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# Council Structures

Standing Committees	Committee Members	
<b>Policy</b>	Cr Heather Newell	[Chair]
	Cr Peter McCardle	[Deputy Chair]
	Mayor Wayne Guppy	Cr John Gwilliam
	Cr Katy Austin	Cr Dean Rabbitt
	Cr Keith Barnard	Cr Barry Timms
	Cr Pat Christianson	
	Cr Nellie Gillies	
<b>Audit</b>	Cr Barry Timms	[Chair]
	Cr Nellie Gillies	[Deputy Chair]
	Mayor Wayne Guppy	Cr John Gwilliam
	Cr Peter McCardle	
<b>Hearings</b>	Mayor Wayne Guppy	[Chair]
	Cr John Gwilliam	[Deputy Chair]
	Cr Pat Christianson	Cr Peter McCardle
	Cr Nellie Gillies	Cr Heather Newell
<b>City Services</b>	Cr John Gwilliam	[Chair]
	Cr Barry Timms	[Deputy Chair]
	Mayor Wayne Guppy	Cr Keith Barnard
	Cr Mary Archibald	Cr Dean Rabbitt
	Cr Katy Austin	

Other Committees	Committee Members	
<b>Hutt Valley Services [Joint Committee with Hutt City Council]</b>	Cr Katy Austin	[Chair]
	Mayor Wayne Guppy	[Deputy Chair]
	Cr Peter McCardle	
	Cr Heather Newell	
	Cr Barry Timms*	[* alternate member]
	Hutt City Council Representatives: Mayor David Ogden Cr Gwen McDonald Cr Roger Styles Cr Ray Wallace Cr Margaret Cousins	
<b>Civic Awards Selection Panel</b>	Mayor Wayne Guppy	[Chair]
	Cr Mary Archibald	
	Cr Barry Timms	
	Community Representatives: Maria Collins Arthur Stacey	

# Council Structures

Other Committees	Committee Members
<b>Planning Commissioners Committee</b>	Mayor Wayne Guppy Cr Peter McCardle Cr John Gwilliam
<b>Contracts Committee</b>	Mayor Wayne Guppy Cr Peter McCardle Cr John Gwilliam Cr Heather Newell* [* alternate member]
<b>Creative Communities New Zealand Upper Hutt Arts Funding Assessment Committee</b>	Cr Mary Archibald Cr Katy Austin Cr Heather Newell Plus: Mrs Tarl Cashmore (Maori/Iwi representative) Mr D Mercer (Community representative) Mrs A Calkin-Goeres (Community representative) Mrs C Doherty-McGregor (Community representative)
<b>Community Grants</b>	Cr Keith Barnard Cr Peter McCardle Cr Dean Rabbitt
<b>Liquor Licensing Committee</b>	Mayor Wayne Guppy Cr Peter McCardle Cr Heather Newell

External Organisation	Council Representatives
<b>Wellington Regional Strategy Forum</b>	Mayor Wayne Guppy Cr Peter McCardle (alternate member)
<b>Civil Defence Emergency Management Group – Greater Wellington Region</b>	Mayor Wayne Guppy
<b>Hutt River Advisory Subcommittee</b>	Mayor Wayne Guppy Cr Katy Austin Cr John Gwilliam Cr Dean Rabbitt
<b>Orongomai Marae Community Centre Trust</b>	Mayor Wayne Guppy
<b>Rimutaka Hill Road Committee</b>	Mayor Wayne Guppy Cr Keith Barnard
<b>Wellington Waste Forum</b>	Cr Nellie Gillies
<b>Regional Transport Committee – Greater Wellington Region</b>	Mayor Wayne Guppy Cr Peter McCardle (alternate)
<b>Zone Four Local Government Association</b>	Mayor Wayne Guppy Cr Heather Newell
<b>Experience Upper Hutt</b>	Cr John Gwilliam Cr Barry Timms
<b>Interagency Trust</b>	Mayor Wayne Guppy
<b>New Settlers Centre</b>	Cr Katy Austin

# Council Structures

## Expressions Arts and Entertainment Centre Trust

### Trustees Appointed by Council [called for by public nomination]

Margaret Vlassoff  
Barry Houston  
Peter Richardson  
Jim Sherwin  
Frank Stevenson  
Peter Lowry

### Trustee Appointed by the Friends of Expressions

Owen Anderson

### Advisory Trustee

Philip Bentley  
Hine Poa (Orongomai Marae  
Representative)  
Clare Derby  
Ernest Cosgrove (Permanent Collection  
Advisor)  
Suzanne Beere (Permanent Collection  
Advisor)

