Order Paper for the meeting to be held in the
Wainuiomata Community Library, Queen Street, Wainuiomata,
on:

Wednesday 28 June 2017 commencing at 7.00pm

Membership

Richard Sinnott (Chair)  Gabriel Tupou (Deputy Chair)
Jodie Alexander        Terry Stallworth
Sisi Tuala-Le‘afa      Margaret Willard
Cr Campbell Barry      Cr Josh Briggs

For the dates and times of Council Meetings please visit www.huttcity.govt.nz
COMMUNITY BOARDS – FUNCTIONS AND DELEGATIONS

This document records the delegation of Council functions, responsibilities, duties, and powers to Community Boards.

The Community Boards have been established under section 49 of the Local Government Act 2002 to represent, and act as an advocate for, the interests of their community.

The delegations are expressed in general terms. The delegations shall be exercised with proper regard for the Council’s strategic direction, policies, plans, Standing Orders and its interpretation of its statutory obligations. The delegations are to be read together with the following propositions.

These delegations are based on the following principles:

- Issues relevant to a specific community should be decided as closely as possible to that community. Where an issue has city-wide implications, ie any effects of the decision cross a ward or community boundary or have consequences for the city as a whole, the matter will be decided by Council after seeking a recommendation from the relevant Community Board or (any ambiguity around the interpretation of “city-wide” will be determined by the Mayor and Chief Executive in consultation with the relevant Chair);

- Efficient decision-making should be paramount;

- Conflicts of interest should be avoided and risks minimised;

- To ensure processes are free from bias and pre-determination Community Boards should not adjudicate on issues on which they have advocated or wish to advocate to Council;

- Community Boards should proactively and constructively engage with residents on local matters that affect the community they represent and raise with Council issues raised with them by their community and advocate on behalf of their community.

These delegations:

(a) do not delegate any function, duty or power which a statute (for example section 53(3) and clause 32(1) of Schedule 7 of the Local Government Act 2002) prohibits from being delegated;

(b) are subject to and do not affect any delegation which the Council has already made or subsequently makes to any other committee, Council officer or other member of staff;

(c) are subject to any other statutory requirements that may apply to a particular delegation;

(d) are subject to any notice issued by the Council, from time to time, to a Community Board that a particular issue must be referred to Council for decision;

(e) reflect that decisions with significant financial implications should be made by Council (or a committee with delegated authority);
(f) promote centralisation of those functions where the appropriate expertise must be ensured; and

(g) reflect that all statutory and legal requirements must be met.

DELEGATIONS

Decide:

- Naming new roads and alterations to street names (in the Community Board’s area).
- Official naming of parks, reserves and sports grounds within the provisions of Council’s Naming Policy. Note ¹
- Removal and/or planting of street trees within the provisions of Council’s Operational Guide for Urban Forest Plan where a dispute arises that cannot be resolved at officer level. Note ²
- The granting of leases and licences in terms of Council policy to voluntary organisations for Council owned properties in their local area, for example, halls, but not including the granting of leases and licences to community houses and centres.
- The granting of rights-of-way and other easements over local purpose reserves and granting of leases or licences on local purpose reserves.
- The granting of leases and licences for new activities in terms of Council policy to community and commercial organisations over recreation reserves subject to the provisions of the Reserves Act 1977 and land managed as reserve subject to the provisions of the Local Government 2002, in their local area. (Note: renewal of existing leases and licences will be reported once a year to Council’s City Development Committee).
- The allocation of funding from the Community Engagement Fund in accordance with Council’s adopted guidelines.
- Expenditure of funds allocated by the Council to the Board from the Miscellaneous Budget to cover expenditure associated with the activities of the Board. The Chair to approve expenditure, in consultation with the Board, and forward appropriate documentation to the Committee Advisor for authorisation. Boards must not exceed their annual expenditure from the Miscellaneous Budget.
- The allocation of funding for the training and development of Community Board or members, including formal training courses, attendance at seminars or attendance at relevant conferences.

¹ This excludes sites that are considered high profile, significant on a city-wide basis due to their size and location, or where the site crosses ward or community boundaries.

² The Operational Guide for Urban Forest Plan is available from Council’s Parks and Gardens Division.
Consider and make recommendations to Council on:

- Particular issues notified from time to time by Council to the Community Board.
- Roading issues considered by the Mayor and Chief Executive to be strategic due to their significance on a city-wide basis, including links to the State Highway, or where their effects cross ward or community boundaries.
- Parks, reserves and sports ground naming for sites that have a high profile, city-wide importance due to their size and location and/or cross ward or community boundaries.
- Representatives to any Council committee, subcommittee, subordinate decision-making body, working group, or ad hoc group on which a Community Board representative is required by Council.
- The setting, amending or revoking of speed limits in accordance with the Hutt City Council Bylaw 2005 Speed Limits, including the hearing of any submissions.

GENERAL FUNCTIONS

Provide their local community’s input on:

- Council’s Long Term Plan and/or Annual Plan.
- Council’s policies, programmes (including the District Roading Programme) and bylaws.
- Changes or variations to the District Plan.
- Resource management issues which it believes are relevant to its local community, through advocacy.
- The disposal or acquisition of significant assets.
- Road safety including road safety education within its area.
- Any other issues a Board believes is relevant to its local area.
- Review Local Community Plans as required.

Reports may be prepared by the Board and presented to Council Committees, along with an officer’s recommendation, for consideration.

Any submissions lodged by a Board or Committee require formal endorsement by way of resolution.

Co-ordinate with Council staff:

- Local community consultation on city-wide issues on which the Council has called for consultation.

Maintain:

- An overview of roadworks, water supply, sewerage, stormwater drainage, waste management and traffic management for its local area.
- An overview of parks, recreational facilities and community activities within its local area.

**Develop:**
- Community Response Plans in close consultation with the Wellington Region Emergency Management Office, emergency organisations, the community, residents’ associations, other community groups, and local businesses. The Community Response Plans will be reviewed on an annual basis.

