b>Resource Management Act 1991 and any Regulations made under that Act</b></p>	<p>All the functions and powers of Council under the following provisions of the Act:</p> <p>Sections: 36(3), 36A, 37, 37A, 42A (1), 87BA, 87BB, 88, 91, 92, 92A, 95, 95A95G, 99, 104-104D, 108, 125, 127, 128, 133A, 138, 139, 139A,</p>	<p>Resource Consents Planner (includes Graduate)</p> <p>Planning Technician</p>

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
	176A, 235, 237B (excluding 237B (8)), 322, 339C, 343C	
<b>Resource Management Act 1991 and any Regulations made under that Act</b>	All the functions and powers of Council under the following provisions of the Act:  Sections: 38, 316, 322, 325A, 326, 327, 328, 330, 333, 336, 339C, 343C, 380 – 382A	Director – Economy and Development Head of Planning Resource Consents and Compliance Manager Monitoring & Enforcement Officers (including Senior)
<b>Fast-track Approvals Act 2024</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	Director – Economy and Development
<b>Building Act 2004 and any Regulations made under the Act</b>	1. All the functions and powers of a territorial authority and a building consent authority under the Act and any Regulations made under the Act that are necessary to ensure compliance with building consents, compliance with the Act, and for the purposes of enforcement of the Act and/or Regulations.  2. Power to initiate proceedings, commission works and issue notices under Parts 2 and 5 of the Act PROVIDED THAT the power to notify a building consent under section 73 of the Act or to issue/authenticate a certificate under sections 75 and 77 of the Act will only be exercised after the matter has been discussed with suitability qualified experts.	Director – Economy and Development (1 and 2 Apply) Head of Building Control (1 and 2 Apply) Building Compliance Manager (1 and 2 Apply) Building Consents Manager (1 and 2 Apply) Operational Policy & Capability Manager (1 Applies) Senior Building Officer (1 Applies) Building Officer (1 Applies) Residential Consents Team Lead (1 Applies) Commercial Consents Team Lead (1 Applies) Inspections Team Lead (1 and 2 Apply)

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
		Senior Building Officer, Building Inspection Team (1 and 2 Apply) Senior Building Inspections Officer (1 and 2 Apply) Building Technical Lead (1 Applies) Building Cadet (1 Applies) Building Technician (1 Applies) Principal Quality Assurance (1 Applies) Building Compliance Officer (1 and 2 Apply) Compliance Officer (1 and 2 Apply) Administrator, Building team (1 Applies) Financial Administrator, Building Team (1 Applies)
<b>Fire and Emergency New Zealand Act 2017 and any Regulations made under the Act</b>	All the functions and powers of Council under the Act and any Regulations made under the Act.	Director – Economy and Development Head of Building Control Building Compliance Manager Building Consents Manager Operational Policy & Capability Manager Senior Building Officer Building Officer Residential Consents Team Lead Commercial Consents Team Lead Inspections Team Lead

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
		Senior Building Officer, Building Inspection Team Senior Building Inspections Officer Building Technical Lead Building Cadet Building Technician Building Compliance Officer Compliance Officer

**Delegations – Hutt City Council Bylaws**

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
<b>Hutt City Council Bylaws</b>	All functions and powers necessary to maintain the integrity of Council's Road and Traffic Services.	Director – Economy and Development Head of Transport
<b>Speed Limits Bylaw Traffic Bylaw</b>	All the functions and powers of Council under the Bylaws	Director – Economy and Development Head of Transport Corridor Operations Manager Business Manager Transport Engineering Manager Maintenance and Renewals Manager
<b>Public Places Bylaw</b>	All the functions and powers of Council under the Bylaw.	Director – Economy and Development Head of Business & Urban Development

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
		Head of Transport Corridor Operations Manager Business Manager Transport Engineering Manager Maintenance and Renewals Manager

## 8.5 SUB-PART FOUR – PEOPLE AND CAPABILITY

### Delegations – Statute

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
<b>Protected Disclosures Act 2000 and any Regulations made under the Act</b>	Power to receive and investigate disclosures made.	Chief People Officer
<b>Local Government Act 1974 Local Government Act 2002 and any Regulations made under those Acts</b>	All functions and powers delegated to the Chief Executive, including: <ol style="list-style-type: none"> <li>1. power to engage consultants, purchase materials and, as applicable, call for tenders for matters associated with the role of the Division.</li> <li>2. power to execute and administer contracts in Council's name; and</li> <li>3. Responsibility for ensuring members receive pay and expenses lawfully, including powers under clauses 6-13 of Schedule 7 of the Local Government Act 2002.</li> </ol>	Chief People Officer

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
Health and Safety at Work Act 2015	All the functions and powers of Council under the Act and any Regulations made under the Act	Chief People Officer

## 8.6 SUB-PART FIVE– FINANCE

### Delegations – Statute

LEGISLATION	AUTHORITY AND POWERS DELEGATED	DELEGATION
Family Violence Act 2018 and any Regulations made under the Act	Power to decide whether to grant or decline applications made under section 231 of the Act, along with all necessary administrative functions and powers arising under the Act and the Regulations.	Group Chief Financial Officer
Local Government Act 1974 Local Government Act 2002 and any Regulations made under those Acts	All functions and powers delegated to the Chief Executive, including: <ol style="list-style-type: none"> <li>1. power to engage consultants, purchase materials and, as applicable, call for tenders for matters associated with the role of the Division.</li> <li>2. power to execute and administer contracts in Council's name.</li> <li>3. power to prepare, and have input into (as applicable), and to monitor compliance with, Council's Financial Policies.</li> <li>4. all functions and powers necessary to ensure compliance with the following requirements of the Local Government Act 2002: Accountability and</li> </ol>	Group Chief Financial Officer Procurement Manager Finance Transaction Services Manager Financial Accounting Manager Manager Financial Planning and Performance Risk and Assurance Manager

	<p>Accounting (Part 6, sub part 2); Financial Management (Part 6, sub part 3); Borrowing and Security (Part 6, sub part 4).</p> <p>5. Responsibility for ensuring members receive pay and expenses lawfully, including powers under clauses 6-13 of Schedule 7 of the Local Government Act 2002.</p> <p>6. all the functions and powers necessary for ensuring compliance with the requirements for council-controlled organisations and council-controlled trading organisations under the Local Government Act 2002.</p>	
<b>Local Government (Rating) Act 2002 and any Regulations made under the Act</b>	<p>Council under the Act and any Regulations made under the Act, except:</p> <ul style="list-style-type: none"> <li>- Functions and powers conferred by Part 1, sub part 2 (key provisions on what is rateable, i.e., who must pay rates, and the kinds of rates that may be set)</li> <li>- Functions and powers conferred by Part 5, sub part 1 (replacement of rates); and</li> <li>- The power to make rate.</li> </ul>	<p>Group Chief Financial Officer</p> <p>Finance Transaction Services Manager</p> <p>Rates Team Lead</p>
<b>Rates Rebate Act 1973 and any Regulations made under the Act</b>	<p>All the functions and powers of Council under the Act and any Regulations made under the Act</p>	<p>Group Chief Financial Officer</p> <p>Finance Transaction Services Manager</p> <p>Rates Team Lead</p> <p>Senior Rates Officer</p> <p>Rates Officer</p> <p>Senior Credit Control Officer</p>

<p><b>Rating Valuations Act 1998 and any Regulations made under the Act</b></p>	<p>All the functions and powers of Council under the Act and any Regulations made under the Act.</p>	<p>Group Chief Financial Officer Finance Transaction Services Manager Rates Team Lead</p>
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**8.7 SUB-PART SIX – OTHER**

**Delegations – Statute**

<p><b>LEGISLATION</b></p>	<p><b>AUTHORITY AND POWERS DELEGATED</b></p>	<p><b>DELEGATION</b></p>
<p><b>Public Records Act 2005 and any Regulations made under the Act</b></p>	<p>All the functions and powers of Council under the Act and any Regulations made under the Act that are necessary to ensure the protection and preservation of protected records, in accordance with any applicable standards or instructions issued by the Chief Digital Officer. All the functions and powers of Council under sections 45 and 46 of the Act, including the power to: classify the access of status of local authority records; to change that status from time to time; and to permit public access on certain conditions.</p>	<p>Chief Digital Officer</p>
<p><b>Local Government Act 1974 Local Government Act 2002 and any Regulations made under those Acts</b></p>	<p>All the functions and powers of the Council under the Act, including:</p> <ol style="list-style-type: none"> <li>1. power to engage consultants, purchase materials and, as applicable, call for tenders for matters associated with the role of the Division.</li> <li>2. power to execute and administer contracts in Council's name.</li> </ol>	<p>Chief Digital Officer</p>

	3. power to maintain and safeguard Council records	
<b>Public Records Act 2005 and any Regulations made under the Act</b>	All the functions and powers of the Council under the Act.	Chief Digital Officer
<b>Protected Disclosures Act 2000 and any Regulations made under the Act</b>	Power to establish and maintain internal procedures required by the Act and to receive and investigate disclosures made.	Chief Legal Officer Director - Strategy and Engagement <del>Director – Environment and Sustainability</del> Director - Economy and Development Director - Neighbourhoods and Communities
<b>Local Government Official Information and Meetings Act 1987 and any Regulations made under the Act</b>	All the powers and functions under the Act related to dealing with official information requests, including the ability to make decisions on, extend the time limit on, and transfer requests.	All officers and employees of Council
<b>Local Government Act 1974 Local Government Act 2002 and any Regulations made under those Acts</b>	All functions and powers delegated to the Chief Executive, including:  1. power to engage consultants, purchase materials and, as applicable, call for tenders for matters associated with the role of the Division.  2. power to execute and administer contracts in Council's name.	Head of departments and officers holding equivalent or higher tier positions. Asset Manager - Parks & Reserves Asset Manager - Horticulture and Cemeteries Asset Manager – Sportsgrounds Environmental Health Manager Animal Services Manager Parking Manager Facilities Maintenance Lead Facilities Project Lead

		<p>Urban Design Lead</p> <p>Housing and Development Lead</p> <p>Business Partnership Lead</p> <p>Corridor Operations Manager</p> <p>Business Manager</p> <p>Development Engineering Manager</p> <p>Policy Planning Manager</p> <p>Principal Policy Planner</p> <p>Building Compliance Manager</p> <p>Building Consents Manager</p> <p>Operational Policy &amp; Capability Manager</p>
<p><b>Local Government Act 1974 Local Government Act 2002 and any Regulations made under those Acts</b></p>	<p>Power to investigate and remove abandoned vehicles (section 356 of the Local Government Act 1974).</p>	<p>Parking Manager</p> <p>Parking Operations Lead</p> <p>Compliance Coordinator</p> <p>Parking Administrator</p> <p>Senior Parking Warden</p> <p>Parking Warden</p> <p>CCTV Supervisor</p> <p>City Safety Coordinator</p>
<p><b>Trespass Act 1980 and any Regulations made under the Act</b></p>	<p>All the applicable functions and powers under the Act, subject to any written trespass notice being signed by managers and officers managing or in control of a facility.</p>	<p>All Council staff</p>

<b>Privacy Act 2020</b>	All the functions, powers and duties of Council under the Act and any Regulations made under the Act.	Chief Legal Officer Chief Digital Officer Privacy Officer
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## 8.8 SUB-PART SEVEN – DEVELOPMENT CONTRIBUTIONS

<b>LEGISLATION</b>	<b>AUTHORITY AND POWERS DELEGATED</b>	<b>DELEGATION</b>
<b>Local Government Act 2002</b>	All the responsibilities, duties, and powers associated with any Development Contributions Policy prepared in accordance with section 106 of the Local Government Act 2002, not already specifically provided for below.  Section 106, Part 8, subpart 5, Schedule 13 of the Local Government Act	Group Chief Financial Officer
<b>Local Government Act 2002</b> <b>Building Act 2004</b>	Power to require development contributions under section 198 LGA02, make assessments (including special assessments), issue notices and exercise the powers under section of 208 of the LGA02 if development contributions are not made.  Exclude the power to register a development contribution as a charge on the title of the land  Section 198, 106 and 208 of the Local Government Act  Section 36 of the Building Act 2004	Director – Economy and Development Head of Building Control Building Compliance Manager Building Consent Manager Building Consents Team Lead Building Technical Lead Senior Building Officer Building Officers Head of Planning

		<p>Resource Consents and Compliance Manager</p> <p>Resource Consents Team Lead</p> <p>Principal Resource Consents Planner</p> <p>Senior Resource Consents Planner</p> <p>Intermediate Resource Consents Planner</p> <p>Graduate Resource Consents Planner</p> <p>Planning Technician</p>
<b>Local Government Act 2002</b>	<p>Power to register a development contribution under the Land Transfer Act 2017, as a charge on the title of the land in respect of which the development contribution was required.</p> <p>Section 208 of the Local Government Act</p>	<p>Director – Economy and Development</p> <p>Head of Building Control</p> <p>Head of Planning</p>
<b>Local Government Act 2002</b>	<p>Power to hear and determine reconsiderations, including requesting further information from reconsideration applicant.</p> <p>Section 199A and 199B of the Local Government Act</p>	<p>Any 2 of the following;</p> <ul style="list-style-type: none"> <li>- Chief Executive</li> <li>- Group Chief Financial Officer</li> <li>- Chief Legal Officer</li> <li>- and any Director acting jointly.</li> </ul> <p>People hearing reconsiderations must be separate from the staff that made original assessment to ensure objectivity.</p>
<b>Local Government Act 2002</b>	<p>Power to manage initiation of the objections process - including appointment of commissioners and to allow an objection to be served after the 15-working-day period specified in the Act.</p> <p>Schedule 13A of the Local Government Act.</p>	<p>Director – Economy and Development</p> <p>Head of Building Control</p> <p>Head of Planning</p>

<b>Local Government Act 2002</b>	Authority to provide information and represent Hutt City Council at objection hearings Section 199I of the Local Government Act.	Director – Economy and Development Head of Building Control Head of Planning
<b>Local Government Act 2002</b>	Power to recover actual and reasonable costs in respect of a development contributions objection. Section 150A of the Local Government Act.	Director – Economy and Development Head of Building Control Head of Planning
<b>Local Government Act 2002</b>	Power to: <ul style="list-style-type: none"> <li>- make decisions on requests for development agreements</li> <li>- request development agreements</li> <li>- enter into development agreements up to \$2M</li> </ul> Section 207A - 207F of the Local Government Act.	Chief Executive
<b>Local Government Act 2002</b>	Power to: <ul style="list-style-type: none"> <li>- make decisions on requests for development agreements</li> <li>- request development agreements</li> <li>- enter into development agreements over \$2M.</li> </ul> Section 207A - 207F of the Local Government Act.	Council
<b>Local Government Act 2002</b>	Power to inflation adjust the charges annually.	Director – Economy and Development

	Section 106(2)(b) and (2)(c) of the Local Government Act.	
<b>Local Government Act 2002</b>	Authority to refund development contributions or return land in accordance with the Development Contributions Policy.  Section 209 and 210 of the Local Government Act.	Director – Economy and Development
<b>Development and Financial Contributions Policy 2024</b>	Power to agree to a bond or payment arrangement in accordance with the Development Contributions Policy.  Paragraph 82 – 84 of the Development and Financial Contributions Policy 2024	Group Chief Financial Officer
<b>Development and Financial Contributions Policy 2024</b>	Power to make a decision on a request for remission.  Paragraph 89 of the Development and Financial Contributions Policy 2024	Chief Executive, in conjunction with the Chair of the Policy, Finance and Strategy Committee
<b>Development Contribution Remissions and Rebates for Community Housing Providers Policy 2024</b>	Power to make a decision on a request for remission or rebate and the power to approve such requests.  Paragraph 32 of the Development Contribution Remissions and Rebates for Community Housing Providers Policy 2024	Chief Executive, in conjunction with the Chair of the Policy, Finance and Strategy Committee
<b>Development and Financial Contributions Policy 2024</b>	Power to consider reductions in development contributions for certain types of developments on Māori land and other land in collective Māori ownership.	Group Chief Financial Officer

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	Paragraph 94 of the Development and Financial Contributions Policy 2024	
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Report no: HCC2026/1/51

## Encroached Reserve Land Sale – 48 Stanley Street, Wainuiomata

### Purpose of Report

1. This report seeks to give effect to Council's decision made in December 2023 to sell a portion of unused reserve land, namely a 303m<sup>2</sup> parcel of scenic reserve land adjacent to 48 Stanley Street, Wainuiomata, to enable additional housing stock to be built on the land. The sale cannot proceed without Council seeking revocation of the land's reserve status under the Reserves Act 1977 from the Minister of Conservation.

