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Thursday, 13 May 2021

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

**Hastings District Council**

**Operations and Monitoring Committee Meeting**

*Kaupapataka*

# Agenda

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*Te Rā Hui:*  
Meeting date: **Thursday, 13 May 2021**

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*Te Wā:*  
Time: **1.00pm**

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*Te Wāhi:*  
Venue: **Council Chamber  
Ground Floor  
Civic Administration Building  
Lyndon Road East  
Hastings**

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*Te Hoapā:*  
Contact: **Democracy and Governance Services  
P: 06 871 5000 | E: [democracy@hdc.govt.nz](mailto:democracy@hdc.govt.nz)**

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*Te Āpiha Matua:*  
Responsible  
Officer: **Group Manager: Corporate - Bruce Allan**

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**HASTINGS DISTRICT COUNCIL**  
207 Lyndon Road East, Hastings 4122 | Private Bag 9002, Hastings 4156  
Phone **06 871 5000** | [www.hastingsdc.govt.nz](http://www.hastingsdc.govt.nz)  
**TE KAUNIHERA Ā-ROHE O HERETAUNGA**

## Operations and Monitoring Committee – Terms of Reference

### Fields of Activity

The purpose of the Operations and Monitoring Committee is to ensure consolidated and complete reporting and monitoring of all financial and non-financial information and performance measures against the Annual Plan, Long-Term Plan and Council Strategies, Goals and Priorities.

### Membership

- (Mayor and 14 Councillors).
- Chair appointed by Council.
- Deputy Chair appointed by Council.
- 1 Heretaunga Takoto Noa Māori Standing Committee Member appointed by Council.

### Quorum – 8 members

### Delegated Powers

- 1) Authority to exercise all of Council's powers, functions and authorities (except where prohibited by law or otherwise delegated to another committee) in relation to all matters detailed in the Fields of Activity.
- 2) Authority to exercise all of Council's powers, functions and authorities (except where prohibited by law) at any time when the Chief Executive certifies in a report that;
  - the matter is of such urgency that it requires to be dealt with
  - the matter is required to be dealt with, prior to the next ordinary meeting of the Council.
- 3) Monitor the performance of Council in terms of the organisational targets set in the Long Term Plan and Annual Plan – both financial and nonfinancial.
- 4) Monitor operational performance and benchmarking.
- 5) Undertake quarterly financial performance reviews.
- 6) Develop the Draft Annual Report and carry forwards.
- 7) Monitor and review the performance of Council Controlled Organisations and other organisations that Council has an interest in.
- 8) Monitor and review tender and procurement processes.
- 9) Monitor major capital projects.
- 10) Recommend to Council on matters concerning project decisions where these are identified as a result of the committee's project monitoring responsibilities.
- 11) Writing off outstanding accounts for amounts exceeding \$6,000 and the remission of fees and charges of a similar sum.
- 12) Settlement of uninsured claims for compensation or damages where the amount exceeds the amounts delegated to the Chief Executive.
- 13) Guarantee loans for third parties such as local recreational organisations provided such guarantees are within the terms of Council policy.
- 14) Authority to exercise the Powers and Remedies of the General Conditions of Contract in respect of the Principal taking possession of, determining, or carrying out urgent repairs to works covered by the contract.
- 15) Grant of easement or right of way over Council property.
- 16) Approve insurance – if significant change to Council's current policy of insuring all its assets.

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Thursday, 13 May 2021

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

**Hastings District Council**

**Operations and Monitoring Committee Meeting**

*Kaupapataka*

# Open Agenda

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*Koromatua*

**Chair:** Councillor Geraldine Travers

*Ngā KaiKaunihera*

Mayor Sandra Hazlehurst

*Mematanga:*

**Membership:**

**Councillors:** Councillors Bayden Barber, Alwyn Corban, Malcolm Dixon, Damon Harvey, Tania Kerr (Deputy Chair), Eileen Lawson, Simon Nixon, Henare O'Keefe, Peleti Oli, Ann Redstone, Wendy Schollum, Sophie Siers and Kevin Watkins

Mike Paku - Heretaunga Takoto Noa Māori Standing Committee appointee

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*Tokamatua:*

**Quorum:**

8 members

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*Apiha Matua*

**Officer Responsible:**

Group Manager: Corporate – Bruce Allan (Lead)

Group Manager: Asset Management - Craig Thew

Group Manager: Strategy & Development – Craig Cameron

Financial Controller – Aaron Wilson

Chief Information Officer – Andrew Smith

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*Te Rōpū Manapori me te*

*Kāwanatanga*

**Democracy &**

**Governance Services:**

Christine Hilton (Extn 5633)



## *Te Rārangi Take*

# Order of Business

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### **Apologies & Leave of Absence – Ngā Whakapāhatanga me te Wehenga ā-Hui**

- 1.0** At the close of the agenda no apologies had been received.  
 At the close of the agenda no requests for leave of absence had been received.
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### **2.0 Conflict of Interest – He Ngākau Kōnatunatu**

Members need to be vigilant to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to scan the agenda and assess their own private interests and identify where they may have a pecuniary or other conflict of interest, or where there may be perceptions of conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the relevant item of business and withdraw from participating in the meeting. If a Member thinks they may have a conflict of interest, they can seek advice from the General Counsel or the Manager: Democracy and Governance (preferably before the meeting).

It is noted that while Members can seek advice and discuss these matters, the final decision as to whether a conflict exists rests with the member.

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### **Confirmation of Minutes – Te Whakamana i Ngā Minitī**

- 3.0** Minutes of the Operations & Monitoring Committee Meeting held Tuesday 23 March 2021 including the minutes of the meeting while the Public were Excluded.  
*(Previously circulated)*
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|------------|---|----------|
| <b>4.0</b> | <b>Hawke's Bay Regional Sports Park Trust Update on Mitre 10 Park</b> | <b>7</b> |
|------------|---|----------|
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- |            |   |          |
|------------|---|----------|
| <b>5.0</b> | <b>Summary of Horticultural Sector Production</b> | <b>9</b> |
|------------|---|----------|
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- |            |   |           |
|------------|---|-----------|
| <b>6.0</b> | <b>Financial Quarterly Report for the nine months ended 31 March 2021</b> | <b>11</b> |
|------------|---|-----------|
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- |            |   |           |
|------------|---|-----------|
| <b>7.0</b> | <b>Operations &amp; Monitoring Report 2020-2021 Quarter 3</b> | <b>27</b> |
|------------|---|-----------|
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<b>8.0</b>	<b>Requests Received under the Local Government Official Information and Meetings Act (LGOIMA) Update</b>	<b>29</b>
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<b>9.0</b>	<b>Minor Items – <i>Ngā Take Iti</i></b>
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<b>10.0</b>	<b>Urgent Items – <i>Ngā Take Whakahihiri</i></b>
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<b>11.0</b>	<b>Recommendation to Exclude the Public from Item 12</b>	<b>35</b>
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<b>12.0</b>	<b>Update Report on Workloads in the Building and Resource Consent Areas</b>
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Thursday, 13 May 2021

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*  
**Hastings District Council: Operations &  
Monitoring Committee Meeting**

**Item 4**

*Te Rārangi Take*

# Report to Operations and Monitoring Committee

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*Nā:*  
**From: Bruce Allan, Group Manager: Corporate**

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*Te Take:*  
**Subject: Hawke's Bay Regional Sports Park Trust Update on Mitre 10 Park**

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## **1.0 Purpose and summary - *Te Kaupapa Me Te Whakarāpopototanga***

- 1.1 The Hawke's Bay Regional Sports Park Chief Executive, Jock Mackintosh, will attend the Operations and Monitoring Committee meeting.
- 1.2 Mr Mackintosh will give a presentation to update the Committee on the activities being undertaken at the Mitre 10 Park.

