

3 May 2021

[REDACTED]  
[REDACTED]

Tēnā koe [REDACTED]

**Request for Information – Local Government Official Information and Meetings Act 1987**

We refer to your official information request dated 6 April 2021 for the engagement plan for HCC's Draft LTP, including all the kanohi ki te kanohi & interest group engagements being carried out by officers.

Please find attached the following documents which are relevant to your request:

- The Communications and Engagement Plan, this is attached as Appendix 1. This was last reviewed in February 2021.
- Long Term Plan - Groups for engagement. These are community of interest meetings being managed through Mayor, Councillors and Community Boards. This is attached as Appendix 2.

The schedule of community meetings is publically available on the consultation website.

<https://10yearplan.huttcity.govt.nz/have-your-say/>

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Please note that this letter (with your personal details removed) may be published on the Council's website.

Nāku noa, nā



Euan Kyle

**Corporate Information Manager**

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# COMMUNICATIONS AND ENGAGEMENT PLAN

## LONG TERM PLAN 2021-2031 – GETTING THE BASICS RIGHT | E WHAKATIKA ANA I NGĀ MEA MATUA

Project sponsor: Matt Boggs

Project lead: Jenny Livschitz and Wendy Moore

C & M Lead: Stephen Beckett

Author: Communications and Engagement - Debbie Barber, Jon Hoyle, Tina Collison and Thomas Thompson

Timing: October 2020 to July 2021

Updated 23 February 2021

### OVERVIEW

Lower Hutt is a city of boundless potential.

It is the Wellington region's centre of technology, innovation and industry, and its heritage, cultural, hospitality and retail centres attract visitors from around the region and beyond. Lower Hutt also boasts dramatic landscapes, coastlines and scenery – home to a broad range of flora and fauna and a recreational playground for residents and visitors alike.

Lower Hutt also faces challenges that together we as a city need to solve. Our three waters infrastructure is an essential service in urgent need of upgrading.

Our population is growing and our housing supply is unable to meet demand, which is pushing up house prices and rents, and adding to the city's homelessness problem. We will need between 6000 and 11,000 dwellings over the next 30 years.

Improving how we get around in a growing city requires further work, and we need to do better at caring for the environment we live in.

We are also acutely aware the impact and uncertainty of COVID-19 mean residents and we need to be financially prudent.

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To shape our city for the decades ahead, we need a strong foundation. Our first priority is to get these basics right so we have a strong platform on which to develop the city we want.

One of the tools to do this is the Long Term Plan (LTP) 10 year plan. It is a key strategic document charting the city's priorities for the decade ahead and how this work will be funded.

The priority issues the plan will target are:

- Infrastructure investment
- Supporting an innovative and agile economy
- Protecting and caring for our environment
- Increasing housing supply
- Connecting communities
- Maintaining financial sustainability.

The community will be consulted on a series of options that include cost implications and be asked to indicate its preference for each one.

## **COMMUNICATIONS AND ENGAGEMENT APPROACH**

Lower Hutt has a new Mayor, Council and Chief Executive and senior management team. Together, they want to get back to basics while bringing fresh drive, new perspectives and ideas to make their vision – a city where everyone can thrive – a reality.

Central to this is a commitment to a genuine partnership with mana whenua and the diverse communities that make up Lower Hutt. This commitment is key to developing the 10 year plan and the plans and strategies we will take to our communities in the coming months and years.

Through this plan we want to demonstrate to our residents, businesses and communities that we:

- are communicating in ways that matter to them
- are piloting new ways of connecting to discuss important issues
- are transparent about our decision-making
- are demystifying our planning processes and explaining our plans simply and plainly
- will meet them in their own communities – virtually and in person
- have a genuine commitment to listen, reflect and incorporate feedback
- are building a better understanding of what works to inform how we engage in the future

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- can continue to communicate in the event of another lockdown due to COVID-19

The way we engage with our communities about the 10 year plan will signal a new approach that will set the scene for all the conversations we have with our communities this year and beyond. It will be our flagship communications and engagement demonstrating our commitment to deep community engagement.

