



KOMITI ITI AHUMONI I TŪRARU AUDIT AND RISK SUBCOMMITTEE

10 February 2025

Order Paper for the meeting to be held in the
Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt,
on:

Tuesday 18 February 2025 commencing at 2:00 pm

The meeting will be livestreamed on Council's You Tube page.

Membership

	Suzanne Tindal (Independent Chair)
	Mayor C Barry (Deputy Chair)
Cr S Edwards	Cr J Briggs
Cr K Morgan	Cr T Stallinger

For the dates and times of Council Meetings please visit www.huttcity.govt.nz

Have your say

You can speak under public comment to items on the agenda to the Mayor and Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this by emailing DemocraticServicesTeam@huttcity.govt.nz or calling the Democratic Services Team on 04 570 6666 | 0800 HUTT CITY

KOMITI ITI AHUMONI I TŪRARU | AUDIT AND RISK SUBCOMMITTEE

Chair:	Independent Chair Sue Tindal
Deputy Chair:	Mayor Campbell Barry
<p>Membership:</p> <p>Komiti Iti Ahumoni i Tūraru Audit and Risk Subcommittee members should be appointed so that the subcommittee has a diversity of governance skills, experiences and personal qualities. Between them, the members should bring a mix of the following attributes:</p> <ol style="list-style-type: none"> 1. Broad governance experience; 2. Familiarity with risk management disciplines; 3. Understanding of internal control and assurance frameworks; 4. An understanding of financial and non-financial performance reporting; 5. A good understanding of the roles of internal and external audit; and 6. A sound understanding of the local government sector. <p>Use of the matrix below has assisted other councils to consider the best fit for membership of an Komiti Iti Ahumoni i Tūraru Audit and Risk Committee.</p>	<p>Cr Glenda Barratt</p> <p>Cr Josh Briggs</p> <p>Cr Karen Morgan</p> <p>Cr Tony Stallinger</p>
Quorum:	Half of the membership
Meeting Cycle:	Meets on an eight-weekly basis or as required
Reports to:	Council

AREAS OF FOCUS:

The subcommittee's areas of focus are:

- Oversight of risk management and assurance across the Council Group with respect to risk that is significant
- Internal and external audit and assurance
- Health, safety and wellbeing
- Business continuity and resilience
- Integrity and investigations
- Monitoring of compliance with laws and regulations
- Significant projects, programmes of work and procurement, focussing on the appropriate management of risk
- The Long Term Plan, Annual Report and other external financial reports required by statute.

DELEGATIONS FOR THE SUBCOMMITTEE'S AREAS OF FOCUS:

- The subcommittee has no decision-making powers other than those in these Terms of Reference.
- The subcommittee may request expert advice through the Chief Executive where necessary.
- The subcommittee may make recommendations to Council and/or Chief Executive.

Risk Management:

- Review, approve and monitor the implementation of the risk management framework and strategy, including significant risks to the Council Group.
- Review the effectiveness of risk management and internal control systems including all material financial, operational, compliance and other material controls. This includes legislative compliance (including health and safety), significant projects and programmes of work, and significant procurement.
- Review risk management reports identifying new and/or emerging risks.

Assurance:

- Review and approve, and monitor the implementation of, the assurance strategy and detailed internal audit coverage and annual work plans.
- Review the coordination between the risk and assurance functions, including the integration of the Council's risk profile with the internal audit programme. This includes assurance over all material financial, operational, compliance and other material controls. This includes legislative compliance (including health and safety), significant projects and programmes of work, and significant procurement.
- Review the reports of the assurance functions dealing with findings, conclusions and recommendations (including assurance over risks pertaining to Council Controlled Organisations and Council Controlled Trading Organisations that are significant to the Council Group).
- Review and monitor management's responsiveness to the findings and recommendations, inquiring into the reasons that any recommendation is not acted upon.

Fraud and Integrity:

- Review, approve and monitor the implementation of the assurance strategy, including the fraud and integrity aspects.
- Review the arrangements in place by which staff may, in confidence, raise concerns about possible improprieties in matters of financial reporting, financial control or any other matters, and ensure that there is a proportionate and independent investigation of such matters and appropriate follow-up action.
- Review the procedures in relation to the prevention, detection, reporting and investigation of bribery and fraud.
- Review and monitor policy and process to manager conflicts of interest amongst elected and appointed members, management, staff, consultants and contractors.
- Review internal and external reports related to possible improprieties, ethics, bribery and fraud-related incidents.

Statutory Reporting:

- Review and monitor the integrity of the Long Term Plan and Annual Report including statutory financial statements and any other formal announcements relating to the Council's financial performance, focussing particularly on the areas listed below.
- Compliance with, and the appropriate application of, relevant accounting policies, practises and accounting standards.

- Compliance with applicable legal requirements relevant to statutory reporting.
- The consistency of application of accounting policies, across reporting periods, and the Council Group.
- Changes to accounting policies and practices that may affect the way that accounts are presented.
- Any decisions involving significant judgement, estimation, or uncertainty.
- The extent to which financial statements are affected by any unusual transactions and the way they are disclosed.
- The disclosures of contingent liabilities and contingent assets.
- The clarity of disclosures generally.
- The basis for the adoption of the going concern assumption.
- Significant adjustments resulting from the audit.

External Audit:

- Discuss with the external auditor, before the audit commences, the nature, scope and fees of the external audit, areas of audit focus, and error and materiality levels.
- Review, with the external auditors, representations required by elected members and senior management, including representations as to the fraud and integrity control environment.
- Review the external auditor's management letter and management responses and inquire into reasons for any recommendations not acted upon.
- Where required, the Chair may ask a senior representative of the Office of the Auditor General to attend meetings of the subcommittee to discuss the office's plans, findings and other matters of mutual interest.

Interaction with Council Controlled Organisations (CCO) and Council Controlled Trading Organisations (CCTO):

- Other committees dealing with CCO and CCTO matters may refer matters to the Komiti Iti Ahumoni i Tūraru | Audit and Risk Subcommittee for review and advice.
- This subcommittee will inquire to ensure adequate processes at a governance level exist to identify and manage risks within a CCO. Where an identified risk may impact on Council or the Council Group, the subcommittee will also ensure that all affected entities are aware of and are appropriately managing the risk.