# Organisation Chart

## CHIEF EXECUTIVE

Max Pedersen



### INFRASTRUCTURE SERVICES



**DIRECTOR**  
Lachlan Wallach

- Engineering Emergency Response

### ROADING MANAGER

- Horace Parker**
- Passenger Transport
  - Traffic
  - Footpaths
  - Roothing/ Land Transport
  - Road Safety
  - Fleet Management
  - Road Asset Management

### ENGINEERING CONSENTS TEAM LEADER

- Jeffrey Haste**
- Subdivisions
  - Contract Safety
  - Solid Waste

### Drainage and Water Supply Services

(Contracted Externally)

### ENVIRONMENTAL SERVICES



**DIRECTOR**  
Richard Harbord

### PLANNING MANAGER

- Mike Hurley**
- Resource Management Act
  - Administration and Compliance
  - Regulation of Brothels
  - District Plan Reviews
  - Monitoring

### COMPLIANCE SERVICES MANAGER

- Glen Wood (acting)**
- Animal Control
  - Parking Enforcement
  - Abandoned Vehicles
  - Environmental Health (Contracted Externally)
  - Environmental Health Act – Compliance and Administration
  - Noise Control

### BUILDING CONTROL SERVICES MANAGER

- Leo Pirini**
- Building Consents
  - Building Act Compliance
  - Land Information Memoranda
  - Project Information Memoranda

### CORPORATE SERVICES



**DIRECTOR**  
Ian Johnson

- Insurances

### INFORMATION SYSTEMS MANAGER

- Steve Lock**
- Computer Services
  - Telecommunications

### FINANCE MANAGER

- Leanne Frew**
- Financial Reporting
  - Management Reporting
  - Treasury
  - Revenue Collection
  - Salaries and Wages
  - Accounts Payable
  - Purchasing
  - Statutory Reports
  - Rating

### ADMINISTRATION MANAGER

- Wendy Lewin (acting)**
- Electoral Officer
  - Records and Archives
  - Cafeteria Services
  - Corporate Services Administration
  - Civic Functions
  - Executive Support Services

### CITY SOLICITOR

- Andrea Hilton**
- Legal Services
  - Official Information Act Requests

### HUMAN RESOURCES ADVISOR

- Rebecca Staunton**
- HR Policies
  - Recruitment
  - OSH – Occupational Health and Safety
  - Learning and Development
  - Diversity Policies

### DEMOCRATIC SERVICES ADVISOR

- Kate Glanville**  
Committee Services

### BUSINESS AND LEISURE SERVICES



**DIRECTOR**  
Chris Upton

- Business Development

### BUSINESS LIAISON MANAGER

- Paul Lambert**
- City Promotion
  - Business Liaison

### LIBRARY MANAGER

- Debbie Duncan**
- Library
  - Mobile and Branch Libraries

### PARKS AND RESERVES MANAGER

- Brett Latimer**
- Parks and Reserves
  - Cemetery
  - Sportsgrounds and Amenities
  - Property

### RECREATION SERVICES MANAGER

- Alison Law**
- Pool Facilities
  - Events
  - Activation

### EMERGENCY MANAGEMENT/RURAL FIRE

(Contracted to Hutt City Council)

### COMMUNITY SERVICES



**MANAGER**  
Andrea Curtis

- Community Development and Support

### POLICY AND REPORTING



**MANAGER**  
Tamsin Somerville

- Strategic Planning
- Annual Planning
- Reporting
- Gaming Policy
- Corporate Policy
- Corporate Communications

# Schedule of Changes to the LTCCP 2009-2019 from the Annual Plan 2008-2009

## Changes from the Annual Plan 2008-09

A table detailing the key text changes is provided below.