We will then phase our engagements by creating an engagement calendar to encourage full participation, but not over-burden or confuse people by “over-engaging” or asking them to comment on too many things at once.

This is an opportunity to establish and improve relationships and collaboration based on evolving priorities. There are several major pieces of work already under development, such as the Naenae Pool, Riverlink and the Eastern Pathways, and the messaging around these will be weaved into the communications messaging to show that the council is focusing on the things that matter.

We will weave evaluation and measurement into each activity so we can measure what communication/event/channel worked well so we can be more effective in future engagements

There are four key communications stages for the Long Term Plan development:

- Stage 1 – Pre engagement on our six priorities
- Stage 2 – Design and production of the consultation document printed and digital collateral
- Stage 3 – Consultation and promotion
- Stage 4 – Production of the full document

#### **Stage 1: December 2020 – January 2021**

This stage involved pre-engagement on six priorities to check we were on the right track. We engaged on the six priorities as part of the Have Your Say digital platform and hosting of community meetings in eight venues around the city.

#### **Stage 2: December 2020 – March 2021**

This stage is focused on developing an engaging, clear and accessible consultation document.

The look and feel of the document will be as important as the content.

The consultation document will clearly explain the issues facing the city and the Council and set out all relevant issues, options and implications.

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It will be well-written, easy to understand and clear about which issues have already been consulted on and which are new issues for consultation.

It will show the effects on individual ratepayers; ask clear questions and be accessible to as many people as possible (second-language learners, people with disabilities, learning difficulties etc).

The consultation document will also include Te Reo.

We will develop a briefer document that will highlight the priority areas, seek endorsement for our recommended approach and drive people to our online engagement

### **Stage 3: April 2021 – May 2021**

This is where most of our efforts will go into communicating the contents of the plan.. A key focus of the engagement approach will be to reach and engage those parts of the community that we don't traditionally get high levels of engagement from – specifically, young people and ethnic groups.

1. Supporting promotional material (graphics and video) will be used for social media activity.
2. Some paid advertising is planned for social media (Facebook and Neighbourly) newspaper and radio.
3. The Mayor will lead engagement sessions (ward councillors will be encouraged to support) – this could be via Facebook Live, Virtual meetings or in-person, depending on preference. Back-pocket notes for Mayor and Councillors will be developed to assist them with these meetings and other engagements.
4. We will use the existing Hutt City Council channels in our promotion (e Hutt@Heart publication, rates letter, and digital noticeboards.
5. We'll be organising a 'korero with council' using a blow-up couch and relevant council officers. This 'korero' will move to different locations in Lower Hutt, both internal (libraries, hubs, pools and parks/playground) and external (Queensgate, shopping centres, community corners etc.)
6. Internal communications will also ramp up a level, with messaging tailored to inform our staff.

### **Stage 4: May 2021 – July 2021**

During this period the governance process continues. Communications during this period will focus on media management because interest will remain high as feedback is analysed, hearings are held and decisions are made.

Media releases will be produced at key milestones and media enquiries will be received and responded to.

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A summary of the feedback will be provided to the community along with a thank you for their engagement.

Internal communication will update staff on how the process is going and include a 'pat on the back' for staff involvement in the development of the plan and a celebration when adopted.

## **COMMUNICATIONS AND ENGAGEMENT OBJECTIVES**

### **External**

- Ensure residents, businesses and communities are well-informed about what the 10 year/Long Term Plan means for them and their city
- Motivate the Lower Hutt community to have its say about the important issues facing the city in the next 10 years
- Communicate and engage comprehensively and innovatively
- Use simple and inclusive language to reach all sectors of our community
- Demonstrate through our communications and engagement channels that Hutt City Council is doing things differently and listening intently
- Give multiple means for people to provide feedback in the way that is most comfortable and convenient
- Generate engagement with communities of interest who don't normally have their say

### **Internal**

- Ensure our staff understand the plan, its significance for the community, their own work and the city as a whole
- Give our staff the confidence to promote the plan and engagement opportunities and participate in the process

## **CHANNELS**

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We will focus on multiple channels, including face to face engagement, digital channels, paid media, printed collateral and the council's usual communication channels. This will give residents and communities of interest the opportunity to choose to engage in the way most appropriate to them.

