30 August 2018

CITY SERVICES COMMITTEE

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

WEDNESDAY 5 SEPTEMBER 2018 AT 4.30PM

MEMBERSHIP OF THE COMMITTEE:

Cr J B Griffiths (Chair)
Cr S P Taylor (Deputy Chair)

His Worship the Mayor, Mr W N Guppy
Cr R B T Connelly
Cr G T McArthur
Cr P E Lambert

NOTE:

Agenda reports may be inspected at the following offices whenever they are open to the public:

(a) Public Counter, Reception, Level 1, Civic Centre, 838-842 Fergusson Drive, Upper Hutt.

(b) The Pinehaven Branch Library, Corner Jocelyn Crescent and Pinehaven Road, Upper Hutt.
## Disclosure Register for City Services Committee

<table>
<thead>
<tr>
<th>Elected Member</th>
<th>Interest</th>
<th>Last Reviewed</th>
</tr>
</thead>
</table>
| Blair Griffiths (Chair)            | - Owner of Hillside Auto Wreckers  
- Griffiths Property Group Limited  
- Blair Griffiths Family Trust  
- Chair, City Services Committee  
- Member, Safe Hutt Valley                                                                                                                                 | Nov 2016      |
| Steve Taylor (Deputy Chair)       | - Member, Hutt Valley Flood Management Subcommittee                                                                                                                                                      | May 2018      |
| His Worship the Mayor, Wayne Guppy | - Director, MedicAlert  
- Trustee, Orongomai Marae  
- Chair, Wellington Region Mayoral Forum  
- President, Wellington Racing Club  
- Deputy Chair, Hutt Valley District Health Board  
- Member, Capital and Coast, Hutt Valley DHBs Community Public Health Advisory Committee and Disability Support Advisory Committee  
- Member, Capital and Coast District Health Board, Finance Risk and Audit Committee  
- Trustee, BaseFit New Zealand  
- Life Member Upper Hutt Rams RFC  
- Life Member, Wellington Rugby Football Union  
- Chair, Wellington Regional Amenities Joint Committee  
- Member, Civil Defence Emergency Management Joint Committee  
- Member, Hutt Valley Flood Management Subcommittee  
- Member, NZ Amateur Sport Association  
- Member, Regional Transport Committee  
- Member, Rimutaka Hill Road Committee  
- Member, Safe Hutt Valley  
- Member, Te Atiawanuitonu partnership, Hutt Valley District Health Board  
- Member, Wellington Regional Strategy Committee  
- Member, Wellington Water Committee  
- Member, LGNZ National Council  
- Wife employed by various community pharmacies in the Hutt Valley                                                                                                                                 | May 2018      |
| Ros Connelly                       | - Manager, Project and Portfolio Services Team at Ministry for Primary Industries (who regulate food safety, animal welfare, biosecurity and some other areas that may interface with the Council)  
- Board of Trustees Member Fergusson Intermediate  
- Member, Friends of the Hutt River  
- Member, Upper Hutt Forest and Bird  
- Member, Rimutaka Hill Road Committee  
- Member, Wellington Waste Forum  
- LGNZ Young Elected Member for Zone 4  
- Member, Upper Hutt Intermediate Schools Trust                                                                                                                                                   | Nov 2017      |
| Paul Lambert                       | - Member, Akatarawa Valley Emergency Response Team Committee  
- Member, City of Song Music Trust  
- Member, Hutt Valley Services Joint Committee  
- Member, Hutt Valley Sports Awards Committee  
- Member, Mainly Acoustic Music Club Committee  
- Member, Rimutaka Lions Club  
- Member, Zone 4 Local Government Association  
- Casual Employment at Silverstream Retreat                                                                                                                                                         | May 2018      |
| Glenn McArthur                     | - Property Investor/Developer self employed  
- Wife employed at Paino and Robinson Solicitors Upper Hutt  
- Life Member Upper Hutt Rams RFC  
- Trustee, BaseFit New Zealand  
- Chair, Policy Committee  
- Member Alternate, Wellington Water Committee                                                                                                                                                   | July 2017     |
CITY SERVICES COMMITTEE

Agenda for Public Meeting to be held on WEDNESDAY 5 SEPTEMBER 2018 at 4.30pm

PUBLIC BUSINESS

1. APOLOGIES

2. PUBLIC FORUM

3. CONFLICT OF INTEREST DECLARATIONS

4. GENERAL BUSINESS

   4.1 POTABLE WATER – DEMAND MANAGEMENT (301/25-003)
      Report from the Director of Asset Management and Operations dated 20 August 2018.
      Recommendation on Page 7.

5. DIRECTOR’S REPORT: ASSET MANAGEMENT AND OPERATIONS DEPARTMENT AUGUST 2018 (301/25-003)

   Report from the Director of Business Transformation and Insight dated 27 August 2018.
   Recommendation on Page 55.

7. DIRECTOR’S REPORT: COMMUNITY SERVICES DEPARTMENT AUGUST 2018 (301/25-002)
   Report from the Director of Community Services dated 24 August 2018.
   Recommendation on Page 69.

8. DIRECTOR’S REPORT: PLANNING AND REGULATORY SERVICES DEPARTMENT AUGUST 2018 (301/25-010)
   Report from the Director of Planning and Regulatory Services dated 24 August 2018.
   Recommendation on Page 71.

9. GENERAL BUSINESS
10. **PUBLIC EXCLUSION**

Resolutions as follows required:

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

11. **GENERAL BUSINESS**

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

<table>
<thead>
<tr>
<th>(A) GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</th>
<th>(B) REASONS FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER</th>
<th>(C) GROUND UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Business</td>
<td>That the withholding of information is necessary to protect information subject to an obligation of confidence.</td>
<td>Section 7(2)(c)</td>
</tr>
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</table>
Potable Water – Demand Management

Purpose of Report

To provide Council with an update on potable water demand management and the broader context for assessing Upper Hutt City water consumption.

Background

The water consumption for Upper Hutt is widely quoted as being high and even recently described as the highest in the country.

There are a number of ways of measuring water consumption but perhaps the most useful is to do so in terms of litres per person per day (l/p/d). This is certainly the base information used in designing new potable and sanitary network capacity.

This information can be difficult to obtain and it isn’t always clear that comparisons based upon this data will be valid. For example, water use normally increases in summer and decreases in winter – hence climate is a variable. Similarly it is reasonable to assume that more densely developed communities are likely to have lower per capita consumption because the ratio of green space per capita is less.

Nevertheless, WaterNZ have been collecting data for some years and the graphs below are derived from their information base.

The graph immediately below shows a comparison between Upper Hutt, Hutt City and Wellington City.

This shows the average litres /person/day for a whole year for the period 2013-2017
This shows per capita that Upper Hutt for three out of the four years was the lowest and is consistently below Wellington City. It is suspected that consumption in the 2016/17 year was largely due to a very dry summer. This is borne out by the high number of Bylaw infringement notices issued with that same period.

This next graph is a comparison of the data available from across New Zealand.

The average per capita daily consumption for the medium sized communities is 275 l/p/d. Upper Hutt sits at 253.9 l/p/d. This puts Upper Hutt on the lower side of the average for medium sized councils.

**Commentary**

Despite Upper Hutt being far from having the highest consumption in the region and/or New Zealand there is no room for complacency.

Factors such as climate change and population growth are forecast to have a considerable impact upon when significant investment in additional infrastructure is required. Even with demand management measures in place, growth (unless it is ultimately constrained) will eventually force some investment in infrastructure.

In the meantime the primary demand management tools are:

1. **Education** – needs to be constant and refreshed often to remain relevant
2. **Pricing** – install universal metering (impact not necessarily equitable)
3. **Enforcement** – Bylaw controls on types and time of use

Upper Hutt is the only city in the region that has year round restrictions in place and is the only one to enforce those restrictions.
Arguably (apart from the 2016/17 year) those restrictions and their enforcement appear to be having the desired effect.

Moving forward opportunities around the concepts of water sensitive urban design and hydraulic neutrality (when applied at a residential level) are likely to emerge. Similarly we may gain better insights into what optimum potable water consumption on a per capita basis actually looks like and how that level of service can be described. We know water is essential for life but there is no agreement as to how much is needed to provide the quantity that provides the quality that may be acceptable to our communities.

**Recommendation**

**THAT this report be received**

Geoff Swainson

**Director Assets and Operations**
Asset Management and Operations Department  
Director’s Report

Roading

Procurement Processes in Progress

- The reseal contract is in the process of being tendered.
- The kerb and channel contract is in the process of being tendered.
- The street cleaning contract is in the process of being awarded.

NZTA Funding

The National Land Transport Programme (NLTP) for 2018-2021 is due to be finalised by 30 August. NZTA had intended to complete the process by March 2018. This was changed when the incoming government prepared a revised Government Policy Statement (GPS) setting out new priorities for land transport funding. As a result all funding applications needed to be reviewed against the revised priorities, leading to the delay.

Work Programme

Capital Works

Work is continuing on the projects carried over from the 2015-2018 LTP including the Hutt River Trail Cycleway and the Stormwater Works at Silverstream underpass. New capital works from the 2018-2021 LTP will begin later in the year once the weather has settled.

Subsidised Roading-Maintenance

Subsidised maintenance expenditure is well ahead of schedule. In particular the continued wet weather has meant that environmental maintenance (slip clearing) and sealed pavement maintenance are higher than average. The pavement maintenance is a combination of more damage due to the wet weather and the contractor beginning to clear a backlog of work that has accumulated as a result of weather delays.
Subsidised Roading-Renewals

The subsidised renewals budget is on schedule. The bulk of the work would be expected to be carried out during the summer months, so little has been done to date. Sealed road resurfacing is ahead of budget. This
is a result of asphalt paving the eastern end of Main Street in July. Streetlight repairs are also slightly ahead of budget. Over the last month following the LED streetlight upgrade a number of minor wiring and fuse faults have occurred at older poles. While it was not anticipated they are the result of pulling the fuses and working on the wiring. The situation is expected to settle over time and will be monitored.

<table>
<thead>
<tr>
<th>Renewals Expenditure</th>
<th>Total Budget: $1,934,748</th>
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</thead>
<tbody>
<tr>
<td>Expected to Date:</td>
<td>$161,229</td>
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<tr>
<td>Actual to Date:</td>
<td>$183,876</td>
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Renewals Expenditure Breakdown

Renewals Work Categories (Expenditure YTD)
Nonsubsidised Roading-Maintenance

Nonsubsidised maintenance expenditure is slightly below budget to date and tracking well.