## **2.0 Recommendations – *Ngā Tūtohunga***

That the Operations and Monitoring Committee receive the report titled Hawke's Bay Regional Sports Park Trust Update on Mitre 10 Park dated 13 May 2021.

### **Attachments:**

There are no attachments for this report.





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Thursday, 13 May 2021

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*  
**Hastings District Council: Operations &  
Monitoring Committee Meeting**

**Item 5**

*Te Rārangi Take*

# Report to Operations and Monitoring Committee

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*Nā:*  
**From: Craig Cameron, Group Manager: Strategy and Development**

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*Te Take:*  
**Subject: Summary of Horticultural Sector Production**

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## **1.0 Purpose and summary - *Te Kaupapa Me Te Whakarāpopototanga***

- 1.1 Pip Fruit NZ Business Development Manager, Gary Jones will attend the Operations and Monitoring Committee meeting.
- 1.2 Mr Jones will give a verbal update and summary of the performance of the horticultural production season.

## **2.0 Recommendations – *Ngā Tūtohunga***

- A) That the Operations and Monitoring Committee receive the report titled Summary of Horticultural Sector Production dated 13 May 2021.

### **Attachments:**

There are no attachments for this report.



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Thursday, 13 May 2021

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Item 6

*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*  
**Hastings District Council: Operations &  
Monitoring Committee Meeting**

*Te Rārangi Take*

# Report to Operations and Monitoring Committee

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*Nā:* **Aaron Wilson, Financial Controller**  
*From:*

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*Te Take:* **Financial Quarterly Report for the nine months ended 31 March**  
*Subject:* **2021**

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## **1.0 Executive Summary – *Te Kaupapa Me Te Whakarāpopototanga***

- 1.1 The purpose of this report is to inform the Committee of the financial result for the nine months ended 31<sup>st</sup> March 2021.

## **2.0 Recommendations – *Ngā Tūtohunga***

That the Operations and Monitoring Committee receive the report titled Financial Quarterly Report for the nine months ended 31 March 2021 dated 13 May 2021.

## **3.0 Background – *Te Horopaki***

- 3.1 The accounting operating financial result is reported on quarterly during the year and at year end a report is prepared on the financial as well as the rating result. The rating result differs from the accounting result in respect of non-cash items such as depreciation, vested assets and development contributions that are not included.
- 3.2 This financial report is governance focussed and allows significant variances to be highlighted with explanations provided in a way this is easy to read and understand through dashboard analytics and commentary.

- 3.3 If Councillors require clarification on any points, please contact the writer prior to the meeting to ensure complete answers can be given at the meeting on the detail in these reports.

#### 4.0 Discussion – *Te Matapakitanga*

- 4.1 Set out below is a summary of the operating financial result year to date. The financial results detailed below represent the accounting view and does not reflect the potential rating result for 2020/21:

	\$'000	\$'000	\$'000	
	YTD Actual	YTD Revised Budget	YTD Variance	Full year Revised Budget*
<b>2020/21</b>				
Operating Revenue	126,163	116,582	9,580	157,608
Operating Expenditure	103,714	105,586	1,871	139,890
<b>Net Surplus/(Deficit)</b>	<b>22,448</b>	<b>10,997</b>	<b>11,451</b>	<b>17,718</b>

\* Revised budget includes the Annual budget, Brought Forwards and surplus allocations from 19/20 financial year

- 4.2 The result above is presented against the revised budget. The revised budget includes changes and decisions made during the year on Council budgets which includes carry forwards from 2019/20.
- 4.3 Council's overall financial result is \$11.45m ahead of YTD budget for the quarter ended 31<sup>st</sup> March 2021.
- 4.4 Overall revenue is \$9.6m greater than YTD budget and expenditure is \$1.9m, lower than YTD budget.

#### Revenue

- 4.5 Fees and charges revenue across Council are favourable by \$9.34m with the main drivers being:
- Unbudgeted government funding received for 3 waters infrastructure of \$7.7m.
  - Higher than budgeted connection fess revenue in wastewater (\$313k) and Drinking water (\$230k) will be offset by higher spend.
  - Planning and Regulatory services are unfavourable to budget by \$603k driven by lower than budgeted building consent fees (\$493k) along with lower parking revenues (\$108k). Lower parking revenues are reflective of the impact of COVID-19 with Government not requiring vehicle warrant of fitness's to be renewed until October 2020 with the impact being felt year to date.
  - Council's share of Landfill revenue is \$1.34m favourable to budget due to higher volumes.
  - Splash Planet revenue is \$839k favourable with significantly higher volumes of people through the gate along with higher than budgeted revenue in sales of food and gifts. There has been some offset by lower admission fees revenue in other pools of \$343k, partly due to the effects of Level 2 restrictions on the learn to swim programmes.
- 4.6 Subsidies and Grants are \$221k ahead of budget mainly due to MBIE subsidies received, this is offset by higher capital expenditure.
- 4.7 Other revenue and interest received are \$597k ahead of budget mainly due to a gain on sale of land.
- 4.8 Development contributions are unfavourable to YTD budget by \$1.174m. Phasing of budgets in relation to when contributions occur is difficult, and creates timing differences as it is not always known in advance in what month a payment will occur when the budget is being set.

#### 4.9 Additional Revenues received

Additional revenue has been received as part of the first tranche from the Provincial Growth Fund (PGF) and DIA. This is as follows:

PGF Funded Projects	Govt Funding per agreements	Funding Received as at 31st March 2021
Tarbet Street	\$2M* up to	\$1.2M
Jobs for Heretaunga	\$9.3M	\$8.1M
3Waters Projects	\$15.3M	\$7.3M

#### Expenditure

- 4.10 Overall expenditure is tracking favourably year to date as at 31<sup>st</sup> March 2021 by \$1.9m or 1.4% against total budgeted expenditure year to date. Main drivers include:
- 4.11 The negative variance to budget for non-cash entries in terms of depreciation (\$1.5m) are driven by higher asset values due to prior year revaluations in 3 waters, along with increased spend in infrastructure projects in water, roading, and with buildings.
- 4.12 Finance costs are favourable by \$1.22m which is a reflection of lower levels of debt than phased in the budget and lower actual interest rates compared with those assumed in the budget. Additional funding received from the Government for water infrastructure in advance of it being required has delayed the requirement for additional debt funding.
- 4.13 Other operating costs are favourable to budget by \$870k, and are driven by higher recovery costs where personnel and operational expenditure is recharged to capital projects.

#### Areas of Interest

- 4.14 *Splash Planet*- The decision to open Splash Planet for the season back at the beginning of the current financial year, whilst still operating under uncertainty with regards COVID – 19 has proved to be a good one, with record numbers recorded for the month of January 2021. This has resulted a net operations (Revenue less operating expenditure) surplus before capital spend of \$623k.
- 4.15 *Building Control* – The high level of economic activity within the Hastings District and wider region has seen demand for building consents soar over the last three years, both on a commercial and residential level.
- 4.16 Revenues from consents have not reached budgeted levels partly due to vacancies within the building team unable to be filled. This has meant a corresponding drop in operational expenses related to the processing of consents. In addition, this area has absorbed additional unbudgeted costs of \$117k related to compliance and investigation costs. At a net operations level building control has a small surplus of \$35K before capital spend.
- 4.17 While the Building Control activity is forecasting an overall rating loss of \$94k, this is primarily driven by the impact of the compliance investigations, as the reduced revenue has been offset by reduced expenditure in terms of BAU (business as usual).
- 4.18 *Pools* – Net operations for pools is \$206k unfavourable, primarily driven by the COVID 19 restrictions on learn to swim revenue. Water world has also had a reduced revenue stream regarding Canoe Polo, with new Regional Sports Park Canoe Polo Pond being utilised over the summer period.
- 4.19 *Toitoti* – With Toitoti being affected from Level Two restrictions, performance at a net operations level is \$88k adverse to budget. Like the pools this facility is highly sensitive to any change in alert levels.

