

Tuesday, 23 August 2022

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council

Civic and Administration Subcommittee Meeting

Kaupapataka

Agenda

Te Rā Hui:
Meeting date: **Tuesday, 23 August 2022**

Te Wā:
Time: **9.00am**

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**

Te Āpiha Matua:
Responsible
Officer: **General Counsel - Scott Smith**

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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
TE KAUNIHERA Ā-ROHE O HERETAUNGA

Civic and Administration Subcommittee

A Subcommittee of the Operations and Monitoring Committee.

Fields of Activity

The Civic and Administration Subcommittee is responsible for making delegated decisions and advising the Operations and Monitoring Committee by;

- Assisting Council in the allocation of Community Grants by;
 - Reviewing applications for Community Grants.
 - Setting appropriate performance measures to assist in the measurement of delivery of activities funded from Grants.
 - Allocation of grant funding within the budget allocation.
- Assisting Council in its general overview of procurement and tender activity by accepting tenders which exceed the Chief Executive's delegated authority to approve, for projects previously approved by Council or a Standing Committee within the delegated authority.
- Assisting Council by reviewing and considering submissions and deciding applications for temporary closure of roads.
- Recommending to Council the appointment of trustees to Te Mata Park Trust Board.
- Recommending to Council the appointment of directors to Hastings District Holdings Limited.
- Recommending to Council the appointment of List Members to the District Licencing Committee.

Assisting Council by reviewing, considering nominations and recommending recipients of Civic Awards.

Membership

- 8 Councillors.
- 1 Heretaunga Takoto Noa: Māori Standing Committee Member appointed by Council.
- The Group Manager Planning and Regulatory Services to be a member only when the Subcommittee is recommending the appointment of List Members to The Hastings District Licencing Committee.
- The Chief Executive to be a member only when the Committee is making a decision on tendering and procurement matters.
- The Group Manager: Asset Management to be a member only when the Subcommittee is making a decision on tendering and procurement matters.
- The Transportation Manager to be a member only when the Committee is making a decision on applications for temporary closure of roads.
- The Environmental Consents Manager to be a member only when the Committee is making a decision on applications for temporary closure of roads.
- The Chair of the Te Mata Park Trust Board to be a member only when the Committee is making a decision on appointments to the Te Mata Park Trust Board.
- The Group Manager: Corporate to be a member only when the Committee is making a decision on appointments to the boards of any Council Controlled Organisations.
- Chair appointed by Council.
- Deputy Chair appointed by Council.

Quorum - a minimum of 3 members

Delegated Powers

- 1) Authority to exercise all Council's powers, functions and authorities (except where prohibited by law or otherwise delegated) in relation to the allocation of grant funding within the budget allocation.
- 2) Authority to accept tenders for individual projects previously approved by the Council or a Standing Committee of the Council up to a value of \$10,000,000.
- 3) Responsibility to provide oversight and direction on tendering processes in general and/or specific issues relating to a particular project.
- 4) All the Council's powers and functions in respect to temporary prohibition of traffic under Section 342(1)(b) and clause 11(e) of Schedule 10 of the Local Government Act 1974.
- 5) Recommend to Council the appointment of Trustees to Te Mata Park Trust Board in accordance with the policy on Appointment of Trustees for Te Mata Park Trust Board, and the provisions of section 57 of the Local Government Act 2002.
- 6) Recommend to Council the appointment of director positions for Hastings District Holdings Limited in accordance with the Council's Policy on Appointment and Remuneration of Directors for Council Organisations.
- 7) Recommend to Council the recipients of Civic Awards.
- 8) Recommend to Council the appointment of List Members to the Hastings District Licensing Committee in accordance with the policy on the appointment of members for the District Licensing Committee, and the provisions of Sections 192 – 194 of the Sale and Supply of Alcohol Act 2012.

