TE KAUNIHERA O TE AWA KAIRANGI

19 May 2026

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

Tuesday 26 May 2026 commencing at 9:30 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 TA Puketapu
Cr B Dyer	Cr P Ravi
Cr S Edwards	Cr N Shaw
Cr T Lewis	Cr T Stallinger
Cr A Mitchell	Cr M Tonga-Grant
Cr C Parkin	Cr K Yung

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

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

TE KAUNIHERA O TE AWA KAIRANGI | COUNCIL

Chair	Mayor Fauono Ken Laban
Deputy Chair	Deputy Mayor Keri Brown
Membership:	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).
Meeting Cycle:	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.
Quorum:	Half of the members

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

- Make a rate.
- Make bylaws.
- Borrow money other than in accordance with the Long Term Plan (LTP).
- Purchase or dispose of assets (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.

1 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 26 May 2026 commencing at 9:30 am.

ORDER PAPER

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA KAUNIHERA

Tuia te mana akiaki
Rarangahia te mana rangatira
Kia tipu, kia puāwai
E ripo ngā wai
O Te Awa Kairangi
He Kaitiaki ki te whenua
He oranga taiao
He oranga tangata

Haumi e, hui e Taiki e!

Sow the seeds of courage
Weave the power of unity
To grow and prosper
There are ripples in
Te Awa Kairangi
There are Kaitiaki on the land
Protected environment
Thriving people

Connected, united, affirmed!

2. APOLOGIES

No apologies have been received.

3. PUBLIC COMMENT

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

4. CONFLICT OF INTEREST DECLARATIONS

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

5. COMMITTEE MINUTES WITH RECOMMENDED ITEMS

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

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Recommended Items

Item 5a) Treasury Risk Management Policy Review, Update and Policy Breaches 14

Item 5b) Review of Procurement Strategy and Policy 15

Item 5c) Financial Delegation Policy review 16

b) Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities, Climate and Resilience Committee

5 May 2026 91

Recommended Items

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REFER TO ITEM 7A) SUPPLEMENTARY INFORMATION: ASSET REVIEW – COMMUNITY HOUSES (see page 151 of the agenda)

Item 5b) Assets Review update - Community Houses 94

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

7 May 2026 115

Recommended Items

Item 5a) Proposed Time Limited Parking Restrictions: Bouverie Street, Petone and Partridge Street, Taitā 117

Item 5b) Proposed Safety Improvements in Gracefield (Gracefield Road, Hutt Park Road, Tunnel Grove, Parkside Road, Bell Road and Bell Road South) 118

Item 5c) Walters Street, Avalon – Proposed Parking Restrictions and Shared Path Formalisation 119

Item 5d) Broken Yellow Lines - No Stopping At All Times & Parking Removal - 126 Jackson Street, Petone 120

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

12 May 2026 140

Recommended Item

Item 5) Speed Limits Bylaw: Review and Revocation 141

6. MISCELLANEOUS

a) Supplementary information: Asset Review - Community Houses

Memorandum dated 18 May 2026 by the Head of Parks and Reserves 149

b) Sale of Land - Alicetown Community House

Report No. HCC2026/2/131 by the Head of Assets & Facilities Management 154

c) Governance Appointments and Terms of Reference Amendments

Report No. HCC2026/2/130 by the Head of Democratic Services 158

7. MINUTES

Meeting minutes Hutt City Council, 27 February 2026 172

Meeting minutes Hutt City Council, 24 March 2026 178

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8. COMMITTEE MINUTES WITHOUT RECOMMENDED ITEMS

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

6 March 2026 211

b) Te Komiti Āpiti Rautaki, Mahere Tekau Tau me te Mahere ā-tau Strategy, Long Term and Annual Plan Subcommittee

27 February 2026 218

24 March 2026 243

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9. SEALING AUTHORITY

Report No. HCC2026/2/17 by the Legal Operations Advisor 255

10. 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.

11. EXCLUSION OF THE PUBLIC

MAYOR'S RECOMMENDATION:

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

12. COMMITTEE MINUTES WITH RECOMMENDED ITEMS

a) Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities, Climate and Resilience Committee

5 May 2026

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

7 May 2026

13. MINUTES

24 March 2026 and 13 May 2026

14. COMMITTEE MINUTES WITHOUT RECOMMENDED ITEMS

a) Te Komiti Āpiti Rautaki, Mahere Tekau Tau me te Mahere ā-tau | Strategy, Long Term and Annual Plan Subcommittee

27 February 2026

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

28 April 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)	(B)	(C)
General subject of the matter to be considered.	Reason for passing this resolution in relation to each matter.	Ground under section 48(1) for the passing of this resolution.
Minutes of the Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities, Climate and Resilience Committee held on 5 May 2026: Civic Honours and Youth Services Awards 2026	The withholding of the information is necessary to protect the privacy of natural persons.(s7(2)(a)).	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.
Minutes of the Te Komiti Hanganga me ngā Waeture Infrastructure and Regulatory Committee held on 7 May 2026: Infrastructure Acceleration Fund Progress Update; and Cross Valley Investment Case Approval and Route Protection Phase Commencement	The withholding of the information is necessary to protect the privacy of natural persons.(s7(2)(a)). The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities(s7(2)(h)).	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.
Minutes of the Te Kaunihera o Te Awa Kairangi |Hutt City Council held on 24 March 2026: 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.

Minutes of the Te Kaunihera o Te Awa Kairangi | Hutt City Council held on 13 May 2026: Tiaki Wai Limited Shareholder Support; and Tiaki Wai Limited – Other Sharedholder Matters	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.
Minutes of the Strategy, Long Term and Annual Plan | Te Komiti Āpiti Rautaki, Mahere Tekau Tau me te Mahere ā-tau held on 27 February 2026: Draft Annual Plan updated – Public excluded decision items	The withholding of the information is necessary to protect the privacy of natural persons.(s7(2)(a)). 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.
Minutes of the Komiti Iti Ahumoni I Tūraru | Audit and Risk Subcommittee held on 28 April 2026: Te Wai Takamori o Te Awa Kairangi – RiverLink Update; Litigation, Official Information	The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from	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.

and Privacy Matters; Cyber Security Incident; and Water Services Matters Update	improper pressure or harassment (s7(2)(f)(ii)). 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 maintain legal professional privilege (s7(2)(g)). withholding of the information is necessary to prevent the disclosure or use of 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."

Kate Glanville
SENIOR DEMOCRACY ADVISOR

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 28 April 2026 commencing at 9:30 am

(Having been deferred from 21 April 2026 due to a severe weather event).

To watch the livestream of the meeting, please click here:
28 April 2026 Audit and Risk Subcommittee

PRESENT:	David Cochrane (Independent Chair) Deputy Mayor K Brown Kevin Ramsay (Independent member) (via audio-visual link)	Mayor Fauono K Laban (Deputy Chair) Cr T Stallinger
APOLOGIES:	There were no apologies.	
IN ATTENDANCE:	J Miller, Chief Executive A Blackshaw, Director Neighbourhoods and Communities J Griffiths, Director of Strategy and Engagement (part meeting) J Kingsbury, Director Economy and Development B Cato, Chief Legal Officer J Livschitz, Group Chief Financial Officer G Usoalii-Phillips, Treasury Officer (part meeting) D Newth, Financial Accounting Manager (part meeting) F Tiapi, Procurement Manager (part meeting) L Siriwardena, Legal Operations Advisor (part meeting) T Johnstone, Head of Planning (part meeting) R Barton, Head of Building Control (part meeting) J Roberts, Head of Environmental Protection (part meeting) J Young, Democracy Advisor H Clegg, Minute Taker	

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA KAUNIHERA

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

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. RECOMMENDATIONS TO TE KAUNIHERA O TE AWA KAIRANGI COUNCIL – 26 May 2026

a) Treasury Risk Management Policy Review, Update and Policy Breaches

Brett Johanson, Executive Director, PricewaterhouseCoopers (PwC), was in attendance for this item.

The Treasury Officer advised that minor grammatical amendments had been made to improve clarity and reflect current market practice.

In response to questions from members, the Treasury Officer advised that the use of the word "minimise" aligned with the risk management framework and Council's prudent financial management obligations under the Local Government Act 2002.

The Group Chief Financial Officer advised that Council retained final decision-making authority, informed by advice from officers and external consultants.

The Executive Director, PwC, advised that the charts on pages 62 and 63 of the agenda illustrated Council's projected fixed-rate and floating-rate debt positions. He noted that Council's debt position over the next two to three years was highly fixed, reducing short-term exposure to interest rate changes and providing greater certainty for planning and borrowing costs. He further noted that Council would face greater market exposure from 2031 onwards, alongside challenges associated with the long-term debt forecast and the transition of three waters assets to Tiaki Wai Limited.

The Group Chief Financial Officer advised that any interest rate changes and associated impacts would be reported to the Subcommittee.

RECOMMENDED: (D Cochrane/Cr Stallinger) **Minute No. ARSC 26201**

"*That the Subcommittee recommends that Council:*

(1) approves the updated Treasury Risk Management Policy, attached as Appendix 1 to the report;

(2) notes the advice from PricewaterhouseCoopers Treasury advisors, attached as Appendices 2 and 3 to the report;

(3) approves a technical breach and potential breach of the Treasury Risk Management Policy for the period September 2026 because of the anticipated debt transfer to Tiaki Wai Limited on 1 July 2026; and

(4) notes monthly reporting to Corporate Leadership Team and quarterly report to the Policy and Performance Committee and this subcommittee will continue until the technical breach and potential breach have been resolved."

b) Review of Procurement Strategy and Policy

The Procurement Manager elaborated on the report and advised that the Ministry of Business, Innovation and Employment had endorsed the proposed changes.

In response to questions from members, the Procurement Manager advised that the revised policy was expected to become operational within approximately one month. He confirmed that Council currently had approximately 17 government contracts underway and clarified that "local" referred to Hutt Valley and Wellington based contractors.

The Chief Executive advised that national companies providing local employment and contributing to the city's economic well being could also be regarded as "local", and that Council took a pragmatic approach where contractors' head offices were not based in the Wellington region.

Cr Stallinger and Deputy Mayor Brown expressed support for the recommendations and acknowledged the work and engagement undertaken by officers.

RECOMMENDED: (D Cochrane/Deputy Mayor Brown)

Minute No. ARSC 26202

"That the Subcommittee recommends that Council:

(1) receives and notes the report;

(2) approves the updated Group Procurement Policy attached as Appendix 1 to the report; and

(3) approves the updated Group Procurement Strategy attached as Appendix 2 to the report."

PRECEDENT OF BUSINESS

In accordance with Standing Order 10.4, the Chair accorded precedence to item 8 dealing with the External Audit Update. The items are recorded in the order in which they are listed on the order paper.

c) Financial Delegation Policy Review

The Group Chief Financial Officer elaborated on the report and advised that a small number of minor updates had been made to the Financial Delegation Policy and that it remained fit for purpose.

RECOMMENDED: (D Cochrane/Cr Stallinger) **Minute No. ARSC 26203**

"That the Subcommittee recommends that Council:

(1) receives and notes the report; and

(2) approves the updated Financial Delegation Policy attached as Appendix 1 to the report."

6. EASTERN HUTT ROAD AND OTHER RESILIENCE PROJECTS

Report No. ARSC2026/2/111 by the Head of Transport

The Director Economy and Development elaborated on the report and advised that traffic management "lessons learned" from the previous Eastern Hutt road works would be applied to the proposed works, with the objective of maintaining traffic flow. He acknowledged the disruption to the city that the Te Wai Takamori o Te Awa Kairangi (RiverLink) related works would cause and advised that the timing of all traffic-related works was being closely monitored.

In response to questions from members, the Director Economy and Development advised that the recent storm events had highlighted risks and information officers were already aware of. He acknowledged that there were many at risk roading sites throughout the city and that the areas of greatest risk were being addressed first. He advised that officers were liaising closely with the Greater Wellington Regional Council (GWRC) regarding the protection of the river during any works, and that he was confident GWRC consent was forthcoming.

RESOLVED: (D Cochrane/Deputy Mayor Brown) **Minute No. ARSC 26204**

"That the Subcommittee receives and notes the report."

7. WATER SERVICES MATTERS

Report No. ARSC2026/2/112 by the Water Services Transition Manager

The Water Services Transition Manager elaborated on the report and advised that key feedback from recent briefings had been incorporated, with transfer and master services agreement work remaining on track.

In response to questions from members, the Water Services Transition Manager advised that a regional definition for "stormwater" had been agreed upon, requiring changes to stormwater management within road corridors.

The Chief Executive noted that a small number of complex issues, mainly in Porirua, might not be resolved before 1 July 2026.

The Group Chief Financial Officer advised that officers were continuing to work closely with other councils and the oversight group. She noted that recruitment and training for billing staff were underway, IT systems for water invoicing were progressing well, and Tiaki Wai Limited would commence a communications programme in May 2026. She added that Council had continued to keep residents informed through regular updates and the online water calculator.

The Water Services Transition Manager advised that the majority of legal work had been completed and expressed confidence that there would be no loss of service from 1 July 2026.

The Chief Executive acknowledged the significant work undertaken by the Transition team and noted the risks associated with Tiaki Wai Limited assuming $1.7B of debt from 1 July 2026.

RESOLVED: (D Cochrane/Mayor Fauono K Laban) **Minute No. ARSC 26205**

"That the Subcommittee:

(1) notes and receives the report;

(2) notes the updated Risk Register for the Water Services Transition project, attached as Appendix 1 to the report; and

(3) notes the update on the Moa Point incident."

8. EXTERNAL AUDIT UPDATE - HUTT CITY COUNCIL

Report No. ARSC2026/2/113 by the Financial Accounting Manager

Debbie Bradfield, Audit Director, Audit New Zealand, was in attendance via audio visual link for this item.

The Financial Accounting Manager elaborated on the report and advised that the revaluation of water infrastructure was well underway and due for completion by 31 May 2026. He confirmed that this work was being undertaken in conjunction with other councils to ensure consistency for Tiaki Wai Limited and that the draft report was currently being reviewed by officers. He further confirmed that officers were confident the full audit would be completed on time.

The Audit Director advised that consistency across councils remained a priority and noted that this year's audit timetable differed from the previous year, as major items, particularly those relating to three waters, needed to be completed before the general audit process commenced.

RESOLVED: (D Cochrane/Mayor Fauono K Laban) **Minute No. ARSC 26206**

"That the Subcommittee:

(1) receives and notes the Audit New Zealand audit plan for the Group Annual Report for the year ended 30 June 2026, attached as Appendix 1 to the report;

(2) notes the statutory deadline for the completion of the Group Annual Report 2025-26 is 31 October 2026;

(3) notes the planned external audit and review process, which includes reporting back to the Subcommittee; and

(4) notes the focus areas for the external audit."

9. SENSITIVE EXPENDITURE DISCLOSURES

Report No. ARSC2026/2/31 by the Financial Accounting Manager

The Financial Accounting Manager elaborated on the report.

The Chair advised that he approved the expenditure incurred by the Mayor.

RESOLVED: (D Cochrane/Deputy Mayor Brown) **Minute No. ARSC 26207**

"That the Subcommittee:

(1) receives and notes the information; and

(2) notes the Sensitive Expenditure disclosure information attached as Appendix 1 to the report: Sensitive Expenditure 1 January 2026 to 31 March 2026."

10. RISK MANAGEMENT UPDATE

Report No. ARSC2026/2/114 by the Risk and Assurance Manager

The Group Chief Financial Officer elaborated on the report and highlighted a new risk related to strategic decisions for the next Long Term Plan, noting the challenges posed by external government decisions and the need for extensive community consultation.

In response to questions from members, the Group Chief Financial Officer advised that the risks identified in the report were accurate and would require ongoing monitoring.

The Chief Executive added that future government decisions, including RMA reform, could require changes to Council policy settings.

Cr Stallinger highlighted that rising infrastructure asset costs were significantly affecting the balance sheet, rates, and overall costs, and that this risk was not clearly reflected in the tables.

In response to a question from a member, the Chief Executive advised that this issue was inherent in Risk 6, Asset Planning and Management, and noted that the wording of Risk 8, Information and Technology, might require updating following consideration of the public excluded item.

RESOLVED: (D Cochrane/Deputy Mayor Brown) **Minute No. ARSC 26208**

"That the Subcommittee:

(1) receives and notes the information;

(2) notes the strategic risk register updated by the Corporate Leadership Team (as at March 2026), as attached as Appendix 1 to the report;

(3) notes that there are 12 risks on Council's strategic risk register (previously 11); and

(4) notes one new risk has been added to the strategic risk register, (Risk 12: Strategic decision-making risk for adoption of the Long-Term Plan 2027-2037), this risk has a residual rating of Medium."

11. THREE-YEAR INTERNAL AUDIT PLAN 2026 - 2028

Report No. ARSC2026/2/115 by the Risk and Assurance Manager

The Group Chief Financial Officer elaborated on the report.

In response to questions from members, the Director Strategy and Engagement advised that Council was not proposing to use AI tools at this stage to analyse consultation responses.

The Chief Executive advised that the audit plan was being continually reviewed and assessed.

RESOLVED: (D Cochrane/Cr Stallinger) **Minute No. ARSC 26209**

"That the Subcommittee:

(1) receives and notes the report; and

(2) approves the Three-Year Internal Audit Plan 2026-2028, attached as Appendix 1 to the report."

12. HEALTH AND SAFETY PERFORMANCE UPDATE

Report No. ARSC2026/2/116 by the Health and Safety Manager

The Health and Safety Manager elaborated on the report, advising that overall, the reporting culture was positive.

In response to questions from members, the Health and Safety Manager advised that all hubs, libraries, and pools had hosted awareness courses. He confirmed that future reporting would include practical measures being implemented to manage risks, and that the focus would shift towards greater reporting on actions being taken to create safer environments across the organisation. He further advised that the outcome of the Gibson appeal was being taken very seriously.

RESOLVED: (D Cochrane/Deputy Mayor Brown) **Minute No. ARSC 26210**

"That the Subcommittee receives and notes the report."

13. LEGAL COMPLIANCE SURVEY RESULTS

Report No. ARSC2026/2/117 by the Legal Operations Advisor

The Legal Operations Advisor elaborated on the report and advised that Council had met its obligations during the reporting period.

In response to questions from members, the Legal Operations Advisor explained the meaning of "zero non-compliance" and noted that reporting differences between agencies could affect compliance figures.

The Chief Legal Officer advised that the ComplyWith survey was undertaken twice yearly and reported to the Subcommittee.

The Chief Executive added that litigation matters were also regularly monitored and reported as required.

The Chair congratulated officers on the quality of the report.

RESOLVED: (D Cochrane/Deputy Mayor Brown) **Minute No. ARSC 26211**

"That the Subcommittee:

(1) receives and notes the information on the 41 non-compliances recorded during the survey;

(2) notes that, of the 41 non-compliances recorded, 11 have been resolved, and that 30 corrective actions remain; and

(3) notes that the ComplyWith system will send regular reminders to staff to review and update these remaining compliance issues until they are resolved."

14. COUNCIL'S RESPONSE TO THE POTENTIAL NATIONAL FUEL SHORTAGE

Report No. ARSC2026/2/32 by the Head of Strategy and Policy

The Chief Executive elaborated on the report and advised that Council was working with regional councils and the Department of Internal Affairs on the fuel supply issue. She noted the impacts of rising living and fuel costs on the community and advised that these would be considered in the Annual Plan process and managed within existing budgets through prioritisation.

In response to questions from members, the Chief Executive advised that Council had limited diesel storage but was well placed to respond to the fuel crisis due to previous decisions, including fleet electrification and the removal of pool heating boilers.

Mayor Fauono K Laban acknowledged the Corporate Leadership Team's proactive response to the fuel crisis.

RESOLVED: (D Cochrane/Cr Stallinger) **Minute No. ARSC 26212**

"That the Subcommittee receives and notes the report."

15. REGULATORY COMPLIANCE AND ASSURANCE

Report No. ARSC2026/2/33 by the Head of Planning

In response to questions from members, the Head of Environmental Protection advised that the work of Animal Services followed a regular annual pattern and that, during the February/March 2026 period, follow up action had been undertaken in relation to outstanding debtors and non-microchipped animals.

RESOLVED: (D Cochrane/Cr Stallinger) **Minute No. ARSC 26213**

"*That the report be received and noted."*

16. INFORMATION ITEM

Audit and Risk Subcommittee Forward Programme 2026

Memorandum dated 22 April 2026 by the Democracy Advisor

The Chief Legal Officer advised that a legal report would be provided for each meeting.

The Chief Executive advised that the quarterly litigation report would also be considered by the Subcommittee.

RESOLVED: (D Cochrane/Mayor Fauono K Laban) **Minute No. ARSC 26214**

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

17. QUESTIONS

There were no questions.

18. EXCLUSION OF THE PUBLIC

RESOLVED: (D Cochrane/Mayor Fauono K Laban) **Minute No. ARSC 26215**

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

19.Te Wai Takamori o Te Awa Kairangi – RiverLink Update, 20.Litigation, Official Information and Privacy Matters, 21.Cyber Security Incident and 22.Water Services Matters Update.

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

(A)	*(B)*	*(C)*
General subject of the matter to be considered.	*Reason for passing this resolution in relation to each matter.*	*Ground under section 48(1) for the passing of this resolution.*
Te Wai Takamori o Te Awa Kairangi – RiverLink Update.	*The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment (s7(2)(f)(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.*

	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)).*	
Litigation, Official Information and Privacy Matters.	*The withholding of the information is necessary to maintain legal professional privilege (s7(2)(g)).*	*That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.*
Cyber Security Incident.	*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.*

Water Services Matters Update.	*The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities (s7(2)(h)).*	*That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.*

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

There being no further business, the Chair declared the public part of the meeting closed at 11.00am, and the public excluded part of the meeting closed at 12.12pm.

D Cochrane
CHAIR

CONFIRMED as a true and correct record
Dated this 26th day of May 2026

Treasury Risk Management Policy

Business unit(s) & Division(s)	Finance
Date adopted	28 March 2023
Date effective	28 March 2023
Review period	3 Years
Owner	Group Chief Financial Officer
Approved by	Council
Implementation	Finance
Monitoring/Evaluation	Finance

Archived Version (of adopted policy)	Author	Date	Description
V 1.0	Paul Blackler	October 2014	Approved by Council
V 2.0	Brent Kibblewhite	July 2017	Financial Strategy changes and Triennial review
V 3.0	Jenny Livschitz	May 2020	Policy changes and Triennial review
V 3.1	Jenny Livschitz	July 2021	Borrowing limit updates to align with financial strategy in adopted LTP 2021-2031
V 4.0	Jenny Livschitz	February 2023	Triennial review

V 4.1	Jenny Livschitz	July 2024	Borrowing limit updates to align with financial strategy in adopted LTP 2024-2034
V5.0	Jenny Livschitz	March 2026	Triennial Review

1. Introduction

1.1 POLICY PURPOSE

The purpose of the Treasury Risk Management Policy ("Policy") is to outline the policies in respect of all treasury activity to be undertaken by Hutt City Council Group ("HCC") being Hutt City Council ("Council") together with its wholly owned Council Controlled Organisations and Council Controlled Trading Organisations ("CCO's/CCTO's"). For Council Controlled Organisations that are partially owned, or shared with other local authorities, the Policy governs the Council's engagement, monitoring, and financial interactions with those entities, rather than the internal treasury operations of the entities themselves.

The Policy also includes Section 4; Liability Management Policy and Section 5; Investment Policy.

The formalisation of such policies will enable treasury risks within HCC to be prudently managed.

As circumstances change, the policies outlined in this Policy will be modified to ensure that treasury risks within HCC continue to be well managed. In addition, regular reviews will be conducted to test the existing Policy against the following criteria:

- Industry "best practices" for a council the size and type of HCC.
- The risk bearing ability and tolerance levels of the underlying revenue and cost drivers.
- The effectiveness and efficiency of the Policy and treasury management function to recognise, measure, control, manage and report on HCC's financial exposure to market

interest rate risks, funding risk, liquidity, investment risks, counterparty credit risks and other associated risks.

- The operations of a pro-active treasury function in an environment of control and compliance.
- The robustness of the Policy's risk control limits and risk spreading mechanisms against normal and abnormal interest rate market movements and conditions.
- Assistance to HCC in achieving strategic objectives.

2. Scope and objectives

2.1 SCOPE

- This document identifies the policy of HCC in respect of treasury management activities.
- The Policy has not been prepared to cover other aspects of HCC's operations, particularly transactional banking management, systems of internal control and financial management. Other policies and procedures of HCC cover these matters.
- This Policy should be read in conjunction with the Financial Delegation Policy, which confirms that delegations for Treasury transactions are specifically covered by this Policy.

2.2 TREASURY MANAGEMENT OBJECTIVES

The objective of this Policy is to control and manage costs, investment returns and risks associated with treasury management activities.

Statutory objectives

- All external borrowing, investments and incidental financial arrangements (e.g., use of interest rate hedging financial instruments) will meet requirements of the Local Government Act 2002 and the Liability Management Policy and Investment Policy.
- HCC is governed by the following relevant legislation:
    - Local Government Act 2002, in particular Part 6 including sections 101,102, 104, 105, 112 and 116.

- Local Government (Financial Reporting and Prudence) Regulations 2014, in particular Schedule 4.
- Trusts Act 2019. When acting as a trustee or investing money on behalf of others, the Trusts Act highlights that trustees have a duty to invest prudently and that they shall exercise care, diligence and skill that a prudent person of business would exercise in managing the affairs of others.

- All projected external borrowings are to be approved by Council as part of the Annual Plan (AP), the Long Term Plan (LTP) or CCO's Statement of Intent (SOI) process, or resolution of Council before the borrowing is affected.
- All legal documentation in respect to external borrowing and financial instruments will be approved by HCC's solicitors prior to the transaction being executed.
- HCC will not enter into any borrowings denominated in a foreign currency.
- Council will not transact with any Council Controlled Trading Organisation (CCTO) on terms more favourable than those achievable by Council itself.
- A resolution of Council is not required for hire purchase, credit or deferred purchase of goods if:
  - The period of indebtedness is less than 91 days (including rollovers); or
  - The goods or services are obtained in the ordinary course of operations on normal terms for amounts not exceeding in aggregate, an amount determined by resolution of Council.

General objectives

- Minimise HCC's whole of life costs and risks in the management of its external borrowings.
- Minimise HCC's exposure to volatility in interest costs.
- Minimise HCC's exposure to adverse interest rate movements.
- Monitor, evaluate and report on treasury performance.
- Borrow funds and transacts risk management instruments within an environment of control and compliance under HCC approved Policy so as to protect HCC's financial assets and manage costs.

- Arrange and structure external long term funding for HCC at a favourable margin and cost from debt lenders. Optimise flexibility and spread of debt maturity terms within the funding risk limits established by this Policy statement.
- Monitor and report on financing/borrowing covenants and ratios under the obligations of HCC's lending/security arrangements.
- Comply with financial ratios and limits stated within this Policy.
- Monitor HCC's return on investments.
- Ensure Council, HCC management and relevant officers are kept abreast of the latest treasury products, methodologies, and accounting treatments through training and in-house presentations.
- Maintain appropriate liquidity levels and manage cash flows within HCC to meet known and reasonable unforeseen funding requirements.
- To minimise exposure to credit risk by dealing with and investing in credit worthy counterparties.
- Ensure that all statutory requirements of a financial nature are adhered to.
- Ensure that financial planning will not impose an unequitable spread of costs/benefits over current and future ratepayers.
- To ensure adequate internal controls exist to protect HCC's financial assets and to prevent unauthorised transactions.
- Develop and maintain relationships with financial institutions, Local Government Funding Agency (LGFA), credit rating agencies and investment counterparties.
- To maintain a long-term credit rating of at least A. ~~Councils AA credit rating.~~

2.3 POLICY SETTING AND MANAGEMENT

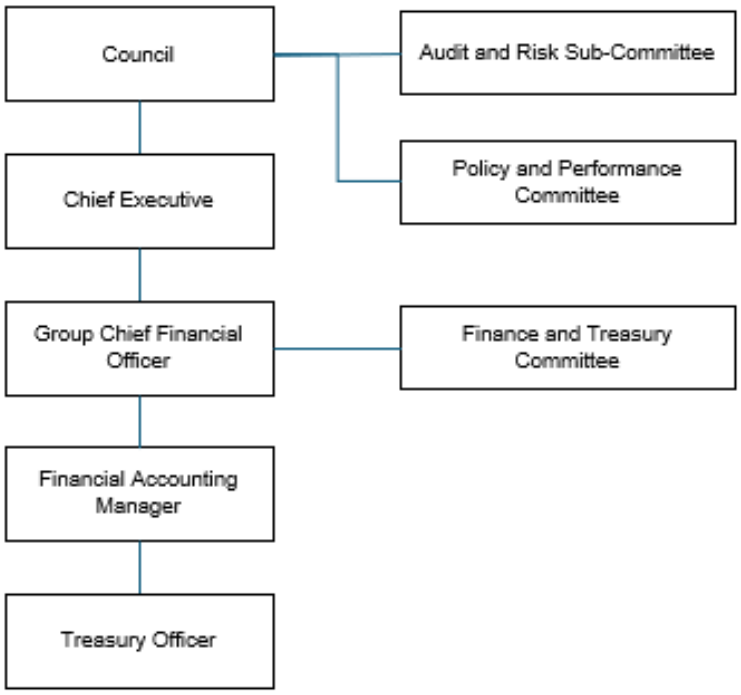
Council approves Policy parameters in relation to its treasury activities. Council's Chief Executive has overall financial management responsibility for HCC's borrowing and investments.

Council exercises ongoing governance over its subsidiary companies (CCO/CCTO), through the process of approving their Constitutions, SOI's, and the appointment of Directors/Trustees to these entities.

3. Governance and management responsibilities

3.1 OVERVIEW OF RESPONSIBILITIES

The following diagram illustrates those individuals and bodies who have treasury responsibilities. Authority levels, reporting lines and treasury duties and responsibilities are summarised in the section that follows.



3.2 COUNCIL

Council has ultimate responsibility for ensuring that there is an effective policy for the management of its risks. In this respect Council decides the level and nature of risks that are acceptable, given the underlying objectives of HCC.

Council is responsible for approving the Policy. While the Policy can be reviewed and changes recommended by other persons, the authority to make or change Policy cannot be delegated.

In this respect, Council has responsibility for:

- Approving the long-term financial position, financial strategy and rating levels of HCC through the adoption of the LTP and AP.
- Approval of annual Statements of Intent for CCOs and CCTOs.
- Approve and adopt the Liability Management and Investment Policies.
- Adoption of the Annual Report for HCC.
- Approving the Policy and incorporating the following delegated authorities:
    - Borrowing, investment and dealing limits and the respective authority levels delegated to the Chief Executive (CE), Group Chief Financial Officer (GCFO) and other HCC officers.
    - Counterparties and credit limits.
    - Risk management methodologies and benchmarks.
    - Guidelines for the use of financial instruments.
    - Receiving a triennial review report on the Policy.
- Approval for one-off transactions falling outside Policy. These will include:
    - Additional borrowings other than in accordance with the LTP, AP or CCO's SOI.
    - Purchase or disposal of assets other than in accordance with the LTP, AP or CCO's SOI,
    - The establishment and disposal of any CCO and the appointment of their directors or trustees.

3.3 POLICY~~, FINANCE~~ AND ~~STRATEGY~~ PERFORMANCE COMMITTEE (PPC~~FS~~)

The PPC provides governance oversight of policy, and financial performance reporting.

Under delegation from Council:

- Evaluate and recommend amendments to Policy.
- Reviewing debt levels for compliance with Councils Annual Plan, Long Term Plan or specific Council resolution and this Policy.
- Review treasury activity and oversee compliance with this Policy.

3.4 AUDIT AND RISK SUBCOMMITTEE (ARSC)

The ARSC provides oversight of risk management and assurance across the Council Group with respect to risk that is significant. Under delegation from Council:

- Providing objective advice and recommendations to Council around the sufficiency, quality and results of assurance over HCC's financial management practices, risk management, internal control systems and governance frameworks.

3.5 CHIEF EXECUTIVE (CE)

While Council has final responsibility for the Policy governing the management of Council's risks, it delegates overall responsibility for the day-to-day management of such risks to the Chief Executive.

In respect of treasury management activities, the Chief Executive's responsibilities include:

- Ensuring the policies comply with existing and new legislation.
- Approving the delegated authorities in line with the Financial Delegations Policy.
- Approving new counterparties and counterparty limits.
- Approving new external borrowing undertaken in line with Council resolution and approved borrowing strategy.
- In conjunction with the Group Chief Financial Officer (GCFO), approving the opening and closing of bank accounts.

- Receiving advice of non-compliance of Policy and significant treasury events from the GCFO.

3.6 GROUP CHIEF FINANCIAL OFFICER (GCFO)

The GCFO's responsibilities are as follows:

- Management responsibility for all external borrowing and investment activities as delegated by the CE.
- Recommending Policy changes for approval.
- Managing the long-term financial position of Council as outlined in the LTP.
- Ongoing risk assessment of borrowing and investment activity including procedures and controls.
- Approving treasury transactions in accordance with delegated authority.
- Authorising the use of approved interest rate management instruments within discretionary authority.
- Recommending financial delegated authorities in respect of all treasury activities.
- Review all delegated authorities annually to ensure that they are still appropriate and current.
- Proposing new external borrowing requirements to the CE, and if required submission to Council.
- Reviewing and making recommendations on all aspects of the Policy to the CE, including dealing limits, approved instruments, counterparties, and general guidelines for the use of financial instruments.
- Conducting a review, at least triennially, of the Policy, treasury procedures and counterparty limits.
- Monitoring and reviewing the performance of the treasury function in terms of achieving the objectives.
- Monitoring treasury exposures on a regular basis, including current and forecast cash position, interest rate exposures and borrowings.

- Authorising external borrowing, investing, interest rate, cash management transactions with bank counterparties. Approving all amendments to Council records arising from checks to counterparty confirmations - with any two authorised signatories.
- The GCFO has oversight, and approves actions undertaken by the Treasury Officer and Financial Accounting Manager per delegated authority.

3.7 FINANCIAL ACCOUNTING MANAGER (FAM)

The Financial Accounting Manager's responsibilities are as follows:

- Responsible for overseeing the day to day treasury function as delegated by the GCFO.
- Account for all treasury transactions in accordance with legislation and generally accepted accounting principles, Council's accounting and funding and financial policies.
- Ensuring management procedures and policies are implemented in accordance with this Treasury Risk Management Policy.
- Check all treasury deal confirmations against the treasury spreadsheet/deal ticket and report any irregularities immediately to the GCFO.
- Complete general ledger reconciliations to treasury spreadsheet.
- Review and approve monthly bank reconciliations.
- Reconcile monthly summaries of outstanding financial contracts from bank counterparties to internal records.
- Ensuring all financial instruments are valued and accounted for correctly in accordance with current best practice standards.

3.8 TREASURY OFFICER (TO)

The Treasury Officer's responsibilities are as follows:

- Execution of external borrowing, investment, and interest rate management transactions in accordance with set limits. Investigate financing alternatives to minimise borrowing costs, margins and interest rates, making recommendations to the GCFO as appropriate.
- Carry out the day to day cash and short term cash management activities.

- Co-ordinate the compilation of cash flow forecasts and day-to-day cash management responsibilities.
- Update treasury spreadsheets for all new, re-negotiated and maturing transactions.
- Monitor and update credit ratings of approved counterparties.
- Settlement of external borrowing, investment, cash management, and interest rate management transactions, after approval from GCFO/CE and signed-off.
- Complete monthly reconciliations of On-Call, Investment and Loan Balance Accounts.
- Handle all administrative aspects of bank counterparty agreements and documentation such as loan agreements and ISDA documents. Prepare treasury reports.
- Check compliance against limits and prepare report on an exceptions basis.
- Foreign exchange transaction processing, ensuring the best rate available.

3.9 FINANCE AND TREASURY COMMITTEE (FTC)

This is an internal committee of Officers, comprising the GCFO, FAM and TO, and is supported by external specialist treasury advisors as required. The committee considers HCC's cash flow forecast, current and forward looking debt position, interest rate hedging, upcoming debt issuance requirements, compliance with this Policy and formulates and agrees strategy in those regards.

3.10 DELEGATION OF AUTHORITY AND AUTHORITY LIMITS

Treasury transactions entered into without the proper authority are difficult to cancel given the legal doctrine of "apparent authority". Also, insufficient authorities for a given bank account or facility may prevent the execution of certain transactions (or at least cause unnecessary delays).

To prevent these types of situations, the following procedures must be complied with:

- All delegated authorities and signatories must be reviewed at least annually to ensure that they are still appropriate and current.

- A comprehensive letter must be sent to all bank counterparties at least annually to confirm details of all relevant current delegated authorities empowered to bind Council. This letter will also provide each counterparty Councils standard settlement instructions.

Whenever a person with delegated authority on any account or facility leaves Council, all relevant banks and other counterparties must be advised in writing in a timely manner to ensure that no unauthorised instructions are to be accepted from such persons.

Council has the following responsibilities, either directly itself, or via the following stated delegated authorities:

Activity	Delegated Authority	Limit
Approving and changing Policy	Council	Unlimited
Approve external borrowing for year as set out in the AP/LTP.	Council	Unlimited (subject to legislative and other regulatory limitations)
Acquisition and disposition of investments other than financial investments	Council	Unlimited
Approve Guarantees provided to Council CCOs and LGFA	Council	Unlimited
Approve Uncalled Capital Facilities provided to Council CCO/CCTOs	Council	Unlimited
Approve new and refinanced on-lending arrangements to CCO/CCTOs	Council	Unlimited
Approval for charging assets as security over borrowings as set out in the AP/LTP.	CE (delegated by Council)	Subject to Policy
Approving new and reviewing re-financed bank and LGFA facilities.	CE (delegated by Council)	Subject to Policy

Approving transactions outside Policy	PPC (delegated by Council)	Unlimited
Overall day-to-day treasury management	CE (delegated by Council) GCFO (delegated by CE)	Subject to Policy
Re-financing existing debt	CE (delegated by Council) GCFO (delegated by CE)	Subject to Policy
Approve new external borrowing in accordance with Council resolution or through the adoption of the AP/LTP.	GCFO (delegated by CE)	Per Council approved AP/LTP
Negotiate bank facilities	GCFO	N/A
Manage borrowing and interest rate strategy	GCFO	N/A
Adjust interest rate risk profile	GCFO	Per risk control limits
Managing funding and investment maturity profiles	GCFO	Per risk control limits
Activity	**Delegated Authority**	**Limit**
Maximum daily transaction amount (borrowing, investing, interest rate risk management and cash management) excludes roll-overs on debt and interest rate swaps.	Council CE GCFO TO	Unlimited $50 million $35 million $10 million
Manage cash/liquidity requirements	GCFO	Per risk control limits
Authorising list of signatories	CE	Unlimited

Opening/closing bank accounts	CE and GCFO	Unlimited
Triennial review of Policy	GCFO	N/A
Ensuring compliance with Policy	GCFO	N/A

All management delegated limits are authorised by the CE.

4.Liability management policy

4.1 INTRODUCTION

Council's liabilities comprise of borrowings (external/internal) and various other liabilities. Council maintains external borrowings in order to:

- Raise specific debt associated with projects and capital expenditures.
- Fund the balance sheet as a whole, including working capital requirements and targeted funding for on-lending to CCOs/CCTOs.
- Fund assets whose useful lives extend over several generations of ratepayers.
- Borrowing provides a basis to achieve inter-generational equity by aligning long-term assets with long-term funding sources and ensure that the cost is met by those ratepayers benefiting from the investment.

