

**A Meeting of the Finance Regulatory and Business Support will be held as follows:**

**Date: Monday 25 November 2024**

**Time: 2:00pm**

**Venue: Council Chambers, 105 Tainui Street, Greymouth**

Joanne Soderlund  
Chief Executive

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# AGENDA

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**Members:**

Chair: Councillor Rex MacDonald

Deputy Chair:

Members: Mayor Tania Gibson  
Councillor Allan Gibson  
Councillor John Canning  
Councillor Peter Davy  
Councillor Kate Kennedy  
Councillor Robert Mallinson  
Councillor Jack O'Connor  
Councillor Tim Mora  
Kaiwhakahaere Francois Tumahai

*(Quorum 5 members)*

Contact Telephone: 03 7698600

Email: trish.jellyman@greydc.govt.nz

Website: <https://www.greydc.govt.nz/our-council/agendas-and-minutes/Pages/default.aspx>

*The information in this document is provided to facilitate good competent decisions by Council and does in no way reflect the views of Council. Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.*

## TERMS OF REFERENCE

|                        |   |
|------------------------|---|
| Type of Committee      | Council Committee   |
| Subordinate to         | Council   |
| Subordinate Committees | Animal Control<br>Risk and Assurance  |
| Legislative Basis      | Committee established by the Council as per Schedule 7, Section 30 (1) (A), LGA 2002.<br>Committee delegated powers by the Council as per Schedule 7, Section 32, LGA 2002  |
| Members                | Mayor<br>Eight Councillors (8)<br>Independent Iwi representative (1)  |
| Quorum                 | Five members (5)  |
| Meeting frequency      | Six weekly or as and when required.   |
| Terms of Reference     | <p>The purpose of the Committee is to:</p> <p>Finance</p> <ol style="list-style-type: none"> <li>a) Advise and support the Mayor on the development of the Long Term Plan (LTP) and Annual Plan (AP).</li> <li>b) Monitor the overall financial management and performance of the Council including appropriate financial forecasting and cashflow monitoring.</li> <li>c) Make financial decisions required outside of the annual budgeting processes.</li> </ol> <p>The committee will establish an annual work programme outlining key focus areas in line with its responsibilities, which include:</p> <ul style="list-style-type: none"> <li>• Advising and supporting the Mayor on the development of the LTP and AP for consideration by the Council.</li> <li>• Financial policy related to LTP and AP.</li> <li>• Setting of rates.</li> <li>• Preparation of the consultation document and supporting information, and the consultation process, for the LTP and AP.</li> <li>• Establishing and managing a structured approach to the approval of non-budgeted expenditure (including grants, loans or</li> </ul> |

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|--------|--|
|        | <p>guarantees) that reinforces value for money and expectation of tight expenditure control.</p> <ul style="list-style-type: none"> <li>• Performance measures and monitoring.</li> <li>• Write-offs.</li> <li>• Acquisition of property in accordance with the LTP.</li> <li>• Disposal in accordance with the LTP.</li> </ul>  |
| Powers | <ol style="list-style-type: none"> <li>I. All powers necessary to perform the committee’s responsibilities, including: <ol style="list-style-type: none"> <li>(a) Approval of submission to an external body.</li> <li>(b) Establishment of working parties or steering groups.</li> </ol> </li> <li>II. The Committee has the powers to perform the responsibilities of another committee, where it is necessary to make a decision prior to the next meeting of that other committee.</li> <li>III. If a decision is a budgetary or financial decision that relates primarily to the Finance and Regulatory and Business Support Committee responsibilities, the Committee has the powers to make associated decisions on matters that would otherwise be decided by other committees. For the avoidance of doubt, this means that matters do not need to be taken to multiple committees for decisions.</li> <li>IV. The Committee does not have: <ol style="list-style-type: none"> <li>(a) The power to establish subcommittees.</li> <li>(b) Powers that the Council cannot delegate or has retained to itself.</li> </ol> </li> </ol> |

|                      |   |
|----------------------|---|
|                      | <p>Regulatory</p> <ul style="list-style-type: none"> <li>• To develop and approve Council’s regulatory policies, and review as appropriate as necessary.</li> <li>• To develop district bylaws and recommend them for Council approval, and review as appropriate and necessary.</li> <li>• To consider any reports relating to any regulatory function to the Council.</li> <li>• To ensure that Council meets all compliance requirements relating to its regulatory responsibilities.</li> <li>• To approve contracts relating to the responsibilities of the Committee.</li> <li>• Review of changes to central government policy or laws affecting Council’s regulatory and policy functions; review of regulatory functions or planning documents and policies of external agencies (including Regional Policy Statements and Plans), and lodgement of responses / submissions as necessary.</li> <li>• Regulatory policy and administration of regulatory functions.</li> <li>• Animal control and dog control.</li> <li>• Responsible camping.</li> <li>• Parking control.</li> <li>• Building Control</li> </ul> |
| Limits to Delegation | <p>Matters that cannot be delegated by Council include:</p> <ul style="list-style-type: none"> <li>• The power to make a rate.</li> <li>• The power to make a bylaw.</li> <li>• The power to borrow money, or purchase or dispose of assets, other than in accordance with the long term plan.</li> <li>• The power to adopt a long term plan, annual plan, annual report.</li> <li>• The power to appoint a Chief Executive.</li> <li>• The power to adopt policies required to be adopted and consulted on under this Act in association with the long term plan or</li> </ul>  |

|  |  |
|--|--|
|  | <p>developed for the purpose of the local governance statement.</p> <ul style="list-style-type: none"><li>• The power to adopt a remuneration and employment policy.</li></ul> |
|--|--|

# **SUB-COMMITTEE IN OPEN MEETING**

## **GENERAL BUSINESS AND TABLED ITEMS**

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

## **LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968**

Sub-Committee members are reminded that if he/she has a direct or indirect interest in any item on the agenda be it pecuniary or on grounds of bias and predetermination, then he/she must declare this interest and refrain from discussing or voting on this item.

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## **1 APOLOGIES AND DECLARATIONS OF INTEREST**

### **1.1 APOLOGIES**

Nil

### **1.2 UPDATES TO THE INTERESTS REGISTER**

Sub-Committee members to please advise if there are any changes to be made to the current Interests Register.

### **1.3 IDENTIFY ANY CONFLICTS OF INTERESTS IN THE AGENDA**

Notification from committee members of:

- 1.3.1 Any interests that may create a conflict with their role as a committee member relating to the items of business for this meeting (prior to taking part in the deliberation of a particular item); and
- 1.3.2 Any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968.

### **1.4 NOTIFICATION OF LATE ITEMS**

Where an item is not on the agenda for a meeting, that item may be dealt with at that meeting if:

- 1.4.1 The Committee by resolution so decides; and
- 1.4.2 The Chairperson explains at the meeting at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent meeting.



## **2 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **2.1 CONFIRMATION OF THE FINANCE REGULATORY AND BUSINESS SUPPORT COMMITTEE HELD ON 22 OCTOBER 2024**

#### **SUGGESTED RECOMMENDATION**

That the minutes of the Finance Regulatory and Business Support Committee held on 22 October 2024 be confirmed as true and correct.

### **2.2 RECEIPT OF MINUTES OF THE RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD UNDER DELEGATED AUTHORITY FOR INFORMATION OF COUNCIL HELD 14 OCTOBER 2024**

#### **SUGGESTED RECOMMENDATION**

That the minutes of the Risk and Assurance Sub-Committee Meeting held on 14 October 2024 be received and noted.