Matrix of Experience, Skills and Personal Qualities

Experience, Skills and Personal Qualities	Member A	Member B	Member C	Member D	Independent Chairperson
<i>The recommended combination of experience is:</i>					
• financial reporting					
• broad governance experience					
• familiarity with risk management disciplines					
• understanding of internal control and assurance frameworks					
• good understanding of the roles of internal and external audit					
• local government expertise					
<i>For an “advisory-oriented” audit committee, particular emphasis should be placed on:</i>					
• Strategy					
• Performance management					
• Risk management disciplines					
<i>In determining the composition of the audit committee, the combined experience, skills, and personal qualities of audit committee members is critical. Members should bring:</i>					
• the ability to act independently and objectively					
• the ability to ask relevant and pertinent questions, and evaluate the answers					
• the ability to work constructively with management to achieve improvements					
• an appreciation of the public entity’s culture and values, and a determination to uphold these					
• a proactive approach to advising the governing body and chief executive on matters that require further attention					
• business acumen					
• appropriate diligence, time, effort, and commitment					
• the ability to explain technical matters in their field to other members of the audit committee					

HUTT CITY COUNCIL

KOMITI ITI AHUMONI I TŪRARU | AUDIT AND RISK SUBCOMMITTEE

Meeting to be held in the Council Chambers,
2nd Floor, 30 Laings Road, Lower Hutt on
Tuesday 18 February 2025 commencing at 2:00 pm.

ORDER PAPER

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA TIMATANGA

Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki te tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the ocean
E hī ake ana te atakura	Let the red-tipped dawn come with a sharpened air.
He tio, he huka, he hau hū	A touch of frost, a promise of a glorious day.
Tihei mauri ora	

2. APOLOGIES

No apologies have been received.

3. 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.

4. CONFLICT OF INTEREST DECLARATIONS

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have

5. THREE WATERS MATTERS

Report No. ARSC2025/1/25 by the Strategic Advisor

9

CHAIR'S RECOMMENDATION:

“That the recommendations contained in the report be endorsed.”

6. **SENSITIVE EXPENDITURE DISCLOSURES**

Report No. ARSC2025/1/29 by the Financial Accounting Manager 14

CHAIR'S RECOMMENDATION:

"That the recommendations contained in the report be endorsed."

7. **SIX-MONTH UPDATE TO 31 DECEMBER 2024 ON HEALTH AND SAFETY PERFORMANCE**

Report No. ARSC2025/1/30 by the Health, Safety and Wellbeing Manager 22

CHAIR'S RECOMMENDATION:

"That the recommendation contained in the report be endorsed."

8. **INFORMATION ITEM**

Audit and Risk Subcommittee Forward Programme 2025

Memorandum dated 28 January 2025 by the Democracy Advisor 29

CHAIR'S RECOMMENDATION:

"That the recommendation contained in the memorandum be endorsed."

9. **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.

10. **EXCLUSION OF THE PUBLIC**

CHAIR'S RECOMMENDATION:

"That the public be excluded from the following parts of the proceedings of this meeting, namely:

11. **POTENTIAL LEGAL CLAIM AGAINST COUNCIL**

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

(A)	(B)	(C)
General subject of the matter to be considered.	Reason for passing this resolution in relation to each matter.	Ground under section 48(1) for the passing of this resolution.
Potential legal claim against Council.	The withholding of the information is necessary to maintain legal professional privilege (s7(2)(g)).	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.

This resolution is made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as specified in Column (B) above."

Kate Glanville
SENIOR DEMOCRACY ADVISOR

23 January 2025

Report no: ARSC2025/1/25

Three Waters Matters

Purpose of Report

1. This report highlights issues and risks relating to the three waters activity including an update on three waters reform.

Recommendations

That the Subcommittee:

- (1) notes the review of Wellington Water Limited organisational structure to improve the company's performance and achieve efficiencies;
- (2) notes the actions currently underway (as listed in paragraph 5 of the report) as part of implementing the Organisation Capability Plan;
- (3) notes the main risk to the proposed joint regional water organisation is being able to complete a Water Services Delivery Plan by the legislative deadline of 3 September 2025 should any of the participating Councils decide not to proceed with the joint model option, following consultation; and
- (4) notes actions in respect of the abatement notices issued by the Greater Wellington Regional Council regarding planned works that will improve odour management at the Seaview Wastewater Treatment Plant.

Background

Independent Review of Wellington Water Limited - Overheads Omission for Capital programme

2. The Wellington Water Limited (WWL) Board has developed an Organisation Capability Plan (the Plan) in response to the independent review of the overheads omission for the capital programme. The Plan comprises six workstreams, as shown in the table below, and covers a two-year timeframe.

Workstream	Description of Key Areas of Focus
Accountability	Restructure the organisation so that accountabilities are clear, and capabilities can be substantially enhanced in the lead up to a new entity, ensuring value for money.
Assurance	Establish effective risk management, align internal management with strategic goals, improve operational efficiency and compliance, and oversee the implementation of review recommendations.
Controls - Finance and Processes	Strengthen the overall control environment by creating and enhancing internal controls that support consistency and quality in financial and other capability, planning, processes and systems.
Responsibilities to shareholders	Rebuild the trust and confidence of shareholding councils in Wellington Water.
Transition to new entity	Prepare, support and engage in the transition to a new, larger entity.
Ways of working	Embed organisational values and behaviours into daily practices, defining clearer leadership expectations, and adapting performance management to ensure accountability and to support a positive workplace culture.

3. A review of the organisational structure has been completed and came into effect on 10 February 2025. The new structure has been designed to ensure clearer roles, responsibilities and accountabilities to improve the company's performance and achieve efficiencies.
4. Two new roles were created as part of the restructure: a Chief Operating Officer and Head of Transformation. The main role of the new Head of Transformation is implementing the recommendations for improvements in WWL systems and processes arising from the Independent Review.
5. WWL advises that several other actions from the Plan have been put in place or are underway, including:
 - a. plan and review contractor arrangements for value for money, efficiency, and effectiveness
 - b. fast-track the establishment of an integrated company annual planning and budgeting process and better align this with councils' annual planning and LTP cycles
 - c. regularly meet with CFOs to keep them informed of the planning process
 - d. document corporate cost development processes and identify improvements and next steps (completed externally by Deloitte)
 - e. additional capacity added to the Finance function and undertake a team restructure
 - f. document quality control processes for capital expenditure and operational expenditure and council requirements
 - g. investigation into procurement (costs/solutions) for end-of-life IT systems

- h. review of current engagement approach with shareholding councils
 - i. establishment of internal and external depositories for council reporting to make information more accessible and transparent.
6. The WWL Board is overseeing the implementation of the Plan in detail and will be reporting progress on a quarterly basis to the Wellington Water Committee. WWL has indicated it is willing to take on board feedback from Councils on its ongoing reporting to the Water Committee that would be useful to helping understand risks and their ongoing management.
 7. The Greater Wellington Regional Council (GW) has provisionally agreed to include in its draft Annual Plan capital investment for WWL to upgrade core IT systems essential to uplifting the organisation's capability. If approved GW would debt fund the full amount and charge interest to each metropolitan council via the bulk water levy, with the debt transferring to the new water organisation once it is established.
 8. WWL is shortly to provide further advice to Council through the Annual Plan deliberations in respect of a shortfall in funding for implementation of the Plan and associated risks.
 9. At the most recent Wellington Water Committee meeting on 13 December 2024, the WWL Letter of Expectation was included in the agenda (refer WWC2024/5/125). It was resolved "That the Committee reaffirms its priority around WWL and the Board's focus on value for money" and notes that WWL will report on progress at the 14 March 2025 meeting.

