

Agenda for a meeting of the Strategy & Finance Committee to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY, 2 DECEMBER 2019** commencing at **9.30am**.

- 1. APOLOGIES AND LEAVE OF ABSENCE**
- 2. CONFIRMATION OF STATUS OF AGENDA**
- 3. DISCLOSURES OF INTEREST**
- 4. STRATEGY REPORTS**
 - 4.1 Economic and Community Development Update - Work Programme 2
 - 4.2 Funding & Partnerships Update - Work Programme 10
 - 4.3 Waikato District Council/Hamilton City Council Governance Meeting 30 September 2019 12
- 5. FINANCE REPORTS**
 - 5.1 Treasury Risk Management Policy – Compliance Report at 30 September 2019 16
 - 5.2 2019-2020 First Quarter Non-Financial Performance Report 23
 - 5.3 Civic Financial Services Limited Half Yearly Accounts 65
- 6. EXCLUSION OF THE PUBLIC** 70

GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Strategy and Finance Committee
From	Clive Morgan General Manager Community Growth
Date	18 November 2019
Prepared by	Julie Dolan Economic and Community Development Manager
Chief Executive Approved	Y
Reference #	GOV1318 / 2399887
Report Title	Economic and Community Development Update – Work Programme

I. EXECUTIVE SUMMARY

In June 2018 Waikato District Council adopted the Long Term Plan (LTP) 2018 – 2028.

Underpinning the LTP, the organisation undertook a 100 day project (Gearing for Growth and Greatness). The project aimed to understand the challenges faced by the Council to meet rapid and increasing growth and the changing expectations of communities.

The Gearing for Growth and Greatness strategy and subsequent re-alignment of council services was adopted in September 2018.

Building on the success of the existing Economic Development Unit, the newly appointed General Manager for Community Growth brought together Business and Community and formed the Economic and Community Development Unit. (ECDU)

The Economic and Community Development Unit (ECDU) supports communities to thrive and build a sense of community identity, wellbeing, prosperity and resilience. In providing data and information to people, including businesses seeking investment opportunities, who visit or move to the district, we lead and support development initiatives to advance community aspirations, support community capability to govern, and manage key projects in partnership with Council. Key stakeholders and partnerships are leveraged to enhance outcomes for our businesses, residents and visitors.

The roles to support the unit are:

- Economic and Community Development Manager - Julie Dolan
 - Marketing and Economic Development Advisor - Mitch King
 - Community and Economic Development Advisor (*Tuakau*) (*not yet appointed*) *
 - Community Development Advisor – Lianne Van Dem Bemd
 - Youth Engagement Advisor – Joe Wilson
- * *Recruitment to commence end of Jan 2020*

2. RECOMMENDATION

THAT the report from the General Manager Community Growth be received.

3. ATTACHMENT

Work programme - compiled August 2019, when the full team was *in situ*. The programme has been built around the key deliverables for the team and the aspirations of our communities through Blueprints, *Liveable, Thriving and Connected Communities* and the draft Growth and Economic Development Strategy.

NOTE:

1. *The draft Group and Economic Development Strategy has been informed by the 2015 Economic Development Strategy and Blueprints.*
2. *The Work-programme “Strategic Fit” relates to Blueprint themes and “Programme” reflects the relevant Strategy, Policy or Initiative. The “Project” is the discrete activity being reported.*

Economic and Community Development Update - Work Programme

Strategic Fit	Programme	Project	Completed By	Update report
Grow our Communities	Growth and Economic Development Strategy	Complete Growth and Economic Development Strategy	Apr 2020	Consultation commences in late November / early December. Economic and Community Development Team will be at consultation sessions.
Grow our Communities	Social Development Strategy	Complete Social Development Strategy	Jan 2020	Strategy being compiled at present. A report to Council in February 2020
Build our Businesses	Attract new business investors to the district	3 new businesses supported into the district	June 2020	<ul style="list-style-type: none"> Nutritional Foods – Pokeno Tata Valley – Mercer
Build our Businesses	Support businesses into regional partnership groups	3 new businesses supported through regional partnerships	June 2020	<ul style="list-style-type: none"> Guiding Businesses into Te Waka business growth advisors in Huntly, Raglan and Tuakau. Connecting NZTE, ATEED to Hampton Downs. Initiated relationships with training providers in the district (Wintec, Kershaw training, Waikato training) to develop education/training to employment pathways. Met with MBIE. PGF Advisors to assess alignment for funding criteria for Te Ara Mahi Fund and He Poutama Rangatahi programme.
Build our Businesses	Regional Economic Representation	Working with Te Waka and partner agencies	Ongoing	<ul style="list-style-type: none"> Completed the Regional Labour Market and Skills Strategy through the Regional Labour Market Governance Group. Establishing pathways for Regional focus on training and skills development. A particular focus on training design for our district in relation to new employers.

Economic and Community Development Update - Work Programme

Strategic Fit	Programme	Project	Completed By	Update report
Build our Businesses	Cluster Development to support sustainable businesses	Tourism Cluster Hampton Downs Construction Cluster	June 2020	<ul style="list-style-type: none"> Working with Franklin Tourist Group and linking them with Ngaruawahia Tourism Group for the purpose of commencing a Tourism Cluster. Working with Hampton Downs to establish an automotive cluster with workshop planned for December. Commenced conversations with construction businesses in Huntly to identify opportunities to work together through cluster development and to promote our local construction to new investors and promote local employment.
Build our Businesses	Creating an End to End flow for business interaction with Council	Developing a council framework	June 2020	Commenced a flow map and working internally to improve our performance for customer interactions from an Economic Development overview.
Build our Businesses	Open Waikato. Promoting our district as a place to invest, live and work	Review of business pages to increase interactions.	March 2020	Open Waikato currently being updated and developed.
Embrace our Identities	Open Waikato Our places	Promoting local towns and rural identities across the district.	March 2020	Open Waikato currently being updated and developed.