Areas of unbudgeted but approved spend in the current financial year:

- 4.20 Looking forward in the current financial year, it is important to be aware of what unbudgeted expenditure has already been approved by Council.
- 4.21 Municipal Building:  
Council has approved an additional \$5.5m spend in order to complete the Municipal building project. A significant portion of this unbudgeted expenditure will be incurred in the 2021/22 financial year.
- 4.22 Heretaunga House  
Due to the unexpected earthquake prone status of Heretaunga House, Council has been faced with unbudgeted expenditure to quantify the cost involved to strengthening the building, and provide alternative accommodation for staff displaced from the building. In addition to these extra costs, there has been a loss of revenue from tenants that there were leasing space in Heretaunga House.
- 4.23 In order to understand the work required to strengthen Heretaunga House, Officers have commissioned consultant reports through The Building Intelligence Group who are providing project management support. The approach has been to spend the minimum amount necessary to achieve adequate confidence in the estimated works and costs to make sound future decisions. As a result the total estimate cost of approximately \$50,000. This work is currently being peer reviewed.
- 4.24 Year to date revenue is below budget by \$288k due to the loss of tenants that were leasing space. Operational expenditure excluding depreciation is \$143k above budget due to the additional unbudgeted but approved costs associated with moving to 100 Warren Street. These costs include the setup and establishment costs including partitioning, data and electrical work.
- 4.25 Unbudgeted costs due to the Heretaunga House displacement are likely to be funded from contingency reserves topped up at 1 July 2020 from the 2019/20 landfill surplus.

Covid- 19 Impacts in the current financial Year:

- 4.26 Whilst the COVID-19 impact was mostly felt in the final quarter of the previous financial year, there have been some ongoing effects that are still impacting Council's finances, albeit on a reduced scale from the prior year.
- 4.27 Sportsground fees and charges after waivers and cancellations are \$34k unfavourable YTD. Should it be required contingency funding of up to \$90k has been allowed for, although it is unlikely the final shortfall will be anywhere near this amount.
- 4.28 Toitoti revenue has been affected with Level 2 restrictions being in play for the significant period of the first quarter. Toitoti cancelled approximately 20 events that were booked over the first quarter of this financial year. Of these 20 events, 9 cancellations were made during the first lockdown and 11 cancellations were directly resultant of the level 2 restrictions in the first quarter of this financial year. Alongside the cancellations there have been 8 theatre events and 9 corporate events postponed. That is a further 17 events in total that have migrated from the first quarter in to the second and third quarters.
- 4.29 Level 2 restrictions have also affected learn to swim with income at Flaxmere and Clive substantially below budget. As a comparison last year's income for the third quarter was \$353k, this year that is down to \$282k.

- 4.30 With the motor vehicle warrant of fitness renewals delayed until October, the charging of infringements for out of warrant on vehicles were stopped. This along with higher equipment maintenance costs have impacted on net operations.
- 4.31 Through the revision of the 2020/21 Annual Plan, Council agreed to allocate \$500k from the sale of Orchard Road to a Covid-19 operational contingency for the purpose of covering some of these unknown but expected financial impacts from the Covid-19 pandemic. An allocation from this contingency may be required to cover these shortfalls, however a judgement on this will be made closer to year end once a more complete picture of the year-end financial result is understood.

#### Forecast – Looking Forward

- 4.32 Officers have prepared an updated the financial forecast as to how the year end should look now the third quarter has been completed.
- 4.33 There have been a number of assumptions that have been made in order be able to provide an accurate picture at year end
- 4.34 In order to provide working clarity for budget managers, this forecast shows the bottom line rate requirement forecast for a wide range of activities within Council.
- 4.35 The rating forecast differs from the accounting result in respect of non-cash items such as depreciation, vested assets and development contributions that are not included. In terms of local government, rating requirement is regarded as being an important indicator as it is shows how the rates that were collected have been spent.
- 4.36 The table shows the forecasted position across all Council activities at year end against what the budgeted requirement is for the full year. The variance shows whether there is a forecasted deficit or surplus. (A positive variance represents an underspend to budgeted requirement, and a negative variance an overspend).
- 4.37 The line highlighted in blue shows the “whole of Council requirement” and shows a \$2.04m surplus at the end of year compared to budget, after net interest savings have been factored in.
- 4.38 The second table that is in green, shows how the surplus or deficit (i.e. \$2.048m) is split between what can be used as a general surplus against what needs to be applied to the targeted rate surplus or deficit.
- 4.39 Targeted rates surplus/deficit are ring fenced and cannot be used for other activities. Therefore, when the makeup of the \$2.04m forecast surplus is split out between the general rate and the targeted rate, the general rate shows a forecasted surplus of \$1.06m.

Requirement Across Council Activities	END OF YEAR FORECAST			General rate variance (rate funded)	Targeted rate variance (rate funded)
	March FORECAST Update	BUDGET	VARIANCE		
Whole of Council before Interest	81,569,750	81,596,806	27,056	702,243	(675,187)
Net Interest Paid/Received	5,371,214	6,935,726	1,564,512	639,096	925,416
Rates Requirement Surplus/(Deficit)	86,940,965	88,532,532	1,591,567	1,341,339	250,229
Rates Revenue Surplus/(Deficit)			456,644	(280,685)	737,329
<b>RATING SURPLUS/DEFICIT</b>			<b>2,048,211</b>	<b>1,060,653</b>	<b>987,558</b>

This is a very good result, forecast wise three quarters through the financial year, with the number of challenges that Council have faced both on a local and national level.

#### Assumptions

4.40 The following assumptions and actions have been taken in modelling the end of year forecast.

- Excludes any surplus from Landfill
- All revenue lines have been reviewed and adjusted.
- All expenditure lines have been reviewed and adjusted.
- Some contingency funding has not been applied as officers will apply this if the year-end outcome should require it.

#### Capital Spend

4.41 Council's total capital revised budget (including carry forwards, renewals, new works, and growth projects) for 2020/21 is \$146m. This level of expenditure is a significant increase on what has been delivered previously by Council and there is risk associated with the ability of Council to deliver on this programme.

4.42 The large capital budget is made up of :

- |                                       |                                |
|---------------------------------------|--------------------------------|
| • Annual Plan                         | \$102m                         |
| • PGF Funding for Jobs for Heretaunga | \$9m (added into Annual Plan ) |
| • Carry forwards from 2020            | \$30m                          |
| • Tarbet Street Project               | \$2m                           |
| • HB Museum Storage                   | \$3m                           |

Additionally there will be further government funding received through 2020/21 and 2021/22 totalling \$29m for housing infrastructure and three waters that is not currently included in the Annual plan.

Of the three waters \$15.3m government funding Council has already received \$7.3m in the first tranche the remaining funds to be received as expenditure is incurred and claimed back. It is likely that projects relating to this funding will start in the following financial year.