4.2 BORROWING LIMITS

Debt will be managed within the following limits:

Item	Borrowing limit
Net interest on external debt / total revenue	<15%
Net interest to annual rates income	<25%
Liquidity (external debt + available committed debt and stand-by facilities +	>110%

available liquid investments to existing external debt)	
Net external debt/total revenue	<250% Net debt can be increased to a maximum of 270% of total revenue at any time, provided that this is due to a significant natural disaster.

- Total Revenue is defined as cash earnings from rates, government capital grants and subsidies, user charges, interest, dividends, financial and other revenue and excludes non-government capital contributions (e.g., developer contributions and vested assets).
- Net external debt is defined as total external debt less liquid financial assets and investments. Where Council borrows to on-lend to a CCO/CCTO then the loan asset amount will be netted off the debt amount in the calculation. It is assumed the CCO/CCTO will be able to meet its ongoing interest and principal repayment obligations as assessed by officers and approved by Council when granting the loan.
- Liquidity is defined as external debt plus available committed debt and stand-by facilities plus liquid investments divided by external debt.
- Liquid investments are defined as: Overnight bank cash deposits, Wholesale/retail bank term deposits no greater than 30 days and Bank issued RCDs less than 181 days.
- Net interest on external debt is defined as the amount equal to all interest and financing costs (on external debt) less interest income for the relevant period.
- Annual Rates Income is defined as the amount equal to the total revenue from any funding mechanism authorised by the Local Government (Rating) Act 2002 (including volumetric water charges levied) together with any revenue received from other local authorities for services provided (and for which the other local authorities rate).
- Financial covenants are measured on a Council only basis and not a consolidated group basis.
- Disaster recovery requirements are to be met through the liquidity ratio and special funds.

4.3 ASSET MANAGEMENT PLANS

In approving new debt Council considers the impact on its external borrowing limits as well as the economic life of the asset that is being funded and its overall consistency with Council's LTP and Financial Strategy.

4.4 BORROWING MECHANISMS

Council is able to externally borrow through a variety of market mechanisms including issuing bonds, commercial paper (CP) and debentures, direct bank borrowing, LGFA, accessing the short and long-term wholesale/retail debt capital markets directly or indirectly, or internal borrowing of reserve and special funds. In evaluating strategies for new borrowing (in relation to source, term, size and pricing) the following is taken into account:

- Available terms from banks, LGFA and debt capital markets.
- Council's overall debt maturity profile, to ensure concentration of debt is avoided at reissue/rollover time.
- Prevailing interest rates and margins relative to term for LGFA, debt capital markets and bank borrowing.
- The market's outlook on future credit margin and interest rate movements as well as its own.
- Legal documentation and financial covenants together with security and credit rating considerations.
- For internally funded projects, to ensure that finance terms for those projects are at least as equitable with those terms from external borrowing.
- Alternative funding mechanisms such as leasing should be evaluated with financial analysis in conjunction with traditional on-balance sheet funding. The evaluation should take into consideration, ownership, redemption value and effective cost of funds.

Council's ability to readily attract cost effective borrowing is largely driven by its ability to rate, maintain a strong financial standing and manage its relationships with its

investors, LGFA, and financial institutions/brokers and maintain a long term credit rating of at least A~~A~~.

4.5 SECURITY

Council's external borrowings and interest rate management instruments will generally be secured by way of a charge over rates and rates revenue offered through a Debenture Trust Deed. Under a Debenture Trust Deed, Council's borrowing is secured by a floating charge over all Council rates levied under the Local Government Rating Act. The security offered by Council ranks equally or pari passu with other lenders.

From time to time, and with Council approval, security may be offered by providing a charge over one or more of Councils assets.

Physical assets will be charged only where:

- There is a direct relationship between the debt and the purchase or construction of the asset, which it funds (e.g., project finance).
- Council considers a charge over physical assets to be appropriate.
- Any pledging of physical assets must comply with the terms and conditions contained within the security arrangement.

4.6 DEBT REPAYMENT

The nature of Council's debt is primarily, but not exclusively, related to the purchase or creation of long term assets. Debt repayments will be in accordance with long term and annual plans. Additional repayments may be made from surplus funds generated by asset sales or operating surpluses.

The funds from all asset sales, operating surpluses, grants and subsidies will be applied to specific projects or the reduction of debt and/or a reduction in borrowing requirements, unless Council specifically directs that the funds will be put to another use.

Debt will be repaid as it falls due in accordance with the applicable borrowing arrangement. Subject to the appropriate approval and debt limits, a loan may be rolled over or re-negotiated as and when appropriate.

Council will manage debt on a net portfolio basis and will only externally borrow when it is commercially prudent to do so.

4.7 GUARANTEES/CONTINGENT LIABILITIES AND OTHER FINANCIAL ARRANGEMENTS

4.7.1 Organisations, clubs, Trusts, business units

Council may act as a guarantor to financial institutions on loans or enter into incidental arrangements for organisations, clubs, Trusts, or Business Units, when the purposes of the loan are in line with Council's strategic objectives.

Council will ensure that sufficient funds, lines of credit, or available debt capacity exists to meet amounts guaranteed. Guarantees given will not exceed NZ$2.0 million in aggregate.

Conditions to financial arrangements, such as loan advances, are specified in section 5.5.5.

4.7.2 Council Controlled Organisations

Council may act as a financial guarantor to a Council Controlled Organisation (CCO). A guarantee provided to a CCO must be approved by Council.

Guarantees provided to a CCO are not subject to the aggregate limit.

CCO's are not permitted to provide any guarantee of indebtedness in favour of any loans to third parties.

4.7.3 Council Controlled Trading Organisations

Council is not permitted to provide any guarantee of indebtedness in favour of any loans to Council Controlled Trading Organisations (CCTO) that are set up under Section 62 of the Local Government Act.

4.8 INTERNAL BORROWING

- As Council manages all funding and liquidity as a centralised function, ensuring cash and borrowing resources are used in an optimal manner, there is an element of funding per

activity which at times is effectively borrowed as excess reserve funds are sometimes used instead of external borrowing.

- The capital charge mechanism is applied to activities in the same manner for both internal and external borrowings.

4.9 NEW ZEALAND LOCAL GOVERNMENT FUNDING AGENCY (LGFA) LIMITED INVESTMENT

Despite anything earlier in this Policy, Council may borrow from the New Zealand Local Government Funding Agency Limited (LGFA) and, in connection with that borrowing, may enter into the following related transactions to the extent it considers necessary or desirable:

- Contribute a portion of its borrowing back to the LGFA as an equity contribution to the LGFA, e.g., borrower notes.
- Provide guarantees of the indebtedness of other local authorities to the LGFA and of the indebtedness of the LGFA itself.
- Commit to contributing additional equity (or subordinated debt) to the LGFA if required.
- Secure its borrowing from the LGFA and the performance of other obligations to the LGFA or its creditors with a charge over Council's rates and rates revenue.
- Subscribe for shares and uncalled capital in the LGFA.

4.10 ON-LENDING TO COUNCIL CONTROLLED ORGANISATIONS

To better achieve its strategic and commercial objectives, Council may provide financial support in the form of debt funding directly or indirectly to CCO/CCTOs.

Guarantees of financial indebtedness to CCTOs are prohibited, but financial support may be provided by subscribing for shares as called or uncalled capital.

Any on-lending arrangement to a CCO or CCTO must be approved by Council. In recommending an arrangement for approval the GCFO considers the following:

- Credit risk profile of the borrowing entity, and the ability to repay interest and principal amount outstanding on due date.

- Impact on Council's credit standing, debt cap amount (where applied), borrowing covenants with the LGFA and other lenders and Council's future borrowing capacity.
- The form and quality of security arrangements if provided.
- The lending rate given factors such as CCO or CCTO credit profile, external Council borrowing rates, borrower note and liquidity buffer requirements, term etc.
- Lending arrangements to a CCO or CCTO must be documented on a commercial arm's length basis. A term sheet, including matters such as borrowing costs, interest payment dates, principal payment dates, security and expiry date is agreed between the parties.
- Accounting and taxation impact of on-lending arrangement.

There is no limit amount for a guarantee provided to a CCO, or uncalled capital facility amount to a CCTO, but both must be approved by Council.

All on-lending arrangements must be executed under legal documentation (e.g., loan agreement) reviewed and approved by Council's independent legal counsel.

5. Investment policy

5.1 INTRODUCTION

HCC generally holds investments for strategic reasons where there is some community, social, physical or economic benefit accruing from the investment activity. Generating a commercial return on strategic investments is considered a secondary objective. Investments and associated risks are monitored and managed and regularly reported to Council. Specific purposes for maintaining investments include:

- For strategic purposes consistent with Council's LTP, AP and CCO's Statements of Intent.
- To reduce ratepayer burden.
- The retention of vested land.

- Holding short term investments for working capital requirements, debt and capital expenditure pre-funding purposes.
- Holding investments that are necessary to carry out Council operations consistent with LTP, AP and CCO's SOI, to implement strategic initiatives, or to support inter-generational allocations.
- Holding assets (such as property) for commercial returns.
- Provide ready cash in the event of a natural disaster. The use of which is intended to bridge the gap between the disaster and the reinstatement of normal income streams and assets.
- Invest amounts allocated to accumulated surplus, HCC created restricted reserves and general reserves.
- Invest proceeds from the sale of assets.

HCC recognises that as a responsible public authority group all investments held should be low risk. HCC also recognises that low risk investments generally mean lower returns.

Council can internally borrow from reserve funds in the first instance to meet future capital expenditure requirements, unless there is a compelling reason for establishing external debt.

5.2 OBJECTIVES

In its financial investment activity, HCC's primary objective when investing is the protection of its investment capital and that a prudent approach to risk/ return is always applied within the confines of this policy. Accordingly, only approved creditworthy counterparties are acceptable. HCC will act effectively and appropriately to:

- Protect HCC's investments.
- Ensure the investments benefit HCC's ratepayers.
- Maintain a prudent level of liquidity and flexibility to meet both planned and reasonably unforeseen cash expenditure requirements.

5.3 POLICY

HCC's general policy on investments is that:

- HCC may hold financial, property, forestry, and equity investments if there are strategic, commercial, economic or other valid reasons (e.g., where it is the most appropriate way to administer an HCC function).
- HCC will keep under review its approach to all major investments and the credit rating of approved financial institutions.
- HCC will review its policies on holding investments at least once every three years.

5.4 ACQUISITION OF NEW INVESTMENTS

With the exception of financial investments, new investments are acquired or entered into if an opportunity arises and approval is given by Council, based on advice and recommendations from HCC officers. Before approving any new investments, HCC officers give due consideration to the contribution the investment will make in fulfilling HCC's strategic objectives, and the financial risks of owning the investment.

The authority to acquire financial investments is delegated to the GCFO.

5.5 INVESTMENT MIX

5.5.1 Equity investments

Equity investments, includes investments held in CCO/CCTO and other shareholdings.

HCC maintains equity investments and other minor shareholdings. HCC's equity investments fulfil various strategic, statutory, regulatory, economic development and financial objectives as outlined in the LTP, APL and CCO/CCTO's SOI. Equity investments may be held where HCC considers there to be strategic community value.

Generally, HCC seeks to achieve an acceptable rate of return on all its equity investments consistent with the nature of the investment and their stated philosophy on investments. HCC may enter equity investments that do not generate a commercial return but meet a statutory, regulatory, community, social or economic objectives.

Any purchase or disposition of equity investments requires Council approval. Council may also acquire shares that are gifted or are a result of restructuring.

Dividends received from CCO's/CCTO's, and unlisted companies not controlled by Council, are used firstly to repay debt in relation to that investment, then, unless otherwise directed by Council, used to reduce other Council debt.

Any dividends received, and/or profit or loss arising from the sale of these investments must be recorded in accordance with appropriate accounting standards. Unless otherwise directed by Council, the proceeds from the disposition of equity investments will be used firstly to repay any debt relating to the investment and then utilised to reduce other debt. HCC recognises that there are risks associated with holding equity investments and to minimise these risks HCC, through the relevant Council committee, monitors the performance of its equity investments on a twice yearly basis to ensure that the stated objectives are being achieved. HCC seeks professional advice regarding its equity investments when it considers this appropriate.

5.5.2. New Zealand Local Government Funding Agency Limited investment

Despite anything earlier in this Policy, in conjunction with their borrowing activity, HCC may enter into the following transactions with the New Zealand Local Government Funding Agency Limited (LGFA):

- Contribute a portion of its borrowing back to the LGFA as an equity contribution to the LGFA. For example, borrower notes.
- Provide guarantees of the indebtedness of other local authorities to the LGFA and of the indebtedness of the LGFA itself.
- Commit to contributing additional equity (or subordinated debt) to the LGFA if required.
- Secure its borrowing from the LGFA and the performance of other obligations to the LGFA or its creditors with a charge over Council's rates and rates revenue.
- Subscribe for shares and uncalled capital in the LGFA.

and may borrow to fund that investment.

HCC's objective in making any such investment will be to:

- Obtain a return on the investment.

- Ensure that the LGFA has sufficient capital to remain viable, meaning that it continues as a source of debt funding for HCC.

Because of these dual objectives, HCC may invest in LGFA shares in circumstances in which the return on that investment is potentially lower than the return it could achieve with alternative investments. In connection with the investment, Council subscribes for uncalled capital in the LGFA and is a Guarantor.

5.5.3 Property investments

HCC owns property investments for strategic and commercial purposes. HCC reviews ownership through assessing the benefits including financial returns, in comparison to other arrangements that could deliver similar results.

Surpluses generated from commercial and semi commercial property investments are treated as an internal dividend to HCC. Other surpluses from property are treated as income in the related HCC activity.

Property disposals are managed to ensure compliance with statutory requirements and where appropriate consultation with Community Boards, Committees and Board of Directors/Trustees.

Property purchases are supported by registered valuations and where appropriate a full business case analysis. HCC will not purchase properties on a speculative basis.

5.5.4 Financial investments

Objectives

- HCC's primary objectives when investing is the protection of its investment capital. Accordingly, HCC may only invest in approved creditworthy counterparties. Creditworthy counterparties and investment restrictions are covered in section 6.3. Credit ratings are monitored and reported quarterly to Council.

HCC may invest in approved financial instruments as set out in section 6.1.3. These investments are aligned with HCC's objective of investing in high credit quality and liquid assets.

HCC's investment portfolio will be arranged to provide sufficient funds for planned expenditures and allow for the payment of obligations as they fall due. HCC prudently manages liquid financial investments as follows:

- Any liquid investments must be restricted to a term that meets future cash flow and capital expenditure projections.
- HCC may choose to hold specific reserves in cash and direct what happens to that investment income. In effect the income from financial investments will be an interest income stream into the treasury activity. The treasury activity pays interest on special funds and reserves.
- Internal borrowing will be used wherever possible to avoid external borrowing.
- Financial investments are held to pre-fund upcoming debt maturities.
- Financial investments do not include shares.

Special funds and reserve funds

Liquid assets are not required to be held against special funds and reserve funds. Instead, HCC will internally borrow or utilise these funds wherever possible.

Trust funds

Where HCC hold funds as a trustee or manages funds for a Trust then such funds must be invested on the terms provided within the Trust. If the Trust's investment policy is not specified, then this policy should apply.

5.5.5 Loan Advances

Council may provide loan advances or loan facilities to CCOs, CCTOs, charitable trusts and community organisations for strategic and commercial purposes. New loan advances and facilities are by Council resolution only. Council does not lend money, or provide any other financial accommodation, to a CCO or CCTO on terms and conditions that are more favourable than those that would apply if Council were borrowing the money or obtaining the financial accommodation.

Council does not lend to CCTOs on more favourable terms than what it can achieve itself, without charging any rate or rate revenue as security.

Advances to charitable trusts, and community organisations do not have to be on a fully commercial basis. Where advances are made to charitable trusts and community organisations at below Council's cost of borrowing, the additional cost is treated as an annual grant to the organisation.

Council reviews performance of its loan advances on a regular basis to ensure strategic and economic objectives are being achieved.

5.6 DEPARTURES FROM NORMAL POLICY

Council may, in its discretion, depart from the Investment Policies where is considers that the departure would advance its broader social or other policy objectives. Any resolution authorising an investment under this provision shall note that it departs from Council's ordinary policy and the reasons justifying that departure.

5.7 INVESTMENT MANAGEMENT AND REPORTING PROCEDURES

HCC's investments are managed on a regular basis, with sufficient minimum immediate cash reserves and a cash buffer maintained. The daily cash position is monitored and managed through the Daily Cash Flow Forecast, and long-term cash flow through the annual Cash flow Forecast. To best manage funding gaps, HCC's financial investment maturities are matched with HCC's forecast cash flow requirements.

The performance of HCC investments is regularly reviewed to ensure HCC's strategic objectives are being met. Both performance and policy compliance are reviewed through regular reporting.

6. Risk recognition / identification management

The definition and recognition of liquidity, funding, interest rate, counterparty credit, operational and legal risk of HCC is detailed below and applies to both the Liability Management Policy and Investment Policy.

6.1 INTEREST RATE RISK

6.1.1 Risk recognition

Interest rate risk is the risk that funding costs (due to adverse movements in market wholesale interest rates), will materially exceed or fall short of projections included in the LTP, AP or CCO's SOI so as to adversely impact revenue projections, cost control and capital investment decisions/returns/feasibilities.

The primary objective of interest rate risk management is to reduce uncertainty relating to interest rate movements through fixing/hedging of interest costs. Certainty around interest costs is to be achieved through the proactive management of underlying interest rate exposures.

6.1.2 Interest rate risk control limits

Exposure to interest rate risk is managed and mitigated through the risk control limits below. HCC's forecast gross external debt should be within the following fixed/floating interest rate risk control limits.

Forecast gross external debt is the amount of total external debt for a given period. The GCFO can consider alternative debt forecast scenarios that make assumptions around such matters as, the delivery and timing of the capital expenditure programme, Local Water Done Well, when designing and approving the interest rate strategy.

Any debt raised and on-lent to CCO/CCTOs is on a fixed rate basis and therefore is netted for interest rate management purposes. This debt is not included in the debt forecast for Council's ongoing interest rate management purposes.

Debt Interest Rate Policy Parameters (calculated on rolling monthly basis)					
Debt Period Ending	~~**Debt Amount**~~	**Minimum Fixed**	**Maximum Fixed**	~~**Actual Fixed**~~	~~**Compliant (Y/N)**~~
~~Current~~		~~40%~~	~~95%~~		
Year 1		40%	95%		

Year 2		35%	90%		
Year 3		30%	85%		
Year 4		25%	80%		
Year 5		20%	75%		
Year 6		0%	70%		
Year 7		0%	65%		
Year 8		0%	60%		
Year 9		0%	55%		
Year 10		0%	50%		
Year 11 plus		0%	25%		

A fixed rate maturity profile that is outside the above limits, but self corrects in less than 90-days is not in breach of this Policy. However, maintaining a maturity profile beyond 90-days requires specific approval by ~~PFS~~Council as recommended by the PPC.

- "Fixed Rate" is defined as all known interest rate obligations on forecast gross external debt, including where hedging instruments have fixed movements in the applicable reset rate.
- "Floating Rate" is defined as any interest rate obligation subject to movements in the applicable reset rate.
- Fixed interest rate percentages are calculated based on the average amount of fixed interest rate obligations relative to the average forecast gross external debt amounts for the given period (as defined in the table above).
- Managing to forecast gross external debt allows for pre-hedging in advance of projected physical drawdown of new debt. When approved forecasts are changed (signed off by the GCFO or equivalent), the amount of interest rate fixing in place may have to be adjusted to ensure compliance with the Policy minimum and maximum limits.

- Interest rate swap maturities beyond the maximum LGFA bond maturity must be approved by Council ~~/PFS through a specific approval.~~as recommended by the ~~AR~~PPC.
- Hedging outside the above risk parameters must be approved by the ~~PFS~~ Council as recommended by the PPC~~AR~~.
- Interest rate options must not be sold outright. However, one for one collar option structures is allowable, whereby the sold option is matched precisely by amount and maturity to the simultaneously purchased option. During the term of the option, only the sold side of the collar can be closed out (i.e., repurchased) otherwise, both sides must be closed simultaneously. The sold option leg of the collar structure must not have a strike rate "in-the-money".
- Purchased borrower swaptions mature within 18 months.
- Interest rate options with a maturity date beyond 12 months that have a strike rate (exercise rate) higher than 2.00% above the appropriate swap rate, cannot be counted as part of the fixed rate hedge percentage calculation (i.e., an ineffective hedge).
- The forward start period on swap/collar strategies to be no more than 36 months, unless the forward start swap/collar starts on the expiry date of an existing swap/collar and has a notional amount which is no more than that of the existing swap/collar.

6.1.3 Approved financial instruments

Approved financial instruments (which do not include shares or equities) are as follows:

Category	Instrument
Cash management and borrowing (from LGFA and approved banking institutions)	Bank overdraft Committed bank cash advance and funding facilities (short term and long term ~~loan~~ debt facilities) Committed LGFA Standby facilities ~~(where offered)~~ Loan stock /bond issuance • Floating Rate Note (FRN) • Fixed Rate Note (Medium Term Note/Bond) Commercial paper (CP) / Promissory notes Deferred Settlement committed debt
Investments	Bank deposits

	Bank certificates of deposit (RCDs) LGFA borrower notes
Interest rate risk management	Forward rate agreements ("FRAs") on: • Bank bills Interest rate swaps including: • Forward start swaps/collars. Start date <36 months, unless linked to existing maturing swaps/collars • Swap extensions and shortenings Interest rate options on: • Bank bills (purchased caps and one for one collars) • Interest rate swaptions (purchased swaptions and one for one collars only)

Any other financial instrument must be specifically approved by Council on a case-by-case basis and only be applied to the one singular transaction being approved.

All unsecured investment securities must be senior in ranking. The following types of investment instruments are expressly excluded:

- Structured debt where issuing entities are not a primary borrower/ issuer
- Subordinated debt (other than Borrower Notes subscribed from the LGFA), junior debt, perpetual notes and debt/equity hybrid notes such as convertibles.

6.2 LIQUIDITY RISK/FUNDING RISK

6.2.1 Risk recognition

Cash flow deficits in various future periods based on long term financial forecasts are reliant on the maturity structure of cash, short-term financial investments, loans and bank facilities. Liquidity risk management focuses on the ability to access committed funding at that future time to fund the gaps. Funding risk management centres on the ability to re-finance or raise new debt at a future time at the same or more favourable pricing (fees and borrowing margins) and maturity terms of existing loans and facilities.

The management of HCC's funding risks is important as several risk factors can arise to cause an adverse movement in borrowing margins, term availability and general flexibility including:

- Local Government risk is priced to a higher fee and margin level.

- HCC's own credit standing or financial strength as a borrower deteriorates due to financial, regulatory or other reasons.
- A large individual lender to HCC experiences its own financial/exposure difficulties resulting in HCC not being able to manage their debt portfolio as optimally as desired.
- New Zealand investment community experiences a substantial "over supply" of Council investment assets.
- Financial market shocks from domestic or global events.

A key factor of funding risk management is to spread and control the risk to reduce the concentration of risk at one point in time so that if any of the above events occur, the overall borrowing cost is not materially unnecessarily increased and desired maturity profile compromised due to market conditions.

6.2.2 Liquidity/funding risk control limits

- External ~~term loans~~ debt, ~~and~~ available committed debt and stand-by facilities together with available liquid investments must be maintained at an amount above~~of~~ 110% over existing external debt.
- HCC has the ability to pre-fund up to 18 months forecast debt requirements including re-financings. Debt re-financings that have been prefunded will remain included within the funding maturity profile until their maturity date.
- The GCFO has the discretionary authority to re-finance existing external debt on ~~more~~ acceptable terms. Such action is to be reported to the CE and the ~~PFS~~PPC at the earliest opportunity.
- The maturity profile of the total committed funding in respect to all external debt / loans and committed debt facilities, is to be controlled by the following system:

Period	Minimum %	Maximum %
0 to 3 years	15%	60%
3 to 7 years	25%	85%
7 years plus	0%	60%

A maturity schedule outside these limits will require specific Council approval.

- A funding maturity profile that is outside the above limits, but self corrects itself within 90-days is not in breach of policy. However, maintaining a maturity profile beyond 90 days requires specific approval by Council as recommended by the PPC.
- Once debt has been refinanced with a contracted term deposit (pre-funded), the term deposit amount, will net off the maturing debt amount, from the funding maturity profile percentage calculation.
- External debt that is raised by Council to be on-lent debt to CCO/CCTO's is included in the funding maturity profile percentage calculation. The CCO/CCTO loan asset is not included in the funding maturity profile.
- To minimise concentration risk the LGFA require that no more than the greater of NZD 100 million or 33% of a council's borrowings from the LGFA will mature in any 12 month period.

6.3 COUNTERPARTY CREDIT RISK

Counterparty credit risk is the risk of losses (realised or unrealised) arising from a counterparty defaulting on a financial instrument where HCC is a party. The credit risk to HCC in a default event will be weighted differently depending on the type of instrument entered into.

Credit risk will be regularly reviewed by the PPC. Treasury related transactions would only be entered into with organisations specifically approved by Council.

Counterparties and limits can only be approved on the basis of long-term Standard & Poor's, (S&P) credit ratings (or equivalent Fitch or Moody's rating) being A and above and/or short-term rating of A-1 or above.

Limits should be spread amongst a number of counterparties to avoid concentrations of credit exposure.

The following matrix guide will determine limits:

Counterparty/Issuer	Minimum S&P long term / short term credit rating	Total maximum per counterparty ($m)
NZ Government	N/A	Unlimited
Local Government Funding Agency (LGFA)	N/A	Unlimited

NZ Registered Bank (minimum rating)	AA- / A-1	50.0
NZ Registered Bank (minimum rating)	A / A-1	25.0

In determining the usage of the above gross limits, the following product weightings will be used:

- Investments (e.g., Bank Deposits) – Transaction Principal x~~´~~ Weighting 100% (unless a legal right of set-off exists).
- Interest Rate Risk Management (e.g., swaps, FRAs) – Transaction Notional ´ Maturity (years) ´ 3%.

Each transaction should be entered into a treasury spreadsheet and a monthly report prepared to show assessed counterparty actual exposure versus limits.

Individual counterparty limits are kept in the ~~a spreadsheet~~Treasury Tool ~~-~~by management and updated on a day to day basis. Credit ratings should be reviewed by the Treasury Officer on a monthly~~n ongoing~~ basis and in the event of material credit downgrades should be immediately reported to the GCFO and assessed against exposure limits. Counterparties exceeding limits should be reported to the PPC.

Risk management

To avoid undue concentration of exposures, financial instruments should be used with as wide a range of approved counterparties as possible. Maturities should be well spread. The approval process must take into account the liquidity of the market and prevailing market conditions the instrument is traded in and repriced from.

6.4 FOREIGN CURRENCY

HCC has minor foreign exchange exposure through the occasional purchase of foreign exchange denominated services, plant and equipment.

Generally, all significant commitments for foreign exchange are hedged using foreign exchange contracts, once expenditure is approved and legally committed. Both spot and forward foreign exchange contracts can be used by HCC.

HCC shall not borrow or enter into incidental arrangements, within or outside New Zealand, in currency other than New Zealand currency. HCC does not hold investments denominated in foreign currency.

6.5 OPERATIONAL RISK

Operational risk is the risk of loss as a result of human error (or fraud), system failures and inadequate procedures and controls.

Operational risk is very relevant when dealing with financial instruments given that:

- Financial instruments may not be fully understood.
- Too much reliance is often placed on the specialised skills of one or two people.
- Most treasury instruments are executed over the phone.
- Operational risk is minimised through the adoption of all requirements of this Policy.

Dealing authorities and limits

Transactions will only be executed by those persons and within limits approved by Council.

Segregation of duties

As there are a small number of people involved in the treasury activities, adequate segregation of duties among the core functions of deal execution, confirmation, settling and accounting/reporting is not strictly achievable. The risk will be minimised by the following process:

- The GCFO reports directly to the CE.
- The FAM will report directly to the GCFO to control the transactional activities of the TO.
- There is a documented approval and reporting process for borrowing, interest rate and liquidity management activity.

6.6 LEGAL RISK

Legal risks relate to the unenforceability of a transaction due to an organisation not having the legal capacity or power to enter into the transaction usually because of

prohibitions contained in legislation. While legal risks are more relevant for banks, HCC may be exposed to such risks.

HCC will seek to minimise this risk by adopting policy regarding:

- The use of standing dealing and settlement instructions (including bank accounts, authorised persons, standard deal confirmations, contacts for disputed transactions) to be sent to counterparties.
- The matching of third party confirmations and the immediate follow-up of anomalies.
- The use of expert advice.

6.6.1 Agreements

Financial instruments can only be entered into with banks that have in place an executed ISDA Master Agreement with HCC.

HCC's internal/appointed legal counsel must sign off on all documentation.

6.6.2 Financial covenants and other obligations

HCC must not enter into any transactions where it would cause a breach of financial covenants under existing contractual arrangements.

HCC must comply with all obligations and reporting requirements under existing funding facilities and legislative requirements.

7. Measuring treasury performance

In order to determine the success of HCC's treasury management function, the following benchmarks and performance measures have been prescribed.

Those performance measures that provide a direct measure of the performance of the Treasury function (operational performance and management of debt and interest rate risk) are to be reported to Council or an appropriate sub-committee of Council on a quarterly basis.

Management	Performance
Operational performance	1. All policy limits must be complied with, including (but not limited to) counterparty credit limits, control limits and exposure limits. 2. All treasury deadlines are to be met, including reporting deadlines.
Management of debt and interest rate risk (borrowing costs)	3. The actual borrowing cost (taking into consideration any costs/benefits of entering into interest rate management transactions) should be at or below the budgeted YTD/annual ~~interest~~ borrowing cost amount. 4. ~~Actual wholesale interest costs must be benchmarked to market interest rates. The applicable market interest rate is determined by finding the mid-point policy benchmark rate.~~ 5. ~~HCC policy mid-point represents an average duration of 5-years. The market benchmark rate will be calculated every month and represent the 5-year swap rate monthly rolling average over a 5-year period.~~

8. Reporting

When budgeting interest costs, the actual physical position of existing loans and interest rate instruments must be taken into account.

8.1 TREASURY REPORTING

The following reports are produced:

Report Name	Frequency	Prepared by	Reviewed by	Recipient
Daily Cash Flow Forecast	Daily	TO	FAM	GCFO
~~Treasury Exceptions Report~~	~~Daily~~	~~TO~~	~~FAM~~	~~GCFO~~
Treasury Compliance Report including: • Policy limit compliance • Borrowing limits • Funding and Interest Position • Funding facility • New treasury transactions • Actual to budget interest revenue and expense analysis • Liquidity risk position • Counterparty credit • Treasury performance • Debt maturity profile • Treasury investments • Revaluation of financial instruments • Treasury Exceptions	Monthly	TO	FAM	GCFO

Quarterly Treasury report including: • Treasury Compliance Report content as above	Quarterly	TO~~CFO~~	~~PFS~~FAM/GCFO	~~Council~~PPC
Credit ratings update CCO/CCTO loans and guarantees, financial arrangements	Monthly	TO	FAM	GCFO
Trustee Report	As required by the Trustee	TO	FAM/GCFO	Trustee company
Compliance Certificate	Annually	TO	FAM/ GCFO	LGFA

9. Policy review

The Policy is to be formally reviewed on a triennial basis, and annually for internal purposes.

The GCFO has the responsibility to prepare the annual review report that is presented to Council. The report will include:

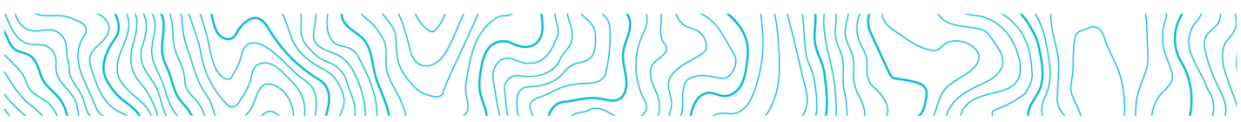
- Recommendation as to changes, deletions and additions to the Policy.
- An overview of the treasury function in achieving the stated treasury objectives and performance benchmarks.
- A summary of breaches of Policy and one-off approvals outside Policy.

Council receives the report, approves Policy changes and/or rejects recommendations for Policy changes.

Group Procurement Strategy

Business unit & Division	Office of the Chief Executive, Finance
Date adopted	TBA
Date effective	TBA
Review period	Every 3 years
Owner	Group Chief Financial Officer
Approved by	Council
Author (V.2.0)	Fortune Tlapi - Procurement Manager

Archived Version (of adopted policy)	**Author**	**Date**	**Description**
V 1.0	Nishana Reddy, Risk & Assurance Manager	Date Published: March 2024 Date superseded: TBA	Creation of Group Procurement Strategy



Introduction

Overview

Procurement plays an important role in how the **Council Group** (Hutt City Council and its wholly owned Council Controlled Organisations) delivers its priorities and works to build a resilient and connected city where all our people thrive. As a significant buyer of goods, works, and services, the way the Council's Group plans for procurement, sources the right provider, and manages contracts impacts on the local economy, our performance in delivering on priorities, the value for money received, and our reputation.

To enable and advance long-term benefits for the community, the Council Group outlook on procurement leans towards a strategic approach rather than a reactive approach. Strategic procurement for the Council Group is a forward-thinking, value-driven approach to sourcing goods, works and services that aligns with the Council's long-term goals and objectives. It emphasises proactive planning, data-driven decision-making, and the establishment of strong, collaborative relationships with suppliers. Unlike reactive traditional procurement, which focuses on short-term, cost-driven purchases, strategic procurement considers the total cost of ownership (TCO), encompassing quality, reliability, sustainability, and innovation.

To achieve all of this, we are guided by our Procurement Policy, Principles and the Government Procurement Rules.

Purpose

The purpose of this strategy is to outline how the Council's Group Procurement processes and practice will support achievement of priorities, ensuring maximum benefits and desired results are realised, within the parameters of public sector guidance and rules

Scope

The scope of this strategy encompasses all procurement activities, sets out the Council's Group procurement direction, and encompasses the whole procurement lifecycle. This is supported by ensuring good planning, effective sourcing strategies, contract management, supplier management, review, and continuous improvement exists.

Applicability

This strategy is applicable to Hutt City Council and its wholly owned Council Controlled Organisations (Council's Group).

Hutt City Council has a "Transport Procurement Strategy", which has been developed in conjunction with New Zealand Transport Agency Waka Kotahi. The Transport Procurement Strategy must be followed for all Roading Network procurement activities.

Service Standards

Hutt City Council acknowledges that to keep Council officers safe during commercial activities and to deliver consistent best practice advice and service to Council staff to ensure seamless business continuity, the procurement team and Council staff who undertake procurement activities must be suitably trained, resourced, and qualified to ensure value-for-money outcomes now and into the future.

Objectives

The objectives of this Strategy are to:

- Contribute and support the achievement and delivery of the Council's Group priorities.
- Proactive identification and analysis of future procurement activities, taking a group lens, delivering public value for money.
- Procure using agile methods, improving transparency and accountability
- Develop, maintain, and support effective strategic partnerships with suppliers.
- Increase social outcomes by supporting and strengthening opportunities with local and regional businesses, including employment and training opportunities for the community
- Increase sustainable climate impact outcomes by waste and carbon reductions
- Effectively manage risk and risk sharing with suppliers; and
- Promote consistency and continuous improvement.
- Promote equitable access to contract opportunities for Māori, Pasifika, and locally owned businesses.

Council's Group Key Priorities

Priority 1

Providing future-fit infrastructure

Priority 2

Enabling a liveable city and vibrant neighbourhoods

Priority 3

Supporting and enhancing the environment

We're taking the next steps

1 In partnership with our communities

2 In a way that is financially sustainable

3 Taking climate change into account

All while promoting the wellbeing of all people.

Based on HCC Long Term Plan (2024-2034)

The Strategy

Procurement Lifecycle

The end-to-end procurement activity is made up of three distinct phases.

1. **Plan**—This phase commences when a team or person has identified a "need" and is about to develop a business case or explore procurement options. The Procurement Team should be engaged at this phase to ensure process robustness, compliance and to identify opportunities for increased value for money.
2. **Source** – During this phase, the market is engaged, a suitable supplier is selected, and a contract is awarded.
3. **Manage** - This phase is critical for fostering positive, mutually beneficial relationships with suppliers, tracking performance, and ensuring the supplier has delivered the requirements. Both parties should work to build mutually beneficial relationships that focus on cost containment, sustainability, continuous improvement and innovation.

Strategic Procurement

Key benefits of strategic procurement versus traditional procurement

Traditional	Strategic
Reactive, transactional approach to procurement	Proactive planning, forward looking
Focus on short-term cost savings (upfront cost, price, and lead time)	Focus on long-term benefits (whole of life cost, sustainability and economic benefits)
Often disconnected from strategic objective achievements	Aligned to business objectives
Limited market analysis and research performed due to time constraints	Sufficient time to perform market analysis and research. Early and ongoing supply market engagement.
Time constrained, not always able to deliver best value for money	Ability to deliver public value for money through whole of life cost
Relationships with suppliers are more "trading style". Largely limited to the procurement activity with minimal relationship building and value add	Relationships with suppliers are collaborative, enhances value, risk management, drive innovations and continuous improvement
Process Driven	Outcome driven, in alignment strategic objectives such as decarbonisation and local business' support.

Strategic Operating Model

The strategic operating model (framework) is made up of:

- This Procurement Strategy
- The Procurement Policy
- Procurement Templates (including plans)
- Procurement Reports
- Ongoing procurement and commercial capability upskilling

- Contract KPIs; and
- Guidance by the Six Principles of Government Procurement.

The strategic operating model supports the Council's Group capital and operating programme of work to ensure compliance, public value and value for money is achieved.

Implementation

- All business units to ensure consideration of longer-term strategic impacts of decisions being made at procurement planning phase.
- Where applicable procurement and category strategies are developed and endorsed by HCC Procurement Team prior to creation of procurement plans.
- Business units to ensure commercial contracts reflect the strategic intent of the relevant procurement activities. Contract management and monitoring activities to focus on achievement of the strategic objectives of Council and the KPI's, service levels and requirements set out in the contract document.
- Council is an accredited living wage employer, and all suppliers must pay staff working on HCC contracts a minimum of the Living Wage as set by Living Wage Aotearoa.
- Council requires all procurement activities to consider economic benefits for the city, region and nation. Please refer to Group Procurement Policy for details.

Supplier Relationships & Partnerships

Strong supplier relationships and effective partnerships are essential to achieving best public value from procurement. Council's approach to supplier relationships moves beyond transactional purchasing and focuses on building capability, resilience, innovation, and sustainable outcomes across the supply market.Council will adopt a strategic, proportionate approach to supplier relationships, recognising that not all procurements or contracts require the same level of engagement. The nature of the relationship will be determined by the value, risk, complexity, and criticality of the goods, services, or works being procured.

Supplier relationships may range from transactional arrangements for low-risk, low-value purchases through to collaborative partnerships for high-value, high-risk, or strategically important contracts.

Council's supplier relationships will be guided by the following **principles**:

Value focused – relationships will support best value over the whole-of-life of the contract, not just lowest upfront cost.

Fair and transparent – suppliers will be treated fairly, consistently, and with integrity.

Proportionate – the level of relationship management will reflect the scale, risk, and importance of the contract.

Collaborative where appropriate – collaboration will be encouraged where it improves outcomes, manages risk, or drives innovation.