Economic and Community Development Update - Work Programme

Strategic Fit	Programme	Project	Completed By	Update report
Embrace our Identities	Open Waikato Celebrating our culture through Tourism	Creating and supporting tourism opportunities with communities to celebrate their identity.	March 2020	Open Waikato currently being updated and developed
Embrace our Identities	Discretionary Grants Funds	Manage discretionary grants funding for all community boards/community committees and the Discretionary & Funding Committee (D&F)	On going	Grants funding programme as per normal process A review of funding is due to commence in new year.
Embrace our Identities	Place making across our district	Leading place making activities across the district	On going	<ul style="list-style-type: none"> Place making activity is underway in Tuakau. The Onewhero - Tuakau Community Board are leading the re-generation of the Tuakau CBD. The projects in Tuakau include new mural art works and a recycled bus shelter for the new bus stop area. Huntly Community Board has set aside funds to for place making projects in Huntly main centre areas. The Board is working alongside community groups to activate the projects.
Empower our People	Agency Development Programme	Ensuring that all Government and Social agencies are connecting with WDC communities to establish strong networks and to maximise opportunities for our communities.	Ongoing	Building relationships with regional funders and utilising their skills and funding to support capacity and capability programmes in Huntly and Tuakau as a pilot programme.

Economic and Community Development Update - Work Programme

Strategic Fit	Programme	Project	Completed By	Update report
Empower our People	10 Community Groups engaged and trained in Capacity and Capability	Building a district wide Capacity and Capability building programme	June 2020	Preparation for Community Group Training is being piloted in Huntly and Tuakau with a view to the pilots being completed in February 2020 and a review being undertaken before rolling out across district.
Empower our People	Place making across our district	Leading Place making activities across the district	Ongoing	Place making continues to be promoted with a view to identifying Blueprints aspirations that can progress through projects.
Empower our People	Blueprint initiatives	Supporting any activities or initiatives from Blueprints	June 2020	Working within Council to identify Blueprint activities that could commence through external funding
Empower our People	Youth Leadership and Innovation	Developing and implementing sSchool based programmes in collaboration with funders and external agencies to deliver youth specific and innovative/leadership projects	Ongoing	<ul style="list-style-type: none"> Relationship development with Trust Waikato to design a school based project and innovation concept to go across the district. Developed a partnership with OMG Tech for youth innovative and social /environmental justice programmes. Raglan youth project – The sound system project. Funding and Council operational support to allow project to get approval for funding.

Economic and Community Development Update - Work Programme

Strategic Fit	Programme	Project	Completed By	Update report
Empower our People	Youth programme Trust	Supporting and facilitating community youth leaders to engage with youth to provide sustainable and economically viable governance to develop and maintain youth programmes and projects to empower youth and provide	June 2020	<ul style="list-style-type: none"> Working with youth leaders to provide effective and sustainable governance to enable community led holiday programmes Governance and funding to support Tuakau youth centre to access better funding streams to meet the needs of the strong/growing youth scene.
Empower our People	Pokeno Sports and Recreation	Engaging with Pokeno community to bring a youth perspective and youth leaders perspective to the discussions on the future sports facilities across the town of Pokeno	May 2020	<ul style="list-style-type: none"> Building an engagement plan in partnership with Sport Waikato and internal departments in Council. Preparing to set up community group forum for Pokeno sports and recreation
Empower our People	School based project	Linking youth with the Growth and Economic Development Strategy consultation as part of the NCEA credits in projects that link to current issues that affect them and their communities.	Dec 2019	<ul style="list-style-type: none"> Working with Strategic Planning team to prep them for potential youth feedback and involvement. Working with schools to link in to consultation.

Economic and Community Development Update - Work Programme

Strategic Fit	Programme	Project	Completed By	Update report
Empower our People	Youth and Council engagement and governance	Develop links with schools and others agencies to encourage students in year 11/12 to meet staff and Councillors to strengthen council and community links.	Ongoing	Graeme Dingle Foundation pilot completed
Empower our People	Creative Waikato and Community Development. An Arts Strategy for the Region, incorporating the Waikato District to be developed and work programme will be established.	An Arts Strategy for the Region, incorporating the Waikato District to be developed and work programme will be established.	Ongoing	<ul style="list-style-type: none"> • Stage one implementation is underway. Arts groups, artists and local art champions are being asked to input into the profile of art strengths in the Waikato district. • Two workshops have been held in Raglan and Onewhero. A third workshop will be held in Ngaruawahia late November. • A stage one report will be presented to Council when completed.

Open Meeting

To	Strategy and Finance Committee
From	Clive Morgan General Manager Community Growth
Date	18 November 2019
Prepared by	Nick Johnston Funding and Partnership Manager
Chief Executive Approved	Y
Reference #	GOV1318 / 2399892
Report Title	Funding and Partnerships Update – Work Programme

I. EXECUTIVE SUMMARY

In June 2018 Waikato District Council adopted the Long Term Plan (LTP) 2018 – 2028.

Underpinning the LTP, the organisation undertook a 100 Day project (Gearing for Growth and Greatness). The project aimed to understand the challenges faced by the Council to meet rapid and increasing growth and the changing expectations of Communities. The Gearing for Growth and Greatness strategy and subsequent re-alignment of Council services was adopted in September 2018.

A new Funding and Partnership Manager role was established, reporting to the General Manager Community Growth. The purpose of the Funding and Partnership Manager role is to forge strong and enduring partnerships, enabling the implementation of major projects and initiatives through fundraising, sponsorship and in-kind resources.

2. RECOMMENDATION

THAT the report from the General Manager Community Growth be received.

3. ATTACHMENT

Work Programme - compiled November 2019 and provides an update on the three main work streams in the Funding and Partnerships work programme:

1. Build Strong and Enduring Partnerships
2. Enabling Projects through Fundraising and Sponsorship
3. Developing New Funding Sources.