Water reform - *Local Water Done Well*

10. Council has agreed to work with the other Wellington Metro Councils and the Greater Wellington Regional Council on a proposed joint asset owning water organisation, (owned jointly by the Councils), for the region.
11. All Councils have agreed to consult on at least two model options as required by the new water legislation and are currently coordinating content for this which will be substantially consistent.
12. The preferred option for all Councils is the new model and apart from Wellington City Council (WCC) only this option and the status quo are being considered. WCC has included a third option, which is to establish a new Council owned water organisation solely for its water assets.
13. The main risk in terms of consequences to the work programme that is in place to develop a joint Water Services Delivery Plan (WSDP) by 3 September 2025, is if any Council decided to withdraw from the joint model following consultation. With Council decisions to be made in June 2025, there is some doubt that a joint WSDP for the remaining Councils could be reworked in that time.
14. Another key risk is the ability of Councils to demonstrate financial sustainability in the WSDP given the complex range of investment tradeoffs

and priorities across the region and impact that this has on required revenue and borrowing.

15. There have been ongoing decisions and directions by Council on the Local Water Done Well programme, with the Mayor being a member of the Advisory Oversight Group (AOG). The next elected member briefing is planned for 12 February 2024 and formal Council decisions on the consultation on the WSDP planned for 11 March 2024.
16. All key programme risks have been identified as follows.

Key programme risks

- **Mandate and support**
 - political support, including timing of local government elections;
 - lack of alignment on decision making by councils;
 - lack of support or loss of confidence in the process by councils;
 - lack of support from Government, including required legislative changes;
 - lack of buy-in or understanding from community; and
 - lack of support or loss of confidence in the process by Iwi / Māori partners.
- **Scope and resources**
 - Possibility of a change to the number of partner councils, (council exit or (re)join) would have significant impact on programme scope, timings, ability to complete the WSDP, as well as affecting the fundamentals of the establishing WO.
 - Ability of programme and councils to resource programme, including for parallel Phase 2 and Phase 3 workstreams.
 - Lack of effective resourcing for the process by councils, including capacity of senior staff or funding for future phases.
 - Loss of key programme or council resources.
- **Quality** – base information / input, analysis and outputs do not support effective decision making.
- **Model** – future models are not financially viable or able to achieve financial sustainability (including investment sufficiency).
- **Timing and decision making**
 - process and requirements for council decision making is unclear or not understood resulting in rework and/ or challenges to decision making (such as judicial review).
 - ability to be agile and respond to changing needs;
 - ability of councils to make decisions on a timely basis;
 - alignment of process and consultation to Annual Plan / LTP amendment processes;
 - ability of councils to make decisions ahead of local government elections in 2025;
 - Sufficient assurance for CEs to sign off WSDP; and
 - Sign off of WSDP by Secretary for Local Government.
- **Legislation** – misalignment with legislation or legislation does not enable the preferred model.
- **Engagement** – lack of clarity on engagement and consultation requirements of new legislation or these are unworkable.
- **Impacts on existing delivery models and productivity** – due to uncertainty of the potential change process.

Main Hutt Valley Wastewater Pipe SH2

17. A contract has been awarded to undertake work to reline this vulnerable pipe. Agreement has been reached with Waka Kotahi for this to occur over a ten-day window in April 2025, incorporating the Easter holiday period. Budget provision for this work was approved by Council in December 2024. The risk of pipe failure, prior to the works occurring, is considered to be low.

Seaview Wastewater Treatment Plant Abatement Notices

18. Greater Wellington Regional Council (GW) issued WWL and the Hutt and Upper Hutt City Councils with an abatement notice in respect of the work to upgrade the biofilter plenum.
19. All the conditions of that abatement notice have been met. Independent testing shows that the biofilter is now removing over 99.9% of hydrogen sulphide (H₂S) from the odorous air and that there is good air distribution within the biofilter cells.
20. GW has issued a second abatement notice for the completion of the other planned upgrade works to improve air quality. The main condition is for these works to be completed by 1 December 2025.

21. A head contract is planned to be in place by 30 April 2025, after which a detailed programme of works will be agreed. Once this is known there will be further discussion with GW around conditions, and particularly the completion date.

Water Shortage

22. WWL is working on behalf of Councils in the Wellington region to collectively minimise the risk of water shortages this summer. The two main actions WWL is undertaking on behalf of this Council are leak reduction and installation of pressure reduction valves in the network.
23. For leak reduction the target is to eliminate, by the end of 2024, the backlog so that at any one time the number of open leaks is within the 20-day KPI response time, set for lower-level leaks. This number is around 110 leaks. As at mid-January 2025 the number of leaks was 92.
24. The risk of a water shortage this summer is considered extremely low with bulk water treatment capacity increased, leaks being reduced and managed as planned, and favourable summer weather conditions (a wet summer).

Climate Change Impact and Considerations

25. With a changing climate Council's three water infrastructure will come under more pressure, whether that be less overall rainfall during the summer months or greater incidences of higher rainfall events, resulting in flooding with both stormwater and wastewater networks overloaded. Investment in network improvements and operational responses, such as managing water leaks, has been prioritised to address some of these issues.

Consultation

26. Investment in three waters infrastructure has been the subject of consultation through the draft Long Term Plan.

Legal Considerations

27. There are no legal considerations to report.

Financial Considerations

28. The costs to establish the new water organisation are currently being assessed. Council has tentatively budgeted \$3M for the 2025/26 year.
29. The Long Term Plan/ Annual Plan Subcommittee is working through decisions on the Draft Annual Plan 2025/26 which includes advice from WWL on the investment programme priorities and associated costs. The next advice will be considered by the subcommittee on 24 February 2024.

Appendices

There are no appendices for this report.

Author: Bruce Hodgins, Strategic Advisor

Author: Jenny Livschitz, Group Chief Financial Officer

Approved By: Alison Geddes, Director Environment and Sustainability

Report no: ARSC2025/1/29

Sensitive Expenditure Disclosures

Purpose

1. To provide the Subcommittee with a listing of sensitive expenditure incurred by elected members, Chief Executive and Directors for the period 1 October 2024 to 31 December 2024.