<table>
<thead>
<tr>
<th>Maintenance Expenditure</th>
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<th>742,388</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected to Date:</td>
<td>$</td>
<td>61,866</td>
</tr>
<tr>
<td>Actual to Date:</td>
<td>$</td>
<td>49,242</td>
</tr>
</tbody>
</table>

Nonsubsidised Roading-Renewals

Nonsubsidised renewals have not yet commenced.

Road Safety

A copy of the road safety promotion programme for 2018-2019 is attached for your information (Attachment One).

This document has been prepared as prototype, with the intention that all similar roading programmes will be presented in the same way in 2019-2020. It is also intended that they will be prepared prior to June each year and that the opportunity will be available for the proposed programmes to be workshopped by councillors if they wish.

Parks and Reserves

The winter bedding has established well and is starting to show good colour. Planning for the summer bedding is now underway to ensure plants will be available from the suppliers in a timely manner.

Tenders for the Maintenance of Parks and Reserves contract has now closed and officers are currently in the process of analysing the conforming tenders that have been received. Although the current contract finishes at the end of September, officers are continuing to work closely with the current contractor to ensure contracted standards are achieved to an acceptable standard.

A further 15 specimen trees have been planted in Trentham Memorial Park and the Akatarawa Cemetery this month to replace removed specimens and to increase our current stock.
With the recent warmer weather and the longer day light hours, there are signs of fresh new growth along with increased number of weeds. The contractors have increased their man hours accordingly to maintain standards.

**General**

Over the last week there have been two fires lit in the commuter carpark toilets on separate days. Both events caused minimal damage with only cleaning needed for smoke damage in the men’s and a replacement bin was required in the women’s toilet.

The overall numbers of tagging around the city remains comparatively low. However, the Railway Station subway continues to be a target, but mostly one off tags. Earlier in the month, about 10 tagging events occurred around Silverstream that followed the pattern of a prolific tagger (same tag and area), but fortunately the occurrence has not continued.

A litter bin and picnic table have been replaced at Silverstream Amenity Reserve to replace some out-dated furniture. Also a picnic table at Moonshine was installed to replace a damaged table.

Some old vehicle barriers and bollards are being removed at the Upper Hutt Bridge club. They were in a poor state of repair and not serving any real purpose.

The river access steps at Hog gard Park have been replaced as part of programmed asset replacement works. A small sign to identify the river access point to passing visitors on the National Cycle Trail will be investigated once the upgrade of the Cycleway in this area is completed and the trail is open again.

The transfer of the infrastructure key management to Wellington Water Ltd (WWL) is in the final stages of the handover process. Once the keys data is transferred to WWL, the keys will be under the control of WWL and they will then be responsible for the management of the system including issuing and returning of keys to contractors and the public as required. The Parks and Reserves keys will continue to be managed by the Parks and Reserves Division.

Karapoti Park has had an additional pipe barrier and vehicle barrier installed to limit access from Karapoti Road into the park. Since the gate off Akatarawa Road has been permanently locked, unofficial access has been gained off Karapoti Road, through the reserve. For a number of years the public treated the reserve as private land and used it to gain vehicle access to the park, not to mention grazing. A small car parking area has been developed at this point and will be surfaced with metal as funds and weather allow. Vehicle users will now be encouraged to use this as the main access point, as the original access off Akatarawa Road has limited site lines and access onto Akatarawa Road is difficult.

A medium sized slip was recently cleared from the Karapoti Gorge track. The slip prevented vehicle access (quads and motorbikes) but was passable for foot traffic. As part of this work a number of water tables were also cleared and other slip debris removed from the along track to McGee’s Bridge.

The solid gate at the Duck Pond Park has been replaced with a single removable bollard and one fixed bollard. As this access point forms part of the Hutt River Trail and the popular Norbert to Totara Park Bridge loop it is well used by bikes. This change has improved overall accessibility (bikes, wheelchairs, mobility scooters etc.) and aligned the access point with the trail rather than to the side of it.

A section of vehicle barrier along the access road to the Harcourt Holiday Park has been replaced with a new barrier as it was rotting out and it was not considered feasible to repair.

The vinyl on the floor at the cemetery public toilets has been replaced. The old vinyl was stained and due to the textured design hard to clean. As part of this project the woodwork in the toilet was also repainted. Also, in the Cemetery main building, the old Dux Quest water pipe work was replaced as part of planned Asset works. The pipe in the ceiling had recently burst one night and flooded the office.
Wet weather is still causing some ground issues in areas where grass mowing is required. Mowing of some areas has had to be delayed until weather conditions allow access without damage to the surface.

**Three Waters**

**Water Consumption**

Consumption graphs are attached (Attachment Two).

**Recommendation**

THAT this report be received

Geoff Swainson  
**Director Asset Management and Operations**
UPPER HUTT CITY COUNCIL

Road Safety Promotion

2018-2019 Programme
<table>
<thead>
<tr>
<th>Name</th>
<th>2018-2019 Road Safety Promotion Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue</td>
<td>1.0</td>
</tr>
<tr>
<td>Date</td>
<td>July 2018</td>
</tr>
</tbody>
</table>
| Prepared by | C. Pulford  
Road Safety Co-ordinator |
| Recommended By | P.J.Hanaray  
Roading Manager |
| Approved By | G.Swainson  
Director Asset Management and Operations |
1. Context

1.1 Overview
The Upper Hutt City Council road safety programmes have been developed to address areas of concern as identified in: Safer Journeys, Communities at Risk Register and local crash data.

The road safety promotion programme contributes to:

- the Government’s Safer Journeys 2020’ initiatives, “to reduce road user crash risks and consequences”; and
- the Upper Hutt City Council Long Term Plan City Vision, and in particular the following strategic priority areas:
  - Community – “We’re a caring safe and health community” and
  - Infrastructure – “we have reliable and efficient networks”

1.2 Partnerships

1.2.1 New Zealand Transport Agency (NZTA)
NZTA is both a funding partner and a delivery partner for road safety promotion.

As set out in 1.3 below NZTA funds road safety promotion at the same rate as other subsidised roading activities.

Upper Hutt City Council works with NZTA to coordinate the timing of local and regional campaigns to align with the NZTA Road Safety Calendar for National campaigns where possible and to ensure that a consistent message is delivered.

1.2.2 Wellington Region TLAs
Collaborative Regional programmes allow for consistent messaging and sharing of resources but care needs to be taken to ensure that the objectives and target audience address the needs/statistics of the local area; this is why local involvement at the planning stage is important.

The regional approach also acknowledges that there is considerable cross-boundary movement of people within the Wellington Region, and that:

- crash statistics can include road users from other TLAs in the region; and
- residents of Upper Hutt are at risk when they are travelling in other parts of the region.

Specific examples of this include:

- Wellington City has a significant pedestrian crash rate. Pedestrians in Wellington include commuters from Upper Hutt.
- Recreational motorcyclists travelling through Upper Hutt to and from the Wairarapa who are not Upper Hutt residents but who crash within the Upper Hutt City boundary.
1.2.3 New Zealand Police

Collaborative programmes have been developed across the Hutt Valley to maximise the support of the District Road Policing team which covers the Hutt Valley-Wairarapa area.

The Road Safety Co-ordinator maintains regular contact with the Police School Community Officer.

1.2.4 Other Partners

Council works with a number of other groups to deliver road safety programmes. Some of these include:

- Department of Corrections
- Students Against Dangerous Driving (SADD)
- Upper Hutt Police School Community Officer
- Accident Compensation Corporation (ACC)

The details of the relationships for individual projects are provided in Section 2.

1.3 Funding

1.3.1 Programme Summary 2018-2019

Funding for 2018-2019 has been allocated as shown in the chart below. A description of each of the proposed projects in each category is set out in Section 2 Projects.

The detailed budget is included in Section 3 Programme Breakdown.

![Figure 1: Road Safety Promotion Programme by Category](image)
1.3.2 Funding Sources

Funding is provided by the Upper Hutt City Council through the subsidised roading budget with NZTA contributing funding at the normal Financial Assistance Rate (FAR) through Work Category WC 432: Safety promotion, education and advertising.

The balance of the costs is rates funded through the subsidised road safety promotion programme.

For specific projects within their areas of concern the council’s other road safety partners will fund part or all the costs of the project.

1.3.3 Eligible Projects

Examples of activities that are suitable for inclusion (from NZTA Knowledge Base) are:

- workshops, seminars or displays to raise awareness of national, regional and local land transport safety issues
- safety education in schools, driver education and information, walking and cycling safety
- advertising (e.g. billboards, radio, television, print, electronic and other media)
- delivery of education, advertising, awareness raising or public information initiatives that reinforce or complement related activities across the NLTP (e.g. integrated packages of activities)
- provision of integrated advice, information and support to community groups
- preparation and implementation of travel plans and neighbourhood accessibility plans where these address identified safety risks and are supported by infrastructure improvements.
- driver licensing courses where subsets of the community have not moved through the graduated license system and require support to do so
1.3.4 Exclusions

NZTA funding exclusions are:

- physical works (engineering, road signs or markings) or services required to support qualifying activities, including the purchase or maintenance of capital items - these are funded through the appropriate improvement work categories
- travel behaviour change activities, including the preparation of travel plans and neighbourhood accessibility plans, and associated education and promotion initiatives that are not targeted towards safety – these are funded under Work category 421: Travel demand management
- network user information activities which do not have a significant safety outcome – for example congestion relief, travel planning, or mode shift promotion. These activities may be considered within Work category 421: Travel demand management
- sponsorship of a third party to provide “advertising” of the message is not considered to be an effective means of user behaviour change
- driver licensing training or education courses which diminish probationary time on a license
- public transport promotion services, which are funded from Work category 514: PT facilities operations and maintenance

NOTE: for full details of this activity and eligible projects refer to the NZTA Knowledge Base at NZTA.govt.nz.
2. Projects

2.1 Alcohol and Drug Impaired Driving

2.1.1 Alcohol Impairment Education Programme (AIEP)

Scope: Interagency

Lead Agency: UHCC

UHCC Budget: $3,390

The Alcohol Impairment Education Programme (AIEP) is a multi-agency initiative that has been running since 2016. It focuses on improving road user attitudes and behaviour for recidivist drink driving offenders who are on community probation or in prison.