CURRENT <u>ANNUAL PLAN</u> TEXT	<u>LTCCP</u> TEXT
<b>Leadership</b>	
<b>Variations:</b>	
<ul style="list-style-type: none"> <li>▪ A new performance measure 2h has been included to review the Class 4 Gambling and New Zealand Racing Board (including TAB's) Venue Policy.</li> <li>▪ A new performance measure 4b to develop and distribute the Valley News has been included.</li> </ul>	
New →	GOVERNANCE 2h Gambling Policy <b>Performance Measure:</b> Review the Class 4 Gambling and New Zealand Racing Board (including TAB's) Venue Policy. <b>Target 2009/10:</b> Review by 15 May 2010. <b>Target for Years 2-3:</b> Review by 15 May 2013. <b>Target for Years 4-10:</b> Review by 15 May 2016, 2019.
New →	INFORMATION 4b Valley News <b>Performance Measure:</b> Develop and distribute the Valley News publication quarterly. <b>Target 2009/10:</b> The Valley News is developed and delivered each quarter to as many Upper Hutt residents as feasible. <b>Target for Future Years 2-3 and 4-10:</b> Remains the same as 2009/10 target.
<b>Economic Development</b>	
<b>Variations:</b>	
<ul style="list-style-type: none"> <li>▪ An additional performance measurement tool has been included in relation to the target relating to community satisfaction with the focus of Council in supporting economic development. It will now also have been measured by the Annual Business Survey, which has a performance measure of 80% in 2008/09 to 85% in 2009/10, 87% in years 2-3, and 90% in years 4-10.</li> <li>▪ The target relating to business satisfaction with liaison between Council and the sector has been increased from 85% in 2009/10 to 86% in years 2-3 and 87% in years 4-10.</li> <li>▪ The target relating to community satisfaction with Council's promotion of Upper Hutt has been increased from 85% in 2009/10 to 87% in years 2-3 and 90% in years 4-10.</li> </ul>	
<b>Activation</b>	
<b>Variations:</b>	
<ul style="list-style-type: none"> <li>▪ The target relating to community satisfaction with the provision of information about sport and recreation has been increased from 85% in 2009/10 to 87% for years 2-3 and 90% for years 4-10.</li> <li>▪ The target relating to community satisfaction with access to sport and recreation opportunities has been increased from 85% in 2009/10 to 87% in years 2-3 and 90% in years 4-10.</li> <li>▪ The target relating to participation levels in sport and physical activity increases has been set with a gradual increase in the percentage from 50% in 2009/10, to 55% in years 2-3, and 60% in years 4-10.</li> <li>▪ The compounding target relating to club participation numbers is reduced from 10% in 2009/10 to 3% in years 2-10.</li> <li>▪ A suitable measure and targets have now been identified for the Active Recreation Project (Activation). Revised performance measure test is noted below.</li> </ul>	
1 OPPORTUNITIES 1c Participation <b>Performance Measure:</b> Participation levels in sport and physical activity increases. <b>Target 2008/09:</b> Baseline data for Upper Hutt to be established.	1 OPPORTUNITIES 1c Participation <b>Performance Measure:</b> Participation levels in sport and physical activity increases. The current participation level for Upper Hutt residents is 26% that are meeting the National Activity Guideline. <b>Target 2009/10:</b> 50% of Upper Hutt residents participate in at least 30 minutes of moderate physical activity on 5 or more days per week.

# Schedule of Changes to the LTCCP 2009-2019 from the Annual Plan 2008-2009

CURRENT <u>ANNUAL PLAN</u> TEXT	<u>LTCCP</u> TEXT
	<b>Target for Years 2-3:</b> 55% <b>Target for Years 4-10:</b> 60%.
3 MONITORING <b>Performance Measure:</b> Identify and develop a suitable measure for the Active Recreation Project. <b>Target 2008/09:</b> Genuine progress indicators developed for Activation.	3 MONITORING <b>Performance Measure:</b> The overall physical activity grade – as per the Active Recreation Project Evaluation report. <b>Target 2008/09:</b> To achieve a minimum score of 'B'. <b>Target for Years 2-3:</b> To achieve a minimum score of 'B'. <b>Target for Years 4-10:</b> To achieve a minimum score of 'A'.
<b>Parks and Reserves</b>  <b>Variation:</b> <ul style="list-style-type: none"> <li>▪ Performance measure and target relating to the regional use of Harcourt Park, Maidstone Park and Trentham Memorial Park has been removed.</li> </ul>	
3 REGIONAL USE <b>Performance Measure:</b> Use of Upper Hutt reserves within the previous 12 months by non-Upper Hutt regional survey respondents <b>Target 2008/09:</b> To at least maintain the regional level of park usage: <sup>2</sup> Harcourt Park 10% Maidstone Park 10% Trentham Memorial Park 10%	Removed.
<b>H<sup>2</sup>O Xtream</b>  <b>Variations:</b> <ul style="list-style-type: none"> <li>▪ The target relating to Annual Attendance Figures has been increased from 225,000 people in 2009/10 to 230,000 people in years 2-3 and 235,000 in years 4-10.</li> <li>▪ The target relating to the regional use of H<sup>2</sup>O Xtream during school holidays has been increased from 50% in 2009/10 and years 2-3 to 55% in years 4-10.</li> </ul>	
<b>Expressions Arts and Entertainment Centre</b>  <b>Variations:</b> <ul style="list-style-type: none"> <li>• The target relating to community satisfaction with the range and number of arts opportunities in the city has been increased by 2% from 90% in 2009/10 to 92% in years 2-3 and 93% in years 4-10.</li> <li>• The target relating to the number of visitors to arts, cultural and recreational events has been increased from 50,000 in 2009/10 to 51,000 in years 2-3 and 53,000 in years 4-10.</li> </ul>	
<b>Emergency Management</b>  <b>Variation:</b> The performance measure and target relating to Community Preparedness has been modified to reflect increased alignment with Hutt City Council. The target (for Future Years) has been increased by 5% from 60% in 2009/10 to 62% in years 2-3, and 65% in years 4-10 (as shown below).	
2 COMMUNITY PREPAREDNESS <b>Performance Measure:</b> Annual Community Survey households with a home disaster plan in place. <b>Target 2008/09:</b> 60% of households are prepared for a Civil Defence emergency.	2 COMMUNITY PREPAREDNESS <b>Performance Measure:</b> Annual Community Survey households prepared for a Civil Defence emergency. <b>Target 2009/10:</b> 60% occupancy rate. <b>Target for Future Years 2-3:</b> 62% of households are prepared for a Civil Defence emergency. <b>Target for Years 4-10:</b> 65% of households are prepared for a Civil Defence emergency.