### Recommendations

That Council requests that the Minister of Conservation revoke the Scenic Reserve status on Lot 2 DP 53598 to enable its sale and seeks the issue of a Gazette Notice to that effect.

### Background

2. In 2023, the owner of 48 Stanley Street, Wainuiomata approached Council enquiring about options to resolve a historical encroachment. The applicant wished to purchase the encroached land to obtain a separate title and build an additional residential dwelling.
3. Council Resolution [C 24504\(4\)](#), December 2023, resolved that Hutt City Council:
  - (1) notes that the disposal of the parcel of reserve land is in line with Hutt City Council's Reserve Acquisition and Disposal Policy;
  - (2) agrees to proceed with the sale of land to resolve the encroachment, which is an approximately 303m<sup>2</sup> section of land on LOT 2 DP 53598, the title being WN24B/515, attached as Appendices 1 and 2 to Report No. CCPC2023/5/315;
  - (3) agrees that the sale of land be based on the valuation of \$155,000 (including GST, if any) and;
  - (4) agrees that the costs associated with the land sale (surveying, legal and any other distributions) will be met by the applicant.

4. Usually, where Council is seeking to sell surplus reserve land, Council officers will also seek the Council's resolution to revoke the reserve status of the land at the same time as it is considering the question of sale. This part of the process was missed in the initial considerations and is now being rectified.
5. Council has provided a draft sale and purchase agreement to the intended purchaser (being the owner of the neighbouring land) in accordance with the 2023 sale resolution. The agreement is conditional upon Council securing revocation of the reserve status on the land being sold.
6. Because the land is subject to designation as Scenic Reserve under the Reserves Act 1977, the 303m<sup>2</sup> of land cannot be sold without its reserve status being revoked by the Minister of Conservation (via DOC).

## **Discussion**

### Transaction Process

7. An Agreement for Sale and Purchase between Hutt City Council (vendor) and RT Family Limited (purchaser) has been drafted and is with the purchaser for final comment before being signed by Council and the purchaser.
8. Council has already resolved to proceed with the land sale during its 12 December 2023 meeting.
9. If Council resolves to seek revocation of the scenic reserve status, then Parks and Reserves will write to DOC seeking approval in principle to revoke the reserve status.
10. Once the survey plan for the amalgamation of the land to be sold with the adjacent property at 48 Stanley Street is approved as to survey, Council will send that to DOC and secure the publication of a Gazette Notice formally revoking the reserve status.
11. Upon receipt of the Gazette Notice and completion of boundary adjustment processes (s223/s224 certification), the sale land will be transferred and amalgamated into the private title via e-dealing, with the purchaser paying the purchase price to Council's solicitors.

## Implementation Responsibilities

12. The applicant will:

- Seek resource consent for the boundary adjustment required, if not already obtained;
- Commission survey work;
- Cover all associated costs.

13. Council will:

- Initiate reserve revocation through the Department of Conservation
- Provide oversight to ensure compliance with the Reserve Acquisition and Disposal Policy and LINZ requirements
- Instruct external legal counsel to complete the sale transaction and LINZ e-dealing.

## Options

14. Council has the option to:

- a) To continue with the revocation of the Scenic Reserve process and the sales arrangement.
- b) Not continue and advise officers on preferred next steps, noting the sale, which Council has agreed to previously, cannot proceed without agreement.

## Climate Change Impact and Considerations

15. This action does not materially affect emissions or contribute to climate change. The site will be used for residential housing purposes, making efficient use of available land.

## Consultation

16. Public Notice and Submissions - The proposal to revoke the reserve status of the land to be sold was publicly notified on 24 October 2024. The notice period lasted for 30 days and was undertaken in accordance with Section 119 of the Reserves Act 1977. During this period, the public was invited to make submissions regarding the proposed disposal of the land. The notice included details about the specific parcel of land involved and Council's intention to sell the land to resolve the issue.

17. No objections to the revocation of the reserve status were submitted by the community.

## Public notice: Proposed revocation of a portion of scenic reserve, Wainuiomata

HOME > COUNCIL > KŌHĀROMĀ - COME CHAT > PUBLIC NOTICE: PROPOSED REVOCATION OF A PORTION OF SCENIC RESERVE, WAINUIOMATA

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**Public notice: Proposed revocation of a portion of scenic reserve, Wainuiomata**

In accordance with the notification requirements of section 24 of the Reserves Act 1977, Council advises that it proposes to revoke a portion of a reserve land in Wainuiomata - being part of Lot 2 DP 53598 (and previously surveyed as Lot 2 DP 40700).

It is proposed that scenic reserve status of 303sqm of the above land be revoked in order to proceed with the sale of the portion of land (for amalgamation with adjacent private property). The proposal would regularise the boundary line between the wider reserve and the residential area, noting that the land to be revoked in practicality has little or no scenic reserve value.



Written submissions regarding this proposal should be:

- sent to Hutt City Council, Private Bag 3912, Lower Hutt
- sent by email to [submissions@huttcity.govt.nz](mailto:submissions@huttcity.govt.nz)

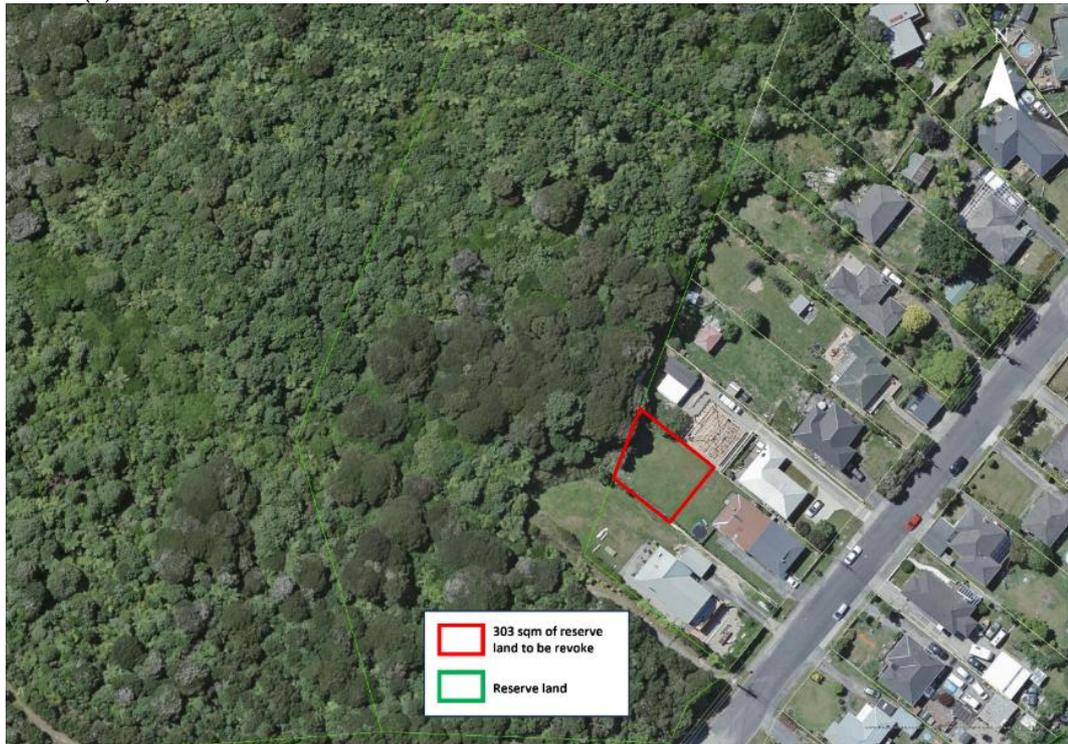
Submissions / objections must be received no later than 5pm, **Monday 25 November 2024**.

Arthur Nelson, Head of Parks and Reserves  
17 October 2024



18. GWRC, which manages the adjacent reserve, was provided with information about the sale and the proposed revocation of the reserve status on this parcel of land, but no response has been received. The area is not subject to public use or known cultural significance. Council's GIS unit was asked to confirm map alignment as a follow-up action item from the 12

December 2023 meeting/ Resolution C  
23504(4).



### Legal Considerations

19. This is subject to the Reserves Act 1977 and requires Ministerial revocation of reserve status. External legal counsel has reviewed the proposed transaction and the required process.

### Financial Considerations

20. The applicant is responsible for surveying costs, legal and LINZ registration costs (including Council's legal costs) and all disbursements. Net proceeds from the sale will be deposited into Council's Reserve Purchase and Development Fund.

### Appendices

There are no appendices for this report.

**Author:** Isaac Velasco  
Parks Development Planner

**Reviewed By:** Arthur Nelson  
Head of Parks and Reserves

**Approved By:** Andrea Blackshaw  
Director Neighbourhoods and Communities

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Report no: HCC2026/1/54

## **Approval of granting of easements over land subject to the Reserves Act 1977 – 5 and 7 Rahui Grove, Korokoro**

### **Purpose of Report**

1. This report seeks Council's consent for the granting of various easements over reserve land adjacent to the properties at 5 and 7 Rahui Grove, Korokoro, under Section 48 of the Reserves Act 1977 (“the Act”).

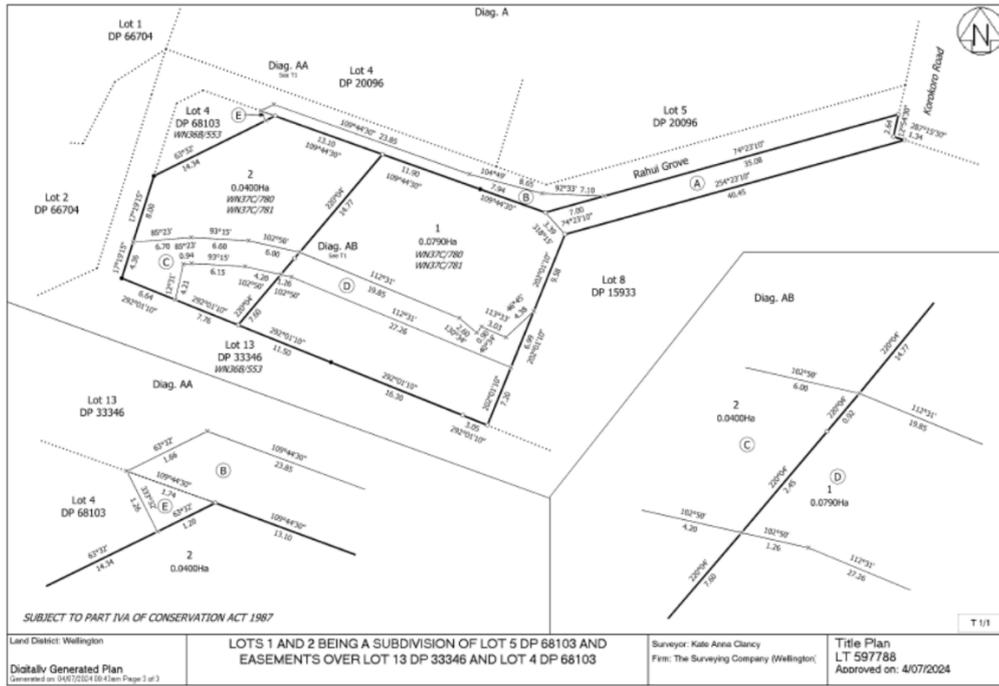
### **Recommendations**

That Council consents to the granting of the following easements over reserve land adjacent to the properties at 5 and 7 Rahui Grove, Korokoro, under Section 48 of the Reserves Act 1977, upon terms approved by HCC legal counsel:

- (a) right to convey electricity in gross in favour of Wellington Electricity Lines Limited over areas A, B and E on DP 597788;
- (b) right to convey telecommunications in gross in favour of Chorus New Zealand Limited over areas B & E on DP 597788; and
- (c) right to convey electricity, gas, telecommunications and water in favour of the owner of 7 Rahui Grove, Korokoro (being Lot 2 DP 597788) over areas B and E on DP 597788.

### **Background**

2. The property at 5 and 7 Rahui Grove was subdivided into two titles upon deposit of DP 597788, with titles issued in November 2024.



- Access to the properties and a number of other neighbouring properties is over a formed roadway that is legally part of the designated Scenic Reserve vested in Hutt City Council and being part of the Belmont Regional Park (Korokoro Stream track). The dog leg shown in pink below is the access road:



- The properties have existing rights to use the formed roadway over the reserve to access the properties by right of way. Electricity and telecommunications cables have long been present under the formed roadway, but as part of the subdivision process, Chorus and Wellington Electricity Lines Limited have requested that their rights in respect of their infrastructure be formalised by way of the granting of easements in gross over the reserve land.

## Schedule / Memorandum

## LT 597788 Schedule/Memorandum

Land registration district	Territorial authority
Wellington	Hutt City

## Schedule of Existing Easements

Parcels shown with a prefix of *HL* - include height-limited boundaries

PURPOSE	SHOWN	BURDENED LAND	CREATING DOCUMENT
Right of way	A	Lot 1	B092766.4

## Memorandum of Easements

PURPOSE	SHOWN	BURDENED LAND	BENEFITED LAND
Right to convey electricity, gas, telecommunications, water	A	Lot 1	Lot 2
" "	B	Lot 13 DP 33346	Lot 2
" "	E	Lot 4 DP 68103	Lot 2

## Memorandum of Easements in Gross

PURPOSE	SHOWN	BURDENED LAND	GRANTEE
Right to drain sewage	C	Lot 2	HUTT CITY COUNCIL
" "	D	Lot 1	HUTT CITY COUNCIL
Right to convey telecommunications	A	Lot 1	CHORUS NEW ZEALAND LIMITED
" "	B	Lot 13 DP 33346	CHORUS NEW ZEALAND LIMITED
" "	E	Lot 4 DP 68103	CHORUS NEW ZEALAND LIMITED
Right to convey electricity	B	Lot 13 DP 33346	WELLINGTON ELECTRICITY LINES LIMITED
" "	E	Lot 4 DP 68103	WELLINGTON ELECTRICITY LINES LIMITED

LT 597788 - Schedule/Memorandum

Updated on 03/07/2024 4:07pm

Page 1 of 1

DP 597788 - Title Plan

Generated on 04/07/2024 08:43am

Page 2 of 3

5. A small portion of the access to 7 Rahui Grove is located on the formed roadway in the reserve, along with electricity, gas, water and telecommunications pipes and cables which run under the formed roadway.
6. Survey plan DP 597788 and the resource consent required the granting of easements in favour of Wellington Electricity Lines Limited, Chorus and the owner of 7 Rahui Grove.
7. Section 48 of the Act requires the consent of Hutt City Council, as Administrator of the relevant reserve, to consent to the granting of such easements.

## Discussion

8. There are many easements (both private and in gross, in favour of utility companies) within reserves around the City. It is submitted that this should be a straightforward decision for the Council to consent to the formalising and registration of the easements so that the legal position of all the parties will be clearly evident on the titles to the affected properties.

**Options**

9. Council has the option to:
  - a) grant the requested easements; OR
  - b) not grant the requested easement and provide feedback to officers to inform next steps.