Hutt City residents can choose how they wish to engage; it may be they read a simplified version of the consultation document (online or printed) and vote on their preferred options or they may attend meetings, request a community briefing, read the full consultation document and ask for their submission to be heard in person.

### **Digital**

We will continue to focus on driving up the digital engagement through Have Your Say/Bang the Table, Facebook Live, virtual meetings, social media channels, purpose-built web pages and video clips.

### **Face to face**

We will offer various face to face engagement opportunities through neighbourhood briefings, community of interest meetings and the 'korero with Council' blow up couch in public places. We will work alongside community groups so they can lead their own discussions.

### **Paid media**

We will use paid media to promote engagement opportunities and explain the plan. This will include print, radio and social media advertising

### **Printed collateral**

- Consultation document
- Short form consultation document that allows voting on the options
- Have You Say signage for kiosks in hubs/libraries
- Posters
- Rates insert

### **Council channels**

- Media releases opening consultation period
- Councillor and staff Toolkits
- Digital signage

## OUR COMMUNITY

The primary audience is Lower Hutt residents. Lower Hutt residents are more diverse than the rest of the Wellington region in terms of ethnicity. There are many families with young children. In fact, family units are more likely to be made up of a couple with children than the rest of Wellington. We know that people lead busy lives, especially those with young families. Many Lower Hutt residents commute to Wellington CBD and other areas for work. Significant groups of people no longer get their information from traditional media and many don't perceive any connection to local government or give its impact in their lives a second thought.

In past consultations with the community, respondents have tended to be from the older demographic. A key focus of the engagement approach will be to reach and engage those parts of the community that we don't traditionally get high levels of engagement from – specifically, young people, people with disabilities and ethnic groups.

We have seen that the community will engage with us on our digital engagement platforms ie Have Your Say and Facebook when they feel strongly about an issue, for example when we asked them to vote on options for the rubbish and recycling changes we received almost 4,000 submissions and each Facebook post.

## RISKS AND MITIGATION

RISKS	LIKELIHOOD	IMPACT	MITIGATION
Low levels of engagement by the public	Medium	Low	A combination of communications channels will be used to reach as many people as possible
Engagement fatigue	Medium	Low	Align with other engagement underway or about to start
Contentious issues	Low to medium	Low	Open, honest and clear communication with the community.



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## KEY MESSAGES

### PRIMARY MESSAGING

It's important that we plan for our future. We need to make sure that we are prioritising the things that are important to you, and to do that, we need to know what you think.

Since our last LTP lots of things have changed. We have a new council, a new mayor and a new directive to get the basics right so everyone can thrive

A big part of our job is having a view to the future – identifying the challenges we face, and setting out what we need to do to address them.

We need to do this by working alongside you to ensure we can make the most of the opportunities available to us as a city.

- We recognise that due to the effects of COVID-19, we are in uncertain times. That is why every decision made at the Council will have ratepayers' affordability front of mind
- The LTP will strike a balance between investment/cost for ratepayers
- We need to invest in these areas now. Our city cannot afford to kick this down the road any longer.
- Our ten year plan will be a plan for our people, done by our people, and reflect the aspirations and vision for the future of our city.

### CALL TO ACTION

There are lots of different ways to get involved:

- Go online
- Talk to our friendly staff
- Complete a feedback form

Consultation opens on 29 March and closes on 3 May. To have your say or find out more see our website at [haveyoursay.huttcity.govt.nz](https://haveyoursay.huttcity.govt.nz)

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## Why a 10 year plan?