**MINUTES OF THE FINANCE REGULATORY AND BUSINESS SUPPORT OF THE GREY DISTRICT COUNCIL**

Held in Council Chambers, 105 Tainui Street, Greymouth  
on Tuesday 22 October 2024 commencing at 1:00 pm

**PRESENT:** Mayor Tania Gibson (Chair)  
Councillor Allan Gibson, Councillor John Canning, Councillor Peter Davy, Councillor Kate Kennedy, Councillor Robert Mallinson, Councillor Jack O'Connor, Councillor Tim Mora, Cr Rex MacDonald (arrived 1.03pm)

**IN ATTENDANCE:** Joanne Soderlund (Chief Executive), Neil Engelbrecht (Finance Manager), Trish Jellyman (Democracy Advisor), Megan Bourke (Communications Officer)

Her Worship chaired the meeting due to Cr MacDonald being delayed.

## **1 APOLOGIES AND DECLARATIONS OF INTEREST**

### **1.1 APOLOGIES**

#### **COMMITTEE RESOLUTION FRABS 24/10/022**

**Moved:** Mayor Tania Gibson

**Seconded:** Cr John Canning

1. That the apology from Cr MacDonald for lateness be accepted.
2. That the apology from Kaiwhakahaere Tumahai be accepted and a leave of absence granted.

**Carried Unanimously**

### **1.2 UPDATES TO THE INTERESTS REGISTER**

There were no updates to the Interest Register.

### **1.3 IDENTIFY ANY CONFLICTS OF INTERESTS IN THE AGENDA**

There were no declarations of interest.

### **1.4 NOTIFICATION OF LATE ITEMS**

There were no late items.

## **2 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **2.1 CONFIRMATION OF THE FINANCE REGULATORY AND BUSINESS SUPPORT COMMITTEE HELD ON 9 SEPTEMBER 2024**

#### **COMMITTEE RESOLUTION FRABS 24/10/023**

**Moved:** Mayor Tania Gibson

**Seconded:** Cr Tim Mora

That the minutes of the Finance Regulatory and Business Support Committee held on 9 September 2024 be confirmed as true and correct.

**Carried Unanimously**

### **3 AGENDA ITEMS**

#### **3.1 MATTERS UNDER ACTION**

Refer page 17 of the agenda.

Cr O'Connor noted that faecal incidents at WRC are costing around \$1,400 to \$1,500 an hour per incident. He wondered if it would be worth investigating the subsidising of "Little Swimmers" or offering free "Little Swimmers", to babies using this facility and whether or not this would be a viable option.

Her Worship stated that this could be looked into.

Cr Kennedy stated that dialling down the water temperature can help to reduce these type of incidents.

#### **3.2 REGULATORY, RECREATION, BUSINESS SUPPORT AND CUSTOMER SERVICES REPORT**

Refer page 18 of the agenda.

##### **COMMITTEE RESOLUTION FRABS 24/10/024**

**Moved: Mayor Tania Gibson**

**Seconded: Cr Allan Gibson**

That the Finance Regulatory and Business Support Committee:

1. Receives the report and notes the contents.

**Carried Unanimously**

##### **COMMITTEE RESOLUTION FRABS 24/10/024**

**Moved: Cr Mallinson**

**Seconded: Cr Rex MacDonald**

That the financial report for the July period be put to the 31 October Council meeting

**Carried Unanimously**

Cr Mora asked if recruitment is underway for the Systems and Cataloguing role at the Library.

The CE advised that there are budgetary constraints in this area, she agreed to follow up on the priority of replacing this role. She stated that modelling for staffing levels for the new library is now underway.

Cr Gibson noted that there is a high number of overdue debtors. He asked if there is something being put in place around this issue.

The CE advised that the Acting CE was actively working on ways to manage debt recovery, there are a few issues that are now being followed up on.

The FM advised that the Acting CE had written a debt recovery policy which is yet to be finalised. He stated

that staff are now catching up in this area.

In response to a query from Cr Kennedy, the CE agreed to follow up on when the Economic Strategy Review is likely to be put to Council.

In response to a query from Cr MacDonald regarding the Health and Safety Plan for the Greymouth Street Races, Her Worship confirmed that this is in place. She stated that the committee works closely with Council's Health & Safety staff for this event.

Cr Kennedy spoke of issues she has experienced with Snap Send Solve and issues around the work Council Contractors are doing. It was agreed this matter would be raised at this afternoon's meeting of the Operations & Capital Programme Delivery Committee as the GMO will be able to assist with this.

Cr O'Connor commented that it is great to see the implementation of Procurement to Pay as this will assist with keeping projects to budget and will also allow for live updates.

Her Worship asked the FM for an update on pan rates for schools as schools were previously advised not to pay at the moment.

The FM responded that he is currently working through this process.

Discussion took place on communication issues with Snap Send Solve. The CE advised that ELT are working on ways to improve feedback and contractor involvement. She is looking forward to seeing improvements in this area.

Her Worship stated that those residents that will be required to carry out separation of onsite services (stormwater and foul water), and connection to the new sewer only system will need time to be able to engage plumbers to carry out this work and it is important that assistance is provided wherever possible to these residents.

## 4 IN COMMITTEE ITEMS

That the public is excluded from this part of the meeting in relation to:

### Agenda item 4.1

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

#### COMMITTEE RESOLUTION FRABS 24/10/025

Moved: Mayor Tania Gibson

Seconded: Cr Allan Gibson

| General subject of each matter to be considered  | Reason for passing this resolution in relation to each matter   | Ground(s) under section 48(1) for the passing of this resolution  |
|--|---|---|
| 4.1 - CONFIRMATION OF IN COMMITTEE MINUTES OF FINANCE REGULATORY AND BUSINESS SUPPORT COMMITTEE HELD ON 9 SEPTEMBER 2024 | s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for |

|  |  |   |
|--|--|---|
|  | <p>disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> | <p>withholding would exist under section 6 or section 7</p> |
|--|--|---|

**Carried Unanimously**

**5 SUB-COMMITTEE RESUMES IN OPEN MEETING**

**CLOSURE OR RATIFICATION OF DECISIONS IN OPEN MEETING.**

The meeting concluded at 1.20 pm.