**Climate Change Impact and Considerations**

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

**Consultation**

11. No consultation is required, using the exception under Section 48(3) of the Act.

**Legal Considerations**

12. External legal counsel will liaise with the utility companies and the owner of 7 Rahui Grove to work out the specific wording of the easements, to be approved by Council legal counsel, and will then attend to registration.
13. This matter is subject to the Reserves Act 1977.

**Financial Considerations**

14. The applicant is responsible for legal and LINZ registration costs (including Council's legal costs) and all disbursements.

**Appendices**

There are no appendices for this report.

**Author:** Isaac Velasco  
Parks Development Planner

**Reviewed By:** Arthur Nelson  
Head of Parks and Reserves

**Approved By:** Andrea Blackshaw  
Director Neighbourhoods and Communities

10 March 2026

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Report no: HCC2026/1/59

## Proposed Reappointment of Director, Urban Plus Limited

### Purpose of Report

1. This report provides information regarding the proposed reappointment of Phillip Jacques to the Board of Urban Plus Limited and seeks Council approval to confirm his reappointment, as his current term ends on 30 May 2026.

### Recommendations

It is recommended that Council:

- (1) receives and notes the information; and
- (2) reappoints Phillip Jacques to the Board of Urban Plus Limited for a term ending 9 December 2028.

For the reason of preserving essential institutional knowledge and maintaining consistency of leadership for the ongoing success of Urban Plus Limited.

### Background

#### Urban Plus Limited (UPL)

2. UPL is owned by Council and was established in July 2007. UPL operates as a Council Controlled Organisation (CCO) under the Local Government Act 2002.
3. UPL is a multi faceted property management and development company, predominantly focused towards social and public housing outcomes along the housing continuum
4. 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.

5. 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 its partners to develop and supply new Community Housing
  - growing its own housing stock to provide more options in the long term rental space.
6. UPL looks to align with providers who deliver progressive home ownership and long term rental outcomes. In terms of partnering with Community Housing providers such as [Hutt City Council](#), [Dwell](#), [Kahungunu Whanau Services](#), [Te Kahui Rangitahi o Te Atiawa](#). UPL actively participates in the market to procure land for development with the intention to grow in all aspects of its operations in up and coming years.

### Board Directors

7. Unless otherwise determined by a resolution of the Shareholder, the minimum and maximum number of Directors is two and six respectively.
8. The Board currently consists of five independent Directors and one Council Director.

Name	Role	Expiry of term
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
Angelique Jackson	Director	1 June 2028
Councillor Stallinger	Director (Council representative)	9 December 2028

### Discussion

9. Council makes appointments to Council Controlled Organisations (CCOs) in accordance with the Appointment of Directors and Remuneration Policy.
10. The Appointment of Directors and Remuneration Policy provides that:
 

*... directors may be reappointed to a Board for a second term, and, where there is a compelling reason, a director may be appointed for further periods. Second and third terms are not automatic, and Council will make its decision based on the company's business needs, the availability of candidates for the role (including the incumbent), the incumbent's performance and the make-up of the Board. If a reappointment is made without having first completed the process outlined above, Council will record in the minutes of the meeting at which the appointment is made the reasons for not having followed that process.*

## Options

11. The options available to Council are set out in Table 1 below.

Options	Advantages	Disadvantages
<b>Council <u>reappoints</u> Directors whose terms are expiring</b>	Retains institutional knowledge and consistency of leadership. This is often desirable in situations with a significant change.	A Director's skills may no longer be relevant or desirable to the organisation.
<b>Council <u>does not</u> reappoint Directors whose terms are expiring</b>	Creates an opportunity to bring new skills and perspectives onto the board.	This can create gaps in institutional knowledge and risk of inconsistent leadership.  New Directors may take time to fully understand the organisation and make their full impact.

## Climate Change Impact and Considerations

12. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.
13. Council has set a goal of reducing emissions to net zero by no later than 2050. The goal also applies to CCOs.
14. 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.
15. Candidates applying to CCO boards must show commitment to net zero emissions.

## Consultation

16. Phillip Jacques has indicated his availability for reappointment.

## Legal Considerations

17. Section 57 of the Local Government Act 2002 provides that:

- (1) A local authority must adopt a policy that sets out an objective and transparent process for
  - (a) the identification and consideration of the skills, knowledge, and experience required of directors of a council organisation; and
  - (b) the appointment of directors to a council organisation, and

- (c) the remuneration of directors of a council organisation.
- (2) A local authority may 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
- (a) guide the organisation, given the nature and scope of its activities; and (b) contribute to the achievement of the objectives of the organisation.

### **Financial Considerations**

16. Directors of Urban Plus Limited currently receive fees of \$16,095 per annum.
17. The proposed reappointment of the Director will not result in any change to the current fee structure.

### **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

**Approved By:** Jo Miller  
Chief Executive

**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 16 December 2025 commencing at 9:00am**

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To watch the livestream of the meeting, please click on the link here: [Council meeting - 16 December 2025 part 1](#) and [Council meeting - 16 December 2025 part 2](#)

**PRESENT:**

Mayor Fauono K Laban (Chair)	Deputy Mayor K Brown
Cr G Barratt	Cr B Dyer
Cr S Edwards	Cr T Lewis
Cr A Mitchell	Cr C Parkin
Cr TA Puketapu	Cr P Ravi (via audio-visual link)
Cr N Shaw	Cr T Stallinger
Cr M Tonga-Grant	Cr K Yung

**APOLOGIES:**

There were no apologies.

**IN ATTENDANCE:**

J Miller, Chief Executive  
 A Blackshaw, Director Neighbourhoods and Communities  
 J Griffiths, Director Strategy and Engagement  
 J Kingsbury, Director Economy and Development  
 J Livschitz, Group Chief Financial Officer  
 B Cato, Chief Legal Officer  
 P Hewitt, Head of Transport  
 L Derosiers, Head of Urban Development  
 H Bell, Advisor Water Services  
 A Andrews, Finance Transaction Services Manager  
 D Nunnian, Manager Financial Planning and Performance  
 D Newth, Financial Accounting Manager  
 A Moore, Head of Connected Communities  
 R Carrig, Engagement Lead  
 A Nelson, Head of Parks and Reserves  
 J Scherzer, Head of Climate, Waste and Resource Recovery  
 K Glanville, Senior Democracy Advisor  
 J Young, Democracy Advisor

**PUBLIC BUSINESS**

1. **OPENING FORMALITIES - KARAKIA KAUNIHERA**

Tuia te mana akiaki	<i>Sow the seeds of courage</i>
Rarangahia te mana rangatira	<i>Weave the power of unity</i>
Kia tipu, kia puāwai	<i>To grow and prosper</i>
E ripo ngā wai	<i>There are ripples in</i>
O Te Awa Kairangi	<i>Te Awa Kairangi</i>
He Kaitiaki ki te whenua	<i>There are Kaitiaki on the land</i>
He oranga taiao	<i>Protected environment</i>
He oranga tangata	<i>Thriving people</i>
Haumi e, hui e Taiki e!	<i>Connected, united, affirmed!</i>

2. **APOLOGIES**

There were no apologies.

3. **PUBLIC COMMENT**

Comments are recorded under the item to which they relate.

4. **MAYORAL STATEMENT**

Mayor Fauono Laban spoke to his statement, attached as pages 20-21 to the minutes.

5. **CONFLICT OF INTEREST DECLARATIONS**

Crs Barratt, Mitchell, Parkin and Ravi noted their involvement in various Community Grants and Funds Committee/Panels. The Chief Executive noted this would not stop them from discussing or voting on item 13, Community Funds and Grants: Tactical Improvements to Streamline Decision-Making.

Cr Stallinger declared a conflict of interest regarding item 12 'Urban Plus Limited – Statement of Expectations 2026-27' as Council's representative on Urban Plus Limited and did not vote on the matter.

6. **MINUTES**

**RESOLVED:** (Mayor Laban/Cr Parkin)

**Minute No. C 25501(3)**

*"That the minutes of the meeting of the Hutt City Council held on Thursday, 20 November 2025, be confirmed as a true and correct record."*

7. **PETITION - KEEP THE WAINUIOMATA SUMMER POOL**

Report No. HCC2025/5/313 by the Senior Democracy Advisor

Under Standing Order 10.9, this item was withdrawn from the agenda by the Chief Executive. As it was a procedural matter, it was not discussed during the meeting.

8. **APPROACH TO THE ANNUAL PLAN 2026-27**

Report No. HCC2025/5/310 by the Manager Financial Planning & Performance

The Group Chief Financial Officer spoke to a presentation that can be viewed here: [Presentation Draft Annual Plan 2026-27 update -16 December 2025.pdf](#)

The Group Chief Financial Officer also spoke to a tabled memorandum outlining corrections to Petone Paid Parking in Table 3 and to the Cross Valley Connections budget transfer and rephrasing in Table 4 of the agenda, attached as page 22 to the minutes.

**PRECEDENCE OF BUSINESS**

In accordance with Standing Order 10.4, the Chair accorded precedence to items 9) 'Investment in Water Services' and 10) 'Impact of the general revaluation 2025 and projected rating impacts for the Draft Annual Plan 2026-27'.

Following consideration of items 9) and 10), the meeting moved to the public excluded part of the meeting at 10.13am.

The meeting moved back to the public part at 11.00am. The items are recorded in the order they appear on the agenda.

The Chief Executive advised that Council would work with the Jackson Street Programme to assess the feasibility of implementing a targeted rate. This rate would help offset any potential loss of parking revenue from the paid parking on Jackson Street. She mentioned that the officers would provide an update to Council in February 2026.

The Director of Neighbourhoods and Communities would provide information on vandalism mitigation measures, including CCTV and graffiti response, for the replacement facility for the Bay Street toilets. She would also share the committee report outlining the decision and trade-offs regarding the chosen accessible toilet solution.

Cr Stallinger spoke to recommendation (5) and proposed a change, as the rates revenue had not been finalised, making approval difficult.

**RESOLVED:** (Mayor Laban/Cr Yung)

**Minute No. C 25502(3)**

*"That Council:*

- (1) agrees with the proposed approach to the Annual Plan 2026-27, including the high-level timeline and process as outlined in Table 1 of the report;*
- (2) notes the work progressing on the targeted operating model, which will be reported to elected members in February 2026, and has a focus on delivering operational efficiencies and reducing rates increases to a more affordable level in the future;*
- (3) agrees with the key forecasting assumptions included in Appendix 1 to the report;*
- (4) agrees to the budget matters as detailed in tables 2, 3 and 4, excluding Petone Paid parking, where further work will be presented to Council in February 2026 and notes the direction to officers in the preparation of the Draft Annual Plan 2026-27;*
- (5) approves the rates revenue direction in principle presented in Section D of this report and notes the early direction to officers in the preparation of the Draft Annual Plan 2026-27;*
- (6) agrees with the proposed approach to the update of the Revenue and Financing Policy as detailed in Section G of the report;*
- (7) endorses the approach to the Long Term Plan 2024-2034 amendment to reflect the impacts of water services transition as outlined in section F of the report; and*
- (8) notes the further direction and guidance provided to officers ahead of preparation of the Draft Annual Plan 2026-27."*

**9. INVESTMENT IN WATER SERVICES**

Report No. HCC2025/5/296 by the Advisor Water Services

Charles Barker, Chief Operating Officer, and Cedric Crow, Group Manager, Capital Delivery, of Wellington Water Limited, were in attendance for the item.

The Advisor Water Services elaborated on the report.

**RESOLVED:** (Mayor Laban/Cr Edwards)

**Minute No. C 25503(3)**

*"That Council:*

- (1) receives and notes the information;*
- (2) endorses the Chief Executive's decision under delegated authority to bring forward nine work packages for pipe renewal work (drinking water 3.8km and wastewater 2.1km) with a budget of \$11.7M, based on a forecasted underspend in the capital programme for water services;*
- (3) approves the revised capital work programme along with the revised capital budget of \$117.23M and subsidy revenue budget of \$21.93M for the 2025/26 financial year, as outlined in the report; and*
- (4) notes that the Tiaki Wai establishment team have been advised of these changes and the first Water Services Strategy under development will reflect this position."*

10. **IMPACT OF THE GENERAL REVALUATION 2025 AND PROJECTED RATING IMPACTS FOR DRAFT ANNUAL PLAN 2026-27**

Report No. HCC2025/5/318 by the Manager Finance Transaction Services

The Manager Finance Transaction Services elaborated on the report.m

The Group Chief Financial Officer advised that a detailed analysis of the Revenue and Financing Policy would be presented to Council in February 2026, including the proposed 60/30 split of rates, rating differentials and associated impacts.

**RESOLVED:** (Mayor Laban/Cr Mitchell) **Minute No. C 25504(3)**

*"That Council:*

- (1) *notes that approval from the Valuer General of the Lower Hutt revaluation was given on 5 December 2025;*
- (2) *notes that rating values for the city show an overall decrease of 7%;*
- (3) *notes the 2025 rating values contained in this report provide an early indication and may change for individual properties following the objections process; and*
- (4) *notes the community engagement plans in relation to the revaluation."*

11. **SEAVIEW MARINA LIMITED - STATEMENT OF EXPECTATIONS 2026-27**

Report No. HCC2025/5/298 by the Financial Accounting Manager

The Financial Accounting Manager elaborated on the report.

Cr Dyer proposed amending the wording regarding the 'Development Plans - In Water' to better reflect the timing of the in-water construction contracts.

**RESOLVED:** (Mayor Laban/Cr Mitchell) **Minute No. C 25505(3)**

*"That Council:*

- (1) *receives and notes the information; and*
- (2) *approves the Seaview Marina Limited Statement of Expectations 2026-2027, attached as Appendix 1 to the report."*

**12. URBAN PLUS LIMITED - STATEMENT OF EXPECTATIONS 2026-27**

Report No. HCC2025/5/299 by the Head of Urban Development

Cr Stallinger declared a conflict of interest and did not take part in voting on the matter.

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

The Head of Urban Development elaborated on the report.

**RESOLVED:** (Mayor Laban/Cr Shaw)

**Minute No. C 25506(3)**

*"That Council:*

- (1) receives and notes the information; and*
- (2) approves the Urban Plus Limited Statement of Expectations 2026-2027, attached as Appendix 1 to the report."*

13. COMMUNITY FUNDS AND GRANTS: TACTICAL IMPROVEMENTS TO STREAMLINE DECISION-MAKING

Report No. HCC2025/5/312 by the Head of Connected Communities

Speaking under public comment, **Johannes Mueller-Welschhof** opposed several proposed changes to community grant procedures. While he supported the panel structure reflecting current practices, he argued that community representatives should be the majority over Council officers and elected members. He also advocated for reinstating applicant presentations at panel meetings and opposed merging the three annual funding rounds into one in June, citing planning difficulties, misaligned eligibility requirements, and timing challenges for community and arts groups.

In response to questions from members, Johannes Mueller-Welschhof recommended retaining at least two funding rounds per year, noting that a single annual round would not work well for the sector.

Speaking under public comment, **Bruce Spedding** opposed the proposed restructuring of community funds, arguing it would weaken local decision making and community engagement, especially for smaller communities. He raised concerns about converting the Eastbourne Community Fund into a Climate Action Fund without proper consultation, which he said excluded many local groups unable to frame activities as climate related. He stated this reduced the community board's ability to engage with vulnerable and less formal community groups. He opposed proposals to transfer control of community funds from community boards, arguing that, despite being a small portion of total Council funding, these funds provide significant local value. He also raised concerns about the fairness of a centralised panel model, citing unclear expertise, limited representation for small or minority communities, and a mismatch between large scale funding processes and small grants.

In response to questions from members, Bruce Spedding acknowledged the inequities across the city. He argued that these issues should be addressed by extending successful local models, rather than by centralising and weakening community led structures. He concluded that while streamlining was a legitimate objective for Council, bureaucratic inefficiencies should not be resolved by removing community control over funding.