The Upper Hutt City Council Road Safety Coordinator works in collaboration with NZ Police, Fire and Emergency NZ, Corrections Programme Facilitators and funeral directors to run this programme.

The programme starts with a one-day education programme with the following Learning Outcomes:

- Have a greater understanding of the consequences of drink driving
- Have a greater understanding of crash factors
- Have a greater understanding of the number of people affected by a crash ‘The Ripple Effect’
- Develop a safety plan to ensure safe choices when using the road

The programme content and the individual safety plan will be revisited in a 1:1 situation with Corrections Case Managers.

Initially the programme was run with Community Corrections and in 2017 a pilot programme was run at Arohata prison. In 2018 it will be introduced into Rimutaka Prison. The programme content has been reworked with guidance from Corrections Programme Facilitators to better meet the needs of the target audience and promote behaviour change. As the programme is being extended to the wider Wellington region some road safety teams from other councils are now becoming involved.
## 2.1.2 NZTA Drink/Drive Advertising

<table>
<thead>
<tr>
<th>Scope</th>
<th>National</th>
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<tbody>
<tr>
<td>Lead Agency</td>
<td>NZTA</td>
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<tr>
<td>UHCC Budget</td>
<td>$6,015</td>
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</table>

The New Zealand Transport Agency encourages the use of their advertising material in local campaigns. The new Drink Driving campaign ‘Dilemmas’ was launched on 29 July 2018. The Upper City Council will be using this material locally to target Upper Hutt road users. The resources will be used in October, December and April 2019, timing aligned to the NZTA Road Safety Advertising Calendar.

A variety of platforms will be investigated: community noticeboards, bus backs, local paper, posters etc.
2.2 Young Drivers

2.2.1 Secondary School Units of Work

<table>
<thead>
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<th>Scope</th>
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<tr>
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<tr>
<td>UHCC Budget</td>
<td>$1,700</td>
</tr>
</tbody>
</table>

The Upper Hutt College ‘Pathways’ classes are working on unit standards related to ‘Driving’. These units enable the students to gain credits for their learning and as it build students’ knowledge, skills and understanding in curriculum areas it also helps students learn about and solve problems related to safe travel at the same time.

The UHCC Road Safety Co-ordinator is working alongside the school on these units using NZTA resources. The plan is to run a competition where students research a road safety issue relevant to young people and Upper Hutt and promote possible risk reduction strategies to address the issue. The winning entry will be screened at the Monterey Cinema.

2.2.2 Learner Licence Courses

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>Read Write Plus</td>
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<tr>
<td>UHCC Budget</td>
<td>$1,650</td>
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</tbody>
</table>

Read Write Plus runs Learner Licence courses for low literacy learners.

Upper Hutt City Council provides a grant each year to support this target group to progress through the licence process.
2.2.3 Graduated Licencing System Education

Scope: Interagency
Lead Agency: NZ Police
UHCC Budget: $1,000

The NZTA report that drivers on a restricted licence are seven to nine times more likely to be involved in a fatal or serious injury crash than other drivers. Data also shows that young restricted drivers are more at risk of having a serious crash in the first six to 12 months of driving solo on their restricted licence than at any other time in their lives. This increased risk is partly due to driving inexperience. Hutt Valley Road Policing report 12000 Graduated Licence condition breaches in the Wellington region in 2017.

The Upper Hutt Police School Community Officer is planning an operation that will address Graduated Licence condition breaches in Upper Hutt. The UHCC Road Safety Co-ordinator will be supporting this operation with licence information and education in colleges.
2018-2019 Road Safety Promotion Programme

2.2.4 Students Against Dangerous Driving (SADD)

**Scope**
Local

**Lead Agency**
SADD

**UHCC Budget**
$1,600

Heretaunga College and Upper Hutt College have Students Against Dangerous Driving (SADD) teams. The role of the SADD students is to spread safe driving messages and for teenagers to develop their own solutions and educate their mates about staying safe on the road. Council will assist SADD with their in-school activities where appropriate and will also support SADD students to attend the annual National conference for professional development.

2.2.5 Young Drivers Hutt Valley

**Scope**
Interagency

**Lead Agency**
Safe Hutt Valley

**UHCC Budget**
$3,000 tbc

Since 2014 an event called X-Roads has been run every second year for Year 11 students attending Hutt Valley secondary schools. The theme in 2018 was ‘Good Mates Good Choices’. The aim was to give secondary students more driver based skills, knowledge, and confidence so that they could make good decisions around drinking, drugs, and driving.'

Evaluations and feedback from students and teachers about the 2018 event will be sought to access the effectiveness of the event. Discussions will take place regarding the future direction of X-Roads.
## 2.3 Older Drivers

### 2.3.1 Driver Refresher Courses

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<th>Scope</th>
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<tr>
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<td>$550</td>
</tr>
</tbody>
</table>

The Upper Hutt City Council supports Read Write Plus with a small grant each year. This grant supports them to run Driver Refresher courses for senior drivers.

### 2.3.2 CarFit

<table>
<thead>
<tr>
<th>Scope</th>
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CarFit is a programme the NZAA have brought to NZ from the USA. It is a free programme where trained technicians show older drivers how to set-up their car so they are in the best position physically, have the greatest range of vision and can access all controls. In Upper Hutt the technicians are volunteers from the Rimutaka Lions Club and Upper Hutt Community Patrol.

Presentations will be done at retirement homes and clubs for older drivers by the UHCC Road Safety Co-ordinator and the Community Patrol CarFit technician. These presentations will explain the CarFit programme and also some of the regulations that have changed over the past few years. From these presentations bookings for a CarFit programme will be made.

We aim to run at least two programmes each year during the summer months.
2.4 Cyclists

2.4.1 Upper Hutt Young Cyclists of the Year Competition

<table>
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<td>UHCC Budget</td>
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The Upper Hutt City Council and Upper Hutt Police School Community Officer collaborate to run the annual Upper Hutt Young Cyclists of the Year competition. This is usually held at the Harcourt Park cycle track out of school hours. Community Police officers help with the judging and Andrew from The Cycle Centre usually supports us with the bike check part of the competition.

The winning team is presented with a trophy to hold for the year and each cyclist in the team receives a medal.

In 2018 the completion will be held in early December.

2.4.2 Activation Cycle Events

<table>
<thead>
<tr>
<th>Scope</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Agency</td>
<td>Activation UHCC</td>
</tr>
<tr>
<td>UHCC Budget</td>
<td>$200</td>
</tr>
</tbody>
</table>

The Road Safety Co-ordinator provides support for the UHCC Activation team with cycling events e.g. Go By Bike Day. Cycling safety messages and road rules are reinforced through challenges e.g. quiz questions.
2.4.3 Cycling Skills

Scope | Local
--- | ---
Lead Agency | UHCC
UHCC Budget | $4950

BikeReady is New Zealand’s national cycle education system. It includes cycle skills training sessions with professional instructors. It also extends into the classroom.

In the Wellington region the GRWC cycle instructors offer free cycling skills to Year 4-8 students. Grade One training is held in a non-traffic environment, usually in a school playground. Grade Two training takes 7-8 hours in total, with a minimum of 6 hours riding on local roads.

At times having access to a bike or a bike in safe condition can be a barrier to accessing this cycling education.

The UHCC will be co-ordinating and funding a bike fix-up by a trained bike mechanic at two lower decile schools in preparation for cycle skills training. The hireage of a small fleet of loan bikes for use during the training will also be funded.

The uptake of the Cycling education will be promoted to schools throughout Upper Hutt.
2.4.4 Community Bike Drive

Scope  Interagency
Lead Agency  Corrections
UHCC Budget  $200

Upper Hutt Community Bike Drive

A very successful and collaborative ongoing community project enabling members of the local community (children and adults) to have access to a bike and enjoy the benefits of cycling. The goal of the project is to provide quality refurbished bikes to members of the local community who wouldn’t normally have access to a bike.

Upper Hutt City Council’s Activation Team have partnered with the Department of Corrections Rimutaka and the Upper Hutt Cycle Centre to collect donated second hand bikes, restore them and re-distribute them to local families. The project is also supported by the Council’s Community Development team, Road Safety Co-ordinator and Heretaunga Rotary.

The project started in August 2016 and so far more than 300 bikes have been donated, stripped, serviced and spruced up by prisoners in a bike workshop in Rimutaka Prison. It has given prisoners the opportunity to develop a new set of skills that might lead to future employment. A team of four prisoners are involved in stripping the bikes back to their frames before rebuilding them again and repainting where necessary.

The project was runner up in the Health and Wellbeing Category in the 2017 Wellington Airport Regional Community Awards.

The Road Safety Co-ordinator funds a daytime high vis for every bike gifted back to the community, reinforcing the safety message ‘Be Safe, Be Seen’.
2.5 Motorcyclists

2.5.1 Get Ride Ready

Scope: Interagency

Lead Agency: ACC

UHCC Budget: $4510 tbc

Get Ride Ready is a campaign that was started in the Wellington region in 2016 by local councils and NZTA. In 2017 it was taken over by ACC and introduced nationwide. The aim is to make sure motorcyclists are ready to ride as they head into summer.

In the past the campaign involved participating retailers offering a free 10-point safety check, this was done at the retailers expense. Motorcyclists could also book for a free ACC Ride Forever skills course. These courses aim to help motorcyclists become better, safer riders, regardless of their current skill level.

ACC have advised that there is planning on a 2018 campaign that looks similar to Get Ride Ready which will be launched in October. Communication will be made with UHCC at a later stage, we will then decide on our level of involvement.
2.5.2 Motorcycle Safety Education Stops

Scope | Interagency
---|---
Lead Agency | UHCC
UHCC Budget | $2000

Following on from a very successful ‘safety education stop’ run in Upper Hutt in 2017 the UHCC are planning to run two similar events during September and October 2018. These are the months when many motorcyclists get back on their bikes after the winter months.

The UHCC will collaborate with NZ Police, ACC, Ride Forever course providers and NZTA to run these events. We will target Motorcyclists travelling the high risk motorcycle route over the Rimutakas.

The aim of these stops is to raise awareness of the following safety messages:

- The more skills and knowledge you have, the better equipped you are to deal with any situation on the road - take advantage of ACC subsidised Ride Forever on-road coaching
- Choose the right riding gear and you won’t just be safer, you’ll enjoy your riding more.