Recommendations

That the Subcommittee:

- (1) receives and notes the information; and
- (2) notes the Sensitive Expenditure disclosure information attached as Appendix 1 to the report: Sensitive Expenditure 1 October 2024 to 31 December 2024.

Background

2. Information has been extracted from our financial system from relevant cost centres and expenditure codes where sensitive expenditure is highly likely to be coded.
3. The list of transactions for the quarter from 1 October 2024 to 31 December 2024 is attached as Appendix 1 to the report.
4. This information will also be published on Council's website.
<http://www.huttcity.govt.nz/Your-Council/sensitive-expenditure/>
5. The current information provided by the Office of the Auditor General on sensitive expenditure can be located on their website.
<https://oag.parliament.nz/good-practice/sensitive-expenditure>

Appendices

No.	Title	Page
1	Summary of Sensitive Expenditure 1 Oct 2024 to 31 Dec 2024	15

Author: Darrin Newth, Financial Accounting Manager

Reviewed By: Jenny Livschitz, Group Chief Financial Officer

Approved By: Andrea Blackshaw, Acting Chief Executive

Summary of Sensitive Expenditure 01 October 2024 to 31 December 2024

Chief Executive and Directors

Representative	Date	Amount \$	Paid to	Description
Miller, J	19 Nov 24	125.00	Local Government NZ	LGNZ Combined Sector Meeting 21 and Metro Sector Meeting 22 November 2024 – Registration fee
Miller, J	20 Nov 24	142.43	Reimbursement	Taxi to and from meeting with Minister Brown at Parliament on 29 October 2024
Miller, J	22 Nov 24	64.44	Purchase Card	Wellington Combined Taxis – to St James Theatre, Wellington CBD for LGNZ Metro Sector Meeting 22 Nov 24
Miller, J	5 Oct 24	53.39	Purchase Card	Catering for x 2 meetings with stakeholders x7 people
Miller, J	2 Nov 24	219.13	Purchase Card	Catering for Mayoral Forum/AOG x 15 px on 1 November
Miller, J	16 Nov 24	36.52	Purchase Card	Catering for participants at CE Forum and attending other external meetings 15 November 2024, Council Chambers approx. 10 px
Miller, J	25 Oct 24	56.35	Naenae Hot Bread Shop	Catering for CLT strategic planning workshop 24 October 24 x 12 senior leaders
Miller, J	30 Oct 24	129.56	Trade School Industries	Catering for CLT strategic planning workshop 24 October 24 x12 senior leaders
Geddes, A	19 Oct 24	17.39	NZ Planning Auckland	Registration for Climate Adaptation webinar
Geddes, A	30 Sep 24	675.76	Orbit Corporate Travel	Hotel Airedale Boutique Suites – Accommodation 10 Sep 24 for Taituara Conference 11-13 Sept
Geddes, A	30 Sep 24	72.42	Orbit Corporate Travel	Hotel Airedale Boutique Suites – booking fee for Taituara Conference 11-13 Sept

Griffiths, J	15 Nov 24	10.44	Purchase Card	Care Park Ecom - Wellington - car parking while attending a workshop at PwC
Kingsbury, J	20 Sep 24	8.09	Purchase Card	WCC Parking Meters - Te Awa Kairangi Partnership Governance Group Meeting
Kingsbury, J	27 Sep 24	21.39	Purchase Card	Wilson Parking - Wellington - Te Awa Kairangi Partnership Governance Group meeting in CBD
Kingsbury, J	30 Sep 24	329.87	Orbit Corporate Travel	Hertz Rent A Car – rental, milage and fuel 29 Aug 24 (return flight cancelled, returned via rental car AKD to WGN – Building Nations Conf.)
Kingsbury, J	30 Sep 24	333.02	Orbit Corporate Travel	Crowne Plaza Auckland – Accommodation and booking fees 27 Aug 24 for Building Nations Conf. Auckland
Kingsbury, J	30 Sep 24	44.95	Orbit Corporate Travel	Crowne Plaza Auckland – Breakfast and booking fees 27 Aug 24 for Building Nations Conf. Auckland
Kingsbury, J	30 Sep 24	176.88	Orbit Corporate Travel	Hertz Rent A Car – rental, milage and fuel 11 Sep 24 – KO sites tour with staff Auckland
Kingsbury, J	9 Oct 24	21.39	Purchase Card	Wilson Parking -Wellington – while attending Te Awa Kairangi Partnership Governance Group meeting CBD
Kingsbury, J	22 Oct 24	6.78	Purchase Card	WCC Parking Meters - Wellington – while attending IAF / RiverLink Meeting: KO+HCC meeting in CBD
Kingsbury, J	24 Oct 24	21.39	Purchase Card	Wilson Parking - Wellington – while attending Te Awa Kairangi Partnership Governance Group Meeting / CBD
Kingsbury, J	31 Oct 24	30.96	Purchase Card	Wilson Parking - Wellington – while attending Te Awa Kairangi meeting with Nigel Corry at Greater Wellington Regional Council
Kingsbury, J	13 Nov 24	21.39	Purchase Card	Wilson Parking - Wellington – while attending Te Awa Kairangi PGG Workshop CBD
Kingsbury, J	28 Nov 24	5.48	Purchase Card	WCC Parking Meters - Wellington – while attending NZ Stakeholder Hui to discuss strategic focus in 2025/26
Kingsbury, J	4 Dec 24	23.13	Purchase Card	Wilson Parking -Wellington – while attending RiverLink Scope meeting at Greater Wellington Regional Council

Kingsbury, J	5 Dec 24	23.13	Purchase Card	Wilson Parking -Wellington – while attending PGG Follow up meetings in CBD (worked out of Greater Wellington Regional Council due to meetings).
Kingsbury, J	6 Dec 24	13.31	Purchase Card	Wellington City Council – while attending PGG Meeting (extra session) + surcharge
Kingsbury, J	7 Dec 24	30.96	Purchase Card	Wilson Parking -Wellington – while attending PGG Meeting at Greater Wellington Regional Council

