

Additional information

Key council documents

Document	Contents
Annual Plan and Schedule of Fees and Charges	<p>The Annual Plan lets you know what Council plans to do for the next year and how it is going to pay for it. It is an annual slice of the Long Term Plan that covers levels of service, performance expectations and financial requirements.</p> <p>It also covers funding sources (such as rates and loans), and funding allocations for each activity/service. Schedule of Fees and Charges forms part of the Annual Plan and is circulated as a separate document.</p> <p>The latest Annual Plan and Schedule of Fees and Charges can be viewed at www.upperhuttcity.com</p>
Annual Report	<p>The Annual Report looks back over the year just gone and lets you know whether Council did what it said it would. It provides accountability to the community for decisions made throughout the year by the local authority, and compares actual performance against intended performance as set out in the Long Term Plan and Annual Plan for the particular year.</p> <p>It must be prepared by the end of October. The latest report can be viewed at www.upperhuttcity.com</p>
Arts, Culture and Heritage Strategy	<p>The Arts, Culture and Heritage Strategy ensures that arts, culture and heritage are recognised and valued as vital to the identity and well-being of our community. The arts, culture and heritage sector plays an important role in creating a vibrant, diverse and interesting community. Arts, culture and heritage contribute to a sense of identity for individuals and the community. They are part of what makes Upper Hutt City a special place to live, contributing to community connectivity and well-being.</p>

Document	Contents
Asset Management Plan	<p>An asset management plan captures knowledge about an asset, and is used by Council for managing the asset to ensure that its capability to provide a service is maintained at the lowest total cost over the long term. Council maintains asset management plans for:</p> <ul style="list-style-type: none"> • Parks and Reserves • H²O Xtream • Property • Roothing • Water Supply • Wastewater • Stormwater <p>These plans drive the asset maintenance and renewal work programme and budget for the asset. They are updated each year.</p>
Business Recovery Plan	<p>A Business Recovery Plan is used by Council to ensure that its capability to provide a service is maintained in the event of a pandemic.</p>
Disaster Recovery Plan	<p>The Disaster Recovery Plan is used by Council to ensure that the ability to provide a service is maintained in the case of a natural or civil disaster. Council maintains disaster recovery plans for:</p> <ul style="list-style-type: none"> • Roothing • Water Supply • Wastewater • Stormwater <p>These plans are updated each year.</p>
District Plan	<p>The District Plan sets out how Council will promote the sustainable management of the city's physical and natural resources in a manner that is consistent with the Resource Management Act 1991, and other relevant policy statements and plans. It includes rules controlling development within the city of Upper Hutt, and identifies when a resource consent may be required. It must be reviewed every ten years. Refer to www.upperhuttcity.com</p>

Document	Contents
Emergency Management Plan	An Emergency Management Plan is used by Council for managing an asset to ensure that its capability to provide a service is maintained even in the event of a major emergency.
Financial Strategy	The financial strategy for the Council firstly sets the overall financial direction of the long term plan and secondly is a synthesis of the financial issues and consequences arising from Council's policy and service decisions.
Infrastructure Strategy	The purpose of the infrastructure strategy is to identify significant infrastructure issues and options for managing them over the thirty year period covered by the strategy. The strategy describes how Council intends to manage its infrastructure assets, and associated expenditure needs, over the period of the strategy.
Land Use Strategy	The Land Use Strategy (2016-2043) provides the strategic approach for managing and planning for future growth and development in a proactive way. It is an update of the former Urban Growth Strategy adopted in 2007, and expands consideration of the city's future to include rural areas, recognising that urban and rural areas are interlinked. The Strategy will ensure that fundamental elements of the city – such as roads, infrastructure services, parks, reserves, neighbourhood centres, business areas, community facilities and housing – are effectively integrated both now and in the future.
Open Space Strategy	The Open Space Strategy (2018 – 2028) provides strategic direction to help Council manage, plan and develop Upper Hutt's parks, reserves and open spaces.
Sustainability Strategy	A range of projects have been identified within the Sustainability Strategy to achieve the aim of a more sustainable community. Council can achieve these through a range of sustainable business practices i.e. initiatives that have economic, environmental and social benefits.
Waste Management and Minimisation Plan	<p>Under the Waste Minimisation Act 2008 (the Act) Councils are required to develop a Waste Management and Minimisation Plan (WMMP).</p> <p>The councils of the Wellington region developed a joint WMMP to achieve effective and efficient waste management and minimisation in the region.</p> <p>The WMMP (2017-2023) sets a regional target to reduce the total amount of waste sent to landfills by one third over the next 10 years. The target is supported by regional actions and local actions specific to Upper Hutt.</p>