The Shiny Side Up event being held in February will also be promoted.
### 2.5.3 Shiny Side Up Bike Fest

<table>
<thead>
<tr>
<th>Scope</th>
<th>Nationwide</th>
</tr>
</thead>
<tbody>
<tr>
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<td>NZTA</td>
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<tr>
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</table>

The Shiny Side Up Bike Fest is a motorcycling event that started in the Wellington region in 2016. It is a Big Day Out for motorcycle riders with the aim to bring the New Zealand motorcycle community together and share best practices.

The goal is for people to leave the event better riders than when they arrived. This is achieved through promoting rider skills, full protective gear and technologies such as ABS. The event utilises well known, respected personalities and experts to empower the riders with their knowledge and experiences via demonstrations, presentations and workshops.

Due to the popularity of this event ACC and NZTA have taken it nationwide.

In February 2019 the event for Wellington region’s riders will once again be held at the Southward Car Museum.

UHCC will support this event with a funding contribution, promotion and support on the day.
2.5.4 Burt Munro Safety Promotion

Scope: Regional

Lead Agency: UHCC, WCC, HCC

UHCC Budget: $0 (time only)

In February every year hundreds of motorcycle riders head to Southland for the Burt Munro Challenge. Prior to the event the ferry sailings (both Interislander and Bluebridge) have very high numbers of motorcycle bookings.

The regional Road Safety Co-ordinators will collaborate on an initiative to reinforce safe and skilled riding targeted at these motorcyclists.

The riders will be met at the ferry terminals while they are waiting to board. Road safety co-ordinators interact with the riders and provide a bag of motorcycle safety promotional material to all riders. This material may include: a tyre pressure gauge; chamois; motorcycling magazine; snacks; maps showing motorcycling routes; and information about ACC Ride Forever rider training courses and the Shiny Side Up Bike Fest.
2.6 Safe Roads and Roadsides (Including intersections, speed and distraction)

2.6.1 Intersections

<table>
<thead>
<tr>
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<tbody>
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<td>WCC</td>
</tr>
<tr>
<td>UHCC Budget</td>
<td>UHCC contributed to this campaign in the 2017-2018 financial year.</td>
</tr>
</tbody>
</table>

Crashes at intersections are an area of concern for the Wellington region, with poor observation and distraction being contributing factors. As a region we started planning a new campaign in 2017. The concept is to convey the message to be alert at intersections. Design work is underway. The message will be communicated on billboards and through radio messaging.

2.6.2 Speed and Distractions

<table>
<thead>
<tr>
<th>Scope</th>
<th>National</th>
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</thead>
<tbody>
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<td>Lead Agency</td>
<td>NZTA</td>
</tr>
<tr>
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<td>$3600</td>
</tr>
</tbody>
</table>

The New Zealand Transport Agency encourages the use of their advertising material in local campaigns. The Speed and Distractions advertising material will be used by the Upper City Council to target Upper Hutt road users. These resources will be used in August, March and June 2019, timing aligned to the NZTA Road Safety Advertising Calendar.

A variety of platforms will be investigated: community noticeboards, bus backs, local paper, posters etc.
2.6.3 Share the Road

Scope: Local

Lead Agency: UHCC

UHCC Budget: $1820

The narrow rural roads in Upper Hutt attract a number of different road users over the summer months including: motorists; cyclists; joggers and walkers; and horse riders.

A campaign to remind all road users to share the road safely and take notice of existing rural road signage will be run at the start of the summer period (November to January) to remind all users of the need to take care and be aware of other users.

Advertorials with a safety message for each type of road user will be published in the Leader and on our website.

2.6.4 Drive to the Conditions

Scope: Local

Lead Agency: UHCC

UHCC Budget: $1380

The National Road Safety Week is in May and each year a different theme is chosen. Local areas can focus activities during the week on the main theme or any other road safety issue that’s important in their area.

In Upper Hutt there will be a campaign to reinforce the need to check your car and adjust driving to the approaching winter months.

The campaign will remind drivers about the issues related to winter driving including:

- Iced windscreens
- Icey/wet roads
- Sunstrike
- Tyre condition and tread depth
- Checking that vehicle lights are working
- Driving to the conditions
2.7 Pedestrian Safety

Scope Regional

Lead Agency HCC

UHCC Budget $0

(UHCC contributed to this campaign was made in 2017-2018)

The Wellington region road safety co-ordinators started planning a campaign to raise awareness of pedestrian safety in 2017. The project is in the development stage. It will be launched in 2018.

The campaign aims to raise awareness of the actions drivers can take to:

- minimise the risk of hitting a pedestrian
- look carefully for pedestrians
2.8 Safety Around Schools

2.8.1 Back to School safety campaign

Scope: Local
Lead Agency: UHCC
UHCC Budget: $2200

A Back to School safety campaign will run at the beginning of the school year. A series of advertorials will run in the local paper. These have safety messages about school patrols, walking, cycling and travelling by car.

Schools will be given the advertorial artwork so they can reinforce the messages in their newsletters or on their website.

The NZTA booklet Hike It, Bike It, Scoot It, Skate It (Safer Journeys for School Children: A Whānau and Caregivers’ Guide) will be available for schools to put in their enrolment packs. It describes the things parents / caregivers / whānau need to know to help teach children about staying safe on roads, cycling, walking, taking the bus and near railways.

The UHCC Road Safety Co-ordinator will continue to create generic and specific road safety messages for schools to use in their newsletters and websites.

The Road Safety Co-ordinator supports the Upper Hutt Police School Community Officer when necessary during school patrol training at the end of the school year.

At the end of the school year a celebration is organised as a way of thanking the school traffic teams for their contribution to the safety of others over the year. Discussions are taking place regarding the possibility of organising a competition for the traffic teams and using the celebration to announce the winner. The idea is that the teams will create a safety message for drivers, parents or caregivers, grandparents, and students. These safety messages could be used in the Back to School campaign.
2.8.2 Safe School Travel Plans

Scope Local
Lead Agency UHCC
UHCC Budget $1105

UHCC will engage with schools to promote safe school travel.
Close collaboration with the Police School Community Officer will enable a team approach regarding safety concerns around schools. A variety of actions will be used to address these concerns: education, enforcement and engineering.

Education could involve

- Parent/student surveys
- Parent/school/student/Police/UHCC planning to establish actions to address safety concerns e.g. Walking School Buses, drop off points away from the school gate

Movin’March is a popular initiative organised by the Greater Wellington Regional Council each year in partnership with local councils. The event encourages schools to promote making an active journey to school. Some of the activities will also help reduce congestion around the school gate.

The UHCC will work with schools to make some of these month-long activities sustainable longer term.
2.9 Restraints

2.9.1 Car Seat Checks

Scope: Interagency
Lead Agency: UHCC
UHCC Budget: $2200

In 2017 the UHCC collaborated with the Cheeks in Seats charity and NZ Police to run an extremely well-supported car seat check clinic. At this clinic around 90% of restraints had installation errors, some of which would have affected the safety of the child in the seat.

Planning is underway with the NZ Police to investigate how we can provide this support to Upper Hutt parents and grandparents on a more regular basis. This will be an education activity as opposed to enforcement. There is also the possibility that we visit pre-schools so we support all parents with the safe installation of restraints and not just those who attend a community event.

The NZTA will be creating a simple video on correct restraint information and advice, this will also be promoted.

2.9.2 Adult Restraints Campaign

Scope: National
Lead Agency: NZTA
UHCC Budget: $480

New Zealand Transport Agency encourages the use of their advertising material in local campaigns.

The restraints advertising material will be used by the Upper City Council to target Upper Hutt road users. These resources will be used in November, December, February and March.
### Programme Breakdown

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<tr>
<th>GL Category</th>
<th>Project Lead</th>
<th>Scope Costs</th>
<th>Jul 18</th>
<th>Aug 18</th>
<th>Sep 18</th>
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**Upper Hutt City Council**

**Issue 1.0**

**July 2018**

**39**

**Attachment One**

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**2018-2019 Road Safety Promotion Programme**

**Upper Hutt City**

**Issue 1.0**

**July 2018**

**26/26**
Gross City Water Usage

- Average of Lower Hutt Usage (l/p/d)
- Average of Porirua Usage (l/p/d)
- Average of Wellington Usage (l/p/d)
- Average of Regional Usage (l/p/d)

City Water Usage (l/p/d)

Month and Year

Water consumed - 2017/2018 billing year (April-March) compared to 2018/2019 year to date. Share and levy implications

<table>
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<th>City</th>
<th>Last Year YTD</th>
<th>YTD total</th>
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</thead>
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<td>Cities Total</td>
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</tr>
<tr>
<td>Wellington City</td>
<td>52.03%</td>
<td>51.55%</td>
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<tr>
<td>Lower Hutt City</td>
<td>26.42%</td>
<td>26.87%</td>
</tr>
<tr>
<td>Porirua City</td>
<td>11.77%</td>
<td>11.66%</td>
</tr>
<tr>
<td>Upper Hutt City</td>
<td>9.77%</td>
<td>9.92%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>Percent</th>
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</thead>
<tbody>
<tr>
<td>Wellington City</td>
<td></td>
</tr>
<tr>
<td>Lower Hutt City</td>
<td></td>
</tr>
<tr>
<td>Porirua City</td>
<td></td>
</tr>
<tr>
<td>Upper Hutt City</td>
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</table>

<table>
<thead>
<tr>
<th>($ x 1000)</th>
<th>Wellington City</th>
<th>Lower Hutt City</th>
<th>Porirua City</th>
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Attachment Two
Percent share of water consumption year to date

### Wellington City

- **2018/2019 YTD**
- **2017/2018 YTD**

### Hutt City

- **2018/2019 YTD**
- **2017/2018 YTD**

### Porirua City

- **2018/2019 YTD**
- **2017/2018 YTD**

### Upper Hutt City

- **2018/2019 YTD**
- **2017/2018 YTD**

**Week ending**
Business Transformation and Insight
Director’s Report

City Marketing

EVENTS

- Our annual Event Fund round closed on 30 June with 20 applications having been received for over $70,000. Due to the limited size of the fund, it was not possible to fund all applications with 12 being approved. Grants were awarded for a range of events which hope to deliver positive benefits to our economy, our community, and our city centre.