Tuesday, 23 August 2022

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council

Civic and Administration Subcommittee Meeting

Kaupapataka

Agenda

Mematanga:

Membership:

Koromatua

Chair: Councillor Malcolm Dixon

Ngā KaiKaunihera

Councillors: Damon Harvey, Eileen Lawson, Simon Nixon (Deputy Chair),
Henare O'Keefe, Wendy Schollum, Geraldine Travers and Kevin Watkins

Youth Council appointees: Mackenzie Varcoe and Monte Timu

Transportation Manager, Jag Pannu AND
Environmental Consents Manager, Caleb Sutton – for Item 4

Chief Executive, Nigel Bickle AND
Group Manager Asset Management: Craig Thew – for Item 9

Heretaunga Takoto Noa Māori Standing Committee appointee: Vacancy
Mayor Sandra Hazlehurst

Tokamatua:

Quorum:

3 members

Apiha Matua

Officer Responsible:

General Counsel – Scott Smith

Te Rōpū Manapori me te

Kāwanatanga

Democracy &

Governance Services:

Christine Hilton (Extn 5633)

Te Rārangi Take

Order of Business

1.0 Apologies – *Ngā Whakapāhatanga*

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.

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.

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

Minutes of the Civic and Administration Subcommittee Meeting held Monday 18 July 2022.

(Previously circulated)

4.0 Temporary Road Closures - Blossom Parade - 24 September 2022 and Blossom Night Festival - 24 to 25 September 2022

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5.0 Minor Items – *Ngā Take Iti*

6.0 Urgent Items – *Ngā Take Whakahihi*

7.0 Recommendation to Exclude the Public from Items 8 and 9

21

8.0 Te Mata Park Trust Board appointments process

9.0 Gum Tree Civil Works Contract

Tuesday, 23 August 2022

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council: Civic and Administration Subcommittee Meeting

Item 4

Te Rārangi Take

Report to Civic and Administration Subcommittee

Nā:
From: **Alf Johnson, Transportation Officer**

Te Take: **Temporary Road Closures - Blossom Parade - 24 September 2022**
Subject: **and Blossom Night Festival - 24 to 25 September 2022**

1.0 Executive Summary – *Te Kaupapa Me Te Whakarāpopototanga*

- 1.1 The purpose of this report is to obtain a decision from the Civic and Administration Subcommittee in regard to the following temporary road closures as requested below. This request arises from the need to inform and gain Hastings District Council (“the Council”) approval in order to comply with the legal process to temporarily close the roads listed below:
- **Arts Inc - Blossom Parade:** Queen St from King St to Hastings St, Heretaunga St from Nelson St to Hastings St, Eastbourne St from King St to Hastings St, Lyndon Rd from Railway Rd to Hastings St, King St from Avenue Road West to Heretaunga St, Market St from Avenue Rd West to Eastbourne St, Railway Rd from Lyndon Rd to Eastbourne St, Russell St from Avenue Rd West to Lyndon Rd, Karamu Rd from Avenue Rd East to Eastbourne St, Warren St from Avenue Rd East to Lyndon Rd. Closures vary from 6.00am to 5.00pm Saturday 24th September 2022. The purpose of this event is to hold the annual Blossom Parade.
 - **HDC - Blossom Night Festival:** Heretaunga St from Karamu Rd to Hastings St, Warren St from Queen St East to Eastbourne St East. Closures are from 5.00pm Saturday 24th September to 1.00am Sunday 25th September 2022. The purpose of this event is to hold an Entertainment Night Festival.
- 1.2 Given that there are no submissions in opposition to the closures and subject to the recommended conditions the activities can proceed and be undertaken in a safe and controlled environment. The risks associated with these closures can then be minimised and safely managed to Council’s satisfaction.

- 1.3 As part of the notification process for these proposed temporary road closures, representatives of those affected by the proposed closures have been notified through the Hastings Business Association. This is an important part of each proposed temporary road closure and is undertaken by the respective applicant involved. Details of the consultation undertaken in regard to the above proposed temporary road closures are set out under the consultation section of this report.

