

UPPER HUTT CITY



Governance Statement

Prepared under Section 40 of the Local Government Act 2002



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Abbreviations

Throughout this document:

The expression **'the Council'** is a reference to the **Upper Hutt City Council**; and

The **Local Government Act 2002** is cited as **'LGA 2002'**

1. Introduction

Purpose of Local Government

The purpose of local government, as set out in s10 LGA 2002, is as follows:

- to enable democratic local decision-making and action by, and on behalf of, communities; and
- to promote the social, economic, environmental and cultural well-being of communities in the present and for the future.

Role of the Council

The role of the Council, as set out in s11 LGA 2002, is to:

In performing its role, a local authority must have particular regard to the contribution that the following core services make to its communities:

- (a) network infrastructure:
- (b) public transport services:
- (c) solid waste collection and disposal:
- (d) the avoidance or mitigation of natural hazards:
- (e) libraries, museums, reserves, recreational facilities, and other community infrastructure.

Council powers

To enable it to perform its role, the Council has 'full capacity', including full rights, powers and privileges, to carry on or undertake any activity or business, do any act, or enter into any transaction.

(s12 (2) LGA 2002)

2. Functions, responsibilities and activities of the Council

Introduction

The Council consists of a Mayor and 10 Councillors all of whom are elected.

The Council makes decisions by passing resolutions, and resolutions are passed by the vote of a majority of members present and voting. Each member gets one vote but if there is an equality of votes, the Mayor (as Chair) has a casting vote.

Individual members (including the Mayor) have no authority to act on behalf of the Council unless the Council expressly delegates such authority by passing a resolution.

Functions and responsibilities

The Council is responsible for:

- the development and adoption of Council policy;
- monitoring the performance of the Council against its stated objectives and policies;
- prudent stewardship of Council resources;
- employment of the Chief Executive;
- representing the interests of the residents and ratepayers of the City of Upper Hutt
- ensuring overall compliance by the Council with its obligations and responsibilities under LGA 2002; and
- ensuring overall compliance by the Council with its obligations and responsibilities under other enactments (a list of such enactments is set out in Section 3.0 Statutes pertaining to Local Government).

Activities

The following is a list of Council activities and a brief description of each:

1. Leadership

The leadership activity concerns the role and functions of the Mayor and elected members of Council, who are responsible for community leadership and setting the policy direction for the Council.

2. Economic Development

The economic development activity relates to promotion for the whole city area, including the visitor industry and business liaison services. The division actively works with the business sector to identify and support initiatives to foster economic growth and to promote the city, its events, and attractions.

3. Community Services

The Community Services activity involves identifying community, social or recreation needs and supporting local initiatives to meet those needs. The service division facilitates community responses to social and cultural issues and provides information and support to local groups and organisations. It also works with central government and social agencies to deliver practical projects to meet local needs as well as participating at a regional level on social issues.

4. Activation

The Activation project aims to improve the health and wellbeing of the community in assisting them to become more active more often. The key areas of focus are people and projects i.e. a focus on promoting participation in active recreation through provision of programmes, public information, club development and leadership of an active recreation policy and strategy along with the facilitation of community driven events and activities.

2. Functions, responsibilities and activities of the Council

5. Parks and Reserves

The Parks and Reserves division is responsible for managing the city parks, reserves and public gardens, for now and the future, to:

- meet the recreational needs of the public, including sports groups and all other park users;
- provide an attractive open space environment; and
- provide a selected range of top quality attractions for locals and visitors to Upper Hutt.

6. H²O Xtream

H²O Xtream is a fun orientated aquatic facility which opened in 1996. H²O Xtream provides a range of activities for all ages with a marketing focus on 10-14 year olds. Many users come from around the Wellington region as well as elsewhere in New Zealand, especially over the school holiday periods.

7. Library

The Library activity provides a wide range of information, recreational and local history material for the benefit of the entire Upper Hutt community. Access to the resources, both physical and digital is provided through a wide range of programmes and services to enable all sectors of the community to benefit from them. Specific emphasis is given to providing services to those groups with the greatest need and least ability to independently access the library. There is a strong focus on providing early literacy programmes and developing a love of reading in children. Barriers to physically accessing library services are addressed through the library's website and outreach programmes.

8. Expressions Arts and Entertainment Centre

The Expressions Arts and Entertainment Centre activity relates to the provision of cultural, arts and leisure opportunities in the city, based at the complex.

9. Property

The property activity covers the management of a range of properties owned by the Council, but not currently needed for specific Council activities, as well as a two leased Railway Avenue properties, Harcourt Holiday Park, the community houses and miscellaneous property.

10. Akatarawa Cemetery

The Akatarawa Cemetery activity covers the management of the Cemetery by the Parks and Reserves division.

11. Emergency Management

The Emergency Management activity relates to the mandatory roles of Council in preparing for and responding to any civil defence emergency event or rural fire event.

12. City Planning

The City Planning activity is responsible for promoting the sustainable management of the city's physical and natural resources in a manner that is consistent with the Resource Management Act 1991, and other relevant policy statements and plans.

13. Regulatory Services

The Regulatory Services activity covers a group of four activities that share a common theme of managing a range of regulatory responsibilities for the benefit of the community as a whole. These four activities are – environmental health; building control; animal control and parking enforcement.

2. Functions, responsibilities and activities of the Council

14. Land Transport

The Land Transport activity covers management of all land transport matters, including the city's network of local roads.

15. Water Supply

The water supply activity relates to the provision of a safe, reliable and potable supply of water for domestic, business and fire fighting purposes to urban Upper Hutt and parts of the rural area.

16. Wastewater

The wastewater system relates to the provision of a safe, reliable and cost-effective reticulated system for urban and some rural residential areas of Upper Hutt, including household and business users.

17. Stormwater

The stormwater activity relates to the management and disposal of stormwater from within the urban areas of the city. This occurs via a combination of reticulated pipes, pumps, soak pits, open drains and overland flow paths. Ponding areas (often on roadways) are also included, as are detention systems; prior to entering major watercourses such as the Hutt River.

18. Solid Waste

The solid waste division is responsible for the management of solid waste within Upper Hutt to ensure waste is minimised and disposed of appropriately. This includes the administration of contracts for collection services, planning for the future, and education on waste matters.

19. Support Services

The support services activity covers a range of management, internal administration and support services that keep Council operating on a day-to-day basis. Specific divisions include: executive management, finance, democratic services, legal, human resources, information systems and some property activity.