4.43 Capital spend for the year to date is \$59.85m, against year to date budget of \$90m. Capital spend is forecasted to be \$93.9m by year end and will represent the largest ever delivery of capital works by Council. Whilst there are a large number of projects out to tender a significant number of those projects will not be completed by year end. Forecasting at this stage suggests carry forwards into the 2021/22 financial year to be circa \$46.2m.

4.44 It needs to be noted that there have been a significant number of factors impacting on Council's ability to complete what is in the plan. The Government's need to provide stimulus to support the COVID-19 recovery has led to significant funding for Council to embark on projects outside of the original annual plan. The PGF funding for Jobs for Heretaunga was for \$9m and was added to the Annual Plan at a very late stage, giving officers no time to consider delaying other projects.

4.45 Whilst this project will be completed by May 2021, like some of the other government funded projects, this has placed pressure on resources where other projects had already been budgeted within the programme.

4.46 Projects by Activity within the three types of capital spend are shown below:



Year to date Summary of Capital Spend by Type					
	YTD Actuals	YTD Budgets	YTD variance	% Spent to Total Budget	Revised Budgets
<b>SUMMARY</b>					
<b>RENEWALS</b>					
Stormwater Services	321,970	628,975	307,005	24%	1,359,300
Wastewater Services	3,012,147	6,106,928	3,094,781	29%	10,214,000
Water Services	2,404,240	3,128,924	724,684	56%	4,288,329
Transportation RA 1	9,528,603	11,682,375	2,153,772	62%	15,421,500
Parks	753,484	921,682	168,198	58%	1,293,653
Building services	2,182,110	3,786,971	1,604,862	43%	5,049,295
Rest of Council	5,508,050	7,562,231	2,054,181	32%	17,131,807
	<b>23,710,603</b>	<b>33,818,086</b>	<b>10,107,483</b>	<b>43%</b>	<b>54,757,884</b>
<b>NEW WORKS</b>					
Stormwater Services	621,854	1,462,500	840,646	9%	7,137,000
Wastewater Services	438,168	291,881	(146,287)	31%	1,415,000
Water Services	13,823,479	20,505,344	6,681,865	51%	26,937,125
Transportation	9,309,746	13,087,597	3,777,851	58%	16,011,130
Parks	2,575,248	4,473,924	1,898,676	35%	7,462,666
Building services	199,078	1,163,250	964,173	13%	1,551,000
Rest of Council	7,030,731	10,716,393	3,685,662	42%	16,754,421
	<b>33,998,304</b>	<b>51,700,890</b>	<b>17,702,586</b>	<b>44%</b>	<b>77,268,342</b>
<b>GROWTH</b>					
Stormwater Services	306,301	587,900	281,599	9%	3,339,000
Wastewater Services	108,054	349,439	241,385	4%	2,477,000
Water Services	652,205	1,812,900	1,160,695	19%	3,430,000
Transportation RA 1	1,058,102	1,613,500	555,398	26%	4,068,000
Parks	23,450	37,000	13,550	3%	707,383
	<b>2,148,113</b>	<b>4,400,739</b>	<b>2,252,626</b>	<b>15%</b>	<b>14,021,383</b>
<b>Total Capital</b>	<b>59,857,020</b>	<b>89,919,716</b>	<b>30,062,695</b>		<b>146,047,609</b>

4.47 Major projects currently underway within the three types of capital spend are shown below:

Major Projects					
	YTD Actuals	YTD Budgets	YTD variance	% Spent to Total Budget	Revised Budgets
<b>Renewal projects</b>					
Toitoti/Municipal Building	4,013,290	3,364,750	(648,540)	35%	11,543,000
Maintenance Seals	1,029,990	1,647,750	617,760	47%	2,197,000
Wastewater Rising mains	584,102	2,517,640	1,933,538	19%	3,019,000
Trunk Sewer	374,354	563,980	189,625	15%	2,543,000
Outfall	505,252	648,500	143,248	58%	867,000
<b>New Works projects</b>					
Drinking water project	12,111,070	17,996,269	5,885,199	50%	23,995,025
Martin Place Recycling	-	-	-	0%	1,100,000
Hastings Town Clock	-	375,000	375,000	0%	500,000
Coastal Protection Works	42,473	450,000	407,527	7%	600,000
Streetscape	1,543,330	1,702,775	159,444	68%	2,270,366
<b>Growth projects</b>					
Omahu	17,822	18,000	178	3%	612,000
Lyndhurst	128,028	402,650	274,622	5%	2,356,000
Irongate	423,430	1,127,400	703,970	22%	1,887,000
Iona/Middle	1,074,886	2,077,689	1,002,804	29%	3,745,000
Howard	118,540	153,000	34,460	3%	4,224,000

#### Treasury

4.48 Council's total gross debt position is \$185.7m which includes \$35m of prefunded capital expenditure and debt refinancing which is currently held on deposit.

31st March 21	
	\$'000
Borrowing at start of year	150,740
New Loans Drawn	35,000
Loan Repayments	0
<b>Net borrowings at end of period</b>	<b>185,740</b>
Less Term Deposits held	35,000
<b>Total Net Borrowings</b>	<b>150,740</b>

4.49 Council is currently compliant with Treasury Management Policy. The Risk and Assurance Committee reviews and monitors Council's treasury performance and policy with advice from Bancorp Treasury Services.

## Attachments:

1 

Quarterly Dashboard Q3 March 2021

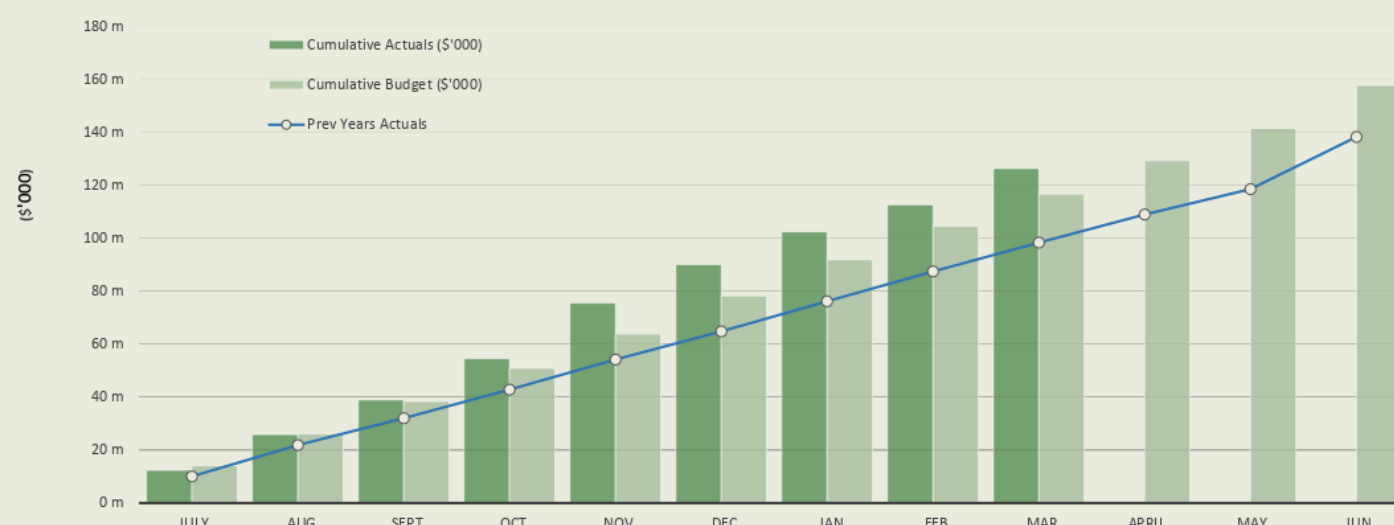
FIN-09-01-21-196

Item 6



## Hastings District Council Quarterly Dashboard as at 31 March 2021

### Whole of Council Revenue



Total Revenue Streams	Actual Ytd (\$'000)	Budget Ytd (\$'000)	Variance Ytd (\$'000)
Rates (Budget)	65,587	65,244	342
Fees, charges & metered water supply charges	32,780	23,435	9,344
Subsidies and Grants	23,482	23,256	226
Development and financial contributions	2,882	4,056	-1,174
Interest revenue	245	0	245
Other revenue	1,188	590	597
<b>Total</b>	<b>126,163</b>	<b>116,582</b>	<b>9,580</b>

**Comments:** The favourable revenue result is due to Government funding received for the Three Waters capital project and strong year to date income from Landfill and Splash Planet. Lower than planned development contribution income (due to timing) partially offsets the revenue result.