2.0 Recommendations - Ngā Tūtohunga

- A) That the Civic and Administration Subcommittee receive the report titled Temporary Road Closures - Blossom Parade - 24 September 2022 and Blossom Night Festival - 24 to 25 September 2022 dated 23 August 2022.
- B) That the Civic and Administration Subcommittee approve the following temporary road closures subject to no submissions or objections having been received in respect of these applications and on the basis that this events would be subject to any Covid-19 provisions in force as at the following date:
- i. Arts Inc - Blossom Parade: Queen St from King St to Hastings St, Heretaunga St from Nelson St to Hastings St, Eastbourne St from King St to Hastings St, Lyndon Rd from Railway Rd to Hastings St, King St from Avenue Road West to Heretaunga St, Market St from Avenue Rd West to Eastbourne St, Railway Rd from Lyndon Rd to Eastbourne St, Russell St from Avenue Rd West to Lyndon Rd, Karamu Rd from Avenue Rd East to Eastbourne St, Warren St from Avenue Rd East to Lyndon Rd. Closures vary from 6.00am to 5.00pm Saturday 24th September 2022.
 - ii. HDC - Blossom Night Festival: Heretaunga St from Karamu Rd to Hastings St, Warren St from Queen St East to Eastbourne St East. Closures are from 5.00pm Saturday 24th September to 1.00am Sunday 25th September 2022.

Subject to the following conditions to be complied with to the satisfaction of the Group Manager: Asset Management:

- i. These events are conducted in accordance with the New Zealand Transport Agency Code of Practice Temporary Traffic Management (CoPTTM).
- ii. The Traffic Management Plans including provision for appropriate signage is approved by the Traffic Management Coordinator acting under delegated authority.
- iii. The Traffic Management Plans must be complied with including any specific conditions.
- iv. Copies of the relevant liability insurance policies are received.
- v. That the cost of all advertising is met by the event organisers.
- vi. Emergency Services are contacted regarding the holding of this event with details of the dates, locations and time frames.
- vii. As per the Traffic Management Plan provisions - all emergency services will be accommodated and access provided through the sites as required.
- viii. The applicant/s are responsible under the Health and Safety at Work Act 2015 for all health and safety risks associated with this activity and must take reasonably practicable steps to ensure the safety of all persons during these temporary road closures.
- ix. The applicant/s have in place at all times, appropriate Health and Safety measures (to prevent harm to any persons), including (but not limited to) any measures provided for in the submitted Health and Safety Plans including any conditions attached.

3.0 Background – *Te Horopaki*

3.1 This report covers the applications to hold events, being:

- **Arts Inc - Blossom Parade:** Queen St from King St to Hastings St, Heretaunga St from Nelson St to Hastings St, Eastbourne St from King St to Hastings St, Lyndon Rd from Railway Rd to Hastings St, King St from Avenue Road West to Heretaunga St, Market St from Avenue Rd West to Eastbourne St, Railway Rd from Lyndon Rd to Eastbourne St, Russell St from Avenue Rd East to Lyndon Rd, Karamu Rd from Avenue Rd East to Eastbourne St, Warren St from Avenue Rd East to Lyndon Rd. Closures vary from 6.00am to 5.00pm Saturday 24th September 2022. The purpose of this event is to hold the annual Blossom Parade.
- **HDC - Blossom Night Festival:** Heretaunga St from Karamu Rd to Hastings St, Warren St from Queen St East to Eastbourne St East. Closures are from 5.00pm Saturday 24th September to 1.00am Sunday 25th September 2022. The purpose of this event is to hold an Entertainment Night Festival.

3.2 The above temporary road closures will be managed in accordance with the New Zealand Transport Agency Code of Practice Temporary Traffic Management (CoPTTM).

3.3 Traffic Management Plans (TMP) are to be submitted to the Hastings District Council and the TMPs will be approved for implementation, subject to the temporary road closure applications being approved.

3.4 A temporary road closure checklist, set out under the consultation section of the report, details the necessary items that the organisers need to submit as part of their applications for the above proposed temporary road closures.

3.5 GIS maps showing the extent of the proposed temporary road closures are attached (**Attachments 1, 2, 3, 4, 5 and 6**).

3.6 At the time of writing this report there were no planned road works that will affect or impact the above temporary road closures.

4.0 Discussion – *Te Matapakitanga*

4.1 The above events are being undertaken by:

Hastings District Council and Arts Inc – this will be the second temporary closure of this section of Heretaunga Street during the 2022 calendar year. The average daily traffic count for Heretaunga Street is 4677 vehicles per day.

The other roads noted earlier in the report have been chosen specifically for their suitability for holding the respective proposed events. None of these other roads involved have been temporarily closed to date this year for events.