**Grant:**
- Local community awards.

**Promote:**
- Recreational facilities and opportunities in its area with a view to ensure maximum usage.
- Arts and crafts in its area.

**Appoint:**
- A liaison member or, where appropriate, representatives to ad hoc bodies, which are involved in community activities within the Board’s area, on which a community representative is sought.

**Endorse:**
- Amendments to the Eastbourne Community Trust Deed (Eastbourne Community Board only).
HUTT CITY COUNCIL

WAINUIOMATA COMMUNITY BOARD

Meeting to be held in the Wainuiomata Community Library,
Queen Street, Wainuiomata on
Wednesday 28 June 2017 commencing at 7.00pm.

ORDER PAPER

PUBLIC BUSINESS

1. APOLOGIES

Ms Alexander.

2. PUBLIC COMMENT

Generally up to 30 minutes is set aside for public comment (three minutes per speaker on items appearing on the agenda). Speakers may be asked questions on the matters they raise.

3. PRESENTATION

Presentation on Revision of Wainuiomata Community Response Plan (17/494)

A verbal presentation will be provided by a representative from the Wellington Region Emergency Management Office.

4. CONFLICT OF INTEREST DECLARATIONS

5. MINUTES

Meeting minutes Wainuiomata Community Board, 5 April 2017 9

6. REPORT REFERRED FOR BOARD INPUT BEFORE BEING CONSIDERED BY STANDING COMMITTEE OF COUNCIL

Smokefree Queen Street, Wainuiomata (17/839)

Report No. WCB2017/3/154 by the Settings Coordinator 16

7. WAINUIOMATA COMMUNITY BOARD'S SUBMISSION TO COUNCIL'S ANNUAL PLAN 2017/2018 (17/792)

Report No. WCB2017/3/90 by the Committee Advisor 26
8. **COMMITTEE ADVISOR'S REPORT (17/800)**

   Report No. WCB2017/3/91 by the Committee Advisor

9. **CHAIRS REPORT - JUNE 2017 (17/972)**

   A report will be tabled at the Board meeting.

10. **INFORMATION ITEMS**

    a) **Report back on Community Board's Conference 2017 (17/900)**

        Report No. WCB2017/3/93 by Ms Tuala-Le’afa

    b) **Functions and Delegations of Community Boards 2016-2019 (17/896)**

        Memorandum dated 12 June 2017 by the Committee Advisor

11. **QUESTIONS**

    With reference to section 32 of Standing Orders, before putting a question a member shall endeavour to obtain the information. Questions shall be concise and in writing and handed to the Chair prior to the commencement of the meeting.

Annie Doornebosch

COMMITTEE ADVISOR SECRETARIAT SERVICES
HUTT CITY COUNCIL
WAINUIOMATA COMMUNITY BOARD

Minutes of a meeting held in the Wainuiomata Community Library, Queen Street, Wainuiomata on
Wednesday 5 April 2017 commencing at 7.00pm

PRESENT:
Ms J Alexander
Cr C Barry
Cr J Briggs (from 7.25pm)
Mr T Stallworth
Mr G Tupou (Deputy Chair)

Cr J Briggs (from 7.25pm)
Mr T Stallworth
Mr G Tupou (Deputy Chair)

APOLOGIES:
An apology for lateness was received from Cr Briggs.

IN ATTENDANCE:
Mr B Gall, Settings Coordinator, Healthy Families (part meeting)
Ms M Laban, Community Projects and Relationship Manager
Ms A Reilly, Wainuiomata Community Hub Manager
Mrs A Doornebosch, Committee Advisor

PUBLIC BUSINESS

1. APOLOGIES

RESOLVED: (Mr Sinnott/ Cr Barry) Minute No. WCB 17201

“That the apology for lateness received from Cr Briggs be accepted.”

2. PUBLIC COMMENT

There was no public comment.
3. PRESENTATIONS

a) Presentation on Possible Designated Smoke Free Areas in Wainuiomata Town Centre

The Settings Coordinator provided a presentation on Council’s Smoke-free Outdoor Public Places Policy. He highlighted one of the objectives of the Policy was to de-normalise smoking for children and young people in the community by reducing its visibility in public places. He noted Council was considering designating smoke-free areas in town centres, and that Wainuiomata and Stokes Valley would be the first communities to explore this initiative. He advised smoking would be discouraged in these areas through signage, promotion and marketing. He said community engagement would now take place and a report with options would be submitted to the Board meeting to be held on 28 June 2017.

In response to questions from members, Mr Gall advised Healthy Families chose Wainuiomata and Stokes Valley first, as they had the highest smoking rates so could benefit most from the initiative. He said Council would be considering smoke-free initiatives in all central business district areas within Hutt City over time.

Cr Briggs joined the meeting at 7.25pm
b) Presentation from Students of Wainuiomata High School

Ms Ruby Gardner, Deputy Head Girl from Wainuiomata High School noted they had come to share their goals for Wainuiomata High School for the year. She said the goals were based on the phrase – ‘First we change ourselves then change the community’. She highlighted the work being done to encourage supportive relationships between staff and students, and senior and junior students within the school. She noted initiatives to encourage academic, sporting and artistic/cultural achievements. She said students had met with the Board of Trustees to create ways to upgrade the aesthetics of the school. She advised they wanted to change current community views of the school, and ensure students were supporting the community so as to improve Wainuiomata as a whole. She highlighted two long term goals for the school: – retaining students in the Wainuiomata community; and having close school community relationships.

Ms Shiloh Babbington, Head Girl from Wainuiomata High School noted recent initiatives held by the school to encourage cross school participation. She highlighted the progress made for younger students, especially year 9 and 10 boys. She said these students were now proud to achieve excellences and wanted to embrace these outcomes. She noted the improved student/teacher relationships, and that this had provided her with the confidence to represent the school as Head Girl. She highlighted the school wanted to embrace the wider community and connect the chain of schooling available in Wainuiomata, by becoming immersed in wider community initiatives.