### How we are doing by key revenue streams (\$'000)

#### Govt Funding for 3 Waters

**\$7,681**

**Favourable  
Variance**

Government funding has been received for Three Waters infrastructure upgrades. This revenue is unbudgeted and will offset capital expenditure when

#### Landfill (HDC Share)

**\$1,340**

**Favourable  
Variance**

Landfill volumes are continuing to exceed budget.

#### Splash Planet

**\$839**

**Favourable  
Variance**

Splash Planet admissions & sales exceeded budget following a good summer.

#### Interest received

**\$245**

**Favourable  
Variance**

Interest Received due to term deposits on capital pre-funding.

#### Swimming Pools (Excl Splash Planet)

**-\$343**

**Unfavourable  
Variance**

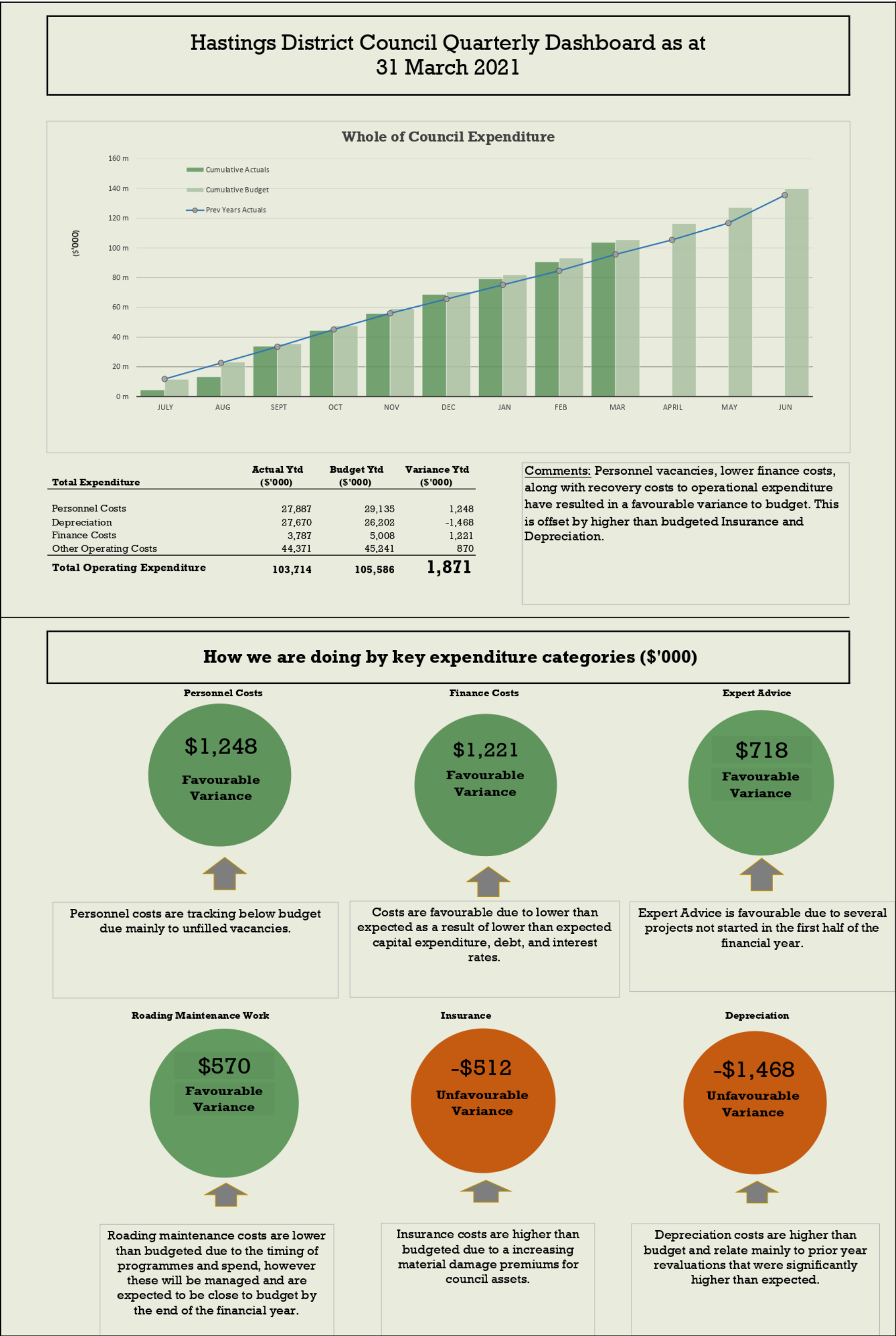
Swimming Pool Revenue has been affected by a combination of level 2 covid restrictions on "Learn to Swim" revenue lines along with lower admissions over the summer period.

#### Development Contribution

**-\$1,174**

**Unfavourable  
Variance**

Development Contributions are low due to the timing of when contributions are received from developers.