A more detailed explanation of these activities is contained in **the Long Term Council Community Plan 2009-2019**. This document is available to be read, and downloaded if desired, on the Council's website: www.upperhuttcity.com

3. Statutes pertaining to Local Government

3.1 Public Acts

The Council, in common with all other Local Authorities in New Zealand, exercises powers and fulfils responsibilities imposed on it by a number of public Acts of Parliament including the following:

Name of Statute

Arts Council of New Zealand Toi Aotearoa Act 1994
Biosecurity Act 1993
Building Act 2004
Burial and Cremation Act 1964
Civil Defence Emergency Management Act 2002
Consumer Guarantees Act 1993
Criminal Disclosure Act 2008
Dog Control Act 1996
Domestic Violence Act 1995
Employment Relations Act 2000
Electricity Act 1992
Fair Trading Act 1986
Fees and Travelling Allowances Act 1951
Fencing Act 1978
Fencing of Swimming Pools Act 1987
Financial Reporting Act 1993
Food Act 1981
Forest and Rural Fires Act 1977
Gambling Act 2003
Goods and Services Tax Act 1985
Hazardous Substances and New Organisms Act 1996
Health Act 1956
Health and Safety in Employment Act 1992
Historic Places Act 1993
Holidays Act 2004
Human Rights Act 1993
Income Tax Act 2007
Immigration Act 2009
Impounding Act 1955
Injury Prevention, Rehabilitation and Compensation Act 2001
Land Act 1948
Land Transport Act 1998
Litter Act 1979
Local Authorities (Members' Interests) Act 1968
Local Electoral Act 2001
Local Government Act 1974
Local Government Act 2002
Local Government (Rating) Act 2002
Local Government Official Information and Meetings Act 1987
Machinery Act 1950
Minimum Wage Act 1983
Ombudsman Act 1975
Parental Leave and Employment Protection Act 1987
Privacy Act 1993
Prostitution Reform Act 2003
Public Bodies Contracts Act 1959
Public Records Act 2005
Public Works Act 1981

3. Statutes pertaining to Local Government

Racing Act 2003
Railways Act 2005
Rating Valuations Act 1998
Rates Rebate Act 1973
Reserves Act 1977
Residential Tenancies Act 1986
Resource Management Act 1991
Road User Charges Act 1977
Sale of Liquor Act 1989
Secret Commissions Act 1910
Securities Act 1978
Smoke-free Environments Act 1990
Transport Act 1962
Unsolicited Electronic Messages Act 2007
Wages Protection Act 1983
Waste Minimisation Act 2008

3.2 Local Acts

In addition to Public Acts that apply to all Local Authorities, the Council is bound by the following Local Acts:

1. The Hutt Valley Drainage Act 1967

This Act applies to the Council and to the Hutt City Council. It relates to the bulk wastewater system serving the cities of Upper Hutt and Lower Hutt.

2. The Wellington Regional Water Board Act 1972

This Act applies to the Council. It also applies to the Greater Wellington Regional Council, the Hutt City Council, the Wellington City Council and the Porirua City Council. The Act regulates the bulk supply of water provided by the Greater Wellington Regional Council to the four City Councils.

3.3 Bylaws

In addition to the Public Acts and Local Acts that apply to all Local Authorities, the Council is required to create, adopt and enforce bylaws. A list of Upper Hutt City Council's bylaws is provided in Appendix A.

4. The electoral system and representation arrangements

4.1 Introduction

The Council consists of a Mayor and 10 Councillors, all of whom are elected.

Once elected, the members of Council hold office until the next elections (although individuals may resign or be removed from office earlier).

Elections are held every three years. A triennial election was last held in October 2010. The next triennial election will be held in October 2013.

4.2 The electoral system

The electoral system currently used to elect the members is that commonly known as First Past the Post (FPP). Under the FPP system every elector may cast one vote for the candidate they want as Mayor and up to 10 votes (one for each candidate) for the candidates they want as Councillors. The candidates who poll the most votes are elected.

The FPP system was used to conduct the triennial elections held in October 2010.

An alternative electoral system is permitted under the Local Electoral Act 2001. It is the system commonly known as Single Transferable Vote (STV). Under the STV system, electors have one vote which is exercised by ranking the candidates (or as many as desired) in order of preference.

The number of votes required for a candidate to be elected (called 'the quota') depends on the number of positions to be filled and the number of valid votes. The necessary number of candidates to fill all vacancies is achieved first by the counting of first preferences, then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and the transfer of their votes in accordance with voters' second [and subsequent] preferences.

The STV system was used in October 2010, for the elections of members to the District Health Board (DHB).

4.3 Changing the voting system

As noted earlier, the FPP system was used for the triennial elections held in October 2010. However, the Local Electoral Act 2001 contains provisions enabling the voting system to be changed.

The Council itself can change the system of voting by passing a resolution to that effect. A resolution to change the system of voting must be passed by no later than 12 September 2011 if the new system of voting is to be used for the 2013 triennial elections.

If the Council was to make a decision to change the voting system it is required to publicly notify the decision. Electors who are dissatisfied with the decision are then able to demand that a poll be taken to determine which voting system should be used at the 2013 triennial elections.

Instead of changing the voting system, the Council could resolve to retain the system of voting used at the 2010 triennial elections or it could simply refrain from making a decision on the matter. In either case, the Council must give public notice advising electors of their right to demand that a poll be taken to determine which voting system should be used at the 2013 triennial elections.

4. The electoral system and representation arrangements

The demand for a poll must satisfy criteria stipulated in the Local Electoral Act 2001. The criteria is straightforward but there is a requirement that the poll be signed by a minimum of 5% of electors.

4.4 Representation arrangements

The Mayor and the 10 Councillors, are all elected "at large". That expression is intended to mean that the Mayor and all Councillors are elected from within the entire District of Upper Hutt and, once elected, represent the entire District.

Under LGA 2002, it is possible to divide the district of a territorial local authority into Communities and for Community Boards to be established for each such community. No Communities have been established within the District of Upper Hutt and there are no Community Boards.

Under the Local Electoral Act 2001 it is possible to divide the district of a territorial local authority into Wards for electoral purposes. No such Wards have been established within the District of Upper Hutt.

4.5 Review of representation arrangements

Under the Local Electoral Act 2001, the Council is required to review representation arrangements periodically.

The following proposals were resolved by Council in March 2006 to form the basis for election of the Council at the 2007 Triennial Elections:

- that the Council be elected by the electors of the district as a whole;
- that the total number of Councillors to be elected remain at 10; and
- that no communities be constituted.

(Policy; MP 35 & 36, 29/03/06)

Council resolved in December 2008 to undertake its next review of its representation during 2012, in time for the 2013 triennial elections.