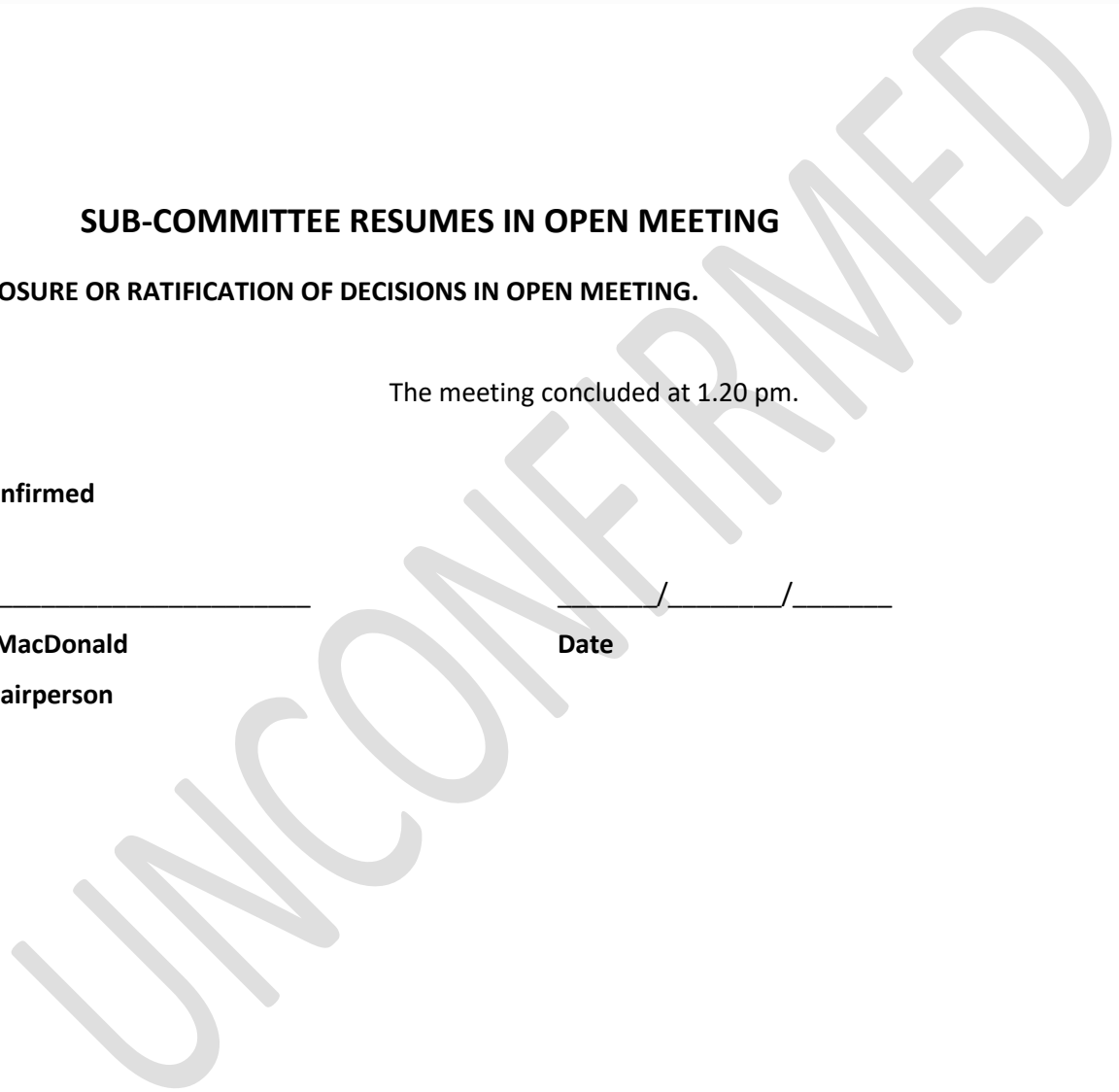
**Confirmed**

\_\_\_\_\_

**R MacDonald**  
**Chairperson**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Date**



**MINUTES OF THE RISK AND ASSURANCE SUB-COMMITTEE MEETING OF THE GREY DISTRICT COUNCIL****Held in Council Chambers, 105 Tainui Street, Greymouth****on Monday 14 October 2024 commencing at 3.30pm**

**PRESENT:** Mr Rob Caldwell (Chair)  
Mayor Tania Gibson (Deputy Chair), Councillor Robert Mallinson, Councillor Rex MacDonald, Councillor Jack O'Connor

**IN ATTENDANCE:** Joanne Soderlund (Chief Executive), Neil Engelbrecht (Finance Manager), Gemma Trezise (People & Capability Business Partner), Trish Jellyman (Democracy Advisor), Shannon Beynon (Communications & Engagement)

The Chairman welcomed Council's new Chief Executive, Joanne Soderlund to her first meeting.

## **1 APOLOGIES AND DECLARATIONS OF INTEREST**

### **1.1 APOLOGIES**

There were no apologies.

### **1.2 UPDATES TO THE INTERESTS REGISTER**

There were no updates to the Interest Register.

### **1.3 IDENTIFY ANY CONFLICTS OF INTERESTS IN THE AGENDA**

There were no declarations of interest.

### **1.4 NOTIFICATION OF LATE ITEMS**

There were no late items.

## **2 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **2.1 CONFIRMATION OF THE RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD ON 26 AUGUST 2024**

**COMMITTEE RESOLUTION RA 24/10/029**

**Moved: Cr Robert Mallinson**

**Seconded: Cr Rex MacDonald**

That the minutes of the Risk and Assurance Sub-Committee Meeting held on 26 August 2024 be confirmed as true and correct.

**Carried Unanimously**

### 3 AGENDA ITEMS

#### 3.1 MATTERS UNDER ACTION

Refer page 15 of the agenda.

#### 3.2 TREASURY UPDATE 30 SEPTEMBER 2024

Refer page 17 of the agenda.

The FM advised that the main item is the drop in interest rates. He advised that Council is no longer in breach of its Fixed Rate Hedging Bands and the Fixed Interest Rate cover.

The Chairman clarified his understanding that specific loans are related to specific projects and Council will fund loan repayments around those activities and that money will be held in reserve to then be repaid from the loans as they mature.

The FM confirmed that floating debt works the same as all loans have a fixed maturity date and will be paid in the year that they mature and interest rate swaps and fixed rate swaps will be in line with this.

Cr Mallinson asked the FM if this takes into account the debt that should have been repaid in the last two years. The FM confirmed this and stated that catch ups will be done. He stated that loans are only repaid on maturity. He advised that he has prepared loan details for the next LTP Workshop.

The Chairman noted that where interest rates have moved to, there has been a 50 point reduction which will flow through to here at some point. He stated that looking at maturities against the parameters in the graph, currently fixed rate debt is at the low end of the range but he feels that at some point this should probably increase. He suggested that Council may wish to consider seeking advice on at what trigger points it should be increasing the percentage of fixed rate debt it has. He noted that the Treasury Management Policy is currently under review for the LTP and suggested that Bancorp may be able to assist with a Treasury strategy. The CE agreed that this is a good opportunity for a review. The FM stated that even without changing the policy Council has quite a bit of movement available. The Chairman stated that it may be strategically beneficial to Council in terms of future borrowing.

The Chairman stated that full Council may wish to be involved with the Treasury Management Policy once this committee has had a good look at it.

#### **COMMITTEE RESOLUTION RA 24/10/030**

**Moved: Mr Rob Caldwell**

**Seconded: Mayor Tania Gibson**

1. That the Risk and Assurance Sub-Committee Meeting receives the report.

**Carried Unanimously**

#### 3.3 HEALTH AND SAFETY REPORT

Refer page 27 of the agenda.

The PCBP spoke to this report. She outlined the initiatives of the Wellbeing Policy.

Cr O'Connor noted that stress is showing as a rising risk and it is good to see this policy in place as it is very comprehensive.

The PCBP advised the numbers for incidents in the report is incorrect. The correct number is 199 incidents for the year to date.

Cr MacDonald asked how contractor management is going.

The PCBP responded that preapproval numbers are static at the moment but she is hoping for a shift in this space. She advised that Council's Project Manager is carrying out site safety inspections. He checks that the correct equipment is being used and that site visits are being recorded. She stated that not much information from contractors is being received regarding incidents and accidents on site but she is expecting this to improve as relationships with contractors are improved.

The Chairman requested that the PCBP provides a graph that shows how lost time and injury rates are going over time as he would like to know if there are any long term absences related to incidents. It was confirmed that these figures are just for Council staff and not contractors.

The PCBP confirmed that Culture (Safe Plus) is done through WorkSafe and they conduct the free survey. She stated that Council will now have a true methodology in this area which will provide consistency.

The Chairman commented that this is all part of continual improvement.