- We want our city, Lower Hutt, Te Awa Kairangi, to be connected, resilient and inclusive where all of our people thrive.
- The 10 year/Long Term Plan (LTP) is the Council's key strategic document and sets out the ways we will achieve our aspirations for our city.
- In the past our long term plans have focused on the general themes of Lower Hutt's growth and rejuvenation.
- The plan for the next 10 years will be focused on a new directive – getting the basics right | E whakatika ana i ngā mea matua
- Focusing on the basics and ensuring we have the facilities and services that our community wants and needs is high on the list of priorities for the community.
- The plan sets out the Council's priorities including what we want to do, how much it will cost and how we will fund everything.
- The plan is reviewed every three years to make sure it is still relevant and accurate. In the intervening years, an annual plan is developed to reflect any changes required.
- Before Council adopts an LTP we produce a consultation document to engage with our community. This is part of the formal process before an LTP is formally adopted.
- A consultation document is an audited document that provides the community with the opportunity to participate in the decision-making process by providing a fair and succinct representation of the detail, highlighting significant issues facing Hutt City Council and Lower Hutt, as well as any necessary trade-offs that will need to be made.

## Our operating environment

- In 2020 COVID-19 impacted our lives, our work and our community. The effects of this are impacting our economy now and will do so for the foreseeable future.
- Rates affordability and how we can spread the cost of rates more equitably will be subject to public scrutiny now more than in the past.
- In 2021 ratepayers will be paying more in rates for rubbish and recycling (although arguably less per household) so any further proposed rates increases need to be looked at with this in mind.
- The investment needed in water infrastructure alone is significant and will result in a rates increase so we can run the city sustainably. In addition rates

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increases are needed to adjust for inflation. **We've identified some key priority areas which will guide our work over the next 10 years:**

### **Rates increases**

Messaging in process

### **Investing in infrastructure - Whanake i ngā poupou o te hapori**

There are a range of high priorities that we intend to progress

- The rebuilding of the Naenae Pool,
- The Naenae Spatial Plan
- An integrated transport strategy
- An Eastern Bays shared path
- Te Ara Tupua
- Melling
- RiverLink
- Three waters

### **Supporting an innovative, agile economy and attractive city - Taunaki ōhanga auaha, tāone whakapoapoa**

- enabling a strong resilient economy and city,
- harnessing the talent of the business, education, research science and community to attract job creators and innovators,
- creating a place where manufacturing start-ups can test their ideas,
- where our history, culture and heritage is showcased.

### **Caring for and protecting our environment - Tiaki taiao**

- biodiversity,
- climate change mitigation and adaptation,

- 
- progressing towards zero carbon and a circular economy,
  - protect and enhance environment and biodiversity
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#### **Increasing housing supply- Hei āhuru mōwai mō te katoa**

- housing quality
- supply and affordability
- Wellington Regional Growth Framework (linked, separate comms and engagement planned on this)
- Homelessness

#### **Connecting communities - Tūhono hapori**

- work in collaboration and partnership with mana whenua.
- connect and empower neighbourhoods and communities so they can thrive
- communities that are safe, connected, healthy, inclusive and resilient.
- a city that has shared values and outcomes for everyone.
- Our digital transformation will make it easier for our communities to interact and communicate with us.
- Inequity needs to be addressed so that all our people have the opportunity to thrive.

#### **Being financially sustainable - Whakauka ahumoni**

- Rating Policy,
- Revenue and Financing Policy
- Development Contributions Policy.
- Outcomes of base budget review – will need separate consideration re comms on each of these, e.g. change in opening hours for the Dowse and Petone Settlers Museum.
- Fees and charges, i.e. user pays – people who benefit pay the cost.