In response to questions from members, Ms Gardner and Ms Babbington advised they spoke regularly with the Principal and Deans and could request a process to link students to assist at community events, and establish good communication links between the school and the community. They said they would be interested in forming a partnership with the Board going forward, and would be happy to become involved in Council initiatives.
c) **Presentation on Wainuiomata Community of Learning**

Mr Parau Tupangaia of Ariki Consulting provided a presentation on the development of an analytics product to change educational processes and raise the achievement level of students. He said a key issue from the analysis was that student achievement in Wainuiomata had been declining. As a result parents were losing confidence, and sending their children to schools in other areas of the Hutt Valley. He noted central government completed research in January 2016 which identified four key risk factors in student achievement. The risk factors were child abuse or neglect, children who had been supported by benefits for more than three quarters of their life, either parent had been in prison, and the mother held no formal qualifications. They had identified 330 children with two or more of these risk factors living in Wainuiomata. He noted central government was taking a financial approach to how they invested in social services, and this data could provide a tool to target and calculate any such investments. He said they would likely establish a Social Investment Board in Wainuiomata and asked members to consider stakeholders who could be included on the board. He said the board would then submit a case to central government to fund this investment in the Wainuiomata community.

d) **Presentation by Sport Wainuiomata Incorporated**

Ms Terina Cowan and Ms Charlie Holland provided a presentation on Sport Wainuiomata Incorporated.

Ms Cowan highlighted initiatives that Sport Wainuiomata had planned, from Community Engagement funds they had received from Council. She noted planned events, in addition to the Triability Triathlon included a Hero Fun Run, and a Community Volunteer Award Night. She said Sport Wainuiomata had been created by volunteers, and was a valued part of the community.

Ms Holland noted the Triability Triathlon was about being inclusive and setting an example within the community. She advised the triathlon was now in its fourth year, and was a vehicle for participants to use as a stepping stone to better themselves. She noted the strong competitive spirit and that it promoted safe, accessible and inclusive participation.
e) **Presentation by Love Wainuiomata**

Ms Esther Venning from Love Wainuiomata provided a presentation. She introduced Mr Michael Noratanga who had submitted a suggested plan for a fitness trail to be installed on the Queen Street Reserve. She noted the intent of this development would be to include the community in a similar way to the Queen Street Makeover, using volunteer labour to develop it. Ms Venning noted if members provided their support to this suggestion, then a Working Group would be created to develop it further.

In response to questions from members, Mr Noratanga advised the concept of the trail would be to build it on the edge of the Queen Street Reserve so as not to encroach on other activities held on the reserve. He noted that any children using the equipment would need to be supervised.

In response to questions from members, Ms Venning considered Hugh Sinclair Park would not be a preferred area to use for the trail as it was not often used by the community. She said she had received a lot of feedback from the community that the Queen Street Reserve space was not being used to its full capability, and this initiative was one option that could be considered.

The Chair said the Wainuiomata Community Board could support the planning process, noting that appropriate community consultation and safety requirements would need to be met.

4. **CONFLICT OF INTEREST DECLARATIONS**

There were no conflict of interest declarations.

5. **MINUTES**

RESOLVED: (Mr Sinnott/ Mr Stallworth) Minute No. WCB 17202

“That the minutes of the meeting of the Wainuiomata Community Board held on Thursday, 9 February 2017, be confirmed as a true and correct record.”
6. **2017 COMMUNITY BOARDS’ CONFERENCE** (17/566)

Memorandum dated 29 March 2017 by the Senior Committee Advisor

The Chair elaborated on the memorandum.

In response to a question from a member, the Committee Advisor said she would enquire with officers if there would be a meeting held so attendees could provide a joint report back on the Community Boards’ Conference.

Cr Barry suggested that Ms Alexander and Ms Tuala-Le’afa both attend, given they were new members. Members noted both would gain a lot from attending the conference, and highlighted it was only held biannually. They further noted the Board’s training budget of $3,000 would cover most expenses for two representatives to attend.

**RESOLVED:** (Mr Sinnott/Mr Stallworth)  
“That the Board:

(i) notes the Community Boards’ Conference will be held in Methven from 11-13 May 2017 attached as Appendix 1 to the report;

(ii) notes the Training Policy for Community Boards and Community Committees’ adopted by Council at its meeting held on 14 March 2017, attached as Appendix 2 to the report; and

(iii) notes the estimated cost of attending the conference per representative is approximately $1,500.00.”

**RESOLVED:** (Mr Sinnott/Mr Stallworth)  
“That the Board:

(i) notes that the number of members being funded through the training budget to attend the 2017 Community Boards Conference is limited to one per Board; and

(ii) asks for support for two members of the Board to attend the 2017 Community Boards Conference – Ms Sisi Tuala-Le-afa and Ms Jodie Alexander.”
7. **COMMITTEE ADVISOR'S REPORT** (17/492)

Report No. WCB2017/2/65 by the Committee Advisor

The Committee Advisor elaborated on the report.

Ms Willard volunteered to represent the Board on the Keep Lower Hutt Beautiful Committee.

RESOLVED: (Mr Sinnott/ Ms Alexander)  

“That the Board:

(i) nominates Ms Willard as a representative to the Keep Lower Hutt Beautiful Committee;
(ii) notes $78.20 for catering for the Board Meeting of 9 February 2017, and $80.00 for flowers; and
(iii) notes the report.”

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8. **CHAIR'S REPORT - APRIL 2017** (17/493)

Report No. WCB2017/2/66 by the Chair

The Chair elaborated on the report.

RESOLVED: (Mr Sinnott/Cr Barry)  

“That the report be noted and received.”

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9. **QUESTIONS**

There were no questions.

There being no further business the Chair declared the meeting closed at 9:50 pm.

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Mr R Sinnott  
CHAIR

CONFIRMED as a true and correct record  
Dated this 28th day of June 2017
Report no: WCB2017/3/154

Smokefree Queen Street, Wainuiomata

Purpose of Report

1. To present the findings of the Smokefree Queen Street Survey and make recommendations to designate areas of towns centres in Wainuiomata as smokefree. This will supplement Council’s Smokefree Outdoor Public Places Policy.