# Schedule of Changes to the LTCCP 2009-2019 from the Annual Plan 2008-2009

CURRENT ANNUAL PLAN TEXT	LTCCP TEXT
<b>City Planning</b>	
<b>Variation:</b> Performance measures and targets 1a, 1b and 1c relating to the timeliness of processing resource consents have been combined (as shown below).	
<p>1 TIMELINESS</p> <p>1a Resource Consent (Non Notified) <b>Performance Measure:</b> Process non-notified consents within the statutory timeframe. <b>Target 08/09:</b> Issue decision within 20 working days for 95% of applications received.</p> <p>1b Resource Consent (Notified, Hearing) <b>Performance Measure:</b> Process notified consents within the statutory timeframe. <b>Target:</b> Issue decision within 40 working days of submissions closing.</p> <p>1c Resource Consent (Notified, No hearing) <b>Performance Measure:</b> Process notified consents within the statutory timeframe. <b>Target:</b> issue decision within 20 working days of submissions closing.</p>	<p>1 TIMELINESS RESOURCE CONSENTS</p> <p><b>Performance Measure:</b> Process resource consents within the statutory timeframes. <b>Target 2009/10:</b> Process 95% of all resource consents within the statutory timeframes. <b>Target for Years 2-3 and 4-10:</b> Process 95% of all resource consents within the statutory timeframes.</p>
<b>Compliance Services</b>	
<b>Variations:</b>	
<ul style="list-style-type: none"> <li>▪ The targets relating to the timeliness of Inspections for Food Premises and Hairdresser Premises now requires inspections to be completed by 30 June.</li> <li>▪ Performance measures and targets 2a, and 2b relating to the timeliness of processing building consents have been combined and the timeframe for processing consents has been increased by 3 days from 10 working days in 2008/09 to 13 working days 2009/10 (as shown below).</li> <li>▪ Performance measure and target relating to 2c Warrant of Fitness has been changed to focus on currency of warrant of fitness rather than advising owners of liability (as shown below).</li> <li>▪ The target relating to community satisfaction with control of dog nuisances in the city has been increased from 80% in 2009/10 to 82% in years 2-3 and 85% in years 4-10.</li> <li>▪ The target relating to community satisfaction with enforcement of parking requirements in the CBD has been increased from 87.5% in 2009/10 to 88% in years 2-3 and 90% in years 4-10.</li> </ul>	
<p>2 TIMELINESS</p> <p>2a Building Consent (Works of under \$500,000) <b>Performance Measure:</b> Process time. <b>Target 08/09:</b> Process 90% of consents within 10 working days (Note: Statutory timeframe is 20 working days).</p> <p>2b Building Consent (Works of \$500,000 or more) <b>Performance Measure:</b> Process time. <b>Target 2008/09:</b> Process 100% of consents within statutory timeframe of 20 working days.</p>	<p>2 TIMELINESS</p> <p>2a Building Consents <b>Performance Measure:</b> Process time. <b>Target 2009/10:</b> Process 90% of consents within 13 working days. Process 100% of consents within 20 working days. <b>Target for Years 2-3 and 4-10:</b> Process 90% of consents within 13 working days. Process 100% of consents within 20 working days.</p>
<p>2 TIMELINESS</p> <p>2d Warrant of Fitness <b>Performance Measure:</b> Advise owner of liability. <b>Target 2008/09:</b> Advise of liability one month prior to expiry of warrant</p>	<p>2 TIMELINESS</p> <p>2c Warrant of Fitness <b>Performance Measure:</b> Current Warrant of Fitness. <b>Target 2009/10:</b> 100% of qualifying buildings have a current Warrant of Fitness or are subject of investigation and enforcement. <b>Target for Years 2-3 and 4-10:</b> 100% of qualifying buildings have a current Warrant of Fitness or are subject of investigation and enforcement.</p>

