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**14 JUNE 2019**

## **ORDINARY COUNCIL**

**Order Paper for a meeting to be held in the Council Chambers, Level 2,  
Civic Centre, 838-842 Fergusson Drive, Upper Hutt, on -**

**WEDNESDAY 19 JUNE 2019 AT 4.30PM**

**NOTE:**

**Order Paper reports may be inspected at the following offices whenever they are open to the public:**

- (a) Public Counter, Reception, Level 1, Civic Centre, 838-842 Fergusson Drive, Upper Hutt.**
- (b) The Central Library, 844 Fergusson Drive, Upper Hutt.**
- (c) The Pinehaven Branch Library, Corner Jocelyn Crescent and Pinehaven Road, Upper Hutt.**

## Disclosure Register for Elected Members

Elected Member	Interest	Last Reviewed
His Worship the Mayor, Wayne Guppy	<ul style="list-style-type: none"> <li>• Director, MedicAlert</li> <li>• Trustee, Orongomai Marae</li> <li>• Chair, Wellington Region Mayoral Forum</li> <li>• President, Wellington Racing Club</li> <li>• Deputy Chair, Hutt Valley District Health Board</li> <li>• Chair, Hutt Valley District Health Board Finance Risk Audit Committee</li> <li>• Co-Chair, Joint Capital and Coast, Hutt Valley DHBs Finance Risk Audit Committee</li> <li>• Member, Capital and Coast, Hutt Valley DHBs Community Public Health Advisory Committee and Disability Support Advisory Committee</li> <li>• Member, Capital and Coast District Health Board, Finance Risk and Audit Committee</li> <li>• Trustee, BaseFit New Zealand</li> <li>• Life Member Upper Hutt Rams RFC</li> <li>• Life Member, Wellington Rugby Football Union</li> <li>• Chair, Wellington Regional Amenities Joint Committee</li> <li>• Member, Civil Defence Emergency Management Joint Committee</li> <li>• Member, Hutt Valley Flood Management Subcommittee</li> <li>• Member, LGNZ National Council</li> <li>• Member, NZ Amateur Sport Association</li> <li>• Member, Regional Transport Committee</li> <li>• Member, Remutaka Hill Road Committee</li> <li>• Member, Safe Hutt Valley</li> <li>• Member, Te Atiawaitonu partnership, Hutt Valley District Health Board</li> <li>• Member, Wellington Regional Strategy Committee</li> <li>• Deputy Chair, Wellington Water Committee</li> <li>• Wife employed by various community pharmacies in the Hutt Valley</li> </ul>	Mar 2019
Deputy Mayor, John Gwilliam	<ul style="list-style-type: none"> <li>• Director, Main Street Legal Limited</li> <li>• Deputy Mayor, Upper Hutt City Council</li> <li>• Trustee, Hutt Mana Charitable Trust</li> <li>• Trustee, Timberlea Community House Trust Board</li> <li>• Member Alternate, Regional Transport and Wellington Regional Strategy Committees</li> <li>• Member, Upper Hutt Intermediate Schools Trust</li> <li>• Chair, Risk and Assurance Committee</li> <li>• Accredited Commissioner for Resource Management Act Hearings (Chair Endorsement)</li> </ul>	May 2019
Chris Carson	<ul style="list-style-type: none"> <li>• Principal, Carson Associates NZ</li> <li>• Member of Chartered Accountants of Australia and New Zealand</li> <li>• Treasurer, Upper Hutt Cosmopolitan Club</li> <li>• Chairperson, Finance Committee, Upper Hutt Cosmopolitan Club</li> <li>• Member of Donations and Grants Committee, Upper Hutt Cosmopolitan Club</li> <li>• Secretary/Treasurer, Trentham Community House Charitable Trust</li> <li>• Treasurer and Board member, Upper Hutt Bowling Club Incorporated</li> <li>• Treasurer and Board member, Samaritans of Wellington Incorporated</li> <li>• Treasurer, Wellington Samaritans Foundation</li> <li>• Trustee, CB and PA Carson Family Trust</li> <li>• Deputy Chair, Finance and Performance Committee</li> </ul>	Dec 2018
Ros Connelly	<ul style="list-style-type: none"> <li>• Manager, Project and Portfolio Services Team at Ministry for Primary Industries (who regulate food safety, animal welfare, biosecurity and some other areas that may interface with the Council)</li> <li>• Board of Trustees Member - Fergusson Intermediate</li> <li>• Member, Friends of the Hutt River</li> <li>• Member, Upper Hutt Forest and Bird</li> <li>• Member, Rimutaka Hill Road Committee</li> <li>• Member, Waste Forum - Wellington Region</li> <li>• LGNZ Young Elected Member for Zone 4</li> <li>• Member, Upper Hutt Intermediate Schools Trust</li> </ul>	Aug 2018
Blair Griffiths	<ul style="list-style-type: none"> <li>• Owner of Hillside Auto Wreckers</li> <li>• Griffiths Property Group Limited</li> <li>• Blair Griffiths Family Trust</li> <li>• Chair, City Development Committee</li> <li>• Member, Safe Hutt Valley</li> <li>• Advisor to the Upper Hutt Tigers Rugby League Club Committee</li> <li>• Board of Trustees Member – Fergusson Intermediate</li> </ul>	June 2019
Paul Lambert	<ul style="list-style-type: none"> <li>• Member, Akatarawa Valley Emergency Response Team Committee</li> <li>• Member, Hutt Valley Services Joint Committee</li> <li>• Member, Hutt Valley Sports Awards Committee</li> <li>• Member, Mainly Acoustic Music Club Committee</li> <li>• Member, Rimutaka Lions Club</li> <li>• Member, Zone 4 Local Government Association</li> </ul>	Mar 2019

Elected Member	Interest	Last Reviewed
Glenn McArthur	<ul style="list-style-type: none"> <li>• Property Investor/Developer self employed</li> <li>• Wife employed at Paino and Robinson Solicitors Upper Hutt</li> <li>• Life Member Upper Hutt Rams RFC</li> <li>• Trustee, BaseFit New Zealand</li> <li>• Chair, Policy Committee</li> <li>• Member Alternate, Wellington Water Committee</li> <li>• Deputy Chair, Risk and Assurance Committee</li> <li>• Accredited Commissioner for Resource Management Act Hearings</li> </ul>	May 2019
Angela McLeod	<ul style="list-style-type: none"> <li>• Shareholder, Maidstone Moto Centre (1996) Limited</li> <li>• Chair, Community Grants Committee</li> <li>• Chair, Waste Forum – Wellington Region</li> <li>• Member, Health Promotion Agency District Licensing Committee Advisory Group</li> <li>• Member, Wellington Region Waste Management and Minimisation Plan Joint Committee</li> <li>• President, Business and Professional Women – Upper Hutt</li> <li>• Deputy Chair, Policy Committee</li> <li>• Accredited Commissioner for Resource Management Act Hearings</li> </ul>	May 2019
Hellen Swales	<ul style="list-style-type: none"> <li>• Coordinator at the Jackson Street Programme Inc</li> <li>• Property Manager</li> <li>• Business coaching/mentor</li> <li>• Husband works in the IT Industry</li> <li>• Chair, Finance and Performance Committee</li> <li>• Member, Hutt Valley Flood Management Subcommittee</li> <li>• National President, The New Zealand Federation for Business and Professional Women</li> <li>• Trustee, Te Whare Tiaki Wahine Refuge</li> </ul>	Dec 2018
Steve Taylor	<ul style="list-style-type: none"> <li>• Freelance musician</li> <li>• Member, Hutt Valley Flood Management Subcommittee</li> <li>• Deputy Chair, City Development Committee</li> <li>• Massey University – Executive MBA Student</li> </ul>	Feb 2019
Dave Wheeler	<ul style="list-style-type: none"> <li>• Director, Wheelers Shoes</li> <li>• Director, Ajamd Limited</li> <li>• Member, Upper Hutt Community Patrol</li> <li>• Member, Upper Hutt Yellow Bellies Incorporated</li> <li>• Chair, Hutt Valley Services Committee</li> <li>• Accredited Commissioner for Resource Management Act Hearings</li> </ul>	May 2019

## ORDINARY COUNCIL

Order Paper for a Public Meeting to be held on WEDNESDAY 19 JUNE 2019 at 4.30pm

### PUBLIC BUSINESS

### PAGES

PRAYER  
HEALTH AND SAFETY BRIEFING  
APOLOGIES

**1. PUBLIC FORUM**

**2. CONFLICT OF INTEREST DECLARATIONS AND UPDATES**

**3. APPROVAL OF MINUTES**

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**4. APPROVAL OF COMMITTEE MINUTES**

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**5. CHILD PROTECTION POLICY (326/01-000)**

Report from the Community Development Team Leader through the Director of Community Services dated 29 May 2019.  
[Recommendation on page 52.](#)

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**6. DOCUMENTS SEALED (311/01-003)**

Schedule of Documents Sealed for the period 25 April 2019 to 12 June 2019.

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**7. SEALING AUTHORITY (311/01-003)**

**RECOMMENDATION**

**That approval be given for the Common Seal to be affixed to all relevant documents in connection with decisions reported in respect of any of the foregoing and following items.**

**8. PUBLIC EXCLUSION**

Resolution as follows required:

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

9. **APPROVAL OF MINUTES**
10. **APPROVAL OF COMMITTEE REPORT MINUTES**
11. **SECOND AMENDMENTS TO WELLINGTON WATER LIMITED CONSTITUTION AND THE SHAREHOLDERS' AGREEMENT**
12. **EXPRESSIONS WHIRINAKI ARTS AND ENTERTAINMENT CENTRE TRUST RECOMMENDATION FOR THE APPOINTMENT OF TWO TRUSTEES**
13. **LEAVE OF ABSENCE**

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

(A) GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	(B) REASONS FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER	(C) GROUND UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION
Approval of Minutes	The withholding of information is necessary to protect information subject to an obligation of confidence.	Section 7(2)(c)
Approval of Committee Report Minutes	The withholding of information is necessary to protect information subject to an obligation of confidence.	Section 7(2)(c)
Proposed amendments to Wellington Water Limited Constitution and the Shareholders' Agreement	The withholding of information is necessary to maintain legal professional privilege and to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2) (g) and (i)
Expressions Whirinaki Arts and Entertainment Centre Trust Recommendation for the Appointment of Two Trustees	The withholding of information is necessary to protect the privacy of natural persons.	Section 7(2)(a)
Leave of absence	The withholding of information is necessary to protect the privacy of natural persons.	Section 7(2)(a)

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 Section 7 of the 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.

**MINUTES of an ORDINARY MEETING of COUNCIL held in the Council Chambers,  
Level 2, Civic Centre, 838-842 Fergusson Drive, Upper Hutt  
on WEDNESDAY 1 MAY 2019 commencing at 4.30pm**

**PRESENT:** HIS WORSHIP THE MAYOR MR W N GUPPY (CHAIR), COUNCILLORS C B G CARSON, R B T CONNELLY, J B GRIFFITHS, J C GWILLIAM, G T MCARTHUR, A R MCLEOD, H SWALES, S P TAYLOR AND D V WHEELER

**APOLOGIES:** CR P E LAMBERT

**IN ATTENDANCE:** CHIEF EXECUTIVE, ACTING DIRECTOR OF BUSINESS SERVICES AND CUSTOMER ENGAGEMENT, DIRECTOR OF COMMUNITY SERVICES, DIRECTOR OF PLANNING AND REGULATORY SERVICES, CHIEF FINANCIAL OFFICER, PERFORMANCE AND CAPABILITY MANAGER, ENGAGEMENT AND INSIGHT MANAGER, GENERAL COUNSEL, STRATEGIC POLICY MANAGER, SENIOR POLICY ADVISOR, SUSTAINABILITY OFFICER (part meeting), COMMUNITY DEVELOPMENT ADVISOR (part meeting) AND COMMITTEE ADVISOR

**PUBLIC BUSINESS**

His Worship the Mayor opened the meeting with a prayer and the Chief Executive provided a translation of the Karakia in Te Reo.

His Worship the Mayor gave a health and safety briefing.

His Worship the Mayor asked that condemnation of the Christchurch terror attack be recorded in the minutes and acknowledged the outpouring of support shown to the Muslim community within Upper Hutt from those that attended the vigil. He read out a Cherokee Indian proverb:

*An old Cherokee is teaching his grandson about life: "A fight is going on inside me," he said to the boy. "It is a terrible fight and it is between two wolves. One is evil—he is anger, envy, sorrow, regret, greed, arrogance, self-pity, guilt, resentment, inferiority, lies, false pride, superiority, and ego." He continued, "The other is good – he is joy, peace, love, hope, serenity, humility, kindness, benevolence, empathy, generosity, truth, compassion, and faith. The same fight is going on inside you—and inside every other person, too." The grandson thought about it for a minute and then asked his grandfather: "Which wolf will win?" The old Cherokee simply replied, "The one you feed."*

His Worship the Mayor made mention of the following:

- 30 March - BBQ and Beer Fest held at Brewtown;
- 1 April – attended the Keepers of History book launch where NZ Centenarians shared their stories and included a contribution from Upper Hutt long-time resident Madeleine Anderson;
- 5 April – was involved in Gumboot Friday to raise funds for mental health;
- 6 April – attended the Wellington Region Emergency Management Office emergency exercise at Upper Hutt School;
- 6 April – attended the Relay for Life at the Westpac Stadium in Wellington;
- 11 April - attended the opening ceremony of the new Te Omanga Hospice facility;
- 12 April – opened the Topp Twins exhibition at Expressions Whirinaki; and
- 25 April – held the ANZAC Dawn Service.

**APOLOGIES****RESOLVED****C 190201(2)**

**That the apology received from Cr Lambert be accepted and leave of absence granted.**

Moved Cr Griffiths/Cr Taylor

**CARRIED****1. PUBLIC FORUM**

**Ann Devlin** said she was disappointed that tea and biscuits were no longer available to groups at the Library. She said that Library staff had explained that this was due to Council's promotion of healthy eating. She asked for the tea and biscuits trolley to be reinstated. She also asked that Council review the variety of dispensing machines in the unisex facilities at the Library.

**2. CONFLICT OF INTEREST DECLARATIONS AND UPDATES**

There were no conflict of interest declarations.

**3. APPROVAL OF MINUTES****(a) COUNCIL (1-12 - 13/03/19)****RESOLVED****C 190202(2)**

**That the minutes of the Council meeting held on 13 March 2019 be approved.**

Moved His Worship the Mayor/Cr McArthur

**CARRIED****(b) EXTRAORDINARY COUNCIL (1-3 - 18/04/19)****RESOLVED****C 190203(2)**

**That the minutes of the Extraordinary Council meeting held on 18 April 2019 be approved.**

Moved His Worship the Mayor/Cr Taylor

**CARRIED****4. APPROVAL OF COMMITTEE MINUTES****(a) CITY DEVELOPMENT COMMITTEE (1-6 - 03/04/19)**

Crs Swales and Carson asked to discuss item 5: Director's Report: Asset Management and Operations – April 2019.

**RESOLVED****C 190204(2)**

**That the report of the City Development Committee meeting held on 3 April 2019 be received and the recommendations contained therein be adopted; excluding item 5: Director's Report: Asset Management and Operations Department – April 2019.**

Moved Cr Griffiths/Cr Taylor

**CARRIED**

Cr Swales asked for an update on the backlog on the reinstatement works. His Worship the Mayor advised he would request the Director of Asset Management and Operations to provide further information on the reinstatement works.

Cr Swales asked what the intended long-term use of the Andrews Lane carpark would be. His Worship the Mayor advised that the space would be used as a carpark unless a decision was made to re-build on the site in future.

Cr Carson advised that the Upper Hutt Cossie Club had approved a grant of \$9,600 to the Upper Hutt Brass Band for the refurbishment of the Scout Hall in Totara Park.

**RESOLVED****C 190205(2)**

**That item 5: Director's Report: Asset Management and Operations Department – April 2019 within the report of the City Development Committee meeting held on 3 April 2019 be received and the recommendations contained therein be adopted.**

Moved Cr Griffiths/Cr Swales

**CARRIED**

**(b) CREATIVE COMMUNITIES NEW ZEALAND UPPER HUTT ARTS FUNDING ASSESSMENT COMMITTEE (1-3 – 04/04/19)**

**RESOLVED****C 190206(2)**

**That the report of the Creative Communities New Zealand Upper Hutt Arts Funding Assessment Committee held on 4 April 2019 be received.**

Moved Cr Taylor/His Worship the Mayor

**CARRIED**

**(c) FINANCE AND PERFORMANCE COMMITTEE (1-3 – 10/04/19)**

**RESOLVED****C 190207(2)**

**That the report of the Finance and Performance Committee meeting held on 10 April 2019 be received and the recommendations contained therein be adopted.**

Moved Cr Carson/Cr Taylor

**CARRIED**

Members noted the financial information in relation to item 3: Expressions Whirinaki Arts and Entertainment Centre Extension separately circulated.