5.0 Options – *Ngā Kōwhiringa*

Option One - Recommended Option - Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga

5.1 Option A is the preferred option. It recommends the Committee approve the temporary road closures detailed above, subject to conditions that will ensure public safety is maintained.

Temporary road closure options listed below:

- **Option A:** Approve some or all of the temporary road closures detailed above.
- **Advantages:** These events can proceed and contribute to the safe use of roads within the district for these proposed events.

- Disadvantages: Traffic will be impeded for a short period of time on specific roads.
- **Option B:** Do not approve any of the temporary road closures detailed above.
- Advantages: Traffic will not be impeded.
- Disadvantages: The proposed events may need to be cancelled.

6.0 Next steps – *Te Anga Whakamua*

6.1 See above for options related to these proposed temporary road closures.

Attachments:

1↓	Festival Times	CG-16-14-00375
2↓	Road Closure times	CG-16-14-00376
3↓	Festival Advert	CG-16-14-00377
4↓	Closure application	CG-16-14-00378
5↓	Festival Map	CG-16-14-00379
6↓	Parade Map	CG-16-14-00380

Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

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.

“11. The council may, subject to such conditions as it thinks fit (including the imposition of a reasonable bond), and after consultation with the Police and the Ministry of Transport, close any road or part of a road to all traffic or any specified type of traffic (including pedestrian traffic).”

“(e) For a period or periods not exceeding in the aggregate 31 days in any year for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function:

Provided that no road may be closed for any purpose specified in paragraph (e) of this clause if that closure would, in the opinion of the council, be likely to impede traffic unreasonably.”

This report contributes to the purpose of local government by primarily promoting the cultural and social wellbeing of the community.

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

This proposal promotes the appealing visitor destination wellbeing of communities in the present and for the future.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

There are no known impacts for Tangata Whenua.

Sustainability - *Te Toitūtanga*

There are no known implications for sustainability.

Financial considerations - *Ngā Whakaarohanga Ahumoni*

The advertising cost for these events are being met by the organisers of the events: Arts Inc and the Hastings District Council.

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

This decision/report has been assessed under the Council's Significance and Engagement Policy as being of low significance.

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

The organisers of the above events have been in contact with affected parties/residents. They advise that no issues have been raised to date regarding the above proposed temporary road closures.

Documents received in regard to each of the applications are set out at the end of this section.

1. Blossom Parade
2. Blossom Night Festival

The above proposed temporary road closures have been posted on the Council website and formal public notification was published in the Hawke's Bay Today newspaper on Friday, 29th July 2022.

The closing date for submissions was 4:00pm, Friday 5th August 2022. No submissions were received.

If the road closure is approved, final formal public notification will be published in the Hawke's Bay Today newspaper on Saturday, 17th September 2022.

Items received: Blossom Parade and Blossom Night Festival

Temporary Road Closure application. Yes

Traffic Management Plan Yes

Road Bond NA – HDC Event

Event Safety Plan Managed by HDC

Resident Visiting Form NA Advised through Business Association.

Risk

Opportunity: To seek temporary road closures for the purpose of holding an annual festival event.

REWARD – <i>Te Utu</i>	RISK – <i>Te Tūraru</i>
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Following an assessment of the risks involved in holding an event of this type organisers have applied for a temporary road closure to ensure the safety of competitors and the public.	Safety (public)
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Rural Community Board – *Te Poari Tuawhenua-ā-Hapori*

There are no implications for the Rural Community Board. They have been advised of the proposed temporary road closures.

Blossom Festival - Key Parade Times

Parade start 1:00pm to 3.00pm.