Glossary of terms

Term	Meaning
Activity	Goods or services provided by the Council, including the provision of facilities and amenities, and performing regulatory and other governmental functions. Council has ten activity areas.
Asset	Something of value that the Council owns in order to provide a service for the people of Upper Hutt. Examples include roads, parks, pipelines and buildings.
Capital expenditure	Expenditure incurred in acquiring or adding value to assets.
Capital value	The value of land plus additions such as buildings, driveways and fences.
Cost of service statement	This statement describes the amount of money needed to operate and maintain facilities and services and to cover capital expenses within an activity function.
Democracy	A way we govern ourselves. It can be used to mean community participation in decision-making between elections, as well as at elections.
Depreciation	The measure of consumption of economic benefits in an asset, whether arising from use, age or obsolescence.
Development contribution	A payment made by a developer to cover part of the costs of providing infrastructure to a new development. A territorial authority may require a development contribution to be made to the territorial authority when granting <ul style="list-style-type: none"> • a resource consent • a building consent • an authorisation for a service connection
Fees and charges	Charges for a Council service that must be met by the user of the service such as swimming pool charges, resource consent fees, trade waste charges. Refer to the Schedule of Fees and Charges www.upperhuttcity.com
General rates	The rates levied on most properties for general services including residential, rural, business and utility. They are levied on the basis of zoning, land use and capital value.
Grant or subsidy	Money given from local or central government or other funds to a person or group for a specified purpose.

Term	Meaning
Governance Statement	The Governance Statement provides information on a wide range of matters concerning the structures, processes and policies of the Upper Hutt City Council. It must be prepared within 6 months of each triennial general election of members of the local authority, and may be updated at any other appropriate time. Refer to www.upperhuttcity.com
Hearing	Meeting at which members of the public speak to elected representatives and/or staff about an issue.
Income	Revenue gained from all sources during the year, such as rates, grants, special funds, subsidies, and fees and charges. Income does not include loans or the proceeds in excess of the net book value from the sale of assets.
Infrastructure	The stock of fixed capital equipment that helps a community to function. This includes the pipes and machinery that allow councils to collect and manage water, wastewater, storm water and rubbish, as well as assets such as roads and buildings.
Local Government Act (LGA)	The key local government legislation that defines the powers and responsibilities to the local authorities like Upper Hutt City Council.
LTP	Long Term Plan – lets you know what Council plans to do over the next 10 years and why.
Operating costs	Expenses incurred during the year in providing or maintaining services to the community without acquiring or adding value to assets.
Performance measures	These measure the Council's progress in achieving its work programme.
Regional Amenities Fund	The councils in the Wellington region, including Upper Hutt City Council, propose the establishment of a Regional Amenities Fund (the Fund). The Fund is intended as a 'top up' funding mechanism for entities that provide regional benefits primarily in the arts, culture and environmental attractions and events sectors.
Regional authority	Elected representatives with primary responsibility for governing a regional area, with particular emphasis on natural resources and the environment, and also the organisation governed by these representatives. A regional authority may co-operate on selected issues with territorial councils in its region and others.
Resource consent	Where a council, using delegated authority under the Resource Management Act, gives an applicant permission for a particular land use activity.