(Policy, MP 218 03/12/2008)

In reviewing representation arrangements, the Council is required to consider the following:

- whether the number of Councillors should remain at 10 or should change to some other number (which must be between six and thirty);
- whether Councillors should continue to be elected at large i.e. by all the electors within the District of Upper Hutt; or alternatively
- whether the District of Upper Hutt should be divided into Wards for electoral purposes so that Councillors are elected by the electors from within the Ward they represent; or alternatively
- whether representation for Upper Hutt should be through a combination of arrangements with some Councillors being elected at large and others elected to represent Wards.

In conducting a review of representation arrangements, the Council must follow the procedure set out in the Local Electoral Act 2001 and observe guidelines published by the Local Government Commission.

The Act requires that the Council complete its review by passing a resolution recording the representation arrangements it decides upon. The Council must then give public

4. The electoral system and representation arrangements

notice of its decisions and such notice must be given by no later than 8 September of the year preceding an election year. The next review must be undertaken no later than 2012 and Council must publicly notify its decision no later than 8 September 2012.

The review procedure, following public notification, provides for members of the public to make submissions to the Council. Such submissions can be by way of comment on the decisions made by the Council or proposals made by others or the submitter's own proposals or suggestions as to what representation arrangements should be provided for.

Those who make submissions also have the right to address Council in respect of their submissions. The Council is then required to consider the submissions received and decide whether to uphold them or not and, consequently, whether to uphold, change or modify its decisions on representation arrangements.

The Council is then required to give public notice of the decisions it has finally arrived at after considering all submissions received from members of the public. It is also required to give all submitters written notice of its decisions in respect of their submissions.

Submitters, who are dissatisfied with the Council's decision in respect of their submission, have the right to appeal that decision to the Local Government Commission. The decision of the Local Government Commission in respect of any such appeal will be final.

4.6 Maori wards

The Local Electoral Act 2001 gives all Territorial Authorities the ability to establish separate Wards for Maori electors. The criteria in the Act are such that in Upper Hutt, only one Maori Ward could be established with the electors in that Ward being able to elect one Councillor to the Council.

The Council can resolve to establish a separate Maori Ward if it considered that such is appropriate or it can conduct a poll on the subject. The time constraints imposed by the Act are such that a decision will need to be made by 23 November 2011 if a Maori Ward is to be implemented for the 2013 triennial election.

Alternatively, electors may demand a poll on the subject. Any such demand must satisfy the criteria in the Act and, in particular, must be signed by 5% of electors.

5. Members roles and conduct

5.1 Role of the Council

The Council has overall responsibility and accountability for the proper direction and control of the Council's activities.

Members

Members, acting as the Council, are responsible for:

- the development and adoption of Council policy;
- monitoring the performance of the Council against its stated objectives and policies;
- prudent stewardship of Council resources;
- employment of the Chief Executive;
- representing the interests of the residents and ratepayers of the City of Upper Hutt;
- ensuring overall compliance by the Council with its obligations and responsibilities under the Local Government Act 2002 ("the Act"); and
- ensuring overall compliance by the Council with its obligations and responsibilities under other enactments (a list of such enactments is in Section 2.0 Statutes pertaining to Local Government).

Members, as individuals, must comply with:

- the requirements of the Council's Code of Conduct; and
- enactments and other rules of law applicable to the conduct of members (extracts from, or brief explanations of, some enactments are set out in Appendix B of the Code of Conduct).

The Council makes decisions by passing resolutions, and resolutions are passed by the vote of a majority of members present and voting. Each member gets one vote but if there is an equality of votes, the Mayor (as Chair) has a casting vote.

Individual members (including the Mayor) have no authority to act on behalf of the Council unless the Council expressly delegates such authority by passing a resolution.

Mayor

The Mayor is elected by the City as a whole and shares the same responsibilities as other members of Council. The Mayor is the ceremonial head of the Council. The Mayor is also responsible for:

- presiding at Council meetings and ensuring the conduct of meetings in accordance with standing orders;
- advocacy on behalf of the community, with the knowledge and support of the Council; and
- providing leadership to members.

The Mayor, like other members, does not have authority to act on behalf of the Council unless such authority has been expressly delegated by a resolution of Council.

Deputy Mayor

The Deputy Mayor exercises the same role as any other members but if the Mayor is absent or incapacitated the Deputy Mayor must perform all of the responsibilities and duties of the Mayor, and may also exercise the powers of the Mayor.

Committee Chair

A Committee Chair exercises the same role as any other member but has responsibility to preside over all meetings of the relevant committee and to ensure that the committee acts within the powers delegated to it by the Council (see Section 5.0 – Governance Matters).

5. Members roles and conduct

5.2 Code of Conduct

On 29 October 2003 the Council adopted its first Code of Conduct. On 2 April 2008, following the 2007 Triennial Elections, the Council reviewed the Code of Conduct and confirmed it, albeit with some minor amendments.

The Code provides guidance on the standards of behaviour expected from elected members of the Council. It also makes specific reference to statutory requirements that members are required to observe, including the following:

- LGA 2002
- The Local Authorities (Members Interests) Act 1968
- The Local Government Official Information and Meetings Act 1987
- The Secret Commissions Act 1910
- The Crimes Act 1961
- The Securities Act 1978

The Code of Conduct is available to be read on the Council's website – www.upperhuttcity.com – and can be downloaded if desired.

Alternatively, requests for a copy may be made to the Democratic Services Advisor via the website or:

- by telephoning (04) 527 2169
- by sending a fax to (04) 528 2652
- by email to askus@uhcc.govt.nz
- by posting the request to the Council, Private Bag 907, Upper Hutt 5140

5.3 Details of elected members

The Council consists of a Mayor and ten Councillors, all of whom are elected to Office (and are therefore referred to, collectively, as “the elected members”).

Details for contacting the Mayor and Councillors are set out in Appendix B. All elected members may be contacted, by members of the public, using the information provided here.