## ACTION PLAN VIA CHANNELS

DUE DATE	WHAT	SIZE/NOTES	BUDGET	RESPONSIBILITY
<b>DIGITAL CHANNELS</b>				
22 March 2021	Website <ul style="list-style-type: none"> <li>▪ Page Have your say page created – Bang the Table</li> <li>▪ Slider</li> <li>▪ Rates calculator</li> <li>▪ Video – explaining rates</li> </ul>	Various		Comms and Web teams
From 29 March 2021	Bang the Table <ul style="list-style-type: none"> <li>▪ Re-engaging existing users on Bang the Table</li> <li>▪ Finalised survey questions</li> </ul>	Various		Comms and Web teams Research and evaluation
From 29 March 2021	Social media video explaining 'what is rates', highlighting the once in a decade change to the rates policy.	Video	\$5,000	Comms
From 29 March	Hubs and Libraries Have Your Say (HYS) Kiosk trial to promote digital engagement Supporting collateral: <ul style="list-style-type: none"> <li>• HYS Computer signage</li> <li>• Supporting HYS Postcard</li> <li>• Staff training to interact with the public</li> <li>• Data capture spreadsheet for staff interactions</li> </ul>	N/A	TBC	Marketing, Hubs and Libraries staff
Ongoing from 29 March 2021 – 3 May 2021	Digital marketing <ul style="list-style-type: none"> <li>▪ Paid Facebook, Neighbourly ads</li> <li>▪ AdWords</li> </ul>	Various		Marketing
Ongoing from 29 March 2021 – 3 May 2021	Organic social media posts <ul style="list-style-type: none"> <li>▪ Regular page updates – Facebook, Neighbourly and Twitter</li> </ul>	Various		Marketing

Ongoing from 06/04/2020 – 07/05/2020	Digital Noticeboards	1920x1080		Marketing
Week of 22 March 2021	A5 for email distribution – see community engagement below. Artwork due: ▪ 06/04/2020	A5		Draft by Comms,
Week of 22 March 2021	Email signature Artwork due: ▪ 06/04/2020	10mm x 65mm		Comms
<b>PRINTED COLLATERAL</b>				
<b>DUE DATE</b>	<b>WHAT</b>	<b>SIZE</b>	<b>BUDGET</b>	<b>RESPONSIBILITY</b>
Week of 1 March	Designed Consultation Document ready for audit/council approval			Comms
Week of 22 March 2021	Councillor's toolkit of information ▪ FAQs ▪ Key messages ▪ March rates flyer ▪ Rates revaluation pamphlets and rebates information ▪ Posters ▪ March Hutt@Heart ▪ Hard copy FREEPOST questionnaire YTC ▪ Consultation document YTC ▪ Councillors' contact details [from website] ▪ 'Catch up with Campbell' dates, venues.			Comms
Rates notices sent: 20 March 2021	Rates insert - available in CO30-57 Artwork due: xxx Due at printers: xxx			Comms
Week of 22 March	Flyer with survey options to vote on	TBC		

Week of 22 March 2021	Posters On each theme, Artwork due: ▪ xxx	A3, A0		Comms
22 March – 3 May 2021	Signboards – Side B Artwork due: ▪ xxx	PDF at 2400mm x 1200mm, 300dpi, 15mm bleed with print and crop marks.		Comms

#### PUBLICITY

DUE DATE	WHAT	NOTES	BUDGET	RESPONSIBILITY
Week of 29 March 2021	Media Pack <ul style="list-style-type: none"> <li>Media release to announce consultation opening (uploaded to Hutt@Heart)</li> <li>FAQ's</li> <li>Key messages for spokespeople</li> </ul>			Comms
22 March 2021	Develop FAQs			Comms
18/03/2020	Write up one pager on key messages			Comms
29 March 2021	Send out copy (50 words) and liaise with schools and churches to add to their newsletters <ul style="list-style-type: none"> <li>Get school and church contacts</li> </ul>			Comms/project team member