Key Road closures times

1. 6.00am to 5.00pm Parade Set up
2. 6.30am to 3.00pm Heretaunga St W (1 block only)-Site 2
3. 6.30am to 1:00pm Heretaunga St East Blocks - Site 3
4. 12:00pm Balance of Parade Route commence closing
5. 10:30 pm Festival finishes – road progressively opened.
6. 1:00am Sunday final roads open

Other points

- Setup temporary bus stops
- Train at 7-00am No others
- Bo Buses and Intercity buses - advised

Road Closure Advertised times

- **Road Closures as per maps.**
- 1. **Set up Area:** Will be closed from 6.00am to 5.00pm on Parade Day. Includes
 - Lyndon St East from Railway Rd to Hastings St, Karamu Rd South, from Southampton St to Lyndon Rd and Warren St Just South of the Library to Lyndon St.
 - Eastbourne Russell St to Warren St post parade from 12:00pm to 5:00pm
- 2. **Festival Area:** Will be closed from 6.30am to 1:00am Sunday 25th Sept. Includes:
 - Heretaunga St E from Russell St to Hastings St and side roads Karamu Rd from Queen St, to Eastbourne St and Warren St from Queen St, to Eastbourne St.
 - Heretaunga West from King St to Market St 6.00am to 3:00pm
- 3. **Parade Route:** -from 12:00pm to 3:00pm
 - Eastbourne St: from King St to Hastings
 - Russell St: will be closed from Eastbourne St to Queen St
 - Queen St: will be closed from King St to Hastings.
 - King St and Market St: will be closed from Queen St to Eastbourne St



File Ref: ENG-49-0013

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Hastings 4136
Phone 06 871 5000
Fax 06 871 5115
www.hastingsdc.govt.nz
TE KALINIHĒRA O HERETAUNGA

To: Mark Henderson

Copy to: Adam Jackson / Tim Dreadon / Lachlan Crawford / Alf Johnson

Date: 27 July 2022

Subject: Notice of Road Closure

Hi Mark

Please arrange for the following advertisement to be included in the Hawke's Bay Today newspaper on **Friday, 29 July 2022**

Would you please also send through details of the Hawke's Bay Today advertising bill?

Please charge through Tanya Jackson.

<p>(Logo)</p> <p>ASSET MANAGEMENT</p> <p>ROAD CLOSURE</p> <p>TEMPORARY CLOSURE OF Heretaunga St, Karamu Rd, Warren St on Saturday, 24 September 2022</p> <p>Pursuant to the Tenth Schedule of the Local Government Act 1974, NOTICE IS HEREBY GIVEN that the Hastings District Council will temporarily close to all traffic:</p> <p>Heretaunga St from Russell Rd to Hastings St, Karamu Rd from Queen St to Eastbourne St, Warren St from Queen St to Eastbourne St.</p> <p>The road closures will be on Saturday, 24 September 2022 between 5pm and 1am Sunday 25 September 2022.</p> <p>The purpose of this road closure is for a Blossom night Festival.</p> <p>Any person objecting to this proposal is called upon to lodge a Notice of Objection in writing before 4pm Friday 5th August 2022 at the office of the Hastings District Council, Private Bag 9002, Hastings, Attention Group Manager, Asset Management.</p> <p>Craig Thew Group Manager: Asset Management</p>
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Many thanks



Temporary Road Closure Application Form

Applicant Details

Name	Ivan Aplin
Organisation	Creative Hastings
Address	3/100 Avondale Rd Hastings
Phone	845 0362
Mobile	027 221 0497
Email	ivan.aplin.fm@gmail.com
Date of application	20 June 2022

Closure Details

Reason for Closure Event name or purpose	To host the Annual Blossom Parade and incorporate new Heretaunga street festival (St Fest)
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Road or road section to be closed

For example Heretaunga Street East from Russell Street to Karamu Road

Road Closures as per maps.