6. Governance matters

6.1 Standing committees of Council

The Council conducts most of its business through a series of committees. The principal standing committees are:

Policy Committee

Function:

Considers and **makes recommendations** to Council about:

- formulation of bylaws
- investment policies
- borrowing policies
- annual review of delegations and policies
- economic development
- property
- city planning
- Wellington Regional Strategy
- gambling venues policies
- brothels policies
- street naming
- city advocacy
- election matters
- elected members' remuneration
- applications for community amenities loans
- shared services
- strategic investments
- rates relief applications
- general policy matters

Delegated authority: Nil

Membership: Mayor and all Councillors

Quorum: 6 members

Meeting Frequency: Six weekly

Audit Committee

Function:

Considers and **makes recommendations** to Council about:

- monitoring performance against financial and non-financial targets
- consideration of financial reports
- monitoring debt recovery
- policy matters dealing with the operation of Council's bank accounts
- consideration of the scope, emphasis and timetable of the external audit
- review draft annual financial statements with management and external auditors prior to submission to Council
- consideration of reports from the external auditors
- monitor action taken by management in response to auditors' reports
- monitor corporate risk management
- review significant accounting issues
- review asset management plans
- monitoring general financial management and reporting issues

Delegated Authority: Nil

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Membership: Mayor and 4 Councillors

Quorum: 3 members

Meeting Frequency: Three monthly, and as required to liaise with Council's external auditors

City Services Committee

Function:

Considers and **makes recommendations** to Council about:

- libraries
- parks and reserves
- H²O Xtream
- community support
- recreation services
- Expressions Arts and Entertainment Centre
- city promotion and marketing
- visitor services
- business support services
- emergency management
- roading
- waste management
- wastewater disposal
- stormwater disposal
- water supply
- parking facilities and enforcement
- animal control
- environmental health
- bylaw enforcement
- building enforcement
- inspection and licensing services
- general service delivery matters

Delegated authority: Nil

Membership: Mayor and 6 Councillors

Quorum: 4 members

Meeting Frequency: Six weekly

Hearings Committee

Function:

Conducts hearings as and when required, arising from processes under:

- the Resource Management Act 1991 and the Upper Hutt City Council District Plan
- the Reserves Act 1977
- the Sale of Liquor Act 1989
- the Dog Control Act 1996 and Council's dog control policy
- any other statutory rules or Council bylaw or policy

Delegated authority: Authority to **make decisions** on all matters coming before the Committee **except** those relating to the review, change or

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variation of the District Plan, in which cases the Committee will make recommendations to Council.

Membership: Mayor and 5 Councillors

Quorum: 3 members

Meeting Frequency: As required

6.2 Matters reserved for Full Council

- Annual and Long Term Plans (LTP)
- Review of the District Plan
- Review of the rating system
- Levying of rates
- Matters relating to the employment of the Chief Executive

6.3 Other committees of council

Chief Executive Recruitment Committee

Function and delegation authority:

1. To manage the selection process for the position of Chief Executive prior to the recommendation to Council.
2. To recommend to Council a final short list of candidates for the appointment of the position of Chief Executive.
3. To have financial delegation to cover recruitment related expenses.

Membership:

Mayor and 3 Councillors

Quorum:

Mayor and 2 members

Civic Awards Selection Panel

Function:

Assess and select recipients for Civic Awards.

Delegated authority:

To make the decisions.

Membership:

3 Councillors

Plus: 2 community representatives

Quorum:

3 members (one of whom must be a Councillor)

Civil Defence Emergency Management Group (Joint Committee)

This joint committee is responsible for coordinating civil defence emergency management within the Wellington region.

Membership:

1 member from Upper Hutt City Council

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Community Grants Committee

Function:

To make recommendations as to the allocation of grants to community and regional organisations in accordance with established criteria.

Delegation: To determine the grants to be made.

Membership: 3 Councillors

Quorum: 2 members

Contracts Subcommittee

Function and Delegation:

Authority to enter into contracts in excess of officers' delegated authority, but only if such contracts are provided for in the Council's LTP or Annual Plan or have obtained the express approval of Council.

Membership: 3 Councillors. An alternate member in the event of absence of a regular member is also appointed.

Quorum: 2 members

Creative Communities Upper Hutt Funding Allocation Committee

Function:

To disperse the funds under the Creative Communities Upper Hutt Arts Fund (Creative New Zealand) Scheme, in accordance with the scheme guidelines.

Delegation: To determine applications and disperse funds

Membership: 3 Councillors

1 local iwi representative

3 community, not Councillors, representatives

Note: All members are appointed by the Council

Quorum: 5 members (one of whom must be a Councillor)

Emergency Committee

Function:

To exercise all Council functions that cannot be exercised by the Council using its standard processes and procedures for lack of a quorum of the full Council due to a pandemic or other natural disaster, except for those that:

- have been delegated to staff;
- cannot be delegated pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002, or pursuant to any other legislation.

Delegation: Authority to make decisions on all matters coming before the committee as described in the function section of the terms of reference.

Membership: Mayor and all Councillors

Quorum: 2 members

Hutt Valley Services Committee (Joint Committee)

This is a joint committee of the Upper Hutt and Hutt City Councils.

Function:

To consider and make recommendations to the two Councils on:

1. the coordination of activities of the Upper Hutt City Council and the Hutt City Council in respect of matters affecting the Hutt Valley as a whole; and

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2. in particular, the coordination of wastewater disposal services for the Hutt Valley; and
3. any other activities common to both Councils that could be coordinated.

Delegation: Nil

Membership: Each Council appoints four members and an alternate member who may act in the event that a regular member is absent. The Chair alternates between the two Councils, with Hutt appointing the Chair in odd numbered years, and the change taking place at the final meeting of each year.

The Upper Hutt members are:

4 Councillors and one alternate who may act in the event that a regular member is absent. The Chair alternates between the Upper Hutt and Hutt City Councils, with Hutt appointing the Chair in odd numbered years, and the change taking place at the final meeting of each year.

Quorum: 4 Members (i.e. a combination of UHCC and HCC members)

Liquor Licensing Committee

Function: Meets as and when required for the purpose of carrying out Council's obligations under the Sale of Liquor Act 1989.

Membership: 3 Councillors

Quorum: 2 members

Delegation:

1. Grant unopposed On Licences, Off Licences, Club Licences and Manager's Certificates
1. Grant unopposed renewals of On Licences, Off Licences, Club Licences and Manager's Certificates
2. Grant temporary authorities and Special Licences
3. Impose conditions or endorsements on licences or certificates and renewals of licences or certificates
4. Determine whether any hearings should be exparte or on notice
5. Hold any hearing on behalf of the District Licensing Authority
6. Determine and grant exemption
7. Prepare any reports required by the Sale of Liquor Act
8. Vary, suspend or cancel any Special Licence
9. Suspend any licence for non compliance with Public Health or Fire Precaution requirements in accordance with the Sale of Liquor Act 1989.

Legislation Committee

Function: To consider central government legislation and make submissions on Council's behalf when it deems it appropriate.

Membership: 6 Councillors

Quorum: 2 members

Delegation: To consider central government legislation and make submissions on behalf of Council when it deems it appropriate.

