

Thursday, 24 July 2025

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

**Hastings District Council**

**Performance and Monitoring Committee Meeting**

*Kaupapataka*

# Agenda

*Te Rā Hui:*  
Meeting date: **Thursday, 24 July 2025**

*Te Wā:*  
Time: **9:00 AM**

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

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

*Te Āpiha Matua:*  
Responsible  
Officer: **Deputy Chief Executive - Bruce Allan**

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streamed live on our website  
[www.hastingsdc.govt.nz](http://www.hastingsdc.govt.nz)**

**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**

## Performance and Monitoring Committee – Terms of Reference

### Fields of Activity

The purpose of the Performance 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 15 Councillors.
- Chair appointed by Council.
- Deputy Chair appointed by Council.
- 1 Rural Community Board member (non-Councillor) appointed by Council.
- 1 Heretaunga Takoto Noa Māori Standing Committee Member appointed by Council.

### Quorum – 9 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;
  - a. the matter is of such urgency that it requires to be dealt with; or
  - b. 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) Delegations of powers to sub-committee(s) if so established.
- 12) Writing off outstanding accounts for amounts exceeding \$6,000 and the remission of fees and charges of a similar sum.
- 13) Settlement of uninsured claims for compensation or damages where the amount exceeds the amounts delegated to the Chief Executive.
- 14) Guarantee loans for third parties such as local recreational organisations provided such guarantees are within the terms of Council policy.
- 15) 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.
- 16) Grant of easement or right of way over Council property.
- 17) Conversion of terminating leases to renewable leases and the settlement of terms except in the case of leases under the Reserves Act.
- 18) Approve insurance – if significant change to Council's current policy of insuring all its assets.
- 19) Consider and approve constitutions and any shareholder agreements for Council Controlled Organisations and other organisations that Council has an interest in.

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Thursday, 24 July 2025

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

**Hastings District Council**

**Performance and Monitoring Committee Meeting**

*Kaupapataka*

# Agenda

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*Koromatua*

**Chair:** Councillor Michael Fowler

*Ngā KaiKaunihera*

**Councillors:** Ana Apatu, Marcus Buddo (Deputy Chair), Alwyn Corban, Malcolm Dixon, Damon Harvey, Henry Heke, Kellie Jessup, Tania Kerr, Hana Montaperto-Hendry, Simon Nixon, Wendy Schollum, Heather Te Au-Skipworth and Kevin Watkins and one councillor vacancy

*Mematanga:*

**Membership:**

Mayor Sandra Hazlehurst

Hastings District Rural Community Board appointee: Isabelle Crawshaw

Heretaunga Takoto Noa Māori Standing Committee appointee: Api Robin

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*Tokamatua:*

**Quorum:**

9 members

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*Apiha Matua*

**Officers Responsible:**

Deputy Chief Executive – Bruce Allan (Lead)

Group Manager: Infrastructure - Craig Thew

Group Manager: Democracy & Emergency Management – Craig Cameron

Financial Controller – Aaron Wilson

Chief Information Officer – Warren Perry

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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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### 1.0 Opening Prayer – *Karakia Whakatūwheratanga*

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

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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### 3.0 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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### 4.0 Confirmation of Minutes – *Te Whakamana i Ngā Minitī*

Minutes of the Performance & Monitoring Committee Meeting held Thursday 8 May 2025.

*(Previously circulated)*

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### 5.0 Building Unit Review Survey

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### 6.0 Hastings City Business Association 2025-2026 Annual Plan

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### 7.0 Havelock North Business Association 2025-2026 Annual Plan

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<b>8.0</b>	<b>Performance and Monitoring Report for the quarter ended 30 June 2025</b>	<b>13</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>15</b>
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<b>12.0</b>	<b>Legal Oversight – Higher Risk Litigation</b>
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Thursday, 24 July 2025

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

# Report to Performance and Monitoring Committee

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**Nā:** John O'Shaughnessy, Group Manager: Planning & Regulatory  
**From:** Services

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**Te Take:**  
**Subject:** Building Unit Review Survey

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

- 1.1 The purpose of the report is to bring the findings back from the recent building unit survey.
- 1.2 The survey is a repeat of the original survey which led to the review report. One of the recommendations was to repeat the survey in approximately 12 months' time, to see how progress was being made on improving customer service for the unit.
- 1.3 Hastings District Council requested a survey of its Building Unit customers. This followed a survey undertaken in 2024 as part of the review of the Unit.