#### **COMMITTEE RESOLUTION RA 24/10/031**

**Moved: Cr Rex MacDonald**

**Seconded: Cr Jack O'Connor**

1. That the Risk and Assurance Sub-Committee Meeting receives the report.

**Carried Unanimously**

## **4 IN COMMITTEE ITEMS**

That the public is excluded from this part of the meeting in relation to:

**Agenda items: 4.1 and 4.2**

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

#### **COMMITTEE RESOLUTION RA 24/10/032**

**Moved: Mr Rob Caldwell**

**Seconded: Cr Robert Mallinson**

| <b>General subject of each matter to be considered</b>   | <b>Reason for passing this resolution in relation to each matter</b>   | <b>Ground(s) under section 48(1) for the passing of this resolution</b>   |
|--|--|---|
| <b>4.1 - CONFIRMATION OF IN COMMITTEE MINUTES OF RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD ON 26 AUGUST 2024</b> | <p><b>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</b></p> <p><b>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely</b></p> | <b>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</b> |



|   |   |   |
|---|---|---|
|   | <p>unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> |   |
| <p><b>4.2 - ICT AND CYBERSECURITY IMPLEMENTATION PLAN ON AUDITS PERFORMED</b></p> | <p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege</p>   | <p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p> |
| <p><b>4.3 - LONG TERM PLAN 2025-2034 RISK REGISTER</b></p>                        | <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p>  | <p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p> |

Motion Carried

**5 SUB-COMMITTEE RESUMES IN OPEN MEETING**

**CLOSURE OR RATIFICATION OF DECISIONS IN OPEN MEETING.**

The meeting concluded at 4.35 pm

Confirmed

\_\_\_\_\_

R Caldwell

Chairperson

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

UNCONFIRMED

### 3 AGENDA ITEMS

#### 3.1 REGULATORY, RECREATION, BUSINESS SUPPORT AND CUSTOMER SERVICES REPORT

**File Number:**

**Report Author:** Finance Manager

**Report Authoriser:** Chief Executive

**Appendices:** Nil

##### 1. REPORT PURPOSE

- 1.1. This report is to provide an update to the Finance, Regulatory and Business Support Committee with respect to the delivery of functions and activities within the Support Group.

##### 2. OFFICER RECOMMENDATION

That the Finance Regulatory and Business Support Committee:

1. Receives the report and notes the contents.

##### 3. REGULATORY DEPARTMENT

###### 3.1. Planning

###### 3.1.1. Processing

In the month of September there were:

- 12 applications lodged.
- 9 applications granted.

Figures for the year 2024 (ending September) are as follows:

- 96 applications lodged.
- 99 applications granted
- These figures are ahead of the previous year (88 & 73).

In the month of October there were:

- 12 applications lodged.
- 10 applications granted.

Figures for the year 2024 (ending October) are as follows:

- 108 applications lodged.
- 109 applications granted
- These figures are ahead of the previous year (95 & 86).

###### 3.2. Te Tai o Poutini Plan

Involvement in this process continues with both meeting attendance at the Technical Advisory Team and the Joint Committee levels.

Four hearing streams were held in September & October. Council did not give evidence at any of the hearings.

### 3.3. **TiGa Minerals & Metals LTD (Barrytown sand mining)**

Following mediation all parties continued to negotiate (remotely) the proposed conditions. On 24 September 2024 agreement was reached and the mediation documents were lodged with the Environment Court.

On 02 October 2024 the Environment Court issued the consent order. TiGa now has resource consent to operate.

## **Freedom Camping and Parking Compliance**

### 3.3.1. Freedom Camping

Occupation of the campsites is starting to increase. This is particularly noticeable at the old Cobden Dump site. Compliance with regulations is generally good.

Total infringement notices issued for September were: **16**

### 3.3.2. Parking

Parking infringements issued decreased again this month. The availability of parks due to parking space on the old Duncan Hardie Building site has resulted in less pressure on on-street parking.

Total infringement notices issued for September were: **22**

## 3.4. **Food, Health and Liquor Licencing**

### 3.4.1. Liquor Licencing

In the month of September there were:

Applications: **19**

Applications year to date: **122**

### 3.4.2. Food & Health Regulation

In the month of September there were:

Applications: **5**

Applications year to date: **67**

## 3.5. **Noise Complaints**

Complaints for September: **22**

Complaints for October: **18**

Complaints for year to date: **178**

## 3.6. **Animal Control**

Complaints for September: **29**

Complaints for October: **16**

Complaints for year to date: 199

**3.7. Other Regulation**

Nothing to report for the months of September and October.

#### 4. COMMUNITY, RECREATION AND CUSTOMER SERVICES

##### Community & Recreation Services Manager

October was a busy month across all functions with school holidays and a very wet long weekend. The library’s holiday programme never fails to deliver with great attendance and an increase in feedback responses.

The customer service team continued to focus on sewer separation enquiries, this is now tracked separately in monthly data.

The performance tracking of the fitness centre has significantly increased due to the new fitness equipment. The pools were well used during the busy long weekend with no closures, which was fantastic.

HappyOrNot feedback this month:

Customer Service 55 responses  
 Westland Recreation Services 888 responses  
 Grey District Library 216 responses

*Great - GDC  
 The swim teachers are awesome- WRC  
 Had fun making cards and crafts – Library*

##### Performance Measures

| Area                 | How we’ll measure                         | 23/24 target | 23/24 measure | 24/25 Tracking October | Comment                             |
|----------------------|---|--------------|---------------|------------------------|-------------------------------------|
| Customer Service GDC | % of users satisfied with service         | 80%          | 88%           | 96%                    |                                     |
| Library              | % of users satisfied with service         | 82%          | 86%           | 89%                    |                                     |
| Westland Centre      | Rec % of users satisfied with pools       | 75%          | 77%           | 79%                    | Pools & stadium combined            |
|                      | % of users satisfied with stadium         | 75%          | 77%           | 79%                    | Average of fitness & pools combined |
|                      | % of users satisfied with fitness/classes | 70%          | 79%           | 83%                    | Increase due to new equipment       |

Customer service



Library



Westland Recreation Centre

How happy are you with our service today?



**PNCC – After hour call service**

An increase of 50 calls this month. Main areas are Water Supply, Rooding, Bylaws and Animal Control.

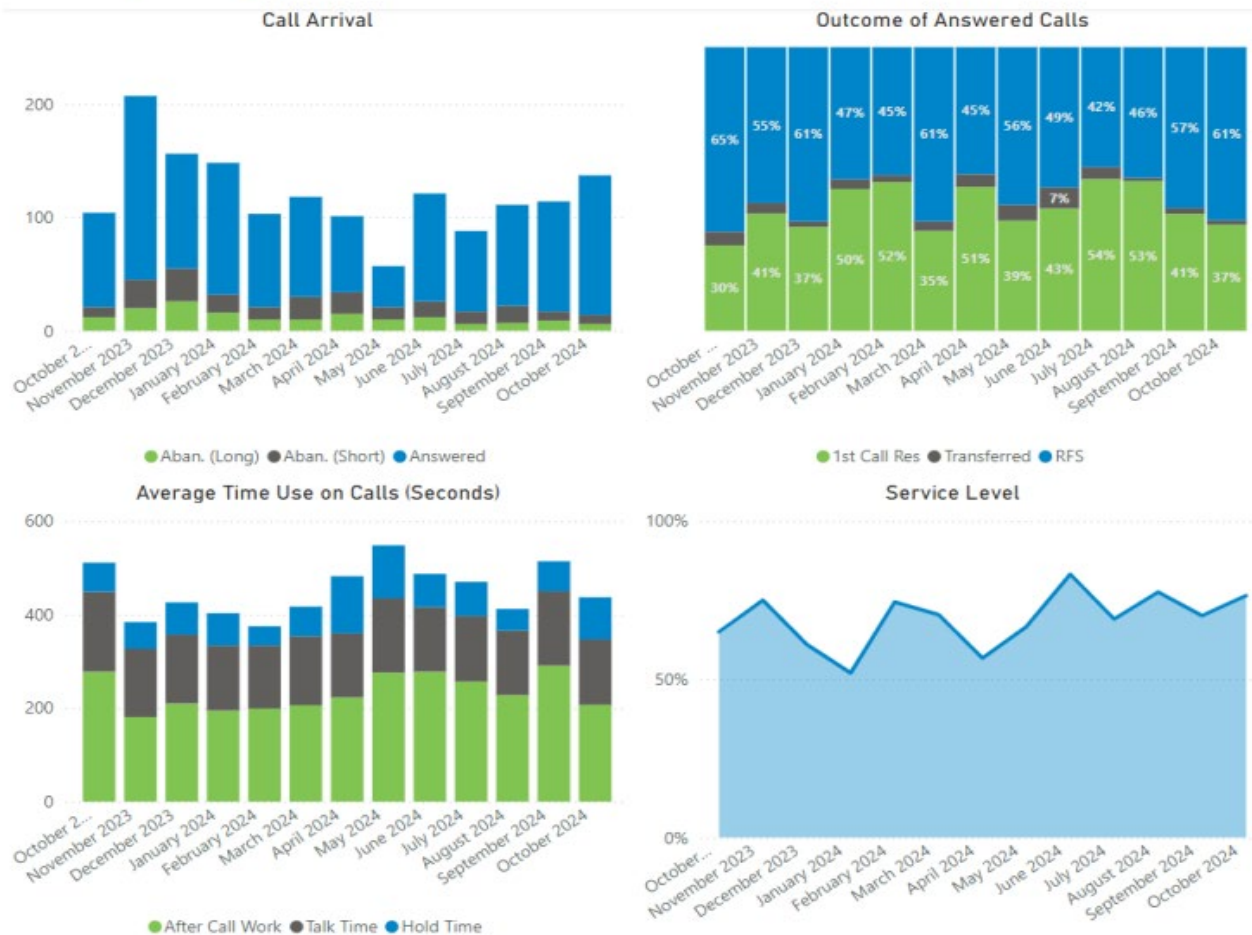
PNCC committed an additional 5 staff for the Christmas period. All after hour details have been submitted to PNCC for the period the Tainui offices will be closed.