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Planning Commissioners Committee

Function:

Meets as and when required for the purpose of appointing Commissioners to conduct any hearing required under the Resource Management Act 1991.

Delegation: Pursuant to Section 34 of the Resource Management Act 1991, the committee is delegated power **to appoint** Commissioners to conduct any hearing required by the Act and to make decisions in respect of the subject matter of the hearing except in the case of hearings relating to proposed policy statements or plans or changes to any policy statement or plan.

Membership: His Worship the Mayor, Wayne Guppy, JP
Cr Peter McCardle
Cr John Gwilliam

Quorum: 2 Members

The Workshop Committee

This standing committee will meet from time to time for information and/or discussion purposes, but no resolutions or decisions will be made.

Delegation: Nil

Membership: Mayor and all Councillors

Quorum: Not applicable

6.4 Council membership on external organisations

The Council appoints members to represent it on a number of external organisations, including the following:

Zone Four Local Government Association

Representation: 2 members

Rimutaka Hill Road Committee

Representation: 2 members

Orongomai Marae Community Centre Trust

Representation: 1 member

Wellington Waste Forum

Representation: 1 member

Hutt Valley Flood Management Subcommittee

Representation: 3 members

Regional Transport Committee

Representation: 1 member plus an alternate member

WRC Wellington Regional Strategy Committee

Representation: 1 member plus an alternate member

Experience Upper Hutt

Representation: 2 members

6. Governance matters

Interagency Trust

Representation: 1 member

New Settlers Centre

Representation: 1 member

New Zealand Historic Places Trust

Representation: 1 member

Safe Hutt Valley

Representation: 2 members

7. Information about Council meetings

7.1 Meeting schedule

The Council and its principal standing committees meet on a six weekly cycle. The approved meeting schedule for 2011 is attached in Appendix C.

7.2 Public notification of meetings

Scheduled meetings of Council and its standing committees are publicly notified on a monthly basis. The meeting dates for each month are publicly notified in the Upper Hutt Leader in the second half of the preceding month.

Other Council and Committee meetings will be held from time to time as business requires. Such meetings will be publicly notified in the Upper Hutt Leader at the earliest possible opportunity.

7.3 Conduct of meetings

The legal requirements for Council meetings are regulated by the following:

- Schedule 7 of the Local Government Act 2002;
- the Local Government Official Information and Meetings Act 1987 (LGOIMA); and
- the Council's Standing Orders.

The Council's Standing Orders are adopted from the New Zealand Standard Model Standing Orders (NZS 9202:2003) with some amendments.

Requests for a copy of the Standing Orders may be made to the Democratic Services Advisor via the website or:

- by telephoning (04) 5272 169
- by sending a fax to (04) 5282 652
- by email to askus@uhcc.govt.nz
- by posting the request to the Council, Private Bag 907, Upper Hutt 5140

All Council and Committee meetings must be open to the public unless there is reason to consider an item of business at a part of the meeting to which the public has been excluded. More information about the public excluded parts of meetings of Council or Committees is set out below under the heading "PUBLIC EXCLUDED BUSINESS".

Although meetings are open to the public, members of the public do not have speaking rights except during the "PUBLIC FORUM".

The public forum will be the first item of business at all Council and Committee meetings (except for the Hearings Committee). A period of up to 30 minutes is allocated at each meeting for the public forum and individual speakers may speak for up to five minutes each. These time limits may be extended by a vote of three quarters of the members present at the meeting.

Speakers during the public forum at Council meetings may speak on any subject of relevance to the Council provided the matter is not subjudice. Speakers during the public forum at Committee meetings may speak on subjects within the terms of reference of the Committee and again, this is subject to the matter not being subjudice.

7.4 Agendas

Agendas are prepared for all Council and Committee meetings. Agendas for Council meetings are actually called 'order papers' but in this document the expression 'agenda' also means order papers for Council meetings.

7. Information about Council meetings

Agendas detail the business to be conducted in the public business part of meetings. Reports and other material intended to be presented to the members at any meeting are attached to the agenda for that meeting.

Any person who is known to have a particular interest in any item on an agenda will be sent a letter advising them of the date, time and venue of the meeting and of their right to speak about the matter during the public forum. A copy of any report or other material relevant to that item and attached to the agenda will be sent with the letter.

Copies of the agenda for every meeting will be available for inspection by any member of the public not less than two clear working days before the meeting at any of the following offices of Council whenever those offices are open to the public, namely:

- Reception, Level 2, Civic Administration Building, 838-842 Fergusson Drive, Upper Hutt
- Visitor Information Centre, Ground Floor, CBD Towers, 84-90 Main Street, Upper Hutt
- Upper Hutt Public Library, 844 Fergusson Drive, Upper Hutt
- The Pinehaven Branch Library, Cnr Jocelyn Crescent and Pinehaven Road, Pinehaven, Upper Hutt

In addition, the agenda can be inspected on the Council's website: www.upperhuttcity.com.

Requests to view a copy of agendas and related reports or other information can be made at any of the foregoing Council offices. Alternatively, requests can be made in any of the following ways:

- by telephoning (04) 527 2169
- by posting the request to the Council, Private Bag 907, Upper Hutt 5140
- by sending a fax to (04) 528 2652
- by email to askus@uhcc.govt.nz

7.5 Public excluded business

Because of its confidential nature, some Council and committee business must be dealt with during a part of a meeting when the public is excluded.

The Council is only permitted to conduct business at a meeting while the public is excluded if there are grounds for doing so under the Local Government Official Information and Meetings Act 1987 (LGOIMA).

In order to exclude the public from the meeting, the Council or committee must pass a resolution to that effect. The resolution must be passed in the public business part of the meeting and must state what business is to be dealt with while the public is excluded from the meeting and the grounds, under LGOIMA, for doing so.

7.6 Minutes

A record is made of the business transacted at all Council and committee meetings. The records of Council meetings are called minutes while the records of committee meetings are called reports. In this document the term minutes is used to refer to both.

The minutes of the public business section of all Council and committee meetings are available for inspection at the offices where agendas can be inspected. They are also put up on the Council website: www.upperhuttcity.com.

7. Information about Council meetings

Any member of the public may request to view a copy of the minutes of the public business part of any meeting. The request may be made in any of the ways that an agenda may be asked for.

8. Management structures and relationships

8.1 Chief Executive

LGA 2002 requires the Council to employ a Chief Executive.

