

HUTT CITY COUNCILKOMITI ITI AHUMONI I TŪRARU | AUDIT AND RISK SUBCOMMITTEE

Minutes of a meeting held in the Council Chambers,
2nd Floor, 30 Laings Road, Lower Hutt on
Tuesday 18 February 2025 commencing at 2:00 pm

PRESENT: S Tindal (Independent Chair)
Cr S Edwards
Cr K Morgan
Mayor C Barry (Deputy Chair) (from 2.05pm)
Cr J Briggs
Cr T Stallinger (via audio-visual link)

APOLOGIES: There were no apologies.

IN ATTENDANCE: A Blackshaw, Acting Chief Executive
J Griffiths, Director of Strategy and Engagement
A Geddes, Director Environment and Sustainability
J Livschitz, Group Chief Financial Officer
B Cato, Chief Legal Officer
K Alkema, Chief People Officer
B Hodgins, Strategic Advisor
D Newth, Financial Accounting Manager
R Barton, Head of Building Control
S Cavill-Fowler, Health, Safety and Wellbeing Manager
K Glanville, Democracy Advisor
H Clegg, Minute Taker

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
He tio, he huka, he hau hū	sharpened air.
Tihei mauri ora	A touch of frost, a promise of a
	glorious day.

2. APOLOGIES

There were no apologies.

3. PUBLIC COMMENT

There was no public comment.

4. CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

5. THREE WATERS MATTERS

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

The Strategic Advisor elaborated on the report. He clarified that the financial information used by Local Water Done Well was based on an investment scenario approved and signed on 14 February 2025. He also mentioned that the necessary information from this investment scenario is anticipated to be received by the end of the week.

RESOLVED: (S Tindal/Cr Morgan)

Minute No. ARSC 25101

"That the Subcommittee:

- (1) notes the review of Wellington Water Limited's 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 with respect to the abatement notices issued by the Greater Wellington Regional Council regarding planned works that will improve odour management at the Seaview Wastewater Treatment Plant."*

Mayor Barry joined the meeting at 2.05pm.

6. **SENSITIVE EXPENDITURE DISCLOSURES**

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

Mayor Barry advised that the parking expense for the Hutt Mana Charitable Trust meeting on 4 December 2024 had been removed from the Sensitive Expenditure list, as it was not eligible.

RESOLVED: (S Tindal/Cr Briggs)

Minute No. ARSC 25102

"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."*

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

The Chief People Officer elaborated on the report.

The Chair thanked the team for their informative report. She asked that the same format be utilised for future meetings, as it fulfilled Council's obligations. She highlighted the significance of "near misses".

In response to questions from members, the Health, Safety and Wellbeing Manager explained that Council's Health and Safety team was actively working with staff to ensure all incidents and "near misses" were reported. He noted an increase in the number of smaller events being reported. He also mentioned a rise in inappropriate behaviour from members of the public towards staff since the COVID-19 lockdown, which was primarily linked to mental health issues. He advised that an extensive de-escalation training programme and post-incident care were in place for frontline staff. He confirmed that many incidents often involved repeat offenders. He added that being a member of Safe Cities and the Aurora Programme helped to mitigate risks. He pointed out that Council's trends aligned with findings from the NZ Police.

In response to questions from members, the Chief People Officer explained that parking wardens were equipped with cameras and had established a robust internal support network to ensure their safety. She added that a procurement process was underway to provide cameras for the Animal Control staff.

In response to further questions from members, the Health, Safety and Wellbeing Manager emphasised the role of cameras in de-escalation situations and recording incidents. He said there seemed to be no correlation in the Monthly Event Summary chart. He added that the implementation of the new parking system had proceeded without any issues.

RESOLVED: (S Tindal/Cr Edwards)

Minute No. ARSC 25103

"That the Subcommittee:

- (1) receives and notes the report;*
- (2) 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;*
- (3) notes that additional assurance on health and safety is reported to the Subcommittee through the ComplyWith survey and internally every quarter to the Corporate Leadership Team; and*
- (4) notes the proactive steps that Council is taking, including an annual site inspection to further mitigate health and safety risk."*

8. INFORMATION ITEM

Audit and Risk Subcommittee Forward Programme 2025

Memorandum dated 28 January 2025 by the Democracy Advisor

The Chair advised that the Payroll report had been postponed to allow due diligence to be conducted.

RESOLVED: (S Tindal/Cr Edwards)

Minute No. ARSC 25104

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

9. QUESTIONS

There were no questions.

10. EXCLUSION OF THE PUBLIC

RESOLVED: (S Tindal/Cr Briggs)

Minute No. ARSC 25105

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

1. 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)
<i>General subject of the matter to be considered.</i>	<i>Reason for passing this resolution in relation to each matter.</i>	<i>Ground under section 48(1) for the passing of this resolution.</i>
<i>Potential legal claim against Council.</i>	<i>The withholding of the information is necessary to maintain legal professional privilege (s7(2)(g)).</i>	<i>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.</i>

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."

There being no further business, the Chair declared the public part of the meeting closed at 2.23 pm. The public excluded part of the meeting was declared closed at 3.07 pm.

S Tindal
CHAIR

CONFIRMED as a true and correct record
Dated this 25th day of March 2025