Funding and Partnerships work programme 2019/20

Strategic Fit	Programmes / Projects	Update report	Completed by
Build Strong and Enduring Partnerships	Heritage Review	Review undertaken with current heritage stakeholders to develop proposed future structure for supporting heritage activity in Waikato District. Model is to be presented to council in early 2020, and if draft proposal is supported by council, the proposal will go out for wider consultation and engagement.	June 2020
	Funding Review / Enabling Blueprints	Review set to commence in December 2019. The purpose of the review is to understand if the current state of funding supports the council's vision for liveable, thriving and connected communities, and if not, to propose a future funding model to deliver on the council's vision and the communities' aspirations as outlined in the Blueprints.	June 2020
	Partnerships Portfolio	A project identified in Our Plan 2018-2028. Project preparation complete, working with ELT in early 2020 to develop partnership portfolios for ELT and senior management, to grow new partnerships and maintain current partnerships. The portfolio approach will become BAU upon implementation and will require ongoing monitoring.	June 2020
	Partnership Building	Established new connections with Trust Waikato, Foundation North, WEL Energy Trust, Len Reynolds Trust, Brian Perry Charitable Trust, Momentum Waikato and other charitable funding organisations in Waikato Region. Established connections with Department of Internal Affairs (DIA) and Ministry of Business, Innovation, and Employment (MBIE) regarding funding investment in Waikato District, and with Philanthropy NZ and other national funding agencies. Initial focus on partnership organisations that are likely to be potential project partners in upcoming council and community projects.	Ongoing
	Government Relations	Internal government relations strategy has been completed, work will feed into the Partnerships Portfolio project. Initiated proactive correspondence material with key government ministers and political party spokesperson, including updates on Watercare, Three Waters, Blueprints, Growth Strategy, and Hamilton to Auckland Corridor projects. Focus for early 2020 will be on face-to-face meetings between elected members and government ministers and party spokespeople.	Ongoing
Enabling Projects through Fundraising and Sponsorship	Long Term Plan	Initial LTP meetings to identify all projects involving potential partnership funding. This will be a major piece of work in 2020 to ensure that potential partnership funding is considered for all projects, initiatives and services identified through the LTP process.	July 2021
	Fundraising Support	<p>Fundraising support towards the following projects:</p> <ul style="list-style-type: none"> Whatawhata – successfully received \$210,000 contribution from Trust Waikato and \$80,000 contribution from WEL Energy Trust towards community hub project. Preparation work underway for \$500,000 application to DIA in February 2020, and fundraising support provided towards local fundraising initiatives (target of approx. \$50,000). Tamahere – initial support for Tamahere Park development through provision of funding channel for philanthropic donations toward park amenities. Funding plan being developed for next stage, supporting local implementation with local community representatives. A focus for work programme in late 2019 and early 2020. Waikato District Crime Prevention Technology Trust - limited support to date with fundraising planning and initial fundraising collateral. Support for trust fundraising to be a focus in work programme in early 2020 and the 2020/21 year towards rollout of CCTV in communities across the district. Tuakau Library and Reserves – focus to date has been on building partnerships with Auckland-based funders that operate in the north of Waikato District. Pokeno – fundraising support to be provided in early 2020 onwards towards Munro Sports Park. Mercer – fundraising support to be provided in early 2020 onwards towards the community-led development of a community hub in Mercer. Glen Afton – limited advisory support towards community-led fundraising in rebuild of citizens club / community facility <p><i>Please note that there are many other active projects in the district that could benefit from fundraising support. The LTP process will be an important part in prioritising staff time and resources, as current work programme has been defined by projects that were already underway or identified when the Funding and Partnerships role was created.</i></p>	Ongoing
	Central government funding	<ul style="list-style-type: none"> Successfully received \$370,000 contribution from the government towards responsible camping initiatives in Waikato District, including increased enforcement and education in freedom camping hotspots, increased servicing of council facilities impacted by freedom camping peak season, development of a communications and engagement plan that will support council staff dealing with enforcement and education, and increased signage and messaging about expected responsible camping behaviours while staying in our communities. Development of project plan in late 2019 and early 2020 for the final Tourism Infrastructure Fund round. The government's new tourism infrastructure funding scheme is due to roll out from 2020/21, and this will be factored into the 2020/21 work programme. 	June 2020
Developing New Funding Sources	Local Community Funds Concept Development	Research undertaken for Local Community Funds concept. Funding model to be considered within scope of the Enabling Blueprints Review / Review of Community Funding, to be subsequently presented to Council if it is picked up through the work undertaken by the Enabling Blueprints Steering Group.	TBC
	Philanthropy Research	Work with Philanthropy New Zealand towards research and development of giving and philanthropy in Waikato District, and to incorporate emerging opportunities into our LTP discussions.	July 2020

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker Chief Operating Officer
Date	05 November 2019
Prepared by	Sharlene Jenkins Executive Assistant
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Waikato District Council / Hamilton City Council Governance Meeting 30 September 2019

1. EXECUTIVE SUMMARY

The minutes of the governance meeting between Waikato District Council and Hamilton City Council on 30 September 2019 are attached for the Strategy & Finance Committee's information.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

Minutes WDC / HCC Governance Meeting 30 September 2019

**WDC/HCC GOVERNANCE MEETING
GROWTH PRESSURES
MINUTES**

Monday, 30 September 2019
Hamilton City Council
1pm to 3pm

Attendees: Mayor Andrew King, Cr Dave Macpherson, Cr Rob Pascoe, Blair Bowcott, Lance Vervoort
Mayor Alan Sanson, Cr Aksel Bech, Cr Noel Smith, Gavin Ion, Tony Whittaker, Vishal Ramduny

Apologies: Richard Briggs, Clive Morgan

1. The minutes of the meeting of 19 August 2019 were accepted.

Matters arising:

- Cr Smith noted he was waiting for a response to Item 6, point 2. This will be covered in the Action List review later in this meeting.

2. Growth Update and sharing of each Councils Recent Governance discussions on:

- **Hamilton to Auckland Corridor Plan (H2A)**
- **Metro Spatial Plan, 3 Waters sub- regional strategy and Mass Transit Plan**
- **WDC Growth Strategy**
- **Implementation Plan/Partnership Deal concept**

The key points from this item are summarised as follows:

- HCC has a good understanding of H2A and MSP (Metro Spatial Plan), with the prize being to get long term planning for our communities
- WDC acknowledged Luke O'Dwyer's presentation to WDC Elected Members on 25 September 2019 on MSP– especially in gaining an understanding of the capacity of the city – what is required and why
- HCC's Regulatory Effectiveness and Efficiency Programme (REEP) is looking at how HCC can streamline the District Plan and variations to bring common sense approaches to help intensification, such as smaller section sizes (from 400m² to 300m²); going "up" in the city to be more dense and efficient; intensification around areas such as key transport nodes (e.g. Dinsdale, Chartwell). The challenge throughout this is infrastructure – and other challenges that intensification and growth creates such as education, parking, noise, refuse, how to use the spaces and considering the demographics.
- Important to note that the RMA does not take in to account social aspects and we need to think outside the square and look for inducements outside the RMA.
- HCC has had 50% infill over the last 10 years
- In the future (i.e. MSP Phase 2) what will be the method used to take the politics out – a mechanism to make things happen? It was noted that this Governance Group has been successful in facilitating discussion.

