



Te Kaunihera o
Te Awa Kairangi ki Uta
Upper Hutt City Council

Policy Committee | Te Kōmiti Kaupapa Here

Agenda

4.30 pm, Wednesday 21 May 2025

Council Chambers, Level 2, Civic Building, 838 - 842 Fergusson Drive, Upper Hutt

Chair: Councillor H Newell

Deputy Chair: Councillor J B Griffiths

Members: His Worship the Mayor W N Guppy

Deputy Mayor H Swales

Councillor D M Bentley

Councillor M G Carey

Councillor C B G Carson

Councillor A W Hammond

Councillor E Holderness

Councillor T M Ultra

Councillor D Wheeler

Have your say

Members of the public can speak to any issue, idea or matter that falls within the meeting's [terms of reference](#). If you do wish to speak, it is preferable to let us know by midday of the day before the meeting. This can be done by either emailing askus@uhcc.govt.nz or by phoning 04 527 2169. All Council and principal standing committee meetings are livestreamed through our YouTube channel.

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- Civic Building, 838 - 842 Fergusson Drive, Upper Hutt
- Upper Hutt Central Library, 844 Fergusson Drive, Upper Hutt
- Pinehaven Library, Corner Jocelyn Crescent and Pinehaven Road, Upper Hutt

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Terms of Reference | Ngā Tohutoro

These Terms of Reference set out the principle areas for which Council maintains overall responsibility. They also set out the delegations of Council functions, duties and powers to Council committees, panels and groups. The delegations in these Terms of Reference are expressed in general terms. They are to be read together with the following propositions.

These Terms of Reference:

- Set out to assist elected members in undertaking their governance role,
- Do not delegate any function, duty or power which a statute (for example, clause 32 of Schedule 7 of the Local Government Act 2002) prohibits from being delegated,
- Are subject to Council's authority to elect to exercise any of the powers delegated in these Terms of Reference, and,
- Do not affect any delegation which the Council has already made or subsequently makes to a Council officer or other member of staff.

Membership:	Mayor and all Councillors Councillor Heather Newell (Chair), Councillor Blair Griffiths (Deputy Chair), Mayor Wayne Guppy, Deputy Mayor Hellen Swales, Councillor Dylan Bentley, Councillor Matt Carey, Councillor Chris Carson, Councillor Bill Hammond, Councillor Emma Holderness, Councillor Tracey Ultra and Councillor Dave Wheeler.
Meeting cycle:	The Policy Committee meets on a six-weekly basis
Quorum:	Six members
Delegated authority:	To make recommendations to Council.
Purpose: To assist Council to monitor the development of strategies, policies, and bylaws that meet the current and future needs of communities.	
Function To review and make recommendations to Council on: <ul style="list-style-type: none"> • Strategies, plans, and policies; in relation to economic development, finance, the environment, social and recreation matters, strategic property investment, wellbeing, urban development, transport, governance, cross-strategy matters, and all other policies required by legislation • Bylaws • To consider central government legislation or matters raised by different central agencies and make • submissions on Council's behalf when it deems it appropriate • Naming new roads and alterations to street names • The acquisition and disposal of the Council's assets • Leases, licenses, and concessions in respect of land held or managed under the reserves Act 1977 and council-owned open space land when a hearing is required • Reserve declarations, revocation, classification, and naming • The transfer to another party of land for public work under section 50 and to exercise Council's • powers of compulsory acquisition under section 2 of the Public Works Act 1981 • Such other matters referred to it by Council • For avoidance of doubt, matters related to the development of an Annual Plan and the Long Term Plan will be considered by Council 	

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Public Business

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1.	Apologies	
2.	Declarations of Interest Elected members must declare any interests with items on the agenda that may arise between their roles as members and any private or other external interests they may have. If this should happen, members should stand aside from decision-making related to any such interests. The current register of interests is on the Council website: https://www.upperhuttcity.com/files/assets/public/yourcouncil/meetings/register-of-interest/register-of-interest-elected-members-publicly-listed.pdf	
3.	Public Forum Public forums are a defined period of time, which, at the discretion of a meeting is put aside for the purpose of public input. In the case of a committee or subcommittee, any issue, idea or matter raised in a public forum must fall within the terms of reference of that body. There is more information about attending and speaking at Council and Committee meetings on our website upperhuttcity.com/your-Council/Council-Meetings/Attending-and-speaking-at-Council-and-committee-meetings .	
4.	Decision report – Proposed use of the land adjacent to Maidstone Park for Upper Hutt Bowling Club Report from the Group Manager of Community Services dated 30 April 2025.	4
5.	Road Naming Report: Roads off Sunnyview Drive Report from the Group Manager of Corporate Services dated 15 May 2025.	13
6.	Private Road Naming Report from the Group Manager of Corporate Services dated 15 April 2025.	24
7.	Update to Manual of Policies Report from the Group Manager of Engagement, Strategy and Planning Services dated 14 May 2025.	27
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Geoff Swainson

Chief Executive | Te Tumu Whakarae



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21 May 2025

Decision Report – Proposed use of the land adjacent to Maidstone Park for Upper Hutt Bowling Club

Purpose of report | Te pūtake

1. To recommend the Committee seek a decision from Council in response to the community consultation carried out in relation to the proposal to lease the land at 1-21 Maidstone Terrace and 23 Railway Ave (Lots 8-19 DP 54230) to the Upper Hutt Bowling Club Incorporated to enable the Upper Hutt Bowling Club to establish bowling clubrooms and greens on the land.

Recommendation | He tūtohunga

2. The Committee recommends that Council:
 - a. receives and notes the report titled Decision Report – Proposed use of the land adjacent to Maidstone Park for Upper Hutt Bowling Club.
 - b. considers the matters raised in the submissions on the proposed lease of the land at 1-21 Maidstone Terrace and 23 Railway Ave (Lots 8-19 DP 54230) to the Upper Hutt Bowling Club Incorporated.
 - c. resolves to EITHER:
 - (i) confirm Council's intention to **proceed** to negotiate a lease for the land at 1-21 Maidstone Terrace and 23 Railway Ave (Lots 8-19 DP 54230) to the Upper Hutt Bowling Club Incorporated according to the consultation proposal.
 - OR
 - (ii) decides to **not proceed** with the proposal to negotiate a lease for the land at 1-21 Maidstone Terrace and 23 Railway Ave (Lots 8-19 DP 54230) to the Upper Hutt Bowling Club Incorporated according to the consultation proposal, and request officers to investigate alternative uses of the land and come back to Council with those alternative uses.

Background | Papamuri

3. Following a Council decision in the public excluded meeting of the Policy Committee on 5 December 2018, Council resolved to explore the use of the land at 1-21 Maidstone Terrace and 23 Railway Avenue. Council undertook an [Expressions of Interest](#) process in September 2023 to consider possible uses of the land. At a Council workshop on 28 November 2023, Council ranked the proposals that it received. Although Council ranked the proposal from ProGolf as the highest, ProGolf subsequently withdrew their proposal due to financial considerations and because they considered

that the land parcel was suboptimal (they preferred a larger site for a longer driving range). During the Council workshop Council had identified the Upper Hutt Bowling Club Incorporated's (Club) proposal as the second preferred option.

4. At the [Council meeting of 11 December 2024](#) Council resolved,

“That Council,

 - a. receives and notes the report titled Upper Hutt Bowling Club – Proposed use of the land adjacent to Maidstone Park,
 - b. agrees to consult under section 138 of the Local Government Act 2002 on a proposal to lease 1–21 Maidstone Terrace and 23 Railway Avenue (Lots 8–19 DP 54230) to the Upper Hutt Bowling Club Incorporated, and
 - c. notes that a further report will be presented to the Council to consider any submissions received on the proposal and to determine whether the Council shall proceed with negotiations to lease the land at 1–21 Maidstone Terrace and 23 Railway Avenue (Lots 8–19 DP 54230) to the Upper Hutt Bowling Club Incorporated.”
5. Consultation took place from 26 January 2025 to 24 February 2025 using Council's [Let's Kōrero](#) engagement portal. The consultation was published on the Council's Facebook page and website.
6. A total of 39 submissions were received through Let's Kōrero, along with two further hard copy submissions. A consultation report was presented to the [Policy Committee on 2 April 2025](#), and some submitters verbally presented their submissions.
7. The responses received are summarised as follows:
 - a. 41 responses were received to question one. 21 submitters supported the proposal (51.2%). 20 submitters did not support the proposal (48.8%).
 - b. 38 responses were received to the second question – 36 via Let's Kōrero and two in the hard copy submissions.

Discussion | Te matapaki

8. A summary of the themes and feedback from the submissions are shown in the table below, along with comments from officers.

Submission Issue	Summary	Officer comments
Submissions in support of proposal		
Good use of unused land	A great initiative to have another sport in the Maidstone Park area, and great use of unused land. Bowls is a sport that caters to a wide section of the Upper Hutt community.	Noted. Most submitters who considered that the proposal is a good use of the land appeared to have connections with the Club or bowling community. It is useful to note that bowling club membership nationwide is declining.
	The proposed facility will bring competitive and social bowlers to Upper Hutt, and there may be potential to run international bowls events.	No evidence was provided to support the submission that the proposed facility will bring competitive and social bowlers to Upper Hutt. Whether the proposed facility will bring social and competitive bowlers to Upper Hutt will depend on whether the Club has sufficient resources to build and maintain a covered green.

Submission Issue	Summary	Officer comments
Submissions in support of the proposal (<i>continued</i>)		
	The facility (particularly a covered area) could also be used for a range of purposes by community groups.	Further information on the use of the facilities (and covered green) would be required to assess the appropriateness of that use (ie, whether such activities would damage the green). Whether the clubrooms would actually be used by community groups is dependent on facility hire charges, and the availability of other community spaces.
Resolve issues facing Upper Hutt Bowling Club	The proposal will ensure continuity of the Club (a long-established club) and resolve current issues the Club is facing in relation to any surplus funds generated in winding up the Club (if that were to occur) being transferred to Bowls New Zealand.	Council needs to consider how the land should be used, rather than resolving the Club's current issues.
No impact on ratepayers	As the Club will be paying for buildings and greens there will be no impact on Council rates.	The proposal may have an impact on Council rates. To better understand the impact on ratepayers, it will be necessary to compare alternative uses of the land, and how those uses would impact on rates.
Use of Exchange Street	Income generated for additional housing on the current Exchange Street site will help overall rates.	If the additional houses were developed on the Exchange Street land that may have an effect on rates income (although the extent of that has not been assessed). However, there is no certainty that the Exchange Street land will be developed for housing, and Council does not own that land.
Submissions not in support of proposal		
Impact on ratepayers	Assurance needs to be given to ratepayers that there will be no Council funding for this project now and into the future.	The lease agreement between Council and the Club could specify that Council will not provide the Club future funding. However, there may be future costs for Council if, for example, the Club ran out of money, and Council was required to remove the buildings from the land or repair those buildings. Therefore, the Club's short and long-term viability will need to be assessed, as well as whether the Club will have sufficient funding generated from the sale of Exchange Street to build the facility and maintain the facility.
	Overflow parking could be a problem and potentially impact adjoining properties.	A traffic management plan could mitigate such impacts.