# Schedule of Changes to the LTCCP 2009-2019 from the Annual Plan 2008-2009

CURRENT <u>ANNUAL PLAN</u> TEXT	<u>LTCCP</u> TEXT
<b>Land Transport</b> <b>Variations:</b> <ul style="list-style-type: none"> <li>▪ The target relating to the average smoothness of all city roads has been made harder by reducing the NAASRA counts from ≤125 NAASRA counts in 2009/10 to ≤120 NAASRA counts in years 4-10.</li> <li>▪ The target relating to the smoothness of urban sealed roads has been increased from ≥75% in 2009/10 to ≥80% in years 4-10.</li> <li>▪ The target (for Future Years) relating to the smoothness of rural sealed roads has been increased from ≥70% in 2009/10 to ≥75% in years 4-10.</li> <li>▪ The performance measure and targets for 2009/10 and future years relating to road crashes have been modified to make the target more achievable removed (as shown below).</li> <li>▪ The Target (for Future Years) relating to the community satisfaction with the city's road markings has been increased from 90% in 2009/10 to 92% in years 2-3 and 93% in years 4-10 by 2.5% from 90% in 2009/10 to 92.5%.</li> <li>▪ Performance measure and target relating to the number of cyclists wearing cycle helmets has been removed (as shown below).</li> <li>▪ The target relating to community satisfaction with the cleanliness of the city's streets has been increased from 90% in 2009/10 to 92% in years 4-10.</li> <li>▪ The target relating to community satisfaction with the city's directional signage has been increased from 90% in 2009/10 to 91% in years 4-10.</li> <li>▪ The target to inspect footpaths on a six monthly cycle has been replaced with a new target (as shown below).</li> <li>▪ The target relating to community satisfaction with footpaths in commercial and residential areas has been increased from 90% in 2009/10 to 92% in years 4-10.</li> </ul>	
3 SAFETY 3a Road Crashes <b>Performance Measure:</b> Number of road crashes and casualties. <b>Target 2008/09:</b> Achieve a reduction in the number of road crashes and casualties on that of the previous year.	Removed.
8 CYCLISTS <b>Performance Measure:</b> Wearing of cycle helmets. <b>Target 2008/09:</b> Achieve a 90% cycle helmet wearing rate as measured by survey.	Removed.
7 FOOTPATHS 7a Footpath Condition <b>Performance Measure:</b> Assessment of footpath conditions to mitigate dangerous surface conditions developing. <b>Target 2008/09:</b> Inspect footpaths on a six monthly cycle.	7 FOOTPATHS 7a Footpath Condition <b>Performance Measure:</b> Assessment of footpath conditions to mitigate dangerous surface conditions developing. <b>Target 2009/10:</b> 85% of all footpaths are rated as having a defects value of less than 30 <sup>6</sup> . <b>Target for Years 2-3:</b> Rating of 29 or less. <b>Target for Years 4-10:</b> Rating of 28 or less. <sup>6</sup> Rating is measured as a computation of the number of defects over a 50 meter length with a weighting for severity. Defects are measured as part of the Road Asset Maintenance Management System rating surveys.
<b>Water Supply</b> <b>Variations:</b> <ul style="list-style-type: none"> <li>▪ The 2009/10 target and target for future years target relating to the annual average minimum night flow has been made tougher, from not exceeding 70 litres per second in 2008/09 to 65 litres per second in 2009/10 and years 2-3, and , and not exceeding 60 litres per second in future years 4-10.</li> </ul> A new performance measure and targets have been added in regards to the overall reduction in residential consumption (as shown below).	
New →	5 CONSUMPTION <b>Performance Measure:</b> Overall reduction in residential consumption. <b>Target 2009/10:</b> Maintain residential consumption below

