



25 August 2026

Jenny Dwight

s7(2)(a)

Tēnā koe Jenny,

Request for Information – Local Government Official Information and Meetings Act (LGOIMA) 1987

We refer to your official information request dated 28 July:

The scope of this request explicitly covers the following business units and departments:

- **Parks and Reserves**
- **Planning and Resource Consents / Urban Design**
- **Infrastructure and Asset Management (including Roding and Public Facilities)**
- **Environmental Health and Community Safety (including Bylaws and Compliance)**

Please provide the following official information:

Induction and Commencement Training

1. Please provide the policy, standard operating procedure, or internal guidelines outlining whether **hazard identification and mitigation training**, as well as **CPTED (Crime Prevention Through Environmental Design) training**, are mandatory at the commencement of employment or job placement for roles within the specified departments.
2. **Training Matrices & Departmental Requirements:**
Please provide the official training matrix, policy, or framework identifying which specific Council roles (including field staff, supervisors, planners, and engineers within the specified departments) are required to hold

formal qualifications in **hazard identification and mitigation** and **CPTED training**.

3. **Current Staff Qualification Statistics:**

Please provide the total number and percentage of current staff within each of the specified departments who have completed certified training in **hazard identification and mitigation**, and the total number and percentage who have completed certified **CPTED training**.

4. **Refresher Course Policies and Compliance:**

What is the Council's official policy regarding the frequency of refresher courses for **hazard identification and mitigation**, and for **CPTED training**? What percentage of current staff in each specified department are within their valid certification window for both?

5. **Field Deployment and Assessment Competency Standards:**

Please provide any internal rules, guidelines, or job descriptions detailing the minimum official qualification or training level required for a staff member to be deployed to conduct public safety field operations regarding **hazard identification and mitigation**, or to formally evaluate a site/consent using **CPTED training** principles.

6. **Record keeping and oversight:** Please provide documents showing whether records for **hazard identification and mitigation** and **CPTED training** are managed and mandated centrally by the Human Resources or Health & Safety departments, or if staff are expected to seek out such training at their own discretion.

7. **External Regulatory Compliance (NZTA and Austroads Guidelines):**

Please provide the official policy, auditing process, or internal operational guidelines that ensure staff within the specified departments remain updated on amendments, alerts, and new frameworks issued by **NZTA Waka Kotahi** and **Austroads** regarding road engineering, public safety, and hazard mitigation.

1. Please specify how often relevant staff are briefed on these external updates.
2. Please provide any documents or digital logging records showing how the Council tracks staff compliance and mandatory implementation of these updated national/trans-Tasman safety guidelines.

Answer:

Council has a mandatory Health and Safety induction for leaders which covers hazard identification and risk management for their work or function. Leaders have responsibility for the health and safety inductions with their new staff. Council provides situational awareness training to frontline staff. This is separate from hazard identification and mitigation training and CPTED training.

There is no requirement that mandates training in CPTED or hazard identification and mitigation. Council complies with the obligations under the Health and Safety at Work Act 2015 (HSWA).

Training & Departmental Requirements

Council does not have a policy, procedure, or guideline requiring hazard identification and mitigation training or CPTED (Crime Prevention Through Environmental Design) training at the commencement of employment or job placement, or before staff undertake field operations. As such, there are no documents held which define which staff should hold formal qualifications in hazard mitigation and CPTED training.

Current Staff Qualification Statistics

It is not a mandated requirement that staff complete training in hazard identification and mitigation, and CPTED training. We have outlined below, current qualifications held by staff in each of the business units covered by this request.

- **Parks & Reserves** 38% of staff have undertaken formal CPTED training, with a further 15% expected to have completed CPTED training by September 2026. Staff are experienced in hazard identification and mitigation, but no formal qualification is required.
- **Assets and facilities management** while formal qualifications are not required, 11 staff members (approximately 92% of that team) have completed a Contractor Health & Safety Management course.

- **Urban Design** CPTED principles are taught as part of Urban Design and Landscape Architecture qualifications held by Urban Design staff.
- **Policy Planning and Resource Consents** no current staff have completed certified training in hazard identification and mitigation or CPTED training.
- **Environmental Protection** no current staff have completed certified training in hazard identification and mitigation or CPTED training.

Record Keeping & External Regulatory Compliance

Council does not have a record-keeping system that mandates or tracks hazard identification and mitigation training, CPTED training, or tracks NZTA Waka Kotahi and Austroads updates.

Council staff may choose to subscribe to NZTA Waka Kotahi and Austroads alerts and participate in relevant working groups.

You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at: [Office of the Ombudsman - Complaints](#), or freephone 0800 802 602.

Please note that this response to your information request may be published on Hutt City Council's website: [Proactive releases - Hutt City Council](#).

Ngā mihi nui

Bryda Chamberlain

Official Information Team