**(d) POLICY COMMITTEE (1-6 – 17/04/19)****RESOLVED****C 190208(2)**

**That the report of the Policy Committee meeting held on 17 April 2019 be received and the recommendations contained therein be adopted.**

Moved Cr McArthur/Cr Griffiths

**CARRIED**

Cr Swales requested that her abstention be recorded in the minutes.

**5. REVOCATION OF THE URBAN FIRE PREVENTION BYLAW 2005 AND ADOPTION OF THE PREVENTION OF NUISANCE FROM FIRES AND SMOKE BYLAW 2019 (331/50-005)**

Report from the Senior Policy Advisor through the Strategic Policy Manager dated 24 April 2019.

Cr Gwilliam asked for the following amendments be made to the wording of the Prevention of Nuisance from Fires and Smoke Bylaw 2019:

- i. change the wording to clause 1.1(b) to read: 'protect and maintain public health and safety around fires and smoke (*other than those* aspects controlled by the Fire and Emergency New Zealand Act 2017)'.
- ii. change the definition of nuisance: insert to read 'Nuisance has the same meaning *as set out* in section 29 subsections (m) and (n) of the Health Act 1956'.

**RESOLVED****C 190209(2)**

**That Council:**

- i. **resolves that, in accordance with section 155 of the Local Government Act 2002, the proposed Prevention of Nuisance from Fires and Smoke Bylaw 2019 is the most appropriate form of the bylaw, and does not give rise to any implications under the NZ Bill of Rights Act 1990;**
- ii. **agrees to revoke the existing Urban Fire Prevention Bylaw 2005, effective from 9 May 2019;**
- iii. **agrees to adopt the Prevention of Nuisance from Fires and Smoke Bylaw 2019 shown as Attachment 1, effective from 9 May 2019; with changes to:**
  - a. **change the wording to clause 1.1(b) to read: 'protect and maintain public health and safety around fires and smoke (other than those aspects controlled by the Fire and Emergency New Zealand Act 2017)'.**
  - b. **change the definition of nuisance: to now read 'Nuisance has the same meaning as set out in section 29 subsections (m) and (n) of the Health Act 1956'; and**
- iv. **resolves that notice that the Urban Fire Prevention Bylaw 2005 has been reviewed and revoked, and that the Nuisance from Fires and Smoke Bylaw 2019 has been adopted, is published in the Upper Hutt Leader on 8 May 2019.**

Moved His Worship the Mayor/Cr Gwilliam

**CARRIED**

**6. DOCUMENTS SEALED (311/01-003)**

Schedule of Documents Sealed for the period 7 March 2019 to 24 April 2019.

**RESOLVED****C 190210(2)**

**That the Schedule of Documents Sealed for the period 7 March 2019 to 24 April 2014 be received and the actions recorded therein be confirmed.**

Moved His Worship the Mayor/Cr Swales

**CARRIED****7. SEALING AUTHORITY (311/01-003)****RESOLVED****C 190211(2)**

**That approval be given for the Common Seal to be affixed to all relevant documents in connection with decisions reported in respect of any of the foregoing and following items.**

Moved His Worship the Mayor/Cr McLeod

**CARRIED****8. PUBLIC EXCLUSION**

Resolution as follows required:

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

**9. APPROVAL OF MINUTES****10. APPROVAL OF COMMITTEE MINUTES****11. PROPOSED AMENDMENTS TO WELLINGTON WATER LIMITED CONSTITUTION AND THE SHAREHOLDERS' AGREEMENT**

**That 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)
<b>GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</b>	<b>REASONS FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER</b>	<b>GROUND UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION</b>
Approval of Minutes	The withholding of information is necessary to protect information subject to an obligation of confidence.	Section 7(2)(c)

<b>Approval of Committee Reports</b>	<b>The withholding of information is necessary to protect information subject to an obligation of confidence.</b>	<b>Section 7(2)(c)</b>
<b>Proposed amendments to Wellington Water Limited Constitution and the Shareholders' Agreement</b>	<b>The withholding of information is necessary to maintain legal professional privilege and to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</b>	<b>Section 7(2)( g) and (i)</b>

**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 Section 7 of the 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.**

Moved His Worship the Mayor/Cr McArthur **C 190212(2)** **CARRIED**

The following information was resolved in the Public Excluded meeting to be released as public information:

**9. APPROVAL OF MINUTES**

**(a) EXTRAORDINARY COUNCIL (1-2 18/04/19)**

**RESOLVED** **C 190214**

**That Council:**

- (i) agrees to release Ms Sara Brownlie's name and title of the role (Independent Member, Risk and Assurance Committee) as public information.**

Moved His Worship the Mayor/Cr Gwilliam **CARRIED**

The Public Business section of the meeting concluded at 4:50pm.

The Public Excluded section of the meeting concluded at 5.34pm.

Confirmed this 19<sup>th</sup> day of June 2019.

W N Guppy  
**MAYOR**

**MINUTES of an ADDITIONAL MEETING of COUNCIL held in the Council Chambers,  
Level 2, Civic Administration Building, 838-842 Fergusson Drive, Upper Hutt  
on MONDAY 20 MAY 2019 commencing at 4.30pm**

**PRESENT:** HIS WORSHIP THE MAYOR MR W N GUPPY (CHAIR), CRS C B G CARSON,  
R B T CONNELLY, J B GRIFFITHS, J C GWILLIAM, P E LAMBERT, G T MCARTHUR,  
A R MCLEOD, H SWALES, AND D V WHEELER

**APOLOGIES:** CR S P TAYLOR

**IN ATTENDANCE:** CHIEF EXECUTIVE, CHIEF FINANCIAL OFFICER, ACTING DIRECTOR OF BUSINESS SERVICES AND CUSTOMER ENGAGEMENT, DIRECTOR ASSET MANAGEMENT AND OPERATIONS SERVICES, DIRECTOR PLANNING AND REGULATORY SERVICES, DIRECTOR COMMUNITY SERVICES, PERFORMANCE AND CAPABILITY MANAGER, STRATEGIC POLICY MANAGER (part meeting), ENGAGEMENT AND INSIGHT MANAGER, ECONOMIC DEVELOPMENT MANAGER, PLANNING POLICY MANAGER, CORPORATE PLANNER, SUSTAINABILITY OFFICER, AND MINUTE TAKER

**WELCOME AND SAFETY BRIEFING**

His Worship the Mayor opened the meeting and provided a safety briefing on the evacuation procedures.

**APOLOGIES**

**RESOLVED**

**C 190301**

**That the apology received from Cr Taylor be accepted and leave of absence granted.**

Moved

His Worship the Mayor/Cr Swales

**CARRIED**

**1. HEARING OF SUBMISSIONS ON THE ANNUAL PLAN 2019-2020 CONSULTATION DOCUMENT AND SUPPORTING INFORMATION (310/01-008)**

Report from the Corporate Planner through the Acting Director of Business Services and Customer Engagement dated 13 May 2019.

**John Hill** presented Submission 167. He stated he was a proud, long-term resident and business owner in Upper Hutt and outlined the growth and development he anticipated would occur in the city. He asked that landowner/council partnerships be respected, and that long-term planning was essential. He stressed that changes in plans and policies should be gradual and should reflect the intentions of previous plans, in order to protect individuals' long-term economic decisions. He outlined his experience when trying to upgrade an existing farm track. He explained he had commissioned ecological reports which had concluded there were no ecosystems that would be destroyed by his proposed farm maintenance. He concluded the maintenance was required to ensure flooding would not occur in the peat swamp.

In response to questions from Cr Swales, Mr Hill said he believed all Council actions should focus on sustainability, and that he was especially interested in rural sustainability. He added his family took sustainable farm management seriously.

**Graham Bellamy on behalf of Royal Forest and Bird Protection** presented Submission 136. He acknowledged the help and support of Council to date, especially with the nursery. He asked that Council ensured conservation and biodiversity were high priorities.

Mr Bellamy requested increased funding for weed control, and explained the current funding was

inadequate especially when compared to the funding of other Councils. He stated Old Man's beard, Banana Passionfruit, Cathedral Bells and Japanese Honeysuckle required more control throughout the city as regenerating native forest was under serious threat from these pest plants. He explained Greater Wellington Regional Council (GWRC) had withdrawn from their extensive pest control programme and had suggested site-led programmes initiated by local authorities should be instigated. He requested HCC, UHCC and GWRC officers meet to discuss and set up a regional co-ordinated weed control programme.

Mr Bellamy requested that Council consider maintaining the Mangaroa River riparian replanting funding at its current level, to ensure a reduction of pollution levels of the waters flowing into the Hutt River. With regard to climate change, he stated this was now a serious problem for humanity and noted the proposed funding increase in the Plan; however he expressed concern there was no visible evidence of this money being spent. He requested council funding to ensure the ecological corridors survived, and that the Silverstream Spur be retained as a reserve. He further requested work be undertaken to identify other corridor areas.

In response to a question from Cr McLeod, Mr Bellamy advised that contractors should be used to undertake the weed control works.

In response to a question from His Worship the Mayor, Mr Bellamy explained the weed infestations were city wide, including on private land. He agreed public education would be beneficial.

In response to a question from Cr Swales, Mr Bellamy asked that all councils get together to formulate a weed eradication programme, with a \$100,000 contribution from Council.

In response to a question from Cr Lambert, Mr Bellamy confirmed the regional Forest and Bird body had made a submission to the Greater Wellington Regional Council's (GWRC) Annual Plan process and that GWRC would only undertake weed control programmes on key ecosystem sites.

**Mary Beth Taylor** presented Submission 138. She highlighted the lack of awareness and definition of sustainability in our community, and that Council had an important role to play in raising education and awareness on this matter.

Ms Taylor highlighted the following points of her submission:

- United Nations (UN) Sustainable Development Goals 6, 11, 13, 15, 17 should be referred to for all Council policies;
- Wellbeing – that Council had a significant role to play in the quality of life for residents, and that this was not evident in the Annual Plan;
- Food Security – Council should promote local gardens to help reduce carbon emissions.
- A vision for Whiteman's Valley Reserve – Council should help fund a rural park, picnic shelter and market gardens;
- Weed control – Council should not allow contractors to use toxic weed killer chemicals;
- Land Development – Council needed to assess every development permitted especially on Mangaroa peat lands.
- Council needs to ask "How does this improve life on the planet" for every decision that was made.

**Lynne McLellan** presented Submission 160. She tabled a copy of her presentation and acknowledged staff and councillors for their work to date. She invited councillors to the next planting session at Moehau Park and elaborated on the points made in her submission.

**Roz Brown** presented Submission 181. She supported comments made by the previous submitters and asked that Council implement the proposed Economic Development Stimulus Policy changes prior to the local body elections. She suggested that all new businesses to the city should have a plan to lead the city to zero carbon emissions by 2050.

Ms Brown requested improved relationships with Greater Wellington Regional Council, and improved active public and shared transport networks. She asked for the Upper Hutt Profile pamphlet to be reinstated.

In response to questions from Cr Gwilliam, Ms Brown explained there were many areas in the city

where glow worms lived, and that tours could be conducted for tourists. She added that in addition to Brewtown, she would like to see an Appletown established in Upper Hutt, to celebrate the apple industry, and in particular apple cider. She further added that Upper Hutt could host garden tours.

Ms Brown stated that Upper Hutt could become the leading territorial authority with regard to sustainable housing.

**Michael Mears** presented Submission 150. He asked that Council make decisions for the betterment of the City. He congratulated Council on completing the Mangaroa Hill Road/Fergusson Drive intersection upgrade and asked that road markings be improved in the area. He believed water meters should become compulsory. He questioned the private use of road berms for access, stating that many people altered the slope of the road reserve, and that when Council came to use it for road widening, they would not have access to their properties.

**Nina Larish-Haider** presented Submission 30. She thanked Council for the great work achieved to date. She highlighted the need for a community centre within the City, and explained that there was currently no area for elderly or youth to meet. She asked that a youth worker be present at Maidstone Max to prevent bullying, and fences to be installed at some parks to provide safe outdoor areas for dementia patients. She urged Council to do more for health and learning.

Ms Larish-Naider questioned the use of Round-Up to control weeds, and asked for more environmentally friendly and safer methods to be used. She also requested fruit trees be planted in public parks and that Council investigate installing an artesian water bore.

Mayor Guppy advised that a community hub had been provided for in year five in the Long-Term Plan.

**Heather Blissett** presented Submission 193. She supported comments made by previous submitters. She requested water be available to drink everywhere within the City and thanked Council for their efforts with regard to recycling.

In response to a question from Cr Gwilliam, Ms Blissett confirmed she did not have a view on the economic stimulus package but requested more businesses should promote sustainability.

**Henry White, for Kendons Chartered Accountants Ltd on behalf of Guildford Timber Company** presented Submission 182. He reiterated the company's support of Council's walking and cycling track expenditure. He added the company had an interest to be involved in track discussions.

**Louise Cleghorn** presented Submission 145. She believed there should be a community centre in the City. She requested that access to parking at The Mall be improved. She asked that improved signage at the recycling station be installed to provide further education on plastics contamination.

In response to the submission, the Director of Asset Management and Operations Services explained stormwater was untreated. His Worship the Mayor explained there was a monthly cycle of kerbside cleaning. The Director of Planning and Regulatory Services explained there were both building bylaw and District Plan rules regarding fence height restrictions, with a 2m high fence requiring resource consent.

Cr Connelly encouraged Ms Cleghorn to contact officers and councillors with questions during the year.

*The meeting adjourned at 6.03pm and resumed at 6.06pm.*

**Lynly Yates** presented Submission 203, explaining she was passionate about history and heritage. She explained it was vital the city had a safe and secure storage facility for archives and was accessible for historians. She requested an up-to-date register of Upper Hutt heritage buildings and sites be compiled. She also requested that Council support and promote Upper Hutt's heritage and tabled a brochure she had drafted showing potential heritage walks around the city. She highlighted Stonestead, stating it did not have heritage status and that Council needed to take steps to protect the building. She advised the Quins Post had continuously been a tavern in the city for 160 years, and suggested that a plaque be placed on site to commemorate this.

Cr McLeod requested clarification of the status of Stonestead as she understood the previous

owner required consent to undertake some building work. Ms Yates advised it was not listed under the Historic Places Act or Archaeology NZ. She added in order for a building to be listed, the owners had to provide all the information and research to the Historic Places Trust, and she asked Council to assist with this.

Cr Swales acknowledged the work Ms Yates had completed and asked if there was a historic society in Upper Hutt, and whether it received any funding assistance. Ms Yates replied there was an informal group who met once a month who would be happy to assist council with any research work. She added the group had talked with officers about funding for projects, and that the current need was for a purpose built, accessible archive storage facility.

Cr Lambert advised that Council supported sports in the city with Activation and asked if Ms Yates would favour a similar organisation for heritage. Ms Yates was supportive of the idea.

**RESOLVED**

**C 190302**

**That Council:**

- (i) receives and notes the contents of all submissions; and**
- (ii) thanks the submitters for their submissions.**

Moved

His Worship the Mayor/Cr McArthur

**CARRIED**

The meeting concluded at 6.19pm.

W N Guppy  
**MAYOR**

**MINUTES of an ADDITIONAL MEETING of COUNCIL held in the Council Chambers,  
Level 2, Civic Administration Building, 838-842 Fergusson Drive, Upper Hutt  
on TUESDAY 4 JUNE 2019 commencing at 9.02am**

**PRESENT:** HIS WORSHIP THE MAYOR MR W N GUPPY (CHAIR), CRS C B G CARSON,  
J B GRIFFITHS, J C GWILLIAM, P E LAMBERT, A R MCLEOD, CR S P TAYLOR AND  
D V WHEELER

**APOLOGIES:** CRS R B T CONNELLY, G T MCARTHUR AND H SWALES

At the conclusion of the meeting His Worship the Mayor noted that he had received an apology from Cr McArthur.