#### FACE TO FACE ENGAGEMENT

DUE DATE	WHAT	NOTES	BUDGET	RESPONSIBILITY
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29 March – 3 May various	8 Public neighbourhood drop in sessions			
3 April 2021	'Korero with council' stall to promote how to feedback on the ten year plan Riverbank (3/4) and Naenae 10/4) Markets Queensgate (17/4)	Set up a gazebo and coreflute boards for people to write our their feedback themed on the six priorities		Comms/Events
Various	Targeted community group briefings (see Mana whenua, Business Community and Stakeholder plans below for further details)			Engagement
Feb-March 2021	Meeting with Mana whenua (see Mana whenua plan below)			
<b>PAID MEDIA</b>				
<b>DATE PUBLISHED</b>	<b>WHAT</b>	<b>NOTES</b>	<b>BUDGET</b>	<b>RESPONSIBILITY</b>
	<ul style="list-style-type: none"> <li>▪ Paid media</li> </ul>			Comms

## SIGN-OFF

<b>WHO</b>	Wendy Moore/Matt Boggs – LTP messaging and strategic approach	
<b>WHO</b>	Jarred Griffiths – Mayor and Council sign off	
<b>WHO</b>	Debbie Barber – All draft communications and initial design concepts	



WHO	Jenny Livschitz – Financial information	
WHO	Jo Miller – Final sign off via Caryn Ellis	



**Stakeholder Management Plan**

<b>Project Name</b>	Long Term Plan 2021-2031		<b>Start Date</b>	Nov 2020	<b>Version</b>	3.0
<b>Project Sponsor</b>	Matt Boggs		<b>End Date</b>	June 2021 Pre, during and post consultation	<b>Date Prepared</b>	12.11.20
<b>Point of Contact</b>	Thomas Thompson		<b>Duration</b>		<b>Author(s)</b>	Thomas Thompson Catherine Taylor
<b>Reviewed by:</b>	<b>Person</b>	<b>Review complete</b> Y/N	<b>Date:</b>			
	Matt Boggs					
	Caryn Ellis	Y	12 November			
	Wendy Moore		13 November			
	Jarred Griffiths					

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## Stakeholders

Organisation	Residents & Ratepayers	Wider Community	Organisations	Partners
<p>Council as a whole</p> <ul style="list-style-type: none"> <li>• Mayor &amp; Elected Members (Mayor &amp; EMs)</li> <li>• Community Boards</li> <li>• CE and Corporate Leadership Team (CE &amp; CLT)</li> <li>• Council staff</li> <li>• Council Controlled Organisations (CCOs) – PL, CFT, SM</li> </ul>	<p>These are the people or groups who use and pay for our facilities and services</p> <ul style="list-style-type: none"> <li>• Commercial and residential ratepayers (Ratepayers)</li> <li>• Young people</li> <li>• Senior people</li> <li>• Treaty Partner - Iwi Mana Whenua</li> <li>• Pasifika community (Pasifika)</li> <li>• Asian community (Asian)</li> <li>• Disabled community</li> <li>• Geographic areas (enveloping blue box)</li> </ul>	<p>Those who play a vital role in the Lower Hutt Community but may not live or work here</p> <ul style="list-style-type: none"> <li>• Environmental groups</li> <li>• Community groups</li> <li>• Sports groups</li> <li>• Users of Council facilities (Users)</li> <li>• Relevant NGOs (NGOs)</li> <li>• Local businesses</li> <li>• Media</li> </ul>	<p>A group of regional and national organisations who may have an interest in the process and outcome</p> <ul style="list-style-type: none"> <li>• Hutt Valley Chamber of Commerce (HV Chamber)</li> <li>• Wellington NZ</li> <li>• Ministry for the Environment (MfE)</li> <li>• Waka Kotahi New Zealand Transport Agency (NZTA)</li> <li>• Regional Public Health Agency (RPHA)</li> <li>• HVDHB</li> <li>• Ministry of Health (MoH)</li> <li>• Ministry of Business, Innovation and Employment (MBIE)</li> <li>• Kainga Ora and Ministry of Housing &amp; Urban Development (Housing)</li> <li>• Te Puni Kōkiri (TPK)</li> <li>• Ministry of Social Development (MSD)</li> <li>• Ministry of Education (MOE)</li> <li>• Other Councils plus rep bodies – LGNZ, SOLGM</li> </ul>	<p>Enable partnership with Mana Whenua*, effective participation and a shared decision-making focus. This includes meaningful, timely and inclusive engagement at all levels that requires teams to think about the role of Tangata Whenua in the planning and delivery of the LTP.</p>