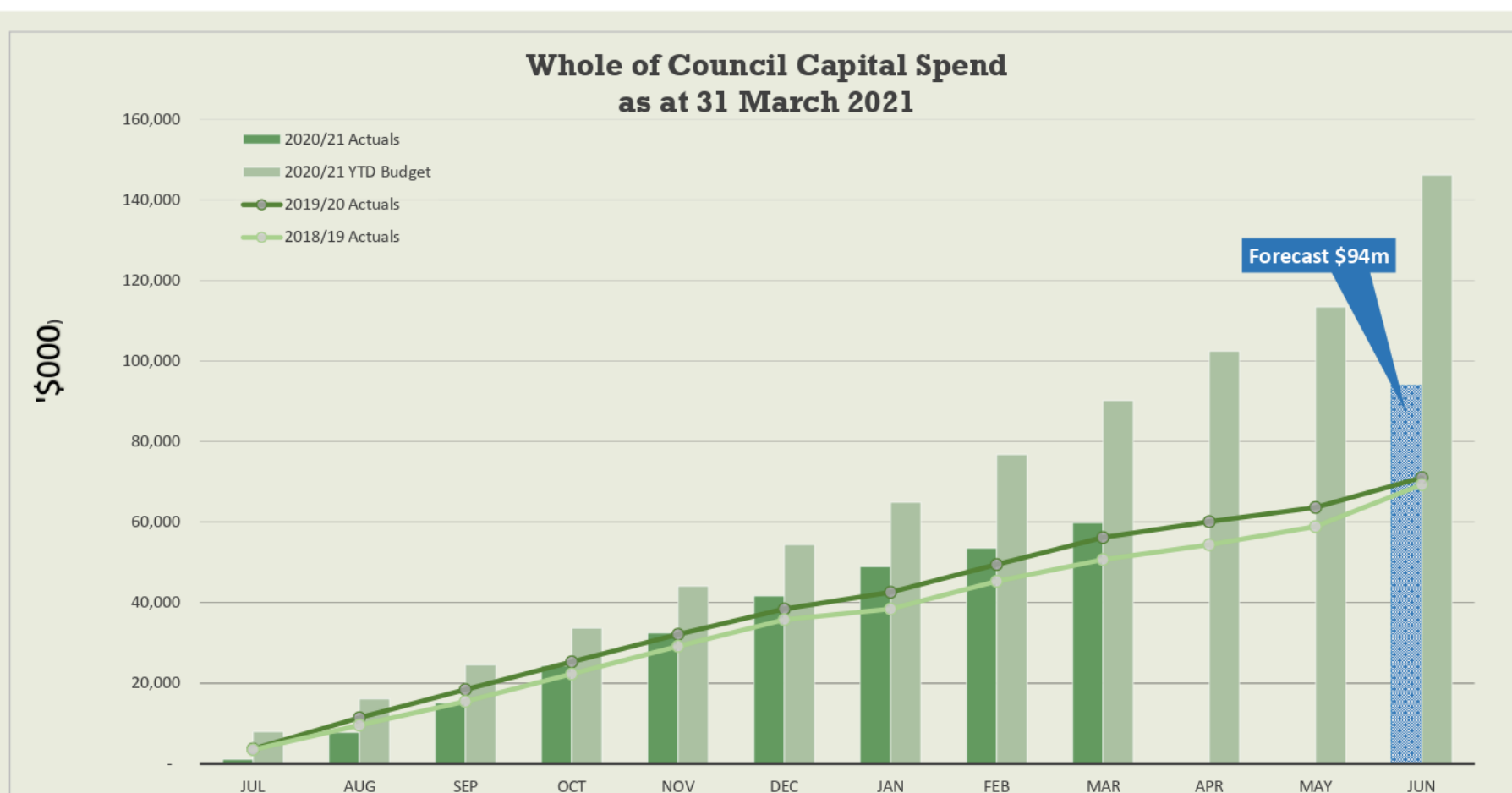
## Hastings District Council Statement of Comprehensive Revenue and Expense as at 31 March 2021

Previous YTD Actuals (\$'000)	Description	YTD Actuals (\$'000)	YTD Budgets (\$'000)	YTD Variance (\$'000)	Full Year Budget (\$'000)
	<b>Revenue</b>				
61,435	Rates	65,587	65,244	342	86,992
22,628	Fees, charges & metered water supply	32,780	23,435	9,344	30,160
17,043	Subsidies and Grants	23,482	23,256	226	33,510
3,269	Development and financial contributions	2,882	4,056	(1,174)	5,408
131	Interest revenue	245	-	245	-
553	Other revenue	1,188	590	597	1,537
<b>105,059</b>	<b>Total Revenue</b>	<b>126,163</b>	<b>116,582</b>	<b>9,580</b>	<b>157,608</b>
	<b>Expenditure</b>				
26,869	Personnel Costs	27,887	29,135	1,248	37,787
25,984	Depreciation & Amortisation Expense	27,670	26,202	(1,468)	34,936
3,581	Finance Costs	3,787	5,008	1,221	6,678
42,319	Other Operating Costs	44,371	45,241	870	60,490
<b>98,753</b>	<b>Total Expenditure</b>	<b>103,714</b>	<b>105,586</b>	<b>1,871</b>	<b>139,890</b>
<b>6,306</b>	<b>SURPLUS/(DEFICIT)</b>	<b>22,448</b>	<b>10,997</b>	<b>11,451</b>	<b>17,718</b>

## Hastings District Council Funding Impact Statement As At: 31 March 2021

Previous YTD Actuals (\$'000)	Description	YTD Actuals (\$'000)	YTD Budgets (\$'000)	YTD Variance (\$'000)	Full Year Budget (\$'000)
	<b>Operations - Funding Source</b>				
61,435	Rates	65,587	65,244	342	86,992
5,219	Subsidies and Grants	5,314	5,321	(6)	6,984
22,364	Fees, charges metered water supply	32,436	23,143	9,294	29,769
257	Interest and dividend revenue	258	13	245	17
687	Other revenue	778	683	95	911
<b>89,963</b>	<b>Total Operating Funding</b>	<b>104,373</b>	<b>94,403</b>	<b>9,970</b>	<b>124,673</b>
	<b>Operations - Use of Funding</b>				
26,869	Personnel Costs	27,887	29,135	1,248	37,787
36,673	Supplier Costs	39,146	39,437	291	51,872
3,584	Finance Costs	3,789	5,027	1,238	6,703
4,444	Other Operating Costs	4,560	4,438	(123)	6,990
<b>71,570</b>	<b>Total Use of Operating Funding</b>	<b>75,382</b>	<b>78,037</b>	<b>2,655</b>	<b>103,353</b>
<b>18,393</b>	<b>Operating Funding Surplus/(Deficit)</b>	<b>28,991</b>	<b>16,366</b>	<b>12,624</b>	<b>21,320</b>
	<b>Capital - Funding Source</b>				
11,824	Capital Subsidies grants	18,168	17,936	232	26,526
3,167	Development financial contributions	2,843	3,853	(1,011)	5,138
28,146	Debt - Increase or (decrease)	23,285	47,388	(24,103)	81,942
548	Sale of Assets	2,055	1,541	514	2,055
103	Other Capital Funding	39	203	(164)	270
<b>43,787</b>	<b>Total Capital Funding</b>	<b>46,389</b>	<b>70,921</b>	<b>(24,532)</b>	<b>115,931</b>
	<b>Capital - Use of Funding</b>				
5,300	To meet additional demand (Growth)	2,874	5,069	(2,195)	19,676
17,850	To improve the level of service (New Works)	33,093	50,793	(17,700)	71,293
33,324	To replace existing assets (Renewals)	23,975	34,950	(10,975)	56,076
4,834	To Increase or (decrease) reserves	14,563	(3,811)	18,374	(10,177)
871	To Increase or (decrease) Investments	875	287	588	383
<b>62,180</b>	<b>Total use of Capital Funding</b>	<b>75,380</b>	<b>87,287</b>	<b>(11,908)</b>	<b>137,251</b>
<b>(18,393)</b>	<b>Capital Funding Surplus/(Deficit)</b>	<b>(28,991)</b>	<b>(16,367)</b>	<b>(12,624)</b>	<b>(21,320)</b>
	<b>TOTAL FUNDING BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>





Key projects	Actual Ytd (\$'000)	Budget Ytd (\$'000)	Var Ytd (\$'000)	Total Budget (\$'000)
<b>Renewal Projects</b>				
Toitoti/Municipal Building	4.0 m	3.4 m	-0.6 m	11.5 m
Maintenance Seals	1.0 m	1.6 m	0.6 m	2.2 m
Wastewater Rising mains	0.6 m	2.5 m	1.9 m	3.0 m
Trunk Sewer	0.4 m	0.6 m	0.2 m	2.5 m
Outfall	0.5 m	0.6 m	0.1 m	0.9 m
<b>New Works projects</b>				
Drinking water project	12.1 m	18.0 m	5.9 m	24.0 m
Coastal Protection Works	0.0 m	0.5 m	0.4 m	0.6 m
Streetscape	1.5 m	1.7 m	0.2 m	2.3 m
<b>Growth projects</b>				
Omahu	0.0 m	0.0 m	0.0 m	0.6 m
Lyndhurst	0.1 m	0.4 m	0.3 m	2.4 m
Irongate	0.4 m	1.1 m	0.7 m	1.9 m
Iona/Middle	1.1 m	2.2 m	1.2 m	3.7 m
Howard	0.1 m	0.2 m	0.0 m	4.2 m

#### Capital - Commentary

Capital spend to 31 March 2021 is \$59.8m compared to a year to date budget of \$89.9m. The full year budget has been set at \$146.1m and includes \$30.3m of approved carry forwards from 2019/20. Jobs for Heretaunga (\$9m) is a significant addition to the capital plan. Officers are forecasting the need to carry forward \$46.2m of work into 2021/22 due to some delays with growth and water infrastructure projects.