**IN ATTENDANCE:** CHIEF EXECUTIVE, CHIEF FINANCIAL OFFICER, ACTING DIRECTOR OF BUSINESS SERVICES AND CUSTOMER ENGAGEMENT, DIRECTOR ASSET MANAGEMENT AND OPERATIONS, DIRECTOR PLANNING AND REGULATORY SERVICES, DIRECTOR COMMUNITY SERVICES, PERFORMANCE AND CAPABILITY MANAGER, STRATEGIC POLICY MANAGER (part meeting), ENGAGEMENT AND INSIGHT MANAGER, FINANCE MANAGER (part meeting), CORPORATE PLANNER, COMMUNICATIONS AND INFORMATION OFFICER AND COMMITTEE ADVISOR

**WELCOME AND SAFETY BRIEFING**

His Worship the Mayor opened the meeting and provided a safety briefing on the evacuation procedures. He congratulated the Chief Executive, Mr Peter Kelly, who received a New Zealand Order of Merit in the Queen's Birthday honours.

**APOLOGIES**

**RESOLVED** **C 190301(2)**

**That the apology received from Cr Connelly be accepted and leave of absence granted.**

Moved His Worship the Mayor/Cr Griffiths **CARRIED**

**RESOLVED** **C 190302(2)**

**That the apology received from Cr Swales be accepted and leave of absence granted.**

Moved Cr McLeod/Cr Wheeler **CARRIED**

**1. PUBLIC FORUM**

**Ms Mary Beth Taylor** asked Council to acknowledge the 'Papatuanuku' submissions. She asked that Council invest in native restoration, preserve the Mangaroa peat land and consider climate change as part of the Sustainability Strategy. She said she would like to see more environmentally friendly considerations within the Economic Development Stimulus Policy.

**Ms Roz Brown** said that she was disappointed that there was limited consideration of biodiversity and carbon zero initiatives in the Economic Development Stimulus Policy. She was concerned that there was not enough consideration of sustainability within the new committee structure and suggested that the Director's reports should include sustainability considerations.

**2. CONSIDERATION OF SUBMISSIONS ON THE ANNUAL PLAN 2019-2020  
CONSULTATION DOCUMENT AND SUPPORTING INFORMATION (310/01-008)**

Report from the Corporate Planner through the Acting Director of Business Services and Customer Engagement dated 27 May 2019.

**Economic Development Stimulus Policy**

*Submission 4: Name Withheld*

Cr McLeod noted that some businesses in the city centre did not have designated parking spaces. She asked Council to acknowledge that there were some parking issues for businesses and suggested Council investigate the matter further.

Cr Lambert agreed with Cr McLeod's comments in relation to business owners that parked in the city centre and asked Council to continue to endorse free parking in Upper Hutt.

Cr Gwilliam said that an economic benefit study on parking in Upper Hutt had been budgeted for which would investigate parking and time limits.

*Submission 13: Michael Gray*

Cr Gwilliam noted the economic development initiatives in the sustainability strategy review and sustainability grants that were available. His Worship the Mayor noted Council's participation in discussions on sustainability through the Whaitua Committee and climate change forums.

*Submission 19: Daniel Remnant*

His Worship the Mayor noted a temporary Farmers store had opened on Main Street into one of the vacant sites.

*Submissions 22: Name Withheld*

Cr Lambert noted the retail growth and new businesses that had opened in Upper Hutt.

*Submission 24: Martin Jones*

In response to a question from Cr McLeod, the Economic Development Manager advised that a tool was in development to collect property information on commercial and office space use in the city centre.

*Submission 25: Name Withheld*

Cr Carson noted that a lower percentage of rates increases could affect the projects in the Long Term Plan.

*Submission 42: Name Withheld*

Cr Taylor noted that the Unoccupied Commercial Premises Bylaw was in place to address the any issues with unoccupied businesses that were not kept tidy.

*Submission 55: Name Withheld*

In response to a question from Cr McLeod, His Worship the Mayor advised that that the installation of a town clock had been considered, however Council had decided not to proceed with the project due to cost.

*Submission 114: Name Withheld*

In response to a question from Cr Lambert, His Worship the Mayor advised that road safety studies at the intersection of Akatarawa Road and Fergusson Drive had been undertaken by New Zealand Transport Agency (NZTA). Cr McLeod requested the outcomes of the studies to be provided to the submitter. The Director of Asset Management and Operations advised that NZTA was responsible for the State Highway. Cr Gwilliam requested that road user data from the Brown Owl area be presented to NZTA for consideration of safety improvements to this intersection.

*Submission 132: Michael Harris*

Cr Lambert noted the growth of the Brewtown precinct and requested further information be supplied to the Submitter on business growth in the Brewtown area.

*Submission 160: Lynne McLellan*

Cr McLeod thanked the submitters that spoke on behalf of 'Papatuanuku'.

**Other Submissions***Submission 128: Ian Giles*

Cr McLeod asked whether the timeframe of the project could be brought forward to install the toilet facility at Akatarawa Cemetery. His Worship the Mayor advised that a report would be presented at the next Hutt Valley Services Committee meeting on the matter.

*Submission 136: Graham Bellamy*

In response to a question from Cr Gwilliam, the Acting Director of Business Services and Customer Engagement advised that Forest and Bird had requested funding for pest free Upper Hutt projects in the current Long Term Plan, and not for weed control projects.

Cr Carson said that Forest and Bird had requested \$100,000.

Cr Lambert noted that ongoing funding to Forest and Bird should be considered to continue pest free and weed free projects in Upper Hutt. His Worship the Mayor noted the change in direction that Greater Wellington Regional Council (GWRC) had taken with regard to weed control in the region. He said that GWRC had withdrawn some weed control measures.

*Submission 161: Ann Devlin*

In response to a question from Cr Lambert, His Worship the Mayor advised the public would be consulted with on the potential expansion development of H<sub>2</sub>O Xstream.

Cr Lambert asked for an alternative solution for the provision of tea and coffee for groups in the Library. The Director of Community Services advised that the Library had a user-pays machine that was a safe method to supply Library patrons with beverage facilities.

*Submission 6: Dave De Martin*

In response to a question from Cr Gwilliam, the Director of Asset Management and Operations advised that there was no funding, other than rate payer funding available for the installation of a disabled crossing on State Highway 2 at Riverstone Terraces.

In response to a question from Cr McLeod, the Director of Asset Management and Operations advised that there were no regulations for the project and it was impractical to have access across a highway.

In response to a question from Cr Lambert, the Director of Asset Management and Operations advised that NZTA did not have a responsibility to provide a crossing over the State Highway.

*Submission 85: Noeline and Geoff Berkett*

Cr McLeod declared a conflict of interest because she was related to Mr and Mrs Berkett.

*Submission 148: Name Withheld*

In response to a question from Cr Gwilliam, the Director of Asset Management and Operations advised the use of electric scooters was governed by legislation, and not by a Council bylaw. His Worship the Mayor advised that Lime Scooters were not currently operating in Upper Hutt as several of the scooters had been vandalised. He added that the use of electric scooters was a positive alternative to use of a motor vehicle.

*Submission 203: Name Withheld*

Cr McLeod noted the submission was outside of the scope of the Annual Plan; however noted the Arts, Culture and Heritage strategy should be reviewed to have the ability to protect our historic buildings and heritage sites. She said that the chimney on the Stonestead building had been removed and suggested that Council should do more to protect the historic buildings in the city.

Cr Lambert noted the partnership of [huttvalleynz.com](http://huttvalleynz.com) to promote tourism, historic buildings and heritage sites. He added that the Arts, Culture and Heritage Strategy should be reviewed to enable Council to do more to protect heritage and promote the arts and tourism. His Worship the Mayor noted new signage for heritage sites had been included in the Long Term Plan.

*Submission 146: Theresa Homan on behalf of Upper Hutt Housing Trust*

Cr McLeod asked for an update on the progress of the housing and homelessness in Upper Hutt. His Worship the Mayor advised that meetings had been set up with agencies and stakeholders to progress the matter.

Cr Lambert advised that a member of the public had provided assistance to a woman who had been living in a tent in Upper Hutt. It was noted that Ms Roz Brown was the member of the public who had assisted the woman. The members thanked Ms Brown.

**Forest and Bird – request for funding for weed control in Upper Hutt**

The Chief Financial Officer advised that the current budget for weed control was approximately \$100,000. The Director of Asset Management and Operations advised the funding request was for additional funding over and above what had been budgeted for.

Cr Gwilliam supported of provision of funding towards weed control.

Cr McLeod suggested \$10,000 be allocated to Forest and Bird for the weed free projects.

Cr Gwilliam suggested that consideration of the proposed financial carryovers could enable additional funding to Forest and Bird for weed control projects.

In response to a question from Cr Griffiths, the Chief Financial Officer advised that \$8,500 was budgeted for Clematis control.

Cr Gwilliam noted a rates funded item in the proposed carryovers for staff welfare. He that funding should not be carried over on this item. The Chief Executive advised that investment in staff welfare had not been achieved in the current financial year and had planned to use the amount carried over in the next financial year.

Cr McLeod suggested a reduction of \$10,000 to the amount of funding carried over for staff welfare to use the money for weed control projects.

The Chief Executive advised that there was a need to retain the staff welfare funding. He advised against reducing the amount that was proposed to be carried over.

Cr Taylor did not support discussion on the proposed carryovers during consideration of this item.

In response to a question from Cr Taylor, His Worship the Mayor advised that any additional funding that Forest and Bird received from Council could make a meaningful difference. The Director of Asset Management and Operations advised that Forest and Bird had a vision to engage contractors to assist with weed control projects. He added that a similar arrangement for weed control could be modelled on the existing pest free Upper Hutt project programme.

Cr Lambert supported retention of the staff welfare financial carryover and asked to look at the weed control as a separate matter. He noted that Old Man's Beard was prevalent in some areas of the city. He added that preservation and promotion of the cycle, walking and Hutt River trails was important.

In response to questions from Cr Gwilliam, the Chief Financial Officer advised that the staff welfare budget for the financial year was \$40,000 and the figure was set based on \$200 per staff member.

Cr Carson suggested that the Annual Plan budget could be increased by \$10,000 and that saving could be found throughout the year to off-set the increase to the budget.

**RESOLVED****C 190303(2)****That Council increase the Annual Plan 2019-2020 budget by \$10,000.**

Moved

Cr Carson/Cr McLeod

**CARRIED**

Cr McLeod asked whether environmental considerations should be included within the Economic Development Stimulus Policy or through the Sustainability Strategy. His Worship the Mayor advised that submissions would be considered as part of the Sustainability Strategy. The Economic Development Manager advised that the Economic Development Stimulus Policy had criteria for diversity of economic growth.

Cr Carson suggested that all businesses should be required to have a sustainability policy to apply for economic development stimulus funding. He added that businesses had a responsibility to have consideration for their environmental impact.

Cr Taylor supported continuing the collection and collation of economic data in order to measure efficacy and inform policy implementation. He noted that it could be unrealistic to expect small businesses to have a sustainability policy to obtain economic stimulus grant funding.

**RESOLVED****C 190304(2)****That Council:**

- (i) acknowledges the submissions;**
- (ii) thanks the submitters for their submissions; and**
- (iii) proceeds with the proposed amendments to the Economic Development Stimulus Policy as consulted.**

Moved

His Worship the Mayor/Cr Gwilliam

**CARRIED****3. PROPOSED CARRYOVERS FROM 2018/2019 TO 2019-2020 (310/01-001)**

Report from the Chief Financial Officer dated 24 May 2019.

Cr Gwilliam was concerned about the amount of financial carryovers within this financial year, which equated to 5% of the rates money not spent. He noted that difficulty with contractor resources was a major contributing factor for the carryovers and was concerned about the impact of next year's projects.

Cr Griffiths noted the issues with contractor resourcing were ongoing. He asked for better measures to provide information on the carryovers and could include steps taken by officers to address the issues. The Director of Asset Management and Operations advised that several works may be completed before the end of the financial year so the carryover figures would decrease. He added that issues with contractor resourcing were not unique to Upper Hutt and the region was facing similar issues. He added the Council's Asset Management Team had been working to address the issue.

In response to a question from Cr Gwilliam, the Chief Financial Officer advised that projects carried over from previous financial years had been labelled on the report.

**RESOLVED****C 190304**

**That Council gives authority to the Chief Executive to carry over unexpended funding for the items listed as carryovers on Attachment 1 to the report, based on his assessment of the final position and status of each item as at 30 June 2019.**

Moved

His Worship the Mayor/Cr Carson

**CARRIED**

Crs Gwilliam and McLeod voted against the motion.

The meeting concluded at 11.49am.

W N Guppy  
**MAYOR**

**UPPER HUTT CITY COUNCIL****HUTT VALLEY SERVICES COMMITTEE****Report of a meeting held in the Hutt City Council Chambers,  
30 Laings Road, Lower Hutt on Friday 3 May 2019 commencing at 9.30am**

**PRESENT:** Cr D Wheeler, UHCC (Chair)  
Cr G McDonald, HCC (Deputy Chair)  
Mayor W N Guppy, UHCC  
Mayor W R Wallace, HCC  
Deputy Mayor D Bassett, HCC (from 9.32am)  
Cr C Carson, UHCC  
Cr H Swales, UHCC

**APOLOGIES:** Deputy Mayor D Bassett, HCC (for lateness), Cr P Lambert, UHCC, Cr L Sutton, HCC

**IN ATTENDANCE:** Mr P Kelly, Chief Executive, UHCC  
Mr T Stallinger, Chief Executive, HCC  
Mr B Hodgins, Strategic Advisor, City and Community Services, HCC (part meeting)  
Mr B Sherlock, Contracts Manager, Solid Waste, HCC (part meeting)  
Mr D Bentley, Team Leader, Environmental Health, HCC (part meeting)  
Mr L Allott, Chief Information Officer, HCC (part meeting)  
Mr G Stuart, Divisional Manager Regulatory Services & Emergency Management, HCC (part meeting)  
Ms D Male, Committee Advisor, HCC  
Ms J McKelvey, Committee Advisor, UHCC  
Mrs H Clegg, Minute Taker, UHCC

**REPORT TO COUNCIL****PUBLIC BUSINESS****1. APOLOGIES****RESOLVED:****HVSC190301**

**That the apologies received from Deputy Mayor Bassett (for lateness), Cr Lambert and Cr Sutton be accepted and leave of absence be granted.**

Moved

Cr Wheeler/Mayor Wallace

**CARRIED****2. PUBLIC FORUM**

There was no public forum.

**3. CONFLICT OF INTEREST DECLARATIONS**

*Deputy Mayor Bassett joined the meeting at 9.32am.*

There were no conflict of interest declarations.

#### 4. MINUTES

In response to a question from Cr Wheeler concerning the naming of the Proposed Bylaw (Item 5, page 4 of the Order Paper), Cr Swales advised all existing documentation was currently using the existing name. The Committee Advisor, HCC advised the name may be formally changed once public consultation had concluded. She added it was named "Appearance Industries Bylaw on the Hutt City Council website.

**RESOLVED:**

**HVSC190302**

**That the minutes of the Hutt Valley Services Committee meeting held on 1 March 2019 be confirmed as a true and correct record.**

Moved

Cr Wheeler/Cr Swales

**CARRIED**

#### 5. ACTIONS/UPDATES

Crs Wheeler and Swales commended officers on the introduction of the actions and updates.

**RESOLVED:**

**HVSC190303**

**That the Committee notes and receives the Actions and Updates.**

Moved

Cr Wheeler/Deputy Mayor Bassett

**CARRIED**

#### 6. INFORMATION PAPER: OPTIONS FOR EXHIBITION SPACES

Report by the Principal Advisor, Democratic Services, Upper Hutt City Council.

The Chief Information Officer, HCC elaborated on the report and explained the investigation had centred on ways to improve council exhibition spaces across Hutt City, and that if more monies were allocated to the budget, more options could be considered. He advised that a new Corporate Information Manager had recently been appointed to HCC which would help progress the Archives project.

In response to a question from Cr Swales, the Chief Information Officer advised using other organisations to assist with exhibitions had been considered, and that the Corporate Information Manager, HCC would pursue this avenue further. He agreed there could be an untapped resource in the community (e.g. heritage associations), and that all options would be investigated, as there were many archives and resources that should be publicly displayed rather than being stored.

In response to a further question from Cr Swales, the Chief Information Officer stated that officers would investigate whether it was possible to assist heritage organisations with increased funding, especially if they were able to assist with exhibitions of the Council archive material.