The Director Neighbourhoods and Communities and the Head of Connected Communities elaborated on the report.

The Director of Neighbourhoods and Communities mentioned that engagement with Creative New Zealand would ensure that proposed changes to the Creative Communities Scheme maintain the fund's integrity. If issues arise, the approach would be reassessed. The possibility of appointing an independent chair to manage panel governance and conflicts of interest would also be considered. Community Boards, including Wainuiomata, would be engaged after Council decided on the proposal, and options would be explored for groups unable to use digital only application processes.

The Head of Connected Communities stated that a communications plan would be developed to explain the changes, provide lead time, and support community organisations in transitioning to the new processes.

The motion was taken in parts. Parts (1-2) and (4)-(6) were declared CARRIED by Division. Part (3) was also CARRIED by Division.

**RESOLVED:** (By Division): (Mayor Laban/Cr Barratt) **Minute No. C 25507 (3)**

*“That Council:*

- (1) agrees to streamline timing and decision-making for five of Council’s community funds to achieve efficiencies;*
- (2) agrees to group the Community Climate Action, Low Carbon Acceleration Fund and Community Resilience funds into a new ‘Community Resilience and Climate Action’ funding category;*
- (4) agrees to establish a Panel with Elected Member, Mana Whenua, Community Representation and Subject Matter Expertise to make funding allocation decisions across these new funding categories. The appointments of Panel members will be considered at the meeting scheduled for 26 February 2026;*
- (5) agrees to three main funding rounds each year, timing to be determined; and*
- (6) notes the intention to explore a digital funding system and longer-term opportunities for further system efficiency as part of the Targeted Operating Model work.”*

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

<u>For</u>	<u>Against</u>
Mayor Laban	Cr Dyer
Deputy Mayor Brown	Cr Ravi
Cr Barratt	Cr Yung
Cr Edwards	
Cr Lewis	
Cr Mitchell	
Cr Parkin	
Cr Puketapu	
Cr Shaw	
Cr Stallinger	
Cr Tonga-Grant	
Total: 11	Total: 3

RESOLVED: ((By Division): (Mayor Laban/Cr Barratt)

**Minute No. C 25508(3)**

*“(3) agrees to group the Arts and Culture and Creative Communities Funds into a new ‘Community Creativity’ funding category.”*

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

<u>For</u>	<u>Against</u>
Mayor Laban	Cr Dyer
Deputy Mayor Brown	Cr Lewis
Cr Barratt	Cr Parkin
Cr Edwards	Cr Ravi
Cr Mitchell	Cr Yung
Cr Puketapu	
Cr Shaw	
Cr Stallinger	
Cr Tonga-Grant	
Total: 9	Total: 5

#### 14. CHANGES TO PAID PARKING SPACES IN HUTT CITY AND PETONE

Report No. HCC2025/5/300 by the Project Manager

The Director of Economy and Development and Head of Transport elaborated on the report.

Cr Parkin left the meeting at 12.25pm and returned at 12.26pm and Cr Puketapu left the meeting at 12.29pm and returned at 12.30pm.

Cr Edwards proposed a change to recommendation (1)(c) to replace Yellow HC3 parking zone (Commuter) with Green HC2 zone parking.

Cr Edwards requested clarification that recommendation 1(c) should refer to the section between Downer Street and Melling Road, rather than between Downer Street and Myrtle Street. The members agreed that this was their intention.

**RESOLVED:** (Mayor Laban/Cr Tonga-Grant)

**Minute No. C 25509(3)**

*"That Council:*

- (1) *approves the conversion of the following parking spaces to HC3 paid parking on the following sections of the road in the central city area:*
  - (a) *Myrtle Street (between Knights Road and Woburn Road): convert 41 x unrestricted parking spaces; 2 x unrestricted mobility parking "At All Times"; 8 x P120 and 6 x P60 to 57 x HC3 parking spaces;*
  - (b) *Woburn Road (between Queens Drive roundabout and Myrtle Street): convert 13 x unrestricted parking spaces; 8 x P60 and 9 x P120 to 30 x HC3 parking spaces;*
  - (c) *High Street (between Downer Street and Melling Road): convert 12 x P15; 20 x P60 and 2 x P5 to 34 x HC2 parking spaces;*
  - (d) *Laings Road (between Myrtle Street and Huia Street): convert 12 x P120 and 8 x unrestricted parking spaces to 20 x HC3 parking spaces;*
  - (e) *Bloomfield Terrace (between Laings Road and Knights Road): convert 19 x P120 and 22 x unrestricted parking spaces to 41 x HC3 parking spaces;*
  - (f) *Downer Street (between High Street and Bristol Square): convert 18 x P120; 4 x P15 and 29 x unrestricted parking spaces to 51 x HC3 parking spaces;*
  - (g) *Melling Road (between High Street and Rutherford Street): convert 6 x P60 to 6 x HC3 parking spaces;*
  - (h) *Rutherford Street (between Melling Bridge roundabout and Connolly Street roundabout): convert 17 x P120 and 8 x unrestricted parking spaces to 25 x HC3 parking spaces;*
- (2) *notes that existing pick-up/drop-off spaces outside schools and loading zones are excluded from this proposal;*

- (3) notes that existing HC2 zones will remain unchanged and will not be converted to HC3;
- (4) notes that operating hours and fees for HC3 zones will be set through the parking meters. Any changes to these hours or fees applicable to HC3 zones are outside of the scope of this report;
- (5) notes these changes will take effect once the parking meters are installed, expected between January and June 2026;

*In respect of paid parking in Petone:*

- (6) notes the suspension of HC2 paid parking on Jackson Street between Hutt Road and Cuba Street from 1 December 2025 to 4 January 2026; and
- (7) notes the suspension of paid parking at the Peel Carpark, Petone, from 1 December 2025 to 4 January 2026."

#### 15. **AVA BRIDGE DESIGN UPDATE**

Report No. HCC2025/5/301 by the Head of Transport

The Head of Transport elaborated on the report.

**RESOLVED:** (Mayor Laban/Cr Lewis)

**Minute No. C 25510(3)**

*"That Council:*

- (1) receives and notes the report;
- (2) approves progressing to 100% detailed design for the Ava Rail Bridge Shared Use Path, as outlined in this report."

**16. TE WHIRINGA - OUR ENGAGEMENT FRAMEWORK**

Report No. HCC2025/5/305 by the Engagement Lead

The Engagement Lead elaborated on the report.

**RESOLVED:** (Mayor Laban/Cr Dyer)

**Minute No. C 25511 (3)**

*"That Council:*

- (1) notes that Te Whiringa – Our Engagement Framework is the result of an extensive, multi-method and iterative engagement programme; informed by advice from engagement experts in New Zealand and overseas, and robust internal and governance input;*
- (2) adopts the Te Whiringa - Our Engagement Framework attached as Appendix 1 to the report; and*
- (3) agrees officers will report quarterly to Council and community on progress, until there are agreed metrics and public dashboards."*

**17. EASEMENTS AND LICENCES TO OCCUPY OVER COUNCIL RESERVE LAND**

Report No. HCC2025/5/306 by the Leasing Coordinator

The Head of Parks and Reserves elaborated on the report.

Deputy Mayor Brown left the meeting at 12.46pm and returned at 12.48pm.

**RESOLVED:** (Mayor Laban/Cr Stallinger)

**Minute No. C 25512(3)**

*"That Council:*

- (1) receives and notes the information;*
- (2) approves the Powerco. Gas & Electricity services easement over PT SEC 1 SO 325257 - PETONE FOOTBALL CLUB, situated at 28S Bracken St, Petone, known as 'Memorial Park';*
- (3) approves the New Zealand Transport Agency Waka Kotahi Right of Way easement over SEC 1 SO 407772 CT 498586, situated at 8 The Esplanade Way, Petone, known as 'Honiana Te Puni Reserve' and associated Licence to Occupy for infrastructure assets;*
- (4) approves the private residence Right of Way easement over LOT 41 DP 8246 PS 6-21 RESERVES 28A/901, situated at 67a Totara Crescent, Woburn, known as 'Wilford St Reserve';*
- (5) approves the Wellington Electricity Licence to Occupy for infrastructure assets at Section 33 SO 17210, CT WN49C/741, situated at 16D Pitoitoi Road, Days Bay, Eastbourne, known as 'Williams Park', contingent upon agreed terms and conditions; and*
- (6) directs officers to proceed with facilitating the described legal agreements."*

**18. SEALING AUTHORITY**

Report No. HCC2025/5/46 by the Legal Operations Advisor

**RESOLVED:** (Mayor Laban/Cr Mitchell)

**Minute No. C 25513 (3)**

*“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 18.2;*
- (2) *notes the deeds signed under power of attorney, set out in Schedule 2; and*
- (3) *notes the warrants that have been approved under delegation by the Chief Executive, 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) *15 & 19 Nikau Road, Point Howard*

*Mary Elizabeth Knowles & Sarah Ann Knowles and S M Ahamat Trustees Limited and Hutt City Council 57WNMYAPPKJ5-1407309756-1014*

- b) *63 Colson Street, Lower Hutt*

*Janie Isabelle Tito and Hutt City Council 57WNMYAPPKJ5-1407309756-1015*

- c) *215 Stokes Valley Road, Stokes Valley*

*FH Developments 2023 Limited and Hutt City Council  
57WNMYAPPKJ5-1407309756-1016*

- d) *86 Reynolds Street, Lower Hutt*

*Swapan Saha & Sankari Saha and Hutt City Council  
57WNMYAPPKJ5-1407309756-1019*

- e) *53 Brook Street, Lower Hutt*

*Brook Street Developments (53) Limited and Hutt City Council  
57WNMYAPPKJ5-1407309756-1034*

- f) *18 Toomath Street, Lower Hutt*

*Rachel Charlotte Smith & Joshua Benjamin Trybula and Hutt City Council*  
57WNMYAPPKJ5-1407309756-1036

g) *1319 High Street, Lower Hutt*

*Lisa Michelle Clyde & Shane Elliot Clyde and Hutt City Council*  
57WNMYAPPKJ5-1407309756-1041

h) *6 Russell Street, Lower Hutt*

*Li's Rental Holding Limited and Hutt City Council*  
57WNMYAPPKJ5-1407309756-1042

*A&I and Partial Cancellation of Building Line Restriction*

a) *1 Bledisloe Crescent, Wainuiomata, Lower Hutt 57WNMYAPPKJ5-1407309756-1012*

b) *61 Westminster Road, Wainuiomata, Lower Hutt*

57WNMYAPPKJ5-1407309756-1013

c) *62 Bledisloe Crescent, Wainuiomata, Lower Hutt 57WNMYAPPKJ5-1407309756-1017*

d) *8 Maire Street, Woburn, Lower Hutt 57WNMYAPPKJ5-1407309756-1020*

*Land Covenant under s116(1)(a) or (b) Land Transfer Act 2017*

a) *15 & 19 Nikau Road, Point Howard*  
*S M Ahamat Trustees Limited and Hutt City Council*  
57WNMYAPPKJ5-1407309756-1014

*A&I for the Partial Discharge of Encumbrance*

a) *280 Maungaraki Road, Maungaraki, Lower Hutt*  
57WNMYAPPKJ5-1407309756-1035

*A&I for Withdrawal of Caveat*

a) *18 Poto Road, Normandale, Lower Hutt*  
57WNMYAPPKJ5-1407309756-1037

*Boulcott Golf Course - vesting of road to Council/ road stopping*

a) *A & I for the A90, together with the A90 certificate*

57WNMYAPPKJ5-1407309756-1039

b) *Council consent agreeing to the road vesting*

57WNMYAPPKJ5-1407309756-1038

## SCHEDULE 2 – DEEDS

a) *Deed of Assignment of Lease*

*Café and Kitchen, Dowse Art Museum, Laings Road, Lower Hutt  
Andrew guy Littlejohn (Bellbird NZ Limited) as Assignor  
Chetan Pangam and Deepa Patel (Bellbird 2025 Limited) as Assignee  
And Hutt City Council as Landlord  
57WNMYAPPKJ5-1407309756-1040*

## SCHEDULE 3 – WARRANTS

<p><i>Nico Calvao Vizcaino</i>  WARRANT-25-28 HCC</p>	<ol style="list-style-type: none"> <li>1. <i>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)</i></li> <li>2. <i>Dog Control Act 1996 DOG CONTROL OFFICER pursuant to s11</i></li> <li>3. <i>Control of Animals Bylaw 2018 AUTHORISED OFFICER pursuant to cl 1.1</i></li> </ol>
<p><i>Renee Jones</i>  WARRANT-25-29 Vault Security</p>	<ol style="list-style-type: none"> <li>1. <i>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)</i></li> <li>2. <i>Resource Management Act 1991 ENFORCEMENT OFFICER (Noise Control only) pursuant to s38(2)</i></li> </ol>
<p><i>Charlie Heath</i>  WARRANT-25-30 HCC</p>	<ol style="list-style-type: none"> <li>1. <i>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)</i></li> <li>2. <i>Resource Management Act 1991 ENFORCEMENT OFFICER pursuant to s38(1)</i></li> </ol>
<p><i>Fester Caramto</i>  WARRANT-25-31 HCC</p>	<ol style="list-style-type: none"> <li>1. <i>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)</i></li> <li>2. <i>Health Act 1956 ENVIRONMENTAL HEALTH OFFICER pursuant to s23a and s28</i></li> <li>3. <i>Litter Act 1979 LITTER CONTROL OFFICER pursuant to s5</i></li> <li>4. <i>Resource Management Act 1991 ENFORCEMENT OFFICER pursuant to s38(1)."</i></li> </ol>

19. QUESTIONS

There were no questions.

20. EXCLUSION OF THE PUBLIC

RESOLVED: (Mayor Laban/Cr Lewis)

**Minute No. C 25514 (3)**

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

*21. Seaview Sludge Dryer Replacement Project update, 22. Draft Annual Plan Update Te Wai Takamori o Te Awa Kairangi (RiverLink) and 23. Independent Members of the Audit and Risk Subcommittee*

*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)
<p><i>General subject of the matter to be considered.</i></p> <p><i>Seaview Sludge Dryer Replacement Project update.</i></p>	<p><i>Reason for passing this resolution in relation to each matter.</i></p> <p><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)).</i></p>	<p><i>Ground under section 48(1) for the passing of this resolution.</i></p> <p><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></p>
<p><i>Draft Annual Plan Update Te Wai Takamori o Te Awa Kairangi (RiverLink).</i></p>	<p><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)).</i></p> <p><i>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></p>	<p><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></p>

*Independent Members  
of the Audit and Risk  
Subcommittee*

*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.*

*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."*

### **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.

The Chair declared the public excluded part of the meeting closed at 10.50am. There being no further business, the Chair declared the meeting closed at 12.51pm.

K Laban  
**MAYOR FAUONO**

**CONFIRMED as a true and correct record**  
**Dated this 24th day of March 2025**

**Mayoral Statement Council Meeting – Tuesday 16 December**

Talofa lava, malo e lelei, namaste, ni hao, tēnā koutou everyone.

As we close out the year, I want to thank you all for the work you have done for our city. It has been a big few weeks for local government across the motu and an important time for us here in Te Awa Kairangi.

Last week the Wellington and Wairarapa mayors, along with the Chair of Greater Wellington Regional Council, agreed that we need to look seriously at the options for our region. There have been many announcements from Central Government, and our communities are looking for certainty. What matters most is that any change is shaped locally.

We already work together across the region on important services, and this work will help us understand what could be possible in the future. I support the Forum's decision to come back to councils next year for a mandate to engage more widely and begin the early stages of planning. Our role is to make sure the voices of our people are heard and respected.