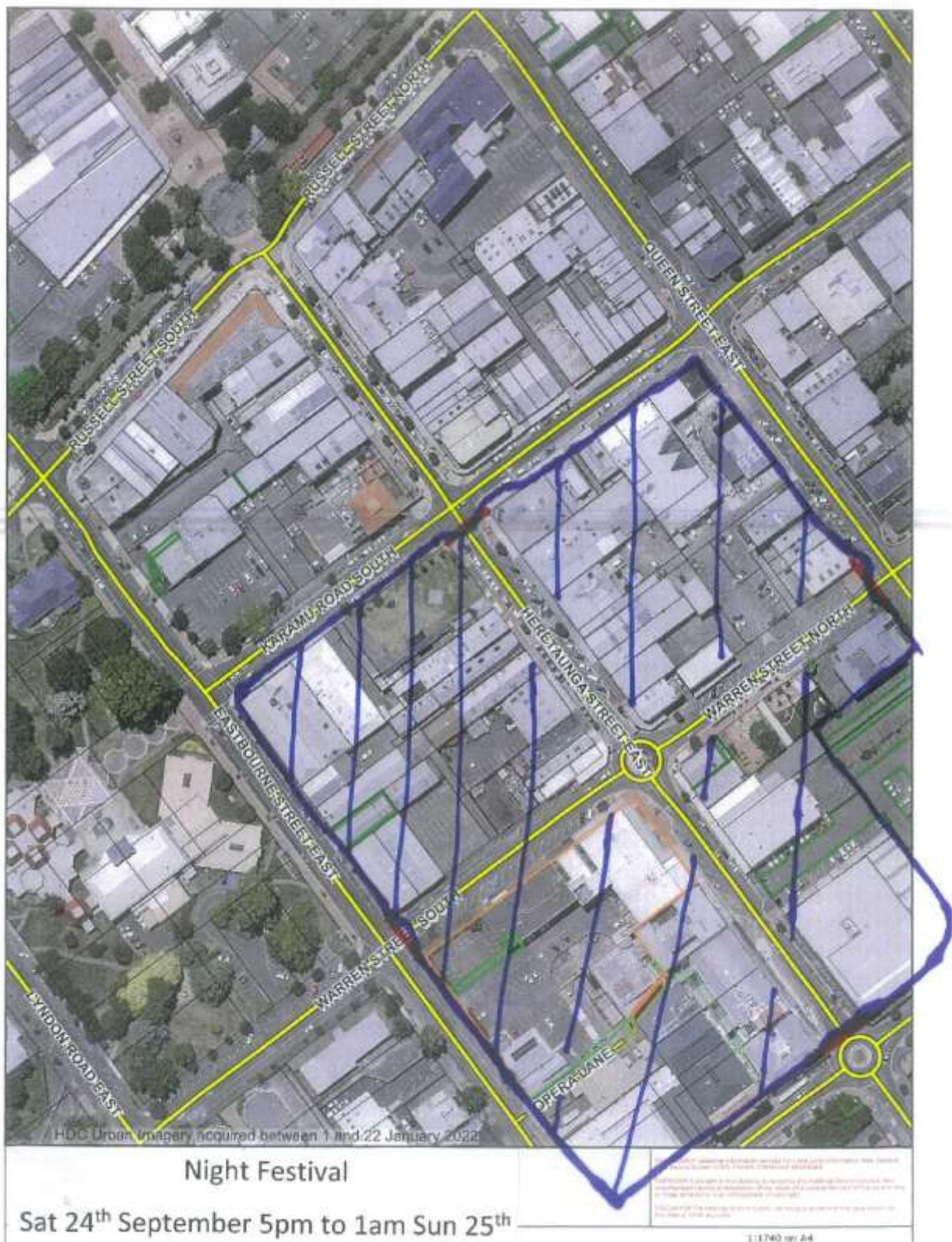
- Set up Area:** Will be closed from 6.00am to 5.00pm on Parade Day. Includes Lyndon St East from Railway Rd to Hastings St, Karamu Rd South, from Southampton St to Lyndon Rd and Warren St Just South of the Library to Lyndon St.
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 - Heretaunga West from King St to Market St 6.00am to 3.00pm
- Parade Route:** -from 12:00pm to 3:00pm
 - Eastbourne St: from King St to Hastings
 - Russell St: will be closed from Eastbourne St to Queen St
 - Queen St: will be closed from King St to Hastings.
 - King St and Market St: will be closed from Queen St to Eastbourne St