- Planning has begun for the Upper Hutt Santa Parade, with the theme confirmed as “Christmas Carols”, and a partnership has been put in place with H2O Xtream Aquatic Centre to create additional festive fun on the day of the Santa Parade.

Our community will be invited to enjoy a Festive Fun Day at H2O Xtream from 12pm to 3pm, with great inflatable challenges, fun games, and festive music. After the parade, Santa will make an appearance for a meet and greet and photos until 6pm. More information on the Festive Fun Day will be available on the H2O Xtream website and Facebook in October.

The Santa Parade and Festive Fun Day will take place at 3pm on Sunday 2 December on Main Street.

Community groups and businesses can register their float for the Santa Parade online at www.upperhuttcity.com/santa-parade

i-SITE Visitor Centre Performance

- **Upper Hutt i-SITE hosts Regional i-SITE Managers meeting**
  The August Regional i-SITE Managers took place in Upper Hutt, with our staff hosting representatives from Kāpiti, Wairarapa, Wellington, Tararua, and Tourism New Zealand. The meeting commenced with a tour of *Where Children Sleep* and *CeramicsNZ* exhibitions at Expressions Whirinaki, and concluded with a tour of Brewtown by Phil Gorman, Brewtown’s Business Development Manager.

- **Tourism New Zealand sponsors training for i-SITE**
  Three of the i-SITE staff are in the process of selecting the units that they will complete in order to gain their National Certificate in Tourism – Level 3. The Level 3 unit fees are covered by Tourism New Zealand.
Visitor Numbers

i-SITE visitors are separated into the following categories: Local : Upper Hutt, Domestic : New Zealand and International. We are also counting i-SITE enquiries made via email and telephone.

During this period total visitor numbers have remained steady. Our local in person visitors has increased significantly in July, reaching 77% of in person visitors. This was influenced by a high number of queries from our residents about the changes to Metlink bus services in the Wellington region, with the i-SITE team providing information on timetables, routes, and pricing.

Number of Transactions per Agency Processed

Snapper

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<th></th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
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<tbody>
<tr>
<td>Snapper</td>
<td>256</td>
<td>306</td>
<td>260</td>
<td>262</td>
<td>364</td>
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Please note: these are physical purchases on-site and do not include non-transactional enquiries.
Other agencies

Please note: these are physical purchases on-site and do not include non-transactional enquiries.

UPDATE FROM I-SITE NEW ZEALAND

- **Change in Tourism New Zealand Priorities**
  
  Tourism New Zealand is changing its focus with regards to their destination marketing from sustaining long term growth to being destination ready by enriching New Zealand and attracting the right visitors. Their aim is to target near and long term value including shoulder and regional growth, to manage their markets and sectors strategically and with work with the industry to improve experiences for visitors and Kiwis.

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<table>
<thead>
<tr>
<th></th>
<th>Kiwi Rail</th>
<th>Bluebridge</th>
<th>Intercity</th>
<th>Interislander</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>0</td>
<td>1</td>
<td>46</td>
<td>9</td>
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<td>May</td>
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<td>6</td>
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<tr>
<td>June</td>
<td>0</td>
<td>1</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>July</td>
<td>1</td>
<td>0</td>
<td>45</td>
<td>2</td>
</tr>
</tbody>
</table>
• **Freedom Camping**  
Tourism New Zealand have advised that legislative changes can take a long time to implement, so the working group have recommended three actions to help communities manage freedom camping during the 2018/2019 peak summer season:

- Infrastructure, education and enforcement projects proposed by 28 Councils across the country to address current pressures associated with freedom camping.
- A marketing and education campaign run by Tourism New Zealand to provide information to campers and expected behaviour.
- A data and technology driven pilot that will provide real-time updates on the availability of campsites in some important tourist destinations.

**Economic Development**

• **Real Steel**  
Real Steel in Park St have completed an extension and fit out of their premises. As a manufacturer of large scale steel componentry, specialising in the transport and construction sector, a prime competitive advantage is in the quality and precision of their manufacturing. The recent development has modernised and increased capacity of the engineering operations. The extension has created room for new state-of-the-art machine tool plant. The new floor space has had a massive impact on production flow and efficiency, enabling Real Steel to take on more concurrent work and employ additional staff. The multi-million dollar investment in plant and building shows a strong commitment to Upper Hutt.

• **Brewtown**  
The craft beer precinct has attracted Wild Kiwi, a Whiskey operator who will invest substantially in fit out to create a working distillery, aging plant and tasting room experience for visitors. This year’s Beervana event in Wellington resulted in the busiest week of the year to date for the precinct’s breweries. More than 80 FTE jobs have been created to date through the foundation of a brewing hub at the South Pacific Retail and Industrial Park. The next phase in Brewtown’s development is the establishment of a destination brand and visitor centre to help develop the tourism market.

• **Market View data**  
A brief analysis has been undertaken of our June/July marketview data around the hospitality sector. This has highlighted that Bar/Café/Restaurant spend was up almost 10% on the same period the previous year. Some accompanying good news is that while spending outside the CBD is increasing at a greater rate, CBD-based spending is also continuing to trend upward. Data shows hospitality spend
to be in the top three growth sectors for the city, and there is still room for growth with Upper Hutt residents currently spending a third of their bar/café/restaurant expenditure within the city.

RETAIL UPDATE

- **Take Me Back – Vintage & Retro**
  Take Me back – Vintage & Retro opened their doors on Tuesday 28th August at 117 Main Street, previously Jackie’s Four Seasons. The premises have been renovated and will showcase vintage furniture, homewares and collectable, some of which have been up-cycled. They can also be found on Facebook [https://www.facebook.com/takemebacknz/](https://www.facebook.com/takemebacknz/).

- **Fudge’n Hell – Pop Up Shops**
  Local Nic, with assistance from her eight year old son Taylor, has opened Fudge’n Hell a pop up gourmet fudge shop at 59 Main Street, just south of St Joseph’s church. Fudge’n Hell is open on Saturdays from 10am-3pm. They have an active Facebook page and customers can also order online via their website [www.fudgenhell.com](http://www.fudgenhell.com).

- **H&E Apothecary** are currently sharing premises with Fudge’n Hell. H&E Apothecary use the premises on Monday, Thursdays and Fridays offering aromatherapy treatments and massage. With the clever use of screens the premises is transformed from a sweet shop to H&E Apothecary.

- **SPCA Op Shop**
  The SPCA OP Shop opened in July at 154 Main Street, adjacent to Hello World, this shop includes a fabulous space for children. This site has been vacant for a number of years.

- **Cake & Kitchen - expansion**
  Cake& Kitchen has expanded to increase their seating capacity. This has been executed with the same flare demonstrated by Richard and the team in the original fit out, pop in and see the creative expansion at Cake & Kitchen.

**Cameron Harrison – wins another 2 awards**
Cameron Harrison Butchery & Delicatessen recently won 2 Gold awards for their Bacon at The New Zealand Pork Bacon and Ham Awards 2018.
• **Social Media workshop with Retail NZ**
  On Monday 13 August 23 local business representatives attended a Social Media for Retail workshop which covered Facebook and Instagram. The workshop was sponsored by Upper Hutt City Council and presented by Retail NZ. The purpose of the workshop was to encourage further learning and to also raise awareness of the services provided by Retail NZ. Retail NZ usually holds their courses in central Wellington placing a financial and time barrier for potential attendees. The workshop was held on a Monday evening to enable those in the Hospitality and Health and Beauty sectors to attend.

• **Collaboration**
  The Retail and Businesses Liaison officer has also supported the following Council projects: Sustainability - Ideal Cup, Community Development - Youth Employment, Activation - month of play, Expressions Whirinaki - Permian Monsters and Central Library - book sale.

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**BUSINESS MOVEMENTS**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL</th>
<th>NAME OF BUSINESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>City centre – welcome</td>
<td>4</td>
<td>SPCA Op Shop – 154 Main Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>H&amp;E Apothecary – Pop Up Shop – 59 Main Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fudge’n Hell – Pop Up Shop – 59 Main Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Take Me Back – Vintage &amp; Retro – 117 Main Street</td>
</tr>
<tr>
<td>Expanded</td>
<td>1</td>
<td>Cake &amp; Kitchen</td>
</tr>
<tr>
<td>Change of owners</td>
<td>1</td>
<td>Arisong</td>
</tr>
<tr>
<td>Closed</td>
<td>1</td>
<td>Cibos (now running Arisong)</td>
</tr>
</tbody>
</table>
Brand Development

MEDIA OUTPUTS

From 12 July – 22 August we’ve sent out 4 media releases. We’ve seen take-up of one of these media releases by local media. We’re continuing to monitor the situation, including the amount of actual Upper Hutt stories in the local newspaper with a view to approaching the media for a better way forward.

We’ve posted 4 other news items for this period—two of these on behalf of our regional partners (GWRC).

We’re continuing to respond to media queries, of which we’ve had 14 in total

To view all media releases and news items released by Council, go to www.upperhuttcity.com/news

WEBSITES

The following charts show the number of ‘Users’ visiting our websites over the last 12 month period.

Over time we expect visitation to either remain constant, or to grow steadily, dependant on current hot topics such as marketing campaigns and promotions, events (including weather and other emergencies), and changes or interruptions to core services and/or government legislation.

Of note this period:

- Increased visits due to dog registrations and payment being due by 31 July (to avoid penalty).
- Increased visits due to community grants funding applications closing 31 July.
- Visitor numbers increased in particular for Xplorer property search, rates/payment, homes and property (including building and resource consents and building toolkit).
Visitor numbers are down on the Consultation site with the consultation period closing for both the ‘Signs Review’ (6 June – 18 July), and ‘Representation Review’ (6 June – 20 July).

Significant increase in visitor numbers for H2O Xtream due to the big events and school holidays prior to the pool’s closure, and bookings for Learn to Swim opened. H2O also conducted a digital campaign advising of plans for the pool closure during this period which reached 3,625 visitors over July.

Decreased visitor numbers for Activation due to fewer events being held. Visitor numbers remain steady in regards to information for programmes and sports leagues on offer.

SOCIAL MEDIA
The above graph shows the engagement rate of each page over time. Our target is 10% for Upper Hutt City Council, 8% for Upper Hutt’s City Centre, and 7% for My Upper Hutt. We are achieving and exceeding these targets across the board with the exception of Upper Hutt City Council due to more informative posting during July.