Accountable – roles, responsibilities, and performance expectations will be clearly defined and actively managed

Associated Planning Documents

Procurement activities are guided by:

- **The Long-Term Plan (LTP)** – Our long-term plans set the Council's Group strategic direction for a 10-year period.
- **Group Procurement Policy** – The policy that details the rules of Procurement for the Council's Group.
- **Annual Plans** – The Annual Plan details the activities we intend to carry out over the coming financial year.
- **Annual Reports** – A key document that compares our performance for the year against the forecast in the Annual Plan.
- **The National Land Transport Programme (NLTP)** – produced by Central Government, the NLTP contains all the land transport activities, such as public transport services, road construction and maintenance, that Waka Kotahi anticipates funding over the next three years.
- **Procurement Guidance for Public Entities** – produced by the Office of the Auditor General, this document provides good practice guidance for public entities to procure goods or services.
- **Transport Procurement Strategy –** Hutt City Council's Transport strategy developed in conjunction with NZTA Waka Kotahi.
- **Solid Waste Management and MInimisation By-law 2021-** The Bylaw supports Council to meet its obligations under the Waste Minimisation Act 2008.

Group Procurement Policy

To be used by all employees, contractors and consultants when procuring works, goods and services

Business unit & Division	Finance, Office of the Chief Executive
Date adopted	TBA
Date effective	TBA
Review period	Every 3 years
Owner	Group Chief Financial Officer
Approved by	Council
Implementation	All business units
Monitoring/Evaluation	Finance and All business units
Author (V 4.0)	Fortune Tlapi -Procurement Manager

Archived Version (of adopted policy)	Author	Date	Description
V 1.0	Bradley Cato	01/10/2016	Approved by SLT
V2.0	Paula Alkema	19/03/2020	Reviewed
V 2.3	Allen Yip	May 2020	Approved by CLT
V 3.0	Jenny Livschitz	February 2022	Review of financial thresholds

Purpose

1. Procurement plays an important role in how the **Council Group** (Hutt City Council and its wholly owned Council Controlled Organisations) delivers its priorities and works to build a resilient and connected city where all our people thrive. The Council Group is a major buyer of goods, works and services. The way we plan, source and manage our expenditure and spend public money has an impact in the local economy and can affect the Council Group's performance and reputation.

2. The purpose of this policy is to ensure that all Council Group procurement occurs within the parameters of public sector policy, rules and guidelines. It outlines Council's approach to planning, sourcing and managing our procurement.

3. This policy sets out Council's expectation for how all Council Group procurement activities will be planned and managed. All Council Group employees, contractors and consultants must comply with this policy whenever a procurement exercise is undertaken unless there is a compelling justification to depart from the procurement process and the reasons are recorded and approved by a person with the appropriate financial delegation to grant an exemption.

4. This policy aligns with and reflects NZ Government rules and expectations and international best practice.

Scope

5. This procurement policy covers all procurement processes entered into by employees, including permanent staff members (full-time and part-time), temporary staff, seconded staff, consultants, contractors, Council Controlled Organisations and any entity acting as a procurement agent for the Council Group.

   This policy does not apply to:

   - sub-contracting or sourcing activities undertaken by Council suppliers, unless specifically required under contract
   - entering into employment contracts
   - property transactions, including the lease, sale or purchase of land or buildings. Services, goods or works required to complete property transactions remain subject to the provisions of the Group Procurement Policy

All procurement processes relating to transport infrastructure works which claim financial assistance from NZ Transport Agency Waka Kotahi (NZTA) must comply with the NZTA Procurement Manual for activities funded through the National Land Transport Programme.

Procurement Objectives

6. This procurement policy informs Council employees and contractors of the appropriate requirement when undertaking procurement for the Council Group, with particular consideration to:
   - Contributing to the achievement of Council's strategic priorities as expressed in the Group Procurement Strategy
   - Demonstrate best value for money spent
   - Demonstrate transparency and accountability in our decision making
   - Promote consistency of approach to deliver efficient and continuous improvement
   - Deliver sustainable economic benefits locally, regionally and nationally.
   - Develop and maintain strategic partnerships within our supply markets.

This policy is not a "how-to" procurement guide. Council maintains a comprehensive set of resources (guides, templates, systems, tools and exemplars) to allow for compliance with this policy and achievement of business outcomes.

Policy Principles

7. The following specific principles apply to all Council Group procurement activities. Each principle is supported by one or more statements that reflect the requirements and expectations of Council and of Council's Leadership Team.

BEST VALUE FOR MONEY

All our procurement decisions must be justifiable on the basis of best value.

- Before initiating any sourcing process, the criteria by which best value will be determined must be documented, endorsed by the Procurement Team and approved by appropriate financial delegated authority holder.
- Procurement decision making should be objective and evidence-based wherever possible. Any subjective decisions of best value must apply professional and

informed judgement, with a recorded rationale and approved by appropriate delegated financial holder.

- Procurement planning and decision making must consider potential social, environmental, sustainability, cultural and economic benefits and impacts
- Procurement planning should consider the management of risk associated with any new or modified buildings or structures, equipment, material, services or work processes introduced into the workplace and provide evidence that health and safety issues have been incorporated into purchasing decisions where applicable.
- As part of tender evaluation and supplier selection, a full due diligence exercise that includes financial, legal, past performance, capability and capacity aspects must be undertaken.

TRANSPARENCY AND ACCOUNTABILITY

Our procurement practices must be able to always withstand public scrutiny.

- All procurement decisions and resulting contracts are the responsibility of the individual named positions in the delegations' matrix.
- Procurement processes and decisions must be clearly recorded so they can be reviewed and audited. This includes procurement plans, category plans, procurement strategies, tender documents, evaluation recommendation reports and contract documents.
- All procurement activities and supplier relationships must be managed with the highest levels of integrity, in accordance with Council's Code of Conduct
- The Conflict of Interest policy applies to all procurement activities and decisions. Formal conflict of interest declaration must be completed by all employees, contractors and consultants directly involved in a procurement activity.
- All tender participants will be offered a full debrief highlighting strengths and areas for improvement. This is done to assist suppliers to be more competitive in future tender opportunities.

CONSISTENCY OF APPROACH

All procurement activities and decisions must comply with Council's policies, procurement procedures and delegation schedules.

- Compliance with procurement procedures and the financial delegation matrix is mandatory.
- All procurement processes should use Council's endorsed templates and

processes.

SUPPLY MARKET

Develop strategic partnerships with our supply chain

- Create opportunities for early and proactive engagement with our supply markets to help inform procurement planning
- Develop a pipeline of procurement opportunities to encourage confidence from the supply market that translates into multiple viable responses to tenders
- All open tenders will be publicly advertised using the New Zealand Government Electronic Tendering Service (GETS)

PRINCIPLES OF GOVERNMENT PROCUREMENT

Council will apply the *Principles of Government Procurement* when procuring goods, works and services, when planning, sourcing and managing our procurement.

- Plan and manage for great results
- Be proportionate and right size the procurement
- Be fair to all suppliers
- Get the right supplier
- Get the best deal for everyone
- Play by the rules

ALL OF GOVERNMENT/SYNDICATED/PANEL CONTRACTS

The Council will use the All-of- Government Panels, Syndicated Contracts and Council's own panel contracts if there are contracts in place that can meet their needs unless there is a good reason not to.

Policy Application

ECONOMIC BENEFITS

Council will look to create opportunities and economic benefits for **Hutt City and Wellington Region (Local) and New Zealand (National)**

- This approach should be considered for all procurement activities and is **mandatory** for total spend above $100,000 (open competitive tender threshold for goods and services).

- **A minimum weighting of 10% on the evaluation criteria must be applied**. This will be for the economic benefits outlined below.
    - Using local and national businesses, including SME's, in delivering goods and services, either directly or as a sub-contractor or in the supply chain
    - Making better use of local and national resources, such as increasing workforce participation, providing training or apprenticeships or using spare industrial capacity
    - Contribution to positive social and cultural outcomes in local and national communities
    - Consideration of sustainability and environmental benefits of proposed solutions
    - Development and adoption of innovative products or practices that benefit local and national communities
    - Development of local and national industry capabilities or capacity
- The minimum 10% weighting may be for a single or combination of economic benefits outlined above.
- All aspects of the procurement process including planning, sourcing, tender evaluation and contracts management must ensure the selected economic benefits are considered and delivered upon.

LIVING WAGE REQUIREMENTS

Council is an accredited Living Wage Employer. All third-party staff, contractors and subcontractors working on council contracts must be paid a minimum of the living wage for the term of the contract. This is a pre-condition for suppliers to bid for council business. The Living Wage Is set by Living Wage Aotearoa and updated annually on their website (www.livingwage.org.nz).

EMERGENCY PROCUREMENT

Council recognises that in an emergency, we may need to depart from usual procurement processes in order to respond effectively. This will be in line with and in fulfilment of 'Section 6, Exemptions' in the HCC Financial Delegation Policy.

We will still follow best practices for emergency situations including:
• acting within existing delegated authority
• documenting our emergency procurements during the event, or as soon as possible afterwards.
• formalizing all emergency procurements by completing the standard process documents, which include appropriate endorsements and approvals.

Financial Thresholds

8. The Council Group is required to conduct an open tender for contracts for goods and services with a value in excess of $100,000 NZD or $500,000 NZD for construction related contracts. These thresholds relate to the total anticipated value of the contract for the full term of the contract (i.e. the aggregated total cost of the contract) e.g. a two-year requirement/relationship with an annual value of $300,000 would equal a total contract value of $600,000. Contract values must not be structured or divided at any stage to fall under the thresholds to avoid tendering.

COUNCIL GROUP (EXCL URBAN PLUS LIMITED)

Procurement Activity	Total Value of Contract (Goods and Services)	Total Value of Contract (Construction)
Direct purchase	$0 - $25,000	$0 - $50,000
Closed competitive tender[1]	$25,001 - $99,999	$50,001 - $499,000
Open and competitive tender	>$100,000	>$500,000

URBAN PLUS LIMITED

Procurement Activity	Total Value of Contract (Goods and Services)	Total Value of Contract (Construction)
Selective purchase	$0 - $50,000	$0 - $50,000
Competitive quotation[1]	$50,001 - $200,000	$0 - $200,000
Closed tender[1]	$200,001 - $499,999	$200,001 - $499,999
Open tender	>$500,000	>$500,000

Before goods are purchased or services are engaged, a purchase order (for direct purchase only) or a written contract must exist. HCC Procurement Team maintains and publicises all templates and documents that ae applicable for each type of procurement activity.

The financial delegations outlined in the Financial Delegations Policy must be adhered to when conducting any procurement process. All requests to procure goods and services must be authorised by a person holding the appropriate financial delegation for the total life of the contract.

[1] Quotes to be sought from at least three different vendors / suppliers

Related Documents

The following documents should be read in conjunction with this Policy:

- Group Procurement Strategy
- Financial Delegations Policy
- Code of Conduct
- Conflicts Of Interest
- Receiving of Gifts Policy
- NZTA's Procurement Manual
- NZ Government Procurement Rules 5th Ed (2025)
- Health and Safety Manual
- Solid Waste Management and Minimisation By Law 2021

Additional reference material can be found through the following websites:

- Office of the Auditor General's *Procurement Guide for public entities [2008]*
- State Services Commission's *Conflicts of Interest Model Standards*
- State Services Commission's *Code of Conduct for the State Services*

Financial Delegation Policy

Business unit	Finance
Date adopted	Initial adoption in September 2019, last review February 2022
Date effective	March 2026
Review period	Every three years
Owner	Group Chief Financial Officer
Approved by	Council

Archived Version (of adopted policy)	Author	Date	Description
V 1.0	Jenny Livschitz, Group Chief Financial Officer	8 August 2019	New policy established
V 2.0	Jenny Livschitz, Group Chief Financial Officer	1 February 2022	Periodical review
V 3.0	Jenny Livschitz, Group Chief Financial Officer	March 2026	Periodical review

1. Introduction

The authority to enter financial transactions and commitments is an important part in how Hutt City Council delivers its Financial Strategy and maintains prudent financial management practices.

1.1 Purpose

The elected Mayor and Councillors are the governing body of Hutt City Council. It delegates much of its responsibilities to the Chief Executive (CE) and Committees. In turn, the CE is authorised to, and does, delegate responsibilities to officers.

This policy sets out these delegations in relation to financial matters and provides the basis for, and the limits on, the exercise of all Financial Delegated Authority ("FDA").

There are other non-financial types of delegations which can be referenced in Council's 'Delegations Register' (for example those statutory delegations required by the Resource Management or Buildings Acts that empower or authorise the Council to carry our certain activities under those Acts).

1.2 Scope

This policy applies to the Council Group (Group) being the Hutt City Council (Council) and its wholly owned Council Controlled Organisations (CCOs). This includes all elected members, employees/officers (full-time, part-time, fixed term, casual and volunteers) of the Council Group.

For CCOs, all references in this policy to the Long Term Plan or Annual Plan should be replaced with "Statement of Intentions" and all references to the Council governing body should be replaced by "CCO Board".

This policy should be read in conjunction with the Procurement Policy which has a primary purpose to ensure all procurement occurs within the parameters of public sector policy, rules and guidelines.

Definitive source: This policy is the definitive source of all approved Financial Delegated Authority. Where there is any conflict between this Policy and any other Group policy, procedure, guidelines or document, this Policy will take priority unless determined otherwise by the CE.

2. Policy contents and guidelines

2.1 Principles

The financial delegations authorise an Officer to approve financial transactions for specified budgets up to a dollar amount. The financial delegations are based on the following principles:

a) Must comply with all legal requirements.
b) They should reflect the separate roles of governance and management. The role of the Council and Committees is to concentrate on setting the outcomes, approving the overall allocation of resources, and monitoring performance to ensure targets are met. Officers focus on the means to achieve the defined outcomes, implement the policy and carry out the day-to-day operations.
c) Should give effect to the Long-Term Plan (LTP)/Annual Plan.
d) To promote efficiency and effectiveness.
e) Must provide for clear accountability and lines of responsibility.
f) Officers are held accountable for the way they discharge their responsibilities.

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2.2 Guide to Financial Delegations

Type of transaction	Delegation required
Delegations from the Council to the CE	The Council has delegated to the CE the authority to implement the LTP/Annual Plan.
Sale and purchase of land and buildings including that acquired by gift or vesting.	Explicit Council approval required. Council may choose to delegate approvals to a sub-committee of Council.
Operating and capital expenditure	Delegated to specific positions and cost centres with financial limits.
Overspending of budgets	Generally, not permitted. The CE has authority to approve overruns if the overall Annual Plan numbers are not exceeded.
Significant transactions	Council has a Significance and Engagement Policy which sets out the criteria for deciding if a transaction or event is significant. Decisions on a significant transaction are required to comply with this policy.
Setting rates	Approved by the Council.
Rates postponement, remission and penalties	Delegated to the CE or other officers as specified in the policies approved by Council.
Treasury transactions	Covered by the Treasury Risk Management Policy.

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2.3 General rules to financial delegations

a) All financial delegation limits are subject to a maximum of what is approved in the current LTP/Annual Plan or any approved revisions of the budgets in the LTP/Annual Plan which are approved by Council.
b) The financial delegation limits for expenditure relate to the total procurement or purchase price for goods and services. Officers are not permitted to deliberately split purchases to reduce the level of delegated authority necessary to approve the expenditure.
c) Where a decision may be politically sensitive, there may be personal benefit or a conflict of interest, the one-up rule applies (i.e. the decision must be transferred up to the reporting line manager).
d) Apart from the CE and Group Chief Financial Officer the financial delegations to officers are specific to the cost centres or project budgets relevant to their role.
e) The CE has the authority to sub-delegate within the limits of their own delegation. Similarly, an officer may sub-delegate within the limits of their own delegation.
f) An officer's delegation lapses when that officer leaves the organisation at which they obtained such delegated authority or changes position within that organisation. An officer's delegated authority may be revoked by written notice.
g) The authority is limited to commit expenditure within the budgeted amount. It does not permit expenditure if there is no budget available. If the budget is unlikely to be met or cannot be met, then the cost centre overall budget must be managed to absorb the impact.
h) All expenditure must be approved by an officer with financial delegated authority to incur the expenditure prior to the purchase being committed.
i) Delegations for revenue contracts must be applied at the same monetary level as for expenditure contracts.
j) Financial delegated authority amounts are GST exclusive.
k) Directors and Business Unit Managers are responsible for ensuring appropriate financial delegations are always recorded.
l) Any amendments to financial delegations must be promptly advised in writing to both the officer and the Finance Business Unit.
m) Records must be generated, filed and retained to maintain an appropriate audit trail. The Finance Business Unit is responsible for retaining records provided.
n) Failure to carry out duties within financial delegation authority may be regarded as misconduct and/or delegations may be revoked.

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Refer to Appendix 1 - Delegations schedule, which includes further detailed information on financial delegations including sub-delegations.

2.4 Overspending budgets

2.4.1 LTP/Annual Plan

a) Council approval is required to exceed the total LTP / Annual Plan budget level. The Council must be informed as soon as it is known that this is likely to occur. The Council can approve revisions to the budgets in the LTP/Annual Plan.
b) Where overspending could have a significant effect on Council and/or services provided to the public, further public consultation may have to take place on the available options. Council has adopted a Significance and Engagement Policy and if the criteria of this policy are triggered, then further public consultation must take place.

2.4.2 Seeking approval for overspend

a) Authority is delegated to commit expenditure within the budgeted amount. It does not generally permit expenditure if no budget is available. The rule is 'live within the budget'.
b) For a cost centre over-run, the manager must find savings within the cost centres they are responsible for. This applies to the total budget for a cost centre or the individual programme or project budgets. Operational expenditure (OPEX) cannot be transferred to capital expenditure (CAPEX), and vice versa. The manager must also identify any impact at a project level.
c) As soon as a manager becomes aware that a cost centre or project budget may be overspent (after assessing for offsetting savings) they must escalate to their Director for resolution.
d) The CE has the authority to approve OPEX and CAPEX variances in an activity area by an amount no greater than 5% if the overall Annual Plan budget for the year (or approved revisions of this budget by Council) is not exceeded. The CE may choose to delegate approval of budget overspend variances at an activity level to Directors and/or the Finance and Treasury Committee (a committee of officers).
e) Overspends without offsetting savings which exceed the Annual Plan budget for the year (or approved revisions of this budget by Council) are required to be reported to the Strategy, Long Term Plan and Annul Plan Subcommittee (a sub-

committee of Council). This Committee will consider the options available to remedy the issue and make a recommendation to Council.

2.4.3 Bringing forward of Capex budgets

a) At times CAPEX projects are delayed for a range of reasons, for example due to consenting issues, resourcing constraints or delays with finalising and agreeing the design. Where the overall CAPEX budget for the year is expected to be underspent, the CE has authority to bring forward and accelerate the delivery of CAPEX projects that were planned in the next two years of the LTP/Annual Plan.
b) The intent here is for the CE to enable overall progress in the delivery of projects, even if some are experiencing delays. This would be achieved by enabling faster progress of some projects where other projects are progressing more slowly and/or experiencing underspends for that financial year. From a funding perspective, there is effectively a swapping out of projects without having any overall net financial impact.
c) Ahead of any decisions to bring forward CAPEX projects by the CE, the Mayor and Chairperson of the relevant Subcommittee, would agree an approach to prioritising which projects are brought forward.
d) Changes to the timing of CAPEX projects under this delegation must be notified to the Strategy, Long Term Plan and Annual Plan Subcommittee as part of the reporting processes.
e) The CE may choose to delegate the approval of this bringing forward of CAPEX projects in this context to Directors.

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3. Roles and Responsibilities

3.1 Delegating managers

Delegating managers are responsible for implementing and operating this Policy within their team. They are accountable for;

a) Oversight of this Policy within their team;
b) Ensuring that any Financial Delegated Authorities within their team reflect the requirements of the roles and responsibilities within the team;
c) Ensuring that any sub-delegations are in writing; and
d) Ensuring that officers in their team (including acting roles) are aware of and provide written acknowledgement of their understanding and acceptance of the obligations.

3.2 Financial delegated authority holders

Financial Delegated Authority (FDA) holders are accountable for ensuring that they:

a) Are aware of their current FDA;
b) Comply with this Policy in exercising FDA;
c) Do not misrepresent their authority to third parties;
d) Ensure that transactions are authorised accurately and appropriately and that sufficient details and supporting information is available if required for compliance monitoring purposes; and
e) Apply the one-up rule for a decision which may be politically sensitive, there may be personal benefit or a conflict of interest.
f) Delegated Authority holders who act outside their authority may be subject to disciplinary action.

3.3 Group Chief Financial Officer

The Group Chief Financial Officer is responsible for:

a) Maintaining and overseeing this Policy and the financial delegations process;
b) Ensuring that all original delegations are held in safe custody;
c) Managing the review process of this Policy; and

d) Ensuring that appropriate controls are in effect to monitor compliance and for reporting material breaches of this policy to the Chief Executive.

4. Exceptions

a) In exceptional circumstances (such as a major incident or civil emergency) the CE (or other most senior managers available if the CE is not available) may suspend normal lines of authority and make executive decisions as the situation requires, until such time as Council resolves otherwise. Where practicable, the exercise of any power under this clause which is ordinarily reserved for the Council should be made in consultation with the Mayor (or other most senior member of Council available if the Mayor is not available).

b) The CE will have authority to approve unbudgeted expenditure where the incurring of the expenditure relates to purchases required for health and safety or other essential legislative compliance reasons.

c) Any exceptions to policy would be reported through to the Policy and Performance Committee.

5. Related Documents

- Code of Conduct
- Conflict of Interest policy
- Sensitive Expenditure Policy
- Procurement Policy
- Procurement Guide
- Treasury Risk Management Policy
- Delegations Register (Non-financial delegations, e.g. statutory delegations required by the Resource Management and Building Acts)
- Financial Delegations Register
- Policy Guide to Managing Misconduct.

Appendix 1 – Delegations schedule

The delegations schedule provides further information about the financial delegations, and particularly the sub-delegation by officers. Levels of delegations are provided for as a broad framework for the implementation of the policy.

Level	Position within the Council
8	Chief Executive[1]
7	Directors responsible for infrastructure activities Group Chief Financial Officer
6	Other Directors responsible for non-infrastructure activities Business Unit Managers responsible for infrastructure activities
5 or less	Other Business Unit Managers responsible for non-infrastructure activities Business unit managers, managers or team leaders, other Council officers

All figures noted in this delegation schedule are per transaction/commitment or if there is a contract, the total contract costs. All figures are GST exclusive.

	Level 8	Level 7	Level 6	Level 5	Level 4	Level 3	Level 2	Level 1
Operating expenditure (Opex) and revenue								
Non-restricted OPEX	Unlimited[1]	$2 Million[2]	$500k[2]	$250k	$150k	$50k	$10k	$1k
Revenue, excluding rates	Unlimited[1]	$2 Million[2]	$500k[2]	$250k	$150k	$50k	$10k	$1k
Restricted items:								
Rates payments for Greater Wellington Regional Council	Unlimited	$10 Million[3]	-	-	-	-	-	-

GST/IRD payroll related payments	Unlimited	$10 Million[3]	-	-	-	-	-	-
Legal advice per legal issue	Unlimited	$250k	$150k	-	-	-	-	-
Capital (Capex)								
Non-restricted capex	Unlimited[1]	$2 Million[2]	$500k[2]	$250k	$150k	$50k	$10k	$1k
Restricted items:								
Sale or purchase of land and buildings including gifts and vesting with no Council approval	Full Council approval required							
Sale or purchase of land and buildings including gifts and vesting with explicit Council approval	Unlimited	$2 Million	-	-	-	-	-	-
Sale of surplus assets	Unlimited	$500k	$250k	-	-	-	-	-

Notes for delegation schedule	
	The CE's authority is limited by the budgets approved in the LTP / Annual Plan, or any revisions of the budgets in the LTP/Annual Plan which are approved by Council.
2.	Excluding treasury transactions which are covered in the Council's Treasury Risk Management Policy.
3.	Group Chief Financial Officer only.

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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 5 May 2026 commencing at 9:30 am

To watch the livestream of this meeting, please click here: 5 May 2026 Connected Communities, Climate Resilience Committee

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PRESENT:	Cr A Mitchell (Chair)	Cr N Shaw (Deputy Chair)
	Mayor Fauono K Laban (from 9.33am)	Deputy Mayor K Brown (from 9.33am)
	Cr G Barratt	Cr P Ravi
	Cr B Dyer	Cr T Lewis (until 11.37am)
	Cr S Edwards (from 9.46am)	Cr T Stallinger (until 12.48pm)
	Cr C Parkin	Cr M Tonga-Grant
	Cr TA Puketapu (until 12.35pm)	Cr K Yung

APOLOGIES: There were no apologies.

IN ATTENDANCE:
A Blackshaw, Director Neighbourhoods and Communities
K Stannard, Head of Democratic Services (part meeting)
A Nelson, Head of Parks and Reserves
A Moore, Head of Connected Communities
J Scherzer, Head of Climate, Waste and Resource Recovery
A Darby-Braddock, Head of Mayor's Office (part meeting)
N Peurifoy, Leasing Coordinator (part meeting)
R Thomas, Facilities Project Lead (part meeting)
M Randall, Senior Advisor – Climate and Sustainability (part meeting)
D Neil, City Safety Manager
N MacDonald, Community Facilitator – Rangatahi (part meeting)
C Poole-Alefaio – Executive Assistant to the Mayor (part meeting)
V Gilmour, Democracy Advisor
H Clegg, Minute Taker

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA KAUNIHERA

Tuia te mana akiaki
Rarangahia te mana rangatira
Kia tipu, kia puāwai
E ripo ngā wai
O Te Awa Kairangi
He Kaitiaki ki te whenua
He oranga taiao
He oranga tangata

Haumi e, hui e Taiki e!

Sow the seeds of courage
Weave the power of unity
To grow and prosper
There are ripples in
Te Awa Kairangi
There are Kaitiaki on the land
Protected environment
Thriving people

Connected, united, affirmed!

2. APOLOGIES

RESOLVED: (Cr Mitchell/Cr Yung) **Minute No. CCCRC 26201**

"That the apologies received from Mayor Fauono Laban, Deputy Mayor Brown and Cr Edwards for lateness be accepted."

3. PUBLIC COMMENT

Comments are recorded under the item to which they relate.

Mayor Fauono Laban and Deputy Mayor Brown arrived at 9.33am.

Cr Barratt left the meeting at 9.45am and rejoined the meeting at 9.47am.

Cr Edwards joined the meeting at 9.46am.

4. CONFLICT OF INTEREST DECLARATIONS

Cr Shaw declared a conflict of interest in relation to item 6) Assets Review Update, noting her role as Council's representative to the Pomare Taitā Community Trust. She did not participate in the discussion or voting on the matter.

Cr Puketapu declared a conflict of interest in relation to item 6) Assets Review Update, noting her role as the iwi representative on the Wainuiomata High School Board. She did not participate in the discussion or voting on the matter.

Cr Barratt declared a conflict of interest in relation to item 6) Assets Review Update, noting her role as the President of the Eastern Hutt Rotary Club. She did not participate in the discussion or voting on the matter.

5. RECOMMENDATIONS TO TE KAUNIHERA O TE AWA KAIRANGI COUNCIL - 26 May 2026

a) Draft Use of Hutt City Council Land Policy

The Head of Parks and Reserves and the Leasing Coordinator elaborated on the report.

Members discussed the interpretation of the Long Term Plan decision to increase fees and charges by no more than 30% at any one time, with the long term objective of achieving 19% total cost recovery.

Cr Lewis expressed support for the overall policy, but she raised concern that it could result in an increase in the number of mobile traders operating along The Esplanade, while ratepaying businesses on Jackson Street were already struggling.

The Chair requested that the Definitions section on page 16 of the report be amended to clarify the wording of "temporary" in the draft policy to read: "up to 10 days or 6 consecutive days."

RECOMMENDED: (Cr Mitchell/Cr Tonga-Grant) **Minute No. CCCRC 26202**

"*That the Committee recommends that Council:*

(1) notes and receives the report;

(2) adopts the Draft Use of Hutt City Council Land Policy attached as Appendix 1 to the report; and

(3) notes the amendments requested by the Committee at the meeting to be incorporated prior to Council consideration."

b) **ASSETS REVIEW UPDATE - COMMUNITY HOUSES**

Report No. CCCRC2026/2/122 by the Acting Head of Assets & Facilities Management

Speaking under public comment, **Suzanne Doig, Chair of Petone Community House Inc,** said the Petone Community House was a valued, historic community asset. She noted Council's financial issues but warned that a full cost recovery model might make it unaffordable for some users. She offered to work with Council to reduce costs and adapt funding over time, suggesting any fee increases be phased in over at least one to three years.

In response to questions from members, Ms Doig advised that the use of the Petone Community House had increased following the closure of the Alicetown Community House.

Speaking under public comment, **Ron Hunter, Chairman of Avalon Pavilion Charitable Trust** (the Trust), said that the Trust did not understand why Council resumed management, especially regarding irregular lease payments. He explained the only delayed payment was due to funds being held separately and available for Council, and that the Trust had covered utility, insurance, and maintenance costs. He also said the Trust repeatedly asked for a copy of the new lease and an opportunity to discuss and negotiate the terms, but this had not happened.

In response to questions from members, Ron Hunter said the Trust funded building upgrades and a key tenant left due to roof leaks affecting their secure storage needs. He explained high water bills resulted from the Fire Brigade using the water toby for training. He highlighted that Council officers had told the Trust not to pay these bills and that Council would handle them.

Speaking under public comment, **Nicky Smith, representing the Wainuiomata Community Board,** stated they were seeking more information on asset and service reviews to stay informed and engaged. She recognised the financial pressures on Council, noting that high needs communities depend heavily on community houses. She asked for transparency in decision making to prevent surprises and expressed her willingness to collaborate with Council officers to find suitable solutions.

Speaking under public comment, **Peter Hartstrange, representing Avalon Pavilion Charitable Trust** (the Trust), advised that the Trust had received no prior indication of Council's intention to resume administration of the Avalon Pavilion Hall. He noted that Lions and Rotary were among the facility's primary users and expressed concern about the future of these organisations and the community services they provide should access to the space be affected. He further advised that the proposed annual lease fee of $25,000 was not financially sustainable for the Trust.

In response to questions from members, Peter Hartstrange advised that theTrust members came from Lions and Rotary Clubs. He said the Trust did not earn $38,000 annually and sometimes operated at a loss. He noted that the $38,000 figure might be from when the NZ Blood Service leased space in the hall, but since Council did not repair the roof leaks, the service did not renew its lease.

Crs Shaw, Puketapu and Barratt declared a conflict of interest and took no part in the discussion or voting on the matter.

The Director Neighbourhoods and Communities elaborated on the report, advising that all leaseholders of Council community facilities had received advisory correspondence approximately 18 months to two years earlier. The correspondence outlined Council's transition toward a user-pays fees and charges framework (cost recovery model) and noted that, upon renewal of individual leases, discussions would be undertaken to determine the application of the new arrangements.

The Head of Parks and Reserves confirmed that the proposed lease amount had been formally communicated to the Avalon Pavilion Charitable Trust in correspondence issued 11 days earlier, with approximately eight weeks remaining before the new lease arrangements were scheduled to take effect.

The Director Neighbourhoods and Communities added that the Asset Review had identified a range of historic leases and agreements which could result in Council assets not being optimally utilised or achieving appropriate levels of cost recovery. She further advised that Council had recently adopted the Target Operating Model, which included recommendations to divest additional assets in the future to help manage the rates burden. She clarified that existing leaseholders would not lose access to their respective spaces; however, the fees and charges associated with the use of those spaces could increase. She also noted that a number of facilities returned to direct Council management had subsequently generated increased returns through the central booking system and were progressing toward more optimised use of the assets.

In response to a question from a member, the Director Neighbourhoods and Communities advised that an equity lens had not been applied to the proposed fees and charges.

In response to a question from a member, the Head of Parks and Reserves confirmed the proposed $25,000 fee for the Avalon Pavilion Charitable Trust was based on the Trust's posted annual revenue of $38,000, and that it was common in lease agreements for tenants to pay for any internal modifications or upgrades to the spaces they leased. He explained that the lease for that space was currently charged at 10% of revenue, that this had not been enforced or managed, and that the proposed fee represented 19% cost recovery.

Following discussion by members regarding the Council's requirement that lease increases be capped at a maximum of 30% at any one time, and the proposed 19% cost recovery target, the Director Neighbourhoods and Communities agreed to revisit the Avalon Pavilion matter to ensure officers were correctly applying the new policy. She further clarified that the report before the meeting recommended bringing the facilities under Council management and did not include consideration of rental or lease figures.

In response to questions from members, the Director Neighbourhoods and Communities advised that the Target Operating Model did not provide for the offering of discounts and that Council required implementation of a cost recovery model. She confirmed that the booking system was not yet accessible to external entities directly, with users required to access the system through approved Council channels. She further advised that bespoke leasing arrangements remained available, citing the

agreement currently in place for the Maungaraki space as an example, and noted that the overarching requirement was achievement of cost recovery.

In response to questions from members, the Director Neighbourhoods and Communities clarified that paragraph 6(c) of the report formed part of a broader contextual discussion officers were undertaking regarding the management of Council assets, and that any recommendation to demolish an asset would be referred back to Council for a final decision. She confirmed that marae were included in the discussions and were supportive of the proposed management approach. She also advised that discussions relating to the Pomare Community House did not include the Pomare Hall, as the hall was subject to a separate lease arrangement.

The Head of Parks and Reserves agreed to report back to the Committee regarding the Parkway Community House situation.

Cr Dyer expressed concern regarding the implementation of the 30% maximum rental increase and the 19% cost recovery requirement policy.

Members discussed whether a staggered implementation of any fee increases could be introduced, either on an asset specific basis or as a general condition applying across all facilities.

Deputy Mayor Brown raised a point of order regarding whether the discussion remained within the question stage of the item. The Chair ruled that members' questions remained relevant to seeking clarification from officers on the item.

Deputy Mayor Brown requested that, where questions remained unanswered, officers provide further advice outside the meeting.

The Chair noted his understanding that increases exceeding 30% may not align with Council policy.

The meeting adjourned at 10.56am and resumed at 11.06am.

MOVED: (Cr Mitchell/Cr Edwards)

"That the Committee recommends that Council:

(1) notes Council's previous decision to review leases for all Council-owned assets as they expire and to reset them to align with the Assets Review in relation to increased cost recovery, optimising assets and divestment;

(2) notes the alignment of this work with the Target Operating Model regarding the intention to reduce the cost of Council's asset stock through divestment or demolition;

(3) agrees to the recommendations outlined in Table 1, contained within the report, with the exception of Avalon Pavilion in particular:

    (a) setting standard rents for all community houses at $9,500 excluding GST per annum from 1 August 2026, with a CPI increase year on year;

    (b) starting divestment processes for the Parkway, Moerā and Pomare assets; and

(c) bringing management of Treadwell Hall back into Council;

(4) asks officers to further explore options for the lease and management of Avalon Pavilion, which achieves Council's requirements around cost recovery and optimisation, and report back with further details about revenue and expenditure of any proposed options at the Council meeting on 26 May 2026; and

(5) notes that further Target Operating Model considerations may lead to future recommendations regarding this set of assets and leases will be set at three years to enable flexibility."

AMENDMENT MOVED: (Cr Dyer/ Cr Ravi)

"asks officers to work with the community houses on a staggered approach of 30% over the next three years."

Cr Stallinger asked that the motion under debate now be put.

The amendment was declared LOST by Division, with the voting as follows:

For	**Against**
Cr Dyer	Cr Mitchell
Cr Parkin	Mayor Laban
Cr Yung	Deputy Mayor Brown
Cr Lewis	Cr Edwards
Cr Ravi	Cr Stallinger
	Cr Tonga-Grant
Total: 5	Total: 6

Cr Parkin raised a point of order, stating that Cr Barratt did not have a conflict of interest because the amendment did not relate to Avalon Pavilion and was therefore entitled to participate in the vote. The Chair invited Cr Barratt to cast her vote. Cr Barratt elected to abstain.

The motion was taken in parts. Parts (1), (2) and (3)(c) and parts (4) and (5) were declared CARRIED on the voices. Part (3)(a) and part (3)(b) were declared CARRIED on the voices.

RECOMMENDED: (Cr Mitchell/Cr Edwards) **Minute No. CCCRC 26203**

"That the Committee recommends that Council:

(1) notes Council's previous decision to review leases for all Council-owned assets as they expire and to reset them to align with the Assets Review in relation to increased cost recovery, optimising assets and divestment;

(2) notes the alignment of this work with the Target Operating Model regarding the intention to reduce the cost of Council's asset stock through divestment or demolition;

(3) agrees to the recommendations outlined in Table 1, contained within the report, with the exception of Avalon Pavilion in particular:

(a) setting standard rents for all community houses at $9,500 excl GST per annum from 1 August 2026, with a CPI increase year on year;

(b) starting divestment processes for the Parkway, Moerā and Pomare assets; and

(c) bringing management of Treadwell Hall back into Council;

(4) asks officers to further explore options for the lease and management of Avalon Pavilion, which achieves Council's requirements around cost recovery and optimisation, and report back with further details about revenue and expenditure of any proposed options at the Council meeting on 26 May 2026;

(5) notes that further Target Operating Model considerations may lead to future recommendations regarding this set of assets and leases will be set at three years to enable flexibility."

6. PROPOSAL FOR LONG-TERM LEASES OVER RESERVE LAND

Report No. CCCRC2026/2/92 by the Leasing Coordinator

The Head of Parks and Reserves and the Leasing Coordinator elaborated on the report.

RESOLVED: (Cr Mitchell/Cr Ravi) **Minute No. CCCRC 26204**

"That the Committee:

(1) notes and receives the report; and

(2) approves the granting of long-term land leases subject to standard Council terms and conditions."

7. CITY SAFETY SIX-MONTHLY UPDATE

Report No. CCCRC2026/2/90 by the Head of Connected Communities

The Head of Connected Communities elaborated on the report and introduced the new City Safety Manager.

In response to questions from members, the Head of Connected Communities advised that she would investigate options for obtaining more refined Police data, including, if required, an official information request.

In response to questions from members, the Head of Connected Communities advised that she would follow up on reported graffiti issues, including the specific locations raised during discussion, and ensure that appropriate response actions were undertaken.

In response to questions from members, the Head of Connected Communities advised that work would continue through the Target Operating Model process to assess future delivery models for CCTV services, associated risks, including potential reduction scenarios, and funding responsibilities, including the role of central government and the Police.

Members noted that, since funding for Safe City Ambassadors had been withdrawn, there had been an increasing reliance on the CCTV network, whereas the ambassadors had been instrumental in early intervention to prevent incidents occurring.

RESOLVED: (Cr Mitchell/Cr Stallinger) **Minute No. CCCRC 26205**

"That the Committee:

(1) notes the current trends in City Safety; and

(2) notes the increasing demand for CCTV, and that further work will be undertaken as part of the Target Operating Model work to determine the future delivery model, noting this is not currently a core service."

Cr Lewis left the meeting at 11.37am.

8. RANGATAHI SIX-MONTHLY UPDATE

Report No. CCCRC2026/2/91 by the Head of Connected Communities

The Head of Connected Communities elaborated on the report and introduced the Community Facilitator – Rangatahi.

Deputy Mayor Brown left the meeting at 11.39am and rejoined the meeting at 11.41am.

In response to questions from members, the Community Facilitator – Rangatahi acknowledged that many minority youth groups remained unengaged. She advised that close connections were being forged with the Ministry of Education, kura, Hutt Valley High School, and ESOL, and that creating safe spaces would encourage all youth to participate in decision making.

The Head of Connected Communities advised that a Migrant Youth Worker had recently been engaged.