- The proposed MOU will be the toolset to best determine who leads which part of the MSP, noting:
 - How we implement this will be critical, requiring alignment of government spend; alignment of WDC/HCC needs to bring the government on board. The infrastructure considerations are more than roading and 3 Waters for a boundaryless area – community (indoor rec, pool etc), Crown (education, health)
 - 3 Waters study is gaining momentum – will require thinking long-term and beyond individual Councils
 - Some boundary adjustment will be required via the Strategic Land Agreement
 - Wastewater may be a commercial arrangement, and outside of our jurisdiction
 - Include the Regional Facilities Framework into the MOU
 - Requires a trust environment, operating collectively and recognising that not all initiatives will land at the same time (see Action List)
- The MSP is due to be approved in mid-2020. The MOU is important and parallel to this. The MSP will inform the LTP and our 30-year Infrastructure Strategies of what needs to be funded by each Council – giving an awareness of future need (protecting land, key infrastructure, corridor etc).
- Post-election, it is important to keep all Elected Members informed of growth issues and it was considered that a joint Council workshop on H2A/MSP and the University of Waikato Indoor Rec project would be beneficial, early in the triennium – ensuring one story and common discussion. This would be over and above this Governance Group meeting.

3. Discussion on Action list items

- Strategic Planning Framework
 - Richard Briggs was to have Lachlan Muldowney work on this. Blair Bowcott to follow up.
- University Indoor Rec Project
 - Lance Vervoort advised that planners for the UOW are looking at indoor/outdoor centres
 - UOW is working through options to ensure community use is not outpriced by professional use.
Action: Lance and Tony to work with Maria Barrie to ensure there is a joint working party UOW/WDC/HCC and Elected Members are kept apprised
- WDC Submission to the Rotokauri Swale designation
Action: Chris Allen/Andrew Parsons to meet and discuss this with WDC executive team
- Infill Housing / Future Growth areas around Hamilton / Strategic Land Agreement
Action: At the next Governance Group meeting:
 - Draft Strategic Land Agreement
 - Detail of infill/greenfield in Hamilton (two pieces of information)

D-3100146

- Draft MOU
- MOU on Cross Boundary Strategic Planning
 - Discussed earlier in the meeting
- Southern Water Agreement Review
 - Revised agreement will be available in the next few weeks
- 3 Waters sub-regional study
 - Key here is the application to Government for funding support for Phase 2
- Implementation of MSP
 - City Deal is a key part of MSP. Tony and Blair keeping in communication on the shape and delivery of growth in different ways
 - Is there a risk to MSP (and H2A and rail) in the event of a change of government in 2020? Noted that HIF went through despite a change of government.

4. General Business

- 1) Rail – CnIrl Noel raised a concern about WDC funding rail if NZTA do not provide the funds for opex going forward. CnIrl Dave advised that WRC are collecting the local share from HCC ratepayers for the three-year trial period. There is no risk to WDC for the three years – a noting also that there is review of the trial at the end of year 2. Staff are keeping close to this.

Action: Tony Whittaker to talk to WDC staff.

- 2) Next meeting –

- Late November (to be scheduled post-election)
- Topics
 - Information sharing between Councils (two reports)
 - Revised Strategic Land Agreement (incorporating commercial principles) – HT1, R2, WA
 - Update on Waters Agreement
 - Draft Memorandum of Understanding (MOU)
 - Rail Update

Open Meeting

To	Strategy & Finance Committee
From	Alison Diaz Chief Financial Officer
Date	19 November 2019
Prepared by	Mairi Davis
Chief Executive Approved	Y
Reference #	GOV1318 / 2401618
Report Title	Treasury Risk Management Policy - Compliance Report at 30 September 2019

I. EXECUTIVE SUMMARY

The purpose of this report is to inform the Strategy & Finance Committee of compliance with Treasury Risk Management Policy.

There are two policy limit breaches for the quarter, the first of which will remain in breach for the financial year. Item 6, actual to budgeted borrowing costs, is in excess of year to date expectations mainly due to a classification error in 2018/19 between local government funding agency (LGFA) borrower notes and interest expense. To remedy the breach in 2019/20 additional budget or savings would need to be identified.

The second breach relates to fixed to floating interest rate controls (item 10). Treasury risk management takes a long term view and for the purpose of interest rate management, rolling 18 month cashflows are used to ensure sufficient cover is in place at the right time. Where capital forecasts do not meet actual spend, the effectiveness of interest rate management tools becomes challenging. Council currently has interest rate cover in place that exceeds the underlying debt position (\$95.5 million nominal value SWAPs, vs external borrowings of \$80 million) as a result of cashflow inaccuracies. This breach will correct once the level of borrowing matches the nominal SWAP value.

This breach was not self-corrected within the 90 days compliance window due to lower levels of capital expenditure than forecast and a policy breach has been acknowledged previously by Council.

2. RECOMMENDATION

THAT the report from the Chief Financial Officer be received;

AND THAT the Committee note two breaches against the Treasury Risk Management Policy for the quarter regarding actual to budgeted borrowing costs and fixed to floating interest rate controls being exceeded.