The below graph shows the total page likes of each page over time. We have a yearly growth target for all pages; City Council is 5%, City Centre is 2% and My Upper Hutt is 3%. As you can see all pages are trending up, which indicates continued relevance to our audience. The growth is slowing on previous months indicating that it is a great time to refresh some of our social media content. Since 31 August 2017 our page likes have grown 15.19% for the Upper Hutt City Council (4,959 total), 55.54% for the Upper Hutt City Centre page (2,764 total) and 15.74% for My Upper Hutt page (1,985 total).

The above graph shows the total page reach of each page over time, meaning the number of unique Facebook users reached. Our target is an average of 2,000 reached per post, which we are achieving on all
pages, we are better aligning our content in terms of what is relevant and information our users engage with due to our newly developed Social Media Guidelines. In recent months we have had a few peaks and troughs as seen on the graphs, particularly given the popularity of giveaway posts and new business openings, more informative information seems to be of interest, but certainly not as high as exciting events, video material or giveaway opportunities.

**Sustainability and waste minimisation**

Please note that due to a recent restructure, a new Waste Minimisation Officer role will sit within the Asset Management and Operations directorate. Reporting on waste minimisation initiatives against the WMMP will transition to that directorate. Reporting against the Sustainability Strategy will continue to be done through the Director Business Transformation and Insight.

- **Cupcycling**
  Upper Hutt cafes are looking for ways to reduce waste going to landfill and have approached Council for support. The Sustainability Officer and Retail and Business Liaison Officer have been working together to introduce 'The Cupcycling Programme' to Upper Hutt cafes.

  The programme is an initiative of IdealCup. Cupcycling is a system where cafes band together to reduce disposable cup waste by promoting reusable cups. Cupcycling works on the same principle as Boomerang Bags – customers borrow a cup from participating cafes and they return the cup to any participating café the next time they buy a coffee (and receive their next coffee in a clean cup).

  The initiative began in Motueka and since its inception there, more than 11,000 single-use cups have been diverted from going to landfill.

  There has been strong interest in this initiative from Upper Hutt cafes and we expect to support about 10 cafes. A subsidy will be given to the cafes to purchase their first lot of cups.

- **Mangaroa River restoration project update**
  2000 plants will be planted at a number of properties this winter planting season to support the Mangaroa River restoration project.

- **Enviroschools**
  Funding for Enviroschools has been confirmed this year and funded from the Sustainability Strategy and WMMP local project budgets.

- **Sustainable Living course**
  ‘Future Living Skills’ is a comprehensive practical course to help people live greener, cheaper and healthier lifestyles. The course is held in two full day sessions, covering food, zero waste, water, energy, saving, sustainable transport, green shopping choices and community resilience.
• Eco-design advice

Eco-design advice is being provided to Upper Hutt residents by Hutt City Council’s advisor on a contracted case-by-case basis. So far, advice has been given to people who have been referred by the DHB, or by Council’s sustainability team.

Recommendation

THAT Council receive this report

Steve Taylor
Director, Business Transformation and Insight
Community Development
Youth Employment Programme: Keeping it R.E.A.L

Upper Hutt City Council puts wellbeing at the Centre of its Youth employment – Keeping it R.E.A.L programme. Fourteen local unemployed young people were accepted onto the initial programme. The programme was based on initial interviews and goal setting sessions, eight classroom/contact sessions per week for eight weeks and six weeks of ongoing support and follow up.

During the course of the programme, young people learned the seven employability skills of positive attitude, communication, teamwork, self-management, willingness to learn, thinking skills (problem solving and decision making) and resilience, developed up to date C.V’s and cover letter’s, and practised their interviewing skills. They were given the opportunity to gain an Advanced Work Based First Aid Certificate, driver’s licences, and provided with practical budgeting advice. During the course of the programme the young people were also supported through personal hardships, and unmet health needs in an environment which was responsive to their range of needs.

Externally, the young people were also exposed to a range of experiences in the community (a “first” for some of them) including a day at Orongomai Marae, health and wellbeing activities and visits to work places. Council staff, local employers and local youth health services all gave generously of their time in a collaborative manner. One young person was offered a scholarship to attend Outward Bound, which is a once in a lifetime opportunity for him.

Of this initial group, six young people now have employment, two have moved into study, one was awarded a scholarship to attend Outward Bound (and will have employment following this), three are currently on work experience/volunteering, one is enrolling in a nursing degree and one person did not complete the course.

Planning for the next programme is underway and a new group of Upper Hutt young people will be coming onto the course in October 2018.

Spearhead Leaders

Spearhead Leaders is a collaborative project between Upper Hutt City Council and Upper Hutt Community Youth Trust. The Spearhead Leaders group met with the Mayor, Councillors and members of the executive leadership team on the 2 August.
Spearhead Leaders were also invited to present their experiences of civic participation and their involvement with Council to the third year Youth Development degree students at the tertiary education institute, Whitireia. Their presentation was part of a series of guest presentations about local Councils involvement in youth participation and civic engagement. The Spearhead Leaders presentation was very positively received and they were told that no young people had been involved in any of the other presentations from Councils.

Suffrage 125

September 19 marks 125 years since women were granted the right to vote in New Zealand and on 28 November 1883 women cast their first votes in a general election.

To commemorate this anniversary, a number of local events will be taking place and Community Development is coordinating and promoting these activities. Events will be both Council led, involving the Central Library, Recreation Services, and Community Development and Community led. Activities will take place over ten weeks and a programme will be released shortly.

Wellington Airport Regional Community Awards:

Forty nine local organisations were nominated for the Upper Hutt, Wellington Airport Regional Community Awards. These groups were invited to Expressions Whirinaki Arts and Entertainment Centre on the 8 August to honour their contribution to the Upper Hutt Community.

Wellington International Airport and Wellington Community Trust awarded prizes totalling $8,500 to the six category winners and runners up.

The category winners will go on to compete against the other four Wellington Councils’ Winners in November.
The Supreme Winner on the night was Te Ataarangi. Te Ataarangi Te Reo classes have been operating from Orongomai Marae for over 30 years. Te Reo lessons are delivered by a group of dedicated kaiako (who all learnt Te Reo through Te Ataarangi Upper Hutt). Students are from all walks of life, ages and ethnicities.

The Rising Star winner was The Hub, an op-shop and café located on Fergusson Drive, Trentham. The Hub sells coffees and affordable items and uses the principles of social enterprise to provide a means to improve social wellbeing and to support people in need. The Hub gives away many free items to those in need and also uses the principles of “Pay it Forward”.

The full list of winners:

<table>
<thead>
<tr>
<th>Category</th>
<th>Winner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Culture</td>
<td>Upper Hutt Multicultural Council</td>
</tr>
<tr>
<td>Education and Child Youth Development</td>
<td>Te Ataarangi Upper Hutt</td>
</tr>
<tr>
<td>Health and Wellbeing</td>
<td>Everyone is a Treasure Charitable Trust</td>
</tr>
<tr>
<td>Heritage and Environment</td>
<td>Forest and Bird (Old Man’s Beard Volunteers)</td>
</tr>
<tr>
<td>Sport and Leisure</td>
<td>Upper Hutt Maidstone United Netball Club</td>
</tr>
<tr>
<td>Rising Star Award</td>
<td>The Hub</td>
</tr>
<tr>
<td><strong>Supreme Winner</strong></td>
<td><strong>Te Ataarangi Upper Hutt</strong></td>
</tr>
</tbody>
</table>

Wellington Airport is currently working with the six winners to produce promotional videos.
Creative Communities – Round 2

Creative New Zealand allocates approximately $35,000 per year to local individuals and organisations to support community led arts projects in Upper Hutt. The fund is administered by Upper Hutt City Council. The fund is now open for applications and will be closing on the 28 September 2018.

More information about this funding scheme can be found here: http://upperhuttcity.com/creative
Library

APLIC 2018 and Library visits

Last month the Library Manager attended the Asia Pacific Library Conference (APLIC) held in Australia. APLIC 2018 with its theme *Roar Leap Dare* inspired by motifs and imagery commonly associated with the three participating countries, Singapore, Australia and New Zealand. The programme was a mix of keynote speakers, plenary panels, concurrent sessions, lightening talks and poster sessions.

Whilst in Australia the Library Manager took the opportunity to visit several Libraries in both NSW and Queensland, including Wollondilly Library which has recently implemented a new mobile and outreach service. Other libraries that were visited included Rockdale with its strong focus on children's and teen's spaces, Oram Park Library which had only been opened earlier in July and Brisbane City Library with innovative use of spaces to ensure a great customer experience for their users.

![Library images]

Adult programmes and events

Reducing Our Household Rubbish: The Zero Waste Approach, 19 July

As part of Council's aim to increase awareness of sustainable living practices, the Library hosted a community presentation focussing on zero-waste living. Delivered by Liam Prince and Hannah Blumhardt from The Rubbish Trip, the presentation offered a comprehensive introduction on how to reduce household rubbish and make the most of zero-waste alternatives. Drawing on their own knowledge and experience of zero-waste living over the past few years, the presenters demonstrated that sustainable choices can be easy choices, and that small steps to reduce waste make a big difference. The presentation engaged 25 enthusiastic participants who appreciated the opportunity to get an insight into sustainable habits for the everyday household.

NZ Poetry Month, August

The annual celebration of NZ Poetry Month is celebrated at Upper Hutt City Libraries with a poetry competition. This was held during the month of August 2018. Registrations are open to anybody, however to place in the competition the individual needs to be available to attend the awards night. Janis Freegard is back this year to judge the poetry competition. This year over 80 entries were entered into the 2 categories Children and Youth and Adults. The award evening will be held on Friday 24 August, in the Pop-Up Library.

Author Talk: The Pursuit of Dreams, 21 August

Author, Dr. Dragos presented and shared his approach to realising one’s dreams, outlined in his latest book *The Pursuit of Dreams*. Dr. Dragos connects science, spirituality and entrepreneurship to inspire and empower people to realise their dreams. The event was attended by a small, but very engaged group.
125th Anniversary of Women's Suffrage

As part of the collaboration across Council the Library contribution to help celebrate the 125 year anniversary of Women’s Suffrage will be a static display in the Upper Hutt Mall from 14-23 September. This will be followed with the display being mounted in the Council Building foyer in November. Various children’s and teen events will take place in the Pop-Up and Pinehaven Libraries and the HAPAI building.