Term	Meaning
Resource Management Act (RMA)	Resource Management Act (RMA) is New Zealand's main piece of legislation that sets out how we should manage our environment.
Significance	The 'significance' of a particular matter determines the process which Council may use to make a decision, particularly with regards to consultation. Refer to the Council's Significance and Engagement Policy.
Special funds	Funds that have been set aside for a particular purpose, or as cash reserves.
Strategic asset	The key assets that Council needs to provide services for the community. They are defined in Council's Policy on Significance.
Submission	Feedback or proposal from a citizen or group on an issue aimed to influence judgement at the council level at times such as draft Annual Plan, Long Term Plan or other new significant plans.
Targeted rates	Targeted rates may be levied on specific properties, for specific services. The water supply, wastewater and stormwater activities are funded from targeted rates. Note – these rates are not charged to rural properties that do not use the services. A small group of properties are targeted for the Karapoti Bridge Rate. A targeted rate also exists for the regional amenities fund.
Wellington Regional Strategy	The Wellington Regional Strategy focuses on achieving sustainable growth and development in the Wellington region.
Works programme	The works programme sets out the plans to be carried out over the next 10 years, such as pipeline renewal upgrades, enhanced cycle tracks, or equipment replacements. The schedule includes the year the work will take place, the costs of the work and the source of funding.
Territorial authority	A city or district council.

City information

Population

2103 Census Statistics New Zealand:	40,179
Estimated resident population for 2017 was:	43,200 (Forecast ID as at January 2018)

Area

Total area	54,117 ha
Rural area	49,096 ha
Residential area	1,751 ha
Business area	192 ha
Special activity area	574 ha
Open space area	1,829 ha
UHCC parks and reserves area	577 ha
Roading network (length)	243 km

Rating information

Number of rating units (as at 31 June 2018)	17,123
Rateable capital value (as at 6 June 2018)	\$8,496,914,330
Rateable land value (as at 6 June 2018)	\$3,816,678,830
Date of last valuation	August 2016
Date of next valuation	August 2019

History of local government in Upper Hutt

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

Coat of arms



An outline of the Upper Hutt's Coat of Arms is shown left. The original grant is displayed on Level 2 in the Civic Centre. Interested persons are invited to view this document.

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

DESCRIPTION AND INFORMATION

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

The two birds in the shield are pigeons (*hemiphaga novaeseelandiae*) and represent the early bird life in the Valley's bush. Both are still in existence.

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

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

Finally, the motto translated into English means '*Nothing higher or more beautiful.*' This was chosen to record that the city has special physical features and a lovely setting.

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

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

BADGE

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

FLAG

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

Executive Leadership Team



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Executive support



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Upper Hutt City Libraries
Expressions Whirinaki
Recreation services
H²O Xtream



Richard Harbord, DIRECTOR
PLANNING AND REGULATORY SERVICES

Building control, consents, and compliance
Emergency response and management
Resource consents and compliance
Urban and rural planning
Environmental health
Parking enforcement
Liquor licensing
Animal control



Julia Fletcher
CHIEF FINANCIAL OFFICER

Fleet management
Legal services
Insurances
Finance



Geoff Swainson, DIRECTOR
ASSET MANAGEMENT AND OPERATIONS

Roading management
Engineering consents
Traffic management
Parks and reserves
Contract safety
Water supply
Subdivisions
Solid waste
Drainage



Sandra Stokes, MANAGER
PERFORMANCE AND CAPABILITY

Health and safety
Recruitment



Steve Taylor, DIRECTOR
BUSINESS TRANSFORMATION AND INSIGHT

Corporate planning and reporting
Marketing and communications
Economic development
Information systems
Democratic services
Strategy and policy
Customer services
Administration
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Our Mayor and Councillors



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Independent auditor's report

To the reader of Upper Hutt City Council's 2018-28 Long-Term Plan

I am the Auditor-General's appointed auditor for Upper Hutt City Council (the Council). Section 94 of the Local Government Act 2002 (the Act) requires an audit report on the Council's long-term plan (the plan). Section 259C of the Act requires a report on disclosures made under certain regulations. We have carried out this work using the staff and resources of Audit New Zealand. We completed our report on 27 June 2018.