## Stakeholder Management

Overview						Contact
Stakeholder (Title/Role)	Management category	What the stakeholders wants to know / be aware of	How will they contribute to the process	Channels for communication with stakeholder including formal feedback	Additional Notes	
Mayor and elected members	<b>ENGAGE &amp; CONSULT</b>	Early feedback on themes, content and structure of the CD and ongoing timings and risks	Key decision maker	Council meetings	Mayor and members will lead discussions with the community for pre-engagement and engagement	Jarred Griffiths
CE and CLT		Early feedback on themes, content and structure of the CD and ongoing timings and risks	Key decision influencer Top to top external relationship management	CLT, Council meetings  Internal comms		Caryn Ellis
Community Boards		Key areas of the LTP and specific to their wards/communities	Trusted link between council and the community.	6 Week public meetings  Have your say  Social channels  Email		Kara Puketapu-Dentice (Wainuomatai)  Anna Welanyk (Eastbourne)  Andrea Blackshaw

						(Petone)
Local businesses		Amends to commercial rates and services (including events)	Feedback via consultation and HVCC	Have your say Social channels Email		James Lamb Gary Craig
Commercial and residential rate payers		Focus is on rates as a result of all areas under the LTP.  They will likely also be classified under different demographic groups and some will have specific interests	Via consultation	Have your say Social channels Email Rates channel comms		Helen Stringer
Senior people	Overarching themes and directions of the community. We note that there will be a dimension of interest from high to low and are consequent commitment to engage across the board		Relationship managers Community leaders Influencers and advocates	Face to face in community meetings/forums  Email Have your say	We must be tailored in our engagement and management of geographic and demographic to reflect our commitment to a community centered approach	Mei Laban
Young people						Alice Soper
Iwi mana whenua						Matiu Jennings
Asian community						Vesna West
Pasifika community						CE's office
Disabled community						Wendy Moore

Geographic Areas		Particular areas of interest to their direct community (what will happen practically in their back yard)  As above				Library and hub network  Shane O'Connor
Media	<b>SATISFY</b>  <b>ENGAGE &amp; CONSULT</b>	Keep informed of wider LTP – process and content	Tell the stories	Email	Try and front foot stories	Caryn Ellis
Wellington Water		Keep informed of wider LTP, including feedback received	Underpin content and community engagement for water	Face to face	Our rates provide funding for this agency	Alexander Van Passen
GWRC		Be aware of anything specifically impacting them  Alignment / awareness of timings	Low likelihood	Email  Have your say	Our rates are independent but will be set around the same time	Helen Oram to confirm contact
Hutt Valley Chamber of Commerce	<b>MONITOR</b>	Be aware of anything specifically impacting them or their members	Supporting members to feedback and engage on LTP Process	Email  Have your say		Gary Craig

Wellington NZ		Be aware of anything specifically impacting them or their members	Supporting members to feedback and engage on LTP Process	Email Have your say		Gary Craig
Ministry for the Environment						Jorn Scherzer
New Zealand Transport Agency						John Gloag
Regional Public Health Agency						Demelza O'Brien Twiggy Johnson
Hutt Valley DHB		To ensure visibility of what HCC are doing	Low likelihood	As needed		John Pritchard/Hayley Buchan
Ministry of Health						John Pritchard/Hayley Buchan
Ministry of business, Innovation & Employment						Gary Craig
Other Councils						Wendy Moore
Council Staff	<b>INFORM AND MONITOR</b>	To ensure they are aware of the key themes, projects and how this will impact the community	Low likelihood	Our space		Comms and Engagement