Mayor and Councillors

Representative	Date	Amount \$	Paid to	Description
Council	13 Nov 24	2,500.00	OPSEC Solutions	Situational Safety Workshop for elected members -12 Nov 24
Council – Cr Dyer	23 Oct 24	1,929.75	Reimbursement	Hearing Fees for attendance at the Proposed Private District Plan Change 58 on 23 Oct 24
Council – Cr Dyer	6 Nov 24	465.00	Reimbursement	Hearing Fees for attendance at the District Licensing Committee on 16 Sep 24
Council – Cr Dyer	23 Oct 24	28.81	Reimbursement	Mileage for visiting viewpoints proposed private District Plan Change 58 on 13 Sept 24 (for 3x commissioners)
Council – Cr Mitchell	18 Dec 24	189.28	Reimbursement	Mileage to Waste Forum, Carterton Events Centre on 22 Nov 24 and the WMMP Joint Committee meeting at WCC on 2 Dec 24
Council – Deputy Mayor Lewis	11 Nov 24	150.00	Bulwagan Foundation	Attendance at the Bulwagan Foundation Benefit Gala on 5 Dec 2024 on behalf of the mayor
Council – Crs Dyer, Mitchell, Morgan, Stallinger	19 Nov 24	500.00	Local Government NZ	Attendance at Combined Sector Meeting 21 Nov 24
Council – Cr Mitchell	29 Oct 24	86.96	Wellbeing Economy Alliance Aotearoa	Economy for Public Good Conference on 28 Nov 24
Mayoral Office	19 Nov 24	125.00	Local Government NZ	Attendance at Combined Sector Meeting 21 Nov 24 for Mayor Barry

Mayoral Office	24 Oct 24	42.61	Purchase card	Mayor charity "shoebox" donation Christmas gift through Oxygen (to the value of \$50)
Mayoral Office	20 Nov 24	100.00	Reimbursement	Cash koha for Mayor Barry donation to Wellington Free Ambulance gold fundraiser 071124
Mayoral Office	4 Dec 24	106.52	Purchase card	Gift for guest speakers at Te Ngaengae opening
Mayoral Office	16 Nov 24	695.65	Purchase card	8x \$100 Queensgate shopping centre vouchers for winners of 2024 Manukura Awards
Mayoral Office	30 Sep 24	202.24	Orbit Corporate Travel	Accommodation in Auckland & Orbit booking fees for Mayor's Infrastructure New Zealand event on 10 September.
Mayoral Office	30 Sep 24	54.59	Orbit Corporate Travel	Hotel - Breakfast and booking fees 10 Sep 24. In Auckland for Mayor's Infrastructure New Zealand event on 10 September.
Mayoral Office	30 Sep 24	54.43	Orbit Corporate Travel	Wellington Airport Parking and booking fee 10 Sep 24 while in Auckland for Mayor's Infrastructure New Zealand event on 10 September.
Mayoral Office	30 Sep 24	88.70	Orbit Corporate Travel	Taxi Auckland fare from AKL Airport to Hotel and booking fee 10 Sep 24 for Infrastructure New Zealand event on 10 September.
Mayoral Office	30 Sep 24	88.91	Orbit Corporate Travel	Taxi Auckland fare from Hotel to AKL Airport and booking fee 11 Sep 24 for Infrastructure New Zealand event on 10 September.
Mayoral Office	30 Sep 24	540.97	Orbit Corporate Travel	Mayor Barry return flights and booking fees Wellington - Hamilton 24 Sep 24 for Water NZ preconference symposium and conference 24 & 25 September 2024
Mayoral Office	30 Sep 24	33.60	Orbit Corporate Travel	International Visa / Passport Service - Orbit travel fee for processing Mayor Barry annual travel insurance
Mayoral Office	30 Sep 24	409.81	Orbit Corporate Travel	Accommodation and booking fee 27 Aug 24 for Mayor Barry attendance at Building Nations conference 27-28 Aug and IPWEA VIP dinner 27 Aug
Mayoral Office	31 Oct 24	90.89	Orbit Corporate Travel	Taxi fare and booking fee - 24 Sep 24 Mayor Barry for attendance at Water NZ pre-conference symposium 24/9/24
Mayoral Office	31 Oct 24	70.62	Orbit Corporate Travel	Taxi fare and booking fee - 24 Sep 24

				Mayor Barry for attendance at Water NZ pre-conference symposium 24/9/24
Mayoral Office	31 Oct 24	777.00	Orbit Corporate Travel	1 Oct 24 Mayor Barry travel insurance for the period 1/10/24-30/9/25
Mayoral Office	29 Sep 24	524.78	Purchase Card	Accommodation for Water NZ conference for Mayor Barry in 24 out 26 September 2024
Mayoral Office	9 Oct 24	64.96	Reimbursement	Mayor's taxi from WOW event in Wellington to HCC on 27 Sep 24.
Mayoral Office	23 Oct 24	8.96	Reimbursement	Parking in Wellington for Boardroom Series Lunch with Rt Hon Chris Hipkins on 9 Oct 24
Mayoral Office	6 Nov 24	4.61	Reimbursement	Mayor's Parking in Wellington for meeting with Minister Brown on 29 Oct 24
Mayoral Office	4 Dec 24	12.26	Reimbursement	Mayor's parking in Wellington on 20 Nov 24 for the HMCT Trustees meeting and the Wellington NZ Stakeholder Hui on 27 Nov 24
Mayoral Office	12 Dec 24	67.57	Purchase Card	Taxi- Mayor Barry Laings Road to Beehive for meeting with Minister Brown 12 Dec 24
Mayoral Office	12 Dec 24	58.61	Purchase Card	Taxi - Mayor Barry Beehive to Laings Road following meeting with Minister Brown 12 Dec 24
Mayoral Office	18 Dec 24	60.37	Purchase Card	Taxi - Beehive to Laings Road for Mayor & J Kingsbury for meeting with Ministers Brown and Bishop re Melling 18 Dec 24
Mayoral Office	18 Dec 24	61.09	Purchase Card	Taxi - Laings Road to Beehive for Mayor & J Kingsbury for meeting with Ministers Brown and Bishop re Melling 18 Dec 24
Mayoral Office	25 Sep 24	54.00	Purchase Card	Deputy Mayor Lewis (acting on behalf of Mayor) ticket to Big Brother Big Sister Big Breakfast fundraiser on 11 Oct 24
Mayoral Office	26 Sep 24	52.17	Heritage New Zealand	Deputy Mayor Lewis (on behalf of Mayor) ticket to Building and Earthquakes Heritage event 30 Oct 24
Mayoral Office	20 Nov 24	150.00	Reimbursement	Mayor's ticket to Bulwagan Foundation Benefit Gala dinner 5 Dec 24
Mayoral Office	26 Sep 24	308.51	Purchase Card	Catering for 2024 Gold Award Lower Hutt winners on 1 Oct 24. Approximately 35 attendees.