# Schedule of Changes to the LTCCP 2009-2019 from the Annual Plan 2008-2009

CURRENT <u>ANNUAL PLAN</u> TEXT	<u>LTCCP</u> TEXT
	300m <sup>3</sup> per year. <b>Target for Years 2-3:</b> Reduce residential consumption to 250m <sup>3</sup> per year. <b>Target for Years 4-10:</b> Reduce residential consumption to 220m <sup>3</sup> per year.
<b>Wastewater</b>	
<b>Variation:</b>	The target relating to community satisfaction with the reticulated wastewater disposal service has been increased from 90% in 2009/10 to 91% in Years 2-3 and 92% in Years 4-10.
<b>Stormwater</b>	
<b>Variation:</b>	The target (for future years) relating to community satisfaction with the urban stormwater disposal service has been increased by 2.5% from 87.5% in 2009/10 to 90% in years 4-10.
<b>Solid Waste</b>	
<b>Variations:</b>	<ul style="list-style-type: none"> <li>▪ The target relating to reducing the annual tonnage of refuse collected for 2009/10 has increased by 2.5% from 2.5% in 2008/09 to 5% in 2009/10.</li> <li>▪ The target relating to increasing the weight of recycling for 2009/10 has increased by 25kg from 120kg per household in 2008/09 to 145kg per household in 2009/10.</li> </ul>

# Key Council Documents

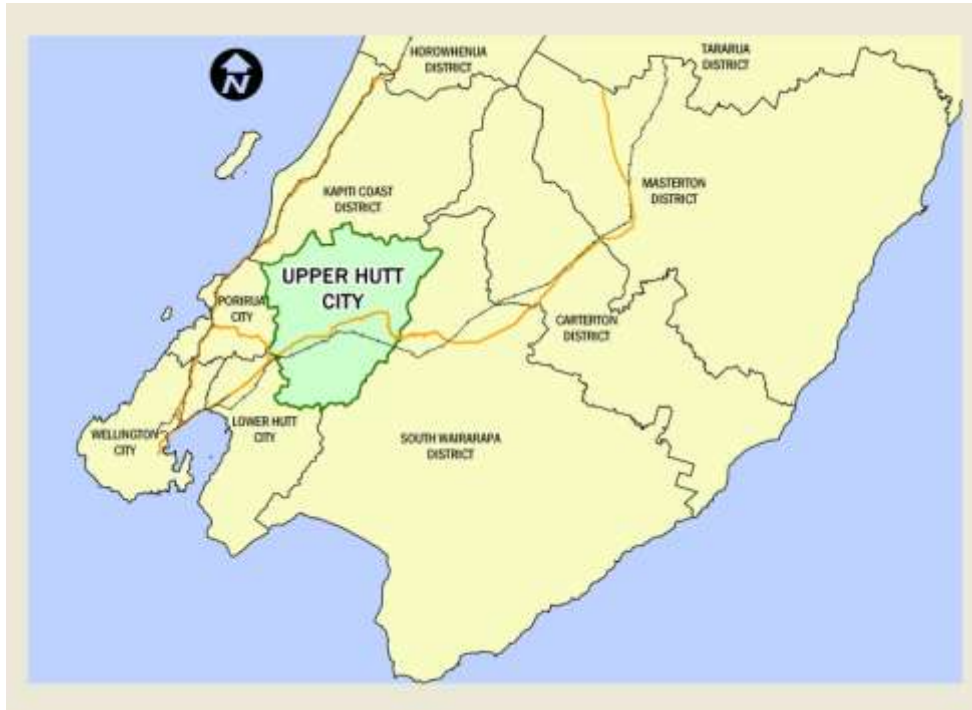
Document	Contents
<b>Annual Plan</b>	<p>The Annual Plan lets you know what Council plans to do for the next year and how it is going to pay for it. It is an annual slice of the Long Term Council Community Plan that covers levels of service, performance expectations and financial requirements.</p> <p>It also covers funding sources (such as rates and loans), and funding allocations for each activity/service. The Annual Plan includes a Schedule of Fees and Charges.</p> <p>The latest Plan can be viewed at <a href="http://www.upperhuttcity.com">www.upperhuttcity.com</a></p>
<b>Annual Report</b>	<p>The Annual Report looks back over the year just gone and lets you know whether Council did what it said it would. It provides accountability to the community for decisions made throughout the year by the local authority, and compares actual performance against intended performance as set out in the Long Term Council Community Plan and Annual Plan for the particular year.</p> <p>It must be prepared by the end of October. The latest report can be viewed at <a href="http://www.upperhuttcity.com">www.upperhuttcity.com</a></p>
<b>Asset Management Plan</b>	<p>An asset management plan captures knowledge about an asset, and is used by Council for managing the asset to ensure that its capability to provide a service is maintained at the lowest total cost over the long term. Council maintains asset management plans for:</p> <ul style="list-style-type: none"> <li>• Parks and Reserves</li> <li>• H<sup>2</sup>O Xstream</li> <li>• Property</li> <li>• Roothing</li> <li>• Water Supply</li> <li>• Wastewater</li> <li>• Stormwater</li> </ul> <p>These plans drive the asset maintenance and renewal work programme and budget for the asset. They are updated each year.</p>
<b>Business Recovery Plan</b>	<p>A Business Recovery Plan is used by Council to ensure that its capability to provide a service is maintained in the event of a pandemic.</p>
<b>Disaster Recovery Plan</b>	<p>The Disaster Recovery Plan is used by Council to ensure that the ability to provide a service is maintained in the case of a natural or civil disaster. Council maintains disaster recovery plans for:</p> <ul style="list-style-type: none"> <li>• Roothing</li> <li>• Water Supply</li> <li>• Wastewater</li> <li>• Stormwater</li> </ul> <p>These plans are updated each year.</p>
<b>District Plan</b>	<p>The District Plan sets out how Council will promote 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. It includes rules controlling development within the city of Upper Hutt, and identifies when a resource consent may be required. It must be reviewed every ten years. Refer to <a href="http://www.upperhuttcity.com">www.upperhuttcity.com</a></p>
<b>Emergency Management Plan</b>	<p>An Emergency Management Plan is used by Council for managing an asset to ensure that its capability to provide a service is maintained even in the event of a major emergency.</p>
<b>Waste Management Plan</b>	<p>The Hutt Valley Waste Management Plan sets out how Hutt City and Upper Hutt City Councils propose to jointly manage waste over the next ten years. It has been prepared in terms of the Local Government Act 2002. Refer to <a href="http://www.upperhuttcity.com">www.upperhuttcity.com</a></p>