Deputy Mayor Bassett provided some background to the issue, explaining he had personally visited the archives and experienced how vast the collection was. He believed the public deserved to see it. He suggested a "Pop-Up" type display space could be investigated.

Cr Swales advised Dunedin, Christchurch and Whanganui had successfully displayed some city history on the sides of buildings as graffiti art.

*Mayor Wallace left the meeting at 9.42am.*

**RESOLVED:****HVSC190304****That the Committee notes the information.**

Moved

Cr Wheeler/Cr Carson

**CARRIED****7. PROJECT PENCARROW PROGRESS REPORT: 28 JANUARY 2019 - 8 APRIL 2019**

Report by the Environmental Engineer, Hutt City Council.

The Strategic Advisor, City and Community Services, HCC elaborated on the report, and advised that negotiations on the new DBO contract were progressing well, with a new contract with Veolia expected to be signed by the end of May 2019.

In response to a question from Cr Swales, the Strategic Advisor, City and Community Services, HCC advised the proposed Natural Resources Plan was expected by the end of July 2019.

In response to a further question from Cr Swales, the Strategic Advisor, City and Community Services, HCC advised he would investigate the timeline for the resource consent process for the Point Arthur pump station and report back to the Committee members.

**RESOLVED:****HVSC190305****That the Committee notes the progress on Project Pencarrow as outlined in the report.**

Moved

Cr Wheeler/Deputy Mayor Bassett

**CARRIED****8. SILVERSTREAM LANDFILL UPDATE**

Report by the Landfill Consultant, Tonkin and Taylor.

The Contracts Manager, Solid Waste, HCC elaborated on the report. He highlighted the recent 4-Gold Star accreditation received. He explained the initial report received about installing the flare did not contain enough financial information and had been sent back with a request for more data.

In response to a question from Cr Swales, the Contracts Manager, Solid Waste, HCC advised a timeline for the public consultation required as part of the government's proposed levy changes had yet to be formulated.

**RESOLVED:****HVSC190306****That the Committee notes the progress on Silverstream Landfill.**

Moved

Cr Wheeler/Cr Swales

**CARRIED****9. AKATARAWA CEMETERY UPDATE**

Report by the Parks and Reserves Manager, Upper Hutt City Council.

The Chief Executive, UHCC advised there had been more queries received concerning the installation of disabled toilets and a toilet block in the northern area of the cemetery. He added this should be considered in the next Long Term Plan (LTP) round as the demand was increasing

and was an ongoing issue.

In response to a question from Cr Wheeler, the Chief Executive, UHCC agreed to report back to the Committee concerning the improved signage requested.

In response to a question from Cr Carson, the Chief Executive, UHCC agreed it would be possible to install temporary toilets, however these would require ongoing cleaning and maintenance, and possible screening.

**RESOLVED:**

**HVSC190307**

**That the Committee notes the Akatarawa Cemetery update.**

Moved

Cr Wheeler/Mayor Guppy

**CARRIED**

**10. HUTT VALLEY TRUNK WASTEWATER SERVICES FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2019**

Report by the Financial Accounting Manager, Hutt City Council.

The Strategic Advisor, City and Community Services, HCC advised a \$150,000 favourable operating variance was forecast, with a capital underspend of approximately \$2M.

In response to a question from Cr Wheeler, the Strategic Advisor, City and Community Services, HCC confirmed the Seaview project was projected to be completed by December 2019.

**RESOLVED:**

**HVSC190308**

**That the Committee:**

- i. notes the financial statements for the Hutt Valley Trunk Wastewater Services for the nine month period ended 31 March 2019, attached as Appendix 1 to the report;**
- ii. notes a year-to-date net operating deficit of \$8.7 million which is \$85,000 favourable to budget;**
- iii. notes a forecast year-end net operating deficit of \$11.45 million which is \$150,000 favourable to budget;**
- iv. notes the current share of operational funding from Upper Hutt City Council of 36% and Hutt City Council of 64%;**
- v. notes a capital spend year-to-date of \$1.9 5million which is \$3.6 million below budget;**
- vi. notes a full year capital spend forecast of \$4.9 million which is \$2.0 million below budget; and**
- vii. the current share of capital funding from Upper Hutt City Council of 36% and Hutt City Council of 64%.**

Moved

Cr Wheeler/Cr Swales

**CARRIED**

**11. DOG CONTROL UPDATE**

Report by the Manager Compliance Services, Upper Hutt City Council.

The item was considered jointly with item 12 Dog Control Update.

**RESOLVED:****HVSC190309**

**That the Committee receives the Dog Control update.**

Moved

Cr Wheeler/Mayor Wallace

**CARRIED****12. DOG CONTROL UPDATE**

Report by the Divisional Manager, Regulatory Services and Emergency Management, Hutt City Council.

The Divisional Manager Regulatory Services and Emergency Management, HCC elaborated on the report and explained the Doggone system. He advised each dog owner who opted into the programme downloaded the app and received a dog tag. The tag transmitted a signal every five seconds and would assist in the location of a lost dog. He added each dog owner would only be able to see their own dog's transmissions, but once a lost dog signal was transmitted, all phones within 60m of the lost dog tag would be alerted.

The Divisional Manager Regulatory Services and Emergency Management, HCC further advised that the Stokes Valley trial was well received, with 350 dog owners participating in the trial. He added the feedback received was very positive.

*Mayor Wallace re-joined the meeting at 9.55am.*

The Divisional Manager, Regulatory Services and Emergency Management, HCC explained the Dog Control officers had the ability to locate all dogs that were part of the Doggone programme, and that it could be used in dog attack incidents, to prove a dog was at the attack location. He advised the programme would cost dog owners \$28 annually in addition to the dog registration fee.

In response to questions from Cr Wheeler, the Divisional Manager, Regulatory Services and Emergency Management, HCC advised all information about the programme had been shared with officers at Upper Hutt City Council and that he expected approximately one third of dog owners to buy into the dog control programme, in Lower Hutt.

In response to a question from Mayor Wallace, the Divisional Manager, Regulatory Services and Emergency Management, HCC explained that currently dog owners were unable to part-pay registration fees, and that joining the Doggone programme could not be made compulsory due to privacy issues and the fact that not all dog owners had a smart phone. He added that if a dog was always within 20m of you the programme may not be suitable.

In response to a further question from Mayor Wallace, the Divisional Manager, Regulatory Services and Emergency Management, HCC advised the number of nationally unregistered dogs was approximately 13%, most of which were within the rural areas. He further advised it was unclear if non-registration was due to a cost issue, and that HCC officers assisted lower socio-economic groups to find ways to pay the registration fee.

In response to a question from Cr Swales, the Divisional Manager, Regulatory Services and Emergency Management, HCC clarified the batteries in the tags had an 18 month life, and that they were sealed into the device, preventing them from being replaced. He added the system was used successfully overseas. He further added that a commercial business ran the programme, and that a discount for multiple dog ownership was not possible.

The Divisional Manager, Regulatory Services and Emergency Management, HCC agreed to regularly update the Committee on the programme, and that over time; cost savings in resources were expected.

Mayor Wallace encouraged UHCC to fully investigate the programme.

**RESOLVED:****HVSC190310****That the Committee notes and receives the Dog Control update.**

Moved

Cr Wheeler/Mayor Wallace

**CARRIED****13. HEALTH OFFICE ACTIVITIES UPDATE**

Report by the Team Leader, Environmental Health, Hutt City Council.

In response to a question from Mayor Wallace, the Team Leader, Environmental Health, HCC advised the information in the report concerning noise complaints for Upper Hutt City Council (UHCC) was received directly from the contractor. He agreed to follow-up with the appropriate officer at Upper Hutt City Council.

In response to further questions from Mayor Wallace, the Team Leader, Environmental Health, advised the Food Verification Officer role was a difficult position to fill due to a nationwide shortage of trained personnel, and that the advertisement had recently been amended to become an Environmental Health Officer. He hoped this would attract applicants, and that existing staff already trained in Food Verification would be able to undertake the more technical work. He agreed to provide further information in future reports, including outcomes of any complaints.

In response to a question from Cr Swales, the Team Leader, Environmental Health, HCC advised he held regular discussions with UHCC Environmental Officers, and that currently they were not looking to adopt fee increases for liquor licenses.

In response to a further question from Mayor Wallace, the Team Leader, Environmental Health, HCC advised the 1117 noise complaints was a typical number, and that there were usually seasonal trends. He added that generally the number of complaints received increased each year, but due to more enforcement and education occurring, the number had plateaued.

**RESOLVED:****HVSC190311****That the Committee receives the Health Office Activities update.**

Moved

Deputy Mayor Bassett/Mayor Guppy

**CARRIED****14. JOINT SERVICES OPPORTUNITIES**

Mayor Wallace advised he had been asked by the Hutt City Council (HCC) District Plan Subcommittee to hold talks with Mayor Guppy concerning the possibility of a joint Hutt Valley District Plan Review, in response to the legislative changes occurring.

Deputy Mayor Bassett explained the cost of the required District Plan Review and that there could be opportunities for cost benefits to both councils if a joint review was developed. He added that HCC officers were currently scoping the HCC District Plan Review in terms of costs and resource requirements and that once this data was available, meaningful discussions between the two councils could occur.

There being no further business the Chair declared the meeting closed at 10.22am.

Cr D Wheeler  
**CHAIR**

**REPORT of a MEETING of the TRAFFIC COMMITTEE, held in the Council Chambers,  
Level 2, Civic Centre, 838-842 Fergusson Drive, Upper Hutt  
on WEDNESDAY 15 MAY 2019 commencing at 9.00am**

**PRESENT:** CR J C GWILLIAM (CHAIR), R B T CONNELLY, J B GRIFFITHS, G T MCARTHUR  
AND H SWALES

**APOLOGY:** MAYOR W N GUPPY

**IN ATTENDANCE:** CHIEF EXECUTIVE, DIRECTOR OF ASSET MANAGEMENT AND OPERATIONS,  
ROADING MANAGER, SENIOR ROADING ENGINEER AND COMMITTEE ADVISOR

**PUBLIC BUSINESS**

**WELCOME AND SAFETY BRIEFING**

The Director of Asset Management and Operations opened the meeting and provided a safety briefing on the evacuation procedures.

**APOLOGY**

**RESOLVED**

**TC 190301**

**That the apology from His Worship the Mayor, Mr W N Guppy be received and leave of absence be granted.**

Moved

Cr Gwilliam/Cr Swales

**CARRIED**

**1. APPOINTMENT OF CHAIR**

The Director of Asset Management and Operations called for nominations for Chair of the Traffic Committee in the absence of His Worship the Mayor.

Cr Swales nominated Cr Gwilliam and was seconded by Cr Connelly. There were no other nominations received.

**RESOLVED**

**TC 190302**

**That Cr Gwilliam be appointed Chair of the Traffic Committee meeting.**

Moved

Cr Swales/Cr Connelly

**CARRIED**

**2. PUBLIC FORUM**

**Maureen McIntosh** spoke to item 4: Matters arising from previous meetings & work in progress.

Ms McIntosh tabled a letter she had received from Carine Shand, a resident in Gard Street dated 13 May 2019. She said that visibility was limited when exiting the driveway and cars sped around the corner into Gard Street, which made it difficult to exit the property safely. She said that the issue dated back to 1996 and was ongoing. She added that she felt she should be able to enter and exit her property safely but had a number of near misses with oncoming traffic.

In response to questions from Cr Swales, Ms McIntosh said there had been a noticeable increase in traffic volume that travelled through Gard Street since recent residential developments had begun, which included large earthworks trucks carrying loads to and from residential development sites, and an increase in contractors vehicles. She added that the trees on the driveway had been cut back to increase visibility.

In response to questions from Cr Gwilliam, Ms McIntosh said that installation of a “concealed driveway” sign could address the safety concerns and that the traffic island that was installed in Gard Street did not calm the traffic.

**Peter Knapp** spoke to item 4: Matters arising from previous meetings & work in progress.

Mr Knapp said there was an increase in traffic in the Gard Street area in the past six months due to nearby residential developments. He suggested that Council consider the installation of a raised pedestrian crossing in the traffic island to assist with traffic calming. He added that schoolchildren had difficulty crossing the road because of the speed of traffic travelling in the area and a raised crossing could be more effective than a signage alone.

Cr Gwilliam asked whether reinstatement of the pedestrian crossing would be effective. Mr Knapp said that reduction of the speed limit in Gard Street would be more effective.

Cr Gwilliam asked whether the removal of the carpark outside 1/1 Gard Street would be a suitable option to address the visibility concerns. Ms McIntosh supported the removal of the carpark outside the property.

Cr Griffiths asked whether Council could consider extending the speed restriction in the school zone as a measure to reduce speed when vehicles entered Gard Street.

**Suresh Patel** spoke to item 5: 245 Fergusson Drive – Proposed P15 Parking Restriction.

Mr Patel spoke on behalf of his brother in law who owned the dairy at 245 Fergusson Drive. He outlined the impact the existing parking spaces had on his family and their business. He added that his family solely relied on the income from the dairy and they would have no choice but to close their business if Council did not place parking restrictions outside the dairy to enable customer’s access to short-term parking in the area. He expressed his family’s frustration that they had no options to discourage residents from parking outside the dairy over long periods. He further added that staff from nearby businesses used the parks outside the dairy as all-day parking.

Cr Griffiths asked whether short term parking signs and designated parking marked lines would be beneficial. Mr Patel supported the addition of parking marked lines in addition to installation of P15 parking restriction signs.

Cr Connelly asked whether the installation of P15 parking restrictions in the two Perry Street car parking spaces would further alleviate the issues. Mr Patel confirmed that the addition of P15 parking spaces on Perry street would discourage long-term parking outside the shop.

**Fran Lovell** spoke to item 16: Pempsey Street – Proposed no stopping lines.

Ms Lovell tabled a document that outlined the parking issues faced on Pempsey Street and Terminus Street. She supported installation of the ‘no stopping lines’ in Pempsey Street. She noted an increase in traffic through the main corridor. She added that there were a number of safety issues when attempting to enter or exit their property if a vehicle had parked over their driveway. She further added that the addition of the median strip in Pempsey Street had made some improvement for residents to exit their driveways safely. She said that there was poor visibility at the intersection of Terminus Street and Pempsey Street due to the gradient of the road.

In response to a question from Cr Gwilliam, Ms Lovell said that there were issues where vehicles attempted to park in the gap between 9 and 11 Pempsey Street because the driveway for 11 Pempsey Street had moved from Terminus Street when the site was redeveloped.

### **3. CONFLICT OF INTEREST DECLARATIONS AND UPDATES**

There were no conflict of interest declarations.

**4. MATTERS ARISING FROM PREVIOUS MEETINGS & WORK IN PROGRESS (325/01-012)**

Report from the Roding Manager through the Director of Asset Management and Operations dated 8 May 2019.

Cr Swales was concerned about the speed of the traffic in Gard Street and the safety of pedestrians who crossed Gard Street to access the Fergusson Drive bus stop via Stream Grove. She added that she was in support of investigation into traffic calming options in Gard Street to increase visibility to residents and pedestrians.

Cr McArthur supported the removal of the carpark outside 1/1 Gard Street to improve the safety of residents.

In response to a question from Cr Griffiths, the Roding Manager advised that in order to reduce the speed limit below 50kph, Council would be required to carry out sufficient engineering works that would force the speed to reduce. He added that Gard Street formed part of an arterial route and bus route, therefore noise levels from high volumes of traffic through the speed humps could cause an issue. He further added that a proposal for a city-wide traffic calming policy was in development for consideration within Council's Long Term Plan.

Cr McArthur requested Council consider the installation of a "concealed driveway" sign in Gloucester Street in combination with the removal of the carpark outside 1/1 Gard Street to address the safety issues of access to the property. The Roding Manager advised that the installation of the current traffic island was to allow pedestrians a refuge between lanes, which had addressed pedestrian safety concerns. He added that there were safety concerns for pedestrians if the pedestrian crossing was moved back to its original site, as it would encourage pedestrians to cross the road within a more high-risk area compared with the existing crossing location. He further added that signage was often a less effective method of traffic calming. Cr McArthur said that installation of the "concealed driveway" sign would be a positive step to improve the safety in Gard Street.