I also want to touch on the Government's announcement about a national rates cap. Many of our families are under pressure and anything that affects household budgets matters. Here in Lower Hutt, we are already doing the work to prepare for the year ahead. We are looking closely at how we can ease cost pressures while still getting the basics right.

Local decision making remains essential. Our people expect us to maintain the roads, fix the pipes, support local services and keep our city moving forward. As Mayor, I will keep standing for a balanced approach that protects what our community relies on and makes sure our investment in the city continues.

Tiaki Wai, our new regional water organisation, from 1 July 2026 will look after drinking water, wastewater and piped stormwater for about 432,000 people across metropolitan Wellington. The full name is Tiaki Wai, gifted by mana whenua. Tiaki Wai means carers for water.

This month we welcomed the new Board. Will Peet will chair the organisation, supported by Jon Lamonte, Elena Trout and Adrian Wimmers. It is a strong team with deep experience in infrastructure, governance and water services. They were appointed by the Advisory Oversight Group, which includes our council and iwi partners.

Their job now is to set Tiaki Wai up for success. The Board meets for the first time and the Partners Committee meets on Wednesday the 18th of December which will oversee the organisation. Water is a taonga and our people expect a system that is reliable, affordable and built for the long term. Tiaki Wai helps us move in that direction. Cr Simon Edwards is the representative for Hutt City Council on the partners committee.

Recently we hosted a construction forum for Te Wai Takamori o Te Awa Kairangi – RiverLink. This project is the largest infrastructure investment in our city's history. It will reshape how we move, how we live and how we protect our homes and businesses from flooding.

Its legacy will be the opportunities it creates for our people. The jobs, the training, the apprenticeships and the careers that will lift young people into long term work.

I want to acknowledge our partners, including Whitireia and WelTec, Te Āti Awa and Ngāti Toa Rangatira, and the many local companies who are stepping up to support this work.

We have also lifted paid parking on Jackson Street and in the Peel Street car park for December. A simple and practical way to support our retailers through their busiest time of year.

Last week we celebrated our Manukura Award recipients. Six outstanding Year 13 rangatahi who have shown leadership and service to our city. Manukura speaks of the treasured birds of the flock. The ones who guide and bring people together. These young people reflect the best of who we are. Our future is in good hands.

I have accompanied CLT across our sites meeting with staff for the TOM (Targeted Operating Model) Roadshow. This has been a chance to listen and to talk openly about the challenges and opportunities ahead for our organisation. More than 300 staff have taken part which shows the commitment and pride our people bring to their work.

Thank you to everyone who has joined us so far. Your insights and your willingness to engage will help shape the triennium ahead.

In the community we have had a strong presence in recent times, at the Mongrel Mob Rugby League Tournament, Suicide Prevention hikoī, Christmas in the Nui, Christmas in the Hood, Stokes Valley Christmas Parade and the Hutt Multicultural Council events. Organisations of people that reflect those who make a difference in our community. And I want to acknowledge everyone here who has attended and the volunteers, and the selfless leadership that we see displayed.

Today I want to acknowledge and pay tribute to Bruce Hodgins. Long serving member of our organisation after 43 years, who is retiring. His retirement function yesterday was about legacy, poetry and at times, Bruce, hilarity. I wish you all the best and to Alison Geddes and John Flloyd for their legacy and service to Hutt City Council.

I also want to acknowledge our He Tangata Awards. It was a beautiful celebration of our people and the heart they bring to this organisation. He tangata - It is the people. A huge congratulations to all the award recipients and honourable mentions. You remind us all the importance of service.

I want to make a special mention of Dean Reedy, affectionately known as the DA. Unbelievable 16 nominations from across the business for Dean to win the Chief Executives Gem award.

As we approach Christmas and the summer break, I want to thank everyone - 550 staff, lowest per head of population in the region, for their work - delivery of 346 services, it has been a busy - 70,000 calls to the contact centre, and challenging year. To our councillors, our staff and our community appreciate you all. Meri Kirihimete. Have a safe and happy holiday season with your whānau. Let us come back refreshed and ready for the work ahead in 2026.

Ngā mihi nui.

TO: Chair and Members

Council

FROM: Deepu Nunnian

DATE: 12 December 2025

SUBJECT: Corrections to content in the Draft Annual Plan 2026-27 decisions

**Purpose of Memorandum**

1. To provide Council with corrections to the *Approach to the Annual Plan 2026-27* report.

**Corrections to Draft Annual Plan 2025-26 - Financial aspects report**

2. Page 78 - Table 3 item 1 to be corrected as follows to agree to supporting appendix:

Brief Description	Financial impact and officer recommendation	Further information
<p><u>Petone paid parking</u></p> <p>Paid parking was introduced in Petone in October 2024. Three options have been prepared for consideration around how we continue with paid parking in Petone.</p>	<p><u>Option 1:</u> No change <u>Option 2:</u> 30 min free Revenue reduction of \$0.37M in 2026-27 (\$3.24M over 8 years) with a rates impact of 0.28% in 2026-27 <u>Option 3:</u> 1 hour free Revenue reduction of \$0.57M in 2026-27 (\$5M over 8 years) with rates increase impact of 0.43% in 2026-27</p> <p>Officers recommend that Council considers the options outlined above and provides direction on the option to be included in DAP27. Option 1 is currently included in budgets.</p>	<p>Refer to Appendix 2, item 5</p>

3. Page 80 - Table 4 item 2 to be corrected as follows to agree to supporting appendix:

Brief Description	Financial impact and officer recommendation	Further information
<p><u>Cross Valley Connections budget transfer and rephasing</u></p> <p>Change in timing due to delays related to funding decisions and programme reassessment.</p> <p><u>Operating costs have been identified for this project. These costs relate to activities associated pre-planning that cannot be capitalised from an accounting perspective and must be funded from operating budgets.</u></p>	<p><u>Assumed subsidy revenue rephasing of \$46.17M from 2027-28 and 2028-29 to later years (net nil impact overall).</u></p> <p><u>Capex reassessment across the years with \$1.2M to be rephased to later years from 2023-26 (net nil impact overall).</u></p> <p><u>Budget transfer of 0.4M from capex to opex to fund pre-planning activities.</u></p> <p>Officers recommend that Council agrees to the proposed budget changes to be included in DAP27.</p>	<p><u>Refer to Appendix 2, item 10</u></p>

**HUTT CITY COUNCIL**

**KOMITI NGĀ WAI HANGARUA | WELLINGTON WATER COMMITTEE**

Minutes of a meeting held in the Council Chambers, Level 2, 30 Laings Road,  
Lower Hutt on  
**Friday 12 December 2025 commencing at 10:00am**

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To watch the livestream of the meeting, please click on the link here: [Wellington Water Committee - 12 December 2025](#)

**PRESENT:**

- Cr R Connelly, Greater Wellington Regional Council (Chair)
- Cr S Edwards, Hutt City Council (Deputy Chair)
- Mayor A Little, Wellington City Council
- R Faulkner, Te Rūnanga O Toa Rangatira
- Mayor A Baker, Porirua City Council
- Mayor F Wilde, South Wairarapa District Council (via audio-visual link)
- Mayor P Zee, Upper Hutt City Council

**APOLOGIES:** H Modlik and A Rutene

**IN ATTENDANCE:**

- Mayor K Laban, Hutt City Council (part meeting)
- W Walker, Chief Executive, Porirua City Council
- J Miller, Chief Executive, Hutt City Council
- M Prosser, Chief Executive, Wellington City Council
- J Smith, Chief Executive, South Wairarapa District Council (via audio-visual link)
- K Glanville, Senior Democracy, Hutt City Council

**NON ATTENDANCE:** K Puketapu-Dentice, Taranaki Whānui ki Te Upoko o Te ka

**PUBLIC BUSINESS**

## 1. OPENING FORMALITIES - KARAKIA KAUNIHERA

Tuia te mana akiaki	<i>Sow the seeds of courage</i>
Rarangahia te mana rangatira	<i>Weave the power of unity</i>
Kia tipu, kia puāwai	<i>To grow and prosper</i>
E ripo ngā wai	<i>There are ripples in</i>
O Te Awa Kairangi	<i>Te Awa Kairangi</i>
He Kaitiaki ki te whenua	<i>There are Kaitiaki on the land</i>
He oranga taiao	<i>Protected environment</i>
He oranga tangata	<i>Thriving people</i>
Haumi e, hui e Taiki e!	<i>Connected, united, affirmed!</i>

## 2. APOLOGIES

**RESOLVED:** (Mayor Zee/Cr Connelly) **Minute No. WWC 25501**  
*"That the apologies from H Modlik and A Rutene be received and leave of absence granted."*

## 3. PUBLIC COMMENT

There was no public comment.

## 4. CONFLICT OF INTEREST DECLARATIONS

There were no conflicts of interest declarations.

## 5. PROCEDURE TO ELECT THE CHAIR AND DEPUTY CHAIR

Report No. WWC2025/5/297 by the Senior Democracy Advisor

The Chief Executive, Porirua City Council elaborated on the report.

**RESOLVED:** (Mayor Baker/Mayor Zee) **Minute No. WWC 25502**  
*That the Committee:*

- (1) *receives and notes the information;*
- (2) *adopts voting system B (election by the greatest number of votes) for the election of the Committee Chair and Deputy Chair; and*
- (3) *agrees that, in the event of a tie under voting system B, the candidate to be elected shall be resolved by lot as described in section 14 of this report."*

The Chief Executive, Porirua City Council, called for nominations for the Chair. Only one nomination was received.

**RESOLVED:** (Mayor Baker/Mayor Zee) **Minute No. WWC 25503**  
*"That Cr Connelly be elected as Chair of the Wellington Water Committee."*

The Chair thanked members for her nomination and support.

The Chair called for nominations for Deputy Chair. Only one nomination was received.

**RESOLVED:** (Mayor Zee/Mayor Baker)

**Minute No. WWC 25504**

*"That Cr Edwards be elected as Deputy Chair of the Wellington Water Committee."*

## 6. COMPANY AND GOVERNANCE UPDATE

Report No. WWC2025/5/113 by Wellington Water Limited

Pat Dougherty, Chief Executive, Nick Leggett, Board Chair, Erin Ganley, Acting Chief Risk and Compliance Officer, and Charles Barker, Chief Operating Officer from Wellington Water Limited (WWL) were in attendance for the item.

Will Peet, Chair of the Tiaki Wai Board, was also in attendance for the item.

The Board Chair, WWL reported that WWL had been concentrating on ensuring a smooth handover to Tiaki Wai.

The Chief Executive, WWL outlined three key priorities set by the Board: to deliver the Technology Systems Improvements programme, support the transition to Tiaki Wai, and continue delivering the capex and opex programme while ensuring value for money.

The Acting Chief Risk and Compliance Officer addressed the low risk of a water shortage this summer. The Chair recognised the improvements made in reducing leaks to an acceptable level, which meant no water shortages were expected this summer.

The Chief Operating Officer stated that WWL had significantly improved capital delivery, showcasing faster, more agile procurement processes and increased commercial tension, which provided assurance of effective delivery. He also noted that a letter had been sent to councils regarding underspending on capital expenditure and expressed confidence that WWL would achieve the targets outlined in the Statement of Intent. An outline of the transition for South Wairarapa District Council was provided, outlining its move to a Wairarapa entity.

The Board Chairs, WWL and Tiaki Wai mentioned the following points:

- (a) they were developing their relationship through regular communication and joint meetings.
- (b) WWL maintained decision-making authority, but Tiaki Wai was becoming more involved in investment decisions as they worked toward the deadline of 30 June 2026.
- (c) both Boards were collaborating effectively while respecting their respective operational roles.

Following a recent health and safety incident at the Seaview plant caused by operator error, WWL staff reported that councils were notified and that the issue was addressed with Veolia. Veolia was increasing on-site management resources, and WWL had the right to enter the plant at any time to ensure safety. The contract with Veolia was extended for three more years.

**RESOLVED:** (Cr Connelly/Mayor Baker)

**Minute No. WWC 25505**

*"That the Committee:*

- (1) *receives and notes the report; and*
- (2) *receives the Wellington Water Limited Annual Report for the year ended 30 June 2025."*

## 7. **MEETING SCHEDULE 2026**

Memorandum dated 27 November 2025 by the Senior Democracy Advisor

The Chair advised that the venue for the meetings would be confirmed in early 2026.

**RESOLVED:** (Cr Connelly/Mayor Zee)

**Minute No. WWC 25506**

*"That the Committee:*

- (1) *agrees to the meeting schedule for the Wellington Water Committee for 2026 as follows:-*
  - (a) *Friday, 13 March 2026, commencing at 10.00am followed by a workshop at a venue to be confirmed;*
  - (b) *Friday, 29 May 2026, commencing at 10.00am followed by a workshop at a venue to be confirmed; and*
- (2) *notes that an additional meeting may be required in June or July 2026, with a date to be confirmed."*

## 8. INFORMATION ITEM

### Wellington Water Committee Forward Programme 2026

Memorandum dated 4 November 2025 by the Senior Democracy Advisor

RESOLVED: (Cr Connelly/Cr Edwards)

**Minute No. WWC 25507**

*"That the Committee receives and notes the attached draft Forward Programme and future workshop topics for the Wellington Water Committee for 2026, as detailed in Appendix 1 of the memorandum."*

The Chair recognised Bruce Hodgins, Strategic Advisor, who was retiring after 43 years of dedicated service to Hutt City Council. She expressed gratitude for his hard work and wished him all the best in his retirement.

## 9. QUESTIONS

There were no questions.

## 10. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA

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

There being no further business, the Chair declared the meeting closed at 11.05am.

Cr R Connelly  
**CHAIR**

**CONFIRMED as a true and correct record**  
**Dated this 13th day of March 2026**

**HUTT CITY COUNCIL**  
**TE KOMITI TIAKI WAI | PARTNERS' COMMITTEE**

Minutes of a meeting held in the Council Chambers, 2nd Floor, 30 Laings Road,  
Lower Hutt on **Thursday 18 December 2025 commencing at 1:00pm**

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To watch the livestream of this meeting, please click on the link here: [18 December 2025  
Tiaki Wai | Partners Committee](#)

**PRESENT:**

Dame K Prendergast DNZM (Chair)  
Mayor A Baker (PCC)  
Cr S Edwards (HCC)  
Cr R Connelly (GWRC)  
Mayor P Zee (UHCC) (Deputy Chair)  
Mayor A Little (WCC)  
R Faulkner (Te Rūnanga O Toa Rangatira)  
K Puketapu-Dentice (Taranaki Whānui ki Te Upoko o Te Ika)

**APOLOGIES:**

There were no apologies.

**IN ATTENDANCE:**

Mayor K Laban, Hutt City Council, (part meeting)  
W Walker, Chief Executive, Porirua City Council  
J Miller, Chief Executive, Hutt City Council  
M Prosser, Chief Executive, Wellington City Council  
N Corry, Chief Executive, GWRC  
G Swainson, Chief Executive, Upper Hutt City Council  
W Peet, Board Chair, Tiaki Wai  
D List, Establishment Director, Tiaki Wai  
M Wakefield, Legal Workstream Lead, Tiaki Wai  
P Dougherty, Chief Executive, Wellington Water Limited  
K Stannard, Head of Democratic Services, Hutt City Council  
J Young, Democracy Advisor, Hutt City Council  
H Clegg, Minute Taker, Hutt City Council

**PUBLIC BUSINESS**

1. **OPENING FORMALITIES - KARAKIA TIMATANGA**

Tuia te mana akiaki	<i>Sow the seeds of courage</i>
Rarangahia te mana	<i>Weave the power of unity</i>
rangatira	<i>To grow and prosper</i>
Kia tipu, kia puāwai	<i>There are ripples in</i>
E ripo ngā wai	<i>Te Awa Kairangi</i>
O Te Awa Kairangi	<i>There are Kaitiaki on the land</i>
He Kaitiaki ki te whenua	<i>Protected environment</i>
He oranga taiao	<i>Thriving people</i>
He oranga tangata	<i>Connected, united, affirmed!</i>

Haumi e, hui e Taiki e!