# Glossary of Terms

Document	Contents
<b>Activity</b>	Goods or services provided by the City Council, including the provision of facilities and amenities, making grants and performing regulatory and other governmental functions.
<b>Asset</b>	Something of value that the City Council owns in order to provide a service for the people of Upper Hutt. Examples include roads, parks, pipelines and buildings.
<b>Capital Expenditure</b>	Expenditure incurred in acquiring or adding value to assets.
<b>City Vision</b>	<i>'Upper Hutt City – A Great Place to Live'</i> The City Vision summarises the key characteristic of the City, now and for the future.
<b>Community Measures</b>	The Community Measures are the indicators that the City Council will use to show what progress is being made by the whole community towards achieving the Community Outcomes. These measures are often beyond the control of Council to achieve.
<b>Community Outcomes</b>	The Community Outcomes describe what residents think is important for their local community now and in the future. The Outcomes process informs and guides the Council, and other organisations, in the setting of priorities in relation to their activities. They have been identified through a process of consultation with the community.
<b>Depreciation</b>	The measure of consumption of economic benefits in an asset, whether arising from use, age or obsolescence.
<b>Fees and Charges</b>	Charges for a Council service that must be met by the user of the service (e.g. swimming pool charges, resource consent fees, trade waste charges). Refer to the Schedule of Fees and Charges at the rear of this document.
<b>General Rates</b>	The rates levied on most properties for general services including residential, rural, business and utility. They are levied on the basis of zoning, land use and capital value.
<b>Governance Statement</b>	The Governance Statement provides information on a wide range of matters concerning the structures, processes and policies of the Upper Hutt City Council. It must be prepared within 6 months of each triennial general election of members of the local authority, and may be updated at any other appropriate time. Refer to <a href="http://www.upperhuttcity.com">www.upperhuttcity.com</a>
<b>Income</b>	Revenue gained from all sources during the year, such as rates, grants, special funds, subsidies, and fees and charges. Income does not include loans or the proceeds in excess of the net book value from the sale of assets.
<b>Mission Statement</b>	<i>'To enhance the quality of life in Upper Hutt by providing leadership, support and services to the community'</i> . The Mission Statement expresses Council's fundamental service delivery purpose.
<b>Operating Costs</b>	Expenses incurred during the year in providing or maintaining services to the community without acquiring or adding value to assets.
<b>Performance Measures</b>	These measure Council's progress in achieving its work programme as well as Council's contribution towards achieving the Community Outcomes.
<b>Significance</b>	The 'significance' of a particular matter determines the process which Council may use to make a decision, particularly with regards to consultation. Refer to 'Other Policies and Assumptions' section for Council's Policy on Significance.
<b>Special Funds</b>	Funds that have been set aside for a particular purpose, or as reserves.
<b>Strategic Asset</b>	The key assets that Council needs, to provide services for the community. They are defined in Council's Policy on Significance.
<b>Targeted Rates</b>	Targeted rates may be levied on specific properties, for specific services. The water supply, wastewater and stormwater activities are funded from targeted rates. Note – these rates are not charged to rural properties that do not use the services. A small group of properties are targeted for the Karapoti Bridge Rate.