Cr Gwilliam asked whether traffic speed analysis had been carried out at the intersection of Gard and Gloucester Street. The Roding Manager advised that speed surveys had been carried out in Gard Street, however not specifically at the corner intersection. Cr Gwilliam requested that officers report back to Council to address the Gard Street carpark removal, installation of a concealed driveway sign and a speed restriction on Gard Street. Cr Swales requested an analysis on the increase in traffic volume through the arterial route. The Roding Manager advised he would report back to Council and carry out a speed survey on the corner intersection of Gard and Gloucester.

Cr Connelly requested that officer's consider innovative, alternative traffic calming options such as different road surfaces or colours during the development of a city-wide traffic calming policy.

In response to a question from Cr McArthur, the Roding Manager confirmed that a report on Forest Road would be presented at the next Traffic Committee meeting.

**RESOLVED TO RECOMMEND**

**TC 190303**

**That Council:**

- (i) notes the issues raised; and**
- (ii) requests officers prepare a further report for the Traffic Committee to address the issues for 1/1 Gard Street to include: the possible removal of the carpark, erection of a "concealed driveways" sign, and investigation into other traffic calming measures.**

Moved

Cr Swales/Cr McArthur

**CARRIED**

**5. 245 FERGISSON DRIVE – PROPOSED P15 PARKING RESTRICTION (325/01-012)**

Report from the Roothing Engineer through the Director of Asset Management and Operations dated 15 October 2018.

Cr Griffiths supported the installation of P15 parking restrictions in the two parking spaces on Fergusson Drive and requested that officers also installed road markings in the designated spaces.

Cr McArthur also supported marking the spaces on Fergusson Drive and suggested the installation of P120 signs on the carparks on Perry Street to provide short-term parking in the area. The Roothing Manager advised that an updated plan would be brought to the next Council meeting that would include the addition of marked parking spaces.

Cr Griffiths asked that the recommendation be amended to include changes to Perry Street parking restrictions. Cr Swales was not in support of making any decisions on changes to the Perry Street car parks without consultation with affected parties.

The Director of Asset Management and Operations advised that Council could use discretion and install road markings to define the parking spaces outside the dairy.

Cr Swales noted that not all dairy's had designated painted parking spaces within the city.

**RESOLVED TO RECOMMEND**

**TC 190304**

**That Council:**

- (i) approves the installation of P15 Parking Restrictions and painted road marking lines for the two parking spaces outside the dairy at 245 Fergusson Drive as shown on Appendix 1 to the report; and**
- (ii) requests officers to provide a revised traffic plan to Council at its meeting on 19 June 2019.**

Moved

Cr Gwilliam/Cr McArthur

**CARRIED**

**6. EXCHANGE STREET – NO STOPPING LINES AND ON-STREET PARKING (325/01-012)**

Report from the Roothing Engineer through the Director of Asset Management and Operations dated 8 May 2019.

Cr Gwilliam asked whether the residents had been consulted on the installation of no-stopping lines across the driveways.

Cr Carson, a member of the Upper Hutt Bowling Club, asked to speak to answer Cr Gwilliam's question as a member of the public. He noted that he had received feedback from the neighbours about inconsiderate parking from Bowling Club users. He added that the Club had not consulted with residents as the request was driven by residents that had given feedback to the Club on parking issues in Exchange Street.

Cr Gwilliam queried Cr Carson as to the capacity in which he was addressing the committee. Cr Carson said he was addressing the committee as a member of the public and member of the Upper Hutt Bowling Club

Cr Swales noted that the comments from Cr Carson were inappropriate and against Council's Standing Orders because Cr Carson should have spoken within the public forum and not during discussion of the item. Cr Gwilliam asked the Committee whether the members wished to accept Cr Carson's comments as a member of the public. Cr McArthur accepted the comments.

Cr Swales recalled residents had submitted their concerns on safety and parking in Exchange Street during previous land redevelopment. She supported the installation of no-stopping lines in Exchange Street.

Cr McArthur considered it was not necessary to consult with residents again.

The Roading Manager advised that the lines would not be marked until residents had been consulted with. He added that if there were any objections received from residents, a paper would be brought back to the Traffic Committee for consideration.

**RESOLVED TO RECOMMEND**

**TC 190305**

**That Council approves the installation of No-Stopping Lines across the driveways and On-Street Parking outside the properties shown on Appendix 1 attached to the report.**

Moved

Cr Gwilliam/Cr Griffiths

**CARRIED**

**7. GOODSHED ROAD – PROPOSED ON STREET PARKING (325/01-012)**

Report from the Roading Engineer through the Director of Asset Management and Operations dated 12 November 2018.

**RESOLVED TO RECOMMEND**

**TC 190306**

**That Council approve the removal of two yellow lines outside 24 Goodshed Road and marking two carpark spaces between the driveways of No. 22 & 26 Goodshed Road as shown in Option 2 of the Appendix 1 to the report.**

Moved

Cr Griffiths/Cr McArthur

**CARRIED**

**8. 3 GOODSHED ROAD – NO STOPPING LINES (325/01-012)**

Report from the Roading Engineer – Operations through the Director of Asset Management and Operations dated 1 March 2019.

Cr Connelly asked whether installation of the 'no parking' yellow lines would address the issues of parking in the area. The Roading Manager advised that installation of the yellow lines in any high-demand roadside parking areas assisted with parking enforcement and made it clear where cars were not permitted to park.

**RESOLVED TO RECOMMEND**

**TC 190307**

**That Council approves the installation of No Stopping Lines (9 metres and 8 metres) outside the driveways of 3 Goodshed Road as shown in Appendix 1 to the report.**

Moved

Cr McArthur/Cr Griffiths

**CARRIED**

**9. 15 KILN STREET – NO STOPPING LINES (325/01-012)**

Report from the Roothing Engineer – Operations through the Director of Asset Management and Operations dated 1 March 2019.

**RESOLVED TO RECOMMEND****TC 190308**

**That Council approves the removal of two no stopping lines on the northern side and install two no-stopping lines on the southern side of the property frontage at 15 Kiln Street as shown in Appendix 1 attached to the report.**

Moved

Cr Swales/Cr Griffiths

**CARRIED****10. KIRTON DRIVE – PROPOSED BUS STOP RELOCATION (325/01-012)**

Report from the Senior Roothing Engineer through the Director of Asset Management and Operations dated 15 January 2019.

Cr Swales asked whether officers had investigated whether traffic could pass a stopped bus safely at the proposed location, as there was a raised median barrier on the section of Kirton Drive. The Roothing Manager advised that the section of Kirton Drive with the raised median was wide enough for a bus to stop and allow traffic to pass.

In response to a question from Cr Griffiths, the Roothing Manager advised that the request to relocate the bus stop was received from Greater Wellington Regional Council, to address the issues raised from their customer's feedback.

**RESOLVED TO RECOMMEND****TC 190309**

**That Council approves that bus stop #8515 currently located in front of No. 57 Kirton Drive be relocated to new location adjacent to the rear of 3 Garrett Place.**

Moved

Cr Griffiths/Cr Swales

**CARRIED****11. MARTIN STREET – PROPOSED MOBILITY PARKING RESTRICTION (325/01-012)**

Report from the Senior Roothing Engineer through the Director of Asset Management and Operations dated 8 January 2019.

Cr Griffiths asked what the requirements were for the installation of two mobility parks and noted that there were issues with the mobility parking at Silverstream School because of the misuse of the spaces. He was concerned that Upper Hutt School could face similar issues.

Cr McArthur noted that there were currently no mobility car parks at Upper Hutt School and supported installation of two mobility parking spaces.

Cr Swales was in support of Cr Griffith's comments and asked what the need was to have two mobility parking spaces installed outside the school in the Martin Street location. She noted that the classroom for children with special needs was located on the other side of the school near Brown Street. She asked whether a space closer to the special needs classroom would be a more suitable location to install mobility car parks. The Roothing Manager explained that the use of three existing spaces enabled two mobility parking spaces to be installed, as the design allowed enough space for a wheelchair hoist to operate. He added that the location was to enable access to the main entrance to the School and its hall. The Senior Roothing Engineer advised that requests were received from the parents via the School, which was the driver behind the proposal for installation of two mobility parking spaces.

**RESOLVED TO RECOMMEND****TC 190310**

**That Council approves the installation of two mobility car parks on Martin Street at the rear entrance to Upper Hutt School as shown on attached appendix 1 to the report.**

Moved

Cr McArthur/ Cr Connelly

**CARRIED****12. INTERSECTION OF MELROSE AND MACLEAN STREET – NO STOPPING LINES (325/01-012)**

Report from the Roothing Engineer through the Director of Asset Management and Operations dated 16 April 2019.

Cr Swales asked whether other intersections in the MacLean Street area had also been considered when assessing the requirements for no stopping lines. The Roothing Manager explained that Cole Grove was a private access way and Melrose Street was closest to the railway station. Cr Swales asked whether Cole Grove could be treated as a vehicle crossing if residents were to notify Council of any parking issues. The Roothing Manager confirmed that action could be taken to address any issue if residents in Cole Grove raised any concerns.

**RESOLVED TO RECOMMEND****TC 190311**

**That Council approves the installation of No Stopping Lines (6 metres) at the intersection of Melrose and MacLean Street as shown in Appendix 1 attached to the report.**

Moved

Cr Gwilliam/Cr McArthur

**CARRIED****13. MIRO STREET – PROPOSED NO STOPPING LINES (325/01-012)**

Report from the Senior Roothing Engineer through the Director of Asset Management and Operations dated 31 January 2019.

Cr Gwilliam asked whether the residents at 11 Miro Street were consulted with about the installation of no-stopping lines. The Roothing Manager advised that the resident at 11 Miro Street was not consulted and noted that the property at 11 Miro Street did not have street frontage so their property was likely to be unaffected by the installation of no-stopping lines.

**RESOLVED TO RECOMMEND****TC 190312**

**That Council approves the installation of no-stopping lines across the driveways of 11-13 Miro Street as shown on attached Appendix 1 to the report.**

Moved

Cr Griffiths/Cr Swales

**CARRIED****14. NORANA ROAD – PROPOSED BUS STOP RELOCATION (325/01-012)**

Report from the Senior Roothing Engineer through the Director of Asset Management and Operations dated 5 April 2019.

Cr Swales asked for clarification on the location of the proposed bus stop relocation site. The Roothing Manager provided an electronic visual to members to clarify the location of the proposed site.

Cr McArthur said that the existing bus stop was in a hazardous location as it was too close to a corner and the proposed location would improve the safety for pedestrians and motorists.

**RESOLVED TO RECOMMEND****TC 190313**

**That Council approves the relocation of one bus stop on Norana Road, as shown on the attached Appendix 1 to the report.**

Moved

Cr Connelly/Cr Griffiths

**CARRIED****15. PARK STREET – PROPOSED P5 PARKING RESTRICTION (325/01-012)**

Report from the Senior Roding Engineer through the Director of Asset Management and Operations dated 9 January 2019.

Cr Gwilliam asked whether five minutes was enough time to allow people to dispose of their recycling. Cr Connelly proposed to increase the time limit to a P15 parking restriction. Cr Swales was in support of Cr Connelly to increase the time limit. In response to a question from Cr Gwilliam, The Director of Asset Management and Operations advised that the Committee could make the recommendation to increase the time limit imposed in the three parking spaces in Park Street.

**RESOLVED TO RECOMMEND****TC 190314**

**That Council approves the installation of three P15 Parking Restrictions in Park Street, as shown on attached Appendix 1 to the report.**

Moved

Cr Swales/Cr Connelly

**CARRIED****16. PEMPSEY STREET – PROPOSED NO STOPPING LINES (325/01-012)**

Report from the Senior Roding Engineer through the Director of Asset Management and Operations dated 31 January 2019.

Cr Swales asked whether consideration had been taken for the position of the vehicle crossing at the time the resource consent was lodged for the property at 11 Pempsey Street. The Roding Manager advised that siting for the vehicle crossing was carried out at the building consent stage. Cr Gwilliam asked whether future consideration at building consent stage was possible to avoid a similar issue from occurring. The Roding Manager advised that a change to the style of buildings meant that vehicle crossings were aligned with garages on properties, while previously a vehicle crossing often aligned with the property boundary. This meant that there would be no gap between the vehicle crossing next to the neighbouring property's crossing.

In response to a question from Cr Griffiths, the Roding Manager advised that the vehicle crossing on the property at 11 Pempsey Street met the consent conditions.

Cr McArthur noted that it would be difficult to predict future development of properties to avoid an issue of a new vehicle crossing having an insufficient gap between a neighbouring property.

Cr Connelly noted the high traffic area in Pempsey Street and requested that consideration be taken to address the poor visibility when accessing the driveway. Cr Swales agreed and said consideration should be taken in future.

The Director of Asset Management advised that there were no rules to exercise control of the placement of vehicle crossings in Council's current District Plan.

Cr Swales requested consideration of traffic calming options in Pempsey Street as part of the proposed city-wide traffic calming policy. The Roding Manager advised that Council had previously consulted on a proposal for the installation of speed humps, or transformation of the street to form a cul-de-sac to reduce speed in Terminus Street. He added that the proposal did not go ahead due to opposition received from submitters. He agreed to provide the Committee with the consultation information on the traffic calming proposals for Terminus Street.

**RESOLVED TO RECOMMEND****TC 190315**

**That Council approves the installation of No Stopping lines between the driveways of 9 and 11 Pempsey Street as shown on Appendix 1 to the report.**

Moved

Cr Connelly/Cr Swales

**CARRIED****17. REDWOOD STREET – PROPOSED P15 PARKING RESTRICTION (325/01-012)**

Report from the Senior Rooding Engineer through the Director of Asset Management and Operations dated 26 February 2019.

Cr Gwilliam asked whether there was a standardised parking restriction across Upper Hutt where parking was available outside shops such as dairy's. The Rooding Manager advised that there were no standardised parking restrictions and the restrictions were determined based on location and requirements from other nearby businesses.

**RESOLVED TO RECOMMEND****TC 190316**

**That Council approves the installation of two P15 Parking Restrictions at 1 Redwood Street as shown on attached Appendix 1 to the report.**

Moved

Cr Griffiths/Cr McArthur

**CARRIED****18. SEDDUL BAHR ROAD – ANGLE PARKING AND NO STOPPING LINES (325/01-012)**

Report from the Senior Rooding Engineer through the Director of Asset Management and Operations dated 15 October 2019.

**RESOLVED TO RECOMMEND****TC 190317****That Council:**

- (i) approves the installation of two angled on-street parks and six kerb side parks as shown on Appendix 1; and**
- (ii) approves the installation of No stopping lines along the slip lane on the Seddul Bahr Road and Messines Avenue intersection and the corner of Talbot Grove as shown on Appendix 1 to the report.**

Moved

Cr Griffiths/Cr Swales

**CARRIED****19. SOMME ROAD – PROPOSED FLUSH MEDIAN (325/01-012)**

Report from the Senior Rooding Engineer through the Director of Asset Management and Operations dated 7 January 2019.

Cr Swales asked whether the scope of the investigation into the traffic calming on Somme Road was inclusive on the entire strip of road from Pinehill Crescent to Messines Road. The Rooding Manager advised the flush median was developed as part of the redevelopment of the former CIT site. He added that he would be hesitant to make any further changes to the traffic layout at this time due to potential further development of the area.

In response to a further question from Cr Swales, the Roading Manager advised that the safety risk to leave the remainder of the road unchanged was low and there was not any significant crash history data that would indicate that it was a high-risk area.

Cr Swales noted that she had received comments from members of the public on the congestion of traffic in the wider Somme Road area and asked Council to take this into consideration when scoping for traffic calming on Somme Road.

**RESOLVED TO RECOMMEND**

**TC 190318**

**That Council approves the marking of the flush median at Somme Road (near the pedestrian crossing) as shown on Appendix 1 to the report.**

Moved

Cr Griffiths/Cr McArthur

**CARRIED**

**20. WHITEMANS ROAD SCHOOL BUS STOP – PROPOSED CLOSURE (325/01-012)**

Report from the Road Safety Co-Ordinator through the Director of Asset Management and Operations dated 14 February 2019.

In response to a question from Cr Gwilliam, the Roading Manager confirmed that Silverstream School supported the removal of the bus stop.

In response to a question from Cr Griffiths, the Roading Manager advised the bus shelter could still be used as a shelter by schoolchildren who waited for collection after school.

**RESOLVED TO RECOMMEND**

**TC 190319**

**That Council approves the closure of the Whitemans Road School Bus Stop outside Silverstream School.**

Moved

Cr Connelly/Cr McArthur

**CARRIED**

The meeting concluded at 11.07am.