Submission Issue	Summary	Officer comments
Submissions not in support of the proposal (continued)		
How the land should be used	The land should be developed to benefit all members of the wider community (such as a community garden with teaching and cooking facilities, BBQ areas, an eco-village, multi sports area, recycling station, or motorhome park). The proposal will not maximize the recreational potential of the land (only members of the Club will benefit). In particular, the land will be fenced off from the public.	<p>Council will need to decide if the priority for the use of the land is for the benefit of the community for recreational or for commercial activities.</p> <p>The viability or appropriateness of the suggested alternative uses of the land have not been analysed.</p> <p>It is correct that Club members (rather than the wider community) will primarily benefit from the proposed use of the land. This is because all leases provide for exclusive use of the land which include building and fenced areas.</p>
	The land should be sold at market rates and used for residential housing (using already available infrastructure). This is important due to the decision not to proceed with the housing development in Trentham. It would also resolve the issue of expanding housing into green field areas of the city.	<p>The land has been valued at \$5.4 million.</p> <p>Due to the High Density Residential zoning of the land, the land could be used for residential housing. However, when evaluating this proposal, any reverse sensitivity impacts would have to be carefully considered. This is because the land is located directly adjacent to an illuminated recreation ground and an industrial area.</p>
	The land should be used for transient accommodation (such as motorhomes), or affordable community housing. This use of the land would provide income for Council and help solve the housing crisis.	<p>The viability or appropriateness of using the land for transient accommodation has not been analysed.</p> <p>Any financial return to Council has not been analysed.</p>
	The land should not be sold and should be used for a tiny-home eco village that has up to 48 leased sections of 100m ² .	The viability or appropriateness of using the land for a tiny-home eco village has not been analysed.
Exchange Street impacts	Developing the Club's current buildings on Exchange Street into high density housing (such as for a 42-48-unit housing complex) would have a significant impact on current residents and businesses in the area.	<p>The possible development of the Club's land at Exchange Street has yet to be determined by the Club.</p> <p>Any development of Exchange Street would be subject to resource and building consents. Any impacts would be considered at that time.</p>
Financial considerations	The proposal is not financially prudent. Other uses of land would provide a better return on investment (including reduced rates). In the current economic environment, land should be used to reduce the debt burden on Council and ratepayers.	<p>A community lease is not intended to provide Council a return on its investment.</p> <p>Council will need to decide if the land should be used for a commercial activity, a community recreation activity, or another use.</p>
	Hiring the Green Room at Maidstone Sports Hub for 8 hours a day for 1 week would give the same revenue as the proposed community lease to the Club.	Noted.

Submission Issue	Summary	Officer comments
Submissions not in support of the proposal (continued)		
	The proposed lease is too low. It would not provide much income for Council. A commercial lease would be more appropriate, unless one of the greens was open to the public on a pay-to-play basis.	The proposed rental is based on a community fee on the same rate that is currently being paid by the Silverstream Bowling Club (SBC). The SBC occupies an area of 8,167m ² with the annual lease fee set at \$1,704.82 plus GST. An equivalent fee for the Club proposal would be \$2,351.62 for the 11,295 m ² . This equates to \$0.2082 per m ² . Community leases are not intended to provide much income for Council.
	Given changes in society, the lease is too long. A lease term of 15 or 16 years (with the ability to extend) is more appropriate and would ensure that the Club's operations align with community interests and the financial realities of the Club.	The proposed term of the lease (33 years) is consistent with the lease given to SBC, and is the maximum term permitted under the Reserves Act. A long lease gives a level of security and certainty to the Club so that it can build the proposed \$5 million facility.
	The proposed community lease does not appear to cover rates on the land. If Council is required to cover those rates, such costs will be distributed across other Upper Hutt rateable properties.	It has yet to be determined who would pay the rates on the land.
Sustainability and viability of bowling clubs	The region doesn't need another facility, and Upper Hutt cannot sustain two bowling clubs. Silverstream Bowls Club has very good facilities, and Naenae also a state-of-the-art Bowls Centre. Those clubs would welcome new members.	These clubs have operated independently for many years. However, the nationwide trend of declining bowling membership numbers could very well see the demise of the weakest club.
	The Club's current financial viability and sustainability are in question. The Club's president has admitted that bowling numbers are in decline, and eventually there will only be numbers for one club. This may worsen if bar takings are reduced. Bowling clubs around New Zealand are becoming defunct. The reused turf would need to be replaced shortly after the proposed completion date, and it is unclear how the Club would have enough funds to pay for that.	The Club's viability has not yet been analysed. The Club's short- and long-term financial viability will need to be assessed to ensure predictions of membership numbers are accurate and are sustainable. Council could seek an undertaking regarding the Club's viability as part of any agreement. Such an undertaking should make it clear that the Club's viability is not dependent on bar takings. It is currently unclear what will occur if the Club does run out of funds / becomes unviable.
	Many club-owned buildings on Council land are currently falling into disrepair, and when abandoned, Council is incurring costs to rectify or remove those buildings.	No examples were provided as evidence. Any lease agreement would have a requirement that the lessor maintains buildings on the land to an acceptable standard

Other comments		
Suggestions if proposal is approved	Greenery and grass should be integrated in the design, and solar power should be considered in line with the Council's policy on climate change.	As the owner of the building, the final design will be up to the Club, unless specified otherwise in an agreement between Council and the Club.
	Council must ensure that the covered greens built are capable of hosting international bowling events.	Council could ensure that the Club builds a covered green in the lease agreement with the Club. However, this will depend on the affordability and will be addressed at the design stage.
	Allow collaboration between Te Kupenga o Rongomai and the Bowling Club.	This has been acknowledged by the Club and could be included in the lease agreement.
Conflict of interest	There may be conflicts of interest in the decision-making with Mayor Wayne Guppy being the Club Patron, and Chris Carson being an executive member of the Club.	Mayor Wayne Guppy and Councilor Carson have declared their interest and have excused themselves from making decisions on this matter.
Issues with consultation	The consultation document was narrow, with only one option being consulted on. The terms of the lease (including the rights to renew) are not clear.	Noted. The purpose of the consultation was to determine whether there was community support for the Council to enter into negotiations with the Club regarding the Club leasing the land.

Options | Ngā kōwhiringa

9. Council is being asked to consider the submissions and to provide guidance for Officers on the next steps. Options Council for consideration are detailed below.

Option One – Decide to proceed to negotiate a lease for the land adjacent to Maidstone Park (1-21 Maidstone Terrace and 23 Railway Ave (Lots 8-19 DP 54230) to the Upper Hutt Bowling Club

10. 21 responses (51.2%) were submitted in support of the proposal. Many of those submitters acknowledged that the proposed new facility is essential for the continuation of the Club, and that such a facility could bring more competitive and social bowlers to Upper Hutt. This is important as the growth of the bowling sport appears to be in decline nationally.
11. The land in question was originally intended to be used to enhance recreational activities associated with Maidstone Park. The establishment of a bowling club on the land in question is consistent with that purpose. In addition, the Club's facilities on the land would complement the existing activities on the park. However, this use does mean that Council will be unable to obtain a financial return on the land for at least 33 years.
12. As identified by some submitters, this option may give rise to a risk for Council if the Club is not financially viable (in the short and long term), and if the Club's membership declines. If the Club is not financially viable, the proposed benefits of the proposal will not be achieved.
13. Therefore, if Council decides to enter into lease negotiations with the Club, Council will want to ensure that:
 - a. the Club has sufficient funding to undertake the development of the clubhouse and greens that will need to be built on the land;

- b. the Club is and will continue to be financially viable over the period of the lease (i.e., the Club has sufficient income to ensure the assets are maintained in the future);
 - c. the Club's membership is sustainable and will grow (the Club has previously acknowledged that its financial viability will depend on a growing club membership);
 - d. the Club's viability is not dependent on bar takings.
14. Council will also want to be clear from the outset what will occur to the facility if, for any reason, the Club does become financially unviable in the future (i.e., the Club will need to demonstrate that they have sufficient funding to cover the possibility that the Club's buildings need to be removed at the Club's cost if it became unviable).
15. These matters could be provided for in an Agreement to Lease between Council and the Club, and the Deed of Lease. For example, in the Agreement to Lease Council could require the Club to demonstrate its viability and meet other conditions before Council enters into a lease (i.e., evidence that construction costs will not substantially exceed available funding). Also, the Deed of Lease could clearly specify conditions on how the land is to be used, who will pay the rates, what would occur if the Club became financially unviable in the future, and that Council will not provide future funding to the Club.

Option Two – Decide not to proceed with proposal to negotiate a lease for the land adjacent to Maidstone Park to the Upper Hutt Bowling Club

16. 20 responses (48.8%) indicated that they did not support the proposal. The main concerns appear to be the Club's viability, the exclusive nature of the sport, financial risks associated with the proposal, a low return on investment for Council, and the proposed lease not being the best use of the land. Some submitters outlined a wide range of possible uses of the land, such as housing, eco villages, motor camps and community gardens.
17. As noted above, Council could take steps to mitigate risks regarding the Club's financial viability, however, those risks cannot be completely mitigated.
18. Council did consider various potential uses of the land as part of its evaluation of the Expressions of Interest it received in 2023. However, alternative uses of the land have not been substantially assessed. As submitters have identified, alternative uses of the land could give Council a greater financial return on the land or could provide a broader benefit to the community.
19. As the land is zoned as High-Density Residential land, the land could be used for residential housing. However, as the land is located directly adjacent to an illuminated recreation ground and an industrial area, reverse sensitivity issues regarding noise levels, lighting would have to be considered carefully and could make housing an unviable option unless those issues could be mitigated. If the land is retained for recreational activities, the costs to develop those recreational activities would need to be considered.
20. By deciding not to proceed with the proposal to negotiate a lease with the Club, Council could ask officers to consider the viability and appropriateness of alternative uses and come back to the Council with an analysis of those uses. Before deciding on another use, further consultation may be required. Until another use is identified, the land will continue to be maintained as an open space.

Considerations for decision-making | Ngā whai whakaarotanga

21. The use of the land adjacent to Maidstone Park has been considered by Council over many years.

Previous relevant Council decisions | Ngā whakataunga o mua

- 22. Following the implementation of Plan Change 37 in 2015, the land was tendered for sale. Three tenders for the purchase of the land were received.
- 23. Following the Policy Committee meeting in December 2018, Council resolved that officers defer sale negotiations for the sale of Maidstone Terrace land pending consideration of other options.
- 24. The Expression of Interest process identified a number of interested activities that could be established on the land, however the preferred option, commercial recreation (ProGolf) withdrew their interest in the land due to financial costs, and the fact the land was suboptimal for the use.

Identification of inconsistent decisions | Te tautuhi o ngā whakataunga Hārakiraki

- 25. There are no inconsistent decisions relating to the proposal.

Significance and engagement assessment | Te tino aromatawai

- 26. The degree of significance for this proposal is of Medium Significance under the Council's [Significance and Engagement Policy](#), and consultation was also required under section 138 of the Local Government Act 2002, as the proposed lease of the land is greater than six months.
- 27. The consultation has now taken place and was reported to the 2 April Policy Committee meeting. Council is now required to make a formal resolution on whether or not to proceed with the proposal to negotiate a lease for the land adjacent to Maidstone Park for the Club.

Sustainability | Rautaki whakauka

- 28. There are sustainability considerations which will need to be considered at the building design stage should the development of the Bowling clubrooms proceed.

Financial and resourcing | Mahere pūtea

- 29. Although rough order cost estimates for the project have been provided, the success of the project is also dependent on the proceeds from the sale of the existing Club land and buildings at Exchange Street.
- 30. The current Government value of the land is \$5,401,000.
- 31. As stated above, any lease negotiated with the Club must be dependent on the fact, that no Council funding will be provided for this development now and in the future. This will need to be a condition of the lease and the Club will also need to illustrate that they have sufficient funding to cover that possibility if the Club at some stage is no longer considered viable and the removal of the building will need to be removed at the Club's cost.
- 32. A detailed analysis of the Club's financial capacity to build and maintain the facility will need to be undertaken prior to the signing of any lease for the suggested 33-year term.

Legal | Ture

- 33. The land is fee simple land owned by the Council and is not subject to the Reserves Act 1977. The land is adjacent to Maidstone Park but is not part of it. Because of this, it is not subject to the Reserve

Management Plan for Maidstone Park and is not a strategic asset under the Council's Significance and Engagement Policy.

34. Consultation has taken place as required under section 138 of the Local Government Act 2002 and Council now needs to consider the submissions received concerning the matters raised on the proposed use of the land at 1-21 Maidstone Terrace and 23 Railway Ave (Lots 8-19 DP 54230) by the Upper Hutt Bowling Club Incorporated.
35. Councillor Carson is Treasurer of Upper Hutt Bowling Club Incorporated and as such, has declared a [Pecuniary Interest](#) in the Club, Council's Standing Order '20.7 Financial conflicts of interest' will apply to Councillor Carson. In addition, Mayor Guppy is a Patron of the Upper Hutt Bowling Club Incorporated and has declared a non-financial interest. Council's Standing Order '20.8 non-financial conflicts of interest' will apply to Mayor Guppy.