# City Information

## Map of Upper Hutt



## City Vision for Upper Hutt

Upper Hutt City – A Great Place to Live

## Upper Hutt City Council Mission Statement

To enhance the quality of life in Upper Hutt by providing leadership, support and services to the community

# City Information

## Population

2006	Census Night	38,916
2006	Estimated Resident Population	38,415

## Area

Total Area		54,117 ha
	Rural Area	49,089 ha
	Residential Area	1,702 ha
	Business Area	183 ha
	Special Activity Area	638 ha
	Open Space Area	1,276 ha
	UHCC Parks and Reserves Area	548 ha
	Road Area	681 ha

## Rating Information

Number of Rating Units		15,854
	Rateable Capital Value	\$4,246,332,700
	Rateable Land Value	\$2,738,949,700
	Date of Last Valuation	August 2007
	Date of Next Valuation	August 2010

## History of Local Government in Upper Hutt

Hutt County Council constituted	1876
District of Upper Hutt constituted	28 March 1908
Borough of Upper Hutt constituted	1 February 1928
City of Upper Hutt proclaimed	2 May 1966
Rimutaka Riding incorporated within the City	1 April 1973
Grant of Arms by the College of Arms	30 March 1976
Hutt County Council abolished and the Heretaunga/Pinehaven Ward incorporated within the City	1 November 1988
City of Upper Hutt constituted with the abolition of the Heretaunga /Pinehaven Community Council	1 November 1989

## Coat of Arms

An outline of the City Coat of Arms is shown below. The original Grant may be seen in the Level 3 Reception area in the Civic Administration Building. Interested persons are invited to view this document.

The Coat of Arms for the City was granted by the Royal College of Arms (London) in 1978 by Letters Patent. This means that the coat of arms is protected and cannot be used without Council's authority, which must be in terms of the laws of arms.



## Description and Information

The arms are made up of a shield, a crest, supporters, and a motto scroll. In front of the rock in the Crest is a New Zealand Falcon. The New Zealand Falcon, known as the Bush Hawk or Karearea (*Falco novaeseelandiae*) was very prevalent in the Upper Hutt Valley in earlier times and some still survive in the area. It preys on the forest birds, including the pigeon depicted in the Arms, and is described as probably the most fearless of all this country's native birds.

The two birds in the Shield are Pigeons (*Hemiphaga novaeseelandiae*) and represent the early bird life in the Valley's bush. Both are still in existence.

The wavy band is a representation of the Hutt River and indicates its importance in the City of Upper Hutt.

The bottom portion shows a Totara tree (*Podocarpus totara*) which symbolises the original vegetation that abounded on the Valley floor. Some are still preserved in Trentham Memorial Park.

Finally, the Motto translated into English means "Nothing higher or more beautiful". This was chosen to record that the City has special physical features and a lovely setting.

The mountainous nature of some of the terrain (the city boundaries extend to the top of the Rimutakas and Akatarawas), the presence of the hills and trees that form so many of the views, the close affinity of the city and farm, and the varied beauty of the river valleys, form a combination within the City boundaries, which is most unusual and could well be unique in the context of world cities.

# City Information

The Council's advisors on the question of the adoption of the Motto felt that it was not appropriate to indulge in superlatives, and what has emerged is not an extravagant claim but a simple justified statement.

## **Badge**

The Royal College of Arms also granted a city badge. The badge is placed on property of the Council and used for less formal situations. It consists of a New Zealand Pied Fantail (*Rhipidura fuliginosa*) tail erect and expanded and perched on a twig within a circlet of gold chain.

## **Flag**

The city in 1982 produced, with the consent of the New Zealand Herald, a flag to be flown on appropriate occasions. One is on permanent display in Council Chambers and another is flown outside the Civic Administration Building during office hours. It consists of the City colours (gold across maroon quarters) with the shield in the middle.

# Council Members



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Wayne Guppy, JP**

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Email:	<a href="mailto:askus@uhcc.govt.nz">askus@uhcc.govt.nz</a>
Website:	<a href="http://www.upperhuttcity.com">www.upperhuttcity.com</a>
Civic Administration Office Hours:	8.00am to 5.00pm

**Additional Telephone Numbers**

Akatarawa Cemetery	(04) 526 7030
City Library	(04) 527 2169 or (04) 527 2117
Pinehaven Branch Library	(04) 528 2208
Visitor Information Centre	(04) 527 2141
H <sup>2</sup> O Xtream	(04) 527 2113
Expressions Arts and Entertainment Centre	(04) 527 2168