Environmental Groups	<b>INFORM</b>	To ensure they're aware of anything that may impact potential funding streams or access to facilities	Provide input and feedback	Email Have your say		Jörn Scherzer
Community Groups						Mel Laban
Sports Groups						Marcus Sherwood
Users of council services						Mel Laban Shane O'Connor Marcus Sherwood
NGOs			Low to medium likelihood to contribute			Mel Laban
MSD		Are aware of content that will affect their communities or service users	Provide input and feedback	Have your say Respond to relevant information		Jo Miller
TPK						Wendy Moore/Matiu Jennings
MOE						TBC
Housing	They are aware of anything relating to regional infrastructure and development					UPL Kara Puketapu-Dentice John Pritchard



## LTP Scheduled Meetings

Meeting or event	Venue	Date and Time
Kokiri Marae	Kokiri Marae, upstairs in the hauora	Monday 29 March 9.30am
Bob Scott Retirement Home	25 Graham Street, Petone	Thursday 1 April 2.30pm
Neighbourhood meeting	Stokes Valley – Koraunui SV Hub	Tuesday 6 April 6pm-8pm
Te Tatau O Te Po Marae	437 Hutt Road	Tuesday 6 April 6pm
Lower Hutt Lions	Avalon Pavilion	Tuesday 6 April 7.30pm
Rotary Hutt City	Boulcotts Farm Heritage Golf Club, Military Road	Wednesday 7 April Breakfast 7am
Neighbourhood meeting	Naenae – Library	Thursday 8 April 2pm-4pm
Neighbourhood meeting	Central Hutt – Little Theatre next to War Memorial Library	Thursday 8 April 6pm-8pm
Hutt Multicultural Council	Russell Keown House	Thursday 8 April 7pm
Partners in Ministry	Victory Christian Centre, 445 High Street	Friday 9 April 9.45am
Korero with Council	Riverbank Market	Saturday 10 April 11am-1pm
Mayor's virtual meeting		Monday 12 April 5.30pm
	Wainuiomata Building our Community Network, Meeting Room 1, Wainuiomata Community Hub	Tuesday 13 April 12.20pm
Neighbourhood meeting	Petone – Library	Tuesday 13 April 6pm-8pm
Neighbourhood meeting	Taita – Library Walter Nash Centre	Tuesday 13 April 6pm-8pm
Kelson Residents Association	Kelson Community Centre, 5A Timaru Grove	Tuesday 13 April 7pm
HV Chamber of Commerce	LH Events Centre (upstairs)	Wednesday 14 April 7.30am-9.30am breakfast
Taita College	Eastern Hutt Road	Wednesday 14 April 2.15pm
Neighbourhood meeting	Western Hills: Hardwick Smith Lounge, Norfolk Street, Belmont	Wednesday 14 April 6pm-8pm
Maungaraki Community Association	Maungaraki Hall, Dowse Drive	Wednesday 14 April 7.30pm
Neighbourhood meeting	Wainui – Wainui Hub (meeting room 3)	Thursday 15 April 5pm-7pm
Normandale Residents Association	17 Pokohiwi Road, Normandale	Thursday 15 April 7.45pm
Neighbourhood meeting	Eastbourne Hall	Saturday 17 April 12pm-2pm
Korero with Council	Queensgate	Saturday 17 April 1.30pm-3.30pm

Greypower Lower Hutt	Senior Citizens rooms, Forsyth Barr Tower, 45 Knights Road	Friday 16 April 10am
Probus Lower Hutt	Boulcotts Farm Heritage Golf Club, Military Road	Monday 19 April 10.30am
Petone Rotary	Caffiend, Jackson Street, Petone	Tuesday 20 April 5.30pm
Rotary Hutt Valley	Angus Inn, Cornwell Street	Wednesday 21 April 7am
Mayor's virtual meeting		Wednesday 21 April 1.00pm
Korero with Council	Naenae Market	Saturday 24 April 11am-1pm
Te Mangungu Marae	Mangungu Marae, Naenae	Tuesday 27 April 6.30pm
Capital Seniors	Uniting Church Hall, 4 Trafalgar Street, Waiwhetu	Sunday 2 May 3.30pm

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