Risk | Tūraru

36. If the Council proceeds to negotiate a lease with the Upper Hutt Bowling Club after consultation, it is likely that an Agreement to Lease will be entered into as an interim stage before a Deed of Lease is completed. An Agreement to Lease is usually entered into for commercial leases when there are conditions that need to be satisfied before a lease term can formally begin.
37. In this case, the Agreement to Lease would likely be conditional upon resource consent being obtained by the Upper Hutt Bowling Club, sufficient funding being obtained, and agreement on the various lease terms. This process will allow for timeframes that have to be met by either the Council or the Upper Hutt Bowling Club, or the agreement comes to an end, and the land remains as is.
38. This reduces the risk to the Council if the Upper Hutt Bowling Club is unable to implement the proposal to build its bowling facility.

Included attachment | Ngā āpitihanga

39. None.

Date of report: 30 April 2025

Brett Latimer

Open Spaces and Facility Manager

Reviewed by:

Mike Ryan

Group Manager, Community Services

Approved by:

Geoff Swanson

Chief Executive Officer



Policy Committee | Te Kōmiti Kaupapa Here

21 May 2025

Road Naming Report: Roads off Sunnyview Drive

Purpose of report | Te pūtake

1. The purpose of this report is to approve three road names for three roads: one existing part-public, part-private road, and two private roads accessed off the said road.

Recommendation(s) | He tūtohunga

2. The Committee recommends that Council:
 - a. Receives and notes the report titled Road Naming: Roads off Sunnyview Drive;
 - b. Approves the proposed road name 'Kahikatea Lane' for the existing part-public, part-private access road off Sunnyview Drive (as identified in [Attachment 1](#));
 - c. Approves the proposed road name 'Tūhua Lane' for the existing shared private access road (as identified in [Attachment 2](#));
 - d. Approves the proposed road name 'Monty Johnson Way' for the proposed private road in the subdivision at 351 Main Road North (as identified in [Attachment 3](#));
 - e. Authorises officers to make any consequential amendments to this document based on direction provided at this meeting / to correct any minor editorial, typographical, arithmetical, or formatting errors that are identified.

Background | Papamuri

3. Council is authorised and required to formally name roads and allocate addresses. All "formed roads that are open to the public or to emergency and public utility services should be named", as outlined in Clause 3.4 of the 'Australian/New Zealand Standard Rural and urban addressing' (AS/NZS 4819:2011). Specifically, Council is required to name all "roads (including private roads and access lots) with more than five primary sites", as stated in Clause 3.3 (c) of the 'LINZ OP G 01245 Addressing guidelines for in-fill developments (2019)'.
4. Three road names are required for two existing roads and one proposed private road in the suburb of Brown Owl, Upper Hutt.
5. The first road, "Road A", is an existing unnamed access road off Sunnyview Drive that runs parallel to Main Road North (SH 2).

- a. "Road A" provides the primary access to eleven existing properties; these properties are currently all addressed off Main Road North (numbers 307 through 347a). "Road A" is only connected to Main Road North indirectly via Sunnyview Drive.
- b. The first section of this road is public and within the NZTA State Highway designation for approximately 108 metres from its intersection with Sunnyview Drive. The second section of the road (approximately 140 metres) is privately owned and managed. The private section of the road is contained within Lot 5 DP 83393. Legal right-of-way access to the surrounding properties is granted via various easements over this parcel.
6. The second road, "Road B", is an existing unnamed shared private access road that connects to the first unnamed road ("Road A").
 - a. This second road provides primary access to a further seven existing properties.
 - b. These properties are also all addressed off Main Road North (numbers 349 through 2/349e), even though there is no direct primary access from Main Road North to any of these properties.
 - c. The only connection to "Road B" is via "Road A".
7. The third road, "Road C", is a proposed private road that also connects to the first unnamed road ("Road A").
 - a. The property at 351 Main Road North (Part Section 170 Hutt DIST) has very recently undergone subdivision, creating nine new residential lots and a shared access lot.
 - b. The proposed private road is the primary access for these new lots in the subdivision.
 - c. The only connection to the proposed road is via "Road A".

Discussion | Te matapaki

8. How the issue has arisen:
 - a. Based on a review of available historic property information, it appears that initially, when the first properties were built along "Road A", this road would have been seen as a shared driveway, not significant enough to require its own road name. Hence, these first properties were addressed off Main Road North.
 - b. Subsequent development and subdivisions have since lengthened this road, and the number of properties accessed off it has increased to eleven, plus a further seven off the secondary shared private road ("Road B").
9. It was likely assumed that "Road A" would not be further extended or branched, because the properties added via the successive developments and subdivisions have all also been addressed off Main Road North.
10. Why the issue needs to be addressed now:
 - a. Adding to the issue outlined above, "Road A" has now been extended and connected to the proposed road in the subdivision at 351 Main Road North ("Road C"). One of the important reasons for this is explained below:
 - i. The now-subdivided property was previously accessed directly off Main Road North, which is a section of State Highway 2 through Upper Hutt. This section of the state highway is a limited-access road.

- ii. The New Zealand Transport Agency (NZTA) declares limited-access roads as a measure to minimise the number of access points from the state highway and to thereby reduce the adverse safety impacts of accessways on state highways.
11. As stipulated by NZTA as a condition of the subdivision consent, the property's direct vehicle access to Main Road North had to be rationalised (removed), and access to the site had to be obtained via an alternative local access road.
- a. Continuing the address numbering off Main Road North for the nine new properties in this subdivision would further compound the issue outlined above.
 - i. The need to formally name all three roads and allocate new addresses to the affected properties has become clear. The benefits of assigning official names to these roads include:
 - ii. Enhancing safety by ensuring emergency services can quickly and accurately locate all properties accessed via these routes.
 - iii. Supporting more reliable navigation and location information for service providers, utility companies, postal and delivery services, and members of the public.
 - iv. Future-proofing the addressing of properties along the access road, particularly in the event of any future development.
 - b. Land Information New Zealand (LINZ) have confirmed that road names are required for both "Road A" and "Road C", stating: "Unfortunately, we cannot have a "floating road" that isn't connected to anything." "This is due to the concerns we have regarding emergency services and their ability to find the access to this JOAL [jointly owned access lot] and naming [the road] from Sunnyview will alleviate this."
 - c. Until "Road A" is named, Council will be unable to allocate acceptable addresses for the new properties in the subdivision at 351 Main Road North.

Options | Ngā kōwhiringa

12. "Road A": The Spatial Team suggested three potential names for the part-public, part-private access road off Sunnyview Drive, and asked affected owners and residents for their feedback on which option(s) they preferred:
- a. **Kahikatea Lane:** Kahikatea is a conifer. It is New Zealand's tallest indigenous plant - growing up to 65 metres. It is found in lowland forest, formerly dominant on frequently flooded or poorly drained alluvial soils. It was once the dominant tree of a distinct swamp forest type.
 - i. Based on feedback received from the affected owners and residents, Kahikatea Lane is the preferred road name option. A summary of the submissions received is provided in [Attachment 4](#).
 - b. **Mica Lane:** Mica is a group of rock-forming silicate minerals. Fine powders of mica have long served various purposes, including decorative functions, even in ancient and prehistoric times.
 - c. **Turquoise Lane:** Turquoise is a natural gemstone formed over thousands of years in desert regions, where water reacts with copper-rich rocks to create vibrant blue-green deposits.
 - d. These names are aligned with the existing road naming themes used in the surrounding area and throughout Upper Hutt. Several roads in the area are named after precious stones and minerals (e.g. Emerald Hill Drive and Jade Crescent). 'Mica Lane' and 'Turquoise Lane' would fit with this

theme. Several other roads in the area are named after plants (e.g. Speargrass Grove and Black Beech Street). ‘Kahikatea Lane’ would fit with this theme.

13. “Road B”: The Spatial Team suggested three potential names for the shared private road, and asked affected owners and residents for their feedback on which option(s) they preferred:
 - a. **Tūhua Lane:** Tūhua is a dense, black volcanic glass that forms on the edge of rhyolite lava flows that have been suddenly cooled in contact with air or water.
 - i. Based on feedback received from the affected owners and residents, Tūhua Lane is the preferred road name option. A summary of the submissions received is provided in [Attachment 4](#).
 - b. **Onyx Lane:** Onyx is a gemstone formed as a sedimentary rock, typically in cave interiors where silica-rich water deposits layers of chalcedony over time.
 - c. **Pūkeko Lane:** The Pūkeko is a beautiful native New Zealand bird. It has a deep blue-violet head, black back and wings, and a distinctive bright red conical bill.
 - d. These names are aligned with the existing road naming theme used in the surrounding area, and throughout Upper Hutt. Several roads in the area are named after precious stones and minerals (e.g. Emerald Hill Drive and Jade Crescent). ‘Tūhua Lane’ and ‘Onyx Lane’ would fit with this theme. Several other roads in Upper Hutt are named after birds (e.g. Tiwakawaka Grove and Ruru Crescent). ‘Pūkeko Lane’ would fit with this theme.
14. “Road C”: The following road names were put forward by the developer, as options for formally naming the proposed road in the subdivision at 351 Main Road North:
 - a. **Monty Johnson Way:** The developer of the subdivision has put forward the name “Monty Johnson Way” as the preferred option. The reasons for this road name submission are: Monty Johnson lived on this land for 92 years and moved there in 1933 when he was 10 years old, and the Johnsons ran an egg farm on this site. Monty is now deceased, and the Johnson family support the requested road name. This is the preferred name of the developer of the subdivision.
 - b. **Monty Way:** The developer of the subdivision has put forward the name “Monty Way” as an alternative option.
15. All the above road name options have been checked against the Land Information New Zealand street name database to ensure they have no adverse Māori meanings or similar road names within the Hutt Valley district. No issues were identified.

Previous relevant Council decisions | Ngā whakataunga o mua

16. The formal naming of the proposed road in the subdivision at 351 Main Road North (“Road C”) was previously put to Council at the meeting of the Policy Committee on 2 April 2025. At that meeting, Council voted to defer the formal naming of the proposed private road until the next meeting of the Policy Committee, scheduled for 21 May 2025 (this meeting). Refer to: Item ‘5. Private Road Naming’ of the [Minutes](#).

Identification of inconsistent decisions | Te tautuhi o ngā whakataunga Hārakiraki

17. There have not been any inconsistent decisions.

Significance and engagement assessment | Te tino aromatawai

18. Each of the roads has been consulted on separately:
 - a. In relation to “Road A” and “Road B” the owners and residents affected by the naming of these two roads have been engaged through a formal consultation. This consultation ran for one month (16 April - 16 May 2025). Each of the affected owners or residents received a formal letter and, where possible, most were also contacted via email, as an additional courtesy. The submissions received from this consultation have informed the selection of a preferred road name for each of the two roads (summarised in [Attachment 4](#)).
 - b. “Road A”: The New Zealand Transport Agency (NZTA) has been consulted and has stated that the Agency has no concerns regarding the formal naming of the road.
 - c. “Road C”: The Spatial Team has liaised with the developer of the subdivision to determine the preferred road name (and an alternative) to put forward.
19. Once Council has approved the new road names:
 - a. New addresses will be allocated to all of the affected properties, using the new road names.
 - b. Each of the affected owners and residents will receive a letter from Council, advising them of the approved road name(s), and the new address for their property (or home).
 - c. Council will update the relevant records and formally notify key agencies such as LINZ, NZTA, NZ Post, emergency services, utility companies, and the Electoral Office.
20. The Spatial Team has received three additional road name suggestions by way of the external consultation process, which will be considered for future use.
21. The Spatial Team has received feedback on the current road naming themes, by way of the external consultation process. This feedback has been welcomed and will inform our approach to road naming going forward.