Recommendations

That the Committee recommends that Council agrees to designate Queen Street in Wainuiomata as a smokefree area.

Background

2. In 2016, Council extended its Smokefree Outdoor Public Places Policy. The objectives of the policy are to:
   - further denormalise smoking for children and young people by reducing its visibility in public places;
   - contribute to improved health and wellbeing by reducing smoking and the impacts of second-hand smoke;
   - contribute to the Government’s goal of a Smokefree Aotearoa by 2025.

3. The vision of Smokefree Lower Hutt is to support current smokers to quit while raising a smokefree generation.

4. The 2016 Smokefree Outdoor Public Places Policy includes:
   a. Playgrounds;
   b. Outdoor swimming pool complexes;
   c. Parks and sports grounds, including skate parks;
   d. Bus shelters;
e. Train stations;
f. Beaches;
g. Outdoor public areas around council buildings and facilities;
h. Smokefree Council run and funded events. Council will work with event organisers to encourage events for which it provides funding to be smokefree;
i. Outdoor pavement dining areas;
j. Explore designating areas in town centres as smokefree areas.

5. In early 2017, Wainuiomata and Stokes Valley were identified as initial communities to engage and consult with regarding clause ‘j’ - ‘explore designating areas in town centres as smokefree areas’.

Engagement and Consultation

6. A group of stakeholders met on 19 April 2017 to design the tools for engagement and developed a survey focused on a smokefree Queen Street.

7. The Smokefree Queen Street Survey was conducted between 9 and 31 May 2017. Survey forms and deposit boxes were placed at three strategic high foot-traffic locations; Wainuiomata Library, Clive’s Chemist, and outside Countdown in Wainuiomata Mall. A cut-out form was placed in the Wainuiomata News for three consecutive weeks. An electronic survey was created for online participation and was hosted on the Healthy Families Lower Hutt Facebook page. The posting had 17 shares, a reach of 3700, 193 engagements and 44 reactions. Articles in the Wainuiomata News also helped raise awareness of the survey and create discussion in the community.

8. Engagement with Queen Street retailers included an email through the Wainuiomata Business Network and discussion at the Wainuiomata Business Breakfast. No direct feedback was received.

Findings

9. The Smokefree Queen Street Survey had a total of 489 responses and the following are the key results:

- Strong support for a smokefree Queen Street. 82 per cent of respondents supported Queen Street becoming a smokefree area;

- Broad support across age groups with the lowest support of 73.91% for 35-44 years and the highest support of 90.63% for ages 10-16 years;

- 62 percent indicated support for other town centres to become smokefree. Other town centres identified were the Village/Homedale with 68 responses (26%) followed by Norfolk Street with 17 responses (6%) and The Strand with 15 responses (5%). All shopping areas with 40 responses (15%) and all of
Wainuiomata with 40 responses (15%) were other significant responses;

- 89 per cent of respondents lived in Wainuiomata.

The full survey results are in a Survey Report attached as Appendix 1 to the report.

**Discussion**

10. The survey indicated a lack of awareness of areas that are currently included in the Smokefree Outdoor Public Places Policy. In answering the survey question ‘Are there other town centres you would like to become smokefree?’, many respondents identified parks, sports grounds, playground, bus stops, the library, swimming pools and the rugby league club (which is situated on a smokefree park). This illustrates that Council needs to continue and improve its work in communication and signage of smokefree areas.

11. A number of respondents identified the car park and areas around the Mall as well as outside schools. There could be an opportunity to relay this feedback to the Mall owners and schools for further discussion.

12. In conversations during the consultation process and through comments made in the survey some people suggested designating smoking areas within smokefree areas and providing signage and shelter. This issue was explored during the policy development process and officers came to a position of not formally designating smoking areas in smokefree areas. The rationale for this is that legitimising smoking in a smokefree area normalises behaviour that contradicts the aims of the policy which is to denormalise smoking by removing visibility of smoking to children and reducing harm from second-hand smoking. Any change to this position would have implications for the message being communicated by the policy, for implementation at a whole of city level, as well as financial implications beyond the smokefree budget.

**Options**

1) **Status Quo**

Do not designate any Wainuiomata town centre areas as smokefree areas. This option would not help fulfil Councils aim to become increasingly smokefree and contribute to the Government’s goal of a smokefree New Zealand by 2025.

2) **Designate Queen Street as a smokefree area**

This option would increase the number of smokefree outdoor public areas with a particular focus on areas where children and families congregate and socialise and where the impact from the visibility of smoking is greatest.

This location was the main focus of the consultation and 82 per cent of those responding to the survey supported designating Queen Street a smokefree area.
3) **Designate Queen Street and the Village/Homedale shops as smokefree areas**

This option would increase the number of smokefree outdoor public areas with a particular focus on areas where children and families congregate and socialise and where the impact from the visibility of smoking is greatest.

The shops at Homedale were mentioned by 68 respondents which is 26% of the responses to this question. The area has a lower footfall than Queen Street. Council is taking a progressive approach to achieving a Smokefree Lower Hutt and will be consulting with residents of communities across the city about smokefree town centres. While the recent consultation in Wainuiomata focused on Queen Street, the Board may also want to consider the level of support for making the Homedale shops smokefree.

Proposed smokefree areas for Queen Street and the Village/Homedale are attached as Appendix 2 to the report.

**Consultation**

13. This is described above under ‘Engagement and Consultation’ and in the Smokefree Queen Street Survey report attached as Appendix 1 to the report.