RESOLVED: (Cr Mitchell/Cr Barratt) **Minute No. CCCRC 26206**

"That the Committee:

(1) notes the progress made, including increased participation, stronger partnerships and the establishment of Te Ranga Kairangi as a platform for Rangatahi voice;

(2) notes the key issues and opportunities identified in this report, including system capacity constraints, inequities in reach, and limited visibility of impact;

(3) endorses a continued focus on strengthening coordination, partnerships, equity of access, and the use of data and insights to support more consistent and outcomes-focused engagement; and

(4) notes that officers will prioritise targeted improvements within the current Plan."

9. UPDATE ON COUNCIL'S CLIMATE CHANGE WORK

Report No. CCCRC2026/2/93 by the Senior Advisor - Climate and Sustainability

Speaking under public comment, **James Scott** and **Emilie Fletscher, representing Electrify the Hutt,** reported on the success of the recent "Watts Inside" solar tour and the ongoing commitment and action that people in the Hutt Valley were undertaking to find and implement tangible sustainable energy options. They highlighted the measured monetary benefits and the upcoming events they were hosting.

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

In response to questions from members, the Senior Advisor – Climate and Sustainability advised that improvements to business case reporting for capital investment decisions would be considered to ensure that full-lifecycle cost analysis, including operational costs, depreciation, and projected savings, would be clearly presented in future reports.

Cr Parkin left the meeting at 12.03pm and rejoined the meeting at 12.04pm.

RESOLVED: (Cr Mitchell/Deputy Mayor Brown) **Minute No. CCCRC 26207**

"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."

10. INFORMATION ITEM

Connected Communities, Climate and Resilience Committee Forward Programme 2026

Memorandum dated 23 April 2026 by the Democracy Advisor

RESOLVED: (Cr Mitchell/Cr Tonga-Grant) **Minute No. CCCRC 26208**

"That the Forward Programme for 2026, attached as Appendix 1 to the report, be received and noted."

11. QUESTIONS

There were no questions.

12. EXCLUSION OF THE PUBLIC

RESOLVED: (Cr Mitchell/Cr Barratt) **Minute No. CCCRC 26209**

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

13. CIVIC HONOURS AND YOUTH SERVICES AWARDS 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)	*(B)*	*(C)*
General subject of the matter to be considered.	*Reason for passing this resolution in relation to each matter.*	*Ground under section 48(1) for the passing of this resolution.*
Civic Honours and Youth Services Awards 2026.	*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."

There being no further business, the Chair declared the public part of the meeting closed at 12.05pm. The public excluded part of the meeting closed at 1.02pm.

Cr A Mitchell
CHAIR

CONFIRMED as a true and correct record
Dated this 26th day of May 2026

DRAFT

Use of Hutt City Council Land Policy

Business unit & Division	Parks and Reserves Team, Neighbourhood and Communities Directorate
Date adopted	5 May 2026
Date effective	6 May 2026
Review period	Every 3 years
Owner	Head of Parks and Reserves
Approved by	Hutt City Council

Archived Version (of adopted policy)	Author	Date	Description
V 1.0	Parks and Reserves	1994	Original policy
V 2.0	Parks and Reserves	2023	Minor amendment to Officer delegations
V 3.0	Parks and Reserves	2026	Full review and update

Purpose

1. The purpose of the policy is to describe Hutt City Council's (Council) position on the use of land owned and managed by Council within Te Awa Kairangi ki Tai Lower Hutt. This document outlines the requirements that any individual, group, or organisation must follow when seeking to use Council land. This policy should be used in conjunction with Council's Use of Council Land Application Guide when undertaking a concession proposal, this guide can be found at https://www.huttcity.govt.nz/.

Scope

2. This policy covers the use of Council land, where Council wishes to retain land ownership. This includes:
    i) facilities;
    ii) parks and reserves;
    iii) road reserves (the roading corridor);
    iv) any other land owned or managed by Council; and
    v) the space above and below ground level on Council land.

Definitions

3. For the purposes of this policy:

    Concession refers to the collective term for a; Permit, Licence to Occupy, Easement, Encroachment, Lease and Licence.

    Commercial Use refers to any activity undertaken for profit and/or the benefit to the individual(s) or business(es) carrying on a trade, operation or occupation.

    Community Use refers to any activity that is not-for-profit, either under the Incorporated Societies Act 2022, or Charitable Trust Act 2005, and/or significant benefit to the community, sporting group, or charity using the space.

Council Land refers to any public road, reserve, park, open space, or any other land that Council owns and manages.

Easement refers to the legal right to use Council land for a particular purpose, without owning that portion of land, such as a Right of Way (ROW) to pass across reserve land or road, and for services under or over Council land, and are applied to both the private user and Council's property titles.

Encroachment refers to any private structures, fences, gates, walls, obstacles or open land that encroaches over, under or above Council land.

Facility refers to any building (or part thereof) and/or asset that is either owned, managed, or controlled by Council; or is located on land owned, managed or controlled by Council.

Lease refers to an agreement between parties under which the terms and conditions are legally binding and typically grants an exclusive interest in whole or part of Council land or facility

Licence refers to an agreement between parties under which the terms and conditions are legally binding, but typically grants a non-exclusive interest in whole or part of Council land or facility

Licence to Occupy refers to an agreement under which terms and conditions are legally binding and may grant an interest in reserve land, but not in perpetuity, for passive use, such as fencing, car park, or other smaller structure or asset such as a weather monitoring station or garden shed occupying reserve land.

Levels of Service refers to a measure of the quality or service the public can expect around the provision of an element of infrastructure such as the roading corridor and park amenities and assets.

Long-Term refers to any activity that has a total duration of 5 years or longer.

Memorandum of Understanding (MoU): refers to a formal but generally non-binding agreement between two parties to establish roles, responsibilities, objectives, timelines and goals for a collaborative approach to a private use of land arrangement and are typically between Council and community groups.

Permit refers to an agreement between parties, of which grants a right to carry out an activity that does not typically require an interest in the land, and is temporary in nature.

Road Reserve refers to the roading corridor, including the road carriageway, street, footpath, berm or grassed area, and its area from property boundary to boundary.

Reserve refers to any park, garden, bush, scenic, historic, recreation, local purpose, drainage reserve, foreshore, riparian margins, beach or sportsground in the boundaries of Te Awa Kairangi ki Tai Lower Hutt.

Short Term refers to any activity that is not temporary in nature, and has a total duration of less than 5 years.

Temporary refers to any activity that has a total duration up to 10 days or up to 6 consecutive days within a calendar year.

Policy Principles & Standards

4. Use of Council land is managed at Council's discretion.

5. Council encourages the role of reserve land to support and enhance the connection and well-being of our diverse communities and environment.

6. Council recognises that a robust partnership with Mana Whenua can help enable and support the protection of the environment, improvement of cultural and heritage spaces, and gathering community together. As such, the principles of Te Tiriti o Waitangi will be adhered to, including active consultation in relation to significant decisions in relation to land or a body of water, and the incorporation of te ao Māori (Māori worldview).

7. Persons using Council land will need to accept responsibility and associated costs for maintaining the Council land or assets in accordance with any legal requirements and to a reasonable standard.

8. Where possible, community assets owned and managed by Council should be optimised with flexible spaces, and proposed sharing arrangements are Council's first preference for the use of facilities.

9. Existing assets within Council land will need to be evaluated against the proposed activity if applicable, to ensure that the activity doesn't hinder the space from providing a high level of service.

10. Any granting of a concession which, in effect, provides a group or individual with rights over public land, must be tested against the purpose and values for which the land is held, such as under the relevant management plan, strategy, and the provisions of the relevant legislation.

11. Incompatible activities on, over or under reserve land are generally prohibited, as they are considered to be detrimental to the equity of reserve land for public benefit.

12. **Appendix A** in this document sets out a variety of uses as either major or minor. Major uses require a political decision, and minor uses allow for Council Officers to issue a decision.

13. The table below outlines the most common types of concessions used over Council land:

Table 1: Various Concessions for Use of Council Land

Lease	Licence	Permit	Easement
Ground Lease- Tenant owned building is situated over part or whole of Council land. Premise Lease- Council owns facility and land.	Licence to Occupy Commercial (mobile) Network Utilities Grazing Encroachment Memorandum of Understanding (MoU)	Special events (weddings, picnics, circus, festival) Hawking/Busking Signage Vehicle access Filming/photography Collection (seed sourcing/harvesting)	Right of Way Gas Services Water Services Electricity Services S461 Drainage

Reserves

14. Any land that is held by the Council for public amenity or open space purposes will be treated as if it was land held under the Reserves Act 1977, regardless of classification status.

15. Encroachment licences are not provided for land subject to the Reserves Act 1977. A Licence to Occupy or Easement will typically be more appropriate for any accidental or wilful encroachment over reserve land and will only be assessed for consideration if the encroachment is unavoidable or unable to be mitigated or serves significant community or critical infrastructure purposes.

16. It is generally acceptable for reserve land to be underdeveloped. While the land may not be generating obvious benefits, there may be potential for future benefit and advantage. Council may take this future value into account in considering any application for land, asset or facility use.

17. Council encourages small to medium scale commercial trading over reserve land as an activity to support and boost the amenity of Council open space. It is imperative that commercial licences are evaluated to be fit for purpose, and if the proposed activity will compete with other existing similar interests to balance multiple commercial interests.

Drainage Reserves

18. In alignment with Tiaki Wai, drainage reserves may be any land set aside for stormwater and/or wastewater management purposes, or water supply reticulation.

19. Proposed uses of drainage reserves, such as easements or connections to public or private services, must not impede Tiaki Wai and/or Council access or increase pressure on Council and/or Tiaki Wai assets and services. This includes the routine, emergency and future planned maintenance and care of any watercourses, drains and underground pipes within, under or over a drainage reserve.

20. Encroachments over drainage reserves are typically prohibited. Historical or existing encroachments may be considered as permitted, granted that it does not impede access, services, or diminish the qualities of the purpose of the reserve.

21. A S461 Certificate may be required for private connection to Council owned or managed water services, typically within a drainage reserve or under other reserve types, such as Recreation reserve. This certificate provides an exclusive interest in the land that is held in perpetuity and is assessed usually during the subdivision or other land development process.

Roading Corridor

22. Roads are to be used primarily for movement of vehicles, transportation and pedestrian needs, but also may accommodate a variety of other public uses (e.g. utilities). Any proposed concession within the roading corridor must consider the real or potential adverse effects on neighbouring properties, including possible conflict with utility operations that may be buried and/or overhead.

23. Trading from private vehicles within the roading corridor must occur safely, and only in legally designated parking spaces that do not block, impede or obstruct other vehicle, cycling, or pedestrian pathways, accessways, driveways, shared paths, or mobility spaces, including parking slip lanes.

24. Council reserves the right to relocate or prohibit traders, buskers, hawkers or person(s) of similar activity from operating if the activity becomes inconsistent with this policy, bylaws, or presents a health or safety risk, including behaviour of the person(s) or for any other reasonable purposes.

25. Encroachment licences are generally prohibited over the roading corridor. It is imperative to seek an encroachment licence prior to land development or modification and before any works commence. Where there is an existing or historic encroachment it will be considered on its merits as per this policy in order to determine whether the encroachment can continue.

Implementation

26. Subject to any statutory right of ongoing use, from the date of enactment, all existing, future or new requests for use of Council land will be treated in accordance with this policy.

Fees & Charges

27. Fees and charges are set by Council resolution and are typically displayed on the Council's website: huttcity.govt.nz. . These fees are set at a level that reflects:
    i) relative effects of the activity and;
    ii) equity between the public value of the use of reserve land and/or Council assets against any private benefits accrued.
    iii) benefit to the user and to the wider public and;
    iv) Council cost recovery targets, and local authority charges relating to the land.

28. All outgoings will generally be the responsibility of the user or based on cost-recovery requirements for the reserve and will be determined prior to granting of a concession. These are likely to include but are not limited to; general facility or grounds care, insurance, maintenance, electricity, water, and if the site needs substantial preparation to avoid or minimise ratepayer subsidy. Any unassessed or unaccounted for outgoings may be under the financial obligation of the applicant or tenant.

Related Documents

29. Activities in public spaces must be managed in accordance with the Council's bylaws, policies and District Plan. Any additional compliance matters are outside the scope of this policy. If any part of this policy conflicts with legislation, the legislation will take precedence. The relevant legislation includes, but is not limited to:
    i) Reserves Act 1977

ii) Resource Management Act 1991
iii) Local Government Act 2002
iv) Local Government Act 1974
v) District plan | Hutt City Council
vi) Sustainable Growth Strategy/ Rautaki Whakatipi 2025-2055
vii) Significance and Engagement Policy
viii) Traffic Bylaw
ix) Parks & Reserves Bylaw
x) Trading in Public Places Bylaw
xi) Public Places Bylaw
xii) Significance & Engagement Policy
xiii) Encroachment & Disposal on Reserves

Appendix A: Delegations

Council Land Uses that will be approved by Officers or Council Committees, as outlined below:

Major Uses ***(Political Decision-Council Committee)***	**Minor Uses** ***(Officer Delegation)****
Any significant or high-risk commercial/industrial or community activity and/or significant material changes to reserve or other Council land All applications for use of land Managed as Reserve under the Reserves Act 1977, **excluding minor use** Any use involving dangerous goods in areas where it is not a permitted use in the proposed District Plan. Major structures, and uses Bridges Easements **excluding** easements that will not significantly materially impact	Structures under 1.2m in height and 30m2 in square meterage Garages, parking areas, carports, pads, cable car(s) Gardens, lawn(s), garden sheds or structures, and grazing land(s) Driveways and access ways Canopies and building overhangs and café dining Verandas, balconies, decks Underground tanks and utilities Signs, gates and fences

or alter the land or neighbouring property in question. Any new or renewed lease or licence for a period greater than 5 years**	Footpaths and berms S461 Certificates less than 25m in length. Vendor or other trading licences Encroachment Licences containing structures under 30m ^{2}

***** *Council officers have delegated authority to decide on an application for a minor or temporary concession when a resource consent is not required or when the type of concession is anticipated in a management plan. if ambiguity arises, the encroachment will be treated as major. Council authority is still required for minor concessions if the concession is over five years in continuous duration.*

****If a concession's initial term is for 5 years or less but contains a Right(s) of Renewal which makes the total term greater than 5 years, then the decision is considered to be a major use and requiring Council or Committee decision.*

Example: A Lease is proposed for an initial term of 5 years, with two Rights of Renewal of 5 years each, for a total potential term of 15 years. This requires an Officer's Report to Council or Committee for decision.

Fees & Charges

The table below provides an overview of how Council sets user charges:

Type of Use	Rate
Application Fee	Council Set Rate
Commercial/industrial	Market Rate*
Non-Profit and Charity Organisations	Community Rate**
Individual use or group of individuals ("individuals") exclusive or non-exclusive	Council Set Rate

**All market rates are assessed and negotiated by the relevant Asset Manager or Department Head, based on independent valuation advise, or standard methods used by local authorities.*

***Community rates are adjusted for concessions within Council sites.*

The following concession fees and charges for Council land (other than the roading corridor) are reflective of the Annual Plan/Long Term Plan:

Community & Commercial Concession Fees

Concession use	2026-2027
New applications	$190.00
Officer time	First 5 hours are free, $57.00(incl GST) per hour to be charged beyond this timeframe**.**
Commercial Lease	Market Rate
Community & Charity Rates (Tenant-owned building)	
First 100m²	$5.20 per m²
101-500m²	$2.60 per m²
>501 m²	$1.30 per m²
Open land (no structure occupying)	$27.10 per 1,000m²

Community or Charity: Council facility Lease	Variable Cost Recovery Charge*
Licence to Occupy	Commercial: Market Rate
	Community: Community formula as above
	Individual: Price on enquiry
Easement	At full legal & administrative cost
Mobile Commercial Licence	Dependant on location, trading duration and operational activity

**** Council Owned Facility Fees:*** *Through the Long-Term Plan, there is a 19% cost recovery requirement for use of Council Facilities, and may be enacted through a user-pays model to meet this 19% requirement. Council reserves the right to hold discretion on fees & charge in order to align with the Use of Hutt City Council Land Policy principles and Long-Term Plan and Annual Plan decisions.*

The following encroachment fees and charges for the roading corridor are reflective of the Annual Plan/Long Term Plan:

Roading Corridor Encroachments

Service	2026-2027
Application fee (alterations to existing use)	$348.00
Change to current licence holder	$117.00
Gardens	$133.00
Garage (per car park)	$149.00
Drainage reserve	$67.00
Pavement	$67.00
Commercial	Market rate
Permanent Structure (excluding garages)	$250.00
Cable cars and shed for cables cars	$149.00

HUTT CITY COUNCIL

TE 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 7 May 2026 commencing at 9:30 am

To watch the livestream of the meeting, please click the link here:
https://www.youtube.com/watch?v=mnmyHo0jf68

PUBLIC BUSINESS

PRESENT:	Cr S Edwards (Chair)	Cr T Lewis (Deputy Chair)
	Mayor Fauono K Laban (until 11.06am)	Deputy Mayor K Brown
	Cr G Barratt	Cr P Ravi
	Cr B Dyer	Cr N Shaw
	Cr A Mitchell	Cr T Stallinger
	Cr C Parkin	Cr K Yung
	Cr TA Puketapu	Cr M Tonga-Grant (until 11.10am)

APOLOGIES: There were no apologies.

IN ATTENDANCE:
A Blackshaw, Director Neighbourhoods and Communities
J Griffiths, Director Strategy and Engagement
J Kingsbury, Director Economy and Development
P Hewitt, Head of Transport
T Johnstone, Head of Planning (part meeting)
R Barton, Head of Building Control
J Scherzer, Head of Climate, Waste and Resource Recovery
M Vest, Waste and Resource Recovery Manager
J Hayman, Senior Advisor Waste
J Roberts, Head of Environmental Protection (part meeting)
S Gardner, Waste Services Transition Manager (part meeting)
J Swain, Partner Lead (part meeting)
H Bell, Water Services Advisor (part meeting)
V Gilmour, Democracy Advisor
H Clegg, Minute Taker

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA TIMATANGA

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

Haumi e, hui e Taiki e!

2. APOLOGIES

There were no apologies.

The Chair noted the early departure of Mayor Fauono Laban and Cr Tonga-Grant.

3. PUBLIC COMMENT

Comments are recorded under the item to which they relate.

4. CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

PRECEDENCE OF BUSINESS

Pursuant to Standing Order 10.4, the Chair accorded precedence to item 8) Ava Pedestrian Bridge Update. The item is recorded in the order it appeared on the agenda.

5. RECOMMENDATIONS TO TE KAUNIHERA O TE AWA KAIRANGI COUNCIL - 26 May 2026

a) Proposed Time Limited Parking Restrictions: Bouverie Street, Petone and Partridge Street, Taitā

Under public comment, Cr Yung read out a written statement by **Anita Martell** attached as page 14 to the minutes.

The Head of Transport elaborated on the report. He advised that the re-consultation, as detailed in paragraph 22 of the officer's report, had occurred, and that no feedback had been received.

RECOMMENDED: (Cr Edwards/Cr Lewis) **Minute No. IARC 26201**

"*That the Committee recommends that Council:*

(1) receives and notes the information in this report;

(2) approves the conversion of 8x existing P120 parking spaces (Monday to Friday, 8:00am-6:00pm) to 8x P30 parking spaces (Monday to Sunday, 8:00am-6:00pm) at 35-41 Bouverie Street, Petone, as shown in Appendix 1 attached to the report;

(3) approves the conversion of 7x unrestricted parking spaces to 7x P120 parking spaces (Monday to Sunday, 8:00am-6:00pm) on the opposite side Bouverie Street (outside 40 Bouverie Street, Petone) as shown in Appendix 1 attached to the report;

(4) approves the conversion of 3x unrestricted parking spaces to 3x P10 parking spaces (8:15am-9:15am, 2:30pm-4:00pm, School Days Only) at 4 Partridge Street, Taitā as shown in Appendix 3 attached to the report. These spaces will operate as unrestricted parking outside these hours; and

(5) notes that upon approval of these matters, any previous resolutions within the scope of Appendix 1 and Appendix 3 attached to the report will be replaced by new restrictions."

b) Proposed Safety Improvements in Gracefield (Gracefield Road, Hutt Park Road, Tunnel Grove, Parkside Road, Bell Road and Bell Road South)

The Head of Transport elaborated on the report.

In response to questions from members, the Head of Transport advised that the designs remained at the concept stage and would proceed through detailed design and a safety audit process, including an assessment of pedestrian movements and accessibility requirements. Officers agreed to review whether additional crossing points were required as part of the detailed design process.

In response to a question from a member, the Head of Transport agreed to confirm with Greater Wellington Regional Council the intended positioning and shortening of the bus stops along Gracefield Road.

In response to a question from a member, the Head of Transport noted that Council was updating its standard design drawings and agreed to consider feedback on wheelchair accessibility and kerb widths as part of that process.

RECOMMENDED: (Cr Edwards/Cr Tonga-Grant) **Minute No. IARC 26202**

"*That the Committee recommends that Council:*

(1) receives and notes the information;

(2) approves the intersection improvements at Gracefield Road, Hutt Park Road and Tunnel Grove, Gracefield, as shown in Appendix 1 to the report, including kerb buildouts, traffic islands, signage, Broken Yellow Lines (BYLs), and bus stop entry and exit tapers;

(3) approves the change of priority control from Give Way to Stop on Hutt Park Road, Gracefield, as shown in Appendix 1 to the report;

(4) approves the proposed changes to bus stop 8700 on Gracefield Road opposite 162 Gracefield Road, as shown in Appendix 1 to the report;

(5) approves the proposed changes to bus stop 9700 on Gracefield Road near 160 Gracefield Road, as shown in Appendix 1 to the report;

(6) approves the intersection and accessibility improvements at Parkside Road, Bell Road and Bell Road South, Gracefield, as shown in Appendix 2 to the report, including the installation of a dual crossing and No Stopping At All Times restrictions;

(7) approves the relocation of bus stop 9704 on Parkside Road, Gracefield, as shown in Appendix 2 to the report;

(8) notes that the scope of works for the intersection improvements includes physical safety improvements, lane realignment, side islands for kerb crossings, warning signage, high-friction surfacing, and pavement markings, as shown in Appendix 2 to the report;

(9) notes that the proposals are based on internal Council assessments and have undergone an independent Safe System Assessment; and

(10) notes that, upon approval, any previous resolutions within the scope of Appendices 1 and 2 will be revoked and replaced."

c) Walters Street, Avalon – Proposed Parking Restrictions and Shared Path Formalisation

The Head of Transport elaborated on the report.

In response to a question from a member, the Head of Transport agreed to confirm the net loss of parking spaces resulting from the Walters Street shared path project.

RECOMMENDED: (Cr Edwards/Cr Parkin) **Minute No. IARC 26203**

"That the Committee recommends that Council:

(1) receives and notes the information in this report;

(2) approves the removal of 10x parking spaces and the installation of 7x P10 parking spaces (8.00am-9.15am, 2.15pm -3.30pm School Days only), as shown in Appendix 1 attached to this report;

(3) approves the installation of Broken Yellow Lines (BYLs) "No Stopping At All Times" parking restrictions as shown in Appendix 1 attached to this report;

(4) approves the classification of the path extending from 210 Oxford Terrace to opposite 903 High Street, Avalon as Shared Path; and

(5) notes these parking restrictions are installed and will take effect following Council approval of these controls."

Cr Ravi requested her dissenting vote be recorded against the above matter.

d) Broken Yellow Lines - No Stopping At All Times & Parking Removal - 126 Jackson Street, Petone

The Head of Transport elaborated on the report.

Deputy Mayor Brown left at 10.29am and rejoined the meeting at 10.30am.

RECOMMENDED: (Cr Edwards/Cr Stallinger) **Minute No. IARC 26204**

"That the Committee recommends that Council:

(1) receives and notes the information;

(2) approves the installation of Broken Yellow Lines (BYLs) 'No Stopping At All Times' outside 126 Jackson Street, Petone, as shown in Appendix 1 attached to the report;

(3) approves the removal of 5x existing paid parking spaces to support the proposed access arrangement outside 126 Jackson Street, Petone, as shown in Appendix 1 attached to the report;

(4) rescinds any previous resolutions pertaining to traffic controls made pursuant to any bylaw, to the extent that they conflict with the traffic controls described in parts (2) and (3) above; and

(5) notes that this matter will take effect once the traffic control devices indicating the recommended restrictions have been installed."

Cr Lewis requested her dissenting vote be recorded against the above matter.

6. THREE WATERS UPDATE

Report No. IARC2026/2/102 by the Advisor Water Services

The Advisor Water Services elaborated on the report.

In response to a question from a member, the Advisor Water Services agreed to clarify the summer water demand graph in the report on seasonal water usage trends.

In response to a question from a member, the Advisor Water Services agreed to report on water usage rates in the Kāpiti area before and after the installation of water meters.

RESOLVED: (Cr Edwards/Cr Yung) **Minute No. IARC 26205**

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

7. TE WAI TAKAMORI O TE AWA KAIRANGI PROGRAMME UPDATE

Report No. IARC2026/2/103 by the Partner Lead

The Partner Lead elaborated on the report. She advised that the registration of interest process for CityLink Bridge closed on 7 May 2026, and officers remained on track to shortlist respondents by June 2026 and seek contract award approval from the Committee in September 2026. She also advised that community and business engagement on the streetscape designs would close on 8 May 2026, with concept designs expected to be considered by the Committee in September 2026.

In response to a question from a member, the Partner Lead noted concerns about vehicles blocking the Rutherford Street/Melling Link roundabout and advised that officers would seek advice from the Transport team on potential traffic management improvements.

RESOLVED: (Cr Edwards/Cr Dyer) **Minute No. IARC 26206**

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

8. AVA PEDESTRIAN BRIDGE UPDATE

Report No. IARC2026/2/123 by the Head of Transport

Speaking under public comment, **Stan Andis** spoke to his written statement attached as page 15 to the minutes.

Speaking under public comment, **Merran Bakker** advised that a replacement pedestrian bridge had previously been promised and that it was an essential link for pedestrians. She explained that the alternative route was some distance away and inconvenient.

In response to a question from a member, Merran Bakker believed the replacement bridge was a reinstatement rather than an extension of the city's cycle network. She confirmed that a narrow replacement bridge would be disappointing, but acceptable.

Under public comment, Cr Yung read out a written statement by **Michelle Ducat** attached as page 16 to the minutes.

The Head of Transport elaborated on the report. He advised that officers would report back to the Committee on 2 July 2026 with a detailed assessment of the bridge options to support Council decision making.

RESOLVED: (Cr Edwards/Cr Barratt) **Minute No. IARC 26207**

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

9. REGULATORY MATTERS

Report No. IARC2026/2/104 by the Head of Environmental Protection

Speaking under public comment, **Ken Jackson,** on behalf of a local residents' group opposing Kakariki Estate Ltd's proposed private clean fill on Coast Road, Wainuiomata, raised concerns about the Environment Court appeal process. He advised that the group had applied to participate in mediation under the Resource Management Act 1991, but the applicant had objected to their involvement, and he understood that Council was not participating in mediation. He asked for a review of the process, encouraged Council involvement in mediation on consent conditions, and raised concerns about alleged inaccuracies presented at the original hearing. He also stated that the proposal could result in increased costs for road maintenance and compliance monitoring.

The Head of Environmental Protection elaborated on the report. He advised that the proactive dog patrol programme had concluded for the summer period, as Council prepared for winter and the upcoming dog registration season. He noted that the patrols had not identified a significant number of roaming dogs, although storm events during the period may have affected the results.

In response to a question from a member, the Head of Planning advised that Council was participating in the mediation process relating to the case raised by the public speaker. He noted that mediation would begin once a hearing had determined which parties would be involved.

In response to a further question from a member, the Head of Building Control advised that the new earthquake-prone building legislation had not yet come into force and officers were continuing to operate under the current legislation. He confirmed that some properties could be removed from the national earthquake-prone buildings register maintained by the Ministry of Business, Innovation and Employment. He also agreed to report back to the Committee on the options available to both building owners and Council where owners did not respond to earthquake-prone building notification letters.

RESOLVED: (Cr Edwards/Cr Lewis) **Minute No. IARC 26208**

"That the Committee receives and notes the information."

10. SILVERSTREAM LANDFILL AND SOLID WASTE MANAGEMENT AND MINIMISATION UPDATE

Report No. IARC2026/2/105 by the Senior Advisor Waste - Planning and Strategy

The Senior Advisor Waste elaborated on the report. She advised that the graph in Figure 7 in the report had been updated to include the March 2026 figures and clarified that Council had achieved the 10% target for the first time.

Mayor Fauono Laban left the meeting at 11.06am.

RESOLVED: (Cr Mitchell/Cr Yung) **Minute No. IARC 26209**

"That the Committee receives and notes the report."

Cr Tonga-Grant left the meeting at 11.10am.

11. RETROSPECTIVE APPROVAL FOR FUTURE OF SPICER OPTIONS SUBMISSION

Memorandum dated 10 April 2026 by the Senior Advisor Waste - Planning and Strategy

The Senior Advisor Waste elaborated on the memorandum. She advised that the Head of Climate, Waste and Resource Recovery had presented the submission on the future of Spicer Landfill to Porirua City Council on 23 April 2026, and noted that the submission had received strong engagement and questions from councillors. She advised that Porirua City Council expected to confirm an interim option for further investigation in May 2026, which would then be consulted on through its Long Term Plan process.

RESOLVED: (Cr Edwards/Cr Lewis) **Minute No. IARC 26210**

"That the Committee:

(1) notes and receives the memorandum; and

(2) retrospectively approves the submission to the consultation on the consultation for Spicer Landfill Future Options attached as Appendix 1 to the memorandum."

12. REPORT BACK ON THE PROPOSAL TO INTRODUCE A FOOD AND GREEN ORGANICS COLLECTION SERVICE

Report No. IARC2026/2/124 by the Head of Climate, Waste and Resource Recovery

The Head of Climate, Waste and Resource Recovery elaborated on the report.

RESOLVED: (Cr Edwards/Cr Ravi) **Minute No. IARC 26211**

"That the Committee:

(1) notes the previous work undertaken and advice provided in relation to the intention to implement a food and green organics collection service in Lower Hutt;

(2) notes the outcome of the food organics and green organics (FOGO) processing solution procurement process and the panel's recommendation not to progress with any supplier, as none of the supplier responses fully met the councils' requirements or cost expectations;

(3) agrees that implementation of a kerbside FOGO service is not currently feasible due to the absence of a processing solution in the near term; and

(4) notes that officers will provide a briefing in the coming months regarding options to divert organic material from the landfill, in the context of reducing emissions and extending the remaining life of Silverstream landfill."

13. INFORMATION ITEM

Infrastructure and Regulatory Forward Programme 2026

Memorandum dated 7 April 2026 by the Democracy Advisor

Cr Dyer suggested that an update on the rollout of school speed zones be provided to the next Committee meeting.

RESOLVED: (Cr Edwards/Cr Dyer) **Minute No. IARC 26212**

"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."

14. QUESTIONS

There were no questions.

15. EXCLUSION OF THE PUBLIC

RESOLVED: (Cr Edwards/Cr Lewis) **Minute No. IARC 26213**

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

16. Infrastructure Acceleration Fund Progress Update

17. Cross Valley Investment Case Approval and Route Protection Phase Commencement

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

(A)	*(B)*	*(C)*
General subject of the matter to be considered.	*Reason for passing this resolution in relation to each matter.*	*Ground under section 48(1) for the passing of this resolution.*
Infrastructure Acceleration Fund Progress Update.	*The withholding of the information is necessary to protect the privacy of natural persons. (s7(2)(a)). The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities (s7(2)(h)).*	*That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.*
Cross Valley Investment Case Approval and Route Protection Phase Commencement.	*The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities (s7(2)(h)).*	*That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.*

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

There being no further business, the Chair declared the public part of the meeting closed at 11.16am. The public excluded part of the meeting closed at 12.08pm.

S Edwards
CHAIR

CONFIRMED as a true and correct record
Dated this 26th day of May 2026

Public Comment – Anita Martell

Kia Ora, I'm Anita Martell and I am in agreement about the 10min parking outside Pomare school on Partridge street.

This street is becoming busier with Kimi Ora on site, a Kohanga and a growing roll of students. A 10min park makes sense to keep children safe along with the crossings that have been installed.

Thank you to the officers who came after the initial consultation and saw that the first place of placement was not suitable. It was going to affect the Kohanga and wasn't in the right place of where students exit or enter school.

The new placement has been consulted with the principal and parents to ensure students are safe.

Thank you for all the hard work Anita.

Submission to Hutt City Council – 7/5/2026

Good morning your worship the Mayor and Councillors.
My name is Stan Andis, resident at the Bob Scott Village.
Thank you for providing the time for me to express a few comments relating to the Ava Pedestrian Bridge.
Moving to Petone from Wellington was an ideal opportunity for us to settle down into a different lifestyle.
Very soon the Ava Footbridge widened our options to traverse the local area.
While walking on the bridge, noise of Railway trains did not seem to be any different to being in a railway station.
When New Zealand Railways announced that the bridge was going to be closed, it came as a bolt out of the Blue.
Consultation went out the Window; we had been reduced to our knees.
In the meantime, I have received six options that are proposed to take place for the replacement bridge.
At this early stage, number one option seems most likely, but without any consultation it is difficult to formulate a final decision.

I would like to ask for your support that the walkway should proceed.

Stan Andis

Public Comment – Michelle Ducat

"Before we found out the bridge had a reprieve, we asked people from the Moerā network and users of the bridge, to share why people value this pedestrian bridge so much. 116 people responded and they ticked as many statements that applied to them:

Ava Bridge is important to me because:
I can enjoy the river environment 86%
I can get to Ava Station 36%
I can travel to my school or workplace in a reasonable time 50%
I can travel by bike or by foot safely, saving a car journey 83.5%
I can get to Sladden Park and the playground easily 58%
The loop walk between bridges is a manageable distance for me 72.2%
I can connect with my friends and neighbours 60%

They also shared in their own words, which can be shared in further detail if requested.

We all hope a permanent solution can be found to save the Ava pedestrian bridge. Here are a few snippets of those words:

"The bridge connects me and my whānau in Moera to our parents and grandparents in Petone so easily, encourages us to get out walking/biking/scooting, instead of driving to see them."

"The proximity of the bridge to local Sporting grounds means my children can walk independently to their activities without me driving them a much longer distance to already clogged carparks"

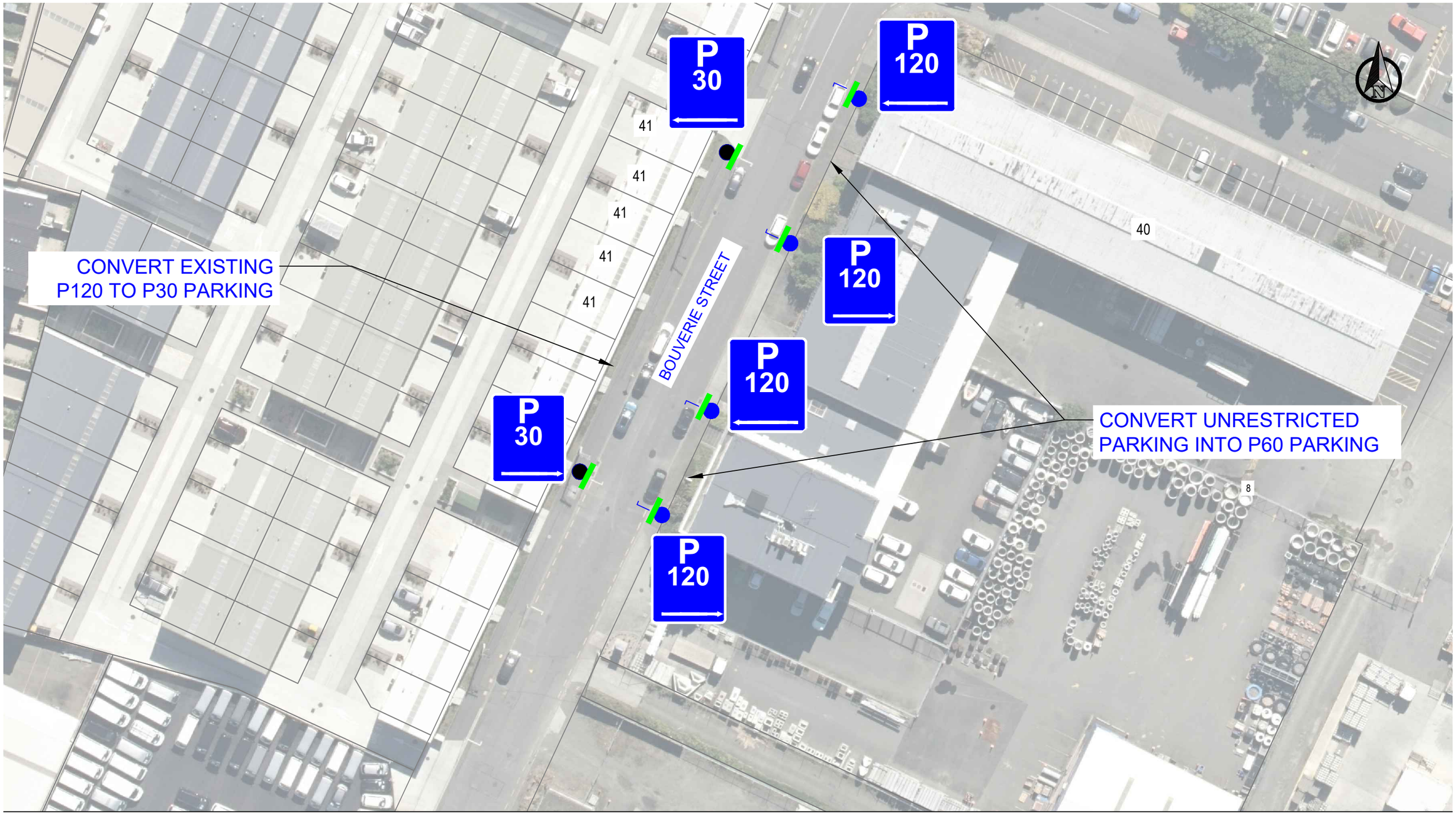
"I value Ava bridge, because it helps my friends and I get to school on time."

"I use the bridge to get to and from work. My kids use it to get to and from school. Without it we'll have to use the car and add to more congestion on the road."

"Since my daughter and her children moved to Moera several years ago, the pathway has been a joyful entrance and exit for me from Ava station."

"It's been a part of my life. I've used this walkway to commute home or to the hutt Moera side and so many others I know do too. It would be devastating to see it go."