Sustainability | Rautaki whakauka

22. There are no sustainability implications at this time.

Financial and resourcing | Mahere pūtea

23. Council will incur costs for the installation of new street name signs and all related information road signs.
24. Council will incur costs associated with sending letters to affected owners and residents to confirm the approved road names and new allocated addresses.

Legal | Ture

25. There are no legal implications at this time.

Risk | Tūraru

26. There are no risks identified at this time.

Included attachment(s) | Ngā āpitihanga

- | | | | |
|-----|-------------------------------|--|-------------------------|
| 27. | Attachment 1: | Map showing “Road A” | page 19 |
| 28. | Attachment 2: | Map showing “Road B” | page 20 |
| 29. | Attachment 3: | Map showing “Road C” | page 21 |
| 30. | Attachment 4: | Summary of Submissions | page 22 |

Date of report: 14 May 2025

Report writer(s):

Lalita Heymanns

Spatial Analyst

Reviewed by:

Connor Spence

Spatial Team Leader

Approved by:

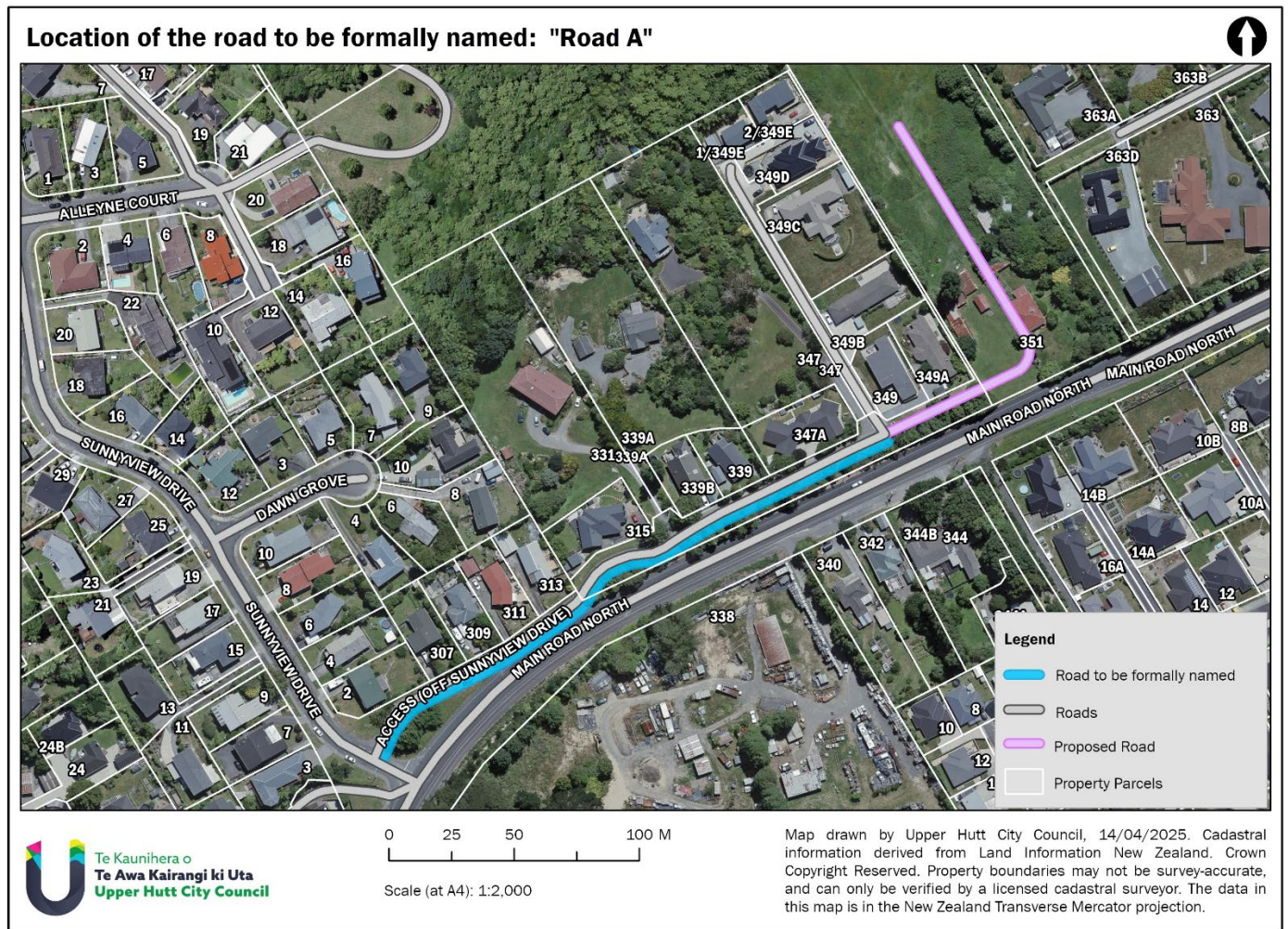
Kate Thomson

Group Manager Corporate Services

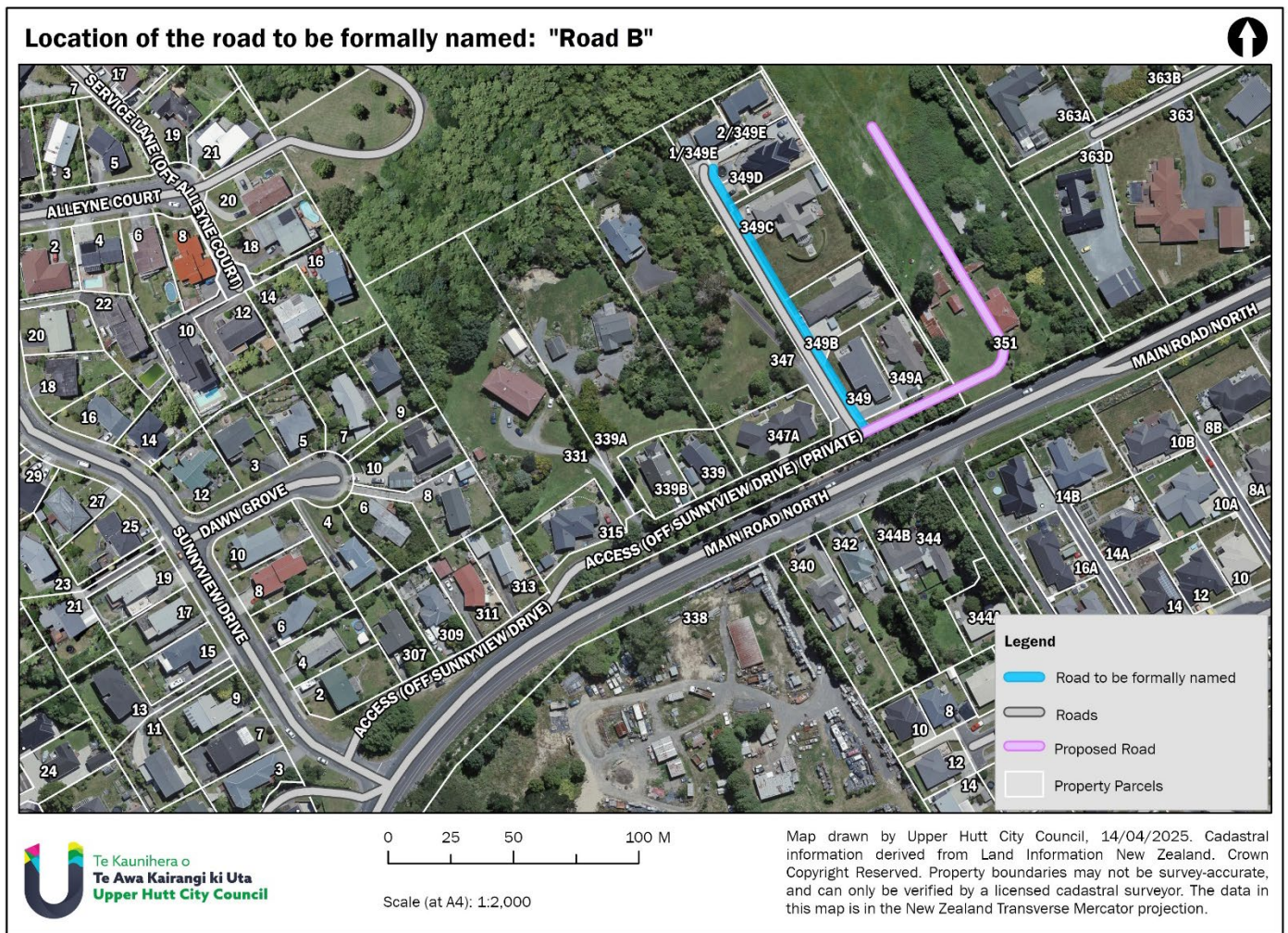
Geoff Swainson

Chief Executive | Te Tumu Whakarae

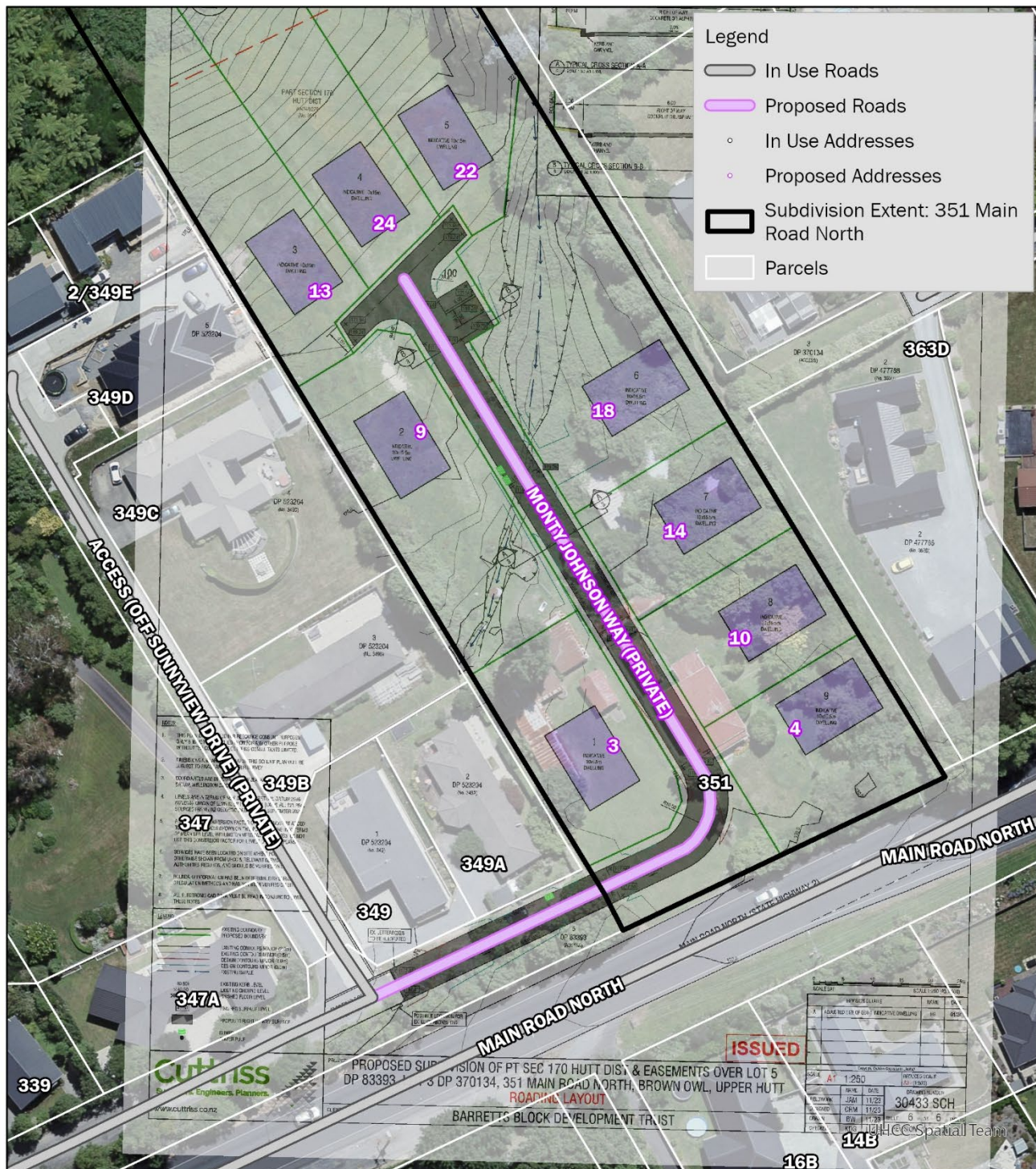
Attachment 1: Map showing "Road A"



Attachment 2: Map showing "Road B"



Location and alignment of the proposed road and subdivision scheme plan: "Road C"



0 25 50 M

Scale (at A4): 1:1,000



Map drawn by Upper Hutt City Council, 23/04/2025.
Cadastral information derived from Land Information New Zealand. Crown Copyright Reserved. Property boundaries may not be survey-accurate, and can only be verified by a licensed cadastral surveyor. The data in this map is in the New Zealand Transverse Mercator projection.