The Council's Chief Executive is responsible for:

- employing staff on behalf of the Council (including negotiation of the terms of employment for the staff) and providing leadership to them;
- providing advice to the Council;
- implementing the decisions of the Council;
- ensuring that all responsibilities, duties and powers delegated to, or imposed or conferred upon, the Chief Executive are properly performed or exercised;
- managing the Council's activities effectively and efficiently; and
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council ensuring overall compliance by the Council with its obligations and responsibilities at law.

The Chief Executive is Chris Upton. Mr Upton can be contacted by using any of the following means:

- by writing to Mr Upton, Chief Executive, Upper Hutt City Council, Private Bag 907, Upper Hutt 5140
- by telephoning (04) 527 2110
- by sending a fax to (04) 527 2128
- by email to chris.upton@uhcc.govt.nz

8.2 Council management

The current management structure of the Council comprises six departments headed by Directors, with the exception of the Policy and Reporting Department headed by a manager. These six departmental Directors and Manager along with the Chief Executive form a Corporate Management Team. Further information on the organisational structure is set out in Appendix D.

9. Consultation policies

The LGA 2002 sets out a process, in Sections 76-81, that Local Authorities must follow in making a decision. The process includes an obligation to "...give consideration to the views and preferences of persons likely to be affected by, or to have an interest in..." the subject matter of the decision (Section 78).

The consultation to be carried out by a Local Authority to fulfil its obligation under Section 78 must be in proportion to the significance of the decision being made. Council's policy on significance is referred to in deciding the significance of a decision being made. Significantly more consultation will be expected where the subject matter of the decision is of great significance than would be the case with a decision of relatively minor importance.

9.1 Special consultative procedure

Some decisions can only be made after following the special consultative procedure that is set out in Section 83 LGA 2002.

The special consultative procedure is required to be followed in some circumstances by virtue of the specific provisions in LGA 2002 or another Act. Examples are:

- LGA 2002 requires the Council to use the special consultative procedure when adopting its Long Term Plan.
- Council must also use the procedure when adopting new bylaws under LGA 2002.

The Council is required, by LGA 2002, to adopt a policy on significance and this is contained in the LTP. Decisions that are deemed to be significant in accordance with that policy may only be made pursuant to the special consultative procedure.

Requests for a copy of the Council's policy on Significance may be made to the City Solicitor:

- by telephoning (04) 527 2169; or
- by sending a fax to (04) 528 2652; or
- by email to askus@uhcc.govt.nz; or
- by posting the request to the Council, Private Bag 907, Upper Hutt 5140

9.2 Consultation with Maori

The Council has an established relationship with Orongomai Marae and is represented on its Board of Trustees, currently by His Worship the Mayor .

Whenever the Council has reason to consult with the community in general or Maori interests in particular, then Orongomai Marae will be included among the parties to be consulted.

The following Iwi may also be consulted when appropriate:

1. Te Runanganui o Taranaki Whanui ki te Upoko o te Ika a Maui
Waiwhetu Marae
4 Puketapu Grove, Waiwhetu, Lower Hutt
PO Box 36111, Moera, Lower Hutt 5043
For attention of Mr Kara Puketapu, Chief Executive Officer
2. Wellington Tenths Trust
9 Pipitea Street, Thorndon, Wellington
PO Box 536, Wellington 6140
For attention of Liz Mellish and/or Mark Te One

9. Consultation policies

3. The Secretary
Te Runanga o Toa Rangatira Inc
26 Ngatitua Street, Takapuwahia, Porirua
PO Box 50079, Porirua 5240
For attention of Miria Pomare

10. Policy and planning documents

The following is a list of current approved planning and policy documents:

1. Long Term Council Community Plan 2009-19

It was adopted in accordance with the provisions of LGA 2002 and commenced on 1 July 2009. The Council is required to review the LTCCP every 3 years.

2. Annual Plan 2010-11

The Council has prepared and approved an Annual Plan for the year commencing 1 July 2010.

3. Annual Report 2009-10

The Council has produced an annual report on its activities during the year commencing 1 July 2009. The Council has an obligation to produce an annual report following the completion of each financial year.

4. District Planning Documents (under the Resource Management Act 1991)

The Council's current District Plan was made operative from 1 September 2004.

Members of the Council's Planning Division are available to give advice on all matters relating to the administration of the Resource Management Act 1991 and the Council's District Plan in Upper Hutt. They can be contacted by calling at Reception, Level 2, Civic Administration Building, 838-842 Fergusson Drive, Upper Hutt. Alternatively, they can be contacted:

- by telephoning (04) 527 2169
- by sending a fax to (04) 528 2652
- by email to askus@uhcc.govt.nz
- by writing to the Council, Private Bag 907, Upper Hutt 5140

5. Access to Documents

The foregoing documents can be read on, and if desired, downloaded from the Council's website; www.upperhuttcity.com

Access to any of the documents listed in this Section 9.0 (including those available on the website) can be obtained on request. Requests may be made to the Democratic Services Advisor or to any other Council Officer:

- by telephoning (04) 527 2169
- by sending a fax to (04) 528 2652
- by email to askus@uhcc.govt.nz
- by posting the request to the Upper Hutt City Council, Private Bag 907, Upper Hutt 5140

11. Complaints

All and any complaints made to the Council will be investigated.

If an investigation establishes that there has been a breach of, or non-compliance of, any rule or law that the Council is required to administer, then the matter will be pursued until the matter has been satisfactorily resolved in opinion of the Council.

The complainant will be advised of the result of the investigation and the action, if any, Council has decided to take to resolve the matter.

Complaints may be made to the Council in any of the following ways:

- verbally or by telephone (to telephone number (04) 527 2169) to any officer of the Council
- by posting the complaint to the Council, Private Bag 907, Upper Hutt 5140
- by fax to (04) 528 2652
- by email to askus@uhcc.govt.nz.

12. Requests for official information

Requests for Official Information may be made to the Council in any of the following ways:

- verbally, to any Council officer at any Council office
- by telephoning (04) 527 2169 and the request may be made to the operator or to any other Officer
- by posting the request to the Upper Hutt City Council, Private Bag 907, Upper Hutt 5140
- by sending a fax to (04) 528 2652
- by email to askus@uhcc.govt.nz

If the request is made by an identifiable natural person seeking access to any personal information about that person, then such requests are not subject to any charge.

Where repeated requests are made in respect of a common subject, in any period up to eight weeks, requests after the first request will be aggregated for charging purposes.

Staff time will be charged, where the total time involved is in excess of one hour, after the first hour, at \$38.00 per half hour or part thereof.

Photocopying or printing, on standard A4 or foolscap paper, where the total number of pages is in excess of 20 pages, will be charged at 20c for each page after the first 20 pages.