Mayoral Office	29 Sep 24	92.15	Purchase Card	Soft drinks for Gold Awards event on 1 Oct 24. Approximately 35 attendees. Plus stocking the fridge for future events.
Mayoral Office	10 Oct 24	27.21	Purchase Card	Farewell for staff member catering 11 Oct 24. Approximately 30 people.
Mayoral Office	6 Nov 24	227.48	Purchase Card	Catering for stakeholder dinner with Lower Hutt Art Trail
Mayoral Office	7 Nov 24	7.37	Purchase Card	Biscuits for Boulcott School students visiting Mayor's Office & Chambers tour on 8 Nov 24.
Mayoral Office	23 Nov 24	65.63	Purchase Card	Juice, Water & Eco plates, cups & cutlery for Te Ngaengae sneak peek event on 26 Nov 24. Approximately 40 attendees.
Mayoral Office	25 Nov 24	97.39	Naenae Hot Bread Shop	Te Ngaengae sneak peek event catering 25 Nov 24
Mayoral Office	5 Dec 24	16.81	Purchase Card	Juice & Crisps for Christmas Staff BBQ on 5 Dec 24 Approx 50 guests
Mayoral Office	5 Dec 24	424.11	Purchase Card	Catering for Christmas Staff BBQ on 5 Dec 24. Approx 50 people. And soft drinks for 2024 Manukura Awards on 10 Dec 24.
Mayoral Office	5 Dec 24	18.24	Purchase Card	Napkins for Mayor's Office for the 2024 Manukura Awards on 10 Dec 24.
Mayoral Office	7 Dec 24	450.00	Brinkel's Cake	Catering for Te Ngaengae opening 7 Dec 24. Approx 500+ guests
Mayoral Office	9 Dec 24	205.00	Blue Carrot 2019 Ltd	12 Dec 24 catering for Community Board hui. Approx 30 attendees
Mayoral Office	10 Oct 24	395.00	Blue Carrot 2019 Ltd	End Of Year Celebration event on 13 December catering Approx 45 guests
Mayoral Office	11 Dec 24	41.91	Purchase Card	Catering for morning tea welcome for new staff member on 10 Dec 24.
Mayoral Office	12 Dec 24	78.91	Blue Carrot 2019 Ltd	Catering for Morning Tea with Te Ngākau Kahukura o Te Awa Kairangi on 19 December. Approx 7 guests.
Mayoral Office	19 Dec 24	64.41	Purchase Card	Catering for Catch Up with Campbell BBQ on 18 Dec 24. Approx 10 guests
Mayoral Office	5 Dec 24	593.51	Blue Carrot 2019 Ltd	Catering for 2024 Manukura Awards on 10 Dec 24. Approx 50 guests

NB: The Mayor's travel expenses are pre-approved, with all other expenses approved by the Audit and Risk Subcommittee Independent Chair.

31 January 2025

Report no: ARSC2025/1/30

Six-month Update to 31 December 2024 on Health and Safety Performance

Purpose of Report

1. This report discusses Hutt City Council's (Council) Health and Safety performance for the six-month period from 1 July 2024 to 31 December 2024.

Recommendation

That the Subcommittee:

- a) receives and notes the report;
- b) notes that Hutt City Council manages its health and safety obligations through a comprehensive programme as detailed in this six-monthly update to the Subcommittee;
- c) notes that additional assurance on health and safety is reported to the Subcommittee through the ComplyWith survey and internally on a quarterly basis to the Corporate Leadership Team; and
- d) notes the proactive steps that Council is taking including an annual site inspection to further mitigate health and safety risk.

Background

2. Background information on Council's Health and Safety Management System is outlined in this report.
3. This report also provides qualitative commentary on activities that have occurred for the six-month period from 1 July 2024 to 31 December 2024 and is presented based on the key areas of focus as outlined in our Health and Safety Policy:
 - Leadership
 - Risk management
 - Engagement
 - Over-lapping duties

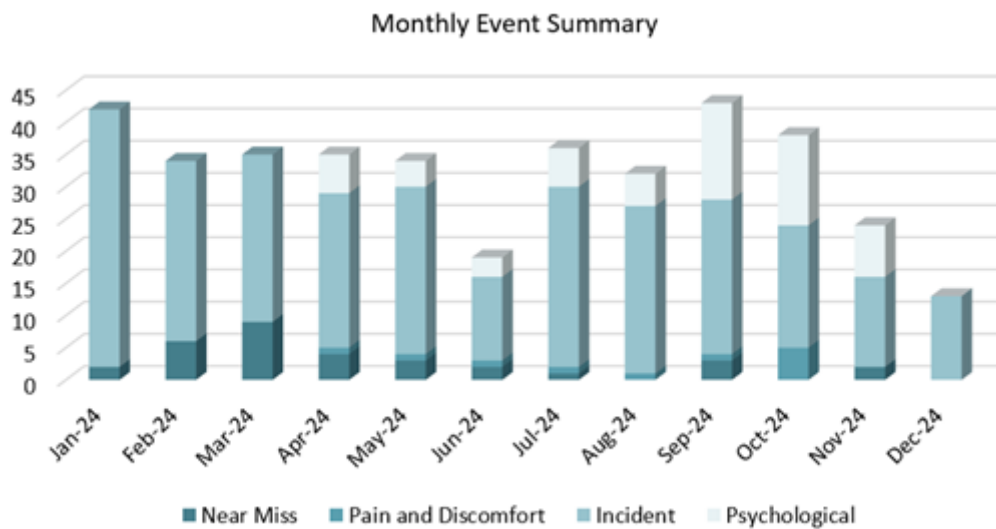
Health & Safety Performance Update - Leadership

4. To ensure Council meets its commitment to Health and Safety, Council has developed and implemented several Health and Safety policies, procedures and guidelines as part of our Health and Safety Management System.
5. Council's Health and Safety Policy is reviewed annually, with the last review undertaken in September 2024 (see Appendix 1 attached to the report for a copy of the current policy).
6. Health and Safety reporting is presented to Council's Corporate Leadership Team (CLT) on a quarterly basis. This allows the CLT to take appropriate action to fulfil Council's legal obligations under the Health and Safety at Work Act 2015 (the Act). This reporting provides the CLT with the assurance they need as officers under the Act.
7. Monthly Health and Safety inductions are conducted for new Council leaders. 57% of leaders who have joined Council in the past six months have attended a session. Starting on 1 January 2025, a key performance indicator will be implemented to ensure that new leaders complete their health and safety induction within four weeks of their start date.
8. The ComplyWith Survey is an essential tool for assessing Health and Safety compliance with all relevant legal requirements. This survey helps identify areas where Council can better support businesses in understanding and fulfilling their obligations
9. In July 2024, the survey revealed three instances of non-compliance or partial compliance, which pertained to the previous six-month period from January to June 2024. All identified instances of non-compliance have since been reviewed, and additional Health and Safety measures have been implemented to ensure officers meet their obligations (Note that the Audit and Risk Subcommittee last received a ComplyWith update on 26 November 2024 and will next receive an update on 22 April 2025).