2. **APOLOGIES**

There were no apologies.

3. **PUBLIC COMMENT**

There was no public comment.

4. **CONFLICT OF INTEREST DECLARATIONS**

There were no conflicts of interest declarations

## 5. PROCEDURE TO ELECT THE CHAIR AND DEPUTY CHAIR

Report No. PCTW2025/5/314 by the Senior Democracy Advisor, Hutt City Council

The Chief Executive, Porirua City Council, elaborated on the report.

**RESOLVED:** (Cr Connelly/Mayor Baker)

**Minute No. PCTW 25501**

*"That the Committee:*

- (1) receives and notes the information;*
- (2) adopts voting system B (election by the greatest number of votes) for the election of the Committee Chair and Deputy Chair; and*
- (3) agrees that, in the event of a tie under voting system B, the candidate to be elected shall be resolved by lot as described in section 14 of this report."*

The Chief Executive, Porirua City Council, called for nominations for the Chair.

**RESOLVED:** (Mayor Baker/Mayor Little)

**Minute No. PCTW 25502**

*"That Dame Kerry Prendergast be elected as Chair of the Te Komiti Tiaki Wai | Partners' Committee Tiaki Wai."*

Dame Kerry Prendergast assumed the chair, thanked everyone for supporting her nomination, and congratulated the newly elected mayors. She called for nominations for the Deputy Chair position.

**RESOLVED:** (Cr Connelly/Mayor Zee)

**Minute No. PCTW 25503**

*"That Mayor Zee be elected as Deputy Chair of the Te Komiti Tiaki Wai | Partners' Committee Tiaki Wai."*

6. **APPOINTMENT OF TE RŪNANGA O TOA RANGATIRA AND TARANAKI WHĀNUI KI TE UPOKO O TE IKA REPRESENTATIVES**

Report No. PCTW2025/5/315 by the Head of Democratic Services, Hutt City Council

Kara Puketapu-Dentice, Taranaki Whānui ki Te Upoko o Te Ika and Rawiri Faulkner Te Rūnanga O Toa Rangatira) were invited to the table.

The Chief Executive, Porirua City Council, highlighted the ongoing involvement of Mana Whenua in the water reform process, emphasising Tiaki Wai's commitment and the statutory requirement for their representation.

**RESOLVED:** (Mayor Baker/Mayor Zee)

**Minute No. PCTW 25504**

*"That the Committee:*

- (1) *receives and notes the information; and*
- (2) *appoints Helmut Modlik as the member and Rawiri Faulkner as the alternate for Te Rūnanga o Toa Rangatira and appoints Kara Puketapu-Dentice as the member and Dr Anna-Marie White as the alternate for Taranaki Whānui ki Te Upoko o Te Ika as Mana Whenua representatives on the Partners' Committee, in accordance with clause 6.3 of the Partners' Agreement."*

## 7. TIAKI WAI PROGRESS, CHALLENGES AND OPPORTUNITIES

Report No. PCTW2025/5/316 by the Establishment Director, Tiaki Wai Establishment Programme

Dougal List, the Establishment Director, Tiaki Wai, elaborated on the report.

Will Peet, Board Chair, Tiaki Wai, recognised the challenges ahead in transitioning to the new entity, while highlighting the progress made so far and the close collaboration with Wellington Water Limited (WWL).

Dougal List explained the governance and funding arrangements for the Establishment Programme. He outlined its role in preparing Tiaki Wai for launch in collaboration with key partners. Additionally, he clarified that WWL would continue its regular business operations during the transition.

Will Peet presented strategies to ensure continued operations during the transition, highlighted the need for additional resources, and confirmed governance structures and staffing plans to support both the transition process and the ongoing operations of WWL.

Dougal List emphasised the organisation's readiness plan for the 2026 handover. He detailed the short term nature of the initial Water Services Strategy and confirmed its consultation through the Annual Plan process.

Mike Wakefield, Legal Workstream Lead, Tiaki Wai, and Will Peet confirmed that the Committee would provide input on the draft Water Services Strategy. They emphasised the need to align the strategy with the Statement of Expectation. Additionally, they noted that a follow up Committee meeting may be necessary to gather feedback from partners.

Will Peet stated that a detailed milestones timeline would be shared at the next meeting after the transition period. He confirmed ongoing discussions with council Chief Executives on funding, value-for-money assessments, and income expectations for his first year. He also presented a Communications Plan developed with councils and iwi, focusing on clear messaging and inviting Committee input.

## 8. DRAFT STATEMENT OF EXPECTATIONS

Report No. PCTW2025/5/317 by Porirua City Council

Will Peet elaborated on the report. He noted that while Tiaki Wai had the opportunity to consider an early draft of the Statement of Expectations (SOE), the updated version included several new provisions and other amendments, which Tiaki Wai generally supported. He highlighted that Tiaki Wai was particularly supportive of the 2026 SOE review, enabling the adoption of an updated version to inform the preparation of the first full Water Services Strategy for 1 July 2027. He emphasised that the 2027 strategy would require Tiaki Wai and the community to have a deep review of network investment priorities, delivery plans, and funding. He stressed that Tiaki Wai was interested in collaborating with the Partners' Committee on the next SOE, potentially as early as mid-2026, which would benefit from Tiaki Wai's deeper understanding of its role and the challenges facing water service provision across the Wellington Metropolitan service area.

Will Peet highlighted that Tiaki Wai understood the current SOE to be deliberately aspirational in several respects (as noted in section 8 of the report), as it seeks for Tiaki Wai to achieve outcomes and undertake activities that the Councils and Wellington Water Limited have not achieved to date. He was comfortable with this, provided there was appropriate acknowledgement that the SOE effectively sets stretch goals that may be difficult for Tiaki Wai to achieve, particularly in the short term.

Will Peet noted the reference to avoiding "price shocks" as far as reasonably possible (section 7 of the SOE), but asked that this be considered in context, as the joint WSDP had already signalled that there would be substantial increases in water charges for consumers over the next 10 years. He advised that these signalled increases would likely be perceived as a price shock for consumers, which would require careful wraparound communications and work across both Tiaki Wai and the Shareholding Councils to manage the overall impact on households across the service area from not only water bills but also from rates.

Will Peet advised that, in managing financial hardship, Tiaki Wai was considering a range of options and was keen to support councils with mechanisms that provide practical assistance to households rather than duplicate existing efforts, thereby supporting the direction set in the SOE on this matter. In addition to hardship processes, Tiaki Wai would ensure its customer service function supports people in managing their usage and provides economical ways to fix leaks on private property.

The Chief Executive, Porirua City Council, stated that only minor changes will be made to the draft Statement of Expectations (SoE) due to time constraints, with a more detailed version planned for future years.

Members discussed the involvement of local contractors. Will Peet indicated that the details were not yet finalised and would be addressed in future SoE and strategic documents, while confirming Tiaki Wai's interest in engaging local contractors. He noted that there were no key performance indicators for clause 4.1(b).

The Committee Chair, Dame Kerry Prendergast, acknowledged the efforts of Pat Dougharty, Chief Executive of Wellington Water Limited, and received confirmation that the Establishment Programme was effectively coordinating the transition plan.

She acknowledged Cr Connelly's recent appointment as Chair of the Wellington Water Committee. She expressed her gratitude to all the Chief Executives and staff for their ongoing collaboration with Wellington Water Limited and the Establishment Programme. Additionally, she recognised the significant role that Mana Whenua had played in the journey so far. She also thanked the Establishment Programme team for their efforts to date.

**RESOLVED:** (Mayor Zee/Mayor Baker)

**Minute No. PCTW 25505**

*"That the Committee:*

- (1) receives and notes the report;*
- (2) adopts the initial Statement of Expectations (SOE) attached as Appendix 1 to the report; and*
- (3) delegates to Chief Executives any minor editorial changes."*

## **9. MEETING SCHEDULE 2026**

Memorandum dated 11 December 2025 by the Senior Democracy Advisor, Hutt City Council

Members agreed that an additional meeting may be necessary to facilitate effective input into the draft Water Services Strategy before the March 2026 meeting.

**RESOLVED:** (Dame K Prendergast/Mayor Zee)

**Minute No. PCTW 25506**

*"That the Committee agrees to the meeting schedule for the Tiaki Wai | Partners' Committee for the next six months, as follows:-*

- (a) Friday, 13 March 2026, starting at 12 noon at a venue to be confirmed; and*
- (b) Friday, 29 May 2026, starting at 12 noon at a venue to be confirmed."*

## **10. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA**

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

There being no further business, the Chair declared the meeting closed at 2.04pm.

Dame K Prendergast DNZM  
CHAIR

**CONFIRMED as a true and correct record**  
**Dated this 13th day of March 2026**

**HUTT CITY COUNCIL****TE KOMITI ĀPITI MŌ TE MAHERE Ā-ROHE**  
**DISTRICT PLAN SUBCOMMITTEE**

Minutes of a meeting held in the Council Chambers, 2nd Floor, 30 Laings Road,  
Lower Hutt on

**Thursday 12 February 2026 commencing at 9:30 am**

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To watch the livestream of the meeting, please click the link here: [12 February 2026 District Plan Subcommittee meeting](#)

**PRESENT:** Cr B Dyer (Chair) Cr TA Puketapu (Deputy Chair)  
Cr T Lewis Cr T Stallinger  
R Te One, Mana Whenua Representative (Te Āti Awa, Taranaki)

**APOLOGIES:** Mayor Fauono K Laban

**IN ATTENDANCE:** J Kingsbury, Director Economy and Development  
T Johnstone, Head of Planning  
N Geard, Policy Planning Manager  
S Davis, Senior Policy Manager  
S Bellamy, Intermediate Policy Planner  
V Gilmour, Democracy Advisor

**PUBLIC BUSINESS****1. OPENING FORMALITIES - KARAKIA TIMATANGA**

Tuia te mana akiaki	<i>Sow the seeds of courage</i>
Rarangahia te mana rangatira	<i>Weave the power of unity</i>
Kia tipu, kia puāwai	<i>To grow and prosper</i>
E ripo ngā wai	<i>There are ripples in</i>
O Te Awa Kairangi	<i>Te Awa Kairangi</i>
He Kaitiaki ki te whenua	<i>There are Kaitiaki on the land</i>
He oranga taiao	<i>Protected environment</i>
He oranga tangata	<i>Thriving people</i>
	<i>Connected, united, affirmed!</i>
Haumi e, hui e Taiki e!	



2. **APOLOGIES**

RESOLVED: (Cr Dyer/Cr Stallinger)

**Minute No. DPSC 26101**

*"That the apology received from Mayor Faunon K Laban be received and leave of absence granted."*

3. **PUBLIC COMMENT**

Comments are recorded under the item to which they relate.

The Chair acknowledged the passing of former Mayor John Terris and extended condolences to his wife and the wider whānau.

4. **CONFLICT OF INTEREST DECLARATIONS**

There were no conflicts of interest declarations.

5. **HUTT CITY COUNCIL PROPOSED SUBMISSION ON THE PLANNING BILL AND NATURAL ENVIRONMENT BILL**

Report No. DPSC2026/1/2 by the Senior Policy Planner

Speaking under public comment, **Ken Jackson** raised concerns about public participation and notification processes in the resource management system. He noted that only nine properties were notified in a recent cleanfill consent process, despite wider community impacts. He believed that notification should have included more residents, local schools, service providers, iwi, and community groups, questioning the democratic nature of the process.

In response to a question from a member, Ken Jackson expressed support for compensating landowners affected by regulatory restrictions, provided it was affordable for Council and ratepayers. He also suggested considering voluntary or incentivised approaches to land protection.

The Senior Policy Advisor elaborated on the report. He said the Planning Bill and the Natural Environment Bill were the second attempt in three years to replace the resource management system. He noted the Planning Bill was the primary legislation affecting territorial authorities and therefore the focus of the submission, while Greater Wellington Regional Council (GWRC) largely implemented the Natural Environment Bill. He said a fuller briefing on impacts was intended for early July 2025 once the Bills had progressed further. He advised that the reforms remained uncertain and subject to change.

In response to the public speaker's comments, the Senior Policy Advisor noted that the proposed notification tests were set by legislation. He mentioned that while members could request a more flexible test, it might detract from other vital aspects of the submission and was unlikely to alter the government's position.

The members considered the options outlined in the report.

Option A

The members agreed to support the reforms in principle, subject to the concerns outlined in the submission being addressed.

Option B

The members agreed to support the submissions from GWRC and Taituarā. The members noted that GWRC's submission had not yet been finalised. The Chair advised that the wording could be amended before submitting if any significant changes were made.

Option C

Cr Puketapu raised concerns regarding the potential impact of the proposed reforms on Te Tiriti o Waitangi obligations, Māori participation, and sites of significance to Māori.

The members agreed to advocate for stronger Treaty of Waitangi provisions in the Bill.

Option D

The members agreed to advocate for retaining existing Treaty partnership tools.

Option E

The members agreed to support the proposed compensation scheme in principle, while seeking clarity and safeguards, including that the government should meet costs where regulatory restrictions were imposed as a result of government direction.

The members discussed the proposed narrowing of notification under the Planning Bill. The members agreed that commentary should be included in the submission, noting concerns about reduced public participation.

The officers agreed to provide guidance and refresher training to elected members on public engagement during resource consent and quasi-judicial processes.

**RESOLVED:** (Cr Dyer/Cr Puketapu)

**Minute No. DPSC 26102**

*"That the Subcommittee:*

- (1) approves the draft submission on the Planning Bill and Natural Environment Bill attached as Appendix 1 to the report, noting the discussions of the meeting;*
- (2) notes that the submission raises matters of significance for local government, including climate change mitigation, Treaty of Waitangi obligations, funding mechanisms, and compensation for landowners;*
- (3) supports Option A (iii) in principle, in the officer's report, to agree with reforms subject to highlighted issues being addressed in Council's submission;*
- (4) supports Option B (i) in the officer's report, to voice support for the submissions of the Greater Wellington Regional Council and Taituarā;*
- (5) supports Option C (i) in the officer's report, to advocate for a stronger Treaty clause to require decision-makers to take into account the principles of the Treaty in all decision-making;*
- (6) supports Option D (i) in the officer's report, to advocate for the retention of formal arrangements for plan-making and power-sharing for iwi, such as Joint Management Agreements, delegations of powers and Mana Whakahono a Rohe (iwi participation arrangements);*
- (7) supports Option E (ii) in the officer's report, to support the compensation scheme in principle while giving feedback on technical issues; and*
- (8) delegates to the Head of Planning, in consultation with the Chair of the District Plan Subcommittee, authority to finalise the wording of the submission prior to lodgement."*

6. QUESTIONS

There were no questions.

7. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA

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

There being no further business, the Chair declared the meeting closed at 10.40am.