## SUMMARY OCTOBER 2024

**Key statistics this month**

|                                       |          |
|---------------------------------------|----------|
| <b>Number of Calls</b>                | 137      |
| <b>Number of Requests Logged</b>      | 75       |
| <b>Abandoned Rate (%)</b>             | 4%       |
| <b>Service Level</b>                  | 76%      |
| <b>Average Speed to Answer</b>        | 00:00:36 |
| <b>Average Handle Time (TT + ACW)</b> | 00:06:07 |

**How are you tracking?**



| Count of Action         | Column Labels    | Information Given | Job logged | Outcome   | Grand Total |            |
|-------------------------|------------------|-------------------|------------|-----------|-------------|------------|
| Row Labels              | Call Transferred | Information Given | Job logged | Outcome   | Grand Total |            |
| Animal Control          |                  |                   | 4          | 7         | 11          |            |
| Bylaws                  |                  |                   | 6          | 20        | 26          |            |
| Cemetery                |                  |                   |            | 1         | 1           |            |
| Comms/Media             |                  |                   | 1          |           | 1           |            |
| Council Details         |                  |                   | 8          |           | 8           |            |
| Council Property/Alarms |                  |                   |            | 1         | 1           |            |
| Missed Call             |                  |                   | 1          |           | 1           |            |
| Parks and Reserves      |                  |                   |            | 1         | 1           |            |
| Rates/Finance           |                  |                   | 2          |           | 2           |            |
| Roading                 | 1                |                   | 6          | 15        | 1           | 23         |
| Waste Management        |                  |                   | 3          | 3         | 6           |            |
| Wastewater              |                  |                   |            | 1         | 1           |            |
| Water Supply            |                  |                   | 18         | 22        | 1           | 41         |
| Wrong Number            |                  |                   | 1          |           | 1           | 2          |
| <b>Grand Total</b>      | <b>1</b>         |                   | <b>50</b>  | <b>71</b> | <b>3</b>    | <b>125</b> |

## Projects

**Snap, Send, Solve**, – Combined ELT/SLT meeting took place to discuss process and find solutions. Main issue remains, the customer receives no contact. Same with CRMs.

**CRMs** – Customer Service team will clean up the backlog of old CRMs again, this isn't sustainable. Managers will be informed by CSOs to attend to urgent CRMs. Reports will be presented fortnightly to ELT to track progress.

**HappyOrNot** – Increased number in responses for the facilities this month.

**Museum Services** – CRSM is meeting with CE in November to discuss.

**PARS** – Draft document will be presented to CE by CRSM and Sport Canterbury's regional manager.

**Policies & Procedures review** – ELT requested track changes, CRSM will resubmit end of November. The disability and retirement housing amendments need further discussion.

**LTP** – Community & Recreation budgets are in process.

**WRC Roof remedials** – Tender has been awarded, work will commence subject to weather conditions

**EMSOL Energy Audit** – Task team meeting took place 11 September. Focus is on energy saving; U&IM has access to energy usage reports which shows some savings due to upgrades e.g. light replacements with LED. Message to staff regarding turn off monitors and lights at the end of the day.

**Age Friendly Strategy** – Not a priority due to workload.

**Community Economic Development Strategy review** – CRSM has submitted a report to CE for further discussion, meeting set to discuss late November.

## Library Supervisor – Report for October 2024

- **HISTORY HOUSE MUSEUM**

1. **Summary**

- Discussions will continue regarding the future of this service and the building at a Council workshop.

- **GREY DISTRICT LIBRARY**

1. **Summary**

- There was an average of 220 patrons per day during October at a total of 5,719.
- The Library welcomed 52 new members: the highest figure since September 2023 (61).



- There was a total of 5,943 issues in October across our physical and digital platforms.
- There were 2472 APNK Wi-Fi connections; the highest figure since pre-COVID.
- The absence of a systems and cataloguing Librarian since February continues to impact the Library's BAU, especially at the top level.

### 1. Programmes and outreach

- **School holidays:** Our school holiday programme ran from September 28-October 12. There were bird-themed activities for children and young adults, as well as a special performance best-selling children's author, Deano Yipadee. Over 300 children and their guardians participated in our programme.

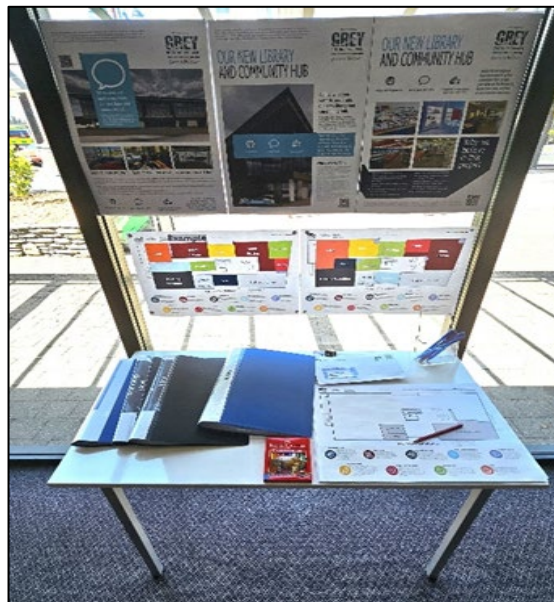


**Big Brothers Big Sisters of New Zealand:** The Library hosted a drop-in session for this Youth Mentoring programme on Saturday, 5 October.

**Hallowe'en:** We had a variety of events and activities leading up to Hallowe'en (October 31), including our guess-the-gruesome-bits-in-a-box event! Over 100 children and parents participated in our events.



**New Library Community Engagement:** The Library worked with the Communications team to set up and promote, on site, the engagement survey for the new library. The survey will be available for the community/patrons until November 8.