All other charges incurred shall be fixed at an amount that recovers up to the actual costs involved. This will include:

- the provision of documents on computer disks;
- the retrieval of information off-site;
- reproducing a film, video or audio recording;
- arranging for the applicant to hear or view an audio or visual recording; and
- providing a copy of any map, plan or other document larger than foolscap size.

A charge may be modified or waived at the discretion of the Chief Executive.

The charge may not include any allowance for locating and retrieving information which is not where it ought to be, nor on time spent deciding whether or not access should be allowed and in what form.

A deposit may be required where the charge is likely to exceed \$76.00 or where some assurance or payment is required to avoid a waste of resources.

A record will be kept of any costs incurred. Wherever a liability to pay is incurred, the applicant will be notified of the method of calculating the charge and this fact noted on the record.

Council will refer to the Ministry of Justice Charging Guidelines for Official Information Act 1982 Requests (issued 18 March 2002) for guidance in addressing any issues not covered above.

13. Equal employment opportunities policy

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.

Equal Employment Opportunities 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.

Policy Statement

Council seeks to provide the same opportunities for all people in all areas of employment, regardless of their sex, marital status, religious or ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status or sexual orientation.

Council seeks also to engage employees and other staff on the basis of merit. This includes experience and personal qualities, as well as any formal qualifications that a position might require.

In its recruitment activities, Council seeks to provide access to a wide range of talent from which to make selections. It seeks to make selection decisions in ways which do not discriminate unlawfully or unreasonably against any person or group of people.

Council seeks to identify and eliminate any policies, programmes, procedures or practices which have the effect of putting any person or group of people at a disadvantage in any aspect of employment.

Appendix A – UHCC bylaws

Bylaw	Date passed	Date reviewed
<p>Brothels Bylaw 2003 (s158 Local Govt Act 2003)</p> <p><i>This Bylaw is called the Brothels Bylaw 2003 and was made under Sections 145 and 146 of the Local Government Act 2002 and Sections 12 and 14 of the Prostitution Reform Act 2003.</i></p> <p><i>The purpose of the Brothels Bylaw 2003 is to provide control measures that are designed to manage the potential impacts of brothels on sensitive activities. The Bylaw contains provisions that regulate the location of brothels and of signs that advertise the existence or location of brothels.</i></p>	12 November 2003	8 April 2009
<p>CBD Liquor Control Bylaw 2007</p> <p><i>This bylaw is called the Liquor Control Bylaw 2007. It has the purpose of controlling the consumption and possession of liquor in public places in a defined section of Upper Hutt [called “the central area” in the bylaw] but also sets out a method of obtaining exemptions. Signs will be erected to bring the terms of the bylaw to the notice of the public.</i></p> <p><i>This bylaw has been made pursuant to section 147 of the Local Government Act 2002. That section needs to be read together with this bylaw as it contains definitions of the terms “liquor” and “public places” used in this bylaw. It also sets out some specific exemptions when this bylaw will not apply and relating to the transportation of unopened liquor bottles or containers.</i></p> <p><i>Section 169 of the Local Government Act 2002 gives the Police powers of search and seizure, without warrant, to enforce this bylaw and the Police are responsible for its enforcement.</i></p>	4 April 2007	
<p>Community Facilities Bylaw 2005</p> <p><i>This bylaw is called the Community Facilities Bylaw 2005 and was made under Sections 145 and 146 of the Local Government Act 2002.</i></p> <p><i>The purpose of this bylaw is to ensure that Council is able to exercise control over the operation of facilities provided for the use and enjoyment of the community.</i></p>	8 July 2005	
<p>Control of Advertising Signs Bylaw 2005</p> <p><i>This bylaw is called the Control of Advertising Signs Bylaw 2005 and was made pursuant to Sections 145 and 146 of the Local Government Act 2002.</i></p> <p><i>The purpose of this bylaw is to ensure that advertising signs are erected, maintained and displayed in such a manner that they do not present a hazard or a danger to public safety.</i></p> <p><i>The bylaw also seeks to maintain aesthetic standards.</i></p>	22 December 2005	

Appendix A – UHCC bylaws

Bylaw	Date passed	Date reviewed
<p>Dog Control Bylaw 2004</p> <p><i>This bylaw is called the Dog Control Bylaw 2004 and was made under Sections 145 and 146 of the Local Government Act 2002 and Section 20 of the Dog Control Act 1996.</i></p> <p><i>The purpose of this bylaw is to create offences for certain breaches of the Dog Policy adopted by the Upper Hutt City Council pursuant to Section 10 of the Dog Control Act 1996.</i></p>	1 September 2004	
<p>Hutt Valley Trade Waste Bylaw 2006</p> <p><i>Pursuant to the Hutt Valley Drainage Act 1967, Local Government Act 2002 and the Bylaws Act 1910, the Hutt City Council and Upper Hutt City Council make the following joint Bylaw.</i></p> <p><i>This bylaw regulates the discharge of trade wastes to the WWA's sewerage system operated by or on behalf of Hutt City Council and/or Upper Hutt City Council: The purpose of this Bylaw is to:</i></p> <ul style="list-style-type: none"> <i>(a) Ensure the protection of WWA personnel and the general public;</i> <i>(b) Protect the ability of the WWA to meet the requirements of the Resource Management Act 1991 and in particular resource consents held by it for the discharge of treated sewage and also the placement of biosolids on land;</i> <i>(c) Provide for an equitable spread of costs between domestic and trade waste discharges;</i> <i>(d) Protect the investment in the existing and any future infrastructure, treatment plant and disposal facilities;</i> <i>(e) Ensure compatibility between liquid, solid and gaseous phases of trade waste discharges (this compatibility can relate to such matters as meeting landfill acceptance criteria for solids and sludges and meeting resource consent conditions for emissions to air as well as the trade waste discharge itself into the WWA's sewerage system); and</i> <i>(f) Ensure trade waste dischargers consider, and where appropriate and practicable implement, waste minimization and cleaner production techniques to reduce the quantity and improve the quality of their trade waste discharges, thereby assisting the WWA to meet the targets of the New Zealand Waste Strategy.</i> 	9 August 2006	