Attachment 4: Summary of Submissions

Submitter	Preferred Road Name	Comment in support/reason for preference	Feedback on names, theme, process or rationale	Support / Neutral / Oppose
Submitter 1	Kahikatea Lane	"Of these three Kahikatea would be my pick".	<p>"How exciting our very own road name that's exciting!"</p> <p>"will be nice to have not to explain to people how to get to our house".</p> <p>"Mica feels a bit average".</p> <p>"Turquoise hmmm that's a no vote from us!"</p>	Support
Submitter 2	Kahikatea Lane	"Kahikatea is about as close to decent - a mouthful though, and I'm not sure I've ever seen Kahikatea growing here?".	<p>"Mineral names are really, really unappealing - sorry - almost anything but them".</p> <p>"Is it really necessary to change the name - (considering how many people I will have to contact to have change their records, it's more than a small inconvenience....) And, please don't say for services access - in these days of GPS, it is no longer really an issue."</p> <p>"Personally I find the names are really pretty dismal"</p>	Neutral - Oppose
Submitter 3	None, but offered own suggestions		<p>"We have no Kahikatea, Mica or Turquoise in our Lane."</p> <p>"Don't name it something irrelevant like you propose, or just leave it alone."</p>	Neutral
Submitter 4	Tūhua Lane	"Tuhua Lane sounds great"	"I would really appreciate having a different street number to all my neighbours, including the house behind me. For as long as I've lived in the first visible house I've received everyone's mail, Deliver Easy and visitors. I'm like the street receptionist!"	Support
Submitter 5	Tūhua Lane		<p>"Very exciting, it's like we're getting a new house ha ha."</p> <p>"Turquoise is more Birchville and Kahikatea is more Timberlea."</p>	Support

Submitter 5	Mica Lane	"Easy off the tongue"		
Submitter 6	Pūkeko Lane		"We are very happy with the proposal for the name change."	Support
Submitter 6	Onyx Lane			
Submitter 7	None, but offered own suggestions		"We would much prefer to see a precious stone name "	Neutral
Submitter 8	None		"Have no problem with Naming the street for the new sections but leave the existing main road north as it is. "	Opposed



Policy Committee | Te Kōmiti Kaupapa Here
21 May 2025

Private Road Naming

Purpose of report | Te pūtake

1. To approve a road name for a new road that is private created by a 14-lot subdivision (13 residential lots and 1 access lot), off Norana Road, Upper Hutt.

Recommendations | He tūtohunga

2. It is recommended that Council,
 - a. receives and notes the report titled Road Naming – Private Road, and
 - b. approves the road name ‘Kānuka Place’ for the private road, as identified on the scheme plan ([Attachment 1](#) of the report)..

Background | Papamuri

3. Land Information New Zealand require that roads (public and private) serving more than six properties shall be named.

Discussion | Te matapaki

4. The road names and reasons in the following table were put forward by the developer, as options.

Proposed Road Name	
Kānuka Place	<p>The Spatial Team suggested the name “Kānuka Place” to the developer of the subdivision, and the developer endorsed this name as the preferred option.</p> <p>The reasons for this road name submission are:</p> <p>Kānuka is a common type of vegetation in the Hutt Valley and is endemic to New Zealand. Using the name ‘Kānuka’ follows the road naming theme of using te reo plant names throughout Upper Hutt such as nearby Kowhai Grove and Rata Street.</p>
Alternative Name Options	
Wasley Way	<p>The developer of the subdivision has put forward this name as an alternative option. The reasons for this road name submission are:</p> <p><i>Honouring one of the developers’ late father who served 25 years in the NZ army.</i></p>

Significance and engagement assessment | Te tino aromatawai

5. The names have been checked against the Land Information New Zealand street name database to ensure it has no adverse Māori meanings or similar road names within the Hutt Valley district. No issues were identified.
6. The Spatial Team has liaised with the developer of the subdivision to determine the preferred road name (and an alternative) to put forward.
7. All parties are in support of the formal naming of this road as Kānuka Place, and no issues were identified.

Sustainability | Rautaki whakauka

8. There are no sustainability implications at this time.

Financial and resourcing | Mahere pūtea

9. There are no financial implications at this time.

Legal | Ture

10. There are no legal implications at this time.

Risk | Tūraru

11. The necessary risk reviews have been completed in relation to naming the private road. Accordingly, there are no risks identified to the decision to name this private road.

Included attachment | Ngā āpitihanga

12. [Attachment 1: Location Plan/Subdivision Scheme Plan](#)

[page 26](#)

Date of report: 15 April 2025

Report writer:

Geoffrey Lewis

Spatial Analyst

Reviewed by:

Connor Spence

Spatial Team Leader

Approved by:

Kate Thomson

Group Manager of Corporate Services

Geoff Swainson

Chief Executive | Te Tumu Whakarae

Attachment 1 - Road Naming Report Map Kānuka Place Location Map





Te Kaunihera o
Te Awa Kairangi ki Uta
Upper Hutt City Council

Policy Committee | Te Kōmiti Kaupapa Here 21 May 2025

Update to Manual of Policies

Purpose of report | Te pūtake

1. The purpose of this report is to review and replace the Manual of Policies with a web-based directory known as the 'register of policies'.

Recommendation | He tūtohunga

2. It is recommended that Council:
 - a. receives and notes the report titled Manual of Policies,
 - b. agrees to separate policies in the Manual of Policies to form a Register of Policies under the following categories;
 1. Council Policies
 2. Operational Policies
 3. Internal Policies and Procedures
 - c. notes that Council and Operational Policies will be published on Council's website, and all other policies will be classified as Internal Policies or Procedures and will not be published on Council's website,
 - d. approves that the policies determined to be operational or internal will be approved under a delegated authority by the Executive Leadership Team,
 - e. notes that policies relating to elected members are included in Council's Standing Orders,
 - f. rescinds the following policies;
 1. Economic Development Stimulus Policy
 2. Residential Stimulus Grants Policy
 3. Sustainability Stimulus Grants Disbursement Policy
 - g. adopts the following policies (found in [attachment 1](#)) as individual Council policies;
 1. Appointment and Remuneration of Directors to Council Organisations Policy
 2. Community Grants Policy
 3. Disaster Recovery Policy
 4. Equal Employment Opportunities (EEO) Policy
 5. Event Fund Disbursement Policy
 6. Instalment Rating Policy

- h. notes that Council Policies that were adopted as part of the 2024 -2034 Long Term Plan process, and Council Policies adopted in 2022 or 2023 do not form part of this paper, these policies are:
 - 1. Revenue and Financing Policy
 - 2. Development and Financial Contributions Policy
 - 3. Rates Remission and Postponement Policies
 - 4. Significance and Engagement Policy
 - 5. Council Controlled Organisations
 - 6. Dog Control Policy (Kaupa here mo nga kuri) and
 - 7. The Easter Sunday Trading Policy for Upper Hutt
- i. notes the following operational policies require amendments to update them to match the current operational structure and functions:
 - 1. Signing of Cheques and Bank Transfers Policy
 - 2. Boundary Fences on rural roads
 - 3. Community Garden Policy
 - 4. Event Fund Disbursement Policy
 - 5. Graffiti Policy
 - 6. Official Information Statement
 - 7. Sculpture Guidelines
 - 8. Upper Hutt City Council Child Protection Policy (Kaupapa Here Tiaki Tamariki)
- j. approves Council policies being reviewed within six years of adoption unless other specific review requirements are included in the relevant legislation, and
- k. authorises officers to make any consequential amendments to this document based on direction provided at this meeting to correct any minor editorial, typographical, arithmetical, or formatting errors that are identified.

Background | Papamuri

- 3. Council has maintained and published a Manual of Policies. This manual is published on Council's website and is intended to be a single source of information for the public, elected members, and council staff. To ensure its accuracy, the existing manual has been adopted annually.
- 4. There is no legislative requirement for Council to maintain a Manual of Policies. The most common approach across the country is for local authorities to have a list of individually accessed policies on the website.
- 5. The manual of policies has been adopted annually. This has meant that some revised or new policies have not been available to staff or the public until they are updated in the manual. Alternatively, they have been provided in an ad-hoc manner on the website.
- 6. Some policies have been reviewed and published on the website outside of the manual, sometimes with reference to them in the manual, and sometimes inconsistent with the manual. An example of this is the Procurement Policy.
- 7. At the November 5, 2024 workshop, staff proposed a review of the manual, with the intention of replacing it with a web-based directory. This directory will be known as the Register of Policies.

Discussion | Te matapaki

8. Officers believe that the existing Manual of Policies does not achieve its purpose and instead creates confusion for users. It is published as a PDF document which can take some time for users to navigate to a policy of interest, in some cases to find only a reference to the policy and not the policy itself.
9. The current format of the Manual of Policies could be interpreted as inconsistent with Council's Accessibility statement which aims to have website content that is:
 - a. Perceivable – information and user interface components must be presentable in ways they can perceive
 - b. Operable - User interface components and navigation must be operable
 - c. Understandable – information and the operation of user interface must be understandable
 - d. Robust – content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies
10. The current ad hoc approach to policies has resulted in some policies that have been updated but have not been published and made available to the public until the annual update of the Manual of Policies. There are also several policies that have been placed on the council website separately, adding to confusion, as not all policies are on the website separately or in the Manual of Policies.
11. Officers have undertaken a stock-take of the contents of the Manual of Policies, identifying the existing policies under three categories;
 - a. Council Policies
 - b. Operational Policies
 - c. Internal Policies and Procedures
12. In addition, policies related to elected members are currently located in the Manual of Policies as well as being published in Standing Orders. These policies will not be part of the Register of Policies and will instead be located solely in Council's Standing Orders.
13. To resolve the issues identified above, a web-based directory of all Council and operational Policies is proposed to replace the Manual of Policies to achieve transparency, accessibility, and ensure up-to-date information for the public, staff, and elected officials.

Development of the web-based directory

14. Officers have identified the Council policies which will make up the initial iteration of the web-based directory. These policies will need to be approved by Council, after which they will be published on the website.
15. The web-based policy directory will be maintained by the Strategy, Planning, and Policy team. Reminders will be sent to relevant teams in advance of necessary reviews to ensure the ongoing compliance for Council.
16. Officers note that Council already operates a web-based directory in the form of its bylaw page. Officers intend to base the Register of Policies on the bylaw page. An example of the page is shown as [attachment 2](#).
17. Each Council and Operational policy has been identified to ensure clear version control information. Duplications have been removed from the manual to ensure accuracy, as well as administrative changes to ensure that the most up-to-date version can be found in the Register of Policies when it is published on Council's website.

Long Term Plan Policies

18. Policies which were adopted in the Long-Term Plan 2024 – 2034 do not form part of this report as approval was given as part of the Long-Term Plan.

