

**HUTT CITY COUNCIL****AUDIT AND RISK SUBCOMMITTEE**

Minutes of a meeting held in the Council Chambers, 2nd Floor, 30 Laings Road,  
Lower Hutt on  
**Wednesday 21 October 2020 commencing at 2.00pm**

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**PRESENT:** Ms Tindal (Chair) Mayor C Barry (Deputy Chair)  
Cr D Bassett (from 2.03pm) Cr J Briggs  
Cr N Shaw Cr A Mitchell

**APOLOGIES:** There were no apologies.

**IN ATTENDANCE:** Ms A Blackshaw, Director Neighbourhoods & Communities  
Ms A Welanyk, Director Transformation & Resources  
Mr K Puketapu-Dentice, Director Economy & Development  
Mr M Boggs, Director, Strategy & Engagement  
Ms J Livschitz, Chief Financial Officer  
Mr S Keatley, Strategic Assets & Project Manager  
Mr M Sherwood, Head of Parks & Recreation  
Ms K Stannard, Head of Democratic Services (part meeting)  
Ms T Lealofi, Democracy Advisor

**PUBLIC BUSINESS****1. APOLOGIES**

There were no apologies.

**2. PUBLIC COMMENT**

There was no public comment.

**3. CONFLICT OF INTEREST DECLARATIONS**

There were no conflict of interest declarations.

#### 4. NAENAE PROJECTS UPDATE (20/1120)

Report No. ARSC2020/6/216 by the Director Neighbourhoods and Communities

The Director Neighbourhoods and Communities highlighted an amendment to recommendation (v). She advised reports updating the project would be reported to the Community and Environment Committee every eight weeks and not six weekly.

In response to a question from a member, the Strategic Assets & Project Manager said there was an Aquatic Stakeholder Group, the group with involvement from the swimming, Underwater hockey NZ and Waterpolo communities. Cr Mitchell mentioned Fraser Park Sportsville was a good example of involvement with Sports NZ. He said this could be beneficial to the group.

Cr Bassett joined the meeting at 2.03pm.

In response to a question from a member regarding the calculations developed for the estimate of \$54M costs. The Chief Financial Officer noted that the inflation indicator was prepared for local authorities. She also noted that it was too early to update the estimated cost and it would be reviewed throughout the progress of the project.

Cr Bassett expressed concern that there was no contingency outlined in the report.

The Chair advised an amendment to recommendation (vi) the number '9' after Crown Infrastructure Partners would be removed from the report.

Mayor Barry thanked the officers for their work. He noted that the Subcommittee would play an important role in the process of the Naenae Pool project. He also commended the Crown Infrastructure Partners in regard to the co-funding agreement arrangement.

**RESOLVED:** (Ms Tindal/Cr Bassett)

**Minute No. ARSC 20601**

*"That the Subcommittee:*

- (i) notes the information in this report;*
- (ii) notes that the Project Initiation Document (attached as Appendix 1 to the report) and Terms of Reference (attached as Appendix 2 to the report) approved for the Naenae Pool Project in February 2020 were updated in September 2020 to reflect the combined project;*
- (iii) notes the project will be overseen by a Project Board which will make decisions within defined limits, as delegated by Council;*
- (iv) notes project assurance will be provided by the Audit and Risk Subcommittee, led by Independent Chair Ms Tindal;*
- (v) notes the project will provide reports to the Community and Environment Committee every eight weeks and the Audit and Risk Subcommittee quarterly, unless there is a specific risk(s) or other matters which require an additional meeting;*

- (vi) notes the reporting requirements in the co-funding agreement in place with Crown Infrastructure Partners (attached as Appendix 3 to the report);*
- (vii) notes recruitment is currently underway for an internal Client Project Manager (fixed term);*
- (viii) notes a Request for Proposal (RFP) process is currently underway for a Project Manager (external contract) approved as part of the original Naenae Pool Project and in accordance with Council's Procurement Policy (attached as Appendix 4 to the report);*
- (ix) notes that public consultation on funding for the Naenae Pool project was deferred due to the Covid-19 pandemic and that funding is now being included in the draft Long Term Plan (LTP) 2021-2031 that is subject to public consultation in March 2021 prior to inclusion in the final LTP 2021-2031 to be adopted by Council on 30 June 2021; and*
- (x) notes the Naenae Pool project Risk Register - October 2020 (attached as Appendix 5 to the report) and that this will be reviewed and updated as part of the quarterly reporting to the Audit and Risk Subcommittee."*

## 5. QUESTIONS

There were no questions.

There being no further business the Chair declared the meeting closed at 2.13pm.

S Tindal  
CHAIR

**CONFIRMED as a true and correct record**  
**Dated this 8 day of December 2020.**