The survey was undertaken in June 2025, and 30 customers were invited to participate of which 23 (24 in 2024) took up the opportunity. The survey included both quantitative and qualitative questions and interviews typically ranged from between 20 and 40 minutes. Customers tended to be those with the highest volume of activity with the Unit.


- 1.4 Overall, respondents have noticed a significant improvement in the performance of the Unit compared to last year and were pleased to see the issues raised in last year's review being addressed. Most respondents considered the Unit to be a trusted partner in the building process and are professional in their dealings.
  - 63% (46% last year) mostly or always consider the Unit a trusted partner in the building process, whereas only 13% (46% last year) barely consider the Unit a trusted partner.
  - 91% believe the Unit is mostly or always professional in their dealings, compared to 71% last year.

- 1.5 In terms of some areas of concern being Code of Compliance Certificates and customers being unable to phone an officer, we are presently looking at how we can improve these aspects.
- 1.6 When asked about the merits of a regional Building Consent Authority (BCA) a number of customers indicated they would be interested in a Regional BCA, provided the Council's performance was not adversely impacted.

## 2.0 Recommendations - *Ngā Tūtohunga*

That the Performance and Monitoring Committee receive the report titled Building Unit Review Survey dated 24 July 2025.

### Attachments:

1 	Final Report HDC Building Unit Customer Survey - June 2025 - being addressed at Performance and Monitoring Committee on 24 July 2025	CG-17-4-00232	Under Separate Cover
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Thursday, 24 July 2025

Item 6

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

**Hastings District Council: Performance & Monitoring Committee Meeting**

*Te Rārangi Take*

# Report to Performance and Monitoring Committee

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*Nā:*  
**From: Viknesh Mahadevan, Manager - Community Development**

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*Te Take:*  
**Subject: Hastings City Business Association 2025-2026 Annual Plan**

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

- 1.1 The Purpose of this report is for the Hastings City Business Association (HCBA) to present their 2025-2026 Annual Plan Draft (**Attachment 2**) for the Council to receive and endorse.
- 1.2 Lucinda Perry, General Manager of the HCBA will be in attendance to present the report and speak to the attachments.
- 1.3 The HCBA 2024-2025 Annual Report (**Attachment 1**) is attached to provide context.
- 1.4 The HCBA is a Business Improvement District (BID) which is a partnership between a local authority and a defined local business community to develop projects and services that benefit the trading environment and which aligns with the local authority's objectives.
- 1.5 A BID is supported by a targeted rate, levied on and collected from non-residential properties within the defined boundary, as per the BID Policy.
- 1.6 Officers have reviewed the Annual Plan and believe that this plan compliments the plans HDC has for the Hastings CBD, with each partner having their own clear complimentary plan that align to the same objectives.
- 1.7 Both the HCBA and HDC are working toward the same goals and this split in work programme ensures costs are shared between the general rating base and the businesses within the targeted rate area.
- 1.8 Councillor Harvey and Councillor Schollum support the HCBA Board as Council appointed advisors alongside the Community Development Manager.
- 1.9 As per the Draft 2024-2025 Annual Report (**Attachment 1**), the HCBA are expected to achieve their requirements within the Business Improvement District Policy.

## 2.0 Recommendations - *Ngā Tūtohunga*

- A) That the Performance and Monitoring Committee receive the report titled Hastings City Business Association 2025-2026 Annual Plan dated 24 July 2025.
- B) That the Committee receive and endorse the Hastings City Business Association 2025-2026 Annual Plan.