Risk Management - Events:

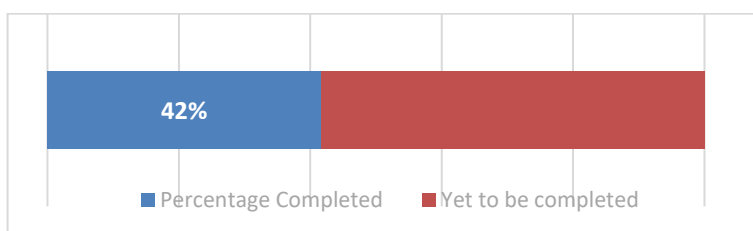
10. During this period there were a total of 187 events reported into Council's Health and Safety system - Assura. Only 13% of events resulted in injuries, with nine injuries requiring medical treatment. This aligns with Council's usual event to injury ratios and is not of concern.
11. Officers had one notifiable incident that was reported to WorkSafe. This related to an infected wound caused by a staff member cutting their hand on the latch of a kennel door. This met the threshold for a notifiable injury as the staff member contracting a serious infection (potentially a zoonotic infection) that required admission to hospital for immediate medical treatment. No action was taken by WorkSafe as they were satisfied with the actions taken.
12. A significant number of events (61% this period) are related to behavioural factors, with anti-social and aggressive behaviour from members of the public being one of the highest risks for Council staff.

13. During this period, there were 51 events with the majority occurring in Council Hubs and Libraries. These incidents were predominantly verbal abuse or disruptive behaviour with a smaller number relating to aggressive behaviour or physical violence. 12 trespass notices have been issued for Council sites, either by Police or with the support of the City Safety team. The Health, Safety and Wellbeing team continues to work closely with the organisation to ensure all appropriate control and support are in place for staff who may be exposed to this kind of behaviour.
14. Situational Awareness training is a key Health and Safety control for helping mitigate risk for Council’s frontline staff. It focuses on de-escalation techniques, providing the skills to deal with anti-social behaviour. During this period 43 staff members attended this training. These are routinely scheduled throughout the year with additional sessions run where a particular need has been identified.
15. Officers engage through participation in Local Government forums to understand the various risks that Council staff are exposed to, which suggests there are similar trends regarding anti-social behaviour being experienced where staff interact with the community. There has not been any evidence to suggest this risk is increasing



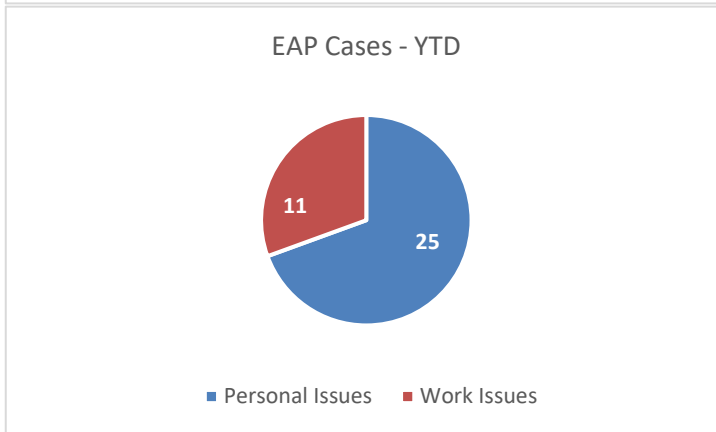
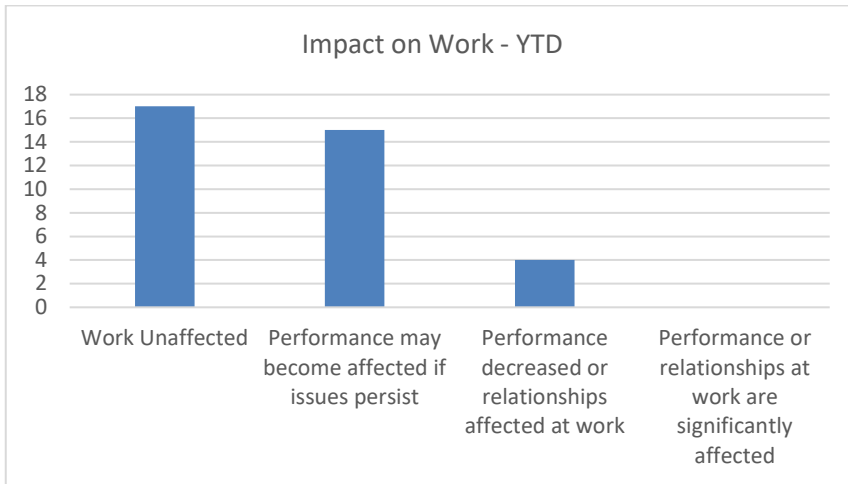
Site Inspections:

16. To proactively ensure compliance with all health and safety requirements, Council have introduced an annual site inspection programme of work across all sites. This provides critical assurance that all sites are operating safely and meeting their legal obligations.
17. Of the 24 sites scheduled for inspection in the 2024/25 year, 10 have been completed. Most issues identified were minor in nature, primarily regarding the need for up-to-date procedures and signage and ensuring important information is readily accessible to staff.



Employee Assistance Programme:

18. Vitae is Council's Employee Assistance Programme provider that ensures staff can access support to assist with personal or work problems. This helps Council mitigate risks relating to staff wellbeing (both personal and work-related).
19. Vitae is a nationwide provider of workplace wellbeing and employee assistance services including access to a nationwide team of independent counsellors, psychologists, and trauma responders. Council pays for up to four visits per case.
20. During this six-month period, there have been 36 new instances of staff contacting the Employee Assistance Programme for support. A high proportion of these cases (69%) are for personal issues, with the most common issues being personal stress and psychological health. The average number of sessions utilised per case is currently two.
21. A few of the work cases relate to customer-related incidents where there's been inappropriate behaviour or violence towards a staff member by members of the public.
22. As reported by the individuals, in most cases, work performance is not being affected, highlighting how the Employment Assistance Programme is an effective and proactive support mechanism.