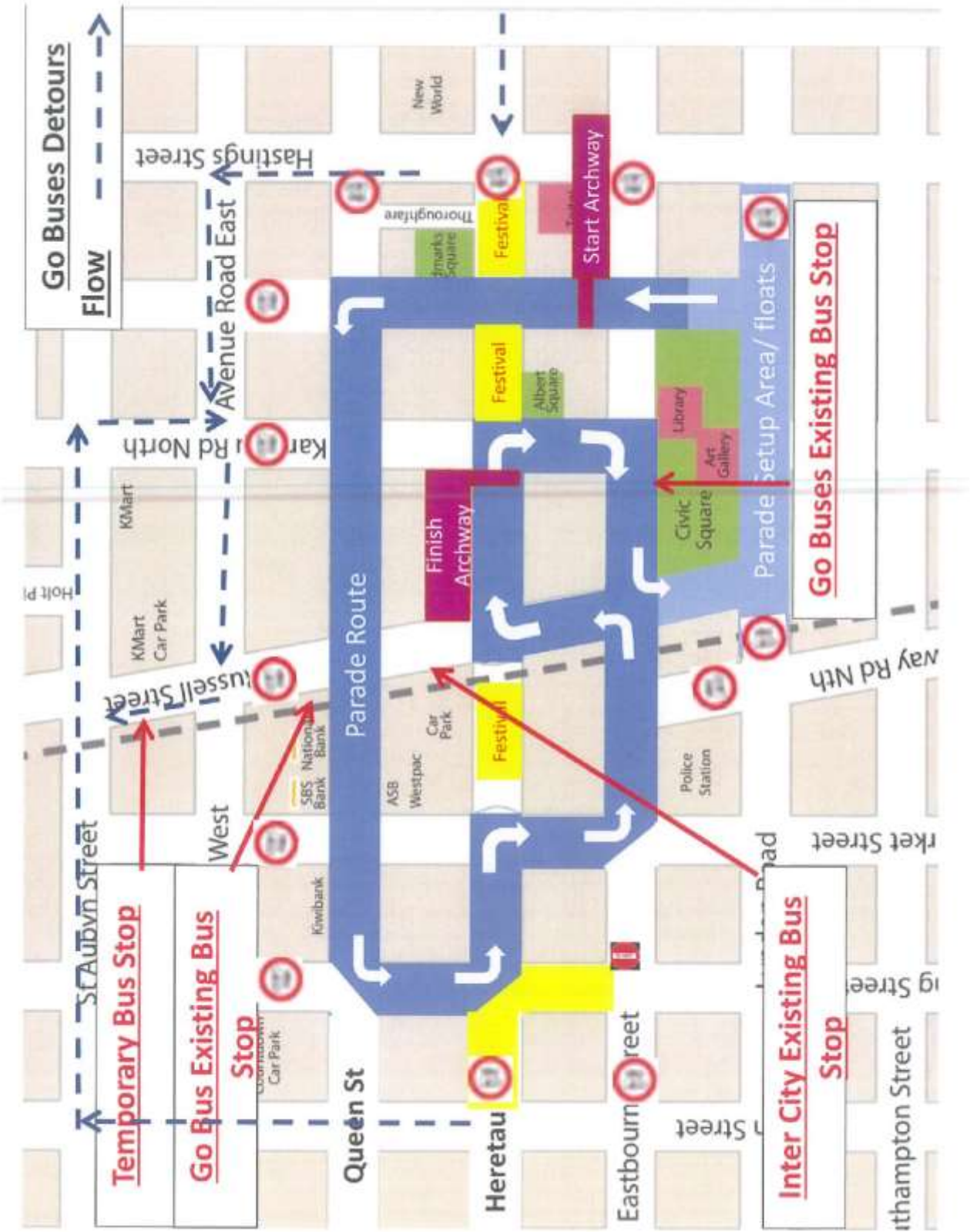
Closure Period

Saturday 24 September 2022 from 6 am to 1 am Sunday 25th September. Breakdown of times as detailed above.

HDC Use Only

Date Received	
Signed	
Position	





HASTINGS DISTRICT COUNCIL

CIVIC AND ADMINISTRATION SUBCOMMITTEE MEETING

TUESDAY, 23 AUGUST 2022

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:

8 Te Mata Park Trust Board Appointments Process

9 Gum Tree Civil Works Contract

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>
8 Te Mata Park Trust Board Appointments Process	Section 7 (2) (a) The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. Privacy for the applicants involved as part of the application and interview process.	Section 48(1)(a)(i) 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.
9 Gum Tree Civil Works Contract	Section 7 (2) (b) (ii) The withholding of the information is necessary to protect information where the making available of the information would be likely to unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information. Section 7 (2) (i) 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 ensure the commercial position of tenderers is protected.	Section 48(1)(a)(i) 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.