Council Policies

19. Council policies are policies that are required by legislation or significant public facing issues, e.g. grants funding. The policies need to be approved by elected council, following public consultation under Section 83 of the Local Government Act 2002. Where possible consultation will be carried out concurrently with the Annual Plan or Long-Term Plan process.
20. Council policies generally have a high level of significance under Council's Significance and Engagement Policy 2024.
21. Subject Matter Expert teams will develop draft policies, with members of the Strategy, Policy, and Planning team taking the policy through the consultation process and adoption stages.
22. The following policies have been identified as Council policies and require public consultation and approval by Council when they are reviewed or significantly amended:
 - a. Appointment and Remuneration of Directors to Council Organisations
 - b. Community Grants
 - c. Dangerous and Insanitary Buildings
 - d. Development and Financial Contributions Policy
 - e. Disaster Recovery
 - f. Dog Control Policy (Kaupapa here mo ngā kurī)
 - g. Easter Sunday Trading Policy for Upper Hutt
 - h. Equal Employment Opportunities (EEO) Policy
 - i. Event Fund Disbursement Policy
 - j. Gambling Venues Policy
 - k. Instalment Rating
 - l. Rates Remission and Postponement Policy including Policy on Remission and Postponement of Rates on Māori Freehold Land
 - m. Revenue and Financing Policy
 - n. Significance and Engagement Policy
 - o. Treasury Risk Management Policy – including Liability Management and Investment Policies
23. At this time the policies which were not reviewed in 2022 to 2024 are recommended to be adopted in this report and will be reviewed separately in future.

Operational Policies

24. These policies are not required by legislation; however, they are important for public awareness (e.g. Compliance and Enforcement Policy). These policies are approved by the Executive Leadership Team and are published on Council's website. These policies do not require consultation under the Local Government Act. The following policies are being considered and reviewed in the future as operational policies and require approval under a delegated authority by the Executive Leadership Team for future review:
 - a. Child Protection Policy (Kaupapa here Tiaki Tamariki)
 - b. Community Garden Policy

- c. Corporate Energy Management Policy
- d. Differential Rating Policy
- e. Graffiti Policy
- f. Instalment Policy
- g. Loans and Amenities Fund Policy
- h. Procurement Policy
- i. Parks and Reserves - Rentals for Leases and Licences to Occupy Council Land
- j. Roading – Requirement for Underground Services
- k. Sculpture Guidelines
- l. Smokefree Upper Hutt policy
- m. Solid Waste Policy
- n. Tree Removal Policy for Trees on Council Land
- o. Water Services Policy

Internal Policies and Procedures

- 25. These policies are internally focused and are not meant for the public (e.g. accounting policies and procedures for the Finance team). Policies are approved by a manager or group manager; they are not published on Council's website due to their sensitive content.
- 26. Many of these policies are provided to appropriate staff as part of the induction process of new hires. The Strategy, Policy, and Planning team is not involved in either the development or review of these policies.

Policies to be rescinded

- 27. The following policies are to be rescinded as the grants they relate to have been discontinued in the Long-Term Plan 2024 – 2034.
 - a. Economic Development Stimulus Policy
 - b. Residential Stimulus Policy
 - c. Sustainability Stimulus Grant Disbursement Policy

Administrative changes

- 28. Many of the Council and Operational policies refer to the directorates that existed prior to the 2024 Council restructure and references to these directorates need to be amended to reflect the current structure including the change from directorates to groups. These changes are not material and do not change the meaning of the policies therefore they are administrative only and these have been marked up where relevant in the council policies. Additionally, Council's Official Information Statement has been amended to remove references to Council's fax line, which is no longer relevant. For reference the amended policies are listed below:
 - a. Boundary Fences on rural roads
 - b. Community Garden Policy
 - c. Event Fund Disbursement Policy
 - d. Graffiti Policy
 - e. Official Information Statement
 - f. Sculpture Guidelines
 - g. Upper Hutt City Council Child Protection Policy (Kaupapa Here Tiaki Tamariki)

29. Council's Signing of Cheques and Bank Transfers policy will require amending. Cheques are no longer used by either the Council or banking services and the amendment of the policy will need to acknowledge this.

Options | Ngā kōwhiringa

30. There are two options for the Committee to consider regarding the Manual of Policies and the proposed development of the web-based policy directory.

Option One – Replace the Manual of Policies with a web-based directory (recommended option)

31. The existing Manual of Policies is outdated and not accessible. A web-based directory known as the Register of Policies will allow ease of access for the public, staff, and elected officials.
32. This will create a streamlined and accessible policy directory aligning Upper Hutt with other Councils in New Zealand.
33. Adopting a Register of Policies will mean that Council policies are reviewed individually, as required by their review process. This will ensure efficiency, accuracy, and the allocation of resources and time required to reduce.

Option Two – retain and update Manual of Policies

34. The Committee could decide to retain the existing Manual of Policies. This would mean that the risk remains of policies being duplicated or not included following a policy or manual review.
35. This would mean that Council is not following best practice and could continue to cause confusion.

Considerations for decision-making | Ngā whai whakaarotanga

36. The existing Manual of Policies contains policies that are aligned with the Long-Term Plan 2024 – 2034. Council policies will require consultation under the Special Consultative Procedure of the Local Government Act 2002, when they require review and amendment.
37. The removal of the Manual of Policies and replacement with a register of policies will allow for a succinct, streamlined, and transparent process for the public to access Council policies. This will make access to information available to the public, staff, and elected members easier and more efficient.
38. An updated and accurate policy register will ensure that all policies are accurately represented to the public. Updating policies individually, instead of the annual update of the Manual of Policies, will ensure accuracy and greater transparency. It will allow a more thorough review of each Council policy and enable efficient reviews of operational policies.
39. The change to a register of policies is consistent with Council's Accessibility Statement which aims to have website content that is:
- Perceivable – information and user interface components must be presentable in ways they can perceive
 - Operable - User interface components and navigation must be operable
 - Understandable – information and the operation of user interface must be understandable
 - Robust – content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies

Previous relevant Council decisions | Ngā whakataunga o mua

- 40. Council has in previous years reviewed and renewed the Manual of Policies; the most recent adoption of the Manual of Policies was in December of 2023.
- 41. Council adopted its Long-Term Plan 2024- 2034 alongside the policies in recommendation on 27 June 2024.
- 42. Council adopted its Dangerous and Insanitary Buildings Policy on 27 November 2024.

Identification of inconsistent decisions | Te tautuhi o ngā whakataunga Hārakiraki

- 43. There are no inconsistent decisions.

Significance and engagement assessment | Te tino aromatawai

- 44. Council policies will require formal consultation under Section 83 of the Local Government Act 2002 at the time of their review in the future. These policies have high levels of public interest, as well as impacts on a large proportion of the community. For these reasons these are considered highly significant with regards to Council's Significance and Engagement Policy.
- 45. The amendment to the Cheques and Bank Transfers and administrative changes are considered low significance.
- 46. Consultation is not required for the decisions in this report.

Sustainability | Rautaki whakauka

- 47. The specific actions in this paper do not specifically support the actions in the strategy; however, future reviews of the policies will consider the sustainability strategy.
- 48. Rescinding the Sustainability Stimulus Grants Disbursement Policy will mean that fewer community-led actions will be undertaken using community funds. However, advocacy with community actions will continue.

Financial and resourcing | Mahere pūtea

- 49. There are no financial or reporting impacts anticipated from replacing the Manual of Policies with a web-based policy directory.

Legal | Ture

- 50. Officers do not consider there are any legal risks associated with the replacement of the Manual of Policies with a web-based directory. Most territorial authorities in New Zealand maintain and operate a web-based policy directory and Upper Hutt would be consistent with these councils.

Risk | Tūraru

- 51. The risk of maintaining the existing Manual of Policies is that policies are either left out of the manual until they are updated, or they are duplicated. This could cause confusion, particularly for the public if policies are not put into the manual if timing does not align with the Manual of Policies review.
- 52. This risks the council's reputation of providing clear, transparent, and accurate information to the public.

Included attachments | Ngā āpitihanga

53. Attachment 1: [Council Policies to be adopted](#) page 35
54. Attachment 2: [Example of Register of Policies webpage](#) page 62

Date of report: 14 May 2025

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Senior Policy Advisor

Reviewed by:

Emily Thomson

Strategy, Planning & Policy Manager

Approved by:

Gunther Wild

Group Manager of Engagement, Strategy and Planning Services

Geoff Swainson

Chief Executive | Te Tumu Whakarae



Instalment rating

DOCUMENT PROPERTIES

Document properties

Group	Corporate Services
Publication date	June 2022
Review period	6 years
Owner	Group Manager, Corporate Services
Adopted by	Council

Document History

Version	Author	Revision date	Description
1.0	Kate Thomson	21.05.2025	Council adoption

The following system of instalment rating was adopted by a Council resolution passed at a Council meeting held on June 2022

That Council agree to stop the current two current two cycle rates instalment arrangements and include a one cycle arrangement (as per the table below) in the rates resolution for financial years from 2010-2011 onwards.

THAT instalments due and payable dates are as follows:

Instalment	Due date
1	1 September
2	1 December
3	1 March
4	1 June



Equal Employment Opportunities (EEO) Policy

DOCUMENT PROPERTIES

Document properties

Group	Performance and Capability
Publication date	
Review period	6 years
Owner	Manager, Performance and Capability
Adopted by	Council

Document History

Version	Author	Revision date	Description
0.1	Sandra Stokes	21.05.2025	Council adoption

1. Purpose

The Council's Equal Employment Opportunity (EEO) policy is intended to foster a culture within Council where the values of merit and fairness underpin all decisions relating to employment. The focus of this policy is to value diversity within the workplace and to create a work environment where all employees are given the opportunity to develop to their full potential.

2. Definition of Equal Employment Opportunity

EEO refers to the operation of the principle that no employee or applicant for employment, who is appropriately skilled and qualified, may be discriminated against on employment related matters due to some personal characteristic, belief or association that is irrelevant to the employment decision.

3. Guiding principles

Council will comply with its obligations under the , and .

For any given employment decision – including recruitment and selection, training and development, promotion and remuneration, the decision will be based on the grounds of merit, skills and qualifications irrespective of age; race; colour; ethnic or national origins; sex; disability, religious, ethical or political beliefs; employment status; marital or family status; sexual orientation; or other personal characteristics that do not relate to skills or qualifications.

Council is committed to recognising and valuing different skills, talents and perspectives of employees. We will treat people fairly and with respect, enduring equality of access to opportunities, and understanding, appreciating and realising the benefits of individual differences.

There is on-going commitment to identify/eliminate discrimination barriers that cause or perpetuate inequality in employment.

All staff are made aware of Council's EEO policy and the principles of EEO and diversity.

Council has procedures in place to deal with complaints of discrimination.

4. Practices

We will ensure that all human resources and employment related policies and practices incorporate the principles of equal and equitable employment opportunities.

All Council communications related to human resource practices will not be inconsistent with the EEO policy.

Council will provide employees involved in the hiring of staff with information on recruitment and selection practices that support the Council's EEO policy.



Event Fund Disbursement Policy

DOCUMENT PROPERTIES

Document properties

Group	Engagement, Strategy and Planning
Publication date	22 September 2021
Review period	5 years
Owner	Group Manager, Engagement, Strategy and Planning Services
Adopted by	Council

Document History

Version	Author	Revision date	Description
1.0	Jim Lewis	21 May 2025	Council adoption

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1. Commencement

This policy came into effect on 22 September 2021 and replaces all previous versions. It is intended to operate for a further 5 years and be reviewed by Council no later than 2026.

2. Introduction

Upper Hutt City Council provides an annual Event Fund to support a diverse range of events that contribute to the local economy, enhance the City's vibrancy, have an environmental conscience, and provide cultural, safe, and accessible experiences that are of value to locals and visitors alike. This focus aligns with Council's Long Term Plan.

Event organisers may make an application to the annual contestable fund, which is assessed by Council for its alignment to the Events Strategy 2021-2026.

Events that are assessed to meet the fund criteria will be granted support by Council to aid in the successful delivery of the event and achieve the agreed outcomes.