3. ATTACHMENTS

Treasury Risk Management Policy - Compliance Report at 30 June 2019

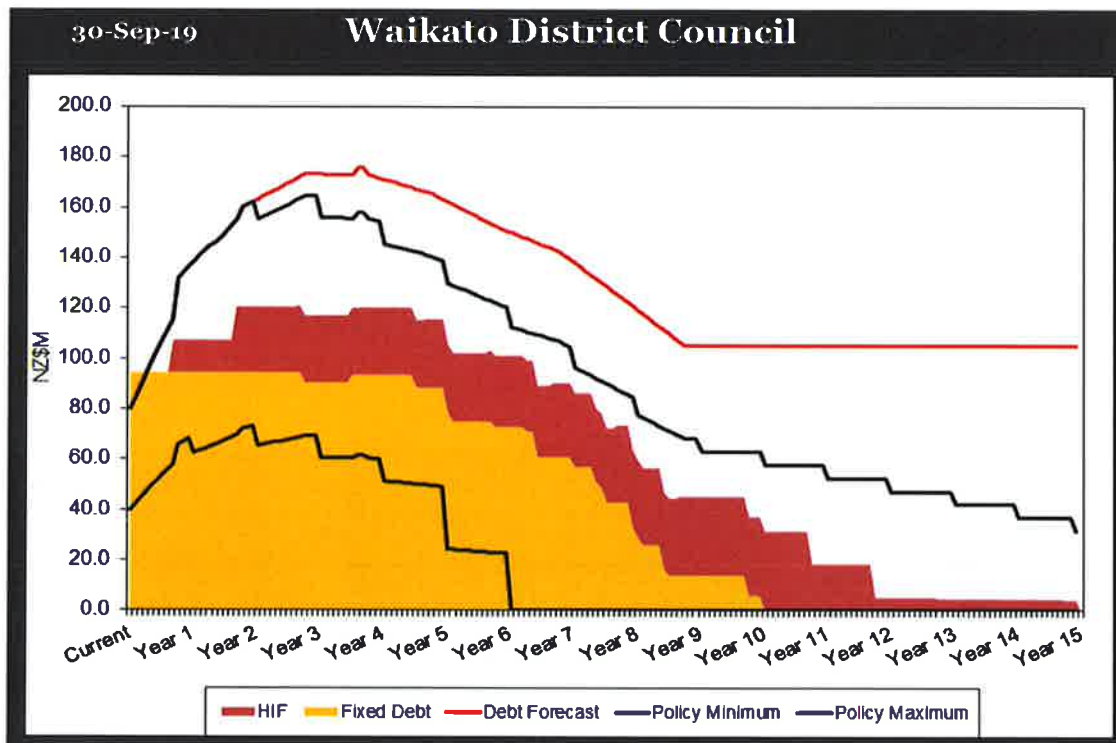
Waikato District Council
Treasury risk management policy - Compliance report
As at 30 September 2019

	Policy criteria	Policy limit	Actual	Within policy?
1	The percentage of net external debt to annual revenue Net external debt = Total annual revenue =	<150%	69.0%	✓
		total external debt (net of related borrower notes) less term deposits and available cash / cash equivalents		
		earnings from rates, government grants & subsidies, user charges, interest, dividends, financial and other revenue excluding non-government capital contributions (eg developer contributions and vested assets)		
2	Net interest expense on net external debt as a percentage of total annual revenue Net interest expense =	<20%	4.4%	✓
		total interest and financing costs less interest income		
3	Net interest expense on net external debt as a percentage of annual rates	<25%	4.2%	✓
4	Liquidity ratio Liquidity =	>110%	141%	✓
		external term debt plus committed bank facilities plus available liquid investments as a percentage of external term debt		
5	<p><u>Interest rate benchmark chart</u></p> <p>Comparison of actual monthly and year-to-date accrued returns vs investing the entire treasury portfolio at the combined average of the 90-day bill rate and the five-year investor swap rate over the last two years.</p>			
6	Actual borrowing costs are <= budgeted borrowing costs			
	Current month	<u>Budget</u>	<u>Actual</u>	
		\$349,583	\$470,213	x
	Year to date	\$1,048,750	\$1,162,576	x

7	Current interest rate swaps (including forward starts)			
	<u>Amount</u> \$	<u>Effective date</u>	<u>Termination date</u>	<u>Fixed rate</u> (if effective)
	3,000,000	20-Jul-12	20-Oct-20	5.59%
	3,000,000	22-Jun-13	22-Mar-23	4.00%
	4,000,000	22-Jun-13	22-Jun-22	3.83%
	4,000,000	22-Jun-13	23-Mar-20	3.64%
	2,000,000	21-Mar-16	21-Mar-24	4.94%
	3,000,000	23-Mar-15	25-Mar-24	4.64%
	4,000,000	23-Mar-20	25-Mar-24	
	3,000,000	23-Mar-15	23-Sep-24	4.53%
	4,500,000	23-Dec-15	23-Sep-24	4.59%
	4,000,000	22-Jun-16	23-Sep-24	4.62%
	3,000,000	20-Oct-20	21-Oct-24	
	3,000,000	22-Sep-17	23-Sep-24	4.78%
	4,000,000	23-Mar-20	25-Mar-24	
	3,000,000	20-Oct-20	21-Oct-24	
	4,000,000	23-Sep-19	23-Mar-20	3.58%
	5,000,000	15-Mar-18	30-Jun-20	4.06%
	3,000,000	15-Mar-18	20-Oct-20	4.22%
	6,000,000	31-Oct-17	29-Jan-27	3.67%
	2,000,000	1-Mar-19	1-Dec-25	3.85%
	2,000,000	25-Sep-17	25-Feb-27	3.67%
	2,000,000	22-Jun-17	23-Jun-25	3.52%
	3,000,000	22-Mar-23	22-Jun-29	
	4,000,000	25-Mar-24	25-Sep-26	
	4,000,000	25-Mar-24	25-Mar-27	
	4,000,000	23-Sep-24	23-Sep-27	
	3,000,000	21-Oct-24	21-Oct-27	
	10,000,000	30-Sep-19	28-Sep-29	3.55%
	5,000,000	30-Jun-20	29-Jun-29	
	10,000,000	28-Feb-19	27-Feb-26	3.33%
	10,000,000	28-Aug-18	30-Aug-27	3.37%
	10,000,000	28-Feb-18	28-Feb-28	3.33%
	2,000,000	19-Jun-19	19-Mar-28	3.10%
	2,000,000	19-Jun-19	19-Mar-27	3.28%
	138,500,000	Total swaps		
	101,500,000	Total "live" swaps		
		Average interest rate of live swaps		3.84%
8	Forward start period to be no more than 24 months <u>unless</u> there is a match with the expiry date of an existing swap of the same notional amount		5 swaps with start periods > 24 months forward all are matched with existing swaps	
9	<u>Counterparty credit risk - swaps</u>			
	NZ registered banks (each)		\$30m	
	- ANZ / National		\$0m	✓
	- ASB		\$0m	✓
	- BNZ		\$24.91m	✓
	- HSBC		\$0m	✓
	- Westpac		\$0m	✓