B Dyer  
CHAIR

**CONFIRMED as a true and correct record**  
**Dated this 24th day of March 2026**

**HUTT CITY COUNCIL****KOMITI ITI AHUMONI I TŪRARU | AUDIT AND RISK SUBCOMMITTEE**

Minutes of a meeting held in the Council Chambers,  
2nd Floor, 30 Laings Road, Lower Hutt on  
**Tuesday 24 February 2026 commencing at 9:30 am**

To watch the livestream of the meeting, please click here:  
[24 February 2026 Audit and Risk Subcommittee](#)

**PRESENT:**

David Cochrane (Independent Chair)	Mayor Fauono K Laban (Deputy Chair)
Deputy Mayor K Brown (from 9.42am)	Cr T Stallinger
Kevin Ramsay (Independent Member)	

**APOLOGIES:** Deputy Mayor Brown for lateness.

**IN ATTENDANCE:**

J Miller, Chief Executive  
A Blackshaw, Director Neighbourhoods and Communities  
J Griffiths, Director of Strategy and Engagement (via audio-visual link)  
J Kingsbury, Director Economy and Development  
J Livschitz, Group Chief Financial Officer  
B Cato, Chief Legal Officer  
D Newth, Financial Accounting Manager  
A Gray, Risk and Assurance Manager  
H Bell, Water Services Advisor  
S Gardner, Water Services Transition Manager  
L Allott, Chief Digital Officer  
J Young, Democracy Advisor

**PUBLIC BUSINESS**

1. **OPENING FORMALITIES - KARAKIA KAUNIHERA**

Tuia te mana akiaki	<i>Sow the seeds of courage</i>
Rarangahia te mana rangatira	<i>Weave the power of unity</i>
Kia tipu, kia puāwai	<i>To grow and prosper</i>
E ripo ngā wai	<i>There are ripples in</i>
O Te Awa Kairangi	<i>Te Awa Kairangi</i>
He Kaitiaki ki te whenua	<i>There are Kaitiaki on the land</i>
He oranga taiao	<i>Protected environment</i>
He oranga tangata	<i>Thriving people</i>
Haumi e, hui e Taiki e!	<i>Connected, united, affirmed!</i>

2. **APOLOGIES**

Members noted the apology for lateness from Deputy Mayor Brown.

3. **PUBLIC COMMENT**

There was no public comment.

4. **CONFLICT OF INTEREST DECLARATIONS**

Cr Stallinger declared an interest in matters relating to Urban Plus Limited and said he would not take part in the discussion or voting on the matter.

**PRECEDENCE OF BUSINESS**

In accordance with Standing Order 10.4, the Chair gave precedence of business to items 6) 'External Audit Update' and 8) 'Annual Tax Compliance'.

The items are recorded in the order they are listed on the agenda.

## 5. WATER SERVICES MATTERS

Report No. ARSC2026/1/3 by the Water Services Transition Manager

Deputy Mayor Brown joined the meeting at 9.42am.

The Water Services Transition Manager elaborated on the report. She advised that the final template for the Water Services Strategy (the Strategy) had been received for review, and that feedback had been provided on the growth commentary. She noted that officers were arranging a briefing for elected members on the Strategy. She further advised that the template for the Transfer Agreement would be considered by the Partners' Committee in March 2026. She also reported progress in communications, including work nearing decisions on a customer experience model. She noted that a meeting had been held with the Infrastructure Funding and Finance Agency regarding the future funding relationship, in light of responsibilities transferring to Tiaki Wai.

Regarding the Moa Point incident, the Water Services Advisor advised that Wellington Water Limited (WWL) continued to investigate the cause and remediation requirements. He highlighted that public health warnings remained in place for Wellington's south coast, while harbour beaches, including Eastbourne, Petone and Seaview, were reported as safe under current monitoring. He noted that Moa Point was currently able to pump approximately 1,300–1,500 litres per second via the long outfall, which extended two kms into the Cook Strait, where wastewater was discharged untreated but screened. He explained that the short outfall had been used only once since 5 February 2026, during heavy weather. He advised that Council's Chief Executive had written to WWL seeking assurance regarding inspection, maintenance and risk management arrangements for the Seaview Wastewater Treatment Plant, and that a further update would be provided to the Subcommittee at its next meeting from a risk perspective.

The Chair asked that the risk register be presented in portrait format in future to improve readability. He also sought clarification on the wording of the workforce/staff transfer risk, particularly how the identified controls reduced the residual risk rating from high to low, noting that the language used was broad and did not clearly articulate the practical mitigations in place.

The Water Services Transition Manager advised that the risk associated with the transfer of water services functions to Tiaki Wai included the potential for duplication of roles or functions remaining within Council, or for functions to be transferred without appropriate alignment. She explained that detailed transfer plans were being developed to map functions and staff roles, providing clarity on what would transfer and reducing the risk of duplication. She explained that the ongoing liaison roles, together with the development of a service level agreement between Council and Tiaki Wai, would support continued collaboration and access to operational knowledge following the transfer.

The Group Chief Financial Officer acknowledged the Chair's comments and undertook to refine the wording of the risk descriptions to provide greater clarity in future reporting.

The Chair noted that the situation was fast-moving and sought a verbal update since the report was written. He commented on the importance of clarity in public documents. He asked that risks be described in plain language, including where risks could not be fully

mitigated but were being actively monitored.

**RESOLVED:** (D Cochrane/Deputy Mayor Brown)

**Minute No. ARSC 26101**

*"That the Subcommittee:*

- (1) notes the Water Services Matters and Risks update, and in particular the current risks for the transition to Tiaki Wai;*
- (2) notes the update on the actions by Wellington Water Limited to implement its Wellington Water Culture and Value for Money Improvement Plan; and*
- (3) notes the Long Term Plan 2024-2034 amendment process underway to reflect the impact of the water services changes effective from 1 July 2026."*

## 6. **EXTERNAL AUDIT UPDATE**

Report No. ARSC2026/1/4 by the Risk and Assurance Manager

Cr Stallinger declared his interest regarding Urban Plus Limited.

Debbie Hadfield, Director of Audit New Zealand, was in attendance for the item.

In response to a question from a member regarding data-related matters, the Risk and Assurance Manager confirmed that progress was being made. She explained that the matters relate to both system improvements and the alignment of data to ensure it meets the intended standard.

The Group Chief Financial Officer highlighted that Urban Plus Limited had again received a clean audit report with no recommendations. She also highlighted that Seaview Marina Limited had, for the first time, received no audit recommendations from Audit New Zealand. The Chair acknowledged these achievements.

**RESOLVED:** (D Cochrane/Cr Stallinger)

**Minute No. ARSC 26102**

*"That the Subcommittee receives and notes Audit New Zealand's reports on the audit of:*

- a. the Hutt City Council Group Annual Report 2024-25, attached as Appendix 1 to the report;*
- b. Seaview Marina Limited's Annual Report 2024-25, attached as Appendix 2 to the report; and*
- c. Urban Plus Limited Group's Annual Report 2024-25, as attached to Appendix 3 to the report."*

## 7. RISK AND ASSURANCE UPDATE

Report No. ARSC2026/1/19 by the Risk and Assurance Manager

The Risk and Assurance Manager elaborated on the report.

**RESOLVED:** (D Cochrane/Mayor Fauono K Laban)

**Minute No. ARSC 26103**

*“That the Subcommittee:*

- (1) receives and notes the information;*
- (2) notes the strategic risk register updated by the Corporate Leadership Team, attached (as at February 2026) as attached as Appendix 1 to the report;*
- (3) notes that there are 11 risks on Council’s strategic risk register (previously 11);*
- (4) notes that one previous risk has come off the register, (Wellington Water Limited, Value for money). This risk had been mitigated based on two independent reviews, and the findings of those reviews being well progressed;*
- (5) notes Risk 1: Simplifying Local Government Reform/Local government reform has been updated. Updates reflect the uncertainties relating to the wider local government reform agenda and have removed references to uncertainties related to Local Water Done Well legislation, as this is now well progressed and is now captured as part of Risk 3: Water transition to Tiaki Wai;*
- (6) notes Risk 2 Work force resilience and organisational capability have been updated to reflect ongoing target operating model work;*
- (7) notes one new risk has been added to the strategic risk register (Risk 3: Water transition to Tiaki Wai), this risk has a residual risk rating of Medium; and*
- (8) notes the update in the “other activities” section of this report.”*

## 8. ANNUAL TAX COMPLIANCE UPDATE

Report No. ARSC2026/1/10 by the Financial Accounting Manager

The Financial Accounting Manager elaborated on the report.

**RESOLVED:** (D Cochrane/K Ramsay)

**Minute No. ARSC 26104**

*“That the Subcommittee:*

- (1) notes and receives the report, and*
- (2) approves changes to the Tax Framework as outlined in Appendix 2 attached to this report.”*

**9. SENSITIVE EXPENDITURE DISCLOSURES**

Report No. ARSC2026/1/11 by the Financial Accounting Manager

The Financial Accounting Manager elaborated on the report.

**RESOLVED:** (D Cochrane/Deputy Mayor Brown)

**Minute No. ARSC 26105**

*"That the Subcommittee:*

- (1) receives and notes the information;*
- (2) notes the Sensitive Expenditure disclosure information attached as Appendix 1 to the report: Sensitive Expenditure 1 July 2025 to 30 September 2025; and*
- (3) notes the Sensitive Expenditure disclosure information attached as Appendix 2 to the report: Sensitive Expenditure 1 October 2025 to 31 December 2025."*

10. **HUMAN RESOURCE INFORMATION MANAGEMENT AND PAYROLL SYSTEMS PROJECT, AND HOLIDAYS ACT REMEDIATION PROJECT UPDATE**

Report No. ARSC2026/1/5 by the Manager Finance Transaction Services

The Chief Digital Officer elaborated on the report, noting that additional information had become available since its publication. He highlighted that the HRIS payroll project had progressed from the design phase into the build phase, with a go-live date set for late July 2026. He emphasised that data quality and the accuracy of data migration were critical to the project's success and noted that an external vendor was supporting this work to ensure compliance. He also confirmed that the new system would be fully compliant with the Holidays Act once it was live, and that efforts to ensure a compliant data migration were on track.

**RESOLVED:** (D Cochrane/Mayor Fauono K Laban)

**Minute No. ARSC 26106**

*"That the Subcommittee:*

- (1) *notes and receives the update to the HRIS/Payroll project;*
- (2) *notes that a full procurement process was undertaken by officers and two integrated systems, Datapay and Workday, have been chosen and will be implemented by delivery partner Datacom;*
- (3) *notes that a key part of contract negotiation was to ensure there was additional wording included in the contract around Holidays Act compliance;*
- (4) *notes there is still an onus on Council to provide accurate data to ensure payroll compliance;*
- (5) *notes the HRIS/Payroll project is currently in the design and architecture phase, and go-live is planned for by the end of July 2026;*
- (6) *notes that Council has completed Holidays Act remediation payments for current staff up to February 2025;*
- (7) *notes that a webpage remains on Council's external website providing information on Holidays Act remediation and enabling eligible former staff to lodge their details to receive payment;*
- (8) *notes that final remediation beyond February 2025 will be completed as part of the go-live of the HRIS/Payroll systems; and*
- (9) *notes that the financial provision for Holidays Act remediation in Council's accounts as at 30 June 2025 was \$1.495M."*

## 11. INFORMATION ITEM

### Audit and Risk Subcommittee Forward Programme 2026

Memorandum dated 4 February 2026 by the Democracy Advisor

In response to questions from members, the Chief Executive advised that local government reform and any significant internal or external change programmes would be examined through a risk and assurance lens, with appropriate reporting to the Subcommittee. She emphasised the importance of reviewing Council's emergency response and recovery arrangements. She suggested applying a risk and assurance lens to the review. She noted that this matter would be included on a future agenda later in the year, in consultation with the Chair. The Chair mentioned that the regional amalgamation was currently on the forward programme, but it was only marked as a pending item.

In response to questions from members, the Chief Executive advised that matters relating to resilience would be addressed through the Strategic Risk Register, and that the forthcoming review of the register would take into account recent events and their increasing frequency.

The Chair noted that officers had agreed that litigation, official information, privacy, and regulatory compliance and assurance reports be considered at every meeting, with reporting focused on trends and matters relevant to governance level oversight.

The Chair invited members to submit any proposed additions or amendments to the Forward Programme to the relevant officer for consideration, noting that it was a living document and subject to ongoing updates.

**RESOLVED:** (D Cochrane/K Ramsay)

**Minute No. ARSC 26107**

*"That the Subcommittee receives and notes the Forward Programme for 2026 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 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 10.37am.

D Cochrane  
**CHAIR**

**CONFIRMED as a true and correct record**  
**Dated this 24th day of March 2026**

HUTT CITY COUNCILTE KOMITI ĀPITI MŌ NGĀ TAIPAKEKE ME TE ĀHEINGA  
AGE AND ACCESSIBILITY SUBCOMMITTEE

Minutes of a meeting held in the Te Kakano O Te Aroha Marae,  
136 Randwick Road, Moera, Lower Hutt on:

Tuesday 24 February 2026 commencing at 11:45 am

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**PRESENT:** Cr G Barratt (Chair) Cr C Parkin Deputy Chair)  
Cr TA Puketapu Cr N Shaw

**APOLOGIES:** There were no apologies.

**IN ATTENDANCE:** Mayor Fauono K Laban (part meeting)  
Deputy Mayor K Brown (part meeting)  
Cr K Yung  
A Blackshaw, Director Neighbourhoods and Communities  
J Kingsbury, Director Economy and Development  
A Moor, Head of Connected Communities  
Y Friedlander, Senior Community Facilitator  
V Gilmour, Democracy Advisor  
H Clegg, Minute Taker

PUBLIC BUSINESS**1. OPENING FORMALITIES - KARAKIA TIMATANGA**

Tuia te mana akiaki	<i>Sow the seeds of courage</i>
Rarangahia te mana rangatira	<i>Weave the power of unity</i>
Kia tipu, kia puāwai	<i>To grow and prosper</i>
E ripo ngā wai	<i>There are ripples in</i>
O Te Awa Kairangi	<i>Te Awa Kairangi</i>
He Kaitiaki ki te whenua	<i>There are Kaitiaki on the land</i>
He oranga taiao	<i>Protected environment</i>
He oranga tangata	<i>Thriving people</i>
	<i>Connected, united, affirmed!</i>

Haumi e, hui e Taiki e!

**2. APOLOGIES**

There were no apologies.

3. **PUBLIC COMMENT**

Comments are recorded under the item to which they relate.

4. **CONFLICT OF INTEREST DECLARATIONS**

There were no conflicts of interest declarations.

5. **RECOMMENDATION TO TE KOMITI ORANGA HAPORI, ORANGA TAIAO  
| CONNECTED COMMUNITIES, CLIMATE AND RESILIENCE COMMITTEE  
- 3 March 2026**

## Implementation of the Age and Accessibility Subcommittee and establishment of the Age and Accessibility Advisory Group

Speaking under public comment, **Pip McLean, representing Foundation for Equity and Research New Zealand (FERNZ), Hutt Valley Community Action Group (the Group)**, requested that all references to the Group in the papers be corrected to 'Action Group' and not 'Advisory Group'. She said the Group supported, in principle, the establishment of an Age and Accessibility Advisory Group (Advisory Group), but raised concerns. She requested that the following be considered when selecting the Advisory Group: that there be strong leadership to ensure equitable representation; that members be compensated rather than serve voluntarily, with no member being financially disadvantaged; that membership be increased beyond eight to better reflect the community; that members be Hutt City residents; that authentic disabled community members be included; that the Group not become a "tick box" exercise but instead form a genuine partnership with Council; that accessibility be modelled through transport support, sign language interpretation, easy-read papers, and plain language; and that the Group operate transparently and accessibly.

The Chair advised that many of these matters had been discussed prior to establishing the Subcommittee. She explained that Council was genuine in its commitment to engaging with and responding to the aged and accessibility sectors.

Speaking under public comment, **Grant Rutherford representing Wheels and Canes NZ** expressed support for establishing the Advisory Group and endorsed Ms McLean's comments. He encouraged the Mayor to attend the Wheel and Canes NZ community meetings and suggested experiencing central city accessibility challenges firsthand in a wheelchair. He noted the high cost of taxi transport for disabled people and requested that the phasing of pedestrian crossing lights outside Queensgate be reviewed, as the 'cross now' period was too short. He emphasised that meetings must be held in fully accessible venues and noted that neither Queensgate Mall nor Council were evacuation accessible for wheelchair users.

Speaking under public comment, **Helen Thomas, representing Grey Power**, advised that the recent weather event had highlighted low digital literacy among older residents, who struggled to access reliable emergency information. She raised concerns about inadequate in-home care, the high cost of retirement villages and increasing instances of aged neglect.