"I have used this bridge almost daily for decades for my cycle commute. It is a much safer option to get across the valley as it is fed from both ends by relatively quiet and wide roads"



LEGEND			
	BOUNDARY LINES		
	NEW SIGN/POLE		
	NEW SIGN ONLY		

0 10 20 Meters

SCALE 1:500 @ A3

REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	INITIAL DESIGN - DRAFT	R MURUGADHAS	P HEWITT	6/03/2026
2	AMENDMENT	R MURUGADHAS	P HEWITT	17/03/2026

HUTT CITY TE AWA KAIRANGI

PROJECT
TR06 - 2026
SHEET
TIME RESTRICTED PARKING PROPOSAL - BOUVERIE STREET
PROJECT REF.
TR06 - 2026

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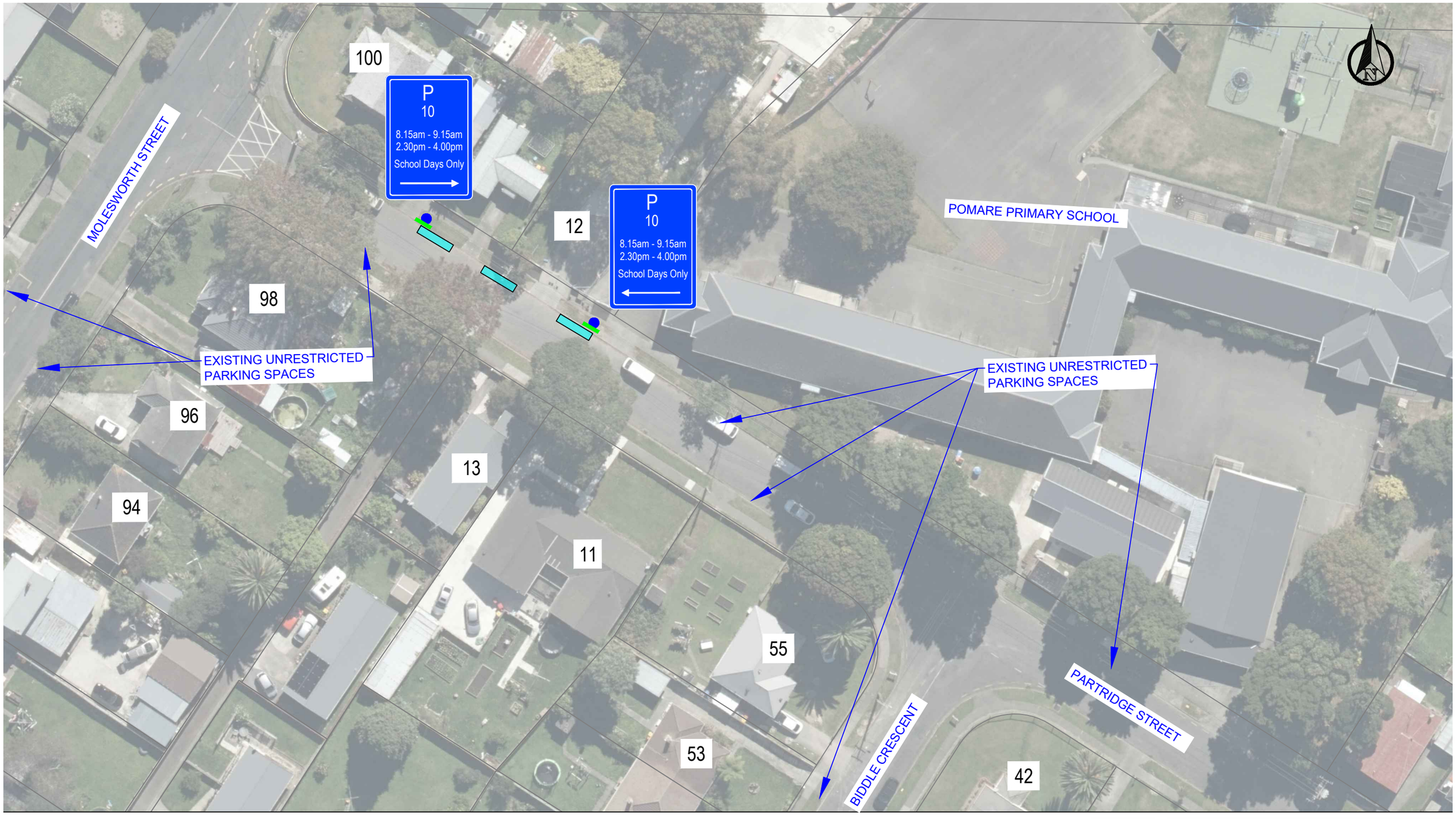

EGEND			
	BOUNDARY LINES		PROPOSED P10 PARKING
	NEW SIGN/POLE		

0 10 20 Meters

SCALE 1:500 @ A3

REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	INITIAL DESIGN - DRAFT	A JOY	P HEWITT	6/03/2026
2	AMENDMENT	A JOY	P HEWITT	26/03/2026

HUTT CITY TE AWA KAIRANGI

PROJECT
TR40 - 2026
SHEET
PROPOSED PICK UP/ DROP OFF ZONE- POMARE PRIMAR SCHOOL
PROJECT REF.
TR40 - 2026

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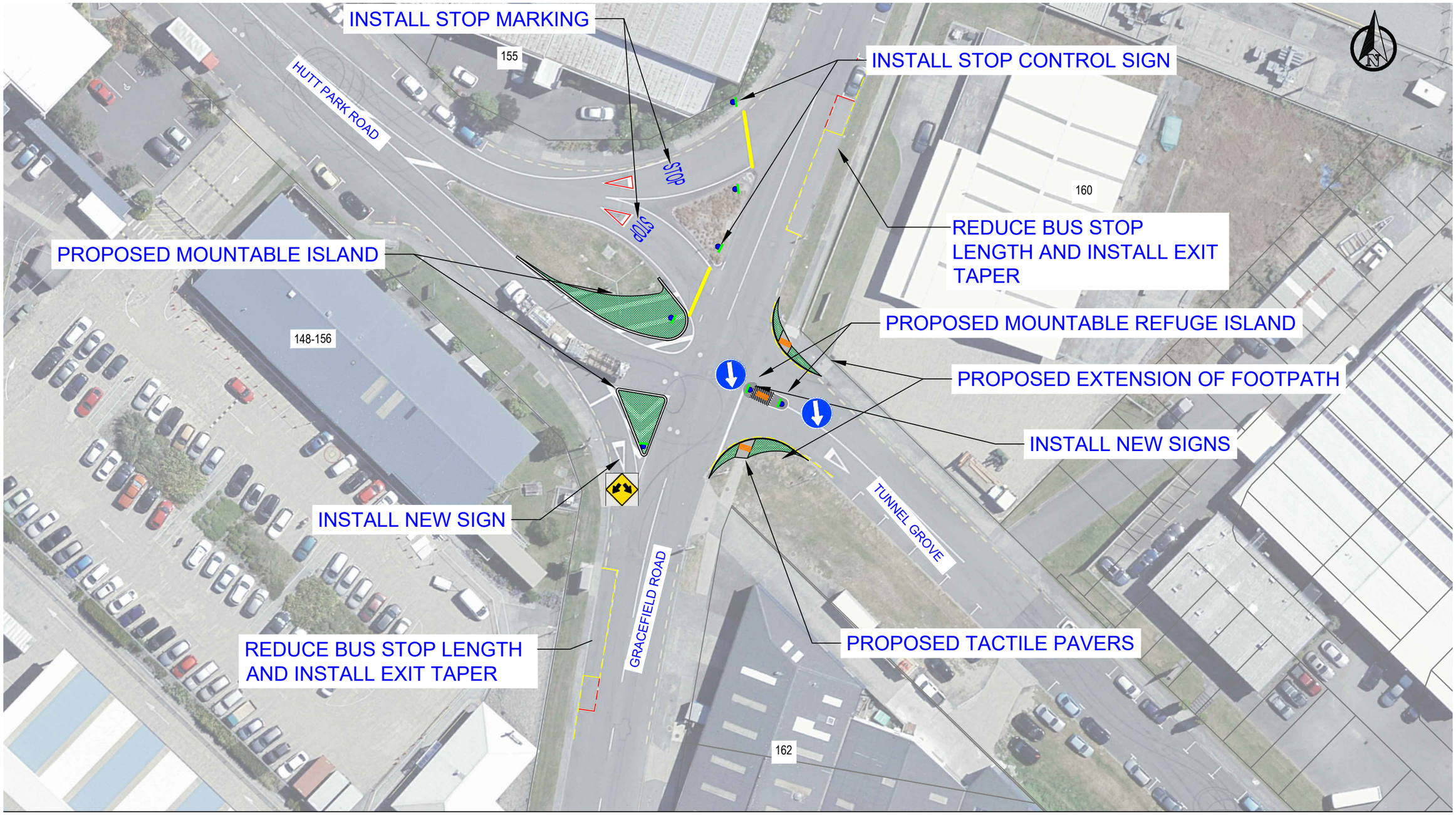

EGEND			
	BOUNDARY LINES		NEW SIGNS/POLE
	NEW ROAD MARKINGS		
	REMOVE ROAD MARKINGS		

0 10 20 Meters

SCALE 1:500 @ A3

REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	CONCEPT DESIGN	R MURUGADHAS	E SCHERER	5/09/2025
2	CONCEPT DESIGN	R MURUGADHAS	E SCHERER	11/02/2026

PROJECT
2026
SHEET
INTERSECTION UPGRADE- PROPOSAL HUTT PARK ROAD/GRACEFIELD ROAD INTERSECTION
PROJECT REF.
2026

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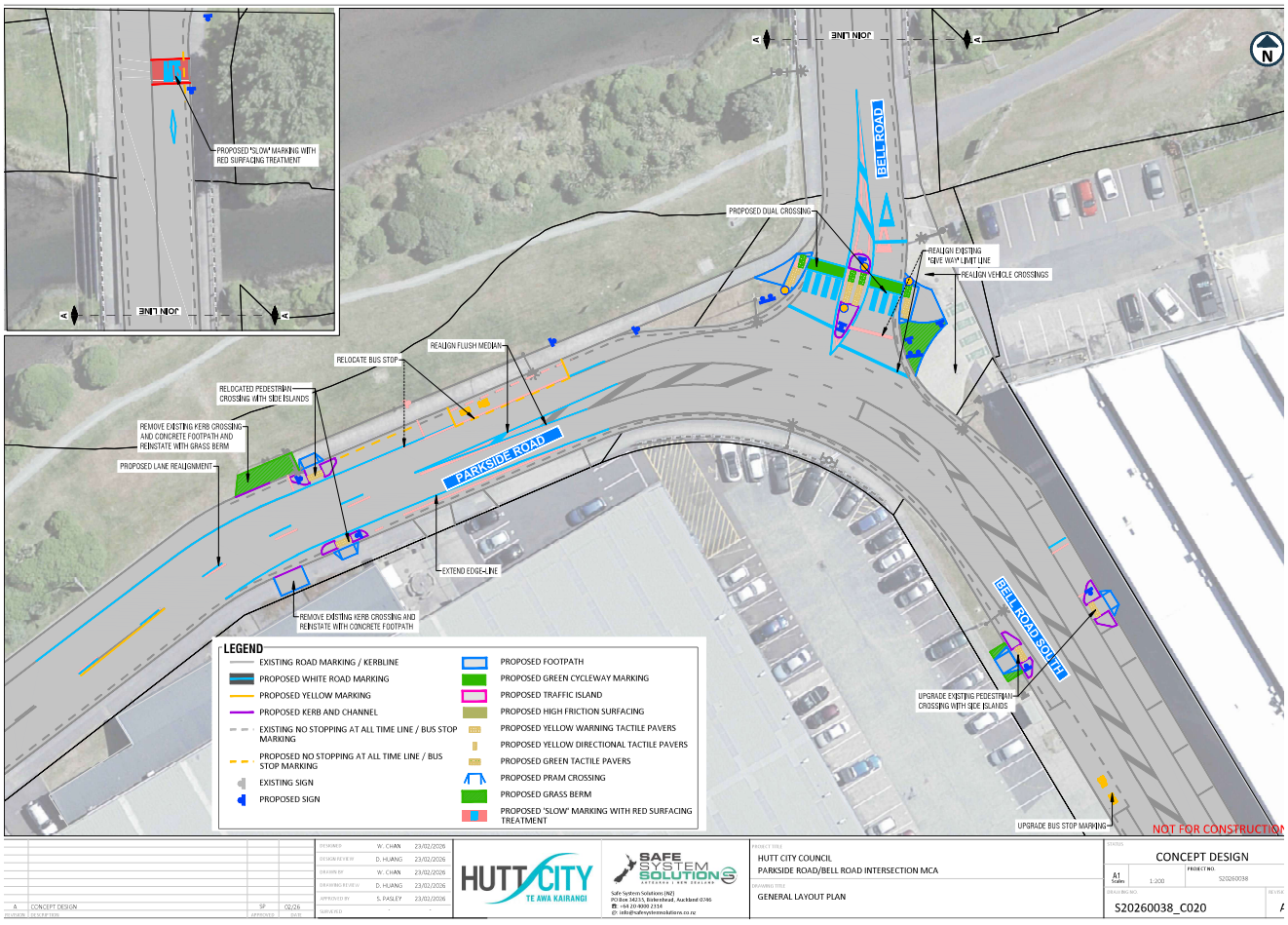
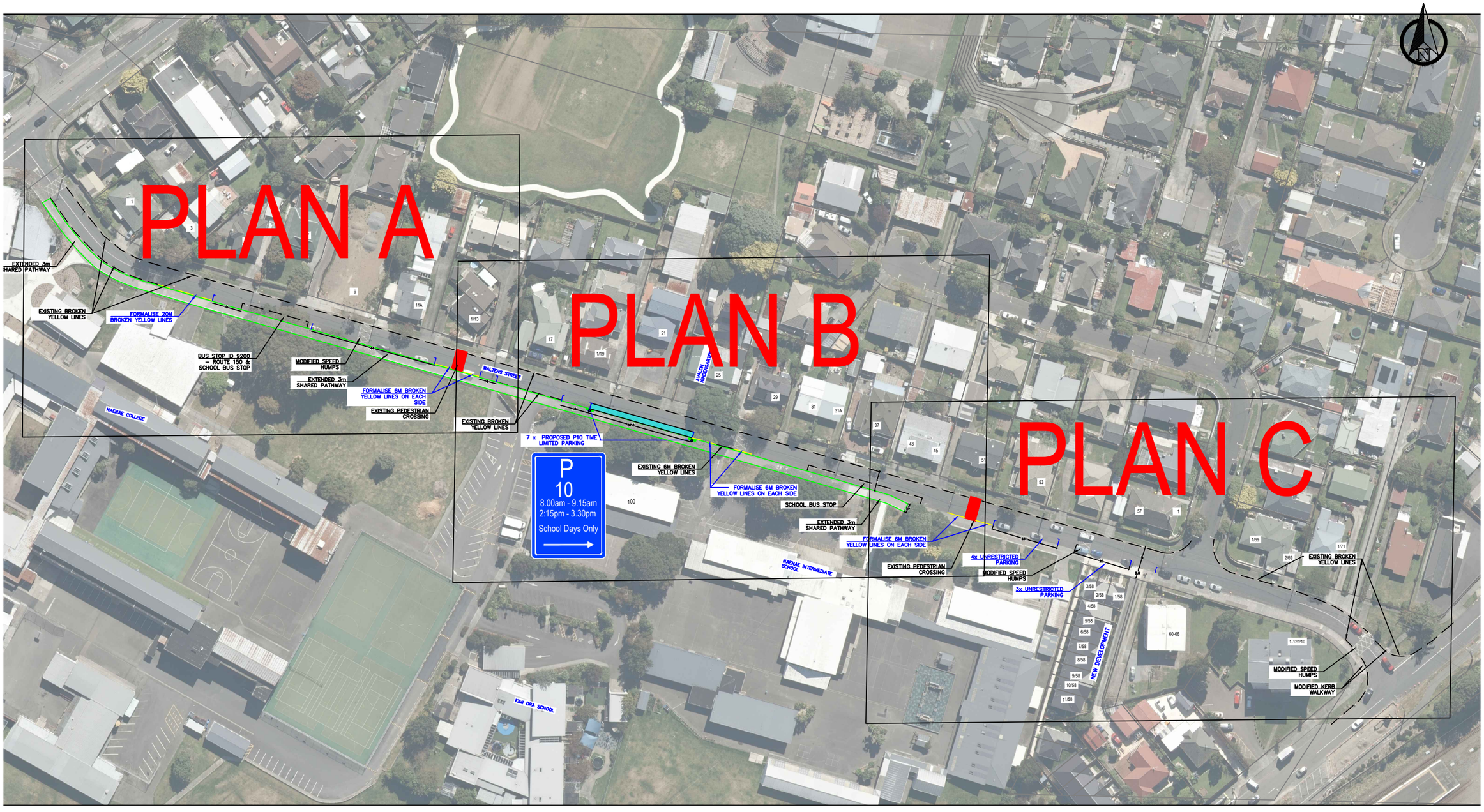

PROPOSED 'SLOW' MARKING WITH RED SURFACING TREATMENT
JOIN LINE
JOIN LINE
BELL ROAD
PROPOSED DUAL CROSSING
REALIGN EXISTING 'GIVE WAY' LIMIT LINE
REALIGN VEHICLE CROSSINGS
RELOCATE BUS STOP
REALIGN FLUSH MEDIAN
RELOCATED PEDESTRIAN CROSSING WITH SIDE ISLANDS
REMOVE EXISTING KERB CROSSING AND CONCRETE FOOTPATH AND REINSTATE WITH GRASS BERM
PROPOSED LANE REALIGNMENT
PARKSIDE ROAD
EXTEND EDGE-LINE
REMOVE EXISTING KERB CROSSING AND REINSTATE WITH CONCRETE FOOTPATH
BELL ROAD SOUTH
UPGRADE EXISTING PEDESTRIAN CROSSING WITH SIDE ISLANDS
UPGRADE BUS STOP MARKING
NOT FOR CONSTRUCTION
LEGEND
EXISTING ROAD MARKING / KERBLINE
PROPOSED WHITE ROAD MARKING
PROPOSED YELLOW MARKING
PROPOSED KERB AND CHANNEL
EXISTING NO STOPPING AT ALL TIME LINE / BUS STOP MARKING
PROPOSED NO STOPPING AT ALL TIME LINE / BUS STOP MARKING
EXISTING SIGN
PROPOSED SIGN
PROPOSED FOOTPATH
PROPOSED GREEN CYCLEWAY MARKING
PROPOSED TRAFFIC ISLAND
PROPOSED HIGH FRICTION SURFACING
PROPOSED YELLOW WARNING TACTILE PAVERS
PROPOSED YELLOW DIRECTIONAL TACTILE PAVERS
PROPOSED GREEN TACTILE PAVERS
PROPOSED PRAM CROSSING
PROPOSED GRASS BERM
PROPOSED 'SLOW' MARKING WITH RED SURFACING TREATMENT
HUTT CITY
TE AWA KAIRANGI
SAFE SYSTEM SOLUTIONS
HUTT CITY COUNCIL
PARKSIDE ROAD/BELL ROAD INTERSECTION MCA
GENERAL LAYOUT PLAN
CONCEPT DESIGN
S20260038_C020



LEGEND			
	BOUNDARY LINES		NEW ROAD MARKINGS
	EXISTING BROKEN YELLOW LINES		
	FORMALISE BROKEN YELLOW LINES		
	REMOVE ROAD MARKINGS		

0 10 20 Meters

REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	DRAFT DESIGN	J VARGHESE	E SCHERER	08/09/2025
2	DRAFT DESIGN	J VARGHESE	A ROWE	09/03/2026

HUTT CITY TE AWA KAIRANGI

PROJECT
AVALON COMMUNITY CONNECTIONS
SHEET
PARKING & BYLs – PROPOSAL WALTERS STREET INTERSECTION
PROJECT REF.
OVERVIEW

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LEGEND			
	BOUNDARY LINES		
	EXISTING BROKEN YELLOW LINES		
	FORMALISE BROKEN YELLOW LINES		
	REMOVE ROAD MARKINGS		

0 10 20 Meters

REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	DRAFT DESIGN	J VARGHESE	E SCHERER	08/09/2025
2	DRAFT DESIGN	J VARGHESE	A ROWE	09/03/2026

HUTT CITY TE AWA KAIRANGI

PROJECT
AVALON COMMUNITY CONNECTIONS
SHEET
PARKING & BYLs – PROPOSAL WALTERS STREET INTERSECTION
PROJECT REF.
PLAN A

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LEGEND			
	BOUNDARY LINES		P10 PARKING
	EXISTING BROKEN YELLOW LINES		
	FORMALISE BROKEN YELLOW LINES		
	REMOVE ROAD MARKINGS		

0 10 20 Meters

REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	DRAFT DESIGN	J VARGHESE	E SCHERER	08/09/2025
2	DRAFT DESIGN	J VARGHESE	A ROWE	09/03/2026

HUTT CITY TE AWA KAIRANGI

PROJECT
AVALON COMMUNITY CONNECTIONS
SHEET
PARKING & BYLs – PROPOSAL WALTERS STREET INTERSECTION
PROJECT REF.
PLAN B

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LEGEND			
	BOUNDARY LINES		NEW ROAD MARKINGS
	EXISTING BROKEN YELLOW LINES		EXISTING ROAD MARKINGS
	FORMALISE BROKEN YELLOW LINES		
	REMOVE ROAD MARKINGS		

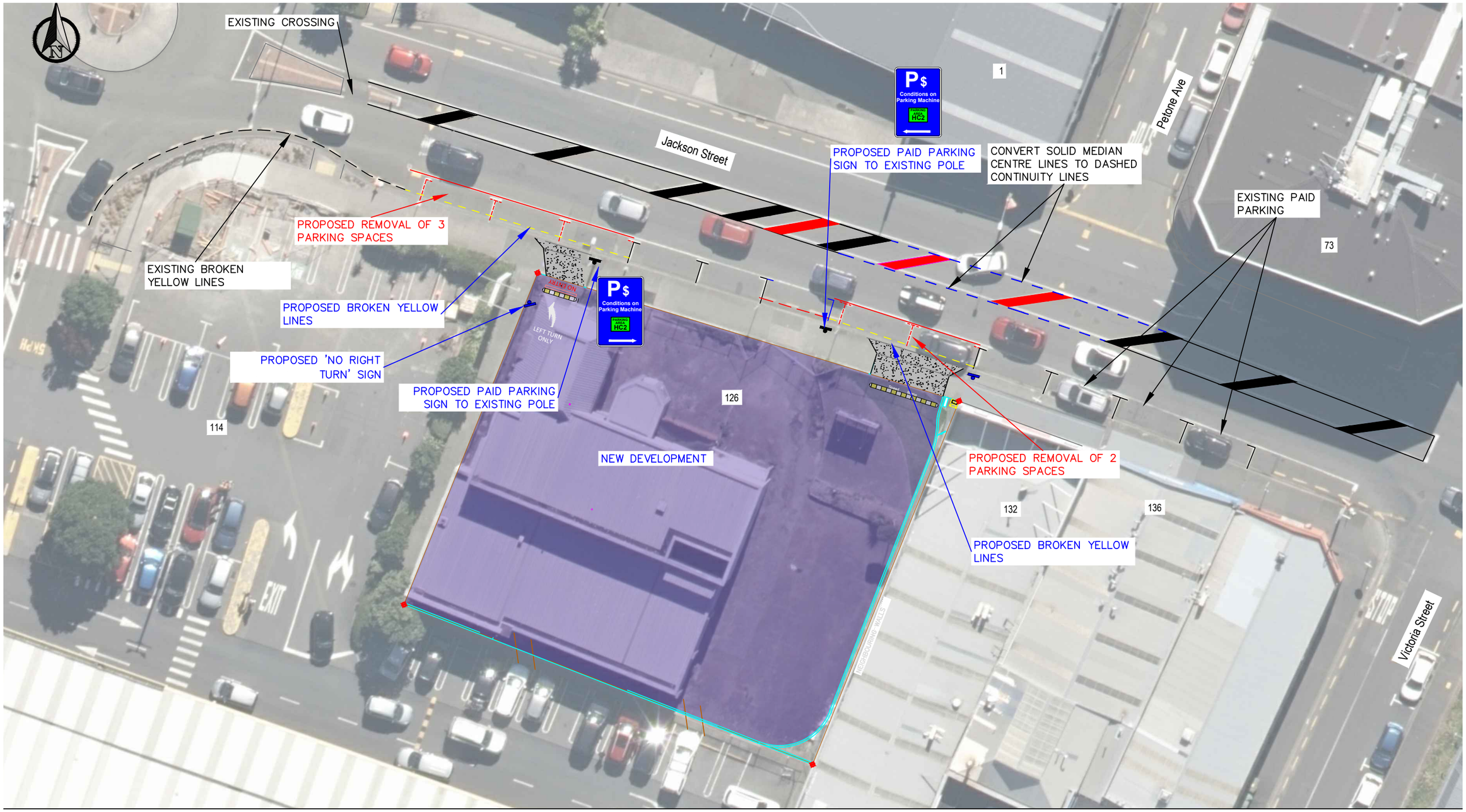
0 10 20 Meters

REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	DRAFT DESIGN	J VARGHESE	E SCHERER	08/09/2025
2	DRAFT DESIGN	J VARGHESE	A ROWE	09/03/2026

HUTT CITY TE AWA KAIRANGI

PROJECT
AVALON COMMUNITY CONNECTIONS
SHEET
PARKING & BYLs – PROPOSAL WALTERS STREET INTERSECTION
PROJECT REF.
PLAN C

e Council cannot guarantee the accuracy or completeness of the information, and accepts no liability for any loss as a result of reliance on it. Aerial photography (base map) was flown 2021 by AAM NZ Ltd for both HuttCity and Greater Wellington Regional Councils. Imagery is provided under the Creative Commons



EGEND

- EXISTING ROAD MARKING
- NEW WHITE ROAD MARKINGS
- REMOVE ROAD MARKINGS
- NEW BROKEN YELLOW LINES
- BOUNDARY LINE
- NEW SIGN
- EXISTING SIGN

0 8 16 Meters

SCALE 1:300 @ A3

REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	CONSULTATION LETTER	L BENNER	E SCHERER	21/11/25
2	CONSULTATION LETTER	J VARGHESE	E SCHERER	17/12/25
3	AMENDED PLAN	J VARGHESE		26/02/26

HUTT CITY TE AWA KAIRANGI

PROJECT
TR01 – 2026
SHEET
126 JACKSON STREET, PETONE
PROJECT REF.
NEW BURGER KING STORE

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HUTT CITY COUNCIL

TE 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 12 May 2026 commencing at 9:30 am

To watch the livestream of the meeting, please click the link here:
Policy and Performance Committee – 12 May 2026

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 (via audio-visual link)	Cr M Tonga-Grant (via audio-visual link)
	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
J Kingsbury, Director Economy and Development
J Livschitz, Group Chief Financial Officer
B Cato, Chief Legal Officer
R Hardie, Head of Strategy and Policy
P Hewitt, Head of Transport (part meeting)
R Carrig, Acting Head of Customer, Communications and Engagement (part meeting)
G Usoalii-Phillips, Treasury Officer (part meeting)
S White, Policy Advisor (part meeting)
D Cowan, Corporate Planning Advisor (part meeting)
H Bell, Advisor Water Services (part meeting)
V Gilmour, Democracy Advisor

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA TIMATANGA

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

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 conflict of interest declarations.

5. RECOMMENDATION TO TE KAUNIHERA O TE AWA KAIRANGI COUNCIL - 26 May 2026

Speed Limits Bylaw: Review and Revocation

The Policy Advisor elaborated on the report.

In response to a question from a member, the Head of Transport agreed to add information on Council's website explaining how speed limits were set and how the public could request speed limit reviews.

RECOMMENDED: (Cr Stallinger/Cr Dyer) **Minute No. PPC 26201**

"That the Committee recommends that Council:

(1) notes the process for amending speed limits in Hutt City is now managed through the National Speed Limits Register on New Zealand Transport Agency Waka Kotahi's (NZTA) website;

(2) notes the Statement of Proposal attached as Appendix 1 to the report, which sets out the reasoning for revoking the Speed Limits Bylaw; and

(3) approves the revocation of the Speed Limits Bylaw without undertaking formal consultation. "

6. NEW ZEALAND LOCAL GOVERNMENT FUNDING AGENCY - DRAFT STATEMENT OF INTENT 2026-2029 AND HALF YEAR PERFORMANCE RESULTS TO 31 DECEMBER 2025

Report No. PPC2026/2/34 by the Treasury Officer

The Treasury Officer elaborated on the report.

RESOLVED: (Cr Stallinger/Cr Yung) **Minute No. PPC 26202**

"That the Committee:

(1) notes the Local Government Funding Agency (LGFA) board has submitted a draft Statement of Intent (SOI) for the three years 2026 - 2029 as attached as Appendix 2 to the report, in accordance with the Local Government Act 2022;

(2) notes that officers do not have any suggested changes to the draft SOI;

(3) agrees that there are no suggested changes to the Draft SOI: and

(4) notes and receives the LGFA half year report to 31 December 2025, attached as Appendix 4 to the report."

7. QUARTERLY PERFORMANCE REPORT 1 JANUARY TO 31 MARCH 2026

Report No. PPC2026/2/126 by the Corporate Planning Advisor

Speaking under public comment, **Daniel Chrisp, representing the Wainuiomata Community Board,** provided a written statement which was tabled at the meeting, attached as pages 8-9 to the minutes.

The Corporate Planning Advisor elaborated on the report. He advised that 41 non-financial KPIs had met target in Quarter 3 and that updated advice from Wellington Water Limited had changed one stormwater KPI from "target not met" to "target met", improving water performance measures from 17 out of 20 to 18 out of 20. He noted that this amendment would be reflected in the final version of the report before publication on Council's website.

In response to a question from a member, the Director Economy and Development advised that work on the Strategic Cycle Network had been paused in late 2025 due to resourcing pressures and competing priorities, including Te Wai Takamori and Tupua Horo Nuku. He noted that the project would be reported to elected members once resources allowed work to resume.

In response to a question from a member, the Head of Strategy and Policy advised that the International Climate Adaptation Programme funding would be circulated to members shortly. He advised that the European Union's Horizon funding grant resulted from collaboration with the Family Centre Lower Hutt and would support climate adaptation work over four years. He further advised that a media release regarding the funding and Council's participation in the programme would be issued shortly.

RESOLVED: (Cr Stallinger/Cr Barratt) **Minute No. PPC 26203**

"That the Committee:

(1) receives and notes the information; and

(2) notes the Quarterly Performance Report for 1 January to 31 March 2026, attached as Appendix 1 to the report."

8. QUARTERLY PROGRESS REPORT: TE WHIRINGA

Report No. PPC2026/2/120 by the Engagement Lead

The Acting Head of Customer, Communications and Engagement, elaborated on the report.

RESOLVED: (Cr Stallinger/Cr Ravi) **Minute No. PPC 26204**

"That the Committee:

(1) notes that on 16 December 2025, Council adopted Te Whiringa – Our Engagement Framework, attached as Appendix 1 to the report;

(2) notes progress against Te Whiringa's Action Plan (pages 14 and 15 of Appendix 1 attached to the report); and

(3) notes that a summary of the full Te Whiringa Quarterly Report, attached as Appendix 2 to the report, will be published on Hutt City Council's website following this meeting for the purpose of updating the community."

9. STRATEGY AND POLICY WORK PROGRAMME 2026 UPDATE

Report No. PPC2026/2/127 by the Policy Lead

The Head of Strategy and Policy elaborated on the report. He noted that additional work arising from amalgamation discussions would need to be incorporated into the Strategy and Policy Work Programme. He advised that officers were engaging with other councils across the region to align approaches to Long Term Plan processes and statutory documents, including infrastructure strategies and significance and engagement policies, to ensure as much consistency as possible in policy and bylaws.

In response to a question from a member, the Head of Strategy and Policy advised that officers would work with Upper Hutt City Council to explore aligning the review process for the Cemeteries Bylaw, noting the shared management of Akatārawa Cemetery.

RESOLVED: (Cr Stallinger/Cr Mitchell) **Minute No. PPC 26205**

"That the Committee:

(1) agrees to the priority projects outlined in Table 1 of the report; and

(2) notes the three-year Strategy and Policy work programme attached as Appendix 1 to the report."

10. INFORMATION ITEM

Policy and Performance Committee Forward Programme 2026

Memorandum dated 22 April 2026 by the Democracy Advisor

RESOLVED: (Cr Stallinger/Cr Barratt) **Minute No. PPC 26206**

"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 10.10am.

T Stallinger
CHAIR

CONFIRMED as a true and correct record
Dated this 26th day of May 2026

Public Comment – Daniel Chrisp representing the Wainuiomata Community Board.

Thank you for your time, I am submitting the following as an elected member of the Wainuiomata Community Board. As you will know Wainuiomata is a very large area in population and land size. We represent nearly 20% of Lower Hutts population. This committee is responsible for council performance and finance reporting. Any decisions made or progressed to Council meetings at this committee will have a direct effect on the overall direction and finances or Council and therefore a direct effect on our community that represents 1/5 of this city's population, Therefore general comment on this committee's agenda is relevant and important to the Wainuiomata community. Where possible I will still try to make comments that directly affect Wainuiomata Residents only

I would like to thank officers for their diligent work on the reports in today's Agenda, it shows clear intent for accountability and efficiency in how we manage council operations, projects and finances.

1. In page 77 of your agenda, point 6 A - there is mention of the Riverlink project as it relates the City Link Bridge that will offer walking and cycling connection to the CBD area once Riverlink is complete. The recent news of cost pressures for the Ava Railway walking bridge highlights the importance of walking connections over our awa, I note that between Melling bridge and Ewen Bridge the distance is 1.2km, the distance between the Waione Bridge and Ewen bridge however is 2.4km. I would urge the council to consider all options moving forward, and that if it is possible to delay the City Link Bridge to fund the Ava Bridge connection this option should be considered. Residents cannot afford further rate hikes and the residents in the Moera, Waiwhetu and Petone areas need equal access across our river that will offer equitable outcomes. Providing a new bridge for melling commuters who only need to walk less than 1.2km to access the CBD while other residents may be forced to walk up to 2.4km is not an equitable outcome.

2. Also on page 77 point 6 E I note that Council has been selected as a replicator city for a climate adaptation programme, Firstly well done and I support councils initiatives around climate adaptation and applaud the recognition of being selected. I request to understand the real time cost financially and in staff time for this, if any. In our current cost of living crisis we simply cannot afford to be incurring costs that is not related to our core duties to our residents.

3. I recognise and thank the council officers for their initiative to add a Weather Response and Recovery section to the Quarterly Performance report.

4. Noted on page 179 in the attachments and report about the new engagement framework there are comments on the progress on "inclusive and accessible participation" as a focus area. The progress notes that community boards have been kept updated on engagement plans and projects. However we have had very little engagement with council officers about projects in our area, we often find out only the day before public comms (Wise st reserve, Stormwater retention is one example), or sometimes the public comms is how we find out. The last engagement we had with officers around the engagement strategy was prior to the election when the new engagement strategy was kicking off. I would like to request an update from officers on the new engagement framework, specifically as it relates to any projects within the Wainuiomata Community.

5. Lastly, I note that on page 181 it lists the priority projects up to 30 June 2027, one of the projects listed is the infrastructure strategy. I would request the Board be kept informed and consulted on this strategy. Specifically, we wish to give input and feedback regarding the development of Wainuiomata North. This is an issue that we frequently hear from residents about and its important their voices are heard amongst council planning processes. The prior strategic work that was done around 2018 for Wainuiomata North development (found attached as per the listed plans on our website) was well thought through and we believe this area needs to be part of the infrastructure strategy moving forward if it is not already identified in the current strategy.

I thank you for your time and consideration of my comment and I trust you will factor these thoughts into your overall decision-making processes.

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

FROM: **Arthur Nelson, Head of Parks and Reserves**

DATE: **18 May 2026**

SUBJECT: **SUPPLEMENTARY INFORMATION: ASSET REVIEW - COMMUNITY HOUSES**

Purpose of Memorandum

1. To provide supporting information on the Asset Review -Community Houses relating to Avalon Pavilion.

Background

2. The Avalon Pavilion Charitable Trust (the 'Trust'), a registered charitable entity (#CC31491), entered into a 15-year Premise Lease agreement with Council in 2011 to manage and maintain the Avalon Pavilion, a facility situated in the middle of Avalon Park, which is a recreation reserve, subject to the Reserves Act 1977. The Trust has paid no rent since the commencement of the Lease. This is confirmed by Council records, budgets and from the Trust itself.

3. The building's overall condition is good and is not earthquake prone. Its location in one of Council's premier parks provides good opportunities for community use. As such, it is not a facility that Officers would seek to divest or demolish.

4. As a registered charity, Annual Returns of the Avalon Charitable Trust are of public record. In 2025, the Trust received booking revenue totalling $38,360.00 from Pavilion user groups and individual bookings. Multiple groups, such as Lower Hutt Lions and the Wellington Country and Western clubs, have dedicated storage space within the Pavilion that is paid yearly to the Trust.

5. The lease also requires the Trust to meet all outgoings and undertake the necessary inspections and work to maintain its Building Warrant of Fitness (BWoF), though Council has been completing this work at its cost.

6. The current lease requires the lessee (the Trust) to maintain the interior of the building and to contribute to some renewals. Council is required to maintain the exterior. Given this position, Council is continuing to invest in the facility and in 2024 replaced all glass windows; installed a new heat pump, and upgraded and installed new doors.

7. Officers requested an indication from the Trust on its preferred lease option moving forward. However, the option has not been included as it does not meet Council's requirements in terms of cost recovery and optimisation primarily because –

   a) The Trust would prefer to pay no rent

   b) The model retains the existing user framework with some rooms identified for exclusive use or storage, which fails the optimisation test.

   c) Fees and charges are significantly higher than HCC community fees and charges for similar spaces, as reported by the Trust. *"This year, there have been several cancellations because the parents cannot afford the hire cost".*

   d) The emphasis on client storage displaces assets necessary for the running of the business, with chairs being stored in public toilets and tables stored in the foyer, which may potentially have H&S impacts in terms of access and exit in the event of a fire or other emergency.

8. Given the above, no option is included that maintains the status quo. However, there is still an option for the Trust to run the facility under an exclusive lease arrangement should items a-d be addressed as part of the proposed new lease.

9. The Trust has further confirmed that although its preferred option is a nil charge, it would and could service the proposed HCC rent of $12,310.00 per annum if necessary. This would meet the need for the standard 19% return on Council facilities. However, further work would be required on the user framework to meet the optimisation aspect of the proposal. The options are discussed below.

Options

Option 1: New Lease granted to the Trust in line with Council's Revenue and Financing Policy seeking a 19% return on operational costs, which maximises use.

10. The Avalon Charitable Trust, in line with the requirements of the lease, paid $17,786 in outgoings related primarily to cleaning; power; telecommunications; contents insurance; interior maintenance and replacements arising from wear & tear.

11. To meet Council's target figure of 19% it would be required to make a further contribution against Councils operational costs in relation to building insurance; estimated annual repair and maintenance; depreciation; and part fund the BWoF. This would equate to a **new rental of $12,310.00** with outgoings (2025) leading to an overall operational cost of $30,096.00.

12. In respect of meeting optimisation targets, it is unlikely that maintaining some rooms for exclusive use (eg Rotary Boardroom), and storage (Country and Western, Rotary, and Livingstone Ministries) would be acceptable if they compromised public access to usable rooms. A process to review, assess and reorganise would be required over a defined period of time.

13. Changes would need to be made to ensure appropriate storage for tables and chairs.

14. Hire charges for the Avalon Pavilion is a flat rate of $45 per hour between 8.00am and 10.00pm rising to $75 per hour between 10.00pm and 1.00am for casual users. There are special rates for regular customers.

15. Council has received several complaints about the facility over the last twelve months through its CRM portal, as per the table below.

Date	Concern
31.07.2025	H&S concern equipment, food safety and cleanliness of chairs.
09.03.2026	No toilet paper, benches a mess, and had to clean kitchen before use.
04.05.2026	Complaint about dirty seats.
15.05.2026	Disgusting chairs.

Option 2*: *Lease not renewed, and management and control of the facility reverts to Council.

16. If the facility were returned to Council it would make the facility available to existing users, for the times required, but at fees and charges which have been set as part of Council's annual fee and charge setting process.