**Legal Considerations**

14. There are no legal considerations.

**Financial Considerations**

15. Funding for the recommended option is covered by the annual Smokefree Lower Hutt budget for three years up to 2019.

**Other Considerations**

16. In making this recommendation, officers have given careful consideration to the purpose of local government in section 10 of the Local Government Act 2002. Officers believe that this recommendation falls within the purpose of the local government in that it:

   a) Sets out to deal appropriately with a matter which is of concern to the public and in which council can take a lead locally. Reducing the visibility of smoking can contribute to de-normalising the behaviour for children and young people and therefore contribute to the health and wellbeing of future generations.

   b) The policy does this in a way that is cost-effective because it: can contribute to reducing the prevalence of smoking over the longer-term and therefore reduce health and other costs. Effective implementation is dependent on good promotion. The policy does not rely on council officers enforcing the approach, which would not be practical or cost-effective.
**Appendices**

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<td>Smokefree Queen Street Survey Report – Wainuiomata Community Board</td>
<td>21</td>
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<tr>
<td>20</td>
<td>Queen Street and Village Smokefree Area Maps</td>
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**Author:** Barry Gall  
Settings Coordinator

**Reviewed By:** John Pritchard  
Senior Research/Policy Advisor, Strategy and Planning

**Approved By:** Hayley Goodin  
Manager, Healthy Families Lower Hutt
A Smokefree Queen Street Survey Report

Introduction

This report summarises the engagement and consultation process used to explore designating areas of town centres in Wainuiomata as smokefree and presents the results of the Smokefree Queen Street survey.

Engagement and Consultation

A meeting with Councillors Campbell Barry and Josh Briggs was held on 17 March 2017 to discuss an engagement and consultation process. This was followed by a presentation to the Wainuiomata Community Board on 5 April 2017 which endorsed a process and timeline.

There was further engagement with key stakeholders in Wainuiomata including Kokiri Marae Health and Social Services, Takiri Mai te Ata Regional Stop Smoking Service, Regional Public Health, Wainuiomata Hub, Wainuiomata Social Services Network, Peace Within Learning, Wainuiomata neighbourhood Support Group, Wainuiomata Marae and Wainuiomata Maori Wardens. A group of stakeholders met on 19 April 2017 to design the tools for engagement with the community and developed a survey focused on a Smokefree Queen Street.

The survey was conducted between 9 and 31 May 2017 and survey forms and deposit boxes were placed at three strategic high foot traffic locations; Wainuiomata Library, Clive’s Chemist and outside Countdown in Wainuiomata Mall. A cut-out form was placed in the Wainuiomata News for three consecutive weeks. An electronic survey was created for online participation and was hosted on the Healthy Families Lower Hutt Facebook page. The posting had 17 shares, a reach of 3700, 193 engagements and 44 reactions. Articles in the Wainuiomata News also helped to raise awareness of the survey and create discussion in the community. Engagement with Queen Street retailers included an email through the Wainuiomata Business Network and discussion at the Wainuiomata Business Breakfast.

Results

Question 1: Would you like Queen Street to become smokefree?

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<tr>
<th>Answer Options</th>
<th>Response Percent</th>
<th>Response Count</th>
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<tr>
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By age group

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<tr>
<td>Total Respondents</td>
<td>399</td>
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Question 2: Are there other town centres in Wainuiomata you would like to become smokefree?

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<th>Answer Options</th>
<th>Response Percent</th>
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</table>

If so, please name them: 270
Answered question 443
Skipped question 46

The following ‘other town centre’ areas were identified:
- The Village/Homedale 68
- Norfolk Street 17
- The Strand 15
- Ruthven Road 1
- Wainuiomata Road Shops 1

‘All of Wainuiomata’ (all public places) was identified 40 times.
‘All shopping areas’ was also identified 40 times.

Other general settings were identified in answer to this question:
- Mall surrounds 25
- Education settings 17
- Where children are 4
- Carparks 2
- Outside medical centre 2
- Food areas 2
- Marae 1

80 identified areas that are currently smokefree areas:
- Parks & sportsgrounds 36
- Playgrounds 17
- Bus stops 11
- Library 7
- Swimming pools 6
- Rugby League Club 3

Question 3: Age

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Answered question 487
Skipped question 2
Question 4: Do you live in Wainuiomata?

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<td>484</td>
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Comments

Comments that were written on forms or entered into the ‘other town centres’ dialogue box are presented here:

- Children’s park areas - Just the street itself and area immediately by shops. Grass area or designated area with shelter and ash trays should be ok and provided for smokers, because smokers are members of our community too and should not be discriminated against.
- In January this year after 35 years I finally quit smoking. I would like to say that while it is okay to have Smokefree areas you still need to have somewhere for smokers to go. They are human beings with feelings too and speaking from experience it is extremely hard to give up and if an area is provided most people will use it. I would also like to know who is going to police this?
- Free Choice - do you believe people should have a choice? I don’t smoke - I do believe
- Doesn’t worry me I used to smoke - leave the smokers alone
- People should have a choice
- They’re outside leave them be
- Eventually all public areas to be smokefree. All addicts should be registered and obtain their cigarettes on prescription- no casual sales we have to stop kids starting to smoke
- I’m not too fussed if Whanau smoke outside but not indoors
- Parks have signs etc up and people still smoke no one listens
- If people are considerate about where they smoke there should be no problem
- Having ashtrays around Queen St or even have a smoking area for smokers
- Be fair where would they smoke? All areas that children are and food areas
- Keep the lighting and rubbish bins up to date instead
- I think that if you want these smokefree you need to have a place nearby that they can smoke in
- Please take into account there is a pub in Queens Street with no smoking area, making Queen Street smoke free would affect their business.
- Smoke at home
- Whether it is or not people are still going to smoke
- How about a designated smoking area?

Survey distribution

- Wainuiomata Mall: 155
- Wainuiomata Hub: 121
- Online: 97
- Clive’s Chemist: 71
- Handed in by Leah Clarke: 45
- Total: 489

16 were cut out forms from the Wainuiomata News
Survey Form

A Smokefree Queen Street?

Hutt City Council is exploring making town centres smokefree as part of its Smokefree Outdoor Public Places Policy. This survey is an opportunity for those who live, learn, work and play in Wainuiomata to have their say.