**Displays:**

- **Main display:** Hallowe'en
- **Reading room display:** First line, pick up line



- **Westland Recreation Centre Supervisor**

1. Summary

October was financially a good month for WRC. It was busier in the stadium than the previous month, but the fitness centre and pools are well used by members and visitors. We have 1667 members of which actively 1080 visit our facility as we recorded 6500 visits this month.



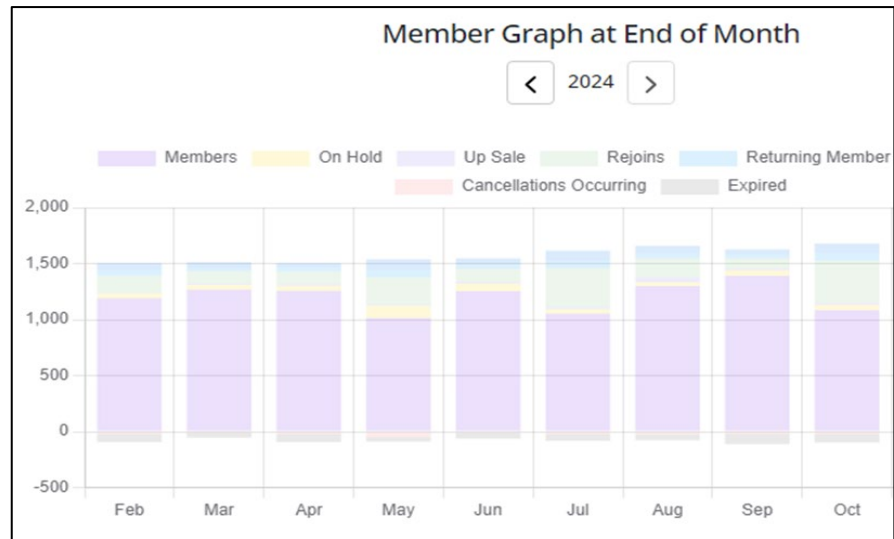
2. Wet side

The pools had an incredible 4563 casual visitors this month and 1476 visitors enjoyed the hydro slides. The wet weather on Labour weekend was a huge contributing factor.

- .2.1 Swim School

October is the start of the final term for our swim school this year. It is a very busy time for our tutors with schools in the morning and the learn to swim programme in the afternoons. Our babies and toddler lessons on Tuesday and Thursday mornings are a weekly highlight for kids and parents.

3. Dry side



**.3.1 Fitness Centre**

We had 162 casual fitness centre users this month and we expect this to rise as the number of tourists increase and many students return home for the summer break. The new equipment continues to be popular and feedback from users are overwhelmingly positive.

**.3.2 Stadium**

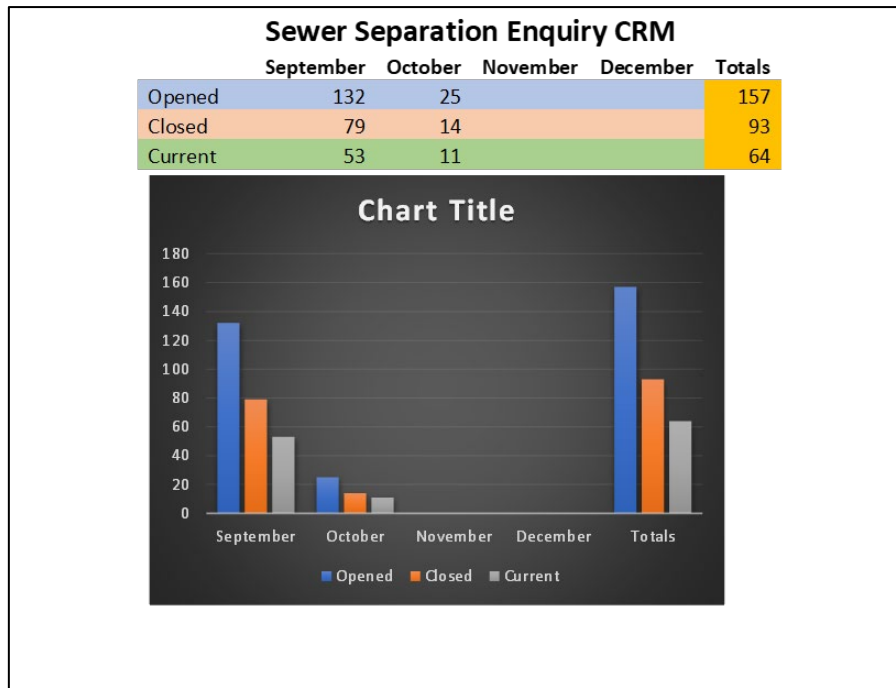
The Stadium was a bit busier this month with basketball tournaments, the start of the volleyball season and our Special Olympics having fun. The Fun Fest holiday programme was as popular as ever with parents and kids enjoying the opportunity to have fun out of the rain.

**Customer Service Supervisor**

**Summary**

October has been a busy month, marked by a steady stream of customer inquiries following the distribution of the first batch of sewer separation letters. Many residents have reached out, not only to understand the process but also to check the specific status of their properties.

To manage this increased demand, a dedicated request category was established to track and highlight the rise in workplace inquiries. So far, 157 requests for additional information and follow-up have been received, significantly impacting staff productivity and contributing to a noticeable rise in CRM activity for the month.



Alongside inquiries about sewer separation, we've seen a significant increase in reports due to recent flooding events in the district. Over the Labour Day weekend alone, more than 70 calls for service were recorded by our after-hours provider in Palmerston North. These reports require follow-up in the days that follow by both our customer service and infrastructure administration teams.

**4.1.1 CRM**

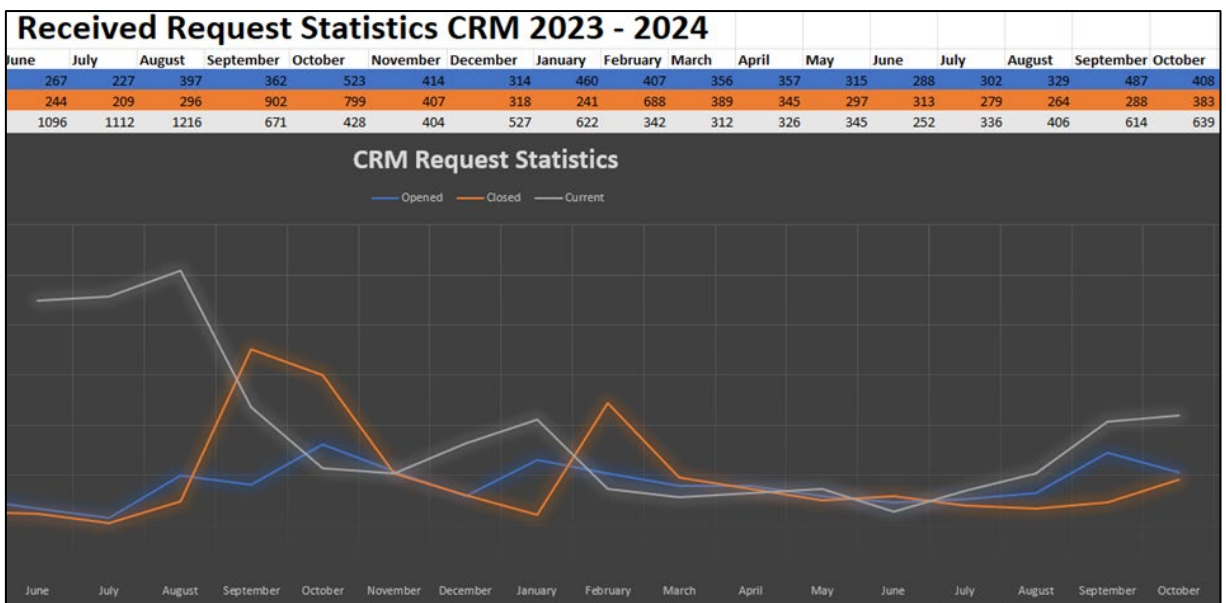
408 Opened in October  
 383 Closed in October  
 639 Current Total