Cr J C Gwilliam  
**CHAIR**

**REPORT of a MEETING of the CITY DEVELOPMENT COMMITTEE, held in the Council Chambers,  
Level 2, Civic Centre, 838-842 Fergusson Drive, Upper Hutt  
on WEDNESDAY 22 MAY 2019 commencing at 4.30pm**

**PRESENT:** CR J B GRIFFITHS (CHAIR), MAYOR W N GUPPY, CRS R B T CONNELLY,  
P E LAMBERT, G T MCARTHUR AND S P TAYLOR

**IN ATTENDANCE:** CR C B G CARSON, CR D V WHEELER, CHIEF EXECUTIVE, DIRECTOR OF ASSET  
MANAGEMENT AND OPERATIONS (part meeting), ACTING DIRECTOR OF  
BUSINESS SERVICES AND CUSTOMER ENGAGEMENT, DIRECTOR OF  
COMMUNITY SERVICES, DURECTIR OF PLANNING AND REGULATORY  
SERVICES, CHIEF FINANCIAL OFFICER, PERFORMANCE AND CAPABILITY  
MANAGER, ECONOMIC DEVELOPMENT MANAGER, MARKETING AND  
PROMOTIONS MANAGER, WEBSITE CO-ORDINATOR (part meeting),  
EMERGENCY MANAGEMENT ADVISOR AND COMMITTEE ADVISOR

**PUBLIC BUSINESS**

**WELCOME AND SAFETY BRIEFING**

The Chair opened the meeting and provided a safety briefing on the evacuation procedures.

**RESOLVED**

**CDC 190301**

**That Crs Carson and Wheeler be granted speaking rights (with no voting rights).**

Moved

Cr Griffiths/Cr Lambert

**CARRIED**

**1. PUBLIC FORUM**

**Ms Roz Brown** commended the Director of Asset Management and Operations on the preparation work carried out for the implementation of AssetFinda. She made mention of the invasive weeds in the city and suggested a 'Weed Busters' group could be borne out of a partnership between Parks and Reserves, Activation and the community. She was pleased to see the proposal of a new sculpture installation in Harcourt Park.

Cr Griffiths asked whether a diverse range of people would contribute to a 'Weed Busters' group. Ms Brown considered a wide range of volunteers could get involved, including schools.

**Ms Heather Blissett** asked Council to consider use of environmentally friendly pesticide options when contracts for garden beds were let out for tender. She believed that too much emphasis was placed on first aid and water supply being the main priority during a Civil Defence emergency event. She said more emphasis should be placed on education of communities who are engaged with one another were an important part of survival when dealing with a Civil Defence emergency.

**2. CONFLICT OF INTEREST DECLARATIONS AND UPDATES**

There were no conflict of interest declarations.

**3. PRESENTATION: NEW WEBSITE FOR UPPER HUTT CITY COUNCIL**

The Marketing and Promotions Manager provided a visual presentation on Council's new website to be launched on June 11 2019.

4. **DIRECTOR'S REPORT: ASSET MANAGEMENT AND OPERATIONS DEPARTMENT – MAY 2019 (301/25-003)**

Report from the Director of Asset Management and Operations dated 10 May 2019.

Cr Connelly asked what the time and cost would be for the manual transfer of data into AssetFinda. The Director of Asset Management and Operations advised that the complete data sets were scheduled to be in place by 1 July 2019. He said the incomplete data transfer into AssetFinda would be ongoing, with a goal to have the data ready by October 2019 to include information within the next Long Term Plan.

Cr Connelly asked which Roading renewals were behind schedule and why deadlines had not been met. The Director of Asset Management and Operations advised that there had been issues with some contractor's availability to carry out work within the intended timeframes, however work was underway to complete projects. He added that these issues were not unique to Upper Hutt City Council.

Cr Connelly asked whether there were any long-term measures that could address the aquatic weed issues in the Mawaihakona Stream. The Director of Asset Management and Operations advised that manual hand clearing was the most environmentally friendly approach to remove the weeds.

In response to a question from Cr Connelly, the Director of Asset Management and Operations advised that the location of the defibrillator in Trentham Memorial Park had not been finalised, however it would have adequate signage erected once the defibrillator had been installed.

In response to a question from Cr Connelly, the Director of Asset Management and Operations advised that during consideration of the placement of the sculpture in Harcourt Park, Victoria University Earth Sciences Department had been consulted and the location along the fault line was not considered to be an issue for the community to view the stratification of the fault line.

In response to a question from Cr Taylor, the Director of Asset Management and Operations advised that the optimum conditions for grass strike at the new Maidstone Park Sports Hub had been considered and the turf would be ready within six weeks' time after grass had been struck.

Cr Taylor asked how many submissions were received for the Maidstone Max Upgrade project. The Director advised that he would come back to the Committee with the total number of submissions that were received.

In response to a question from Cr Griffiths, the Director of Asset Management and Operations advised that the asset management improvement project was driven by the Long Term Plan audit and CouncilMark comment.

Cr Taylor commended the Director of Asset Management and Operations on the sculpture in Harcourt Park and asked for an update on the recycling station use. The Director of Asset Management and Operations advised that there had been an increase in use of the recycling station which was positive and the increase in demand had led to an increase in the number of bins being available. He added that a further additional container was in construction to cope with public demand.

In response to a question from Cr Wheeler, the Director of Asset Management and Operations advised that negotiations on the Cruickshank project were currently underway with landowners and interested parties.

In response to questions from Cr Wheeler, the Director of Asset Management and Operations advised that there were some instances where the recycling bins had overflowed due to cardboard not being flattened. He added that one CCTV camera had been installed and more cameras would be installed in future.

Cr Carson asked for an update on the progress in Oxford Park to reposition a gate, unlock the toilet block and provide adequate rubbish bins. The Director of Asset Management and Operations advised that work was still ongoing. Cr Carson requested that the Director of Asset Management and Operations email a report back to members on the progress of these works.

**RESOLVED TO RECOMMEND****CDC 190302****That Council receives the report.**

Moved Cr Griffiths/Cr Taylor

**CARRIED****RESOLVED TO RECOMMEND****CDC 190303****That Council approves the proposed site location of the 'Forces of Nature' sculpture in Harcourt Park.**

Moved Cr Connelly/Cr Taylor

**CARRIED****5. DIRECTOR'S REPORT: BUSINESS SERVICES AND CUSTOMER ENGAGEMENT DEPARTMENT - MAY 2019 (301/25-011)**

Report from the Acting Director of Business Services and Customer Engagement dated 10 May 2019.

Cr McArthur commended officers on the positive trend of the cumulative city centre activity. He noted the partnership with Brewtown on the joint stand at the Wellington Regional Business Expo to promote economic development opportunities within Upper Hutt City.

Cr Griffiths noted that it was positive to see Farmers establish a temporary store into one of the unoccupied premises on Main Street.

Cr Taylor requested that officers ensure 'Attractions' and 'Tourism' were easy to find on the new website interface. He added that the introduction of the new 'U' shape design should be communicated clearly whilst Council move away from the existing fantail design. The Chief Executive advised that the website was intuitive and the homepage would provide the most visited sites visited by website users on the homepage.

Cr Griffiths thanked the Acting Director of Business Services and Customer Engagement for her work during her secondment to the role.

**RESOLVED TO RECOMMEND****CDC 190304****That Council receives the report.**

Moved Cr Griffiths/Cr McArthur

**CARRIED****6. DIRECTOR'S REPORT: COMMUNITY SERVICES DEPARTMENT - MAY 2019 (301/25-002)**

Report from the Director of Community Services dated 10 May 2019.

Cr Connelly commended the Director of Community Services on the partnership with Te Awakairangi Youth Development Networks to provide a workshop on the LGBTQIA+ and asked what the key outcomes of the workshop were. The Director of Community Services advised that he did not attend the workshop and he would report back to the Committee. Cr McArthur requested that the Director of Community Services also report back on attendance numbers.

Cr McArthur asked that the Committee be provided with regular progress updates on the Expressions Extension grant funding.

Cr Lambert asked what promotion had been considered for the Mesa Sister City student visit. The Director of Community Services advised that plans were ongoing to promote the visit.

Cr Lambert noted that Expressions Patron, Mr Michael Houston, had announced his retirement

and was performing his final concert. He asked if Council had any plans to recognise Mr Houston's contribution to Expressions. The Director of Community Services advised that the Director of Expressions had plans in place.

Cr Griffiths asked the Director of Community Services to provide an update on the Mobile Library replacement project. The Director of Community Services advised that options were being scoped that included a second mobile vehicle to reach the community where the existing bus had difficulty accessing.

His Worship the Mayor suggested that consideration be given to ensuring the public and media were clearly informed of any decisions that would be made about the Mobile Library. The Director of Community Services advised that schools and the community would be consulted on the project.

In response to a question from Cr Connelly, the Director of Community Services advised that there had been some incidents on the slides at H<sub>2</sub>O Xstream. He added that the purpose of the cameras in the pool area were to assist Lifeguards to provide better safety measures for patrons. Cr Connelly supported the installation of CCTV cameras to monitor the slides at H<sub>2</sub>O Xstream.

Cr Taylor noted there were fewer applications for Creative Communities grants in round one. The Director of Community Services advised that both the Creative Communities funding rounds had been moved to earlier in the year due to the local body elections.

Cr Griffiths noted the attendance of over 240 people at every Floorball event and commended the Director of Community Services on the reach that his department had within the community.

**RESOLVED TO RECOMMEND**

**CDC 190305**

**That Council receives the report.**

Moved

Cr Griffiths/Cr Taylor

**CARRIED**

**7. DIRECTOR'S REPORT: PLANNING AND REGULATORY SERVICES DEPARTMENT - MAY 2019 (301/25-010)**

Report from the Director of Planning and Regulatory Services dated 10 May 2019.

Cr Connelly noted the appointment of the new parking warden and the potential to provide a greater reach for parking enforcement within the wider City.

In response to a question from Cr Taylor, the Director of Planning and Regulatory Services advised that an increase in the number of building consent applications over the value of \$500,000 was a result of several applications received for developments in the Alexander Road area.

**RESOLVED TO RECOMMEND**

**CDC 190306**

**That Council receives the report.**

Moved

Cr Griffiths/His Worship the Mayor

**CARRIED**

The meeting concluded at 5.36pm.

Cr J B Griffiths  
**CHAIR**

**REPORT of a MEETING of the RISK AND ASSURANCE COMMITTEE,  
held in the Council Chambers, Level 2, Civic Centre, 838-842 Fergusson Drive,  
Upper Hutt, on TUESDAY 28 MAY 2019 commencing at 4.30pm**

**PRESENT:** CR J C G WILLIAM (CHAIR), HIS WORSHIP THE MAYOR MR W N GUPPY,  
CRS C B G CARSON, G T MCARTHUR, A R MCLEOD, H SWALES, AND  
MS S BROWNLIE (INDEPENDENT MEMBER)

**IN ATTENDANCE:** CR P E LAMBERT, CHIEF EXECUTIVE, CHIEF FINANCIAL OFFICER, DIRECTOR OF  
ASSET MANAGEMENT AND OPERATIONS, ACTING DIRECTOR OF BUSINESS  
SERVICES AND CUSTOMER ENGAGEMENT, DIRECTOR OF COMMUNITY SERVICES,  
DIRECTOR OF PLANNING AND REGULATORY SERVICES, GENERAL COUNSEL,  
PERFORMANCE AND CAPABILITY MANAGER AND MINUTE TAKER

**WELCOME AND SAFETY BRIEFING**

The Chair opened the meeting and outlined procedures to be followed in case of an emergency. He formally welcomed Ms Brownlie to the committee.

**RESOLVED**

**RA 190301**

**THAT Cr Lambert be granted speaking rights for the meeting (with no voting rights).**

Moved Cr Gwilliam/Cr Carson

**CARRIED**

**1. PUBLIC FORUM**

There was no public forum.

**2. CONFLICT OF INTEREST DECLARATIONS AND UPDATES**

The Chair received a declaration for Ms Brownlie, and the information was tabled at the meeting.

Cr McLeod requested a correction to her declaration, noting she is the Chair of the Wellington Region Waste Forum.

**RESOLVED TO RECOMMEND**

**RA 190302**

**THAT the Conflict of Interest Declarations list be amended to reflect the following: The addition of those declaration of interests supplied by Sara Brownlie and referring to Cr McLeod as the Chair of the Wellington Region Waste Forum.**

Moved Cr Gwilliam/Cr Swales

**CARRIED**

**3. TREASURY REPORTING (310/03-015)**

Report from the Chief Financial Officer dated 17 May 2019.

In response to a question from Cr Carson, the Chief Financial Officer explained there was no figure for the 1-2 year debt in the funding table (page 7 of the agenda pages), due to the timing of the table being published.

In response to a question from Ms Brownlie, the Chief Financial Officers advised the Treasury Management Policy was reviewed at the end of 2018.

**RESOLVED TO RECOMMEND****RA 190303****That the report be received.**

Moved

Cr Gwilliam/His Worship the Mayor

**CARRIED****4. LEGISLATIVE COMPLIANCE REPORT (311/02-008)**

Report from General Counsel dated 21 May 2019.

The General Counsel agreed to email members with a list of legislation Council was required to comply with.

**RESOLVED TO RECOMMEND****RA 190304****That the report be received.**

Moved

Cr Gwilliam/Cr McLeod

**CARRIED****5. HEALTH AND SAFETY REPORT (360/10-014)**

Report from the Performance and Capability Manager dated 17 May 2019.

Cr Gwilliam asked if the Employee Assistance Programme was available to councillors. The Performance and Capability Manager advised that currently it was only available to staff, and that any funding for councillors would need to be taken from the Leadership budget.

In response to a question from Ms Brownlie, the Performance and Capability Manager advised the personal stress level figures were provided by the outside agency, and that due to confidentiality it was difficult to analyse the figures further. She agreed to investigate. Cr Gwilliam added that counselling was provided to staff for either personal or work-related issues.

In response to a question from Cr Gwilliam concerning the difference between a notifiable event and a notifiable incident, the Performance and Capability Manager confirmed an event may not involve an actual injury.

Cr Carson asked whether a Risk Management Flip Chart, similar to the one located on the third floor of Expressions, was available in the Library. The Director of Community Services explained such a chart was usually present only where staff were not permanently on duty and agreed to follow up.

Ms Brownlie requested clarification of the Health and Safety Policy review process. The Performance and Capability Manager advised this policy was relatively new, and the only changes identified related to minor wording changes e.g. to include "vaping" along with smoking.

Ms Brownlie advised it was government policy that the minutes of the Health and Safety Committee were made available to the Risk and Assurance Committee in the non-public section. The Performance and Capability Manager agreed to provide the minutes at future meetings.

**RESOLVED TO RECOMMEND****RA 190305****That the report be received.**

Moved

Cr Gwilliam/Cr Carson

**CARRIED****6. PUBLIC EXCLUSION****RESOLVED TO RECOMMEND****That the public be excluded from the following parts of the proceedings of this meeting, namely:****7. AUDIT PLAN FOR ANNUAL REPORT 2018-19****8. AUDIT NEW ZEALAND ENQUIRIES OF GOVERNANCE****9. CHIEF FINANCIAL OFFICER'S REPORT**

**THAT 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:**

<b>(A) GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</b>	<b>(B) REASONS FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER</b>	<b>(C) GROUND UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION</b>
<b>Audit Plan for Annual Report 2018-19</b>	<b>The withholding of information is necessary to protect information subject to an obligation of confidence.</b>	<b>Section 7(2)(c)</b>
<b>Audit New Zealand Enquiries of Government</b>	<b>The withholding of information is necessary to protect information subject to an obligation of confidence.</b>	<b>Section 7(2)(c)</b>
<b>Chief Financial Officer's Report</b>	<b>The withholding of information to necessary to protect the privacy of natural persons.</b>	<b>Section 7(2)(a)</b>

**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 Section 7 of the Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as specified in Column B above.**

**That Andrew Clark, Audit Director, Audit New Zealand be permitted to remain after the public during the consideration of Item 7: 'Audit Plan for Annual Report 2018-19' to answer questions from the Committee.**

Moved

Cr Gwilliam/His Worship the Mayor

**RA 190306****CARRIED**

The Public Business Section of the meeting concluded at 4.46pm.

The Public Excluded Section of the meeting concluded at 5.40pm.

