

**From:** [Information Management Team](#)  
**To:** [REDACTED]  
**Subject:** RE: Official Information request - Security guards in the Council Administration building  
**Date:** Tuesday, 10 August 2021 4:49:00 PM

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Tēnā koe [REDACTED]

We refer to your information request dated 26 July 2021.

Please see below responses to your questions.

1. The rationale for needing security in the Administration building when it hasn't been needed before.

After unacceptable behaviour from members of the public over a sustained period of time, the decision was made to protect our staff and members of the public from any future incidents that may escalate, which is in line with council and national best practise.

2. Whose decision this was?

As it was an operational decision it was recommended by the appropriate operational manager and approved by their supervisor.

3. The cost of the security, and how long it will continue for?

Approximately \$1,200 per week. The presence of the security guard is reviewed weekly by the appropriate operational managers. As such the security will be removed when deemed operationally appropriate to do so.

4. Was the security budgeted for and, if so, under which expenditure line item?

A portion of the council's budgets for unplanned events and the budget is then managed throughout the year in order to land on or under budget as indicated in the financial year 2021-2022 annual plan. The financial year 2021-2022 plan is included in the long term plan 2021-2031.

5. if not budgeted for, how it will affect other items in the budget.

Please see response above.

Nāku noa, nā  
Hutt City Council

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**From:** [Information Management Team](#)  
**To:** [REDACTED]  
**Subject:** RE: Official Information request - Security guards in the Council Administration building [#6153CO]  
**Date:** Friday, 30 July 2021 9:19:00 AM

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Tēnā koe [REDACTED]

**REQUEST FOR INFORMATION - LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987: ACKNOWLEDGEMENT OF REQUEST**

I am writing to acknowledge receipt of your official information request dated 29 July 2021 for information regarding the Security Officer in the City Council Administration Building.

We received your request on 30 July 2021. We will endeavour to respond to your request as soon as possible and in any event no later than 20 working days after the day your request was received. If we are unable to respond to your request by then, we will notify you of an extension of that timeframe.

If any additional factors come to light which are relevant to your request, please do not hesitate to contact us so that these can be taken into account.

Nāku noa, nā

Hutt City Council

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**From:** contact mailbox  
**Sent:** Friday, 30 July 2021 9:01 AM  
**To:** Information Management Team  
**Subject:** FW: Official Information request - Security guards in the Council Administration building [#6153CO]

-----Original Message-----

**From:** [REDACTED]  
**Sent:** Thursday, 29 July 2021 3:56 PM  
**To:** "OIA/LGOIMA requests at Hutt City Council" <Contact@huttcity.govt.nz>  
**Subject:** Official Information request - Security guards in the Council Administration building

Dear Hutt City Council,

Please supply the following:

1. The rationale for needing security in the Administration building when it hasn't been needed before.
2. Whose decision this was?
3. The cost of the security, and how long it will continue for?
4. Was the security budgeted for and, if so, under which expenditure line item?
5. if not budgeted for, how it will affect other items in the budget.

Yours faithfully,

[REDACTED]

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This is an Official Information request made via the FYI website.

Please use this email address for all replies to this request:

[REDACTED]

Is [Contact@huttcity.govt.nz](mailto:Contact@huttcity.govt.nz) the wrong address for Official Information requests to Hutt City Council? If so, please contact us using this form:

[https://fyi.org.nz/change\\_request/new?body=hutt\\_city\\_council](https://fyi.org.nz/change_request/new?body=hutt_city_council)

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