The Chair thanked the public speakers and acknowledged the need for improved engagement with older residents. She noted that phone-tree networks had proven effective communication tools and reiterated that the Advisory Group was intended to ensure concerns were heard and acted upon.

Mayor Fauono Laban expressed strong support for the Subcommittee and confidence in the Chair. He stated that leadership must ensure

policies, programmes and strategies were affordable, relevant and realistic for all communities.

Deputy Mayor Brown supported the Subcommittee, stating that new approaches were needed to ensure all voices were heard equally, and that the Advisory Group's purpose was to actively obtain diverse input across the aged and accessibility sectors.

The Head of Connected Communities elaborated on the report.

The Chair advised that officers were collating contact details of relevant community groups for the Advisory Group and would distribute the list to Subcommittee members.

The Director Economy and Development advised that officers would review the pedestrian crossing phasing at Queensgate. He noted increasing congestion due to the Riverlink project and the need to balance pedestrian and vehicular requirements. He agreed that a less abled person and/or wheelchair user would accompany officers at the intersection assessment.

**RECOMMENDED:** (Cr Barratt/Cr Parkin)

**Minute No. AAS 26101**

*"That the Subcommittee recommends that the Connected Communities, Climate and Resilience Committee:*

- (1) notes and receives the report;*
- (2) notes the current progress on the 2017-2027 Plan and possible next steps set out in Appendix 4 attached to the report;*
- (3) agrees with the establishment of an Advisory Group and the proposed process to appoint members to the group as outlined in paragraphs 19-21 of the officer's report;*
- (4) notes that the Age and Accessibility Subcommittee will consider applications and select up to eight members to be invited to be part of the Advisory Group for this triennium; and*
- (5) asks officers to report back at the next meeting on the development of an updated draft Age and Accessibility Plan, for consultation with the Advisory Group."*

For the reasons that Council supports focus on older and senior communities as identified communities of interest, to ensure Council's policies, programmes and investments continue to support an age-friendly and accessible City.

6. **INFORMATION ITEM**

**Age and Accessibility Subcommittee Forward Programme 2026**

Report No. AAS2026/1/8 by the Democracy Advisor

**RESOLVED:** (Cr Barratt/Cr Parkin)

**Minute No. AAS 26102**

*"That the Subcommittee receives and notes the Forward Programme for 2026 attached as Appendix 1 to the memorandum."*

7. **QUESTIONS**

There were no questions.

8. **CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA**

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

There being no further business, the Chair declared the meeting closed at 12.31pm.

G Barratt  
**CHAIR**

**CONFIRMED as a true and correct record**  
**Dated this 24th day of March 2026**

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Report no: HCC2026/1/16

## Sealing Authority

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### Recommendation

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 18.2; and
- (2) notes the warrants that have been approved under delegation by the Chief Executive, set out in Schedule 2.

### 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) 137 Cambridge Terrace, Lower Hutt

UPL Developments Limited and Hutt City Council

57WNMYAPPKJ5-1407309756-1050

- b) 75 Pretoria Street, Lower Hutt

Pretoria Street Developments (75) Limited and Hutt City Council

57WNMYAPPKJ5-1407309756-1049

- c) 16 Hastings Grove, Lower Hutt

The Grove Homes Limited and Hutt City Council

57WNMYAPPKJ5-1407309756-1048

d) 36 Kamahi Street, Stokes valley

Cameron Alexander Hurdle & Alice Claire Hurdle and Hutt City Council

57WNMYAPPKJ5-1407309756-1070

e) 1 Nikau Grove, Lower Hutt

Nikau Grove Developments (1) Limited and Hutt City Council

57WNMYAPPKJ5-1407309756-1071

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

a) Summerset expansion land adjacent to Boulcott's Farm Heritage golf course, Boulcott, Lower Hutt

Boulcott's Farm Heritage Golf Club Incorporated and Hutt City Council

57WNMYAPPKJ5-1407309756-1051

**A&I for Discharge of Encumbrance**

a) Belmont Quarry, Lower Hutt

57WNMYAPPKJ5-1407309756-1047

**A&I and s74 Certificate under Building Act 2004 - Notification of Redundant Entry - s74(3) & (4)**

a) 1-19/4 Tawhai Street, Stokes Valley

57WNMYAPPKJ5-1407309756-1046

**A&I and Surrender of Easement without Transfer**

a) 227 Major Drive, Kelson

Matthew Richard Jonassen & Laura Lee Sarten and Hutt City Council

57WNMYAPPKJ5-1407309756-1052

**A&I and Partial Discharge of Encumbrance**

a) 207 Gracefield Road, Gracefield, Lower Hutt

57WNMYAPPKJ5-1407309756-1054

**SCHEDULE 2 - WARRANTS**

<p>Alistair Pullman WARRANT-25-32 WELLINGTON WATER</p>	<p>1. Local Government Act 2002</p> <p>AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general)</p> <p>ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)</p> <p>2. Health Act 1956</p> <p>LOCAL AUTHORITY OFFICER pursuant to s128 of purposes of entry</p> <p>3. Hutt Valley Trade Wastes Bylaw 2016</p> <p>AUTHORISED OFFICER pursuant to clauses 1.5 and 6.4 (including powers under Hutt Valley Drainage Act 1967)</p>
<p>Andrew Curry WARRANT-25-33 WELLINGTON WATER</p>	<p>1. Local Government Act 2002</p> <p>AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general)</p> <p>ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)</p> <p>2. Health Act 1956</p> <p>LOCAL AUTHORITY OFFICER pursuant to s128 of purposes of entry</p> <p>3. Hutt Valley Trade Wastes Bylaw 2016</p> <p>AUTHORISED OFFICER pursuant to clauses 1.5 and 6.4 (including powers under Hutt Valley Drainage Act 1967)</p>
<p>Ben Hamara WARRANT-25-34 WELLINGTON WATER</p>	<p>1. Local Government Act 2002</p> <p>AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general)</p> <p>ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)</p> <p>2. Health Act 1956</p> <p>LOCAL AUTHORITY OFFICER pursuant to s128 of purposes of entry</p> <p>3. Hutt Valley Trade Wastes Bylaw 2016</p> <p>AUTHORISED OFFICER pursuant to clauses 1.5 and 6.4 (including powers under Hutt Valley Drainage Act 1967)</p>

<p>Michael Dirk Naish WARRANT-25-35 WELLINGTON WATER</p>	<p>1. Local Government Act 2002</p> <p>AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general)</p> <p>ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)</p> <p>2. Health Act 1956</p> <p>LOCAL AUTHORITY OFFICER pursuant to s128 of purposes of entry</p> <p>3. Hutt Valley Trade Wastes Bylaw 2016</p> <p>AUTHORISED OFFICER pursuant to clauses 1.5 and 6.4 (including powers under Hutt Valley Drainage Act 1967)</p>
<p>Jazz Parsons WARRANT-25-36 WELLINGTON WATER</p>	<p>1. Local Government Act 2002</p> <p>AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general)</p> <p>ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)</p> <p>2. Health Act 1956</p> <p>LOCAL AUTHORITY OFFICER pursuant to s128 of purposes of entry</p> <p>3. Hutt Valley Trade Wastes Bylaw 2016</p> <p>AUTHORISED OFFICER pursuant to clauses 1.5 and 6.4 (including powers under Hutt Valley Drainage Act 1967)</p>
<p>Jeremy Toms WARRANT-25-37 WELLINGTON WATER</p>	<p>1. Local Government Act 2002</p> <p>AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general)</p> <p>ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)</p> <p>2. Health Act 1956</p> <p>LOCAL AUTHORITY OFFICER pursuant to s128 of purposes of entry</p> <p>3. Hutt Valley Trade Wastes Bylaw 2016</p> <p>AUTHORISED OFFICER pursuant to clauses 1.5 and 6.4 (including powers under Hutt Valley Drainage Act 1967)</p>

<p>Rob Walker WARRANT-25-38 WELLINGTON WATER</p>	<p>1. Local Government Act 2002</p> <p>AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general)</p> <p>ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)</p> <p>2. Health Act 1956</p> <p>LOCAL AUTHORITY OFFICER pursuant to s128 of purposes of entry</p> <p>3. Hutt Valley Trade Wastes Bylaw 2016</p> <p>AUTHORISED OFFICER pursuant to clauses 1.5 and 6.4 (including powers under Hutt Valley Drainage Act 1967)</p>
<p>Shannon Reti WARRANT-25-39 WELLINGTON WATER</p>	<p>1. Local Government Act 2002</p> <p>AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general)</p> <p>ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)</p> <p>2. Health Act 1956</p> <p>LOCAL AUTHORITY OFFICER pursuant to s128 of purposes of entry</p> <p>3. Hutt Valley Trade Wastes Bylaw 2016</p> <p>AUTHORISED OFFICER pursuant to clauses 1.5 and 6.4 (including powers under Hutt Valley Drainage Act 1967)</p>
<p>Amon Mudzviti WARRANT-25-40 WELLINGTON WATER</p>	<p>1. Local Government Act 2002</p> <p>AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general)</p> <p>ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)</p> <p>2. Health Act 1956</p> <p>LOCAL AUTHORITY OFFICER pursuant to s128 of purposes of entry</p> <p>3. Hutt Valley Trade Wastes Bylaw 2016</p> <p>AUTHORISED OFFICER pursuant to clauses 1.5 and 6.4 (including powers under Hutt Valley Drainage Act 1967)</p>

<p>Andrew Tolo WARRANT-25-41 WELLINGTON WATER</p>	<p>1. Local Government Act 2002</p> <p>AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general)</p> <p>ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)</p> <p>2. Health Act 1956</p> <p>LOCAL AUTHORITY OFFICER pursuant to s128 of purposes of entry</p> <p>3. Hutt Valley Trade Wastes Bylaw 2016</p> <p>AUTHORISED OFFICER pursuant to clauses 1.5 and 6.4 (including powers under Hutt Valley Drainage Act 1967)</p>
<p>Brent Parish WARRANT-25-42 WELLINGTON WATER</p>	<p>1. Local Government Act 2002</p> <p>AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general)</p> <p>ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)</p> <p>2. Health Act 1956</p> <p>LOCAL AUTHORITY OFFICER pursuant to s128 of purposes of entry</p> <p>3. Hutt Valley Trade Wastes Bylaw 2016</p> <p>AUTHORISED OFFICER pursuant to clauses 1.5 and 6.4 (including powers under Hutt Valley Drainage Act 1967)</p>
<p>Brian Smith WARRANT-25-43 WELLINGTON WATER</p>	<p>1. Local Government Act 2002</p> <p>AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general)</p> <p>ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)</p> <p>2. Health Act 1956</p> <p>LOCAL AUTHORITY OFFICER pursuant to s128 of purposes of entry</p> <p>3. Hutt Valley Trade Wastes Bylaw 2016</p> <p>AUTHORISED OFFICER pursuant to clauses 1.5 and 6.4 (including powers under Hutt Valley Drainage Act 1967)</p>

<p>John Baines WARRANT-25-44 WELLINGTON WATER</p>	<p>1. Local Government Act 2002</p> <p>AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general)</p> <p>ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)</p> <p>2. Health Act 1956</p> <p>LOCAL AUTHORITY OFFICER pursuant to s128 of purposes of entry</p> <p>3. Hutt Valley Trade Wastes Bylaw 2016</p> <p>AUTHORISED OFFICER pursuant to clauses 1.5 and 6.4 (including powers under Hutt Valley Drainage Act 1967)</p>
<p>Rodrigo Pereda Perez WARRANT-25-45 WELLINGTON WATER</p>	<p>1. Local Government Act 2002</p> <p>AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general)</p> <p>ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)</p> <p>2. Health Act 1956</p> <p>LOCAL AUTHORITY OFFICER pursuant to s128 of purposes of entry</p> <p>3. Hutt Valley Trade Wastes Bylaw 2016</p> <p>AUTHORISED OFFICER pursuant to clauses 1.5 and 6.4 (including powers under Hutt Valley Drainage Act 1967)</p>
<p>Waka Southon WARRANT-25-46 WELLINGTON WATER</p>	<p>1. Local Government Act 2002</p> <p>AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general)</p> <p>ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)</p> <p>2. Health Act 1956</p> <p>LOCAL AUTHORITY OFFICER pursuant to s128 of purposes of entry</p> <p>3. Hutt Valley Trade Wastes Bylaw 2016</p> <p>AUTHORISED OFFICER pursuant to clauses 1.5 and 6.4 (including powers under Hutt Valley Drainage Act 1967)</p>

<p>Thomas Ives WARRANT-25-47 WELLINGTON WATER</p>	<p>1. Local Government Act 2002</p> <p>AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general)</p> <p>ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)</p> <p>2. Health Act 1956</p> <p>LOCAL AUTHORITY OFFICER pursuant to s128 of purposes of entry</p> <p>3. Hutt Valley Trade Wastes Bylaw 2016</p> <p>AUTHORISED OFFICER pursuant to clauses 1.5 and 6.4 (including powers under Hutt Valley Drainage Act 1967)</p>
<p>Dylan Cameron WARRANT-25-48 WELLINGTON WATER</p>	<p>1. Local Government Act 2002</p> <p>AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general)</p> <p>ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)</p> <p>2. Health Act 1956</p> <p>LOCAL AUTHORITY OFFICER pursuant to s128 of purposes of entry</p> <p>3. Hutt Valley Trade Wastes Bylaw 2016</p> <p>AUTHORISED OFFICER pursuant to clauses 1.5 and 6.4 (including powers under Hutt Valley Drainage Act 1967)</p>
<p>Jarom Guillonta WARRANT-25-49 WELLINGTON WATER</p>	<p>1. Local Government Act 2002</p> <p>AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general)</p> <p>ENFORCEMENT OFFICER pursuant to s177 (including additional powers of entry)</p> <p>2. Health Act 1956</p> <p>LOCAL AUTHORITY OFFICER pursuant to s128 of purposes of entry</p> <p>3. Hutt Valley Trade Wastes Bylaw 2016</p> <p>AUTHORISED OFFICER pursuant to clauses 1.5 and 6.4 (including powers under Hutt Valley Drainage Act 1967)</p>

<p>Ezal Coutts WARRANT-25-50 WELLINGTON WATER</p>	<p>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. Hutt Valley Trade Wastes Bylaw 2016 AUTHORISED OFFICER pursuant to clauses 1.5 and 6.4 (including powers under Hutt Valley Drainage Act 1967)</p>
<p>Matthew Gulson WARRANT-25-51 HCC</p>	<p>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)</p>
<p>Alexis Ramos Garrido WARRANT-25-52 ARMOURGUARD</p>	<p>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</p>
<p>Aryan Salwan WARRANT-25-53 ARMOURGUARD</p>	<p>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</p>

<p>Charlotte Kingston WARRANT-25-54 ARMOURGUARD</p>	<p>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</p>
<p>Jaspal Singh WARRANT-25-55 ARMOURGUARD</p>	<p>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</p>
<p>Filip Nikoloski WARRANT-26-01 VAULT SECURITY</p>	<p>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)</p>
<p>Naomi Gee WARRANT-26-02 HCC</p>	<p>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)</p>

<p>Abdullah-Al-Karim Samim WARRANT-26-03 ARMOURGUARD</p>	<p>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</p>
<p>Va'alelei Inu WARRANT-26-04 ARMOURGUARD</p>	<p>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</p>
<p>Stephen Allcorn WARRANT-26-05 ARMOURGUARD</p>	<p>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</p>
<p>Ben MacDonald WARRANT-26-06 VAULT SECURITY</p>	<p>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)</p>

Malka Magno WARRANT-26-07 HCC	<ol style="list-style-type: none"><li>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)</li><li>2. Dog Control Act 1996 DOG CONTROL OFFICER pursuant to s11</li><li>3. Control of Animals Bylaw 2018 AUTHORISED OFFICER pursuant to cl 1.1</li></ol>
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