Cr J C Gwilliam  
**CHAIR**

**REPORT of a MEETING of the FINANCE AND PERFORMANCE COMMITTEE,  
held in the Council Chambers, Level 2, Civic Centre, 838-842 Fergusson Drive,  
Upper Hutt, on WEDNESDAY 29 MAY 2019 commencing at 4.30pm**

**PRESENT:** CR H SWALES (CHAIR), HIS WORSHIP THE MAYOR MR W N GUPPY,  
CRS C B G CARSON, R B T CONNELLY, J B GRIFFITHS, P E LAMBERT,  
G T MCARTHUR, A R MCLEOD, S P TAYLOR AND D V WHEELER

**APOLOGY:** CR J C GWILLIAM

**IN ATTENDANCE:** CHIEF EXECUTIVE, CHIEF FINANCIAL OFFICER, DIRECTOR OF ASSET  
MANAGEMENT AND OPERATIONS, ACTING DIRECTOR OF BUSINESS SERVICES  
AND CUSTOMER ENGAGEMENT, DIRECTOR OF COMMUNITY SERVICES,  
DIRECTOR OF PLANNING AND REGULATORY SERVICES, PERFORMANCE AND  
CAPABILITY MANAGER, ENGAGEMENT AND INSIGHT MANAGER, CORPORATE  
PLANNER AND COMMITTEE ADVISOR

**WELCOME AND SAFETY BRIEFING**

The Chair opened the meeting and outlined procedures to be followed in case of an emergency.

**APOLOGIES**

**RESOLVED**

**FP 190301**

**That the apology received from Cr Gwilliam be accepted and leave of  
absence granted.**

Moved Cr Griffiths/His Worship the Mayor

**CARRIED**

**1. PUBLIC FORUM**

There was no public forum.

**2. CONFLICT OF INTEREST DECLARATIONS AND UPDATES**

There were no conflicts of interest declarations.

**3. SCHEDULE OF WORK FOR THE FINANCE AND PERFORMANCE COMMITTEE (310/01-000**

Report from the Chief Financial Officer dated 16 May 2019.

**RESOLVED TO RECOMMEND**

**FP 190302**

**That Council adopts the proposed schedule of work for the Finance  
and Performance Committee for 2019.**

Moved Cr Swales/Cr Lambert

**CARRIED**

**4. FINANCIAL MANAGEMENT REPORT (RATES FUNDING STATEMENT) TO DATE:  
30 APRIL 2019 (310/01-003)**

Report from the Chief Financial Officer dated 17 May 2019.

In response to a question from Cr McLeod, the Director of Community Services advised that LED lighting was installed in H<sup>2</sup>O Xtream last year and there was provision within the Long Term Plan to install solar power and other sustainable, energy efficient measures to reduce the carbon footprint of H<sup>2</sup>O Xtream.

Cr Carson asked for clarification on the revised budgets. The Chief Financial Officer advised that some changes to the budgets had taken place throughout the financial year where expenditure was under budget and funds had been moved to other cost centres.

In response to a question from His Worship the Mayor, the Chief Executive advised that options to the reduction of available car parking during the Expressions Whirinaki extension were being considered. The Director of Asset Management and Operations advised that one of the options being considered was to place a time limit on some existing parking. He added that a parking study would be commissioned to gain a better understanding of parking needs within the area. He noted the increase in vehicles that parked in the green space opposite Expressions Whirinaki in recent years.

In response to questions from Cr Lambert, the Director of Asset Management and Operations advised that Greater Wellington Regional Council had not planned to provide more park-and-ride spaces in the commuter car park and the parking study was necessary to collect data on the parking needs to understand the impact of the loss of car parking in the area.

In response to a question from Cr Swales, the Director of Asset Management and Operations advised that the parking study area would cover the commuter car park and extend to the public car park at the rear of the Council buildings, and included the green space across the road from Expressions Whirinaki.

In response to a further question from Cr Swales, the Chief Financial Officer advised that the difference between the rate funding statement and the Wellington Water Ltd dashboards was due to the cost of the bulk water supply and the overheads of water asset management.

In response to an additional question from Cr Swales, the Director of Asset Management and Operations advised that delays to the works on the waste water treatment plant in Seaview meant that the bulk of the underspend would be carried over into the next financial year.

In response to questions from Cr Taylor, the Chief Financial Officer advised that the overspend under 'Property' was due to costs associated with preparation of land for sale and the net result should be within budget once land was sold. The Director of Asset Management and Operations advised that geotechnical assessments and other works may be required prior to land being sold, which would incur additional costs.

**RESOLVED TO RECOMMEND**

**FP 190303**

**That Council receives the report.**

Moved

Cr McArthur/Cr Taylor

**CARRIED**

5. **PUBLIC EXCLUSION**

**RESOLVED TO RECOMMEND**

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

6. **DEBTORS REPORT**

7 **DEBTS TO BE WRITTEN OFF YEAR ENDED 30 JUNE 2019**

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

(A) GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	(B) REASONS FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER	(C) GROUND UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION
Debtors Report	The withholding of information is necessary to protect the privacy of natural persons.	Section 7(2)(a)
Recommendation of debts to be written off year ended 30 June 2019	The withholding of information is necessary to protect the privacy of natural persons.	Section 7(2)(a)

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 Section 7 of the 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.

Moved

Cr McLeod/Cr Griffiths

**FP 190304**

**CARRIED**

The Public Business Section of the meeting concluded at 4.46pm.

The Public Excluded Section of the meeting concluded at 5.10pm.

CR H Swales  
**CHAIR**

**REPORT of a MEETING of the POLICY COMMITTEE,  
held in the Council Chambers, Level 2, Civic Centre, 838-842 Fergusson Drive,  
Upper Hutt, on WEDNESDAY 5 JUNE 2019 commencing at 4.30pm**

**PRESENT:** CR G T MCARTHUR (CHAIR), HIS WORSHIP THE MAYOR MR W N GUPPY,  
CRS C B G CARSON, R B T CONNELLY J B GRIFFITHS, J C G WILLIAM,  
P E LAMBERT, A R MCLEOD, H SWALES, S P TAYLOR AND D V WHEELER

**IN ATTENDANCE:** CHIEF EXECUTIVE, CHIEF FINANCIAL OFFICER, DIRECTOR OF ASSET  
MANAGEMENT AND OPERATIONS, DIRECTOR OF BUSINESS SERVICES AND  
CUSTOMER ENGAGEMENT, DIRECTOR OF COMMUNITY SERVICES, DIRECTOR OF  
PLANNING AND REGULATORY SERVICES, PERFORMANCE AND CAPABILITY  
MANAGER, BUSINESS IMPROVEMENT MANAGER, GENERAL COUNSEL,  
SUSTAINABILITY OFFICER, LEGAL ADMINISTRATION OFFICER AND COMMITTEE  
ADVISOR

**WELCOME AND SAFETY BRIEFING**

The Chair opened the meeting and outlined the procedures to be followed in case of an emergency.

**1. PUBLIC FORUM**

**Ms Roz Brown** said she supported the reports on sustainability and recycling and the work that the Sustainability Officer and Waste Minimisation Officer had set out to achieve.

**Ms Heather Newell** said that Council had set high expectations in the Sustainability Strategy and Council had an opportunity to make a difference. She added that more funding for sustainability was needed to have an impact in the community.

In response to a question from Cr Lambert, Ms Newell said that Council would need to include sustainability considerations across all departments, and have a broader consideration for other sustainable measures outside of waste management and recycling.

In response to a question from Cr Gwilliam, Ms Newell said Council needed to have an action plan and show leadership on sustainability initiatives. She said Council should be bold when it made decisions on the environment and sustainability

**Ms Mary Beth Taylor** asked Council to set high expectations for sustainability and waste management. She said that she was disappointed that businesses were not expected to have a sustainability policy to be eligible for funding from the Economic Development Stimulus policy. She added that she did not want to see shops in Upper Hutt that sell inexpensive plastic toys that end up in the land fills.

**Ms Tracey Ultra** was concerned to learn of a bottling company development in Refreshment Place. She was also concerned that Council was bypassed and ratepayers were not able to be consulted on the matter. She noted that Council had a responsibility to ensure that the misuse of water did not occur in Upper Hutt.

**2. CONFLICT OF INTEREST DECLARATIONS AND UPDATES**

There were no conflict of interest declarations.

**3. SUSTAINABILITY STRATEGY REVIEW: PRE-ENGAGEMENT UPDATE AND NEXT STEPS (350/10-018)**

Report from the Sustainability Officer through the Acting Director of Business Services and Customer Engagement dated 24 May 2019.

In response to questions from Cr Gwilliam, the Sustainability Officer advised that some submitters had supported installation of water meters and specific questions on water meters was not consulted on.

His Worship the Mayor said that he would co-ordinate and set up a focus group with members of the community to discuss climate change and sustainability.

Cr Connelly said that Council needed clear, achievable objectives within the sustainability strategy. She added that Council should be more involved in sustainability, even if it is outside of the scope of Council's mandate.

Cr McLeod asked that Council consider the concept of Kaitiakitanga (guardianship) during the next steps outlined in the review of the strategy.

Cr Gwilliam said that the Director's reports to Council and committees could provide sustainability considerations. He added that it was important to work with the community to develop an overarching strategy.

Cr Carson supported Cr McLeod's comments and believed stewardship of the Kaitiakitanga principles should be considered as part of the development of the strategy. He also supported the formation of a focus group. He suggested Council develop a baseline to measure Council's carbon footprint and measure the progress made to become carbon neutral.

Cr Swales supported Cr Gwilliam's comments to include sustainability considerations within the Director's reports.

**RESOLVED TO RECOMMEND**

**PC 190301**

**That Council receives the report.**

Moved

His Worship the Mayor/Cr Taylor

**CARRIED**

**4. ANNUAL PLAN CONSULTATION REVIEW: WASTE AND RECYCLING (301/51-004)**

Report from the Waste Minimisation Officer through Director of Asset Management and Operations dated 27 May 2019.

In response to a question from Cr McLeod, the Business Improvement Manager advised the submitter's comments would form part of the next Long Term Plan.

In response to a question from Cr McLeod, the Business Improvement Manager advised she was unsure if the data provided in the report had included figures from the March Madness Fair consultation and would report back to the members.

In response to a question from Cr Gwilliam, the Business Improvement Manager advised that 852 responses related to the number of submission points received.

In response to a further question from Cr Gwilliam, the Director of Asset Management and Operations advised that in order to make a change to a rates funded kerbside recycling service, Council would be required to review the current Long Term Plan because of the significant cost of the project.

Cr Connelly noted the feedback received in favour of a rates funded kerbside recycling service and was pleased to see that the current recycling station was a positive step in the right direction towards sustainability.

Cr Carson noted the preliminary consultation figures would drive the expectation from residents that Council may consider a rates funded kerbside recycling service.

In response to a question from Cr Swales, the Director of Asset Management and Operations advised the volume of recycling had increased by 13% between January to June 2018 and a further 7% between January 2019 to the present. He added that the volume of kerbside waste materials collected had decreased by 32%. Cr Swales requested that updates on the recycling and waste statistics were reported back to members.

Cr McLeod asked members to bring forward consideration about recycling options to enable any project to be considered as part of the Annual Plan. She said that Council should not wait until the next Long Term Plan to take action. Cr Taylor said he would prefer to see Council adopt the Sustainability Strategy first and then make decisions on recycling options.

Cr Gwilliam was concerned about the contamination rates of the recycled materials. The Director of Asset Management and Operations advised that contamination rates were low and further work would be undertaken to reduce contamination rates of recycled materials.

**RESOLVED TO RECOMMEND**

**PC 190302**

**That Council receives the report.**

Moved

Cr McLeod/His Worship the Mayor

**CARRIED**

**5. DIRECTOR'S REPORT – BUSINESS SERVICES AND CUSTOMER ENGAGEMENT (301/25-012)**

Report from the Acting Director of Business Services and Customer Engagement dated 24 May 2019.

Cr McArthur thanked the Acting Director of Business Services and Customer Engagement, Ms Liezel Jahnke, for her contribution and welcomed the new Director of Business Services and Customer Engagement, Ms Vibhuti Chopra.

In response to a question from Cr Gwilliam, the Business and Improvement Manager advised there were a total of 148 gaming machines operating in Upper Hutt and Pelorus Trust operated 52 of the machines.

Cr Gwilliam asked whether officers should defer the consideration of the Water Supply Bylaw until after the Triennial elections. The Chief Executive advised that consideration may be taken.

**RESOLVED TO RECOMMEND**

**PC 190303**

**That Council receives the report.**

Moved

Cr McArthur/Cr Swales

**CARRIED**

**6. DIRECTOR'S REPORT – PLANNING AND REGULATORY SERVICES (301/25-010)**

Report from the Director of Planning and Regulatory Services dated 24 May 2019.

Cr Connelly requested the Whaitua te Whanganui-a-Tara Committee minutes be included in the Director's report in future.

In response to a question from Cr Connelly, the Director of Planning and Regulatory Services advised a copy of the delegated decision report on the multi-unit developments at 11-17 Rimutaka Street and 22-52 Ruahine Street would be provided to members.

In response to a question from Cr Gwilliam, the Director of Planning and Regulatory Services advised the multi-unit developments were not issued as a comprehensive residential development and were processed as a discretionary subdivision.

In response to a question from Cr Gwilliam, the Director of Planning and Regulatory Services advised that consideration of the implications of a rolling review of the District Plan were currently

being undertaken. He added that the consideration of costs associated with a full District Plan review would need to be considered if a rolling review was not deemed practicable.

In response to a question from Cr Swales, the Director of Planning and Regulatory Services advised that progress on investigation into a rolling review of the District Plan would be brought back to Council for consideration. He said that he would provide further detail on consent variations in future reports.

In response to questions from Cr Taylor, the Director of Planning and Regulatory Services advised the 30 multi-unit development was situated on Housing New Zealand owned land. He added that he would provide information to members on the yield of housing comparison figures as contained in the Land Use Strategy.

In response to a question from Cr Wheeler, the Director of Planning and Regulatory Services advised that Council was waiting to receive information from the Environment Court on the withdrawals of appeals and he would provide a report back to Council on Plan Change 42: Mangaroa and Pinehaven Flood Hazard Extents to make the Plan Change operative.

In response to a question from Cr McLeod, the Director of Asset Management and Operations advised that there was not enough funding to maintain Katherine Mansfield Road whilst the logging harvest operations were being carried out.

In response to a question from Cr Swales, the Director of Asset Management and Operations advised that development contributions could be used to repair damage to public roads. The Director of Planning and Regulatory advised that logging was a permitted rural activity and development contributions could not be imposed on logging operations. Cr Swales asked if Council could consider the impact of road damage caused from logging operations and investigate options to recuperate the costs of damages to roads.

In response to a question from Cr Swales, Cr McArthur advised that Plan Change 45: Signs was progressing and a report from the Hearing Commissioner would be provided to Council in the future.

**RESOLVED TO RECOMMEND**

**PC 190304**

**That Council receives the report.**

Moved

Cr Carson/Cr Taylor

**CARRIED**

**7. CHIEF EXECUTIVE'S REPORT (301/25-009)**

Report from the Chief Executive dated 21 May 2019.

**RESOLVED TO RECOMMEND**

**PC 190305**

**That Council receives the report.**

Moved

His Worship the Mayor/Cr McLeod

**CARRIED**

**8. PUBLIC EXCLUSION****RESOLVED TO RECOMMEND**

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

**9. PURCHASE OF PROPERTY****10. CHIEF EXECUTIVE'S REPORT**

**THAT 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:**

<b>(A) GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</b>	<b>(B) REASONS FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER</b>	<b>(C) GROUND UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION</b>
Purchase of Property	The withholding of information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)
Chief Executive's Report	The withholding of information is necessary to protect the privacy of natural persons and to maintain legal professional privilege and to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(a) Section 7(2)(b)(ii)

**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 Section 7 of the 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.**

Moved

Cr McArthur/Cr Griffiths

PC 190306

**CARRIED**

The Public Business Section of the meeting concluded at 5.47pm.

The Public Excluded Section of the meeting concluded at 6.23pm.

CR G T McArthur  
**CHAIR**

**HIS WORSHIP THE MAYOR AND COUNCILLORS  
COUNCIL MEETING (19 June 2019)**

(From the Community Development Team Leader)  
(Through the Director, Community Services)



File: 326/01-000

Ref: SC

29 May 2019

## **Child Protection Policy**

### **PURPOSE OF REPORT**

1. The purpose of this report is to recommend that Council adopts the amended Child Protection Policy, included as Attachment 1 to the report.