1. Would you like Queen Street to become smokefree?
   - Yes
   - No

2. Are there other town centres in Wainuiomata you would like to become smokefree?
   - Yes
   - No
   If so, please name them: ________________________________

3. Age group:
   - 5–9
   - 10–16
   - 17–24
   - 25–34
   - 35–44
   - 45–54
   - 55–64
   - 65+

4. Do you live in Wainuiomata?
   - Yes
   - No

Survey forms can be placed in boxes at Wainuiomata Library, Clive’s Chemist and Wainuiomata Mall.

The survey can also be completed online. A link to the survey can be found on the Healthy Families Lower Hutt Facebook Page: https://www.facebook.com/healthyfamilieslowerhutt/

The survey closes on 31 May 2017 and results will be included in a report to the Wainuiomata Community Board meeting on 28 June.

For further information please email: healthyfamilieslowerhutt@huttcity.govt.nz
Proposed Smokefree Town Centres Areas in Wainuiomata

The proposed areas are marked in blue.

**Queen Street**

**The Village/Homedale**
Report no: WCB2017/3/90

Wainuomata Community Board's Submission to Council's Annual Plan 2017/2018

1. A copy of the Board’s submission to Council’s Annual Plan for 2017-2018 is attached as Appendix 1 to the report, for the Board’s retrospective approval.

Recommendation

That the Board retrospectively approves the Board’s submission to Council’s Annual Plan 2017-2018 attached as Appendix 1 to the report.

Appendices

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<th>No.</th>
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<tbody>
<tr>
<td>10</td>
<td>Wainuomata Community Board's Submission to Council's Annual Plan 2017-2018</td>
<td>27</td>
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</table>

Author: Annie Doornebosch
Committee Advisor

Approved By: Kate Glanville
Senior Committee Advisor
2017 Annual Plan Submission – Wainuiomata Community Board

It is great to see so much happening in Hutt City, including what is planned for Wainuiomata in the long term. As a community there has been much discussion about the future recently, and the way forward for the valley.

Firstly, we will refer to items in the draft annual plan.

As a board, and community, it is great to see incentive funding that will be available to developments in Wainuiomata. We believe this is a great step in the right direction, not only for Wainuiomata but also Naenae, where this funding could have a great impact both commercially and socially through more vibrant town centres.

Throughout the community there are many people excited about the possibilities that Sportsville will offer to our children, and future generations. There was some great discussion on Sportsville at our community meeting, and some fantastic ideas to add to what has already been proposed for further use of the facilities. Encouraging participation in sport is an important component of a healthy community, and Sportsville we believe is an important part of facilitating this. With the majority of sports clubs being on board, and a majority of their members being supportive, there appear to be very positive times ahead for sport in Wainuiomata.

The community hub will be another great project for Wainuiomata, and we look forward to seeing it come together. We would however ask that if possible it be bought forward so that it happens sooner. We ask this for several reasons:

1 – Wainuiomata is a key part of the Urban Growth Strategy, and as such we feel there should be investments in community facilities to back that up and help give further reasons to make Wainuiomata a desirable place to live. We are asking home buyers and developers to have faith in this area, they will be looking at council investment to help justify placing that faith over here.

2 – Our town centre is on the cusp of great things. With the proposed retirement village, Sportsville and Progressive Enterprises redevelopment there is a lot happening in the near future. It would be great to see the key council facilities keeping pace with this, and again showing the council is as invested in the town centre as the residents, Progressive and Masonic are with their projects.
The second item we wish to discuss is the future development of Countdown and the surrounding area. As a board, and community, we are aware that this is a private development and will not be subject to total oversight as a council led project would. However we implore council to take as much of a lead as is possible in talking to Progressive, keeping them engaged and advocating for our community. It would be ideal to see the connection between The Strand and Queen Street retained, which forms an important part of our town centre. Without it, it will feel broken and disconnected. If the board or community can assist in this effort, we would be happy to.

We appreciate the work that has been put in so far, and look forward to the continued improvement of outcomes and opportunities for our community.

Regards

Richard Sinnott - Chairperson
Wainuiomata Community Board
027 263 2538
Richard.sinnott@huttcity.govt.nz
Report no: WCB2017/3/91

Committee Advisor's Report

Purpose of Report

1. The primary purpose of this report is to update the Board on various items of interest to the Board.

Recommendation

That the Board notes the report.

Community Consultations

2. There are no current consultations.

Consultations can be viewed on Council’s website:
http://www.huttcity.govt.nz/Your-Council/Have-your-say/Consulting-on/

3. 2016/2017 Expenditure

The Board’s Miscellaneous Administration Budget for the 2016/2017 financial year is $5,000, and the Training Budget is $3,000. Costs to date are included in the Administration Budget spreadsheet attached as Appendix 1 to the report.

Appendices

<table>
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<th>No.</th>
<th>Title</th>
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<tr>
<td>10</td>
<td>Wainuiomata Community Board Expenditure 2016 2017</td>
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### Wainuiomata Community Board Expenditure 2016/17 Financial Year - Miscellaneous Budget

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### Wainuiomata Community Board Expenditure 2016/2017 Financial Year - Training Budget

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Report no: WCB2017/3/93

Report back on Community Board's Conference 2017

1. Ms Tuala-Le'a'afa attended the Community Board’s Conference held in Methven over 11-13 May 2017.

2. A copy of Ms Tuala’Le’a’afa’s report back on the Conference is attached as Appendix 1 to the report.

Recommendation
That the report be noted and received.

Appendices

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<th>No.</th>
<th>Title</th>
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<tr>
<td>19</td>
<td>Report back on Community Boards Conference 2017 – Ms Tuala-Le'a'afa</td>
<td>33</td>
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</table>

Author: External Author (WCB)
Wainuiomata Community Board
COMMUNITY BOARD CONFERENCE 2017 REPORT

By Sisi Tuala-Le'afa, Wainuiomata Community Board

Conference theme: Making 1+1=3.