Children’s programmes and events
Beyond the Page (BTP), 7-22 July 2018

Following on from the success in 2017 Upper Hutt City Libraries along with Hutt City Libraries, Wellington City Libraries and Kapiti Coast District Libraries hosted the Beyond the Page festival. There were over 100 events held at 25 locations across the region with a total of 4,382 attendees. Upper Hutt Libraries had 432 participants at events held in the Pop-Up Library, Pinehaven Library, HAPAI building and Expressions.

The Royal NZ Ballet and Meet the Robots returned this year and there were also popular authors such as Mandy Hager, Paul Beavis and Geraldine Brophy who ran workshops. A popular event resulting in media interest in 2017 was Rainbow Storytime. The event this year was hosted by local Drag Queen Olivia on the Wellington Cable Car. The event was well attended with great feedback received.

Positive feedback was received by parents and children taking part in the various events, including the scavenger hunt which ran over the two week period.

NZSL signage in Children's

The new alphabetised signage for the children’s picture book collection includes the corresponding NZ Sign Language sign for each letter. It shows a pro-active approach to include one of the official NZ languages, much like the use of Te-Reo signage on show in the library. Positive feedback has been received by visitors to the Pop-Up Library.

Feedback on Facebook 7/08/18
Statistics

**DIGITAL**

**TOTAL DIGITAL ENGAGEMENT**

<table>
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<tr>
<th>Year</th>
<th>July 2017</th>
<th>July 2018</th>
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<tr>
<td></td>
<td>118,618</td>
<td>89,116</td>
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<tr>
<td>FYTD 2017/18</td>
<td>89,116*</td>
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</table>

**PHYSICAL**

**TOTAL VISITOR NUMBERS TO CENTRAL, MOBILE, PINEHAVEN**

<table>
<thead>
<tr>
<th>Year</th>
<th>July 2017</th>
<th>July 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>24,173</td>
<td>15,819</td>
</tr>
<tr>
<td>FYTD 2017/18</td>
<td>15,819*</td>
<td></td>
</tr>
</tbody>
</table>

**COMMUNITY**

**100%* OF PROGRAMME PARTICIPANTS FOUND LIBRARY SATISFACTORY OR ABOVE***

<table>
<thead>
<tr>
<th>Year</th>
<th>Jul 17</th>
<th>Jul 18</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RECOLLECT VIEWS**

- Jul 17: 32778
- Jul 18: 36275
- Increase: 11%

**DATABASES**

- Jul 17: 57212
- Jul 18: 31196
- Decrease: 45%

**SOCIAL MEDIA ENGAGEMENT**

- Jul 17: 11038
- Jul 18: 11134
- Increase: 7%

**PC ZONES SESSIONS**

- Jul 17: 3985
- Jul 18: 770
- Decrease: 80%

**WIFI LOG-INS**

- Jul 17: 2853
- Jul 18: 0
- Decrease: 0%

**CHILDREN'S PROGRAMMES**

- Jul 17: 31
- Jul 18: 0

**ATTENDANCE**

- Jul 17: 612
- Jul 18: 0

**ADULTS PROGRAMMES**

- Jul 17: 18
- Jul 18: 0

**ATTENDANCE**

- Jul 17: 143
- Jul 18: 0

**HOT SEAT HOURS**

- Jul 17: 10
- Jul 18: 2

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*Level of digital engagement with library - Target: minimum of 700,000 digital connections

*Visits to Library facilities – Target: minimum 350,004 per financial year

*Satisfaction with the quality of library programmes delivered – Target 95% of respondents are satisfied or very satisfied
Recreation Services

H₂O Xtream
Closure

Work is progressing well and on schedule. A number of additional items needing attention have been discovered when removing walls and other fixtures. The need to repair these has created budgetary pressure and the scope of work has been reduced where practical. Most of the work is structural work which needs to be done.

Hutt City for Swimming

The closure of Naenae Pool after two weeks into the H₂O Xtream closure has impacted on the access to this pool for H₂O Xtream customers. However Stokes Valley and Huia pools have still been able to be accessed for the swim memberships as negotiated in partnership with Hutt City. Stokes Valley unfortunately is to also close in the last week of the H₂O Xtream closure leaving Huia the only pool that can be accessed in the Hutt Valley in the week 10 -16 September.

Staff

H₂O Xtream staff have been involved in a number of activities across Council. They have assisted in areas such as emergency welfare, assets, roading, archives and the worm farm. Staff have also undertaken work on site as well as attending a number of training sessions.
Activation

Buggy Walks

Activation is delivering the regional monthly Buggy Walks due to Sport Wellington’s withdrawal from the delivery of this programme. Activation has continued the partnership with the existing sponsors of the Buggy Walks, and secured naming rights sponsorship from Mitre 10 MEGA for 12 months. L'affare and Southern Cross will continue to provide coffee and snacks at the walks. Walks will be held around the region on the first Thursday of each month.

July’s Buggy Walk was held at Whitby Lagoon with 70 participants.

Community

Active Families finished the second term with a cooking session followed by two weeks of school holidays. The first week of term three saw some old school games such as gutterball, ring toss, elastics, skipping, hopscotch and knucklebones being played - the families had a lot of fun especially the parents reminiscing!

Floorball has 30 teams registered to play for terms three and four for 2018.

Play.Sport

Parent Sideline Behavior: Teachers have raised their concern about some of the sideline behavior parents are displaying at children's Saturday sports. Activation met with Sport Wellington to raise this issue. Play.Sport and Activation will also look to promote resources from Aktives (Auckland Sport and Recreation) “Good Sport” programme which aims to create positive sporting experiences for young people by supporting and educating adult influencers in children’s sport and Sport New Zealand’s “Balance is Better”.

Heretaunga College Junior Activity Week: Activation have been approached by Heretaunga College to assist them with one of their activities for their Junior Activity week in term four. Activation’s role in these activities will be to teach the students and teachers some games and activities that are suitable for children aged 5-
11 years, so they can go to Maoribank School and run a fun day for children at the school as part of their community give back.

**Recycle project:** Twelve more bikes were delivered into the community in July with thirteen more bikes awaiting checks before being delivered. Discussion is currently taking place with Dimension Data around the possible sponsorship/funding of cycle helmets for this project.

**Marketing Report – H²O and Activation**

**Media releases**
- 09 July 2018 | H²O Xstream closed for maintenance after July school holidays
- 17 July 2018 | H²O Xstream plans big weekend before maintenance closure

**Media coverage**
- 09 July 2018 | H²O Xstream closed for maintenance after July school holidays – Scoop.co.nz
- 17 July 2018 | H²O Xstream plans big weekend before maintenance closure – Scoop.co.nz

**H²O Xstream Facebook Page**

In the month of July the focus of communication was on the maintenance closure. The event for *The Hits Pool Party* reached 1,882 and one of the posts for this event reached over 1,711 people and 136 people engaged with the post. Another successful post was an update to the public on the progress of the closure maintenance which reached over 1,860 people and 1,178 people engaged in the post.
One of the successful posts was photos of the play exhibition at Expressions Whirinaki which reached over 3,800 people and had 933 people engaging in the post by commenting, liking or sharing. Another successful post was a shared video of an 85 year old lady playing on the hop scotch in Upper Hutt CDB. This post reached 2,041 people and had 537 engagements.
Expressions

Management

The Learning Programmes Specialist position has been filled by Claire Mepham who commenced on the 13 August. Claire is a long-time resident of Upper Hutt, grew up here and after some years in the UK has settled back in Upper Hutt. She is a very crafty and arts focussed person who loves children and has a great deal of energy and passion. Claire has a wealth of knowledge of the NZ curriculum through her involvement as teacher support and with early preschool programmes. In her first two weeks Claire has had over 200 students through the Where Children Sleep exhibition.

Michelle Donohue, Avelyn Holcroft and Peter Benner have all celebrated 15 years working for The Expressions Trust. Their commitment was acknowledged by the Board and the staff of Expressions Whirinaki.

An application has been made to Tuia Encounters 250, administered by Lotteries, to mark the 250 anniversary of the landing of Captain Cook. This application will be for the opening exhibition in the new heritage gallery in 2020, which will be focused on the first encounters and relationships between Maori and European settlers in the Upper Valley, as seen through the streets of Upper Hutt. The application was for $40,000.

In addition, an application has been made to the Wellington Regional Amenities Fund for support for the exhibition Permian Monsters which opens at the end of September. Permian Monsters will be the Centre’s blockbuster exhibition for 2018 and is expected to draw large audiences.

The Draft Annual Report is underway with all the non-financial measures achieved for the year. This year 141,769 people attended exhibitions and events. The Centre hosted 19 exhibitions working with 139 artists and 112 individual shows were presented. In addition 248,897 people attended the Centres touring exhibitions around New Zealand. Highlights of the year include The Secrets of Mona Lisa where over 60% of visitors to the exhibition were from outside of Upper Hutt signalling the importance of the role popular exhibitions play in our economic landscape. Balls, Bullets and Boots is outlined in the report as another example of bringing a local and global experience to our visitors, enabling a look at the history of Rugby as seen through the lens of World War I. The Japanese craft exhibition Handcrafted Form, which showed the changes in the national craft over the years, bought a fresh understanding of an ancient craft. Expressions Whirinaki annual report also outlines new initiatives, such as welcoming the Performance Arcade here which offered new experiences to those who have visited before, whilst the Modern Maori Quartet, attracted first-time visitors. The cross-generational exhibition The Lynley Dodd Story, Bloom and Mirror Magic have seen many children and families in the galleries and incredibly busy school holidays. The Annual Report will be out in full by the 28 September and Audit New Zealand is on site the week of the 27 August.

Extension update

An EOI has been sent to the Provincial Growth Fund to gauge whether the Trust is able to apply for these funds. The opening of the Regional Culture and Heritage Fund, which is ‘the fund of last resort’ for the extension fundraising has been postponed until the end of 2018 with the outcome being announced in June 2019.
Gallery Programme

Opening in August was the NZ Ceramics 59th Exhibition. This exhibition profiles the dynamic New Zealand ceramic scene and presents works from over 50 potters and ceramic artists. One of NZ’s foremost ceramic artists, guest exhibitor Royce McGlashen, MBE, has selected a wide variety of the best of contemporary ceramics for this year’s exhibition, capturing the current revival of the handmade. With a diverse range of works on display, visitors will see stunning examples of ceramic styles, firing processes and making techniques by some of the best ceramic artists and potters from around New Zealand. The exhibition received great visitor numbers at the opening with many works selling over the opening weekend and an article in the Upper Hutt Leader.