#### Statement of Comprehensive Revenue & Expense - Commentary

##### Revenue Variances

Revenue is \$9.5m favourable to budget for the year to date, due mainly to Government funding for water supply. Also driving the favourable result are higher than budgeted landfill revenues. This is offset by lower than expected development contributions due to the timing of when contributions are received from developers.

##### Expenditure Variances

Expenditure is \$1.8m below budget (favourable) for the year to date. Interest costs are lower than expected due lower than budgeted capital expenditure and consequent debt. Water services maintenance costs, Personnel costs, Consenting costs and Refuse collection are also lower than planned through 2020-21.

##### Result

Operational revenue and expenditure are favourable to budget. Revenue is above budget due to advance government funding and higher landfill revenues. The main area of concern is the capital programme spend being 31% lower than expected and already with large carry forward requests being forecast. Lower than planned Consenting activity is evident in both revenue & expenditure numbers, but remains ahead of last year.



Cost Centres of Interest		
<div><div>Splash Planet</div><div><div>\$694</div><div>Favourable Variance</div></div><div>Net Operations Surplus /(Deficit)</div></div>	<div><div>Pools</div><div><div>-\$206</div><div>Unfavourable Variance</div></div><div>Net Operations Surplus /(Deficit)</div></div>	<div><div>Toitoti</div><div><div>-\$88</div><div>Unfavourable Variance</div></div><div>Net Operations Surplus /(Deficit)</div></div>
<div><div>Comment</div><div>Splash Planet admissions &amp; sales exceeded budget following a good summer. It is likely this has been driven by domestic tourism due to restrictions on overseas travel as well as relatively stable weather over the summer season.</div></div>	<div><div>Comment</div><div>Net operations for Pools is \$206k unfavourable primarily driven by the covid 19 restrictions on "learn to swim" revenue along with lower admissions over the summer period in Village pools and Frimley. This result has been offset by a good Splash Planet result.</div></div>	<div><div>Comment</div><div>Toitoti has been affected through covid level 2 restrictions which has affected the ability to host some shows and events.</div></div>
<div><div>Heretaunga House</div><div><div>-\$411</div><div>Unfavourable Variance</div></div><div>Net Operations Surplus /(Deficit)</div></div>	<div><div>Building Control</div><div><div>\$35</div><div>Favourable Variance</div></div><div>Net Operations Surplus /(Deficit)</div></div>	<div><div>Parking</div><div><div>-\$174</div><div>Unfavourable Variance</div></div><div>Net Operations Surplus /(Deficit)</div></div>
<div><div>Comment</div><div>Due to the unexpected earthquake prone status of Heretaunga House, Council has been faced with unbudgeted expenditure to quantify the cost involved in strengthening the building and provide alternative accommodation for staff displaced from the building.</div></div>	<div><div>Comment</div><div>Revenue in building consents have not reached budgeted levels partly due to vacancies within the building team that are unable to be filled. This has meant a corresponding drop in operational expenses related to the processing and inspection of consents. At a net operations level Building Control has a small surplus of \$35k before capital spend.</div></div>	<div><div>Comment</div><div>With the motor vehicle warrant of fitness renewals delayed until October the charging of infringements for out of warrant vehicles was stopped. This along with higher equipment maintenance costs have impacted on operations.</div></div>

Net Operations = Revenue less Operational (includes Recharges, Recoveries but excluding Capital)



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Thursday, 13 May 2021

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Item 7

*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*  
**Hastings District Council: Operations &  
Monitoring Committee Meeting**

*Te Rārangi Take*

# Report to Operations and Monitoring Committee

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*Nā:*  
**From: Bruce Allan, Group Manager: Corporate**

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*Te Take:*  
**Subject: Operations & Monitoring Report 2020-2021 Quarter 3**

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## **1.0 Purpose and summary - *Te Kaupapa Me Te Whakarāpopototanga***

- 1.1 The purpose of this report is to present to Council the Operations and Monitoring Report for the quarter ended 31 March 2021.
- 1.2 The Operations and Monitoring Report is attached as **Attachment 1** and is a comprehensive overview of Council's activities.
- 1.3 There is a large amount of information presented in this report and officers would recommend to Councillors that if they have questions that they would like answered during the meeting that those questions be put to the writer of this report prior to the meeting so that they can be satisfactorily answered in the meeting.
- 1.4 Included in the attached report is a detailed listing of all council infrastructure projects currently underway. This is intended to be a high level overview of what is currently being delivered in terms of meeting the objectives of the 2020/21 Annual Plan. Note that supporting all this is an extensive amount of information that monitors the contractors and consultants performance which is held and used to enhance project performance in the future.
- 1.5 It should also be noted that the delivery of the 2020/21 Annual Plan is being done so in the context of significant reform that is being formulated through Central Government which will likely have ongoing ramifications for Local Government. Reform is occurring with the Resource Management Act, Three Waters, Local Government Act and officers are keeping abreast of this reform programme and the potential impacts on the delivery of Council's functions.

- 1.6 The quarterly financial report for the period ended 31 December 2020 is reported on separately on this agenda.

## 2.0 Recommendations – *Ngā Tūtohunga*

That the Operations and Monitoring Committee receive the report titled Operations & Monitoring Report 2020-2021 Quarter 3 dated 13 May 2021.

### Attachments:

1 ➡ O&M Report Q3 2020-21                      CG-16-4-00109                      Under Separate Cover

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Thursday, 13 May 2021

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*  
**Hastings District Council: Operations &  
Monitoring Committee Meeting**

**Item 8**

*Te Rārangi Take*

# Report to Operations and Monitoring Committee

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**Nā:**  
**From:** **Jackie Evans, Manager: Democracy and Governance**

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**Te Take:**  
**Subject:** **Requests Received under the Local Government Official  
Information and Meetings Act (LGOIMA) Update**

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## **1.0 Executive Summary – Te Kaupapa Me Te Whakarāpopototanga**

- 1.1 The purpose of this report is to inform the Council of the number of requests under the Local Government Official Information Act (LGOIMA) 1987 received in March and April 2021.
- 1.2 This issue arises from the provision of accurate reporting information to enable effective governance.
- 1.3 This is an administrative report to ensure that the Council is aware of the number and types of information requests received and to provide assurance the Council meeting its legislative obligations in relation to the Local Government Official Information and Meetings Act (LGOIMA).
- 1.4 This report concludes by recommending that the LGOIMA requests be noted.

## **2.0 Recommendations – Ngā Tūtohunga**

- A) That the Operations and Monitoring Committee receive the report titled Requests Received under the Local Government Official Information and Meetings Act (LGOIMA) Update dated 13 May 2021.
- B) That the LGOIMA requests received in March and April 2021, as set out in Attachment 1 (CG-16-4-00112) of the report be noted.

### 3.0 Background – *Te Horopaki*

- 3.1 The LGOIMA allows people to request official information held by local government agencies. It contains rules for how such requests should be handled, and provides a right to complain to the Ombudsman in certain situations. The LGOIMA also has provisions governing the conduct of meetings.