10 Council's net external debt should be within the following fixed/floating interest rate risk control limits.:

Debt period ending	\$m	Policy criteria	Actual	Within policy
Current	80	50% - 100%	118%	✘
Year 1	139	45% - 100%	77.3%	✓
Year 2	163	40% - 95%	73.8%	✓
Year 3	173	35% - 90%	67.6%	✓
Year 4	171	30% - 85%	70.3%	✓
Year 5	162	15% - 80%	64.8%	✓
Year 6	150	0% - 75%	67.5%	✓
Year 7	138	0% - 70%	62.6%	✓
Year 8	119	0% - 65%	49.9%	✓
Year 9	105	0% - 60%	43.0%	✓
Year 10	105	0% - 55%	25.9%	✓

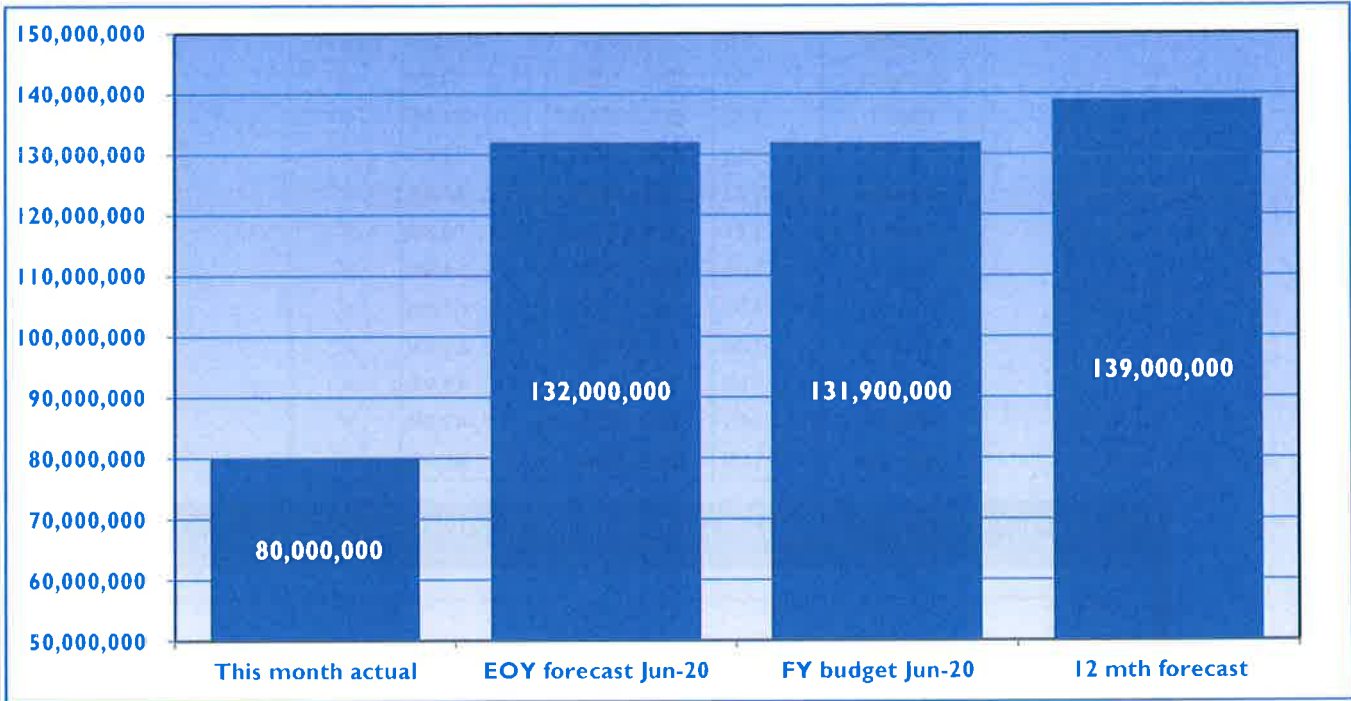


	Policy criteria	Policy limit	Actual	Within policy?
11	Debt affordability benchmark - limit on debt (actual debt <= limit on debt)	<= \$185.5m	\$80m	✓
12	Balanced budget benchmark (revenue / expenses)	>=100%	107%	✓
13	Essential services benchmark (CAPEX / dep'n - infrastructure)	>=100%	108%	✓
14	Debt servicing benchmark (borrowing costs / revenue) borrowing costs =	<15%	0.9%	✓

finance expenses per statement of comprehensive revenue and expense

15 Borrowing at September 2019

This graph depicts actual borrowing - LGFA plus bank (BNZ).



16	Actual monthly (gross) borrowing is within end-of-year budget	\$131,900,000	\$80,000,000	✓
17	The maturity profile of the total committed funding in respect of all loans and committed facilities			
	0 to 3 years	15% - 60%	53%	✓
	3 to 5 years	15% - 60%	21%	✓
	5 years plus	10% - 40%	26%	✓