**Largest demand categories:**

Bursting/leaking pipes 48  
 Refuse & Recycling 33  
 Sewer Separation 25

**Department open CRM Totals:**

Assets & Engineering 426  
 Corporate Services 63  
 Regulatory 155



**4.1.2 Retirement Housing**

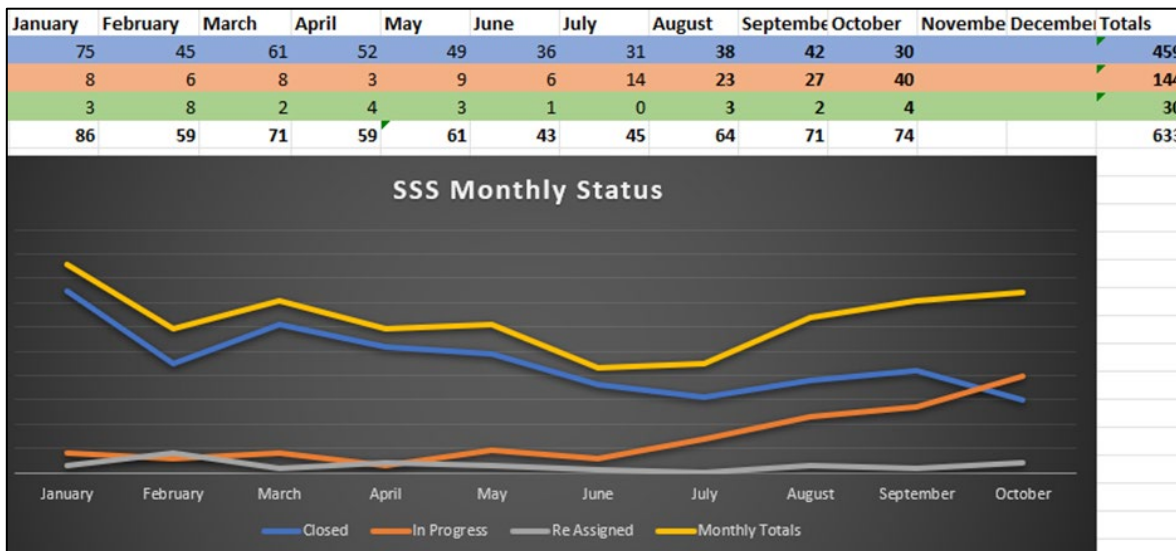
Percentage empty 0.44%  
 Percentage occupied 99.56%

**4.1.3 Car Park Leasing**

No changes to levels

**4.1.4 Snap Send Solve**

74 Snaps Created  
 144 In Progress Overall Total



**Live SSS Overall Running Percentages (July 2023 – Current)**

Closed 459  
 In Progress 144  
 Re Assigned 30  
 Total 633

**SSS Ratings**

12 months running rating average 3.746(Out of 5)  
 Last 6 Months running rating total 3.15  
 Last 3 Months running rating total 3

A small improvement on previous month.

**4. 1. 5. Land Information Management (LIMS)**

Total Requested LIMS 17  
 Refunded due to time frame not meeting 0

**5 Mayors’ Task Force for Jobs Coordinator report**

5.1 We are thrilled to announce that Mayors Taskforce for Jobs (MTFJ) has recently partnered with I AM HOPE and in celebration of this we decided to get our council staff to join in and wear gumboots for gumboot Friday. These gumboots represent those facing mental health struggles and for us to help normalise the act of youth seeking support and to break down the stigma surrounding mental health services.

In November MTFJ also received an appreciation letter from Local Government outlining all the efforts and hard work the team demonstrated during the F24 financial year (July 2023 - June 30, 2024). During this period the team successfully placed 48 young people into employment.



The MTFJ Youth Facilitator position has been filled and we are thrilled to welcome Megan Prendergast to the team. She'll start on 18 November.

## 6. Community Events Facilitator Report

### 1. Events

- 6.1 GDC in collaboration with Sport Canterbury – Fun Fest Give it a GO, 3 sessions over the October school holiday at Rec. Centre Stadium  
GDC events in October - Labour Weekend Market Day on 26 October. Unfortunately, due to severe weather prediction such heavy rain the event has been cancelled. On that day the city has been flooded. The registrations for this event have been in a large number: 32 stalls register.  
Community events I have liaised with and sent event invitations on the community groups: Spring into Summer, Christmas Carnival, Runanga Summer Market Mawhera Ethnic Fair, Rapahoe Gala, Runanga Summer Market, New Year's Eve Party, Helicopter Rescue fund raising event.

### 2. Community engagement

Engagement with the Multicultural Council regarding their upcoming events:

Diwali on 5 October

Mawhera Ethnic Fair upcoming

Café connect October

Engagement with the Street Race committee for their upcoming event Motorcycle Street Race on 27 October

Engagement with different event organisers to promote their upcoming events:



BPA – New Year’s Eve Party – ongoing project  
Takiwa Poutini -Let’s Talk Menopause 30 October  
Art Gallery – all the ongoing projects/events  
Grey District Youth Trust – ongoing projects shared on our marketing channels

### 3. Meetings

Cobden Community Group – Spring into Summer event x2  
Christmas Carnival Committee  
New Year’s Eve Party event organiser- Cary Lancaster  
Rapid Relief Team for their fundraising event at Christmas Parade  
New Coaster/Multicultural Council Project Manager

### 4. Events Marketing

Keeping updated the Grey District Council website events page with the events within the district.

Constantly monitoring the local Facebook posts for events details within the Grey District and I have come across to multiple ones therefore shared on our FB page and local groups for increasing the visibility. Keeping updated a marketing schedule for all the events, GDC and external events organisers.

Working on different posters for fundraising event

### 5. Funding applications

Tu Manawa – the funding application has been approved for \$3,500 + GST for a few kid’s events for next year.

### 6. Other

Applications for road closures and TMPs for upcoming events including the notices in the newspaper.

## 6 LAND LEASES

**6.1** Along with usual work reported previously, staff are continuing to deal with renewals, rental reviews and various enquires in relation to Land, Leases and Licences.

**6.2** Staff are in the process of considering fees and charges for Leases and Licences to ensure costs of administration are being covered. These will be included in the upcoming fees and charges schedule.

**6.3** Staff are also reviewing Licence rental fees, processes and procedures so as to ensure all costs to Council are being recovered. Licence fees have not been reviewed for quite some time. Additionally staff are reviewing our templates to ensure they are up to date and in line with best practice and industry standards, including adding provisions for annual inspections were necessary to ensure licenced areas are being maintained to the standards outlined in the Licence and that the Licence sets out clear rights and obligations of both parties.

**6.4** Staff are actively considering processes for unpaid rentals and contemplating steps to put in place to ensure debt is not permitted to accumulate to large sums. Staff will be actively engaging with customers who owe outstanding sums to ensure there are solutions in place for recovery and there is a clear understanding of how this will work and the consequences of not paying rental and abiding by the terms of the Lease/Licence.

**6.5** Staff are looking into subsidised Leases/Community Leases and reviewing these against costs incurred by Council.

**6.6** A ground Lease has been cancelled for a residential property that had an abandoned, insanitary building on it. The building has subsequently been demolished.