Engagement

- 23. Officers have an established Health and Safety Committee (Committee) to facilitate staff engagement and enable staff members to participate in improvements to health and safety at Council.
- 24. The Committee has 16 members who represent diverse work environments to ensure Council have the necessary level of knowledge and expertise about health and safety policy, direction and technical matters, as well as an understanding of the activities Council undertakes.
- 25. The Committee has Health and Safety representatives from the following business units/sites: Neighbourhood Hubs and Library Services, Aquatics, Arts and Culture, Animal Services, Parking Services, Emergency Management, Admin Building, Pelorus Trust Sports House, Assets and Facilities.
- 26. 10 Health and Safety Representatives have recently completed the Health and Safety Representatives Level 1 training, with 75% of the Committee now qualified. Additional in-house training is also provided.

Overlapping Duties

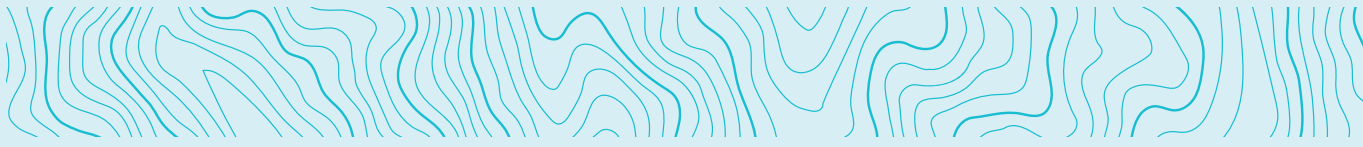
27. As a “Person Conducting a Business or Undertaking” as per the Act, Hutt City Council is required to ensure effective management of Council Health and Safety obligations across the various partnerships, which include affiliated Council Controlled Organisations and contractors.
28. Officers have Business Service Agreements in place with Council’s CCOs, which also require Council’s corporate functions to provide them with some support.
29. During this period, an internal audit was undertaken by Urban Plus Limited (UPL) to assess the effectiveness of their health and safety management systems. The audit highlighted that good safety practices were in place. There was an opportunity for systems and processes to be reviewed and/or updated. The Health Safety and Wellbeing team is working with UPL to refine these processes, establish clear performance metrics, and set achievable milestones for ongoing improvement. Officers will work with other related organisations on their internal audits as these are scheduled.
30. Work has started with the Assets and Facilities team to improve their contractor management practices to ensure Council is meeting its obligations in relation to over-lapping duties.

Appendices

No.	Title	Page
1↓	Hutt City Council Health and Safety Policy	28

Author: Steffan Cavill-Fowler
Health, Safety and Wellbeing Manager

Approved By: Kelly Alkema
Chief People Officer



Health & Safety Policy

Hutt City Council is committed to the health and safety of all our people.

Our commitment to health and safety is driven by our values:



Creating an environment where everyone is enabled and supported to do their work safely and work positively together.



Communicating effectively across the organisation and encouraging everyone to openly share their knowledge and skills to enhance our environment.



Doing the right thing, even if it is hard, including asking questions and raising concerns so that we create a work environment where all staff can feel safe.

We will ensure our Health & Safety Management Framework meets our legal obligations to create safe work environments where people are the heart of everything we do.

To do this, we will:



Leadership

Understand and take appropriate action to meet our legal obligations under the Health & Safety at Work Act 2015.

Ensure health, safety and wellbeing is led by the Executive CLT, as officers under the Act.

Prioritise health and safety to ensure we have the appropriate resources, skills and support for staff to work safely.



Risk Management

Identify and assess any health and safety hazards or risks, and take all reasonably practicable steps to eliminate or, where that is not possible, minimise hazards to keep our people and facilities safe.

Build risk management capability, with a focus on growth and creating an environment of learning, to develop safer work practices and behaviour.



Engagement

Work with employees and other workers to encourage participation in health and safety discussions.

Provide information, training, instructions and supervision to staff to support them to undertake their roles safely.

Have regular health and safety discussions to enable continuous improvement.



Overlapping Duties

Ensure where there are overlapping duties, that we consult, coordinate and cooperate with all appropriate PCBUs.

Ensure we engage with PCBUs that have strong health and safety practices in place that align with our commitment and meet legislative requirements and best practice standards.

We will continuously improve our safety systems to ensure that these evolve based on best practice and we have an environment where health and safety is prioritised.

Jo Miller
Chief Executive Officer
September 2024

Our Reference



TO: Chair and Members
Audit and Risk Subcommittee

FROM: Jack Kilty

DATE: 28 January 2025

SUBJECT: AUDIT AND RISK SUBCOMMITTEE FORWARD
PROGRAMME 2025

Purpose of Memorandum

1. To provide the Audit and Risk Subcommittee (the subcommittee) with a Forward Programme of work planned for the subcommittee for 2025.

Recommendation

That the Subcommittee receives and notes the Forward Programme for 2025 attached as Appendix 1 to the memorandum.

Background

2. The Terms of Reference for the subcommittee require the subcommittee to have a monitoring and advisory role in reviewing the effectiveness of the way Council discharges its responsibilities with respect to governance, risk management and internal control.
3. The Forward Programme for 2025 provides a planning tool for both members and officers to co-ordinate programmes of work for the year. The forward programme is attached as Appendix 1 to the memorandum.

Forward Programme

4. The Forward Programme is a working document and is subject to change on a regular basis.

Appendices

No.	Title	Page
1	Audit and Risk Subcommittee Forward Programme 2025	30

Author: Jack Kilty
Democracy Advisor

Approved By: Kathryn Stannard
Head of Democratic Services

AUDIT AND RISK SUBCOMMITTEE 2025 Forward Programme

Description	Business Unit	Cycle 1 Tues 18 Feb	Cycle 2 Tues 22 Apr	Cycle 3 Mon 23 Jun	Cycle 4 Tues 26 Aug	Annual Report Tues 23 Sep	Pending
Forward Programme	Democratic Services	✓	✓	✓	✓		
Sensitive Expenditure Disclosures	Finance	✓	✓		✓		
Risk Management and Assurance Update	Finance		✓		✓		
Tax Risk Governance Framework (annual update)	Finance				✓		
Insurance Renewal Update	Finance				✓		
Holidays Act Remediation Project (report back every second Cycle meeting)	Finance		✓		✓		
Hutt City Council Group Annual Report	Strategy & Policy, Finance					✓	
Tupua Horo Nuku / Eastern Bays Shared Pathway Project Update (quarterly report)	Transport		✓			✓	
Slips and Wider City Works Programme	Transport						✓
Overview of AI at Council	Strategy & Engagement			✓			
ComplyWith: Legal Compliance	Legal Services		✓				
HRIS and Payroll System	Information Services		✓		✓		
Water Service Reform Update	Strategic Projects	✓	✓	✓	✓		
H&S Update (half-yearly)	Chief People Officer	✓			✓		
RiverLink Project Update	RiverLink Project		✓		✓		
Naenae Projects Update	Naenae Projects		✓				