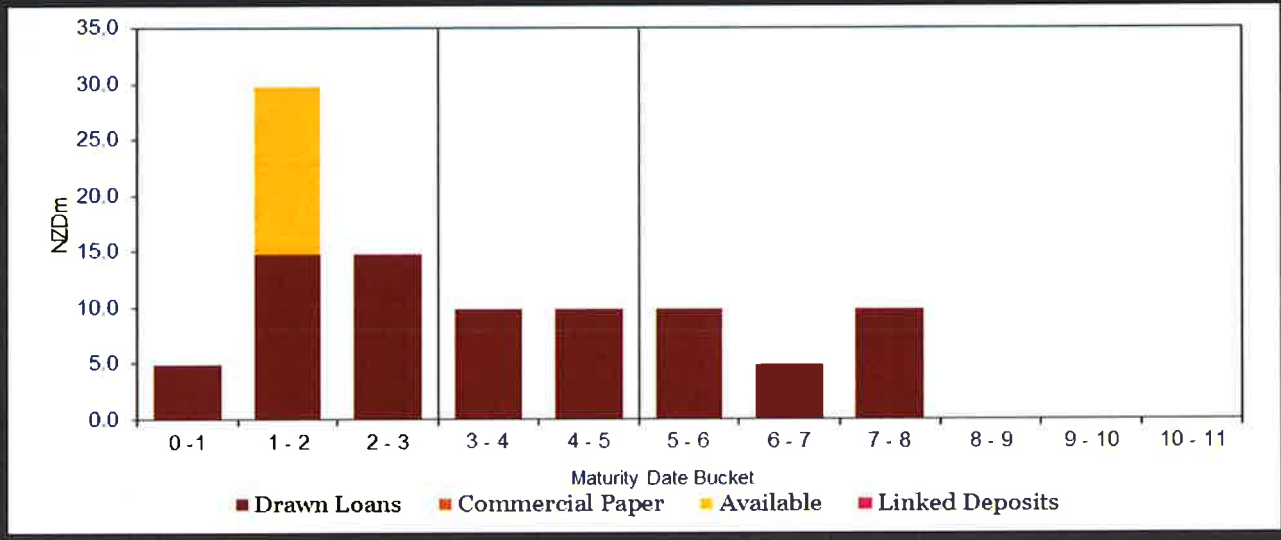
30-Sep-19

Waikato District Council

Committed Loan/Stock/Facilities/Investments \$110.9m
 Current External Debt \$78.7m
 Current Net Debt (ex pre-funding) \$61.5m

Policy Liquidity Ratio >= 110%
 Current Liquidity Ratio 141%
 12 month Peak Net \$138.7m

0 - 3 years	3 - 5 years	5 years plus
15% - 60%	15% - 60%	10% - 40%
53%	21%	26%



18	<u>Financial assets</u>	<u>\$'000</u>			
	<i>Share investments held for strategic purposes</i>				
	Local Authority Shared Services Limited			220	
	Waikato Regional Airport Limited			15,176	
	Strada Corporation Limited			700	
	Civic Financial Services Limited			66	
	<i>Investments held to reduce the current ratepayer burden</i>				
	Community loans as below			137	
	<i>Short-term investments held for liquidity & working capital requirements</i>				
	Bank & cash balances			1,211	
	Short-term bank deposits			17,200	
	Total investments			17,510	
	For treasury purposes, LGFA borrower notes are netted off against related borrowing				
19	<u>Community loans</u>	<u>Borrower</u>	<u>Current balance \$\$</u>	<u>Maturity date</u>	<u>Interest rate</u>
		Tamahere Hall Committee	114,222	Jun-22	
		Te Kowhai Hall Committee	15,474	Jun-22	all at
		Woodlands #2	1,204	Oct-19	5.49%
		Tauhei Hall Committee	3,361	Jun-20	
		Opuatia Community Centre (ex Franklin loan)	2,800	Dec-20	0%
			<u>137,062</u>		
	<u>Policy criteria</u>	<u>Policy limit</u>	<u>Actual</u>	<u>Within policy?</u>	
20	<u>Counterparty credit risk - investments</u>				
	NZ Government	unlimited	\$0m	✓	
	NZD resistered supranationals	\$20m	\$0m	✓	
	LGFA	\$20m	\$1.28m	✓	
	NZ registered banks (each)	\$20m			
	- ANZ / National		\$4.3m	✓	
	- ASB		\$4.3m	✓	
	- BNZ		\$4.3m	✓	
	- HSBC		\$0m	✓	
	- Westpac		\$4.3m	✓	
21	<u>Counterparty credit risk - total</u>				
	NZ registered banks (each)	\$50m			
	- ANZ / National		\$4.3m	✓	
	- ASB		\$4.3m	✓	
	- BNZ		\$29.21m	✓	
	- HSBC		\$0m	✓	
	- Westpac		\$4.3m	✓	

Open Meeting

To	Strategy & Finance Committee
From	Tony Whittaker Chief Operating Officer
Date	19 November 2019
Prepared by	Debra Dalbeth Business Improvement Analyst
Chief Executive Approved	Y
Document Set #	GOV1318 / 2403025
Report Title	2019-2020 First Quarter Non-Financial Performance Report

I. EXECUTIVE SUMMARY

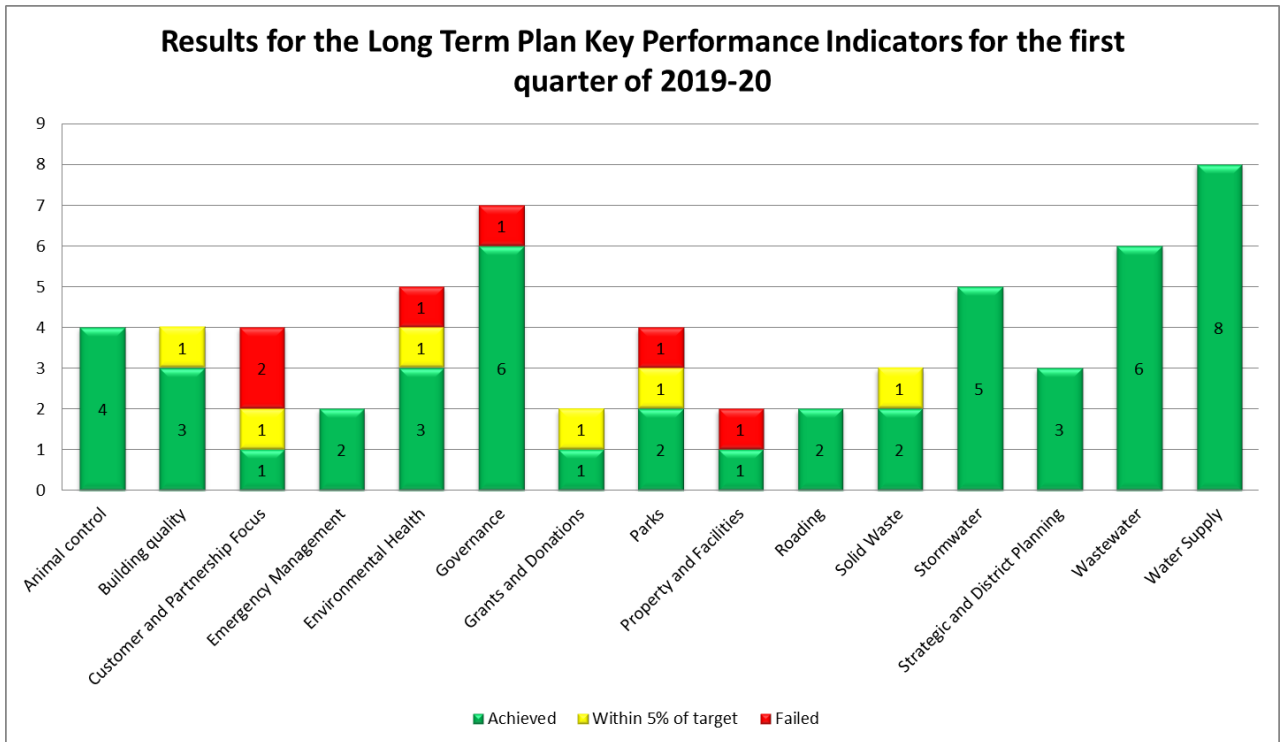
The purpose of this report is to provide the Committee with the 1st quarter non-financial performance results. This includes the 2019/20 Long Term Plan (“LTP”) Key Performance Indicators (“KPIs”) and the Resident Satisfaction survey.