***Update on the total number in progress***

|  |                   |
|--|-------------------|
| Current Leases:                        | 119               |
| Lease Rental reviews:                  | 18                |
| Lease CPI Rental reviews:              | 15                |
| Lease renewals:                        | 10                |
| New leases:                            | 2                 |
| New Lease enquiries:                   | 0                 |
| Cancellation of Leases                 | 1                 |
| Variation of Lease Area                | 1                 |
| Current Licences to Occupy:            | 166               |
| Licences to occupy CPI Rental reviews: | 0 (all completed) |
| Licences to Occupy Renewals:           | 154               |
| New Licences to Occupy:                | 4                 |
| Freeholding of Land:                   | 3                 |
| Freeholding Land Enquiries:            | 0                 |
| Land purchase enquiries:               | 14                |

Staff are still in the process of considering suggestions for Policy additions or amendments which is an ongoing consideration.

**7 FINANCE****7.1 Annual Report 2023/2024**

The annual report is on track, with the auditors doing an initial visit early December.

The project is on track to be completed and the annual report adopted in March 2025.

**7.2 Long Term Plan**

The 2025-2034 is on the way. Staff have completed draft budgets and they are in the process of finalising the AMPS.

Once this is imported into the LTP model an overall picture of activity costs will be available, at which point the revenue and finance policy can be applied to fund the various activities.

The auditors are coming to Council in the second week of December with offsite work to start prior.

The project is still on track to meet the 30<sup>th</sup> of June legislative deadline, with the AMP and budget completion being the focus for this calendar year.

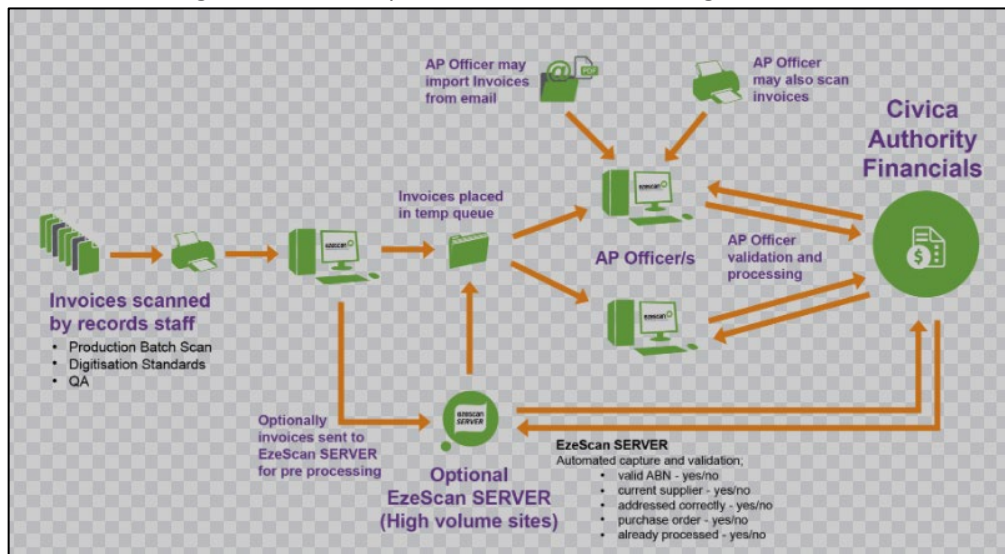
**7.3 Financial Control and Control Environment**

The Finance Manager and Finance Team are working through the financial controls and processes to ensure that there are sufficient controls to mitigate the financial risks, whether due to fraud or error, to an acceptable risk.

**7.4 Procure to Pay Implementation**

Civica have made the last changes to the system and provided training to the finance staff required. Since this training we have had a couple of additions to the required staff. We also have gone through the procedures in depth with Civica and will be implementing this to help guide all staff on the process of the purchase order system, so it is clear and concise. This will be communicated to management and training to be provided by the finance staff with the use of this process.

Going live is a possibility prior to Christmas, but to ensure that everything is set up correctly and with training that will be required we will look at rolling this out after the Christmas break.



**7.5 Creditors**

We aim to process urgent invoices promptly for payment. Our current invoices we aim to pay within 30 days of the invoice date.

**7.6 Debtors and debt recovery**

Sundry debtor includes all fees and charges that are not otherwise categorised.

| <b>Receivables as at 19/11/2024</b> |                |                  |                  |
|-------------------------------------|----------------|------------------|------------------|
| <b>Category</b>                     | <b>Current</b> | <b>Overdue</b>   | <b>Total</b>     |
| Sundry Debtor                       | 288,005        | 573,368          | 861,373          |
| Dogs Debtors (from ACS)             | - 804          | - 179            | - 983            |
| Retirement Housing                  | -              | - 31,497         | - 31,497         |
| Land Leases                         | 67,464         | 221,649          | 289,113          |
| Terms Loans                         | -              | 33,844           | 33,844           |
| Port Accounts                       | 18,209         | 148,250          | 166,458          |
| Resource Consenting                 | 17,149         | 184,418          | 201,567          |
| Resource Consent Bonds              | -              | 193,762          | 193,762          |
| Building Control                    | 26,231         | 8,889            | 35,120           |
| Westland Recreation Centre          | 8,400          | 31,231           | 39,631           |
| Licence to Occupy                   | 6,665          | - 575            | 6,090            |
| <b>Total</b>                        | <b>431,319</b> | <b>1,363,160</b> | <b>1,794,478</b> |

### 7.7 Rates and Water Billing

| Rates current debtors as at 18/11/24 | Current      | Overdue    |
|--------------------------------------|--------------|------------|
|                                      | 1,277,894.26 | 772,632.33 |

| Rates overdue balance with Resolve Collections |            |
|--|------------|
| October  | 665,838.96 |

A stricter direct debit process has been implemented, recalculating dishonors, and cancelling direct debits after three dishonors within the current rating year. This has reduced dishonors and ensured penalties for ratepayers with insufficient payment arrangements, with debts passed to Resolve Collections.

Close collaboration has helped identify properties for rating sales and issue mortgagee demands to recover debts.

Water rates are all up to date.

### 7.8 Grants and Claims Submitted

MBIE/BRANZ building consent levies are up to date.

NZTA September claim has been completed.

Better off funding is fully committed. The 2<sup>nd</sup> claim is in progress for the new library building project and expected to be completed and submitted by the end of the week.

## Confirmation of Statutory Compliance

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
  - (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
- (b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

## 4 IN COMMITTEE ITEMS

### COUNCIL IN-COMMITTEE

That the public is excluded from this part of the meeting in relation to:

**Agenda items 4.1, 4.2, 4.3, & 4.4**

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

### OFFICER RECOMMENDATION

| General subject of each matter to be considered   | Reason for passing this resolution in relation to each matter   | Ground(s) under section 48(1) for the passing of this resolution   |
|---|---|--|
| <b>4.1 - CONFIRMATION OF IN COMMITTEE MINUTES OF FINANCE REGULATORY AND BUSINESS SUPPORT COMMITTEE HELD ON 22 OCTOBER 2024</b>  | s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |
| <b>4.2 - RECEIPT OF IN COMMITTEE MINUTES OF THE RISK AND ASSURANCE SUB-COMMITTEE MEETING HELD UNDER DELEGATED AUTHORITY FOR INFORMATION OF COUNCIL HELD 14 OCTOBER 2024</b> | s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |
| <b>4.3 - IN COMMITTEE MATTERS UNDER ACTION IN COMMITTEE</b>   | s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the   | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |

|  |  |   |
|--|--|---|
|  | <p>making available of the information would be likely otherwise to damage the public interest</p>   |   |
| <p><b>4.4 - OVERDUE DEBTORS REPORT</b></p> | <p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p> | <p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p> |

## **5 SUB-COMMITTEE RESUMES IN OPEN MEETING**

### **CLOSURE OR RATIFICATION OF DECISIONS IN OPEN MEETING**