### Attachments:

1 	2024-2025 HCBA Annual Report	CG-17-4-00236	Under Separate Cover
2 	2025-2026 HCBA Annual Plan DRAFT	CG-17-4-00237	Under Separate Cover

Thursday, 24 July 2025

Item 7

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

**Hastings District Council: Performance & Monitoring Committee Meeting**

*Te Rārangi Take*

# Report to Performance and Monitoring Committee

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*Nā:*  
**From: Viknesh Mahadevan, Manager - Community Development**

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*Te Take:*  
**Subject: Havelock North Business Association 2025-2026 Annual Plan**

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

- 1.1 The Purpose of this report is for the Havelock North Business Association (HNBA) to present their 2025-2026 Annual Plan (**Attachment 2**) for the Council to receive and endorse.
- 1.2 Emma McRobbie, General Manager of the HNBA will be in attendance to present the report and speak to the attachments.
- 1.3 The HNBA Draft 2024-2025 Annual Report (**Attachment 1**) is attached to provide context.
- 1.4 The HNBA is a Business Improvement District (BID) which is a partnership between a local authority and a defined local business community to develop projects and services that benefit the trading environment and which aligns with the local authority's objectives.
- 1.5 A BID is supported by a targeted rate, levied on and collected from non-residential properties within the defined boundary, as per the BID Policy.
- 1.6 Officers have reviewed the Annual Plan and believe that this plan compliments the plans HDC has for the Havelock North CBD, with each partner having their own clear complimentary plan that align to the same objectives.
- 1.7 Both the HNBA and HDC are working toward the same goals and this split in work programme ensures costs are shared between the general rating base and the businesses within the targeted rate area.
- 1.8 Councillor Harvey and Councillor Schollum support the HNBA Board as Council appointed advisors alongside the Community Development Manager.
- 1.9 As per the Draft 2023-2024 Annual Report (**Attachment 1**), the HNBA are expected to achieve their requirements within the Business Improvement District Policy.

**2.0 Recommendations - Ngā Tūtohunga**

- A) That Performance and Monitoring Committee receive the report titled Havelock North Business Association 2025-2026 Annual Plan dated 24 July 2025.
- B) That the Committee receive and endorse the Havelock North Business Association 2025-2026 Annual Plan.

**Attachments:**

1 ➡	2024-2025 HNBA Annual Report	CG-17-4-00233	Under Separate Cover
2 ➡	2025-2026 HNBA Annual Plan	CG-17-4-00234	Under Separate Cover

Thursday, 24 July 2025

Item 8

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

**Hastings District Council: Performance & Monitoring Committee Meeting**

*Te Rārangi Take*

# Report to Performance and Monitoring Committee

**Nā:**  
**From:** **Bruce Allan, Deputy Chief Executive**

**Te Take:** **Performance and Monitoring Report for the quarter ended 30**  
**Subject:** **June 2025**

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

- 1.1 The purpose of this report is to present the Performance and Monitoring Report to the Committee for the fourth quarter of 2024/25, ending 30 June 2025.
- 1.2 The Performance and Monitoring Report and appendices are attached (**Attachment 1**) and provide a comprehensive overview of Council's activities.

## **2.0 Recommendations - *Ngā Tūtohunga***

That the Performance and Monitoring Committee receive the report titled Performance and Monitoring Report for the quarter ended 30 June 2025 dated 24 July 2025.

### **Attachments:**

1⇒	2024-2025 QTR 4 Performance & Monitoring Report FINAL	CG-17-4-00238	Document 3
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# HASTINGS DISTRICT COUNCIL

## PERFORMANCE AND MONITORING COMMITTEE MEETING

THURSDAY, 24 JULY 2025

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 Legal Oversight – Higher Risk Litigation

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>
12 Legal Oversight – Higher Risk Litigation	<p><b>Section 7 (2) (g)</b> The withholding of the information is necessary to maintain legal professional privilege.</p> <p><b>Section 7 (2) (i)</b> The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). To protect council's negotiation position and legally privileged advice.</p>	<p><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.</p>