Firstly I would like to thank the Wainuiomata Community Board and Hutt City Council for giving me the opportunity to attend this conference. As a newly elected member of the Wainuiomata Community Board, this was my first official ‘outing’ in a board member capacity – I even wore my flash name badge.

I would like to thank and acknowledge Council staff for alleviating my anxiety around registration, but especially for arranging my travel and accommodation. The constant communications with the Group Executive Assistant – Governance and Regulatory in particular made the whole trip smooth sailing.

The 2017 conference was hosted in Methven where the local population is less than 1900. The scenery and setting was absolutely beautiful – we even had snow a couple of nights in a row! Everyone that attended agreed that the Heritage Centre is an absolutely amazing facility that catered to the Conference needs.

The theme is a theme that I feel we are all too familiar with in Wainuiomata – making 1+1=3 this is basically the motor that makes our vehicle run! I am sure you will agree with me when I say, sometimes we don’t even have 1!

This year’s conference saw the most attendees that the bi-yearly conference has seen, with over 200 from all over New Zealand.

There were many workshops that were prepared for the national conference but the workshops that I was really looking forward to were the workshops pertaining to Adequate Housing, Tackling Poverty NZ and responding to Community feedback.

The workshop that pleasantly surprised me was ‘Thinking like an entrepreneur’ by Eyal Halamish.

I did not know what to expect and was a bit anxious about ensuring that I represented my corner of the Motu (Wainuiomata) with pride and purpose. I also wanted to gather as much value as I could from the conference to bring back to our Wainuiomata Board. In this report I will touch on what my conference experience has taught me and I have highlighted any points learned that I thought would be of value and in italics the relevance – I feel - to our board.
1. There is an executive (Community board) team, with representatives from each zone. We are in Zone 4.
   - Zone 4 had a chance to meet and agreed to meet in the near future; communications about this meeting has already come out. I have forwarded the email to all board members to reply at your convenience.

2. There was an awards ceremony acknowledging community boards from around New Zealand, and the work achieved in the different categories.
   - I never knew this, and thought that the Wainuiomata Community board could have been in the running for some of those awards, if we could collaborate better throughout all our individual projects.

3. I met and networked with different members from all over New Zealand but especially boards within Zone 4 including - Tawa, Featherston/Wairarapa, Otaki, Petone and Eastbourne.
   - One of the hot topics within this group was around WREMO and Community response. I shared that a community approach may work better as in ‘ground swell’ as opposed to trickle from the top or ‘From the bottom up instead of Top down’. This seemed to resonate with members and they requested any correspondence that Wainuiomata had around our evacuation planning/response etc.

4. Through many discussions I came to realise how lucky we are in our corner of the world, and at times – how advanced our systems are. These discussions did make me appreciate many things that we are privileged to receive e.g. business cards, and name badges!

This list could go on and on, but throughout all that I sat through these are the learning’s that stood out for me to bring back to our board especially around projects and engagement;

   - I.D.E.A – idea, designers, evaluations (‘no’ people), ACTION – this is to help with our approach in any and all engagement with our community
   - Enabling SHARING and not CONSUMPTION – this is absolutely relevant in our (and many other) communities, as we are resource rich in Wainuiomata, and instead of ‘building a new one’ let’s take the LEAD in our Community to liaise and engage these conversations by looking to our Community and taking stock of what we have. We can absolutely play roles to be stronger links within our community.
   - Prototype quickly – What will work or will not work? They say ‘Fail fast’ no - ‘Learn Faster!’

As awesome as some aspects of the conference were, there were some areas that didn’t quite meet the expectation and others that fell extremely short. These may seem negative, but I feel I am more enlightened because of these areas;
1. I was one of the youngest members attending this conference – there was a handful of ‘youth’ representatives. This highlighted to me that we have a responsibility as a sitting board and active citizens to encourage ‘new blood’ as well as raise more awareness with our youth about Boards, Councils and infrastructure.

2. I was one of the only Pacific Island members attending – this also highlights the need to engage these parts of our communities. This is also reflected at a higher level with the lack of PI and Maori voters.

3. I was very disappointed that I could not bring home more around ‘Adequate Housing’ although passionately delivered by Mr David Rutherford, and I learnt a lot about the Human Rights Commissioners office, this was the one workshop that I was really keen to hopefully bring something back to help with our current housing crisis. Mr Rutherford did state “The Home is the primary care base and we have a gross inadequacy of homes!”

4. Catering was good, but was not sourced locally and with a lack of vegetarian options.

I have requested that all slides from the workshops be emailed through to me and when they arrive I will share them with you to read at your leisure.

Despite some of my enlightening feedback, there are many things our board could consider - not necessarily from the workshops but from the current state of community boards and the potential changes in the horizon. I urge that our board consider what our ‘theme’ is and what we would like to achieve during and after our time in service. We need to be of value to our community – all corners of it - the only way we will achieve this is to row our Vaka in the same direction!

This conference gave some handy tips on how to engage and respond to community feedback as well as some online tools that we can utilise. My sense of purpose has been revived and pathway appears clearer.

In closing, I will leave you with this;

“In trying times, when everything seems impossible, remember your reason why and ask yourself – ‘Would you rather be doing anything else?’” - Eyal Halamish
Recommendation
That the Board notes the updated Community Boards Functions and Delegations for the 2016-2019 triennium attached as Appendix 1 to the report.

Purpose of Memorandum
1. To update the Board on the amended Functions and Delegations for Community Boards 2016-2019.

Background
2. Council agreed at its meeting held on 23 May 2017 to an amendment to the Functions and Delegations for Community Boards 2016-2019.

3. The change was made at the request of the Divisional Manager Parks and Gardens to highlight that the removal and planting of street trees is an operational matter administered by officers in terms of Council’s policy.

4. The delegation to Community Boards is to make decisions only on matters where a dispute arises that cannot be resolved at officer level.