17. Council charges for community use are $23 per hour for community use on weekdays and $26 per hour for weekends. Private use is $36 and $41 respectively, whilst commercial use is $45 and $51 per hour accordingly. Charges are therefore cheaper for community use than those utilised by the Trust.

18. Bookings would be managed through Council's Bookable platform, which would do away with the need to pay a manager, and indications from other halls managed by Council under Bookable suggest an increase in both income and use.

19. The following table compares rent, income and availability across the two options.

Comparison Table

Item	Option 1	Option 2 (was initial recommendation from officers)
Rent	Assessed as $12,310 per annum (after outgoings deducted)	N/A
User Charges	Comparable fees and charges to HCC expected.	HCC fees and charges apply
Income	Understood to be $38,360 for 2025 from filings with charities commission (2025).	Anticipated to be in excess of $52,000 given no manager costs and increased usage.
Booking process	You can Book Me (Canadian platform) and Site Manager (if the Trust wished to continue to operate that model). Or potential migration to Bookable when this becomes an option.	Bookable (Australian platform used by Council)
Available hours / days	5.00 am – 10.30pm/364 days a year (excludes Christmas Day).	7 days a week, 365 days a year, 7am-12.30 pm.
Rooms/spaces available for booking	Council would require all usable booking space to be available for booking including areas not currently available. Appropriate storage for tables & chairs	Main hall and three meeting rooms all available for hire (no storage except for chairs and tables)
Users	Existing users and community minus exclusive use and storage where rooms can feasibly be utilised by the community.	Existing users and increased community use expected.

Item	Option 1	Option 2 (was initial recommendation from officers)
Scheduled maintenance	Replace booking and accounting system $1,400 pa (Hallmark and Xero). Replacement of cleaning assets eg vacuum. Interior painting est $18,000. Carpet shampoo/replacement. Curtains replacement. Upgrading of sound system	According to renewals program. Doors, windows and heat-pump replaced in 2024. Upcoming work – security upgrade including door. Roof replacement.

Appendices

There are no appendices for this memorandum.

Author: Arthur Nelson
Head of Parks and Reserves

Approved By: Andrea Blackshaw
Director Neighbourhoods and Communities

Hutt City Council

07 May 2026

Report no: HCC2026/2/131

Sale of Land - Alicetown Community House

Purpose of Report

1. This report seeks provisional approval to progress the sale of the Alicetown Community House land, subject to completion of all public notification, statutory and other due diligence requirements.

2. Through the Target Operating Model (TOM), Council has agreed to reduce its asset stock to address significant rates affordability constraints and the Government's proposed rates capping policy.

Recommendations

That Council:

(1) notes Council's earlier decision to pursue divestment of the Alicetown Community House site at 38 Victoria Street;

(2) notes that Council has received confirmation from its insurer that demolition of the Alicetown Community House building can proceed, and that Council has received a partial insurance payout in relation to the site;

(3) agrees to progress the sale of the land at 38 Victoria Street, subject to completion of all public notification, statutory and other due diligence requirements;

(4) approves public notification and any other consultation or engagement required under the Local Government Act 2002, Council's Significance and Engagement Policy, and any other applicable statutory or policy requirements, in relation to the proposed sale of the land;

(5) notes that officers will confirm the implications of the registered interests recorded on Record of Title WN264/56, including the building line restriction and the public street notation, and will undertake any survey, legal and title work required to progress the disposal of the land; and

(6) notes that a land valuation has been obtained, which values the land at $650,000.

For the reason that this enables Council to implement its earlier decision to pursue divestment for the Alicetown Community House site and to progress disposal of the land in accordance with the Local Government Act 2002 and Council's policy and decision-making requirements

Background

3. Council has previously approved the pursuit of divestment of the Alicetown Community House site.

4. The broader context for that decision is Council's asset review and TOM work, which includes reducing Council's asset stock through optimisation, greater cost recovery, divestment, and strategic future investment.

5. In the recent community houses report, officers noted that Alicetown Community House had already been excluded from the current asset set following the Committee's earlier decision to pursue divestment of that asset.

6. The building was significantly damaged by fire in November 2025 and the options considered included reinstatement, demolition and sale, or sale in its damaged state.

7. Council has now received confirmation from its insurer that demolition can proceed. A partial insurance payout has also been received by Council in relation to the site.

Discussion

8. The proposed sale of the Alicetown Community House land is the next step in implementing Council's earlier decision to pursue divestment.

9. Officers have received advice that disposal of the land is out of scope of the Use of Hutt City Council Land Policy, as that policy relates to the use of Council land where Council retains ownership, rather than the sale of land.

10. The relevant decision-making framework is therefore the Local Government Act 2002. Officers have received advice that reserve land is treated as a strategic asset under Council's Significance and Engagement Policy, and that public notification is likely to be required before Council sells or agrees to dispose of the land unless that option was already part of an earlier publicly notified process.

11. Officers note that seeking to sell the land without first undertaking any required public notification could create a legal risk under the Local Government Act 2002.

12. On that basis, officers consider that the appropriate next step is to obtain provisional Council approval to progress the land sale process, pending completion of any required public consultation, statutory and other due diligence requirements. Should anything arise from these processes, officers will return to Council seeking further guidance.

13. Before the sale can proceed to completion, a number of matters still need to be addressed, including:

    a. confirming the precise legal and statutory pathway for disposal;

    b. reviewing the Record of Title and confirming that any existing interests do not impede the sale of the fee simple land;

    c. undertaking any survey work required; and

    d. obtaining legal advice, including from Council's barristers, as appropriate.

14. Progressing the land sale is consistent with Council's wider approach to reducing asset stock and disposing of surplus assets where appropriate.

Options

15. Council has the option to:

    a. Provisionally approve progression of the land sale process for the Alicetown Community House site, pending completion of public notification, statutory and other due diligence requirements, with officers to return and seek further guidance if any issues should arise from these processes.

    b. Not approve the progression of the land sale and provide guidance for officers.

Climate Change Impact and Considerations

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

Consultation

17. Officers have received advice that public notification is likely to be required before Council sells or agrees to dispose of the land.

18. This is because the land is understood to be reserve land and reserve land is treated as a strategic asset under Council's Significance and Engagement Policy. Unless the sale of the land was already clearly included as an option in an earlier publicly notified process, officers consider that public notification should occur before Council makes a final sale decision.

19. Mana Whenua engagement requirements will also need to be confirmed and undertaken as appropriate as part of the next stage of the process.

Legal Considerations

20. The proposed sale of the Alicetown Community House land falls to be considered under the Local Government Act 2002 rather than the Use of Hutt City Council Land Policy, which relates to the use of Council land where ownership is retained

21. Officers have received advice that, while Council has powers under section 12 of the Local Government Act 2002 to enter into land sale transactions, disposal of reserve land requires careful compliance with statutory requirements and any associated consultation obligations.

22. Officers have also received advice that proceeding to sell the land without first undertaking any required public notification may risk breaching the Local Government Act 2002.

Financial Considerations

23. Council has received a partial insurance payout in relation to the Alicetown Community House site.

24. Progressing the sale is consistent with Council's wider asset review approach, which has been driven in part by the need to reduce ongoing asset costs and future renewal liabilities

Target Operating Model (TOM) Implications

25. This proposal aligns with the TOM direction to reduce Council's asset stock and to progress divestment where appropriate.

Appendices

There are no appendices for this report.

Author: Joe Sluman
Head of Assets & Facilities Management

Approved By: Jon Kingsbury
Director Economy & Development

Hutt City Council

07 May 2026

Report no: HCC2026/2/130

Governance Appointments and Terms of Reference Amendments

Purpose of Report

1. To seek Council approval to:

   a) appoint a new Chair of Te Komiti Arotake i te Tumu Whakarae | Chief Executive's Performance Review Subcommittee;

   b) appoint an additional member to the Te Komiti Āpiti Arotake me ngā Tūraru | Audit and Risk Subcommittee and

   c) amend the Terms of Reference for Te Paewhiri Pūtea Hapori | Community Funding Panel (the Panel) and the Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities, Climate and Resilience Committee (the Committee).

Recommendations

That Council:

(1) receives and notes the information;

(2) appoints Mayor Laban as Chair of Te Komiti Arotake i te Tumu Whakarae | Chief Executive's Performance Review Subcommittee, effective 26 May 2026;

(3) appoints Deputy Mayor Brown as Deputy Chair of the Te Komiti Arotake i te Tumu Whakarae | Chief Executive's Performance Review Subcommittee, effective from 26 May 2026;

(4) appoints Cr Barratt as an additional member of Te Komiti Āpiti Arotake me ngā Tūraru | Audit and Risk Subcommittee, effective from 26 May 2026;

(5) delegates authority to the Chief Executive to make funding allocation decisions for the Resilient Communities Fund;

(6) amends the Terms of Reference for the Te Paewhiri Pūtea Hapori | Community Funding Panel attached as Appendix 1 to the report; and

(7) amends the Terms of Reference for the Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities, Climate and Resilience Committee attached as Appendix 2 to the report.

For the reasons that these changes strengthen governance leadership, provide clear separation between governance oversight and delegated decision-making, and ensure the Terms of Reference for the Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities, Climate and Resilience Committee and Te Paewhiri Pūtea Hapori | Community Funding Panel align with Council's updated community funding model.

Background

Te Paewhiri Pūtea Hapori | Community Funding Panel (the Panel) – Resilient Communities Fund

2. On 23 April 2026, the Chief Executive wrote to the Mayor, Deputy Mayor and Cr Mitchell to alert them to a process she has put in place to address an issue with the administration of $30k in funding targeted to marae to support their resilience and important welfare role with communities.

3. The funding noted above was intended for investment in emergency activities and resilience that support the critical role of marae working with our community and providing a safe haven for those displaced from their homes.

4. Marae played a critical role during the recent State of Emergency despite not receiving Council funding specifically allocated for this event. If more people had needed to be evacuated, Council would not have been able to meet the needs of the community without the support of marae.

5. Marae had for some time raised the issue at quarterly hui about the lack of funding available ahead of emergency or severe weather events. While they can recover costs after an event through external emergency management channels, no funding is provided ahead of activation or to build resilience.

6. As a result, one of the actions included in Te Herenga Kairangi (Council's Rautaki Māori) is to: develop support for Marae Emergency Hubs to ensure adequate resourcing for the continuation of services in emergency management. To support this action, budget was included in Council's Long Term Plan to fund community led emergency management initiatives (including marae).

7. A total of $30k was made available annually to support this mahi. For marae, this funding could be applied to improving the resilience of the marae so they are better able to respond in an emergency/severe weather or to fund emergency activities for responses and recovery or for equipment supplies.

8. Information provided to Council on streamlining community funding has grouped the marae emergency and resilience funding (titled Resilient Communities Fund (RCF)) with climate action funds to be administered by a Community Funding Panel.

9. At the same time, several funds retained their separate status because of their operational or time sensitive nature (Mouri Ora, events and celebrations funds, Mayoral Grants, Kākano Fund). These are smaller, highly responsive, or administratively efficient funds.

10. In response, the Chief Executive, in collaboration with the Mayor, Deputy Mayor and Cr Mitchell, has agreed to repurpose the RCF to support marae in emergency readiness and response. It is proposed that Council delegate to the Chief Executive the authority to make funding allocation decisions for the RCF, with criteria developed by relevant officers.

11. The RCF will be administered by Te Tira Māori, with the Committee providing governance oversight and accountability support as required.

Discussion

Implications of changes to the Resilient Communities Fund

12. The repurposing of the RCF and the updated decision making arrangements have implications for Council's governance framework, particularly the roles of the Panel and the Committee.

13. As decision making for the RCF is now delegated, the Panel no longer has responsibility for the allocation of this fund. Minor amendments to the Panel's Terms of Reference are therefore required to remove reference to the RCF and clarify its scope of decision making. The proposed amendments to the Terms of Reference for the Panel are attached as Appendix 1 to this report.

Amendments to the Connected Communities, Climate and Resilience Committee (the Committee) Terms of Reference

14. When Council approved the Terms of Reference for the Panel, amendments to the Committee's Terms of Reference were not made, as this is the appropriate opportunity for Council to consider those changes.

15. Minor amendments are now proposed to the Committee's Terms of Reference to reflect changes to the governance and decision-making arrangements for the RCF. These changes are:

    (a) to clarify that the Committee approves funding frameworks and monitors outcomes, rather than making individual allocation decisions;

    (b) to strengthen recognition of delegated funding decision-making to the Panel; and

    (c) to introduce explicit governance oversight of the Panel.

16. These amendments ensure a clear separation between governance and operational decision making, and alignment with Council's updated community funding model. The proposed amendments to the Terms of Reference for the Committee are attached as Appendix 2 to this report.

17. Following Council approval, the governance documents will be updated accordingly.

Change of Chair for Te Komiti Arotake i te Tumu Whakarae | Chief Executive's Performance Review Subcommittee and Appointment of an Additional Member to Te Komiti Āpiti Arotake me ngā Tūraru | Audit and Risk

18. A change in the chairing of the Te Komiti Arotake i te Tumu Whakarae |Chief Executive's Performance Review Subcommittee is proposed, with Mayor Laban to be appointed as Chair and the current Chair to be appointed as Deputy Chair.

19. This reflects the Mayor's governance role and accountability for the performance management of the Chief Executive, while retaining institutional knowledge through the Deputy Chair role.

20. It is proposed that Council appoint an additional member to Te Komiti Āpiti Arotake me ngā Tūraru | Audit and Risk Subcommittee to strengthen the Subcommittee's governance capability and support its oversight responsibilities.

Options

21. **Option 1 (recommended): Approve amendments**

    (a) approves the proposed amendments to the Terms of Reference for the Panel and the Committee to reflect the updated governance arrangements for the RCF.

    (b) This option includes updating the governance documents to give effect to Council's decision.

22. **Option 2: Status quo (retain the current Terms of Reference)**

    This would result in misalignment between governance arrangements and the updated decision making framework for the RCF.

Climate Change Impact and Considerations

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

24. The proposed amendments relate to governance and decision making arrangements and are not expected to have any direct impact on greenhouse gas emissions. The changes improve the RCF's responsiveness to emergencies and therefore strengthen community resilience to the impacts of climate change.

Consultation

25. The proposed amendments to the Terms of Reference for the Panel and the Committee have been discussed with the Chair of the Committee, the Chief Executive and relevant officers.

Legal Considerations

26. The proposed delegation of funding allocation decision making authority for the Resilient Communities Fund to the Chief Executive is consistent with Council's powers to delegate responsibilities under clause 32 of Schedule 7 of the Local Government Act 2002.

Financial Considerations

27. There are no significant financial implications arising from the proposed amendments to the Terms of Reference.

Target Operating Model (TOM) Implications

28. The proposed amendments have no material impact on how Council operates or delivers services and are therefore consistent with the TOM design principles.

Appendices

No.	Title	Page
1⇩	Amended ToR Community Funding Panel	163
2⇩	Amended ToR Connected Communities, Climate and Resilience Committee	167

Author: Kathryn Stannard
Head of Democratic Services

Reviewed By: Adrienne Moor, Head of Connected Communities and Bradley Cato, Chief Legal Officer

Approved By: Andrea Blackshaw
Director Neighbourhoods and Communities

Community Funding Panel: Terms of Reference

Purpose

1. The Community Funding Panel (the Panel) is established by Hutt City Council to make funding allocation decisions for selected community funds that have been grouped into agreed funding categories. The Panel provides a streamlined, consistent, and transparent decision-making mechanism that supports Council's community investment objectives while strengthening partnership, community voice, and cultural perspectives in funding decisions.
2. The Panel is a new governance arrangement for Community Funding decisions, approved by Council in December 2025. This change is intended to improve efficiency, consistency, and sustainability of the community funding system while retaining existing fund purposes, criteria, and budgets.

Scope and Functions

3. The Panel is responsible for:
    a. Assessing and making funding allocation decisions for community funds that fall within the approved grouped funding categories, excluding any funds where decision making has been separately delegated by Council or the Chief Executive.
    b. Ensuring funding decisions align with Council's strategic priorities, agreed outcomes, and the specific purposes of each fund.
    c. Applying fair, transparent, and consistent assessment processes across funding rounds.
    d. Incorporating community, cultural, and subject matter perspectives into decision-making.
    e. Providing assurance that public funds are allocated responsibly and equitably.
    f. Overseeing stories that help to build understanding of the impact and value of Council's investment in the community via its community funding.
4. The Panel does not change fund purposes, eligibility criteria, or budgets unless explicitly directed otherwise by Council.

Funding Categories in Scope

5. The Panel will make funding decisions for the following funding categories:
6. Community ~~Resilience and~~ Climate Action, including:
    a. Community Climate Action Fund
    b. Low Carbon Acceleration Fund
    ~~c. Community Resilience Fund~~
7. Community Creativity, including:
    a. Arts and Culture Fund
    b. Creative Communities Scheme

Authority and Delegation

8. The Panel operates under delegation from Council. Funding decisions made by the Panel within approved budgets, criteria, and delegations are final and are not subject to further Council approval except where a fund has been removed from the Panel's scope or separately delegated.
9. Council retains authority over:
    a. Panel establishment and disestablishment
    b. Appointment and removal of Panel members
    c. Changes to delegations, fund purposes and allocation, or funding categories
    d. Funding evaluation frameworks
    e. Overall community funding budgets through the Annual Plan and Long Term Plan processes

Membership

10. Composition: the Panel will comprise a mix of the following members:
    a. Elected Members of Council
    b. Mana Whenua representatives
    c. Community and/or Community Board representation
    d. Subject matter experts (as required)
11. This balanced composition is intended to ensure democratic accountability, partnership with Mana Whenua, community voice, and technical expertise.
12. Members would not be paid for their participation in the Panel.

Mana Whenua Representation

13. Mana Whenua representation on the Panel will be determined in partnership with Mana Whenua. Up to two Mana Whenua representatives are anticipated to be appointed, to honour Council's commitments to Te Tiriti partnerships and its Takai Here Agreements, whilst also supporting effective governance, continuity, and tikanga-aligned decision-making.

Appointments and Term Length

14. Panel members are appointed by Council.
15. Term length will be confirmed at the time of appointment, with the expectation of continuity across at least one full funding cycle.
16. Alternates may be approved where appropriate, particularly for Mana Whenua and Community representatives.

Roles and Responsibilities

Panel Members

17. Panel members are expected to:
    a. Act in the best interests of the community and Council as a whole.
    b. Prepare for and participate constructively in meetings.
    c. Assess applications against published criteria and available advice.
    d. Act with honesty and integrity, actively managing conflicts of interest (perceived or real).

e. Uphold principles of fairness, transparency, confidentiality, and integrity.

Chair

18. The Chair will be appointed by Council (or elected by the Panel if delegated). In addition to Panel membership, the Chair will hold further responsibilities for:
    a. Leading Panel meetings in a fair and effective manner.
    b. Ensuring all perspectives are heard and considered.
    c. Confirming decisions and ensuring clarity of outcomes.
    d. Acting as the primary liaison with Council officers on Panel matters.

Council Officers

19. Council officers will:
    a. Provide administrative, technical, and subject-matter advice to the Panel.
    b. Manage funding processes, including communications, application receipt, eligibility checks, and assessment summaries.
    c. Implement Panel decisions and communicate outcomes to applicants.
    d. Ensure decisions are recorded accurately and meet audit and reporting requirements.

Meeting Cycle and Quorum

20. Meeting Frequency: The Panel will meet three times per year, aligned with the main funding rounds for the grouped funding categories. Additional workshops or briefings may be scheduled as required.

Quorum

21. A quorum will be a simple majority of appointed members, provided that at least:
    a. One Elected Member, and
    b. One Mana Whenua or Community representative are present.

Decision-Making

22. Decisions will be made by consensus where possible. Where consensus cannot be reached, decisions will be made by majority vote. The Chair will have a casting vote if required.

Conflict of Interest Management

23. All Panel members must comply with Council's conflict of interest policies and relevant legislative requirements.
24. Panel members must:
    a. Declare any actual, potential, or perceived conflicts of interest at the start of each meeting or as they arise.
    b. Abstain from discussion and decision-making on any matter where a conflict exists.
    c. Have conflicts recorded in the meeting minutes.
25. The Chair, supported by Council officers, is responsible for ensuring conflicts are appropriately managed.

Confidentiality and Information Management

26. Panel members must treat all application information, deliberations, and advice as confidential unless information is publicly released by Council.
27. All documentation remains the property of Hutt City Council and must be handled in accordance with Council's information management policies.

Secretariat and Administration

28. The Connected Communities team will provide secretariat support to the Panel, including:
    a. Meeting scheduling and agenda preparation
    b. Distribution of papers
    c. Recording of decisions and minutes
    d. Maintenance of conflict-of-interest registers
    e. Communications
    f. Reporting of decisions and outcomes to the Executive and Council, and Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities, Climate and Resilience Committee, as required.

Review and Amendment

29. These Terms of Reference will be reviewed after the first full funding cycle, or earlier if required, to ensure they remain fit for purpose.
30. Any amendments to these Terms of Reference must be approved by Council.

TE KOMITI ORANGA HAPORI, ORANGA TAIAO | CONNECTED COMMUNITIES, CLIMATE AND RESILIENCE COMMITTEE

Chair:	Cr Andy Mitchell
Deputy Chair:	Cr Naomi Shaw
Membership:	Mayor and all Councillors Refer to Council's Standing Orders (SO 31 Provisions for Mana Whenua)
Quorum:	Half of the membership
Meeting cycle:	Meets on an eight-week basis or at the requisition of the Chair
Reports to:	Council

Overview:

This committee supports Council in ensuring healthy, vibrant and resilient communities and the natural environment through partnerships, overseeing community wellbeing initiatives, environmental sustainability efforts, and the city's climate change response.

Areas of focus:

Community Development and Wellbeing:

- Major neighbourhoods, communities, and environmental projects
- Community funding
- City and community safety
- Emergency management and community resilience
- Homelessness: needs and wellbeing
- Youth engagement
- Oversight of the Age and Accessibility Subcommittee

Culture, Heritage:

- Arts, culture, and heritage

- Arts and culture funding

Mana whenua relations:

- Relationships with the seven marae and Te Ao Māori
- Treaty partnerships

Environment and Sustainability:

- Climate change mitigation, adaptation, and resilience
- Oversight of Council's organisational Carbon Zero plan and the Climate Action Pathway, and other relevant environmental initiatives
- ~~Allocate funding for community climate action~~
- Approve and monitor community climate action funding frameworks and outcomes
- Collaboration with Mana Whenua, residents, and businesses to decarbonise the city
- Community-led climate action and sustainability programmes
- Waste reduction, recycling, and resource recovery
- Ecology, biodiversity, forestry, and biosecurity
- Social and environmental procurement

Open Spaces and Places:

- Open spaces and community places (parks, reserves, sports, recreation, and community facilities and hubs) with a focus on activation, accessibility, wellbeing, and climate resilience outcomes (excluding asset delivery and regulatory functions, which sit with the Te Komiti Hanganga me ngā Waeture | Infrastructure and Regulatory Committee).
- Oversight of the Pito-one projects.

Purpose:

To oversee and review strategies, policies, frameworks, plans and functions that support community wellbeing (social and cultural) and environmental sustainability, with a particular focus on climate change mitigation and adaptation. The committee seeks to make Te Awa Kairangi ki Tai a desirable, safe and inclusive city with facilities, open spaces and services that enable healthy lifestyles. It also aims to

strengthen the city's long term resilience and sustainability by increasing awareness of, and action on, climate change. Through strong partnerships with Mana Whenua, community organisations and other stakeholders, the committee promotes the cultural, social and environmental wellbeing of current and future generations.

Note: The Chief Executive and officers are responsible for preparing strategies, policies, bylaws, and other reports for consideration by the committee, and for implementing Council decisions. The committee provides governance oversight, direction, and recommendations in these areas, consistent with the separation of governance and management set out in section 42 of the Local Government Act 2002.

Delegations for the Committee's areas of focus:

All powers necessary to perform the committee's responsibilities, including the activities outlined below.

- Oversee required strategies, frameworks and policies **and recommend draft and final versions to Council for adoption, where adoption is required under the Local Government Act 2002.**
- Monitor and review progress on the implementation of Council strategies and policies that relate to community wellbeing, environmental sustainability and climate resilience through oversight and updates from officers.
- Oversee the governance direction and outcomes of plans and programmes that promote environmental well-being, including Council's plan to reach Carbon Zero. **Note** that the Te Komiti Kaupapa Here me te Pae Angitū | Policy and Performance Committee will retain high level oversight of performance reporting on Carbon Zero progress.
- Monitor progress and provide governance oversight of major community wellbeing and environmental projects provided for in the Long Term Plan or Annual Plan.
- Monitor delivery of activities and outcomes within approved budgets under the Long Term Plan or Annual Plan, in alignment with financial reporting overseen by the Te Komiti Kaupapa Here me te Pae Angitū | Policy and Performance Committee.
- Maintain a governance overview of community-led climate action and sustainability programmes, as well as a governance overview of work programmes conducted by Council's Neighbourhoods and Communities directorate.
- Provide governance oversight and direction on matters related to climate change, including raising awareness of climate-related impacts and issues,

advocating for climate change impacts, issues and actions, and supporting initiatives that reduce carbon emissions.

- Provide governance oversight and direction on matters related to ecological protection, the protection of biodiversity and biosecurity.

- Approve and monitor, at a governance level, funding frameworks and outcomes within the committee's areas of focus, in line with Council's approved funding framework.
  ~~**Note:** The distribution of funding may be delegated to panels or other mechanisms established by Council. The committee retains oversight of overall funding outcomes and alignment with Council priorities and will continue to operate within the approved funding framework as it evolves.~~

  Note: Individual funding allocation decisions may be delegated to panels or other mechanisms established by Council. The committee retains oversight of overall funding outcomes and alignment with Council priorities.

  Note: Decision making for the Resilient Communities Fund is delegated separately from the Community Funding Panel.

- Advocate for strong relationships with Council's Mana Whenua partners as outlined in the Tākai Here agreements, ensuring the outcomes of the committee are in line with the aspirations of the partners.

- Advocate for the best interests of Māori communities in Lower Hutt, having regard to the committee's goals.

- Ensure the committee is operating in a way that is consistent with various pieces of legislation that provide for Te Tiriti o Waitangi.

- Conduct any consultation/engagement processes required on issues before the committee.

- Approve and forward submissions. If the timing for forwarding submissions does not align with the meeting schedule, the Chair and Deputy Chair have the authority to approve submissions and report back to the committee.

- **Recommend to Council** the acquisition or disposal of assets unless the acquisition or disposal is provided for specifically in the Long Term Plan.

- Any other matters delegated to the committee by Council in accordance with approved policies and bylaws, noting the committee may provide input on the community or environmental impacts of bylaws within its areas of focus when requested. Still, responsibility for bylaw development, consultation, and adoption rests solely with Te Komiti Kaupapa Here me te Pae Angitū | Policy and Performance Committee.

- The recipients of the annual Civic Honours awards.

If a policy or project relates primarily to the responsibilities of the Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities and Climate Resilience Committee and/or Te Komiti Hanganga me ngā Waeture Komiti Hanganga | Infrastructure and Regulatory Committee, the Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities and Climate Resilience Committee has the power to make associated decisions on behalf of that committee. For the avoidance of doubt, this means that matters do not need to be taken to more than one of those committees for decisions.

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
Friday 27 February 2026 commencing at 12.00pm

To watch the livestream of the meeting, please click on the link here: 27 February 2026 Strategy Long Term Plan and Annual Plan Subcommittee followed by Additional Council (part 1) and 27 February 2026 Strategy Long Term Plan and Annual Plan Subcommittee followed by Additional Council (part 2)

PRESENT:	Mayor Fauono K Laban (Chair)	Deputy Mayor K Brown (until 12.05pm)
	Cr G Barratt	Cr TA Puketapu
	Cr B Dyer	Cr P Ravi
	Cr S Edwards (until 3.50pm)	Cr N Shaw
	Cr T Lewis	Cr T Stallinger
	Cr A Mitchell	Cr M Tonga-Grant
	Cr C Parkin	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
A Moore, Head of Connected Communities
A Andrews, Finance Transaction Services Manager
D Nunnian, Manager Financial Planning and Performance
K Glanville, Senior Democracy Advisor
H Clegg, Minute Taker

PUBLIC BUSINESS

1. TRIBUTE TO FORMER MAYOR JOHN TERRIS QSO AND HINA LUKE

Mayor Fauono Laban paid tribute to former Mayor John Terris QSO and to Hina Luke of Waiwhetū Marae.

Council's Waiata Group performed *Ko Te Awa Kairangi*.

The meeting adjourned at 12.05pm and resumed at 3.29pm.

2. OPENING FORMALITIES - KARAKIA KAUNIHERA

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

3. APOLOGIES

There were no apologies.

4. PUBLIC COMMENT

There was no public comment.

5. CONFLICT OF INTEREST DECLARATIONS

There were no conflicts of interest declarations.

6. PROPOSED JOINT WORKING GROUP ON REGIONAL AMALGAMATION OPTIONS AND THE WELLINGTON REGIONAL TRIENNIAL AGREEMENT 2025-2028

Report No. HCC2026/1/6 by the Chief Executive

The Chief Executive elaborated on the report. She advised that councils in the region were united in their agreement for a regional approach to amalgamation. She confirmed that Deputy Mayor Brown would serve as the alternate Mayoral Forum representative.

3

RESOLVED: (Mayor Laban/Cr Mitchell) **Minute No. C 26101**

"That Council:

(1) receives and notes the information;

Regional Amalgamation

(2) agrees in principle that, considering the government announcement to introduce legislative options for reorganising local government, a specific regional approach to amalgamation is the priority response to simplifying local government;

(3) notes that the Mayor will take part in discussions on Council's behalf via the Mayoral Forum with other local councils, as well as with the Minister for Local Government;

(4) agrees that Hutt City Council will join a regional joint working group to develop next steps on information-gathering and public engagement to generate discussion and debate on amalgamation and effective service delivery;

(5) agrees to a set of principles by which the work will be guided:

a) improved effectiveness and efficiency in achieving population and economic growth and environmental protection

b) effective local government representation

c) ensure mana whenua representation is consistent with Treaty settlements and obligations under the Treaty of Waitangi

d) promote and enhance the region's reputation as a place of opportunity, creativity, and innovation; and

e) ensuring affordability for ratepayers and long-term financial sustainability;

(6) agrees to work with councils within the region on options for progressing this discussion based on these principles outlined in these recommendations; and

(7) agrees that the regional joint working group will regularly report back to the local councils in the working group following the information-gathering and service mapping phases, and on a public engagement plan for any options for amalgamation and service delivery to ensure there is ongoing alignment and support across those councils;

Wellington Regional Triennial Agreement 2025–2028

(8) approves the draft Wellington Regional Triennial Agreement 2025-2028 attached at Appendix 1 to the report;

(9) delegates authority to the Mayor and the Chief Executive to make any minor amendments required because of changes requested by other local and regional authorities during the adoption process; and

(10) authorises the Mayor to sign the Wellington Regional Triennial Agreement 2025-2028 on behalf of Council."

7. IMPLEMENTING CHANGES TO COMMUNITY FUNDING DECISION-MAKING

Report No. HCC2026/1/7 by the Head of Connected Communities

The Director Neighbourhoods and Communities and the Head of Connected Communities elaborated on the report.

The Head of Connected Communities advised that options had been investigated to streamline the community funding process, reduce resource requirements, and maintain funding levels. She confirmed that a panel of six to eight members would be the most efficient model and that volunteer members would not be remunerated.

RESOLVED: (Mayor Laban/Cr Barratt) **Minute No. C 26102**

"That Council:

(1) receives and notes the information;

(2) approves the Community Funding Panel (the Panel) Terms of Reference attached as Appendix 2 to the report;

(3) appoints Crs Parkin and Ravi to the Panel;

(4) notes that Mana Whenua partners have been consulted on these proposals and are considering their representation on the Panel;

(5) agrees to the appointment of representatives of the Wainuiomata and Eastbourne Community Boards as members of the Panel, with each Board determining its representative for each meeting; and

(6) notes the funding calendar and communications approach ahead of the first funding round under this new structure, planned for April-May 2026."

Cr Tonga-Grant left the meeting at 3.49pm.

Cr Edwards left the meeting at 3.50pm.

8. UPDATE ON LOCAL GOVERNMENT REFORM RELATED SUBMISSIONS

Report No. HCC2026/1/8 by the Policy Advisor

The Head of Strategy and Policy elaborated on the report.

Cr Tonga-Grant rejoined the meeting at 3.51pm.

Cr Dyer suggested establishing a working group to provide input into submissions on government proposals.

RESOLVED: (Mayor Laban/Cr Dyer) **Minute No. C 26103**

"That Council:

(1) notes the Government is currently consulting a range of legislation changes as part of its local government reform programme; and

(2) notes the submissions provided or endorsed by Council attached at Appendix 1 to the report."

9. RECOMMENDATIONS TO COUNCIL FROM THE STRATEGY, LONG TERM AND ANNUAL PLAN SUBCOMMITTEE MEETING HELD ON 27 FEBRUARY 2026

RESOLVED: (Mayor Laban/Cr Shaw) **Minute No. C 26104**

"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 27 February 2027:

a) Target Operating Model: including the Annual Plan and Long Term Plan;

b) Draft Annual Plan 2026-2027 final decisions;

c) Development Contributions Policy update;

d) Revenue and Financing Policy update; and

e) Proposed fees for commercial dog walkers."

10. QUESTIONS

There were no questions.

11. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA

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

There being no further business, the Chair declared the meeting closed at 3.53pm.

K Laban
MAYOR FAUONO

CONFIRMED as a true and correct record
Dated this 26th day of May 2026

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 24 March 2026 commencing at 11:45 am

To watch the livestream of the meeting, please click on the link here:
24 March 2026 Council

PRESENT:	Mayor Fauono K Laban (Chair)	Deputy Mayor K Brown
	Cr G Barratt	Cr TA Puketapu
	Cr B Dyer	Cr P Ravi
	Cr S Edwards	Cr N Shaw
	Cr T Lewis	Cr T Stallinger
	Cr A Mitchell	Cr M Tonga-Grant
	Cr C Parkin	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
S White, Policy Advisor (part meeting)
M Dunn, Solicitor (part meeting)
I Valesco, Parks Development Planner (part meeting)
K Glanville, Senior Democracy Advisor
H Clegg, Minute Taker

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA KAUNIHERA

Tuia te mana akiaki
Rarangahia te mana rangatira
Kia tipu, kia puāwai
E ripo ngā wai
O Te Awa Kairangi
He Kaitiaki ki te whenua
He oranga taiao
He oranga tangata

Haumi e, hui e Taiki e!

Sow the seeds of courage
Weave the power of unity
To grow and prosper
There are ripples in
Te Awa Kairangi
There are Kaitiaki on the land
Protected environment
Thriving people

Connected, united, affirmed!

2. APOLOGIES

There were no apologies.

3. PUBLIC COMMENT

Comments are recorded under the item to which they relate.

4. MAYORAL STATEMENT

During the Strategy, Long Term and Annual Plan Subcommittee meeting held on 24 March 2026, the Mayoral Statement was read. The Chief Executive subsequently withdrew the item from the agenda in accordance with Standing Order 10.9.

5. CONFLICT OF INTEREST DECLARATIONS

Cr Stallinger declared a conflict of interest in relation to items 6c) and item 5a) 'Urban Plus Limited Group Draft Statement of Intent 2026/27 to 2028/29'. Cr Stallinger was Council's representative on the Board of Urban Plus Limited. He took no part in discussions or voting on the matter.

Cr Lewis declared a conflict of interest in relation to item 6c) 6) part (5) 'Assets Review Update and Maungaraki Hall Lease' as she was a Trustee of E Tu Te Awa Kairangi Sculpture Trust. She also declared a conflict of interest in relation to item 6c) Item 5b) 'Seaview Marina Limited Draft Statement of Intent 2026/27 to 2028/29'. Cr Lewis was Council's representative on the Board of Seaview Marina Limited. She took no part in discussions or voting on the matters.

6. COMMITTEE MINUTES WITH RECOMMENDED ITEMS

a) Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities, Climate and Resilience Committee

3 March 2026

RESOLVED: (Cr Mitchell/Cr Shaw) **Minute No. C 26101 (2)**

"That the minutes of the Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities, Climate and Resilience Committee meeting held on 3 March 2026 be adopted, with the exception of item 6) part 5."

Recommended Item

Item 6) Assets Review Update and Maungaraki Hall Lease

Cr Lewis declared a conflict of interest and took no part in discussions or voting on the item.

Item 7(a) was considered in conjunction with this item. The item is recorded in the order in which it was listed on the Order Paper.

Cr Mitchell foreshadowed his intention to move an amendment to remove Tutukiwi Orchid House from part (5) of the recommendation.

RESOLVED: (Cr Mitchell/Cr Yung) **Minute No. C 26102(2)**

"(5) That Council 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;"

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

5 March 2026

RESOLVED: (Cr Edwards/Cr Lewis) **Minute No. C 26103(2)**

"That the minutes of the Te Komiti Hanganga me ngā Waeture | Infrastructure and Regulatory Committee meeting held on 5 March 2026 be adopted, with the exception of items 5a and 5b."

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)

RESOLVED: (Cr Edwards/Cr Parkin) **Minute No. C 26104 (2)**

"That Council:

(1) receives and notes the information in this report;

(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;

(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;

(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;

(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

(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."

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

Speaking under public comment, **Grant Robertson from Wheels and Canes New Zealand,** congratulated Council on the proposed safety improvements in the Pomare area.

In response to questions from members, Grant Robertson expressed the view that the proposed traffic signals would significantly help reduce traffic speeds, particularly in the vicinity of Taita College. He further advised that he had not observed enforcement of the speed limit in the area by Waka Kotahi New Zealand Transport Agency or New Zealand Police.

RESOLVED: (Cr Edwards/Cr Parkin) **Minute No. C 26105(2)**

"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."

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

10 March 2026

RESOLVED: (Cr Stallinger/Cr Edwards) **Minute No. C 26106(2)**

"That the minutes of the Te Komiti Kaupapa Here me te Pae Angitū | Policy and Performance Committee meeting held on 10 March 2026 be adopted, with the exception of items 5a, 5b and 5c."

Recommended Items

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

Cr Stallinger declared a conflict of interest and took no part in discussions or voting on the item.

RESOLVED: (Cr Parkin/Cr Mitchell) **Minute No. C 26107(2)**

"That Council:

(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;

(2) notes the projected 10-year plan attached as Appendix 2 to the report;

(3) notes that officers have reviewed the draft SOI for compliance with the Local Government Act 2002 and provided their analysis;

(4) receives the draft SOI, attached as Appendix 1 to the report;

(5) reviews the draft SOI and considers if any modifications should be made; and

(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)."

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

Cr Lewis declared a conflict of interest and took no part in discussions or voting on the item.

RESOLVED: (Cr Stallinger/Cr Ravi) **Minute No. C 26108(2)**

"That Council:

(1) 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;

(2) notes that officers have reviewed the draft SOI for compliance with the Local Government Act 2002 and provided their analysis;

(3) receives the draft SOI, attached as Appendix 1 to the report;

(4) reviews the draft SOI and considers if any modifications should be made;

(5) 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

(6) 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."

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

The Policy Advisor elaborated on the report.

RESOLVED: (Cr Stallinger/Cr Barratt) **Minute No. C 26109(2)**

"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) notes the further work undertaken by officers on matters raised at the Policy and Performance Committee and reported back to Council at its meeting on 24 March 2026; and

(6) agrees to the draft Statement of Proposal, attached to the Council agenda dated 24 March 2026, and approves it for public consultation commencing on 25 March 2026."