During the first week of August and in conjunction with the international ‘Week of Play’ the Centre joined with Activation to present a Week of Play. This involved free play items such as cardboard boxes, tubes and tyres, LEGO, puzzles and puppets in the foyer every day for a week. This proved very popular with large numbers building throughout the week and feedback was great. It is hoped to make this an annual event. In addition, in conjunction with the Where Children Sleep exhibition, the Centre led a pyjama party where children could come in their PJs and paint pillowcases. This was well attended with over 200 attending.

Top Art is currently on display in the foyer. This is an exhibition of year 13 NCEA students from around New Zealand and their 2017 portfolios.

50 Greatest Photographs of National Geographic is on its way to Pukeariki (New Plymouth) where it will be shown for 6 weeks and then heads to Waikato Museum where it is on show until March 2019.

The Gillies Group Theatre and Professional Recreation Hall

The Professional Recreation Hall was host to the very successful Te Omanga Hospice Vintners Lunch. This was the second time the event was held at Expressions and the Hospice raised over $130,000. The Recreation Hall has also hosted the National Ball room dancing event twice in the last couple of months.
Expressions Whirinaki was delighted to present, in the Gillies Group Theatre, the Swiss Army band in a sold out event for the community. The Swiss Army Band every year sends a delegation abroad to introduce Swiss Military Music to the public. In recent years, the band visited Argentina, Brazil, Greece, China, South Korea and Singapore. The Royal New Zealand Air Force Band, with their professional high standards, travels in the same way. Members of the band provide music at significant events around the world, recently in Belgium, Crete, France and Turkey. The Embassy of Switzerland was delighted to bring the two bands together to play in the Gillies Group Theatre. The programme contained modern and classical pieces as well as the two national anthems.

Recommendation

THAT the report be received.

Mike Ryan
Director Community Services
Planning and Regulatory Services Department
Director’s Report

Compliance Services

Abandoned vehicles
Twelve inspections were carried out during July, with no vehicles requiring removal from the public roadway.

Dogs
There were 4 reported dog attacks during July. No infringements were issued in the period. Barking complaints declined in number to 36 during July. The total number of general complaints was down to a low 14 in July.

Five dogs were impounded during July and the number of nights boarded with Hutt City totalled 35 during the month.

The team continue to be busy with dog registrations. Registration numbers continue to progress steadily and at a consistent rate with recent years.

Environmental Health
Thirty four noise complaints were received during July. Ten Excessive Noise Direction Notices were issued during the month.

All 24 Hairdresser premises have been inspected in the month of June for the 2018/19 year.

Two workshops were recently held for food premises owners needing to transition to Food Control Plans as part of the implementation of the new Act. The aim was to provide information and advice in the use of related templates and processes, including the new verification procedures. These were facilitated by Environmental Health staff, including an interpreter. The workshops were attended by 32 people in total. Further workshops will be arranged towards the end of the year.

Parking
Numbers of parking infringements issued in July stood at 350. We are yet to see any notifications to the parking warden via the Access Aware app relating to mobility car parking spaces.

Building Services
Fifty one building consents were received during July. In comparison to the same point in the year to date last year, numbers of consents received are down by 9%, numbers of new dwellings (19) are up by 19%, and the total value of all building work is 31% down. The value of new dwellings is 35% ahead of last year, noting that these comparisons are for a single month’s figures only.
Building consent processing met statutory timeframes in 100% of cases. Average processing days for applications less than $500,000 stood at 10 working days during July. On a year to date comparison, average processing times are lower at 10 days compared to 18 days this time last year. The percentage of consents being dealt with within 13 days increased to 87% in July. There were 4 applications received for building work with a value greater than $500,000 during July, all of which were dealt with within statutory timeframes at an average of 15 processing days.

LIMs

Twenty two LIM applications were received in July, and the same number issued. 100% were dealt with within statutory timeframes at an average of 7 days processing time.

Recommendation

THAT the report be received.

Richard Harbord
Director Planning and Regulatory Services
### Activity: Abandoned Vehicles

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<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
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</table>

## Activity: Parking

<table>
<thead>
<tr>
<th>Activity</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of tickets issued</td>
<td>434</td>
<td>399</td>
<td>440</td>
<td>465</td>
<td>424</td>
<td>356</td>
<td>384</td>
<td>373</td>
<td>546</td>
<td>469</td>
<td>512</td>
<td>346</td>
<td>350</td>
<td>5498</td>
</tr>
<tr>
<td>No WOF</td>
<td>53</td>
<td>48</td>
<td>38</td>
<td>76</td>
<td>59</td>
<td>49</td>
<td>43</td>
<td>45</td>
<td>47</td>
<td>67</td>
<td>71</td>
<td>55</td>
<td>51</td>
<td>702</td>
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<tr>
<td>No Registration</td>
<td>60</td>
<td>55</td>
<td>60</td>
<td>80</td>
<td>63</td>
<td>65</td>
<td>55</td>
<td>49</td>
<td>79</td>
<td>59</td>
<td>72</td>
<td>59</td>
<td>46</td>
<td>802</td>
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<tr>
<td>Illegal Parking</td>
<td>28</td>
<td>23</td>
<td>17</td>
<td>26</td>
<td>15</td>
<td>22</td>
<td>17</td>
<td>11</td>
<td>16</td>
<td>27</td>
<td>13</td>
<td>15</td>
<td>10</td>
<td>240</td>
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<tr>
<td>Parked in disability park</td>
<td>24</td>
<td>6</td>
<td>15</td>
<td>24</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Packed in breach of time limit</td>
<td>293</td>
<td>273</td>
<td>325</td>
<td>283</td>
<td>287</td>
<td>220</td>
<td>269</td>
<td>268</td>
<td>404</td>
<td>316</td>
<td>332</td>
<td>211</td>
<td>228</td>
<td>3709</td>
</tr>
<tr>
<td>Number of tickets reversed</td>
<td>9</td>
<td>24</td>
<td>26</td>
<td>25</td>
<td>32</td>
<td>35</td>
<td>29</td>
<td>33</td>
<td>50</td>
<td>45</td>
<td>36</td>
<td>21</td>
<td>29</td>
<td>394</td>
</tr>
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</table>

## Activity: Stock

<table>
<thead>
<tr>
<th>Activity</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complaints/enquiries received</td>
<td>3</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>6</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>34</td>
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</table>
## Building Applications Summary 2018-19

<table>
<thead>
<tr>
<th></th>
<th>July 2017</th>
<th>YTD</th>
<th>YTD</th>
<th>YTD</th>
<th>YTD</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last Year</td>
<td>July</td>
<td>Aug</td>
<td>Sep</td>
<td>Oct</td>
<td>Nov</td>
</tr>
<tr>
<td>Applications Received</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Consents</td>
<td>56</td>
<td>56</td>
<td>51</td>
<td>51</td>
<td>51</td>
<td>-9%</td>
</tr>
<tr>
<td>Total building work - new dwellings &amp; values</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New dwellings</td>
<td>16</td>
<td>16</td>
<td>16</td>
<td>19</td>
<td>19</td>
<td>19%</td>
</tr>
<tr>
<td>Value new dwellings, $1000s</td>
<td>5,325</td>
<td>5,325</td>
<td>7,198</td>
<td>7,198</td>
<td>7,198</td>
<td>35%</td>
</tr>
<tr>
<td>Total value of all building work, $1000s</td>
<td>16,051</td>
<td>16,051</td>
<td>11,114</td>
<td>11,114</td>
<td>11,114</td>
<td>-31%</td>
</tr>
</tbody>
</table>

| Applications Issued  |           |           |           |           |           |           |
| Building consents    | 65        | 65        | 45        | 45        | 45        | -31%      |
| Number issued in 20 days | 64        | 64        | 45        | 45        | 45        | -30%      |
| Statutory requirement - 100% in 20 days | 98%   | 98%   | 100%     | 100%     | 100%     | 2%        |
| Building work less than $500,000 value | 64        | 64        | 41        | 41        | 41        | -36%      |
| Number issued within 13 days | 3        | 3        | 36        | 36        | 36        | 1700%     |
| Objective - minimum 90% within 13 days | 3%    | 3%    | 87%      | 87%      | 87%      | 2684%     |
| Average processing days | 18       | 18       | 16       | 16       | 16       | -44%      |

| Building work more than $500,000 value | 1        | 1        | 4        | 4        | 4        | 300%      |
| Number issued within 20 days | 1        | 1        | 4        | 4        | 4        | 300%      |
| Objective - 100% within 20 days | 100%     | 100%     | 100%     | 100%     | 100%     | 0%        |
| Average processing days | 18       | 18       | 12       | 12       | 12       | -17%      |

| Code Compliance Certificates | 40 | 40 | 81 | 103% |
# LIMS Processing Performance Report

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Applications Received</td>
<td>37</td>
<td>30</td>
<td>43</td>
<td>38</td>
<td>47</td>
<td>23</td>
<td>31</td>
<td>39</td>
<td>45</td>
<td>31</td>
<td>29</td>
<td>39</td>
<td>23</td>
<td>31</td>
</tr>
<tr>
<td>Number of LIMS Issued</td>
<td>35</td>
<td>32</td>
<td>33</td>
<td>41</td>
<td>42</td>
<td>30</td>
<td>22</td>
<td>34</td>
<td>39</td>
<td>35</td>
<td>34</td>
<td>35</td>
<td>22</td>
<td>22</td>
</tr>
<tr>
<td>Number completed within statutory timeframe</td>
<td>31</td>
<td>28</td>
<td>29</td>
<td>38</td>
<td>38</td>
<td>29</td>
<td>22</td>
<td>33</td>
<td>38</td>
<td>35</td>
<td>34</td>
<td>35</td>
<td>22</td>
<td>22</td>
</tr>
<tr>
<td>Percent within statutory timeframe</td>
<td>89.0%</td>
<td>88.0%</td>
<td>88.0%</td>
<td>93.0%</td>
<td>90.0%</td>
<td>97.0%</td>
<td>100.0%</td>
<td>97.0%</td>
<td>97.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>95.3%</td>
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<tr>
<td>Average processing days</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>8</td>
<td>10</td>
<td>10</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>7</td>
<td>9.4</td>
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