5. Attached as Appendix 1 to the report is the updated Community Boards Functions and Delegations 2016-2019.

Appendices

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<tbody>
<tr>
<td>16</td>
<td>Functions and Delegations of Community Boards 2016-2019</td>
<td>38</td>
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COMMUNITY BOARDS – FUNCTIONS AND DELEGATIONS

This document records the delegation of Council functions, responsibilities, duties, and powers to Community Boards.

The Community Boards have been established under section 49 of the Local Government Act 2002 to represent, and act as an advocate for, the interests of their community.

The delegations are expressed in general terms. The delegations shall be exercised with proper regard for the Council’s strategic direction, policies, plans, Standing Orders and its interpretation of its statutory obligations. The delegations are to be read together with the following propositions.

These delegations are based on the following principles:

- Issues relevant to a specific community should be decided as closely as possible to that community. Where an issue has city-wide implications, i.e., any effects of the decision cross a ward or community boundary or have consequences for the city as a whole, the matter will be decided by Council after seeking a recommendation from the relevant Community Board or (any ambiguity around the interpretation of “city-wide” will be determined by the Mayor and Chief Executive in consultation with the relevant Chair);

- Efficient decision-making should be paramount;

- Conflicts of interest should be avoided and risks minimised;

- To ensure processes are free from bias and pre-determination Community Boards should not adjudicate on issues on which they have advocated or wish to advocate to Council;

- Community Boards should proactively and constructively engage with residents on local matters that affect the community they represent and raise with Council issues raised with them by their community and advocate on behalf of their community.

These delegations:

(a) do not delegate any function, duty or power which a statute (for example section 53(3) and clause 32(1) of Schedule 7 of the Local Government Act 2002) prohibits from being delegated;

(b) are subject to and do not affect any delegation which the Council has already made or subsequently makes to any other committee, Council officer or other member of staff;

(c) are subject to any other statutory requirements that may apply to a particular delegation;

(d) are subject to any notice issued by the Council, from time to time, to a Community Board that a particular issue must be referred to Council for decision;

(e) reflect that decisions with significant financial implications should be made by Council (or a committee with delegated authority);

(f) promote centralisation of those functions where the appropriate expertise must be ensured; and

(g) reflect that all statutory and legal requirements must be met.
DELEGATIONS

Decide:

- Naming new roads and alterations to street names (in the Community Board’s area).
- Official naming of parks, reserves and sports grounds within the provisions of Council’s Naming Policy. Note 3
- Removal and/or planting of street trees within the provisions of Council’s Operational Guide for Urban Forest Plan where a dispute arises that cannot be resolved at officer level. Note 4
- The granting of leases and licences in terms of Council policy to voluntary organisations for Council owned properties in their local area, for example, halls, but not including the granting of leases and licences to community houses and centres.
- The granting of rights-of-way and other easements over local purpose reserves and granting of leases or licences on local purpose reserves.
- The granting of leases and licences for new activities in terms of Council policy to community and commercial organisations over recreation reserves subject to the provisions of the Reserves Act 1977 and land managed as reserve subject to the provisions of the Local Government 2002, in their local area. (Note: renewal of existing leases and licences will be reported once a year to Council’s City Development Committee).
- The allocation of funding from the Community Engagement Fund in accordance with Council’s adopted guidelines.
- Expenditure of funds allocated by the Council to the Board from the Miscellaneous Budget to cover expenditure associated with the activities of the Board. The Chair to approve expenditure, in consultation with the Board, and forward appropriate documentation to the Committee Advisor for authorisation. Boards must not exceed their annual expenditure from the Miscellaneous Budget.
- The allocation of funding for the training and development of Community Board or members, including formal training courses, attendance at seminars or attendance at relevant conferences.

CONSIDER AND MAKE RECOMMENDATIONS TO COUNCIL ON:

- Particular issues notified from time to time by Council to the Community Board.
- Roading issues considered by the Mayor and Chief Executive to be strategic due to their significance on a city-wide basis, including links to the State Highway, or where their effects cross ward or community boundaries.
- Parks, reserves and sports ground naming for sites that have a high profile, city-wide importance due to their size and location and/or cross ward or community boundaries.

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3 This excludes sites that are considered high profile, significant on a city-wide basis due to their size and location, or where the site crosses ward or community boundaries.

4 The Operational Guide for Urban Forest Plan is available from Council’s Parks and Gardens Division.
• Representatives to any Council committee, subcommittee, subordinate decision-making body, working group, or ad hoc group on which a Community Board representative is required by Council.

• The setting, amending or revoking of speed limits in accordance with the Hutt City Council Bylaw 2005 Speed Limits, including the hearing of any submissions.

GENERAL FUNCTIONS
Provide their local community’s input on:

• Council’s Long Term Plan and/or Annual Plan.
• Council’s policies, programmes (including the District Roading Programme) and bylaws.
• Changes or variations to the District Plan.
• Resource management issues which it believes are relevant to its local community, through advocacy.
• The disposal or acquisition of significant assets.
• Road safety including road safety education within its area.
• Any other issues a Board believes is relevant to its local area.
• Review Local Community Plans as required.

Reports may be prepared by the Board and presented to Council Committees, along with an officer’s recommendation, for consideration.

Any submissions lodged by a Board or Committee require formal endorsement by way of resolution.

Co-ordinate with Council staff:

• Local community consultation on city-wide issues on which the Council has called for consultation.

Maintain:

• An overview of roadworks, water supply, sewerage, stormwater drainage, waste management and traffic management for its local area.
• An overview of parks, recreational facilities and community activities within its local area.

Develop:

• Community Response Plans in close consultation with the Wellington Region Emergency Management Office, emergency organisations, the community, residents’ associations, other community groups, and local businesses. The Community Response Plans will be reviewed on an annual basis.

Grant:

• Local community awards.

Promote:

• Recreational facilities and opportunities in its area with a view to ensure maximum usage.
• Arts and crafts in its area.
Appoint:

- A liaison member or, where appropriate, representatives to ad hoc bodies, which are involved in community activities within the Board’s area, on which a community representative is sought.

Endorse:

- Amendments to the Eastbourne Community Trust Deed (Eastbourne Community Board only).