Appendix A – UHCC bylaws

Bylaw	Date passed	Date reviewed
<p>Keeping of Animals, Poultry and Bees Bylaw 2005</p> <p><i>This bylaw is called the Keeping of Animals, Poultry and Bees Bylaw 2005 and was made under Sections 145 and 146 of the Local Government Act 2002 and Section 64 of the Health Act 1956.</i></p> <p><i>The purpose of the bylaw is to outline requirements for the keeping of animals, poultry and bees. The requirements are deemed necessary for the protection of neighbours and property owners.</i></p>	1 June 2005	
<p>Prevention of Vegetation Fires Bylaw 2005</p> <p><i>This bylaw is called the Prevention of Vegetation Fires Bylaw 2005 and was made under Sections 145 and 146 of the Local Government Act 2002.</i></p> <p><i>The purpose of the bylaw is to regulate and control the lighting of fires in the open air so as to reduce the potential danger of forest or vegetation fires.</i></p>	1 June 2005	
<p>Public Places Bylaw 2005</p> <p><i>This bylaw is called the Public Places Bylaw 2005 and was made pursuant to Sections 145 and 146 of the Local Government Act 2002.</i></p> <p><i>The purpose of this bylaw is to regulate and control a diverse range of activities that can be carried out in public places to ensure that acceptable standards of convenience, safety, visual amenity and civic values are maintained for the wellbeing and enjoyment of the community.</i></p>	11 November 2005	
<p>Silverstream Liquor Control Bylaw 2007</p> <p><i>This bylaw is called the Silverstream Liquor Control Bylaw 2007. It has the purpose of controlling the consumption and possession of liquor in public places in a defined geographical area of Silverstream [called "Silverstream Village area" in the bylaw] but also sets out a method of obtaining exemptions. Signs will be erected to bring the terms of the bylaw to the notice of the public.</i></p> <p><i>This bylaw has been made pursuant to section 147 of the Local Government Act 2002. That section needs to be read together with this bylaw as it contains definitions of the terms "liquor" and "public places" used in this bylaw. It also sets out some specific exemptions when this bylaw will not apply and relating to the transportation of unopened liquor bottles or containers.</i></p> <p><i>Section 169 of the Local Government Act 2002 gives the Police powers of search and seizure, without warrant, to enforce this bylaw and the Police are responsible for its enforcement.</i></p>	1 August 2007	

Appendix A – UHCC bylaws

Bylaw	Date passed	Date reviewed
<p>Solid Waste Bylaw 2005</p> <p><i>This bylaw is called the Solid Waste Bylaw 2005 and was made pursuant to Sections 145 and 146 of the Local Government Act 2002.</i></p> <p><i>The purpose of this bylaw is to ensure that refuse is collected and disposed of in the interests of public health and to ensure that any obstruction of streets is kept to a minimum.</i></p>	8 July 2005	
<p>Speed Limits Bylaw 2005</p> <p><i>This bylaw is called the Speed Limits Bylaw 2005 and was made under Section 684 of the Local Government Act 1974, Sections 145 and 146 of the Local Government Act 2002, Section 72 of the Transport Act 1962 and the Land Transport Rule: Setting of Speed Limits 2003.</i></p> <p><i>The bylaw imposes speed limits for all roads under the control of the Upper Hutt City Council.</i></p>	1 June 2005	
<p>Trading in Public Places Bylaw 2005</p> <p><i>This bylaw is called the Trading in Public Places Bylaw 2005 and was made pursuant to Sections 145 and 146 of the Local Government Act 2002.</i></p> <p><i>The purpose of this bylaw is to regulate the conduct of persons selling goods on roads and other public places and who are using vehicles to sell goods and services to the general public.</i></p>	22 December 2005	
<p>Traffic Bylaw 2005</p> <p><i>This bylaw is called the Traffic Bylaw 2005 and was made under Section 684 of the Local Government Act 1974, Sections 145 and 146 of the Local Government Act 2002 and Section 72 of the Transport Act 1962.</i></p> <p><i>The purpose of the bylaw is to set the requirements for parking and control of vehicular traffic on all roads [excluding State Highways] in Upper Hutt. State Highways are under the control of, and regulated by, Transit New Zealand.</i></p>	1 June 2005	

Appendix A – UHCC bylaws

Bylaw	Date passed	Date reviewed
<p>Water Supply Bylaw 1996</p> <p><i>This Bylaw is made under the authority of the Local Government Act 2002 for the supply of water to its Customers by the Water Supply Authority (WSA). The supply and sale of water by the WSA is subject to:</i></p> <p><i>5.1 Statutory Acts and Regulations</i></p> <ul style="list-style-type: none"> • <i>Building Act 2004.</i> • <i>Building regulations 1992</i> • <i>Fire Service Act 1975.</i> • <i>Health Act 1956.</i> • <i>Local Government Act 2002.</i> • <i>Local Government (Rating) Act 2002.</i> • <i>Resource Management Act 1991.</i> <p><i>5.2 Relevant Codes and Standards</i></p> <ul style="list-style-type: none"> • <i>Drinking Water Standards for New Zealand 2005.</i> • <i>SNZ PAS 4509:2003 New Zealand Fire Service fire fighting water supplies code of practice.</i> • <i>NZWWA Backflow Code of Practice 2006.</i> • <i>NZWWA Water Meter Code of Practice 2003.</i> • <i>Upper Hutt City Council Code of Practice for Civil Engineering Works.</i> 	<p>25 June 2008</p>	

Appendix B – Contact details of your Mayor and Councillors



UPPER HUTT CITY
Council

Contact details
of your Mayor
and Councillors

December 2010



**His Worship the Mayor
Wayne Guppy, JP**

Upper Hutt City Council
Private Bag 907, Upper Hutt
Ph 527 8331 (h); 527 2110 (w)
Fax 527 2128 (w)
Mobile 027 277 1550



**Peter McCardle
Deputy Mayor**

8 Dowling Grove,
Silverstream, Upper Hutt
Ph 970 3896 (h)
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p.and.a.mccardle@paradise.net.nz



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wheeler.dave@xtra.co.nz

Upper Hutt City - a great place to live

Appendix C – UHCC meeting schedule 2011

Meeting	Cycle 1	Cycle 2	Cycle 3	Cycle 4	Cycle 5	Cycle 6	Cycle 7	Cycle 8
City Services Committee Wednesday 4.30pm	09 Feb	23 Mar	04 May	15 Jun	27 Jul	07 Sep	19 Oct	30 Nov
Audit Committee Tuesday 4.30pm	15 Feb		10 May			13 Sep		06 Dec
Policy Committee Wednesday 4.30pm	16 Feb	30 Mar	11 May	22 Jun	03 Aug	14 Sep	26 Oct	07 Dec
Council Wednesday 4.30pm	23 Feb	06 Apr	18 May	29 Jun	10 Aug	21 Sep	02 Nov	14 Dec

Appendix D – Council management



CHIEF EXECUTIVE
Chris Upton