7. MISCELLANEOUS

a) Supporting information on Tutukiwi Orchid House

Memorandum dated 9 March 2026 by the Director Neighbourhoods and Communities

The item was considered under recommended item 6(a)(6), "Assets Review Update and Maungaraki Hall Lease".

b) Delegations Register

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

The Chief Legal Officer elaborated on the report.

RESOLVED: (Mayor Laban/Cr Dyer) **Minute No. C 26110(2)**

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

c) Encroached Reserve Land Sale – 48 Stanley Street, Wainuiomata

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

The Director Neighbourhoods and Communities elaborated on the report. She confirmed that Council currently owned the land and was in the process of selling it to a private individual.

RESOLVED: (Mayor Laban/Cr Yung) **Minute No. C 26111(2)**

"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. "

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

The Director Neighbourhoods and Communities elaborated on the report.

RESOLVED: (Mayor Laban/Cr Lewis) **Minute No. C 26112(2)**

"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."

e) Proposed Reappointment of Director, Urban Plus Limited

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

The Mayor elaborated on the report.

RESOLVED: (Mayor Laban/Cr Mitchell) **Minute No. C 26113(2)**

"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."

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

RESOLVED: (Mayor Laban/Cr Tonga-Grant) **Minute No. C 26114(2)**

"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

RESOLVED: (Mayor Laban/Cr Edwards) **Minute No. C 26115(2)**

"That the minutes of the meeting of the Hutt City Council held on Tuesday, 16 December 2025, be confirmed as a true and correct record."

9. COMMITTEE MINUTES WITHOUT RECOMMENDED ITEMS

a) Komiti Ngā Wai Hangarua | Wellington Water Committee

12 December 2025

RESOLVED: (Mayor Laban/Cr Mitchell) **Minute No. C 26116(2)**

"That the minutes of the Komiti Ngā Wai Hangarua | Wellington Water Committee meeting held on 12 December 2025 be noted."

b) Te Komiti Tiaki Wai | Partners' Committee Tiaki Wai

18 December 2025

RESOLVED: (Mayor Laban/Cr Mitchell) **Minute No. C 26117(2)**

"That the minutes of the Te Komiti Tiaki Wai | Partners' Committee Tiaki Wai meeting held on 18 December 2025 be noted."

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

12 February 2026

RESOLVED: (Mayor Laban/Cr Mitchell) **Minute No. C 26118(2)**

"That the minutes of the Te Komiti Āpiti mō te Mahere ā-Rohe | District Plan Subcommittee meeting held on 12 February 2026 be adopted."

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

24 February 2026

RESOLVED: (Mayor Laban/Cr Mitchell) **Minute No. C 26119(2)**

"That the minutes of the Komiti Iti Ahumoni I Tūraru | Audit and Risk Subcommittee meeting held on 24 February 2026 be adopted."

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

24 February 2026

RESOLVED: (Mayor Laban/Cr Mitchell) **Minute No. C 26120(2)**

"That the minutes of the Te Komiti Āpiti mō ngā Taipakeke me te Āheinga | Age and Accessibility Subcommittee meeting held on 24 February 2026 be adopted."

10. SEALING AUTHORITY

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

RESOLVED: (Mayor Laban/Cr Stallinger) **Minute No. C 26121(2)**

"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

Alistair Pullman *WARRANT-25-32 WELLINGTON WATER*	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*

Andrew Curry *WARRANT-25-33* *WELLINGTON WATER*	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*
Ben Hamara *WARRANT-25-34* *WELLINGTON WATER*	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*
Michael Dirk Naish *WARRANT-25-35* *WELLINGTON WATER*	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*
Jazz Parsons *WARRANT-25-36* *WELLINGTON WATER*	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*
Jeremy Toms *WARRANT-25-37* *WELLINGTON WATER*	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*
Rob Walker *WARRANT-25-38* *WELLINGTON WATER*	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*
Shannon Reti *WARRANT-25-39* *WELLINGTON WATER*	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*
Amon Mudzviti *WARRANT-25-40*	1. *Local Government Act 2002* *AUTHORISED PERSON pursuant to ss171, 173 (powers of entry in general)*

WELLINGTON WATER	*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*
Andrew Tolo *WARRANT-25-41 WELLINGTON WATER*	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*
Brent Parish *WARRANT-25-42 WELLINGTON WATER*	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*
Brian Smith *WARRANT-25-43 WELLINGTON WATER*	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*

John Baines *WARRANT-25-44 WELLINGTON WATER*	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*
Rodrigo Pereda Perez *WARRANT-25-45 WELLINGTON WATER*	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*
Waka Southon *WARRANT-25-46 WELLINGTON WATER*	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*
Thomas Ives *WARRANT-25-47 WELLINGTON WATER*	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*
Dylan Cameron *WARRANT-25-48* *WELLINGTON WATER*	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*
Jarom Guillonta *WARRANT-25-49* *WELLINGTON WATER*	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*
Ezal Coutts *WARRANT-25-50* *WELLINGTON WATER*	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*
Matthew Gulson *WARRANT-25-51* *HCC*	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)*

Alexis Ramos Garrido *WARRANT-25-52* *ARMOURGUARD*	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*
Aryan Salwan *WARRANT-25-53* *ARMOURGUARD*	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*
Charlotte Kingston *WARRANT-25-54* *ARMOURGUARD*	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*
Jaspal Singh *WARRANT-25-55* *ARMOURGUARD*	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*
Filip Nikoloski *WARRANT-26-01* *VAULT SECURITY*	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)*

Naomi Gee *WARRANT-26-02* *HCC*	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)*
Abdullah-Al-Karim Samim *WARRANT-26-03* *ARMOURGUARD*	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*
Va'alelei Inu *WARRANT-26-04* *ARMOURGUARD*	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*
Stephen Allcorn *WARRANT-26-05* *ARMOURGUARD*	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*
Ben MacDonald *WARRANT-26-06* *VAULT SECURITY*	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)*
Malka Magno *WARRANT-26-07* *HCC*	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*

11. QUESTIONS

There were no questions.

12. EXCLUSION OF THE PUBLIC

RESOLVED: (Mayor Laban/Cr Dyer) **Minute No. C 26122(2)**

"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)	*(B)*	*(C)*
General subject of the matter to be considered.	*Reason for passing this resolution in relation to each matter.*	*Ground under section 48(1) for the passing of this resolution.*
Report of the Infrastructure and Regulatory Committee | Te Komiti Hanganga me ngā Waeture held on 5 March 2026: City Link Bridge Principals' Requirements prior to market release	*The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities(s7(2)(h)).*	*That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.*

	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)).	
Minutes of the Hutt City Council | Te Kaunihera o Te Awa Kairangi held on 16 December 2025: 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	*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: Assets Review Update and Maungaraki Hall Lease – Public Excluded Appendices	*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, as specified in Column (B) above. That Josh Cairns, Partner, Simpson Grierson, be permitted to remain after the public section of the meeting as he has knowledge about the Tiaki Wai matter that will assist Council in relation to the item."

There being no further business, the Chair declared the public part of the meeting closed at 12.15pm. The public excluded part of the meeting closed at 12.27pm

K Laban
MAYOR FAUONO

CONFIRMED as a true and correct record
Dated this 26th day of May 2026

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
Wednesday 13 May 2026 commencing at 10.23am

To watch the livestream of the meeting, please click the link here:
13 May 2026 Strategy, Long Term Plan and Annual Plan Subcommittee followed by Additional Council

PRESENT:	Mayor Fauono K Laban (Chair)	Deputy Mayor K Brown
	Cr G Barratt	Cr TA Puketapu
	Cr B Dyer	Cr P Ravi
	Cr S Edwards	Cr N Shaw (from 10.24am)
	Cr T Lewis	Cr T Stallinger
	Cr A Mitchell	Cr M Tonga-Grant (via audio-visual link)
	Cr C Parkin	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
S Gardner, Water Services Transition Manager
H Bell, Advisor Water Services
D Nunnian, Manager Financial Planning and Performance
A Andrews, Finance Transaction Services Manager
K Glanville, Senior Democracy Advisor

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA KAUNIHERA

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

2. APOLOGIES

There were no apologies.

3. PUBLIC COMMENT

There was no public comment.

MINOR ITEM NOT ON THE AGENDA: MAYORAL STATEMENT

Mayor Fauono Laban spoke to his statement, attached as pages 8-9 to the minutes

Cr Shaw joined the meeting at 10.24am

4. CONFLICT OF INTEREST DECLARATIONS

There were no conflicts of interest declarations.

5. TIAKI WAI LIMITED - TRANSFER AGREEMENT

Report No. HCC2026/2/35 by the Water Services Transition Manager

The Water Services Transition Manager elaborated on the report.

The Chief Executive advised that Lower Hutt was the first of the shareholder councils to consider the Transfer Agreement, with all shareholder councils expected to consider the matter by the end of May 2026.

Cr Parkin raised a procedural query as to whether the public excluded reports needed to be considered prior to the Transfer Agreements. The Chief Executive advised that this was not necessary.

Cr Parkin expressed support for the recommendations, noting that they represented the best outcome in light of the direction provided by central government. He acknowledged Tiaki Wai's work in relation to three waters delivery and urged central government to give consideration to affordability and equity matters.

Cr Edwards agreed with the comments made by Cr Parkin, noting that Council could not meet the demands of three waters delivery on its own. He also highlighted the benefits of depoliticisation, reducing infrastructure backlogs, and achieving procurement efficiencies.

Cr Dyer expressed support for the comments made by previous speakers and acknowledged the officers' work. He noted that increased water costs had already been anticipated through the Long Term Plan.

Cr Stallinger expressed support for the comments made by previous speakers and noted his view that Tiaki Wai represented a positive and efficient solution, particularly regarding network assets and any potential future amalgamations. He also expressed ongoing concern regarding the long-term affordability of three waters delivery.

Cr Ravi acknowledged the completed work, highlighted community concerns about affordability, and called for reassurance that the process undertaken had been thorough and robust.

Deputy Mayor Brown acknowledged the collaborative work undertaken throughout the process. She noted that a streamlined regional approach to water services was important in light of upcoming reforms and the potential for local government amalgamation.

Mayor Fauono Laban noted the significance of the decision and acknowledged its impact on the community. He commended Cr Edwards for his leadership and hard work throughout the process.

RESOLVED: (Cr Stallinger/Cr Edwards) **Minute No. C 26201**

"That Council:

(1) receives the report;

Transfer Agreement and related service level/support arrangements

(2) pursuant to section 12(3) of the Local Government (Water Services) Act 2025 approves entry by the Council into the Transfer Agreement (attached as Appendix 2 to the report) with Tiaki Wai, noting that the terms and conditions of the Transfer Agreement have been developed with input from across all Shareholding Councils, the Tiaki Wai Establishment Team and legal advisors to all parties, and that the Tiaki Wai Board will be meeting to approve the Transfer Agreement on 11 June 2026;

(3) approves the transfer of debt from the Council to Tiaki Wai, as provided for (and subject, where applicable, to the post-completion adjustments contemplated) by the Transfer Agreement;

(4) approves the transfer of statutory responsibilities, land and interests in land, assets, contracts, approvals and all other matters from the Council to Tiaki Wai, subject to finalising the relevant Transfer Schedules that will be appended to the Transfer Agreement, resolution of any associated processes under the Transfer Agreement, and completion of all necessary processes and statutory requirements, and for that purpose:

(a) delegates to the Mayor and Chief Executive of Hutt City Council the power to finalise the Transfer Schedules and sign all documents required to give effect to such transfers;

(5) notes that not all land on which water services assets or infrastructure are located will transfer to Tiaki Wai, and as a consequence:

(a) delegates to the Chief Executive of Hutt City Council the power to enter into any leases, licences to occupy and easements over Council land considered necessary to ensure appropriate rights to Tiaki Wai and the Council, where land does not transfer; and

(b) until such time as formal access arrangements have been secured by way of other appropriate instruments, approves the grant of a standing licence in favour of Tiaki Wai in the form attached to the Transfer Agreement as Appendix 3 attached to the report Schedule 1;

(6) delegates to the Chief Executive of Hutt City Council the power to enter into any leases, licences to occupy and easements over Council land considered necessary to ensure appropriate rights for Tiaki Wai and Council, where land does not transfer; and until such time as formal access arrangements have been secured by way of other appropriate instruments, approves the grant of a standing licence in favour of Tiaki Wai in the form attached to the Transfer Agreement as Appendix 3 attached to the report, Schedule 1;

(7) approves the entering into of a Master Services Agreement with Tiaki Wai, which addresses various shared and transitional services that will be provided between Council and Tiaki Wai to ensure continuity of waters service delivery and other ancillary matters from 1 July 2026, and delegates to the Chief Executive of Hutt City Council the power to negotiate and agree the terms of the various shared and transitional services and execute those agreements on Council's behalf;

(8) approves Council entering into all associated agreements, deeds, notices, side letters and other documents contemplated by, or required in connection with the Transfer Agreement, with the final execution of those documents delegated to the Chief Executive of Hutt City Council ("Associated Agreements");

Bylaws

(9) delegates to Tiaki Wai the power to administer and enforce the Trade Waste Bylaw 2016 and the Hutt City Council Water Supply Bylaw 2022 as per the attached Instrument of Delegation (Appendix 5 attached to the report); and

(10) approves the making of an invitation to Tiaki Wai to undertake, for all Shareholding Councils, an initial review of all existing water services bylaws that apply across the Service Area, and to then report back to the Partners Committee by no later than 30 April 2027 with recommendations on whether new or amended bylaws should be made by the four territorial authority Shareholding Councils;

Final execution

(11) delegates to the Chief Executive and Mayor of Hutt City Council to:

- *(a) agree any non-material amendments to the Transfer Agreement on behalf of the Council;*
- *(b) execute (and, in the case of any document executed as a deed, deliver on behalf of the Council) the Transfer Agreement, the Associated Agreements and any other documents, instruments, notices, and communications required in connection with them, with such documents to be executed by:*
  - *A. (in the case of agreements) the Chief Executive of Hutt City Council; and*
  - *B. (in the case of deeds) Chief Executive of Hutt City Council, in reliance on the Power of Attorney provided in relation to the execution of Deeds for Hutt City Council;*
- *(c) publish the final executed version of the Transfer Agreement on the Council's website (with any appropriate or required redactions) by no later than 7 July 2026;*
- *(d) approve the final forms of the Associated Agreements, and all documents, instruments, notices, and communications, relating to or required in connection with, the Transfer Agreement and the Associated Agreements; and*
- *(e) do such other things in connection with the Transfer Agreement, as they may consider necessary; and*

Reporting

(12) directs Council officers to report back when all processes and requirements have been completed."

6. RECOMMENDATIONS TO COUNCIL FROM THE STRATEGY, LONG TERM AND ANNUAL PLAN SUBCOMMITTEE MEETING HELD ON 13 MAY 2026

RESOLVED: (Cr Mitchell/Cr Dyer) **Minute No. C 26202**

"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 13 May 2026:

a) Progressing decisions on the final Annual Plan 2026-27 (including engagement analysis); and

b) Revenue and Financing Policy Update."

7. QUESTIONS

There were no questions.

8. EXCLUSION OF THE PUBLIC

MAJOR ITEM NOT ON THE AGENDA

RESOLVED: (Deputy Mayor Brown/Cr Lewis) **Minute No. C 26203**

"That in terms of Standing Order 10.12 Council:

(1) *notes that a report on the 'Tiaki Wai Transfer – Other Shareholder matters' was not listed on the public agenda for the reason that the information was not available until after the agenda had been distributed; and*

(2) *agrees to discuss the matter at this meeting due to the urgency of the matter."*

RESOLVED: (Mayor Laban/Deputy Mayor Brown) **Minute No. C 26204**

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

9. Tiaki Wai Limited - Shareholder Support

MAJOR ITEM NOT ON THE AGENDA: Tiaki Wai Limited– Other Shareholder Matters

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

(A)	*(B)*	*(C)*
General subject of the matter to be considered.	*Reason for passing this resolution in relation to each matter.*	*Ground under section 48(1) for the passing of this resolution.*
Tiaki Wai Limited - Shareholder Support. *Major item not on the agenda: Tiaki Wai Limited – Other Shareholder Matters*	*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.*

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 10.56 am. The public excluded part of the meeting closed at 11.15am.

K Laban
MAYOR FAUONO

CONFIRMED as a true and correct record
Dated this 26th day of May 2026

Mayoral Statement — Annual Plan Engagement

Mayor Ken Laban (Chair)

Thank you, colleagues.

Before we move into deliberations, I want to acknowledge two significant losses to our our wider community.

We honour the passing of **Vickie Amor-Ponter**, wife of Darren Ponter and a committed advocate for community voice, and **Councillor Adrienne Staples**, who served with compassion, integrity, and deep commitment to public service. Adrienne understood that leadership is about service, humility, and standing alongside people, especially in difficult times.

Our thoughts are with their families, friends, and all who worked with them. Their legacy reminds us why we do this work.

Colleagues, we are meeting at a time of real and significant change.

Across our city and across the region, people are navigating uncertainty. Water reform, the prospect of amalgamation, and ongoing cost of living pressures are weighing heavily on households. Many people are finding life incredibly hard, and they told us that plainly.

In that context, I want to acknowledge and congratulate councillors for the way you have led engagement on this Annual Plan.

This council has significantly led engagement across the wider region. You did not wait for people to come to you. You went out to where people are. That kind of leadership matters, and it builds trust.

Across more than 30 engagement opportunities, councillors spoke directly with over 300 people in workplaces, marae, health providers, community organisations, neighbourhood halls, and online. There was engagement with mana whenua, kaumatua and seniors in retirement villages and seniors day, and Grey Power. , Māori and Pasifika communities such as Kokiri and Pacific Health, young people, families, people with disabilities, businesses, developers, school staff, and frontline workers, many of whom are not regular submitters.

A highlight was being told by a developer to spend up big since we are amalgamating and being challenged to press ups!

That puts us in a strong position across the region. Not just for this Annual Plan, but especially in the context of amalgamation discussions that are ahead of us. We can say

with confidence that we have listened, that we understand the concerns, and that we know what matters to our communities.

And the messages were clear.

Affordability dominates. Confusion about water and total household costs is real. People were very clear that they do not want council spending on new or discretionary initiatives while financial pressure remains and core services are under strain.

They also told us what must be protected. Libraries, pools, community hubs, and social services are not luxuries. They are essential to community wellbeing.

There was also a strong call for transparency. People want clear communication, visible savings, and confidence that council is being disciplined and not spending on new shiny things! .

As Chair, I ask us to carry these voices into our deliberations.

The people we heard from may not always be in this chamber, but they were clear, thoughtful, and generous with their time. They have given us a strong mandate to proceed carefully, responsibly, and with our communities firmly at the centre of our decisions.

That is our responsibility, and I thank councillors for the leadership you have shown in earning that trust.

HUTT CITY COUNCIL

KOMITI RATONGA O TE AWA KAIRANGI
HUTT VALLEY SERVICES COMMITTEE

Minutes of a meeting held in the Council Chambers,
2nd Floor, 30 Laings Road, Lower Hutt on
Friday 6 March 2026 commencing at 9:30 am

PRESENT:	Cr N Shaw, HCC (Chair)	Cr B Hammond, UHCC (Deputy Chair)
	Cr B Dyer, HCC	Cr A McLeod, UHCC
	Cr M Tonga-Grant, HCC	Cr D Welch, UHCC
	Cr TA Puketapu, HCC	Cr T Ultra, UHCC

APOLOGIES: There were no apologies.

IN ATTENDANCE: Cr K Yung, HCC
J Griffiths, Director Strategy and Engagement (part meeting)
A Blackshaw, Director Neighbourhoods and Communities
J Livschitz, Group Chief Financial Officer, HCC
M Ryan, Community Services Group Manager, UHCC
H Bell, Water Services Advisor, HCC (part meeting)
M Vest, Waste and Resource Recovery Manager, HCC
J Lawson, Open Spaces and Facilities Manager, UHCC
K Glanville, Senior Democracy Advisor, HCC
F Murphy, Governance Advisor, UHCC

PUBLIC BUSINESS

The Director Strategy and Engagement opened the meeting.

1. OPENING FORMALITIES - KARAKIA KAUNIHERA

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

2. APOLOGIES

There were no apologies.

3. ELECTION OF CHAIR

The Director of Strategy and Engagement called for nominations for the chair of the Hutt Valley Services Committee. Cr Hammond nominated Cr Shaw for the position of chair and Cr Tonga-Grant seconded the motion.

RESOLVED: (Cr Hammond/Cr Tonga-Grant) **Minute No. HVSC 26101**

"That Cr Shaw, Hutt City Council be elected Chair of the Hutt Valley Services Committee for 2026."

Cr Shaw assumed the Chair.

ELECTION OF DEPUTY CHAIR

The Chair called for nominations for the Deputy Chair of the Hutt Valley Services Committee. The Chair nominated Cr Hammond for the position of Deputy Chair and Cr Ultra seconded the motion.

The Chair called for any other nominations, and as there were none, she put the motion.

RESOLVED: (Cr Shaw/Cr Ultra) **Minute No. HVSC 26102**

"That Cr Hammond, Upper Hutt City Council be elected Deputy Chair of the Hutt Valley Services Committee for 2026."

4. PUBLIC COMMENT

There was no public comment.

5. CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

6. PROPOSED MEETING DATES FOR 2026

Report No. HVSC2026/1/7 by the Democracy Advisor

RESOLVED: (Cr Shaw/Cr Hammond) **Minute No. HVSC 26103**

"That the Committee:

(1) agrees to adopt the following schedule of meetings for 2026:

(a) Friday, 1 May 2026 at 9.30am (Upper Hutt City Council);

(b) Friday, 18 September 2026 at 9.30am (Hutt City Council);

(c) Friday, 27 November 2026, at 9.30am (Upper Hutt City Council);

(2) agrees to adopt the following schedule of pre agenda meetings for 2026:

(a) Tuesday, 21 April 2026 at 10.00am;

(b) Tuesday, 8 September 2026 at 10.00am;

(c) Tuesday, 17 November 2026, at 10.00am

(3) agrees that the pre agenda meetings for 2026 will be held via Microsoft Teams; and

(4) delegates authority to the Chief Executives of the two Councils, in consultation with the Chair, to alter the date, time or venue of a meeting, or cancel a meeting should circumstances require this."

7. WASTEWATER JOINT VENTURE UPDATE 1 OCTOBER 2025 - 31 JANUARY 2026

Report No. HVSC2026/1/1 by Wellington Water Limited

Blair Johnson, Head of Wastewater Contracts, Steve Hutchison, Chief Advisor – Wastewater, Luke Rushton, Programme Delivery Lead, and Jeremy McKibbon, Group Manager, Treatment and Control Systems from Wellington Water Limited were in attendance for the item.

Jeremy McKibbon, WWL elaborated on the report. He advised that effluent compliance at Seaview remained non-compliant, with improvement dependent on renewal works. He said that repairs in the leak in the main outfall pipe at Marine Parade, Eastbourne were underway, with temporary wastewater diversion to the Waiwhetū Stream in place. He added that completion was expected early next week. He further advised that Stage 2 of the odour treatment project had been commissioned, with an independent report confirming the success of Stages 1 and 2, which would inform options for Stage 3. He also noted that the UV replacement project was in progress, and construction of the new sludge dryer had commenced.

A member noted possible odour complaints relating to the transport of wet sludge to the Silverstream Landfill, that may have been lodged through Upper Hutt City Council channels, and suggested there may have been a miscommunication between councils. The Water Services Advisor advised that he would look into this.

In response to members' questions regarding target dates for completion of the strategic plan for the outfall pipeline renewal, Steve Hutchison advised that the relevant dates were not available at the meeting and would be confirmed and reported back to the Committee.

RESOLVED: (Cr Shaw/Cr Puketapu) **Minute No. HVSC 26104**

"That the Committee receives and notes the information."

8. QUARTERLY REPORT ON THE SILVERSTREAM LANDFILL

Report No. HVSC2026/1/16 by the Waste & Resource Recovery Manager, Hutt City Council

The Waste and Resource Recovery Manager (HCC) elaborated on the report, advising that following the February 2026 severe weather event, a temporary green waste fee waiver at Silverstream Landfill resulted in a significant surge in demand. A total of 3,697 vehicle drop-offs and 626 tonnes of green waste received over 13 days. He said this was equivalent to approximately three and a half months' volume. He acknowledged this had placed considerable pressure on landfill operations, increasing traffic and workload, with staff commended for effectively managing the response.

In response to members' questions about the potential use of odour monitors near surrounding communities, the Waste and Resource Recovery Manager advised that he would report back on their potential benefits.

The Chair suggested that odour monitoring, particularly during the delivery of wet sludge to the landfill, be considered and requested that officers investigate this matter and report back to the committee.

In response to members' discussion on odour consent conditions and complaints from Upper Hutt residents, a member noted that complaints may be directed to Upper Hutt City Council rather than Hutt City Council. It was suggested that this be followed up to ensure all complaints were appropriately captured and investigated.

RESOLVED: (Cr Shaw/Cr Dyer) **Minute No. HVSC 26105**

"That the Committee receives and notes the information."

9. AKATĀRAWA CEMETERY UPDATE

Report No. HVSC2026/1/2 by the Open Spaces and Facilities Manager, Upper Hutt City Council

The Open Spaces and Facilities Manager, UHCC elaborated on the report.

In response to members' questions regarding tikanga Māori hand-washing facilities outside the cemetery gates, the Open Spaces and Facilities Manager advised these had been considered as part of the development. She would confirm they meet tikanga requirements and that the proposed tank water supply was appropriate.

RESOLVED: (Cr Shaw/Cr Hammond) **Minute No. HVSC 26106**

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

10. HUTT VALLEY SERVICES COMMITTEE FORWARD PROGRAMME 2026

Report No. HVSC2026/1/17 by the Democracy Advisor

RESOLVED: (Cr Shaw/Cr Puketapu) **Minute No. HVSC 26107**

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

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

There being no further business the Chair declared the meeting closed at 10.35am.

Cr N Shaw
CHAIR

CONFIRMED as a true and correct record
Dated this 1st day of May 2026

HUTT CITY COUNCIL

TE KOMITI ĀPITI RAUTAKI, MAHERE TEKAU TAU ME TE MAHERE Ā-TAU STRATEGY, LONG TERM AND ANNUAL PLAN COMMITTEE

Minutes of a meeting held in the Council Chambers,
2nd Floor, 30 Laings Road, Lower Hutt on
Friday 27 February 2026 commencing at 9:32am

To watch the livestream of the meeting, please click on the links here :
27 February 2026 Strategy Long Term Plan and Annual Plan Subcommittee followed by Additional Council (part 1)

27 February 2026 Strategy Long Term Plan and Annual Plan Subcommittee followed by Additional Council (part 2)

PRESENT:	Mayor Fauono K Laban (Chair)	Deputy Mayor K Brown (Deputy Chair) (until 1.36pm)
	Cr G Barratt	Cr T Lewis
	Cr B Dyer	Cr P Ravi
	Cr S Edwards	Cr N Shaw
	Cr A Mitchell	Cr T Stallinger
	Cr C Parkin	Cr M Tonga-Grant
	Cr TA Puketapu	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 (part meeting)
J Roberts, Head of Environmental Protection (part meeting)
J Sluman, Head of Assets and Facilities Management (part meeting)
A Nelson, Head of Parks and Reserves (part meeting)
K Stannard, Head of Democratic Services (part meeting)
A Andrews, Finance Transaction Services Manager
D Nunnian, Manager Financial Planning and Performance
N Twilton, Strategic Financial Advisor (part meeting)
K Glanville, Senior Democracy Advisor
H Clegg, Minute Taker

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA KAUNIHERA

Tuia te mana akiaki
Rarangahia te mana rangatira
Kia tipu, kia puāwai
E ripo ngā wai
O Te Awa Kairangi
He Kaitiaki ki te whenua
He oranga taiao
He oranga tangata

Haumi e, hui e Taiki e!

Sow the seeds of courage
Weave the power of unity
To grow and prosper
There are ripples in
Te Awa Kairangi
There are Kaitiaki on the land
Protected environment
Thriving people

Connected, united, affirmed!

2. APOLOGIES

There were no apologies.

3. PUBLIC COMMENT

RESOLVED: (Mayor Laban/Cr Tonga-Grant) **Minute No. SLTAP 26101**

"That, pursuant to Standing Order 16.2, the period for public comment be extended to enable all those present to speak."

Comments are recorded under the item to which they relate.

4. CONFLICT OF INTEREST DECLARATIONS

Cr Stallinger declared a conflict of interest as a Trustee of 'Youth Inspire' and took no part in the discussion or voting on matters relating to Youth Inspire.

Cr Edwards declared a conflict of interest as a driving instructor with 'Youth Inspire' and took no part in the discussion or voting on matters relating to Youth Inspire.

Cr Lewis declared a conflict of interest in relation to the 'Built Heritage Grant Fund' and took no part in the discussion or voting on the matter.

Cr Parkin declared a conflict of interest in relation to the 'Neighbourhood Support Services' considered in the public excluded part of the meeting. He took no part in the discussion or voting on the matter.

Cr Shaw declared a conflict of interest in relation to the 'Kia Haumaru Business Safety Awareness Programme' considered in the public excluded part of the meeting. She took no part in the discussion or voting on the matter.

PRECEDENCE OF BUSINESS

In accordance with Standing Order 10.4, the Chair accorded precedence to items 5b) 'Draft Annual Plan 2026-27 final decisions'.

Following the officer's presentation on the 'Draft Annual Plan 2026-27 final decisions', the Chair accorded precedence to items 5a) 'Target Operating Model: Including Annual Plan and Long Term Plan', 5c) 'Development Contributions Policy update', 5d) 'Revenue and Financing Policy update' and 5e) 'Proposed fees for commercial dog walkers' in accordance with Standing Order 10.4.

Following consideration of items 5a), 5c) and 5d), the meeting adjourned at 11.50am and recommenced at 12.06pm.

Following consideration of item 5e), the meeting moved to the public-excluded part at 12.09pm and returned to the public part at 12.25pm.

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

5. RECOMMENDATIONS TO TE KAUNIHERA O TE AWA KAIRANGI COUNCIL - 27 February 2026

a) Target Operating Model: including the Annual Plan and Long Term Plan

Duncan Scott, Managing Director at PricewaterhouseCoopers (PwC), was in attendance for the item.

The Chief Executive spoke to a statement, attached as 19-20 to the minutes.

The Director Strategy and Engagement elaborated on the report. He highlighted several minor amendments to the Target Operating Model (TOM) document.

Duncan Scott advised that Council led the TOM process, with support from PwC, to assess services and assets, improve efficiency, reduce costs, and enhance ways of working with customers.

The Director Strategy and Engagement explained that the report reflects the data available at the time and that the TOM was a living document. He advised that the total cost to date was $339,000, funded through internal savings rather than additional expenditure. He confirmed that approval to further develop the TOM would not commit Council to any decisions, but would enable the tool to be refined and finalised, with officers reporting back on progress.

Mayor Fauono Laban spoke to a statement, attached as page 21 to the minutes. He foreshadowed his intention to move three additional recommendations in addition to the recommendations outlined in the officer's report.

Members were advised that any further TOM-related costs would require additional funding requests to the Subcommittee, with further information to be provided through the Long Term Plan process.

Members thanked officers for the work undertaken to date and expressed support for a more holistic and strategic approach to decision-making. It was noted that the transfer of three waters to Tiaki Wai would affect the budget.

RECOMMENDED: (Mayor Laban/Cr Stallinger) **Minute No. SLTAP 26102**

"That Council:

(1) notes that the Target Operating Model Report (attached at Appendix 1 to the report) provides a strategic basis for future consultation and decision-making; and

(2) notes the Target Operating Model (TOM) does not confirm specific decisions or changes to services and assets, and decisions on implementing the TOM are subject to future democratic consultation and decision-making;

(3) notes that 'preparedness for amalgamation is a key principle of the TOM, and that implementation of the TOM will be coordinated with ongoing work to consider amalgamation';

(4) notes that the formal programme structure for implementing the TOM will be put in place when funding is approved. Elected members' engagement will support funding decisions and programme structure; and

(5) approves the adoption of the TOM Report with minor amendments identified by officers in the meeting."

b) Draft Annual Plan 2026-27 final decisions

Speaking under public comment, **Bruce Anderson and Pam Crisp of Transitions Towns Lower Hutt** expressed support for rebuilding the Alicetown Community Centre, highlighting its role as a community hub and its benefit to local residents and businesses. A written statement from Guy McIndoe, owner of Forage Merchants of Wellington, was read.

Speaking under public comment, **Sylvia Allan** spoke to a written statement. She stated that community support would be lost if Council reversed its decision to allocate $12M to the Petone Wharf project, and asked that Council honour its original decision and proceed.

Speaking under public comment, **Barbara Scott** expressed support for the continued refurbishment of Petone Wharf, emphasising its community value, broad use, and unique views.

Speaking under public comment, **Hellen Swales, Coordinator of Jackson Street Programme,** explained that Petone businesses were under pressure from rising costs and that paid parking on Jackson Street had affected trade. She expressed support for 30 minutes of free parking and indicated a willingness to work with Council on a balanced solution.

Speaking under public comment, **John Roper** (via audio visual link) expressed support for the continuation of the Petone Wharf refurbishment. He emphasised its cultural, recreational, and heritage value, and urged Council to uphold its commitment to maintain public trust. He tabled three visual designs.

Speaking under public comment, **Pam Hanna** expressed support for the continuation of the Petone Wharf refurbishment. She warned that reversing the decision would undermine community trust and urged Council to retain the $12M budget. She tabled two photos.

Speaking under public comment, **Dr Roger Blakeley** expressed support for the continuation of the Petone Wharf refurbishment. He warned that delays would increase costs and reduce community trust. He said that, as a civil engineer, he understood the technical aspects of the refurbishment and believed that most of the wharf could be repaired.

Speaking under public comment, **Christine Hanks** expressed support for the continuation of the Petone Wharf refurbishment. She presented a 1News video clip titled 'Hundreds of protesters gather to save Petone's much-loved wharf'. She referred to strong public support and economic benefits and urged the Council not to proceed with demolition.

Speaking under public comment, **Brian Pike** expressed support for the continuation of the Petone Wharf refurbishment. He opposed retaining paid parking in Petone, citing cost concerns and advocating for free parking options.

Speaking under public comment, **Karen Arraj-Fisher, Secretary of Petone Rugby Club,** expressed support for refurbishing the Petone Recreation Ground grandstand and highlighted its potential as a regional sports venue with economic benefits.

Speaking under public comment, **Mat Bartholomew, Treasurer of Petone Rugby Club (via audio-visual link), expressed support for the** refurbishment of the Petone Recreation Ground grandstand and noted the Rugby Club's interest in partnering with Council to help fund it.

Speaking under public comment, **Mike Fisher** expressed support for the Petone Wharf refurbishment and other Petone projects. He supported 30 minutes of free parking in Petone and advocated for fairer parking policies across the city's shopping areas.

Speaking under public comment, **Justin Clark** expressed support for a balanced parking approach, proposing one hour of free parking in Petone. He said that paid parking was adversely affecting local businesses.

Speaking under public comment, **Rachana Sor,** supported by **Sherry Antony**, presented a written statement explaining the impact that paid parking in Petone had on their business.

Speaking under public comment, **Nik Zangouropoulos** spoke to a presentation. He highlighted the significant adverse economic impacts arising from paid parking in Petone, noted improved outcomes during the period of free parking, and emphasised the importance of Jackson Street to the community.

Speaking under public comment, **Robbie Schneider** spoke to a presentation. He advised that survey results indicated strong business support for free parking in Petone and raised concerns about digital parking meters. He advised that customers were choosing to shop elsewhere due to parking difficulties.

Speaking under public comment, **John Donnelly** spoke to a presentation. He proposed a balanced paid parking model for Petone, incorporating an initial free period and tiered pricing. He advised that this approach would maintain occupancy while increasing Council revenue, and offered to work with Council on potential solutions.

Speaking under public comment, **Tom Hudig** opposed the retention of paid parking in Petone. He added that, as a local business owner, paid parking had significantly reduced revenue, increased stress for businesses, and was not cost-effective for Council.

Speaking under public comment, **Andrew Lourantos** opposed the retention of paid parking in Petone. He highlighted the heritage value of Jackson Street and the level of business investment in the area, and advised that paid parking was deterring visitors and undermining the local centre.

Speaking under public comment, **Joseph Tso** opposed the retention of paid parking in Petone. As a local business owner, he advised that reduced customer numbers and staff cuts due to paid parking were a concern, warned of potential business closures, and advocated for its removal.

Deputy Mayor Brown and Cr Puketapu left the meeting at 10.28am.

Mayor Fauono spoke to a statement, attached to the minutes as pages 22-23.

Deputy Mayor Brown and Cr Puketapu rejoined the meeting at 10.33am

Cr Lewis left the meeting at 10.33am and rejoined the meeting at 10.35am.

The Manager Financial Planning and Performance spoke to a presentation that can be viewed here.

The meeting resumed at 12.25pm.

Members considered Table 2 'Budget matters for consideration by Council'.

Built Heritage Grant Fund

Cr Lewis declared a conflict of interest, as her home was a listed heritage building. She took no part in the discussion or voting on this item.

The Director Economy and Development advised that this budget had been undersubscribed for a number of years.

Members agreed to no additional funding in 2026/27, and $100,000 included in the financial year 2027-28 and onwards.

Pito One Projects: Petone Wharf

The Director of Neighbourhoods and Communities confirmed that funding had been allocated for the general maintenance of Petone Wharf, that demolition costs were not yet finalised, and that all Pito One projects had capped budgets.

The Chief Executive confirmed that, in discussions with Mana Whenua, there was a preference to invest in the wider Petone Foreshore to support beach access, water sports, and future use, rather than focusing solely on heritage.

Members discussed Option 1 (no change to the proposed funding), which referred to Council's previous decision to allocate $12M, consideration of community feedback, and the role of the two cycleways in establishing the area as a focal meeting point, alongside its amenity and historical value.

Members discussing Option 2 (reconsidering the allocation) acknowledged strong community sentiment and the cultural, historical, and social value of Petone Wharf, but noted that the significance of the place extended beyond the physical structure, grounded in whenua, whakapapa, and kaitiakitanga. They emphasised the need to carefully consider further investment in an asset that no longer served its original purpose, particularly in the context of the Target Operating Model (TOM), competing priorities, and current economic pressures on the community.

RECOMMENDED: (BY DIVISION) (Cr Dyer/Cr Parkin)

Minute No. SLTAP 26103

"That the Subcommittee recommends that Council approves for inclusion in the Draft Annual Plan 2026-27 the Petone Wharf Option 1: No Change, as outlined in Table 2 of the report."

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

For	Against
Cr Dyer	Mayor Laban
Cr Edwards	Deputy Mayor Brown
Cr Lewis	Cr Barratt
Cr Mitchell	Cr Puketapu
Cr Parkin	Cr Tonga-Grant
Cr Ravi	
Cr Shaw	
Cr Stallinger	
Cr Yung	
Total: 9	Total: 5

Pito One Projects: Petone Neighbourhood Hub

The Director Neighbourhoods and Communities, advised that, within the $5M budget, only a repair option for Petone Library was feasible. She noted that the building's structural integrity remains under investigation and that there was uncertainty about whether repair would be cost-effective compared to closure. She further advised that contingency plans are in place, including the provision of alternative library services if required.

The Director Neighbourhoods and Communities confirmed that, while a staged upgrade of all libraries was planned, uncertainty regarding the Petone Neighbourhood Hub was impacting programme coordination.

Cr Parkin left the meeting at 1.26pm.

