

HUTT CITY COUNCIL

Minutes of an extraordinary meeting of The Hutt City Council held in the  
Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt on  
**Thursday 6 October 2016 commencing at 12.00pm**

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**PRESENT:** Deputy Mayor D Bassett (Chair) Cr C Barry (from 12.10pm)  
Cr L Bridson Cr MJ Cousins  
Cr A Finlayson Cr T Lewis  
Cr G McDonald Cr M Shierlaw  
Cr M Willard (from 12.15 pm)

**APOLOGIES:** Apologies were received from Cr B Branch, Cr C Milne,  
Cr M Lulich and Mayor WR Wallace. Apologies for lateness  
were received from Cr M Willard and Cr C Barry.

**IN ATTENDANCE:** Mr T Stallinger, Chief Executive  
Mr B Kibblewhite, Chief Financial Officer  
Ms W Moore, Divisional Manager, Strategy and Planning (part  
meeting)  
Mr D Newth, Financial Accounting Manager (part meeting)  
Ms A Wallace, Senior Communications and Marketing Advisor  
Ms K Stannard, Divisional Manager Secretariat Services (part  
meeting)  
Mrs H Clegg, Minute Taker

PUBLIC BUSINESS1. APOLOGIESRESOLVED:**Minute No. C 16401(4)**

*"That the apologies received from Cr B Branch, Cr C Milne, Cr M Lulich and  
Mayor WR Wallace be accepted and leave of absence be granted and the apologies for lateness  
from Cr C Barry and Cr M Willard be received."*

2. PUBLIC COMMENT

There was no public comment.

3. CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

4. **MISCELLANEOUS**

a) **Hutt City Council Annual Report to 30 June 2016** (16/1182)

Report No. HCC2016/4/232 by the Chief Financial Officer

The Chief Financial Officer elaborated on the report. He introduced Mr Andy Burns, Audit Director, Audit New Zealand and Mr Andrew Clark, Audit Manager, Audit New Zealand.

The Chief Financial Officer advised that all outstanding matters relating to the accounts had been resolved and the audit had been concluded. He explained there had been amendments made concerning finalising the tax note and changes to the remuneration table. He highlighted that no changes altered the bottom line result.

The Chief Financial Officer suggested an amendment to the recommendations in his report as Council needed to only approve the Annual Report and not the Summary Annual Report. He explained the Summary Annual Report was required to be completed within 30 days of approval of the Annual Report and that it was a “subset” of the Annual Report.

In response to a question from a member, Mr Burns advised that the audit had successfully concluded and that Audit NZ had no outstanding issues.

In response to a question from a member, the Chief Financial Officer explained that any tax benefits acquired through UrbanPlus Limited did not affect the Annual Report. The Financial Accounting Manager advised that any benefits would have arisen in relation to the Property and Plant portfolio which utilised a different accounting system.

In response to questions from members, the Chief Financial Officer explained that the Summary Annual Report did not require Council approval, and that once the Annual Report was approved by Council, there was a legal requirement to publish a summary of that report within 30 days. He did not foresee any issues arising due to the upcoming local body elections taking place between the Annual Report being approved and the Summary Annual Report being published.

In response to a question from a member, Mr Burns agreed that the document was large. He explained that Audit NZ was working with local authorities to reduce the size of its Annual Reports, which were now regarded as compliance documents rather than information documents. He added that a primary focus of Audit NZ was to encourage the use of plain English rather than jargon. The Chief Financial Officer added that the length of the document would reduce once it was published and that there were a number of activities which needed to be reported on. He believed that number would drop in 2017 therefore helping to reduce the size of the document.

Deputy Mayor Bassett thanked officers involved in this matter for their assistance, support and work completed in achieving the result.

**RESOLVED:****Minute No. C 16402(4)***"That Council:*

- (i) approves the Annual Report for the year ended 30 June 2016;*
- (ii) notes that:*
  - (a) a public notice will be published in the Hutt News advising of the availability of the Summary Annual Report;*
  - (b) copies will be made available in the City's libraries, at the Customer Service Centre and on Council's website;*
  - (c) copies will be posted to rural ratepayers who may not receive the Hutt News; and*
  - (d) an alert will be sent to 1,300 e-newsletter subscribers; and*
- (iii) appoints a subcommittee consisting of Mayor Wallace, Deputy Mayor Bassett and Cr Shierlaw as Chair of the Finance and Audit Committee to sign off the Summary Annual Report."*

**5. MINUTES (16/1183)**

Report No. HCC2016/4/170 by the Senior Committee Advisor

**RESOLVED:****Minute No. C 16403(4)***"That the minutes of the meeting of the Hutt City Council held on 29 September 2016, be confirmed as a true and correct record."***6. COMMITTEE REPORTS WITHOUT RECOMMENDED ITEMS (16/1185)**

Report No. HCC2016/4/171 by the Senior Committee Advisor

Members noted that the recommended items were addressed at the Council meeting held on 29 September 2016.

**RESOLVED:****Minute No. C 16404(4)***"That the minutes of the Finance and Audit Committee meeting held on 29 September 2016 be confirmed as a true and correct record."***7. QUESTIONS**

Deputy Mayor Bassett asked for clarification from officers with regard to calling an extraordinary meeting to discuss the 2017 Annual Petone Fair. He advised that the organisers of the 2017 Petone Fair required a decision on a road closure as soon as possible.

The Divisional Manager, Secretariat Services advised that Council needed to pass a resolution specifying the time and place at which the meeting was to be held and the general nature of the business to be brought before the meeting.

**RESOLVED:**

**Minute No. C 16405(4)**

*"That Council schedules an extraordinary meeting of the Temporary Road Closure Subcommittee on Friday, 7 October 2016 commencing at 1 pm in the Council Chambers, Hutt City Council, 30 Laings Road, Lower Hutt to consider the Petone Fair Road Closure application."*

Cr Shierlaw requested that his dissenting vote be recorded against the above matter.

There being no further business the Chair declared the meeting closed at 12.40pm.

Mr T Stallinger  
**CHIEF EXECUTIVE**

Deputy Mayor D Bassett  
**CHAIR**