See related document: Upper Hutt City Council Events Strategy 2021-2026

3. Purpose

The purpose of this Policy is to document the guidelines for administering the contestable pool of funds, to support a limited number of events each year.

4. Scope and exclusions

This Policy applies to the administration of the Event Fund.

5. Authority of the policy

- This Policy is issued under the authority of the Chief Executive of UHCC (Upper Hutt City Council) and will be reviewed and amended, at least every 5 years or sooner, if required.
- This policy is implemented under the purview of the Group Manager, Engagement, Strategy and Planning by the Communications and Marketing Manager.

6. Policy statements

EVENT CATEGORIES

To make sound support and investment decisions Council have identified four event categories, each with its own unique assessment criteria weighted to achieve desired outcomes. The categories are:

- Signature Events
- Large Events

- Regional Events
- Local Community Events Signature Events

SIGNATURE EVENTS

Council will take a partnership approach and support Signature Events. A Signature Event is one that aligns strongly with the Event Strategy 2021-2026 strategy objectives. Opportunities to secure a Signature Event will not come along every day, but when they do, Council may choose to provide increased support and/or investment to secure the opportunity and reap the benefits accompanying this event for the City.

Measurable key performance indicators will be set, and reporting requirements put in place to monitor delivery of progress and ensure Council support and investment is protected.

If at any time the City is not hosting a Signature Event, the Marketing and Promotions team will actively seek opportunities to present to Council for consideration.

These events will:

- Attract a minimum of 20,000 attendees for a free public event, or 10,000 for a ticketed or niche event
- Demonstrate a combined social and economic ROI of 20:1 or greater
- Have an existing out-of-town audience who would be attracted to attend
- Have the potential to attract positive regional, national and/or international media coverage
- Demonstrate a national promotional reach
- Align with Upper Hutt City Council and HuttValleyNZ's brand positioning

NOTE:

1. Signature Event funding decisions are made by a resolution of Council.
2. The Signature Event category is included in the Policy to present the full range of event types, however they are treated on a case-by-case basis and not as part of the annual Event Fund round.
3. The remaining three event categories are administered by Council Officers by way of this Policy.
4. Large Events
5. Attract at least 5,000 attendees; Demonstrate a combined social and economic ROI of 10:1 or greater; Have the potential to attract local and/or regional media coverage.

LARGE EVENTS

Attract at least 5,000 attendees; Demonstrate a combined social and economic ROI of 10:1 or greater; Have the potential to attract local and/or regional media coverage.

REGIONAL EVENTS

Be regionally significant; Have a physical presence in Upper Hutt and provide opportunities for Upper Hutt's community and/or local businesses and organisations; Demonstrate a combined social and economic ROI of 10:1 or greater; Have the potential to attract local and/or regional media coverage.

LOCAL COMMUNITY EVENT

Encourage active community participation and engagement, therefore getting locals and visitors to try new things and discover new places; Supporting the growth of local talent, as well as local businesses and organisations to benefit from events; A strong emphasis on Kaitiakitanga – guardianship of the land. Events that protect, enhance, and celebrate our City's natural environment; Generate positive legacy outcomes that benefit future generations.

7. Process

- The funding round is open for applications submitted electronically between 1 June and 30 June each year. Applications for Large, Regional and Local Community Events will be considered for events taking place during the fiscal year from 1 July – 30 June.
- At the end of the Event Fund period on 30 June, all applications are reviewed using Event Fund Assessment Criteria (6.3), Support Value Guidelines (6.4), along with consideration of the Upper Hutt events landscape at the time to make a decision on the level of financial and non-financial support Council can offer.
- A funding decision document is reviewed and approved by the Group Manager, Engagement, Strategy and Planning Council is informed of applications approved and granted through regular reporting processes.
- Decisions are communicated to applicants. Within three months of the event date, the applicant can submit an itemised invoice to the Council for the amount approved.
- All associated assessment criteria will be reviewed as part of the Policy review or earlier if required to ensure best practice, continued alignment with Councils Long Term Plan and supporting strategies. Any updates to criteria or Policy will require Council approval.

8. Event fund assessment criteria

At a minimum, all events receiving support from Council must:

- Support Councils Long Term Plan and principles identified in the Events Strategy 2021-2026
- Build a sense of community or city pride
- Commit to reasonable environmentally sustainable practices
- Demonstrate a good fit with the existing events calendar by way of event date, geographical spread, and event type/offering
- Take advantage of and highlight existing city infrastructure and/or natural assets

- The Event Fund Assessment Criteria will be used to determine how well events align with the Event Strategy 2021-2026. This process removes bias from the assessment of applications. Information contained in the applications will be scored against the comprehensive criteria:
- Will the event increase local spend in the city?
- Will the event increase overnight visitors to the city?
- Will the event increase day visitors to the city?
- Will the event increase positive awareness of the city?
- Will the event use local or regional based suppliers/organisations?
- Will the event add strength to Upper Hutt City Council and HuttValleyNZ's brand positioning?
- Will organisers pitch stories of their event to media?
- Will the event increase foot traffic within the city centre?
- Will the event directly attract investment into the city?
- What is the estimated number of event attendees?
- How many members of the community are going to be actively involved in the delivery of the event experience?
- Will the event attract attendees to venue that is under-utilised or has recently been invested in?
- Does the event provide experiences or opportunities to attendees that are not already available in the city?
- Are there partnering and/or sponsorship opportunities provided by the event for local organisations?
- Will use local talent (amateur or professional) be utilised in the delivery of the event?
- Is the event free or ticketed?
- If ticketed, is the cost reasonable and does it deliver value for money for Upper Hutt residents?
- To meet community preferences, is the event any of the following?
 - Is the event of significance to the community?
 - Does the event make a commitment to zero waste?
 - Will the event have a waste minimisation plan with measurable/reportable results?
 - Will the event support the use of public transport?
 - Will the event educate attendees in some way about kaitiakitanga or the environment?
 - Will the event provide any tangible legacy outcomes?
 - Will the event provide any in-tangible legacy outcomes?
 - Will the event utilise Council, Community or Corporate assets in a mutually beneficial way?

- Does the event help deliver a Council service?
- Will the event take place during the off-season (May-November)?

9. Support Value Guidelines

Once the event is assessed, the Support Value Guidelines will be used to determine the appropriate level of funding. Support can take the form of financial support, Council Officer time (valued at \$50/hour), use of Council channels (at value) and venue hire (at value).

Assessed at		Very low	Low	Slightly low	Slightly high	High	Very high
Signature Event	Cash Investment	NA	NA	NA	By negotiation	By negotiation	By negotiation
	Support Investment	NA	NA	NA	By negotiation	By negotiation	By negotiation
Large Event	Cash Investment	NA	\$200-\$1000	\$1000-\$2500	\$2500-\$4000	\$4000-\$7500	\$5000-\$10000 (max)
	Support Investment	NA	\$500>	\$1000>	\$2000>	\$2500>	\$5000>
Regional Event	Cash Investment	NA	\$200-\$1000	\$1000-\$2500	\$2500-\$4000	\$4000-\$5000	\$5000-\$7500 (max)
	Support Investment	NA	\$500>	\$1000>	\$2000>	\$2,500>	\$500>
Local Community Event	Cash Investment	\$250>	\$200-\$1000	\$1000-\$2000	\$2000-\$3500 (max)	NA	NA
	Support Investment	\$250>	\$500>	\$1000>	\$2000>	NA	NA

10. Terms and conditions for event fund recipients

- Event Support applications can only be received from legal entities; this excludes local and central government entities.
- Funding cannot be granted retrospectively.
- Council will not grant money for wages, salaries, capital works, asset purchases, underwriting, or event management and professional fees.
- Only one application can be considered for any single event during the funding year/period.
- If the post-event report is not submitted by the deadline the applicant will not be eligible for event funding the following year.
- Repeat applications for annual events may be scored lower to make way for new emerging events and to encourage events to become financially sustainable.
- If a higher than usual number of Event Support Applications are received, a reassessment of the Support Value Guidelines may be temporarily undertaken.
- Applicants who receive funding, qualify for other funding, or a project which is eligible to receive direct funding from central government, will not normally be considered.
- Fundraising events will not normally be considered for funding.
- Council may, at its discretion, decline any events not in keeping with the purpose of this Fund or Long Term Plan.

11. Reporting for event fund recipients

Each event that is successful in receiving event support from Council is required to submit a post-event report within six weeks of the last day of the event. The purpose of the report is to:

- Review the overall success of the event against the outcomes defined in the Event Fund Application and subsequent Event Fund Acceptance Form
- Determine key recommendations for future event support by Council
- Review the economic and social return on Council's support investment

Minimum reporting requirements for all events:

- Overview of the event experience that was delivered
- Attendance/participation numbers
- How the event supported Council's Events Strategy 2021-2026 vision and objectives
- Recommendations for improvement/future growth
- The social impacts/legacy outcomes achieved
- Marketing reach and highlights

- How community, local talent, suppliers, businesses and/or organisations were involved and benefited
- Details of actions to protect the environment
- How Council's support was acknowledged pre, during and post event

Additional reporting requirements for all events provided support to the value of \$5,000

- Breakdown of demographics, particularly local vs visitors for attendees
- Data and anecdotal examples that demonstrate social outcomes
- Media coverage and reach
- Details of zero waste and/or waste minimisation practices implemented, as well as landfill diversion rates achieved
- If legacy outcomes were sought, detail results and/or progress of this at time of reporting



Disaster recovery funding

DOCUMENT PROPERTIES

Document properties

Group	Corporate Services
Publication date	
Review period	6 years
Owner	Group Manager, Corporate Services
Adopted by	Council

Document History

Version	Author	Revision date	Description
0.1	J Lewis	20.03.2025	Council adoption

The following policy was adopted by Council at its meeting held in December 1993 on the recommendation of its Policy and Planning Committee [M.P. 369, 1 December 1993]:

That in view of the requirements for a disaster recovery plan; Council resolves that the total of its special funds shall not be reduced below the sum of \$2.5M except with the express prior approval of the Council.



Community Grants

DOCUMENT PROPERTIES

Document properties

Group	Community Services
Publication date	
Review period	6 years
Owner	Group Manager, Community Services
Adopted by	Council

Document History

Version	Author	Revision date	Description
0.1	J Lewis	21.05.2025	Council adoption

Community Grants

The purpose of the Community Grants Scheme is to support the development of a positive, healthy city by contributing financially to local organisations which strengthen the community support network in Upper Hutt.

The priorities for the funding are:

1. indirect programme costs or running costs for organisations involved in community support work
2. projects which enhance existing community support programmes where additional resources are required
3. community driven initiatives for events or programmes which promote a sense of community or contribute to community well-being.

The criteria for the allocation of funding under this scheme is:

1. applicants must show a strong need for the service, programme or event and wide community benefit
2. there must be demonstrated need for the additional funding
3. applicants should be able to show substantial volunteer involvement and self-help
4. applicants must demonstrate an ability to access local sources of funding.

Note: Applicants who qualify for other funding or a project which is eligible to receive direct funding from central government will not normally be considered.



Appointment and Remuneration of Directors to Council Organisations

DOCUMENT PROPERTIES

Document properties

Group	Engagement, Strategy and Planning
Publication date	
Review period	6 years
Owner	Group Manager, Engagement, Strategy and Planning
Adopted by	Council

Document History

Version	Author	Revision date	Description
0.1	J Lewis	20.03.2025	Council adoption

Appointment and Remuneration of Directors to Council Organisations

1. Commencement and review of this Policy

This Policy was last adopted by a Council resolution on 4 May 2022. It is intended to be reviewed no later than five years from this date, and within every subsequent five years thereafter, unless a subsequent review is deemed appropriate by the Chief Executive.

2. Purpose and Scope

The purpose of this policy is to set out, in accordance with section 57 of the Local Government Act 2002 (LGA), an objective and transparent process for the:

- a. identification and considerations of the skills, knowledge and experience required of directors to a Council Organisation (CO); and
- b. appointment of directors to a Council Organisation; and
- c. remuneration of directors of a Council Organisation.