### **RECOMMENDATION**

It is recommended that Council adopts the proposed amendments to the Child Protection Policy, included as Attachment 1 to the report.

### **BACKGROUND**

2. The Children's Act 2014 (the Act) (previously the Vulnerable Children Act 2014) requires prescribed state services to implement policies to protect vulnerable children. These obligations also apply to any organisations contracted to these state services to provide children's services.<sup>1</sup>
3. The Ministry of Social Development (MSD) is a prescribed state service, and Council is contracted by MSD to administer Out of School Care and Recreation (OSCAR) programmes. As such, Council is required to have a child protection policy in place.
4. The Policy meets MSD's requirements to operate children's services in a manner consistent with the best practice guidelines outlined in the New Zealand Government's 2015 *Children's Act Plan: Identifying, Supporting and Protecting Vulnerable Children*.
5. At its meeting on 29 June 2016, Council first adopted a Child Protection Policy. The policy is to be reviewed every three years to ensure it is still fit for purpose.
6. As part of the review, officers:
  - reviewed the current policy to ensure objectives were being met;
  - ensured that statutory obligations as prescribed in the Children's Act 2014 were being met; and
  - took into account any new provisions in child protection.

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<sup>1</sup> A definition of children's services is provided in Section 15(1) of the Act.

## DISCUSSION

7. The policy complements policies and procedures that ensure Council services are operated safely, particularly where the core users of the services are children.
8. The Council-wide operational *Procedure for dealing with child protection concerns* (the procedure) has been assessed as part of the review process. The main objective of the procedure is to ensure that front-line staff understand they are not expected to handle child protection concerns themselves, but must always take action by passing the information on to a team leader or manager.

## PROPOSED CHANGES TO THE POLICY

9. The changes to the policy reflect the amendments to two key pieces of legislation, The Children, Young Persons and Their Families Act 1989, now renamed the Oranga Tamariki Act 1989 and the Vulnerable Children Act 2014, now renamed the Children's Act 2014.
10. The organisation Child Youth and Family, was also renamed Oranga Tamariki and the wording of section 15 of the Act was changed from "a social or police officer" to "the chief executive or a constable".

## PROPOSED CHANGES TO THE PROCEDURES

11. The definition and description of neglect has been changed to reflect current best practice in child protection.

## OPTIONS

12. Council must decide whether it agrees to the proposed amendments to the Policy.

## RISKS

13. There is a risk of Council not maintaining its contract with the Ministry of Social Development to administer OSCAR programmes if the Policy is not reviewed and adopted.

## IMPLEMENTATION

14. If Council adopts the amended Child Protection Policy it will become operative on 20 June 2019.

## SIGNIFICANCE

16. This issue has been assessed as 'not significant' according to Council's Significance and Engagement Policy for the following reasons:
  - it is an operational matter;
  - the introduction of the Policy will have minimal impact on budgets; and
  - the introduction of this Policy will not introduce any changes to the way Council operates children's services.

## CONSULTATION AND ENGAGEMENT

17. As this is an operational matter, the consultation process has been internal with Council officers.

### **LEGAL CONSIDERATIONS**

18. Unless Council adopts a Child Protection Policy it will not be permitted to provide 'Children Services' such as the school holiday programmes that are partially funded through MSD.

### **FINANCIAL CONSIDERATIONS**

19. There is minimal impact on budgets and any costs will be covered within existing budgets.

### **CONCLUSION**

20. Council is required to adopt and implement a policy under the Children's Act 2014 to continue to administer Out of School Care and Recreation (OSCAR) programmes.

### **ATTACHMENTS**

Attachment 1 – Amended Child Protection Policy (agenda page 55)

Sue Colville

**Community Development Team Leader**



## Upper Hutt City Council

### Child Protection Policy

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## 1 Policy objective

Upper Hutt City Council (Council) is fully committed to protecting the welfare of children. We recognise our responsibility to adopt best practice policies and procedures that will protect children from harm, abuse and exploitation, while also protecting our staff and volunteers.

The welfare of children is the primary concern of this policy and it is established on the principle that child protection is everyone's responsibility.

Council will support its staff to ensure they understand the policy and the impact of its implementation on Council procedures.

## 2 Child Protection Coordinator

This policy establishes the role of Child Protection Coordinator. This person has overarching responsibility for the application of Council's Child Protection Policy and oversight over all procedures that relate to child protection.

The Child Protection Coordinator will liaise with [Child, Youth and Family Oranga Tamariki – Ministry for Children](#) or the New Zealand Police regarding child protection issues and can provide advice and support to team leaders and managers in dealing with child protection concerns.

The Child Protection Coordinator will report to Council's Director of Community Services and [Corporate Management Executive Leadership](#) Team.

## 3 Procedure for dealing with child protection concerns

Council's *Procedure for dealing with child protection concerns* (attached as Appendix 3) provides all staff with clear guidelines and principles to follow.

The *Procedure for dealing with child protection concerns* is to be used in conjunction with existing procedures related to customer conduct, health and safety, and incident reporting.

Staff with 'children's worker' or 'core worker' roles may receive additional training in recognising and responding to child protection concerns as required.<sup>1</sup>

## 4 Upper Hutt City Council's recruitment procedure

The [Vulnerable Children Children's Act](#) 2014 (the Act) requires Council to conduct safety checks on all applicants for roles that would fit the Act's definition of a children's worker.

Council's human resource policies and procedures must be consistent with the advice for interpreting and applying the Act and the [Vulnerable Children's \(Requirements for Safety Checks of Children's Workers\) Regulations](#) 2015 set out in the New Zealand Government's official Children's Action Plan.

<sup>1</sup> Refer to definitions in Appendix 1

#### 4.1 SAFETY CHECKS (POLICE VETTING)

From 1 July 2015 new 'core workers' (even if they are not new to the employer but are newly appointed to a 'children's worker' role) must be safety checked before they commence employment.<sup>2</sup>

If an applicant is not given clearance by Police, the offer of employment is automatically withdrawn (unless the applicant is granted a 'core worker exemption' as explained below).

Any Upper Hutt City Council staff member or contractor whose role fits the Act's definition of a 'children's worker' or 'core worker' must be subjected to a 'safety check' at least once every three years.

Upon adoption of this policy, any staff member whose role fits the Act's definition of a 'children's worker' or 'core worker', who has not already been subjected to a safety check that meets the requirements set out in the Act, must be reassessed<sup>3</sup>.

Any applicant for a 'children's worker' or 'core worker' role, who does not pass a safety check but possesses a 'core worker exemption' from the Ministry of Social Development, may be considered for the position.<sup>4</sup>

Results of staff and applicant safety checks are held confidentially in the [human resources performance and capability](#) office and are not supplied to any third party.

## 5 Confidentiality and information sharing

Council staff are required by law to respect the confidentiality of any information provided to them about child protection concerns.

However, the [Children, Young Persons, and their Families Act 1989](#) [Oranga Tamariki Act 1989, Section 15](#) allows for "any person who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally or sexually), ill-treated, abused, neglected or deprived may report the matter to a [social worker](#) [chief executive](#) or [police officer](#) [constable](#)."

Staff must not discuss child protection concerns or related incidents with anyone other than their team leader, manager or the Child Protection Coordinator, unless given permission to do so by their manager or the Child Protection Coordinator.

<sup>2</sup> The standards applicants must meet to be employed as children's workers and core workers are outlined in section 32 of the Act and include; a clean criminal record, up to date registration/certification with any required industry organisations or licensing bodies etc., and good character references. Prospective employers must conduct a risk assessment to determine whether an applicant poses any risk to the safety of children before hiring them.

<sup>3</sup> Core workers must be assessed by July 2018 and general children's workers by July 2019 – Upper Hutt City Council began this process in 2015 and is therefore in compliance with the Act at the date of the adoption of this policy.

<sup>4</sup> All information about the core worker exemption process is available at <http://childrensactionplan.govt.nz/childrens-workforce/the-workforce-restriction/applying-for-a-core-worker-exemption/>

## Appendix 1 Definitions

### Child

The Act defines a child as a person under the age of 18.

### Children's worker

The Act defines a 'children's worker' as a person who works in, or provides, a regulated service, that involves regular contact with a child or children (other than with children who are co-workers) and this contact takes place without a parent or guardian of the child, or of each child, being present.

### Core worker

The Act defines a 'core worker' as a children's worker who is often or always the only children's worker present, or is the children's worker who has primary responsibility for, or authority over, the child or children present.

### Children's services

The Act defines 'children's services' as services for children or young persons, services for adults that are related to children, and services for households with children that have the potential to significantly impact the wellbeing of the children.

The following services and projects operated by Council meet the definition of a children's service provided in the Act:

- H2O Xtream recreation programmes
- H2O Xtream holiday programmes
- H2O Xtream swimming lessons
- H2O Xtream events
- Activation youth and children's events and programmes
- Activation family and community events and programmes
- Community development projects
- All library services
- School travel planning service
- Road safety education service
- Environmental and community projects/programmes

## Child abuse

Section 2 of the [Children and Young Persons Amendment Act 1994](#)/[Oranga Tamariki Act 1989](#) defines 'child abuse' as the harming (whether physically, emotionally or sexually), ill treatment, abuse, neglect or deprivation of any child or young person.

Council considers this definition and examples below as useful guidelines for staff to refer to if they have child protection concerns.

## Physical abuse

Any act or acts that result in the physical harm of a child. It may include, but is not restricted to:

- Bruising
- Cutting
- Hitting
- Beating
- Biting
- [Burning Burns/scalds](#)
- Causing abrasions
- Strangulation
- Shaking
- Suffocation
- Drowning
- Poisoning
- Fabricated or induced illness

## Sexual abuse

Any act or acts that involve forcing or enticing a child to take part in sexual activities, whether or not they are aware of what is happening. Sexual abuse can be, but is not restricted to:

- Non-contact abuse such as exhibitionism, voyeurism, exposure to pornographic or sexual imagery, inappropriate photography or depictions of sexual or suggestive behaviours or comments.

- Contact abuse such as touching breasts, genital/anal fondling, masturbation, oral sex, penetrative or non-penetrative contact with the anus or genitals, encouraging the child to perform such acts on the perpetrator or another, involvement of the child in activities for the purposes of pornography or prostitution.

## Emotional/psychological abuse

Any acts or omissions that result in adverse or impaired psychological, social, intellectual and/or emotional functioning and development. It may include, but is not restricted to:

- Patterns of isolation, degradation, constant criticism or negative comparison to others.
- Isolating, corrupting, exploiting or terrorizing a child.
- Exposure to family or intimate partner violence.

## Neglect

May include, but is not restricted to:

- [Physical neglect – failure to provide appropriate living conditions, hygiene, food and clothing](#)
- Medical neglect – not taking care of health needs, [including not following up injuries and missing medical appointments](#)
- Educational neglect – [lack of normal stimulation in early years](#), allowing chronic truancy, failure to engage children in education
- ~~Emotional neglect – not providing comfort, attention or love~~ [being unresponsive to a child's basic need for emotional interaction and support, includes rejection](#)
- [Lack of supervision and guidance – inadequate supervision to ensure the child's safety, lack of guidance about risks](#)

[Neglect can be deliberate or unintentional](#)

## Appendix 2 Related documents

Council's Child Protection Policy is to be used in conjunction with the following policies and procedures:

- *Procedure for dealing with child protection concerns*
- Human Resource policies and procedures including *Complaints procedure* and *Incident reporting procedure*
- Holiday Programme Policy and Procedures Manual
- All H2O Xtream staff manuals including; *Customer Service Manual, Health and Safety Manual, H2O Xtream Policy Manual, Emergency Action Plan Manual, Poolside Risk Management Plan* and *H2O Xtream Holiday Programme Policy and Procedures Manual*
- *Staff Manual*
- *Library Staff Manual*
- *Library customer behavioral expectation policy*
- *OSCAR Programme Supervision Manual (Oscar NZ)*

## Appendix 3 Procedure for dealing with child protection concerns

- 1 In an emergency situation staff should call the New Zealand Police or for an ambulance immediately. An emergency includes any situation where there is a serious and immediate threat to any person's safety or urgent medical assistance is required.
- 2 If a Council staff member has concerns for the welfare of a child, they should pass this information on to their team leader or manager.
- 3 Team leaders and managers are responsible for listening to this information and handling the child protection concern by assessing what action should be taken. The information should be recorded/written down stating the nature of the concern and subsequent actions taken. One of the follow-up actions may involve reporting the concern to [Child, Youth and Family Oranga Tamariki](#) or Police.
- 4 Team leaders and managers are encouraged to contact Council's Child Protection Coordinator at any time for support and advice, and s/he may be able to assist them in contacting the appropriate authority.
- 5 If a Council staff member is provided with information about a child protection concern, they must Listen > Acknowledge > Act.

### Listen

Allow the person to provide you with the information they have. Don't question them; just listen.

### Acknowledge

Make sure they know you've heard and understood them. Be kind.

### Act

Pass the information on to the appropriate person – for general staff this will be a team leader or manager, and for team leaders and managers, this may be the Child Protection Coordinator, a director, a social worker or police officer.

### Further information for staff about child protection concerns

- 1 Team leaders and managers who have been provided with information about a child protection concern will pass this information on to Council's Child Protection Coordinator if necessary, and may be asked to complete an incident report form.
- 2 Staff may also have procedures for dealing with incidents that are specific to their department. Council's *Procedure for dealing with child protection concerns* is to be used alongside existing procedures.
- 3 If anyone asks a staff member for information about a child protection concern or incident, this should be passed on to a team leader or manager. This includes requests from police officers and social workers.

- 4 The *Procedure for dealing with child protection concerns* applies in all situations where there is a child protection concern, including, but not limited to:
- When the concern relates to the conduct of a staff member
  - When the complainant is the victim
  - When the information is provided by a third party
  - When a staff member has witnessed something that makes them concerned for the safety or wellbeing of a child

**HIS WORSHIP THE MAYOR AND COUNCILLORS  
COUNCIL MEETING (19 June 2019)**  
(From the General Counsel)



File ref: 311/01-003

Ref: AJH:MEC

SHED: Legal Matters:Document Sealing  
and Signing (J1-1,256)

12 June 2019

## Schedule of Documents Sealed | Deeds and Authority & Instruction Signed | 25 April 2019 to 12 June 2019

DESCRIPTION	PARTIES
Application for Transmission of Record of Titles from The Borough of Upper Hutt to Upper Hutt City Council	UHCC and The Borough of Upper Hutt
Application for Change of Name for Record of Titles from The Upper Hutt City Council to Upper Hutt City Council	UHCC and The Upper Hutt City Council
Easement Instrument to register right to drain sewage and water as part of subdivision at 75 Ward Street	UHCC and Main Street Legal (Douglas)
New Warrant of Appointment – Building Services, Kelly Gee	UHCC and Building Services
Settlement Agreement for 50% contribution by UHCC to D W O'Connor and S D Cassie for storm water issues at 524 Main Road North caused by inadequate soak pit	UHCC and D W O'Connor and S D Cassie
Deed to Honour Covenant for subdivision at 75 Ward Street to issue s224 certificate before the condition for vehicle access and egress satisfied and to delay satisfaction of that condition	UHCC and Stacey Douglas, James Owen Douglas and Jason James Douglas
Deed of Lease Hutt Playcentre Association Inc. for land at 7 Emerald Hill Drive – Birchville Park	UHCC and Hutt Playcentre Association Inc.
Deed of Lease of Bare Land (Renewal) Ward/Miro Reserve	UHCC and Upper Hutt Parents Centre Inc.
Deed of Sublease Upper Hutt Darts Association Inc. for land at Totara Park Road, Awakairangi Park	UHCC and Upper Hutt Darts Association Inc.
Bond - Lifestyle Developments Wellington Limited for 11 lot subdivision at 92 and 196 Marchant Road	UHCC and Lifestyle Developments Wellington Limited

<b>DESCRIPTION</b>	<b>PARTIES</b>
A&I to register Easement Instrument in Gross (sewage and water) over Lot 4 DP 532483 as part of subdivision at 75 Ward Street	UHCC and Main Street Legal (Douglas)
A&I to register Partial Discharge of Bond over Records of Title 854339, 854340, 854342, and 854341 for Wallaceville Developments Limited Ag Research Site	UHCC and Gillespie Young Watson (Waller)

Andrea Hilton

**GENERAL COUNSEL**