The Director Neighbourhoods and Communities advised that all options for community facilities in the Petone area were being assessed in line with the Target Operating Model, which sought to reduce the number of Council assets and optimise those retained.

Cr Parkin rejoined the meeting at 1.28pm.

RECOMMENDED: (Mayor Laban/Cr Mitchell) **Minute No. SLTAP 26104**

"That the Subcommittee recommends that Council

(1) notes the information received on the Petone hub/library, including:

(a) that significant renewals due to be undertaken cannot be delivered within the capped $5M budget for repairs, and additional funding for this would be required in the next LTP; and

(b) that the repaired asset will remain vulnerable to flooding, which will limit some uses going forward;

(2) agrees to stop the project and reconsider service delivery in Petone as a part of the wider Target Operating Model conversations and the subsequent Long Term Plan; and

(3) notes that the Petone hub/library may be forced to close due to ongoing health and safety issues in the interim, at which point temporary services will be considered."

Petone Grandstand

The Director Neighbourhoods and Communities advised that officers had engaged with the Petone Rugby Club, and both parties were interested in exploring a partnership to refurbish the Petone Grandstand.

RECOMMENDED: (Cr Mitchell/Deputy Mayor Brown)
Minute No. SLTAP 26105

"That the Subcommittee recommends that Council approves for inclusion in the Draft Annual Plan 2026-27 the Petone Recreational Grandstand Option 1: No Change, as outlined in Table 2 of the report."

The meeting adjourned at 1.36pm.

Deputy Mayor Brown left the meeting at 1.36pm.

The meeting resumed at 2.05pm.

Community Funding Panel Projects

Members agreed to Option 2: discontinue the service.

Alicetown Community House

The Director of Economy and Development and the Head of Assets and Facilities advised that officers had recommended Option 2 (demolishing the building and selling the land) for financial and social reasons, noting the site's potential for residential development by Urban Plus Ltd. They further confirmed that the main tenant, Transition Towns, had secured alternative accommodation suited to its need for private, rather than shared, spaces.

Officers confirmed that a decision is required to progress the insurance claim and that consultation may not be necessary.

RECOMMENDED: (Mayor Laban/Cr Barratt) **Minute No. SLTAP 26106**

"That the Subcommittee recommends that Council approves the demolition of the Alicetown Community House building and sale of the land (Option 2), as outlined in Table 2 of the report."

Road Safety Campaigns and Activities

Crs Edwards and Stallinger declared a conflict of interest and took no part in the discussion or voting on the matter.

The Director Economy and Development confirmed that road safety courses were provided by other agencies.

Members agreed to Option 1: no change.

Neighbourhood Support Services, Kia Haumaru Business Safety Awareness & Resilience Initiative review, Hutt Park Golf Course and Heritage Services

It was noted that these items were discussed in the public excluded part of the meeting.

Target Operating Model

Members agreed to a $2M increase in operating expenditure in the 2026–27 Annual Plan.

Petone Paid Parking

The Director Economy and Development advised that data relating to paid parking in Petone was limited, noting that only the average parking duration was currently available. He suggested that establishing a Jackson Street-specific parking zone could improve data collection.

The Head of Environmental Protection advised that using the parking compliance car to collect occupancy data was possible, but would require additional resourcing to analyse the data.

The Chief Executive advised that, in the context of the Target Operating Model, Council had highlighted the importance of investing in improved data capability, including how data was collected, analysed, and utilised to inform decision-making.

Members discussed Option 1 (status quo), noting that Petone was a recognised metropolitan centre under the District Plan, not a small suburban area, and that parking in the Lower Hutt CBD was currently disrupted by the Te Wai Takamori o Te Awa Kairangi RiverLink project. They emphasised the importance of improved data collection and analysis, fairness and equity between Petone and the CBD, and alignment with the existing parking strategy.

Members discussed Option 1 (status quo), citing pressures on Jackson Street businesses, the need to restore vibrancy to the area, and that it was not the right time to continue paid parking.

Cr Stallinger asked that parts (1) and (2) be taken separately.

RECOMMENDED: (Mayor Laban/Cr Edwards) **Minute No. SLTAP 26107**

"That the Subcommittee recommends that Council notes that officers will create a new Jackson Street parking zone to enable improved data collection from 1 July 2026 onwards."

RECOMMENDED: BY DIVISION (Mayor Laban/Cr Edwards)
Minute No. SLTAP 26108

"That the Subcommittee recommends that Council approves for inclusion in the Draft Annual Plan 2026-27 the Petone Paid Parking Option 1 – Status Quo, as outlined in Table 2 of the report."

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

For	Against
Mayor Laban	Cr Lewis
Cr G Barratt	Cr Parkin
Cr Dyer	Cr Ravi
Cr Edwards	Cr Stallinger
Cr Mitchell	
Cr Puketapu	
Cr Shaw	
Cr Tonga-Grant	
Cr Yung	
Total: 9	Total: 4

Members considered Table 3 'Budget rephasing for consideration by Council'.

Network Resilience Eastern Hutt Road rephasing

The Director of Economy and Development advised that this project did not include improvements to the shared cycle lanes.

Members agreed to the proposed budget changes to be included in the Draft Annual Plan 2026-27 outlined in Table 3.

Cross Valley Connections rephasing

The Director of Economy and Development confirmed that the road was included in the Government's Roads of National Significance but had not yet received funding. He noted the project links to the funded Petone to Grenada project and that, without Cross Valley Connections improvements, traffic bottlenecks were likely.

Members agreed to the proposed budget changes to be included in the Draft Annual Plan 2026-27 outlined in Table 3.

RECOMMENDED: (Mayor Laban/Cr Mitchell) **Minute No. SLTAP 26109**

"That the Subcommittee recommends that Council:

(1) notes that at its meeting on 16 December 2025, Council agreed a range of financial decisions related to the preparation of the Draft Annual Plan 2026-27 and the Long Term Plan Amendment 2024-2034;

(2) notes the high-level plan in Table 1 and notes that this meeting is the final opportunity to agree on decisions for inclusion in the Draft Annual Plan 2026-27 and Long Term Plan 2024-2034 amendment ahead of the community engagement process starting on 30 March 2026;

(3) notes that the Long Term Plan 2027-2037 process will include community engagement on the future strategic priorities and operating model, including service offerings and investment priorities, with rates affordability a key consideration in this process;

(4) notes the detailed budget review process undertaken for the Draft Annual Plan 2026-27 and the Long Term Plan Amendment 2024-2034 in order to offset cost pressures and notes that a range of savings, project deferrals and user fee increases have been applied to budgets;

(5) agrees to the budget rephasing as detailed in Table 3;

(6) approves for inclusion in the Draft Annual Plan 2026-27 the Built Heritage Grant Fund with no additional funding in 2026/27 and $100,000 included in the financial year 2027-28 and onwards;

(7) approves for inclusion in Draft Annual Plan 2026-27 the Community Funding Panel Projects Option 2 – Discontinue Service, as outlined in Table 2 of the report;

(8) approves for inclusion in the Draft Annual Plan 2026-27 the Road Safety Campaigns and Activities Option 1 – No Change, as outlined in Table 2 of the report;

(9) notes the agreement of members in relation to Option 2 in the Neighbourhood Support Services item made during the public excluded business of the meeting;

(10) notes the agreement of members in relation to Option 2 in the Kia Haumaru Business Safety Awareness & Resilience Initiative review item made during the public excluded business of the meeting;

(11) notes the agreement of members in relation to Option 1 in the Hutt Park Golf Course item made during the public excluded business of the meeting;

(12) notes the agreement of members in relation to Option 1 in the Heritage Services item made during the public excluded business of the meeting;

(13) approves for inclusion in the Draft Annual Plan 2026-27 the Target Operating Model investment of $2M;

(14) approves the capital project schedules included in Appendix 3 attached to the report for inclusion in the Draft Annual Plan 2026-27;

(15) *notes the projected financial impact of the changes proposed on key financial strategy metrics, including debt and balanced operating budget, as presented in section D of the report for inclusion in the Draft Annual Plan 2026-27;*

(16) *approves the rates revenue increase to be included in the Draft Annual Plan 2026-27 of 9.5% (after growth);*

Rates revenue increase (after growth of 0.9%)	***2027***	***2028***	***2029***	***2030***	***2031***	***2032***	***2033***	***2034***
Annual Plan 2025-26	*12.9%*	*12.9%*	*12.7%*	*12.3%*	*7.8%*	*7.8%*	*7.8%*	*7.8%*
Draft Annual Plan 2026-27	*9.5%*	*7.0%*	*5.1%*	*5.1%*	*5.1%*	*5.1%*	*5.1%*	*5.1%*

(17) *approves the targeted rates for Refuse, Recycling and Green Waste presented in Section E of this report to be included in the Draft Annual Plan 2026-27;*

(18) *approves the proposed fees and charges schedule for inclusion in the draft plan, as referred to in Appendix 2 attached to the report;*

(19) *agrees that the Annual Plan Working Group (the Mayor, Deputy Mayor and Committee Chairs) be delegated the authority to make decisions as required in preparing the Draft Annual Plan 2026-27 document for consultation in March 2026; and*

(20) *notes the feedback and direction provided to officers ahead of preparation of the Draft Annual Plan 2026-27."*

c) Development Contributions Policy update

Dwayne Fletcher from Vale Consulting was in attendance for the item (via audio-visual link).

The Manager Financial Planning and Performance elaborated on the report. She confirmed that any development contributions collected for a project that did not proceed would need to be refunded.

RECOMMENDED: (Mayor Laban/Cr Dyer) **Minute No. SLTAP 26110**

"That the Subcommittee recommends that Council:

(1) approves the proposed Development and Financial Contributions Policy 2026 attached as Appendix 1 to the report under the authority of section 117 of the Local Government (Water Services) Act 2025, with effect from 1 July 2026;

(2) authorises the Chief Executive to make any changes to the draft Development and Financial Contributions Policy 2026 for minor corrections or editorial changes;

(3) notes that Tiaki Wai is establishing its own Development Contributions Policy by adopting all of the relevant parts of each shareholder Council's current policy, as permitted under section 120 of the Local Government (Water Services) Act 2025;

(4) agrees in principle to Hutt City Council administering the Tiaki Wai Development Contributions Policy on behalf of Tiaki Wai for Hutt City, with the final terms to be agreed through a service level agreement arrangement; and

(5) notes that full scale review and decisions on the Development Contributions Policy will be progressed through the Long Term Plan 2027-2037."

Crs Dyer and Puketapu left the meeting at 11.28am.

d) Revenue and financing policy update

Nick Davis, Partner at Martin Jenkins, was in attendance for the item.

Nick Davis elaborated on the report and spoke to a presentation that can be viewed here.

Cr Puketapu rejoined the meeting at 11.31am.

Cr Dyer rejoined the meeting at 11.32am.

Cr Dyer raised concern that the 60/40 commercial-residential rates split, set in 2009, had not been reviewed despite changes over time. He foreshadowed his intention to move an additional recommendation requesting that, once there was greater certainty regarding three waters, a comprehensive analysis of the split be undertaken as part of the next Long Term Plan process.

Cr Mitchell noted he had no issue with the additional recommendation, but emphasised that the policy, while set some time ago, was regularly reviewed as part of each Long Term Plan process and would continue to be reviewed in the next cycle.

RECOMMENDED: (Mayor Laban/Cr Mitchell) **Minute No. SLTAP 26111**

"That the Subcommittee recommends that Council:

(1) notes the Revenue and Financing Policy (RFP) needs to be reviewed to reflect the consequences of the Council's decision to transfer water services delivery to Tiaki Wai;

(2) notes that Council undertook a comprehensive review of its RFP in preparation for its Long Term Plan 2021-2031 and made further updates to it as part of its Long Term Plan 2024-2034 process;

(3) notes that in reviewing the RFP, Council is required to follow the two-step process under section 101 (3) of the Local Government Act 2002;

(4) agrees that there be no change to Council continuing to set general rates based on the capital value of properties;

(5) agrees that there be no change to categories of properties used for the purposes of applying general rate differential factors;

(6) agrees that a Uniform Annual General Charge is not implemented;

(7) agrees to maintain the current 'fixed percentage allocation' method of allocating general rates in the current Revenue and Financing Policy;

(8) agrees to the utilities property category approach following option 3 as detailed in Appendix 3 attached to the report; and

(9) agrees to the proposed amendments to the draft Revenue and Financing Policy, as noted in Appendix 1 of the report."

RECOMMENDED: (Cr Dyer/Cr Mitchell) **Minute No. SLTAP 26112**

"That the Subcommittee recommends that Council notes that as part of the Long Term Plan process, once there is more certainty about the impacts of the removal of the three water provisions, a thorough analysis is completed on the 60/40 split."

The meeting adjourned at 11.50am and recommenced at 12.06pm.

e) Proposed fees for commercial dog walkers

RECOMMENDED: (Mayor Laban/Deputy Mayor Brown)

Minute No. SLTAP 26113

"That the Subcommittee recommends that Council:

(1) notes and receives the information;

(2) approves the proposed fee structure designated to cover the costs incurred (no profit) as outlined below;

Certification Categories	*Council Proposed Fees*
Individual	*$160*
Company fee (three licences; bulk rate)	*$300*
Extra Company licence	*$75*
Renewal fee per licence	*$40*
Certified License discount (fee per licence) (discount if already assessed and licenced by Wellington City Council within the last 12 months)	*$80*

(3) agrees to implement the fees and charges related to commercial dog walking as set out in part (2) above from 1 March 2026, in accordance with Clause 3 of the Dog Control Bylaw 2025; and

(4) notes that these fees are a new regulatory requirement under the updated Dog Control Bylaw."

6. QUESTIONS

There were no questions.

7. EXCLUSION OF THE PUBLIC

RESOLVED: (Mayor Laban/Cr Yung) **Minute No. SLTAP 26114**

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

8. Draft Annual Plan update - Public excluded decision items

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

(A)	*(B)*	*(C)*
General subject of the matter to be considered.	*Reason for passing this resolution in relation to each matter.*	*Ground under section 48(1) for the passing of this resolution.*
Draft Annual Plan update - Public excluded decision items.	*The withholding of the information is necessary to protect the privacy of natural persons. (s7(2)(a)).* *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."

9. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA

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

The Chair declared the public excluded part of the meeting closed at 12.23pm. There being no further business, the Chair declared the meeting closed at 3.28pm.

K Laban
MAYOR FAUONO

CONFIRMED as a true and correct record
Dated this 26th day of May 2026

Target Operating Model statement from the Chief Executive

Local government is operating in an uncertain environment – rates capping, Simplifying Local Government, which will require councils to look at the way they are organised, RMA reform will mean a new planning system whereby the District Plan is likely to be replaced with a "regional combined plan", changes for development levies and a myriad of other changes which will change the way we work and resources needed.

Rising costs are a reality for every part of our business and a concern for everyone who lives or runs a business in our city.

We have run budget deficits over many years and have heavily increased our investment in water infrastructure. We've also brought our technology up to date and have the opportunity to make the most of gains from Artificial Intelligence.

Extreme weather events are happening more often and when they do occur, their impact is increasing. We are situated in NZ's most densely populated floodplain and vulnerable to coastal inundation. Resilience must be much further up in investment prioritisation. Cleanup costs from last week's storm are estimated at $1.2–$1.5M (comparable to about 1% on the rates) which shows the impact a single event can have on Council finances. And we don't have a rainy-day fund. We've consistently made year on year savings, including for the year ahead, but a more strategic approach is necessary to guide investments and prioritisation over this term given short term savings options are largely exhausted.

And that is why the previous council asked us to prepare budget review options for the incoming Council to consider, which includes a focus on service prioritisation, affordability, and value for money as part of setting the Annual Plan. The delivery of it is a key requirement in the personal KPIs Council set me.

The target operating model work was initiated with the support of one of the big four consultancy firms to give it objectivity, independence and tried and tested methodology.

The report called Adjusting Our Sails shows our commitment to financial scrutiny by examining not just what we spend, but how and why we spend it. We have reviewed budgets, service costs and taken a disciplined look at where money is spent and where savings can be made supported by independent analysis and expertise.

Even with strong financial discipline and substantial savings delivered the target operating model shows tough challenges ahead. To do more of what our community expects and to keep services affordable we invite the Council to consider options and provide guidance and direction to officers.

Some of the options are confronting and a number of decisions won't be easy. We are committed to being upfront about the choices and trade-offs provided.

The target operating model does not lock-in or confirm any decisions. It provides an evidence base for elected members to take decisions and bust the myth about the magical money tree.

I want to acknowledge Jarred who has led this work on my behalf and all the senior staff who have worked hard to produce a quality piece of work that the Corporate Leadership Team and I present to you for your consideration.

I will now hand over to Jarred Griffiths Director Strategy and Engagement who will introduce the report to you.

Target Operating Model statement from Mayor Fauono Laban

Adjusting our Sails is our opportunity to begin to address the increasing financial challenges in the year ahead. Not just our council's challenges, but the pressure faced by our community and residents.

The report provides the foundation for honest conversations about trade-offs, choices, what we can realistically afford to keep doing into the future.

Finding savings means making difficult choices about our assets and services. That's not the decision before us today, that will come as part of the Long-Term Plan, but this provides a basis for that conversation.

This is the opportunity to come together to create meaningly change for our city. Our decisions about how to proceed will shape the future of Lower Hutt for many years to come.

Following good engagement with you all this week, and listening to what's been said, I'm going to suggest some additional recommendations which I'll ask to be shown on the screen.

Draft Annual Plan 2026-27 Final Decisions statement from Mayor Fauono Laban

Good morning everyone,

Before we move into the detail of the Annual Plan and the Long-Term Plan, I want to take a moment to set the scene for the decisions we are about to make.

We are making these decisions at a time when many people in our city are under real pressure. The cost of living is high. Families are making hard choices every week about what they can afford. Over the past 12 months, more than 40 percent of those who have newly registered for a benefit in the Hutt are people who have lost their jobs (might get removed). These are households who never expected to be in that position, and they are doing it tough. We can see on the streets that there are people with extreme unmet needs be it mental health, homelessness etc etc

Our community is looking to us. They expect us to manage their money carefully, to focus on what matters most, and to show that we understand the reality they are living with.

At the same time, the scale of the challenges facing the city is significant.

We are dealing with decades of underinvestment in the core infrastructure that people rely on every day the water they drink, the wastewater and stormwater systems that protect health and the environment, and the essential services that allow the city to function from morning to night (does Ken want to do an morning till night thing..).

With our partners, we are undertaking one of the largest infrastructure renewals programmes this city has ever seen Te Wai Takamori to (a b and c)

The transfer to the new water entity Tiaki Wai must be done as smoothly as possible, and we need to take our community with us, so they understand the changes and why they are necessary.

But infrastructure pressures do not stop there. Many of our buildings, community facilities and sporting assets are reaching the end of their life. The cost of patching and maintaining ageing assets is rising rapidly, and in many cases renewal or difficult decisions about future service levels will be required.

At the same time, our external environment is becoming more challenging.

The Government is proposing rates capping and potential council amalgamation. These reforms could significantly limit the tools available to councils to respond to local needs, at the very time when the demands on us are increasing.

And then there is the growing impact of extreme weather.

Across Aotearoa, there have already been nine significant extreme weather events in early 2026. January and February alone have surpassed the total number of severe weather-related states of emergency declared in all of 2025. Warmer oceans and a more moisture-laden atmosphere are driving more intense storms, heavier rainfall and more frequent flooding.

These events aren't abstract risks for us. Our most recent event has already cost more than $1.5 million in clean-up costs and rising. There will be more events like this, and extreme weather planning and investing is not a nice to have it's a must to both externally and internally. to make our city more resilient and our residents safe.

So, we are facing a very difficult reality.

We have increasing costs.

We have ageing infrastructure and assets.

We have growing extreme weather events and climate risks.

We have potential limits on our ability to raise revenue.

And we know that our community is already struggling.

This means we must become more efficient internally. We must focus relentlessly on the essentials. And we must be honest with our community that difficult choices lie ahead.

The reality is this: we will be asking our community to pay more for rates, and in some areas they may see less. That will be hard, and we need to be clear about why these decisions are necessary and how they protect the long-term future of our city.

Members, this is a moment of significant change. The decisions we make through this Annual Plan and Long-Term Plan will shape the resilience, affordability and liveability of our city for years to come.

I want to acknowledge the work you have all put in to reach this point. The conversations have not been easy, and the decisions ahead will not be easy either.

Thank you for your dedicated work to date, and for the careful, thoughtful approach you continue to bring as we work through this together

HUTT CITY COUNCIL

TE KOMITI ĀPITI RAUTAKI, MAHERE TEKAU TAU ME TE MAHERE Ā-TAU STRATEGY, LONG TERM AND ANNUAL PLAN SUBCOMMITTEE

Minutes of a meeting held in the Council Chambers,
2nd Floor, 30 Laings Road, Lower Hutt on
Tuesday 24 March 2026 commencing at 9:30 am

To watch the livestream of the meeting, please click on the link here: 24 March 2026 Strategy, Long Term Plan and Annual Plan Subcommittee

PRESENT:	Mayor Fauono K Laban (Chair)	Deputy Mayor K Brown (Deputy Chair)
	Cr G Barratt	Cr T Lewis
	Cr B Dyer	Cr P Ravi
	Cr S Edwards	Cr N Shaw
	Cr A Mitchell	Cr T Stallinger
	Cr C Parkin	Cr M Tonga-Grant
	Cr TA Puketapu	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
R Hardie, Head of Strategy and Policy
D Nunnian, Manager Financial Planning and Performance
W Botha, Corporate Planner Lead
N Twilton, Strategic Financial Advisor
A Andrews, Finance Transaction Services Manager
K Glanville, Senior Democracy Advisor
H Clegg, Minute Taker

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA KAUNIHERA

Tuia te mana akiaki
Rarangahia te mana rangatira
Kia tipu, kia puāwai
E ripo ngā wai
O Te Awa Kairangi
He Kaitiaki ki te whenua
He oranga taiao
He oranga tangata

Haumi e, hui e Taiki e!

Sow the seeds of courage
Weave the power of unity
To grow and prosper
There are ripples in
Te Awa Kairangi
There are Kaitiaki on the land
Protected environment
Thriving people

Connected, united, affirmed!

2. APOLOGIES

There were no apologies.

3. PUBLIC COMMENT

There was no public comment.

MINOR ITEM NOT ON THE AGENDA

Pursuant to Standing Order 10.13, the Chair advised that a minor item, "Mayoral Statement", not listed on the agenda, would be read at the meeting.

MAYORAL STATEMENT

Mayor Fauono Laban spoke to his statement, attached as page 6 to the minutes.

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) Draft Annual Plan 2026-2027, Draft Long Term Plan 2024-2034 Amendment and Engagement Materials

The Head of Strategy and Policy elaborated on the report. He advised that the 2025 carbon emissions reduction KPI is based on a 2017 baseline. He further noted that the building consents measure required amendment to align with the Ministry of Business, Innovation and Employment's (MBIE) 95% standard (allowing a 5% tolerance), and that a new MBIE measure, requiring 80% of building inspection requests to be actioned within three days, would be incorporated.

In response to questions from members, the Director Strategy and Engagement advised that the statement on page 243 of the agenda would be amended to clarify the basis for comparison with other authorities.

Deputy Mayor Brown noted that the Annual Plan positions Council well for the Long Term Plan, acknowledging the need to balance priorities and make adjustments. She emphasised the importance of clearly communicating the significant change associated with the establishment of, and transition to, Tiaki Wai.

RESOLVED: (Mayor Laban/Cr Mitchell) **Minute No. SLTAP 26101 (2)**

"That the Subcommittee recommends Council:

(1) receives and notes the information contained in the report;

(2) notes that at its meeting on 27 February 2026, Council agreed to a range of decisions related to the preparation of the Draft Annual Plan 2026-2027 and the Long Term Plan 2024-2034 Amendment;

(3) notes that the community engagement process for the Draft Annual Plan 2026-2027 and the Long Term Plan 2024-2034 Amendment is planned for the period from 30 March 2026 to 1 May 2026;

(4) notes the proposed rates revenue increase for 2026-27 equates to $4.33 per week or $225 per year for an average household property,

(5) notes that the overall rates revenue increase of 9.5% (after growth) is less than the 12.9% (after growth) projected in year 2 of the Annual Plan 2025-2026;

(5) approves the Draft Annual Plan 2026-2027 attached at Appendix 1 to the report;

(6) approves the Draft Long Term Plan 2024-2034 Amendment attached at Appendix 2 to the report that captures changes to the Long-Term Plan 2024-2034 due to the transition of water services and assets to Tiaki Wai;

(7) notes that following the removal of costs and activities related to water services, formal consultation is not required on the Draft Annual Plan 2026-2027 because there are no significant or material differences from the content of the current Long Term Plan;

(8) approves the engagement material attached in Appendix 3 to the report for public engagement between 30 March to 1 May 2026;

(9) notes that consultation on proposed changes to the Revenue and Financing Policy will be undertaken separately from the Annual Plan; and

(10) delegates to the Chief Executive, in consultation with the Mayor, authority to make minor editorial changes to the Draft Annual Plan 2026–2027 and the Draft Long Term Plan 2024–2034 Amendment documents prior to publication for public engagement."

b) Revenue and Financing Policy Consultation

The Manager Financial Planning and Performance elaborated on the report.

In response to a question from a member, the Group Chief Financial Officer advised that the general rates differential figures on page 265 of the Draft Annual Plan would be reviewed and amended if required.

RESOLVED: (Mayor Laban/Cr Dyer) **Minute No. SLTAP 26102(2)**

"That the Subcommittee recommends Council:

(1) approves the Draft Revenue and Financing Policy consultation document attached as Appendix 1 to the report for public consultation between 30 March to 1 May 2026;

(2) approves the Draft Revenue and Financing Policy for consultation, attached as Appendix 2 to the report;

(3) notes the feedback and direction provided to officers ahead of finalisation of the Revenue and Financing Policy Consultation material; and

(4) delegates to the Chief Executive, in consultation with the Mayor, authority to make minor editorial changes to these documents prior to publication for public consultation."

6. QUESTIONS

There were no questions.

7. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA

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

There being no further business, the Chair declared the meeting closed at 9.47am.

K Laban
MAYOR FAUONO

CONFIRMED as a true and correct record
Dated this 26th day of May 2026

Mayoral Statement – Strategy, Long Term and Annual Plan Subcommittee

Tēnā koutou katoa, talofa lava, namaste, ni hāo, mālō e lelei and warm greetings to you all.

I want to take the opportunity to acknowledge what our city has been doing so well: bringing people together. Over recent weeks we've hosted outstanding events that have filled our parks and venues, and showcased Te Awa Kairangi as a great place to visit, explore and play sport.

Events like the 2026 Masters Touch and the Women's Open Club National Softball Championship tournaments show just how valuable our facilities are. Fraser Park was the perfect setting. Bringing together players, whānau and supporters from across Aotearoa (and the leadership of Councillor Shaw!), sport is about connection, and when we provide great parks and sportsgrounds, we help make those connections possible. These tournaments also bring visitors into our city, support local spending, and build our reputation as a place where communities want to come together.

Just this weekend, at Hutt Park, the New Zealand Gaelic Athletic Association Championships brought a huge amount of energy into the city. With 100's of athletes across men's and women's Gaelic football, hurling and camogie, it was a celebration of culture, sport and community. Irish and Kiwi players, teams and supporters coming together to compete and connect. These events don't just create great memories; they bring visitors, and vibrancy, whilst also strengthening our economy and the visibility this place, we call home.

We will continue investing in the places and partnerships that make these moments possible. Our community facilities and our people make this possible.

Turning our attention to the Annual Plan and our long-term direction, I want us to keep sight of that bigger picture: a city that is active, connected, welcoming, and confident about the future.

I am asking that we approach today's discussion in good faith and with a clear focus on outcomes for Te Awa Kairangi ki Tai. Our job is to be straight with people about what we can afford, what we must prioritise, and what sits behind the numbers. I want to acknowledge Officers for the work that has brought these papers to the table, and I want to acknowledge our community, because people continue to show up, ask questions, and care deeply about the future of our city.

Nō reira, tēnā koutou, tēnā koutou, tēnā koutou katoa.

HUTT CITY COUNCIL

TE KOMITI ĀPITI RAUTAKI, MAHERE TEKAU TAU ME TE MAHERE Ā-TAU STRATEGY, LONG TERM AND ANNUAL PLAN

Minutes of a meeting held in the Council Chambers,
2nd Floor, 30 Laings Road, Lower Hutt on
Wednesday 13 May 2026 commencing at 9:35 am

To watch the livestream of the meeting, please click the link here:
13 May 2026 Strategy, Long Term Plan and Annual Plan Subcommittee followed by Additional Council

PRESENT:	Mayor Fauono K Laban (Chair)	Deputy Mayor K Brown (Deputy Chair)
	Cr G Barratt	Cr T Lewis
	Cr B Dyer	Cr P Ravi
	Cr S Edwards	Cr N Shaw
	Cr A Mitchell	Cr T Stallinger
	Cr C Parkin	Cr M Tonga-Grant (via audio-visual link)
	Cr TA Puketapu	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
D Nunnian, Manager Financial Planning and Performance
R Hardie, Head of Strategy and Policy
A Andrews, Finance Transaction Services Manager
N Twilton, Strategic Financial Advisor
K Glanville, Senior Democracy Advisor
H Clegg, Minute Taker

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA KAUNIHERA

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

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. RECOMMENDATIONS TO TE KAUNIHERA O TE AWA KAIRANGI COUNCIL – 13 May 2026

a) Progressing decisions on the final Annual Plan 2026-27 (including engagement analysis)

Report No. SLTAP2026/2/12 by the Manager Financial Planning & Performance

The Manager Financial Planning and Performance spoke to a presentation that can be viewed here: Progressing decisions on the final Annual Plan 2026-27 presentation

The Manager Financial Planning and Performance also spoke to a tabled memorandum outlining corrections to paragraphs 52, 53 and 54 of the report, attached as page 6 to the minutes.

Members considered Table 3: Carryover and phasing changes of budgets requiring review and/or decision outlined in the officer's report.

Cr Dyer asked that Annual Plan communications around budget deferrals for next year be reviewed to distinguish between projects deferred as part of rates saving measures and timing related project deferrals.

Cr Edwards noted that the Annual Plan sought to balance the maintenance of services with the progression of key projects, while recognising community concerns regarding affordability. He further noted that more difficult decisions may be required in the following year, particularly in light of potential local government amalgamation considerations.

Cr Stallinger expressed support for the recommendations, noting that a conservative approach was preferable and that the Target Operating Model (TOM) was expected to deliver savings over the coming years. He thanked officers for their work on the Annual Plan to date.

Cr Shaw endorsed the comments made by previous speakers.

Deputy Mayor Brown expressed support for the recommendations and thanked members for their engagement throughout the process and public consultation. She noted the level of anxiety within the community, which extended beyond rates concerns to include wider global and regional legislative changes.

RECOMMENDED: (Mayor Fauono Laban/Cr Edwards) **Minute No. SLTAP 26201**

"*That the Subcommittee recommends that Council:*

(1) notes that engagement on the draft Annual Plan 2026–27 was undertaken between 30 March and 1 May 2026;

(2) notes the summary of engagement feedback set out in Section C of the report, which provides the results and analysis of the public engagement process, and further details in Appendix 1 attached to the report;

(3) notes the feedback provided to officers to finalise the Annual Plan 2026-27 in June 2026;

(4) agrees to the carryover and phasing changes of budgets detailed in Table 3 of the report;

(5) notes the projected debt levels associated with the capital investment programme, set out in Section H of the report;

(6) notes the balanced operating budget projections as defined in Council's Financial Strategy and the prudent balanced budget benchmark per the legislative requirements of the Local

Government Act and Financial Reporting and Prudence Regulations 2014, as outlined in Section H of the report;

(7) notes that cost savings and budget reprioritisations approved to date to help manage rising costs are reflected in the 2026–27 rates revenue settings;

(8) approves the latest projected rates revenue increase of 8.8% for 2026/27, including a 0.9% growth assumption, and the increases for later years set out in the table below and Section I of the officer's report;

Rates revenue increase (after growth of 0.9%)	*2027*	*2028*	*2029*	*2030*	*2031*	*2032*	*2033*	*2034*
Final Annual Plan 2026-27	*8.8%*	*7.0%*	*5.1%*	*5.1%*	*5.1%*	*5.1%*	*5.1%*	*5.1%*

(9) approves the targeted rates for Refuse, Recycling and Green Waste presented in Section I of the report to be included in the final Annual Plan 2026-27;

(10) approves the proposed fees and charges schedule for inclusion in the final Annual Plan, as set out in Appendix 3 of the report;

(11) delegates authority to the Annual Plan Working Group (the Mayor, Deputy Mayor and Committee Chairs) to progress decisions ahead of final recommendations being considered by Council on 3 June 2026; and

(12) notes the further direction provided to officers ahead of preparing the final Annual Plan 2026–27 reports and advice for the Strategy, Long Term Plan/Annual Plan Subcommittee on 3 June 2026. "

b) Revenue and Financing Policy Update

Report No. SLTAP2026/2/125 by the Manager Financial Planning & Performance

The Manager Financial Planning and Performance elaborated on the report.

Cr Edwards noted that Councillors had attended a number of detailed briefings on the matter and were therefore well informed. He considered that no further discussion was required before a decision was made.

RECOMMENDED: (Mayor Fauono Laban/Cr Yung) **Minute No. SLTAP 26202**

"*That the Subcommittee recommends that Council:*

(1) notes that the consultation on the draft Revenue and Financing Policy took place from 30 March to 1 May 2026;

(2) notes the consultation feedback as summarised in paragraphs 9 and 10 in the report, with full details in Appendix 1 attached to the report; and

(3) agrees to adopt the Revenue and Financing Policy (attached as Appendix 2 to the report) with no changes; and

(4) delegates the power to the Annual Plan Working Group (the Mayor, Deputy Mayor and Committee Chairs) to progress decisions ahead of final recommendations for Council consideration on 3 June 2026."

6. QUESTIONS

There were no questions.

7. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA

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

There being no further business, the Chair declared the meeting closed at 10.13 am.

K Laban
MAYOR FAUONO

CONFIRMED as a true and correct record
Dated this 26th day of May 2026

TO: Chair and Members

Council

FROM: Deepu Nunnian

DATE: 12 May 2026

SUBJECT: Corrections to content in the report, ***"Progressing decisions on the final Annual Plan 2026-27 (including engagement analysis)"***

Purpose of Memorandum

1. To provide Council with corrections to the following paragraphs in the report.

Corrections

2. Page 22 – paragraph 52 to be replaced as follows:

   A range of cost pressures have been managed in the draft AP27 through efforts made to reprioritise spending, increases to fees and charges and inclusion of a savings target each year of $0.5M. Key drivers of increases, which remain unchanged in the final AP27, include cost pressures and market driven revenue reductions in the landfill and aquatics activities with offsets from savings and reduced interest costs from debt (due to delays in capex). There has been further capital rephasing proposed in the final AP27 to help offset cost pressures and reduce the proposed rates revenue increase.

3. Page 23– paragraph 53 to be replaced as follows:

   Tables 5 below provides comparisons of the final AP27 to the LTP and draft AP27 for the Financial Strategy debt limits, balanced budget, and rates impact. Debt headroom has increased largely due to the decrease in the capital programme. The balanced operating budget position has improved largely due to the transfer of Water services to Tiaki Wai.

4. Page 24– paragraph 54 to be replaced as follows:

   The change in the capital programme results in a corresponding adjustment in the level of borrowings required. Borrowing levels are maintained within the limits set in our financial strategy. Net debt is projected to peak at 160% against the limit in the final AP27 at $423M in 2028-29 compared to the AP26 projection of just over $1B. This is largely due to the transition of water services to Tiaki Wai and changes to the Cross Valley Connections capital programme.

Hutt City Council

08 May 2026

Report no: HCC2026/2/17

Sealing Authority

Recommendations

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) 46 Cuba Street, Petone

P & C Cuba Limited Hutt City Council
57WNMYAPPKJ5-1407309756-1125

b) 15-17 Main Road, Wainuiomata

Main Road Development Limited, Power Construction Limited and Hutt City Council
57WNMYAPPKJ5-1407309756-1126

c) 46 Wainuiomata Road, Wainuiomata

FH Developments 2022 Limited and Hutt City Council
57WNMYAPPKJ5-1407309756-1128

d) Howard Road, East Harbour Regional Park, Eastbourne, Lower Hutt

Wellington Regional Council and Hutt City
57WNMYAPPKJ5-1407309756-1130

e) 55 Main Road, Wainuiomata

Ghanshyam Sharma and Sonali Sharma and Hutt City Council
57WNMYAPPKJ5-1407309756-1132

f) 199 Taita Drive, Lower Hutt

CS No. 4 Limited and Hutt City Council
57WNMYAPPKJ5-1407309756-1134

g) 31 Farmer Crescent, Lower Hutt

Vaya Corporation Limited and Hutt City Council
57WNMYAPPKJ5-1407309756-1136

h) 18 Singers Road, Lower Hutt

Craig Bartosh and Lisa Bartosh; Mandy Bartosh; Craig Bartosh and Mandy Bartosh and Hutt City Council
57WNMYAPPKJ5-1407309756-1138

i) 116 Wainuiomata Road, Wainuiomata

Anupam Singh Dahiya and Anshu Ruhela and Hutt City Council
57WNMYAPPKJ5-1407309756-1140

A&I and Building Act 2004 - Notification of Redundant Entry - s74(3) & (4)

a) 62 & 64 Bell Road, Lower Hutt
57WNMYAPPKJ5-1407309756-1131

Easement agreement with PowerCo - Petone Memorial Park Bracken St-Cathodic protection system upgrade to gas network
57WNMYAPPKJ5-1407309756-1139

A&I and Land Transfer Tax Statement
29 Pretoria Street, Lower Hutt
Pretoria Street Limited and Hutt City Council
57WNMYAPPKJ5-1407309756-1142

SCHEDULE 2 – DEEDS

a) Deed of Sublease
Wellington Rowing Association Incorporated and Petone Rowing Club Incorporated
57WNMYAPPKJ5-1407309756-1123

b) Deed of Sublease
Wellington Rowing Association Incorporated and Wellington Water Ski Club Incorporated
57WNMYAPPKJ5-1407309756-1124

c) Deed of Novation
Hutt City Council and Isthmus Group Limited and Tonkin & Taylor Limited
57WNMYAPPKJ5-1407309756-1133

d) Deed of Lease
Goldpalm Holdings Limited (Paul Thomas STEPHENS) and Hutt City Council
57WNMYAPPKJ5-1407309756-1135

e) Deed of Lease
Kerry Makin-Byrd and Hutt City Council
57WNMYAPPKJ5-1407309756-1141

SCHEDULE 3 – WARRANTS APPROVED

Conrad Pirimona WARRANT-26-08 HCC	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. Land Transport Act 1998 PARKING WARDEN pursuant to s128D
Dion Neill WARRANT-26-09 HCC	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)
Eric Mathan WARRANT-26-10 ARMOURGUARD	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
James Taputoro WARRANT-26-11 ARMOURGUARD	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
Hokowhitu Cook WARRANT-26-12 HCC	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. Building Act 2004 AUTHORISED OFFICER pursuant to s222 ENFORCEMENT OFFICER pursuant to 371B

Fred Pue WARRANT-26-13 HCC	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. Building Act 2004 AUTHORISED OFFICER pursuant to s222 ENFORCEMENT OFFICER pursuant to 371B
Kim Grinlinton WARRANT-26-14 HCC	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)
Emerson Ocampo WARRANT-26-15 HCC	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. Building Act 2004 AUTHORISED OFFICER pursuant to s222 ENFORCEMENT OFFICER pursuant to 371B