NOTE: This Policy will apply to all CO's. NOTE: All CCO's and CCTO's are a specific type of CO. NOTE: the constitution, trust deed, or lease agreement with a CO may also provide additional requirements for the appointment and remuneration of Directors, which will apply in addition to the requirements of this Policy.

3. Principles

The following principles underpin this policy: appointments will be made on the basis of merit, with the key objective of selecting the best person for the role and fit within the Board. the appointment process will be objective, transparent and accountable

Council will, whenever practicable, publicly notify proposed appointments to give all residents of Upper Hutt an opportunity to apply.

4. Definitions

The terms **Council Organisation (CO)**, **Council-Controlled Organisations (CCO's)** and **Council-Controlled Trading Organisations' (CCTO's)** are defined in section 6 of the LGA.

The following summaries of these terms are provided for information purposes only:

Council Organisation (CO) is an umbrella term for any organisation in which Council has a voting interest or the right to appoint a director, trustee or manager (however described). This is a wide-ranging definition, covering many bodies. All CCO's and CCTO's are CO's.

Council-Controlled Organisation (CCO) is a CO in which one or more local authorities control, directly or indirectly, 50% or more of the votes or have the right, directly or indirectly, to appoint 50% of the Directors, however described.

Council-Controlled Trading Organisation (CCTO) is a CCO that operates a trading undertaking for the purpose of making a profit.

Director, in this Policy, shall apply to directors, trustees, managers, or office holders of a Council Organisation, however described.

5. Selection and appointment of Directors to CO's

The power to appoint Directors for all CO's lies directly with Council, unless delegated by Council.

The various reasons for the appointment of Directors by Council to CO's may mean that a wide range of attributes for appointees will be desirable.

The CO may make a recommendation to Council as to the person to be appointed. The Council will act on the recommendation unless there are exceptional circumstances.

In other cases, Council will prepare a specification identifying the desired skills, knowledge and experience of the appointee and will call for nominations by advertisement.

In all other cases the procedure to be followed is as follows:

SKILLS CRITERIA

It is expected that the CO will provide Council with a specification of the skills, knowledge and experience required of appointees. If not, then the Council will develop its own, taking into account: a. the nature and scope of the organisation, including its constitution or Trust deed and future directions b. the strategic objectives of the organisation and the attributes, skills and knowledge required to deliver them

c. the strategic skills of the current appointees and the required skills of all appointees d. any specific skill, knowledge and experience currently required, or likely to be required in the foreseeable future.

APPOINTMENT

Appointments may be made to CO's for various reasons, including the following:

1. to provide a means of monitoring where Council has made a grant to the CO,
2. to enable Council involvement where the Organisation's activity is relevant to Council,
3. to agree to a request from the Organisation that Council appoint a representative.

Unless Council adopts a different process in any specific case, the selection and appointment process will usually involve:

- a. preparation of a specification as set out above (under 'Skills criteria')
- b. advertising the position(s)
- c. approaching possible candidates
- d. establishing a selection panel to consider all applications and make recommendations to Council
- e. appointment(s) will be made by resolution in non-public business to protect the privacy of those involved.

Where the constitution or Trust deed of the organisation so provides, Council will make the appointment on the recommendation of the organisation.

Council, in making the appointment, will consider whether nominated persons have the required skills, knowledge and experience to guide the organisation and contribute to the achievement of the organisation's objectives.

All candidates having the appropriate skills, knowledge and experience may be eligible for appointment, and the Council's decisions will be made on merit. One factor for consideration may be whether candidates are residents of Upper Hutt.

REMUNERATION

Anyone appointed by Council to be a Director (however described) of any CO will be entitled to receive the remuneration (if any) offered by it.

Any elected members appointed to be a director of a CO by Council (as a Council representative) will not be remunerated separately, outside of the usual elected member remuneration.

LENGTH OF TENURE AND RE-APPOINTMENT

Length of tenure

All appointments will specify the term of the appointment.

Council may determine the length of tenure prior to the appointment. If an elected member/ Councillor is appointed by Council to be a director of a CO typically the tenure will be to the end of the local government electoral term.

Council may decide that, to prevent unwanted vacancies occurring during an election period, the appointment of an elected member/ Councillor may extend beyond the end of a local government triennium, and in such cases will last until the first ordinary meeting of the new triennium.

Reappointment

In relation to a Council-Controlled Organisation, Directors may be reappointed to a Board for a second term and, where there is a compelling reason, a director may be appointed for further periods. Second and third terms are not automatic, and Council will make its decision based on the organisation's business needs, the availability of candidates for the role (including the incumbent), the incumbent's performance, and the make-up of the Board.

If a reappointment is made without having first completed the process outlined above, Council will record in the minutes of the meeting at which the appointment is made the reasons for not having followed that process.

REMOVAL OF DIRECTORS

Directors appointed to an organisation by Council are in the role at the pleasure of Council. Council may terminate a Director's appointment at any time by way of written notice.

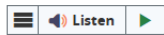
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Our Policies

This text will be an explanation.

This is currently just an example

Council Policies

Appointment and Remuneration of Directors to Council Organisations +

Community Grants +

Dangerous, Affected and Insanitary Building Policy +

Development and Financial Contributions +

Disaster Recovery +

Dog Control Policy (Kaupapa here mo ngā kurī) +

Easter Sunday Trading Policy for Upper Hutt +

Equal Employment Opportunities (EEO) Policy +

Event Fund Disbursement Policy +

Gambling Venues Policy +

Instalment Rating +

Rates Remission and Postponement Policy including Policy on Remission and Postponement of Rates on Māori Freehold Land +

Revenue and Financing Policy +

Significance and Engagement Policy +

Treasury Risk Management Policy – including Liability Management and Investment Policies +



Policy Committee | Te Kōmiti Kaupapa Here
21 May 2025

Engagement, Strategy and Planning Services Report

Purpose of report | Te pūtake

1. The purpose of this report is to provide an update on engagement, strategy and planning activities relevant to the Committee's terms of reference.

Recommendation | He tūtohunga

2. The Committee recommends that Council receives and notes the report titled Group Manager: Engagement, Strategy and Planning.

Background | Papamuri

3. This report provides a summary of activities currently being undertaken by the Engagement, Strategy and Planning group and this report is structured by activity type for ease of reference.

Upper Hutt Resource Management Policy

CURRENT DISTRICT PLAN CHANGES

4. Work continues on several plan changes (at various stages) as part of the rolling review of the District Plan.
5. As an update to the last report:
 - a. Plan Change 49 - Open Spaces and Variation 1 to Plan Change 49 Silverstream Spur has received 1 appeal to the Environment Court, with two 274 parties to the appeal; the Environment Court has proposed a Hearing of this appeal for December 2025.
 - b. All work on a Landscapes plan change has been put on hold until the proposed Resource Management reform has been sufficiently developed to provide direction to this draft plan change.
 - c. Officers have sent a letter to Minister Penny Simmonds requesting a one-year extension to decision-making timeframe requirements on Plan Change 50. This has been done in order to align with signaled changes to national direction on highly productive land, which is a key input into zoning and provisions of Plan Change 50.
6. A Workshop was held on [29 April 2025](#) to update Council on the Resource Management Reform and the implications of this on the current plan change programme and other policy or strategy work.

REGIONAL POLICY STATEMENT FOR THE WELLINGTON REGION PLAN CHANGE 1

7. Council has appealed the decision on Plan change 1 to the Environment Court on provisions, and 14 parties have joined this appeal as Section 274 interested parties.
8. Council has joined the appeals of Wellington City Council, Porirua City Council, Kapiti Coast District Council and Hutt City Council as an interested party.

GREATER WELLINGTON NATURAL RESOURCES PLAN CHANGE 1

9. Hearings commenced on 4 November 2024 and will be completed by October 2025. Hearings topics include:
 - a. Stream 1 - Overarching matters and region wide changes;
 - b. Stream 2 - Objectives, ecosystem health policies, and waste water;
 - c. Stream 3 - Rural land use activities, forestry and earthworks;
 - d. Stream 4 - Stormwater, water allocation, and freshwater action plans; and
 - e. Stream 5 - Integration.
10. The Greater Wellington Regional Council Officer's report for Hearing Stream 2 topics was released on 28 February 2025. Upper Hutt City Council evidence for hearing stream 2 was heard on 11 April 2025.
11. Officers will present evidence to future hearings that is relevant to the matters raised in the Upper Hutt City Council submission.

WELLINGTON REGIONAL GROWTH FRAMEWORK PROJECTS

12. The Wellington Regional Growth Framework includes a range of regional and local projects in which Council Policy Planning staff are involved.
13. The Senior Staff Group met on 16 April 2025 where the substantive item for discussion was the draft project plan for the "Wellington Region 2050" project aimed at creating and agreeing a clear shared regional ambition and direction for the Wellington Region in 2050 that will enable the region to identify and action key initiatives and to facilitate partnerships with Government and other sectors.

Government Resource Management Reform

14. The Resource Management Act 1991 is proposed to be replaced by two new Acts which are intended to be in place in 2027 with Bills for the new Acts available for consultation in 2026. A comprehensive package of National Direction changes is proposed to be released in 2025, which includes amending the National Policy Statement for Highly Productive Land to remove Land Use Capability Class 3 soils from being considered to be Highly Productive Land.

FAST-TRACK APPROVALS ACT 2024

15. The Fast Track Approvals Act came into force on 24 December 2024. The Environmental Protection Authority has announced the first projects which will be considered by expert consenting panels. These first projects are located in Auckland and Nelson.

16. There has been no announced change or progress on the “Silverstream Forest Development” project since the update provided at the February Policy Committee.
17. The “Silverstream Forest Development” will be required to lodge a 'substantive application' with the Environmental Protection Authority. This application must principally demonstrate the project's ability to meet the principle of the Act, i.e. "facilitate the delivery of infrastructure and development projects with significant regional or national benefits".
18. The application will be processed by the Environmental Protection Authority, which will appoint a Panel to consider this application, and this panel must invite comments from a number of mandatory authorities and has the discretion to also seek comments from any other groups or persons. However, this is optional and dependent on the Panel.

General Policies

GAMBLING VENUES POLICY

19. Councils are required to review their gambling policies every three years. The Upper Hutt City Council Gambling Venues Policy is now due for review, and the purpose of the existing policy is to:
 - a. ensure the Council and the community have an influence over the provision and location of new gambling venues in the City,
 - b. ensure that the provision of class 4 gaming machines is not the primary purpose of these venues,
 - c. ensure that gaming machines and TABs are located within venues where there is a degree of supervision and control of those using them, in order to help reduce the risk of problem gambling,
 - d. minimise the harm to the community caused by problem gambling, and
 - e. allow the community to have access to gambling venues for entertainment purposes, and to benefit from the proceeds which they generate.
20. The draft policy was adopted by Council for consultation on 19 March 2025 and closes on 27 April 2025. On 16 April 2025 consultation with Gambling and Gambling harm industry stakeholders commenced on this policy review, submissions close on 15 May for this consultation.

ALCOHOL FEES BYLAW

21. An Alcohol Fees Bylaw would allow Council to set prescribed alcohol licensing fees. Consultation on a statement of Proposal for a new Alcohol Fees Bylaw for Upper Hutt commenced on 24 March 2025 and closes on 27 April 2025. On 16 April 2025 consultation with Alcohol industry stakeholders commenced on this proposed new Bylaw, submissions close on 15 May for this consultation.

Corporate Planning

ANNUAL PLAN

22. The Annual Plan 2025/26 consultation document and concurrent consultation on policies and Bylaws was adopted by Council for consultation on 19 March 2025 and closed on 27 April 2025. Council is scheduled to hear submissions on the 19 and 20 May 2025.

QUARTERLY REPORTS

23. The third quarter report is scheduled to be presented to the Finance and Performance Committee on 14 May 2025.

Date of report: 30 April 2025

Report writer:

Emily Thomson

Strategy, Planning and Policy Manager

Reviewed by:

Gunther Wild

Group Manager Engagement, Strategy and Planning Services

Approved by:

Geoff Swainson

Chief Executive | Te Tumu Whakara