Opinion

In my opinion:

- the plan provides a reasonable basis for:
 - long-term, integrated decision-making and co-ordination of the Council's resources; and
 - accountability of the Council to the community;
- the information and assumptions underlying the forecast information in the plan are reasonable; and
- the disclosures on pages 275 to 285 represent a complete list of the disclosures required by Part 2 of the Local Government (Financial Reporting and Prudence) Regulations 2014 (the Regulations) and accurately reflect the information drawn from the plan.

This opinion does not provide assurance that the forecasts in the plan will be achieved, because events do not always occur as expected and variations may be material. Nor does it guarantee the accuracy of the information in the plan.

Basis of opinion

We carried out our work in accordance with the International Standard on Assurance Engagements (New Zealand) 3000 (Revised): Assurance Engagements Other Than Audits or Reviews of Historical Financial Information. In meeting the requirements of this standard, we took into account particular elements of the Auditor-General's Auditing Standards and the International Standard on Assurance Engagements 3400: The Examination of Prospective Financial Information that were consistent with those requirements.

We assessed the evidence the Council has to support the information and disclosures in the plan and the application of its policies and strategies to the forecast information in the plan. To select appropriate procedures, we assessed the risk of material misstatement and the Council's systems and processes applying to the preparation of the plan.

Our procedures included assessing whether:

- the Council’s financial strategy, and the associated financial policies, support prudent financial management by the Council;
- the Council’s infrastructure strategy identifies the significant infrastructure issues that the Council is likely to face during the next 30 years;
- the information in the plan is based on materially complete and reliable information;
- the Council’s key plans and policies are reflected consistently and appropriately in the development of the forecast information;
- the assumptions set out in the plan are based on the best information currently available to the Council and provide a reasonable and supportable basis for the preparation of the forecast information;
- the forecast financial information has been properly prepared on the basis of the underlying information and the assumptions adopted, and complies with generally accepted accounting practice in New Zealand;
- the rationale for the Council’s activities is clearly presented and agreed levels of service are reflected throughout the plan;
- the levels of service and performance measures are reasonable estimates and reflect the main aspects of the Council’s intended service delivery and performance; and
- the relationship between the levels of service, performance measures, and forecast financial information has been adequately explained in the plan.

We did not evaluate the security and controls over the electronic publication of the plan.

Responsibilities of the Council and auditor

The Council is responsible for:

- meeting all legal requirements affecting its procedures, decisions, consultation, disclosures, and other actions relating to the preparation of the plan;
- presenting forecast financial information in accordance with generally accepted accounting practice in New Zealand; and
- having systems and processes in place to enable the preparation of a plan that is free from material misstatement.

I am responsible for expressing an independent opinion on the plan and the disclosures required by the Regulations, as required by sections 94 and 259C of the Act. I do not express an opinion on the merits of the plan’s policy content.

Independence

In carrying out our work, we complied with the Auditor-General's:

- independence and other ethical requirements, which incorporate the independence and ethical requirements of Professional and Ethical Standard 1 (Revised); and
- quality control requirements, which incorporate the quality control requirements of Professional and Ethical Standard 3 (Amended).

Other than our work in carrying out all legally required external audits, we have provided an assurance report on certain matters in respect of the Council's Debenture Trust Deed. These assignments are compatible with those independence requirements. Other than these assignments, we have no relationship with or interests in the Council or its subsidiary.



Mari-Anne Williamson
Audit New Zealand
On behalf of the Auditor-General
Wellington, New Zealand