#### **Principle of Availability**

- 3.2 The principle of whether any official information is to be made available shall be determined, except where this Act otherwise expressly requires, in accordance with the purposes of this Act and the principle that the information shall be made available unless there is good reason for withholding it.

#### **3.3 Purpose of the Act**

- 3.4 The key purposes of the LGOIMA are to:

- Progressively increase the availability of official information held by agencies, and promote the open and public transaction of business at meetings, in order to:
- enable more effective public participation in decision making;
- promote the accountability of members and officials;
- so enhance respect for the law and promote good local government;
- protect official information and the deliberations of local authorities to the extent consistent with the public interest and the preservation of personal privacy.

- 3.5 City, district and regional councils, council controlled organisations and community boards are subject to LGOIMA and official information means any information held by an agency subject to the LGOIMA.

- 3.6 It is not limited to documentary material, and includes material held in any format such as:

- written documents, reports, memoranda, letters, notes, emails and draft documents;
- non-written documentary information, such as material stored on or generated by computers, including databases, video or tape recordings;
- information which is known to an agency, but which has not yet been recorded in writing or otherwise (including knowledge of a particular matter held by an officer, employee or member of an agency in their official capacity);
- documents and manuals which set out the policies, principles, rules or guidelines for decision making by an agency; and
- the reasons for any decisions that have been made about a person.

- 3.7 It does not matter where the information originated, or where it is currently located, as long as it is held by the agency. For example, the information could have been created by a third party and sent to the agency. The information could be held in the memory of an employee of the agency.

#### **What does a LGOIMA request look like?**

- 3.8 There is no set way in which a request must be made. A LGOIMA request is made in any case when a person asks an agency for access to specified official information. In particular:

- a request can be made in any form and communicated by any means, including orally;
- the requester does not need to refer to the LGOIMA; and
- the request can be made to any person in the agency.

- 3.9 The Council deals with in excess of 14,000 service requests on average each month from written requests, telephone calls and face to face contact. The LGOIMA requests dealt with in this report are specific requests for information logged under formal LGOIMA procedure, which sometimes require collation of information from different sources and/or assessment about the release of the information requested.

#### Key Timeframes

- 3.10 An agency must make a decision and communicate it to the requester 'as soon as reasonably practicable' and no later than 20 working days after the day on which the request was received.
- 3.11 The agency's primary legal obligation is to notify the requester of the decision on the request 'as soon as reasonably practicable' and without undue delay. The reference to 20 working days is not the de facto goal but the maximum unless it is extended appropriately in accordance with the Act. Failure to comply with time limit may be the subject of a complaint to the ombudsman.
- 3.12 The Act provides for timeframes and extensions as there is a recognition that organisations have their own work programmes and that official information requests should not unduly interfere with that programme.

## 4.0 Discussion – *Te Matapakitanga*

### Current Situation

- 4.1 Council has requested that official information requests be notified via a monthly report.

## 5.0 Options – *Ngā Kōwhiringa*

Not applicable

### Attachments:

- 1 [↓](#) Official Information Requests Report March and April 2021 CG-16-4-00112

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## Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

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### Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-Rohe*

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural wellbeing of communities in the present and for the future.

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### Link to the Council's Community Outcomes – *Ngā Hononga ki Ngā Putanga ā-Hapori*

N/A

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### Māori Impact Statement - *Te Tauākī Kaupapa Māori*

N/A

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**Sustainability - Te Toitūtanga**

N/A

**Financial considerations - Ngā Whakaarohanga Ahumoni**

N/A

**Significance and Engagement - Te Hiranga me te Tūhonotanga**

N/A

**Consultation – internal and/or external - Whakawhiti Whakaaro-ā-roto / ā-waho**

N/A

**Risks: Legal - Ngā Tūrarurū: Ngā Ture**

Opportunity: N/A

REWARD – Te Utu	RISK – Te Tūrarurū
[State the benefit, opportunity, innovation of the outcome & whether it benefits; Safety (public/ staff/ contractors), Finances, Service Delivery, Legal compliance, Reputation.]	[State the significant risks or threats (4 or 5 max) to the objective & whether they affect; Safety (public/ staff/ contractors), Finances, Service Delivery, Legal compliance, Reputation.]

**Rural Community Board – Te Poari Tuawhenua-ā-Hāpori**

N/A



IRB-2-01-21-2387

**LGOIMA – Report to Operations & Monitoring Committee – March & April 2021**

	Requests Received	Responses to requests	Responses with information fully released	Responses with information partially withheld	Responses with information fully withheld	Average number of working days to respond	Requests resulting in a complaint to Ombudsman
March & April 2021	28	23	21	2	0	6.5	0

**Requests - received since those last reported to Council**

Completed		
Outstanding		
Month	From	Subject
March	Protection Society of NZ	Ngaruroro River Water Conservation (WCO)
	Name withheld	Plans for commercial building
	Sainsbury Logan & Williams	Investigation into building project
	MOVEMENT	Regional Land Transport Plan 2021 consistency with GPS
	J Maxwell	Policies and protocols for work in the vicinity of wahi tapu sites
	NZ Taxpayers' Union	2021 Ratepayers' Report
	Kāinga Ora	Dog complaints
	J Roil	Budget information on building control and environmental consents
	W MacFarlane	Register of elected members' interests

	Friends of Eskdale Park	Hawke's Bay Mountain Bike Club – Eskdale Park
	D Renouf	Further information on Engineering Code and peak rainfall
	J Maxwell	Councillors Code of Conduct
	B Smith	Geospatial Data – 3 Waters Infrastructure
	J Maxwell	Costs incurred in planning and cancellation of proposed new aviary at Cornwall Park
	Friends of Eskdale Park Incorporated	Conflicts and complaints Eskdale Park and HB Mountain Bike Club
	Friends of Eskdale Park Incorporated	Pan Pac possible mountain bike hub at Waipunga Road, Eskdale Park
	K Marshall & L Buchanan	Residential swimming pool inspections
	NZ Taxpayers' Union	Climate Change Commission Submission
	F Tyler	Information on LGOIMA requests and charges
April	J Maxwell	Cornwall Park – bird count
	J Maxwell	Access to Charlton Road Esplanade Reserve
	L Hamlin	Legal expenses and staffing
	D Renouf	Groundwater travel
	Name withheld	Video footage
	Name withheld	Correspondence from planning consultant
	Downer	Infrastructure pipeline

# HASTINGS DISTRICT COUNCIL

## OPERATIONS AND MONITORING COMMITTEE MEETING

THURSDAY, 13 MAY 2021

Item 11

### RECOMMENDATION TO EXCLUDE THE PUBLIC

#### SECTION 48, LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

THAT the public now be excluded from the following part of the meeting, namely:

#### **12 Update Report on Workloads in the Building and Resource Consent Areas**

The general subject of the matter to be considered while the public is excluded, the reason for passing this Resolution in relation to the 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 is as follows:

<i>GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</i>	<i>REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER, AND PARTICULAR INTERESTS PROTECTED</i>	<i>GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF EACH RESOLUTION</i>
<b>12 Update Report on Workloads in the Building and Resource Consent Areas</b>	<b>Section 7 (2) (h)</b> The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. To protect the disclosure of commercially sensitive information of other entities from the public.	<b>Section 48(1)(a)(i)</b> Where the Local Authority is named or specified in the First Schedule to this Act under Section 6 or 7 (except Section 7(2)(f)(i)) of this Act.