These results will be used to inform the Annual Report.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. LTP KPIs



Achieved	Within 5% of target	Failed
80%	10%	10%

There are seventy nine Key Performance Indicators (“KPIs”) that are reported in the Annual Report. Currently 21 are measured monthly, 40 quarterly, 7 half yearly and 11 annually.

The above graph shows the number of KPIs that were achieved, came close or did not achieve, grouped by category.

This is the second year of this LTP. The below chart shows the results from the first year of this LTP were better than the results from the last LTP, however these end of year results highlighted issues with measuring some KPIs. These issues will be addressed this year.

	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020 1st quarter
Achieved	67 (68%)	65 (66%)	57 (58%)	61 (77%)	49 (80%)
On track	8 (8%)	4 (4%)	6 (6%)	5 (6%)	6 (10%)
Not achieved	23 (24%)	29 (30%)	35 (36%)	11 (14%)	6 (10%)
Unknown				2 (3%)	
TOTAL MEASURES	98	98	98	79	61

Attached to this report is *Appendix 1 - 2019-20 1st quarter LTP KPI Report*.

4. RESIDENTS SATISFACTION SURVEY

Some questions from the Resident Satisfaction Survey feed into the Long Term Plan but the majority of questions are to give us an indication of how residents view services and the performance across Council. These results also allow us to compare performance against other Councils and to track trends in our performance over several years.

The National Research Bureau (“NRB”) was chosen as the preferred provider as they are cost effective and they conduct a ‘Communitrak’ survey every 2 years which enables us to benchmark ourselves against all other New Zealand Councils.

Waikato District Council residents are surveyed at approximately 10 residents per week. At the end of each quarter, after 100 residents are surveyed, we receive this data. This approach mitigates seasonal bias or ‘moment in time’ events from slanting Councils annual results. The survey summary from the first 3 months of this year is attached.

Attached Appendix 2 - 2019-20 Satisfaction Survey Summary.

Trends

Based on improvements in the level of effort and resolution of requests it would appear residents satisfaction when dealing with Council is improving. Positive comments were received regarding helpful and friendly staff and completing requests in accordance with customer expectations.

However, while ease of dealing with council may be improving, trend graphs are showing us that in the first quarter we saw significant decreases in satisfaction with animal control, building and inspection services and there are continued negative trends in satisfaction with footpaths and roads, rubbish and recycling services.

Trend graphs are attached *Appendix 3 – 1st quarter Survey Trend Graph*

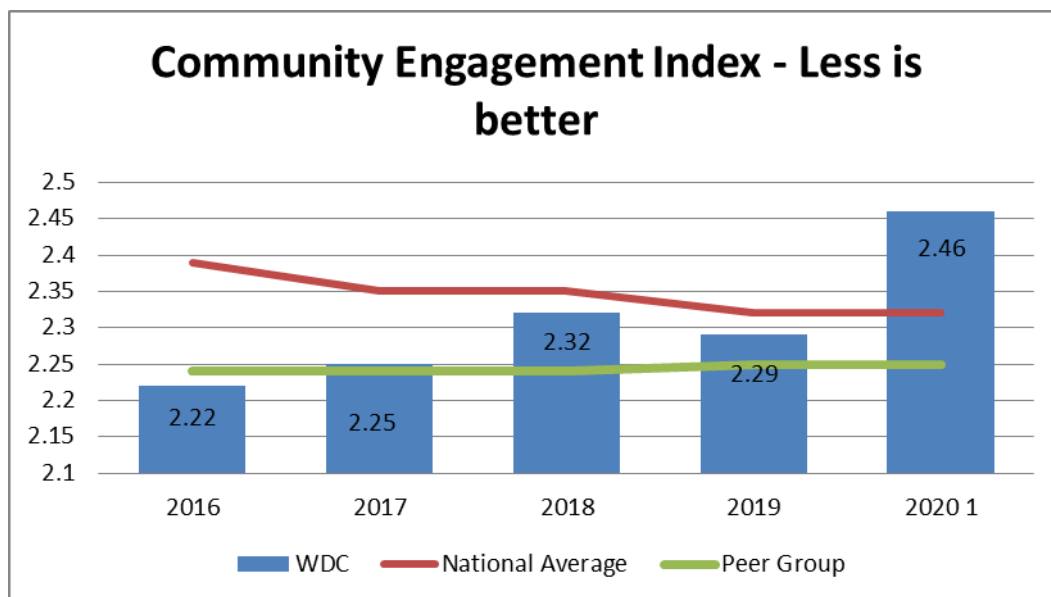
5. ENGAGEMENT

Engagement is measured from 5 key questions in our Residents Survey. These were chosen as they are also asked in the National Research Bureau's Communitrak survey which gives us benchmarking data against other Councils.

1. Satisfaction with the way council involves the public in the decisions it makes
2. Satisfaction with Rates Spending
3. Satisfaction with Community Spirit
4. Satisfaction with Quality of Life
5. Satisfaction that Council makes decisions that meet the needs and aspirations of their residents.

Residents are asked for their satisfaction on a scale of 1 to 5 and the results from these five questions form an engagement index, the target we have set for ourselves is to have 2.25 or less.

Our peer group of Councils have an index of 2.25, the national average is slightly higher and the Waikato District Council result from the first quarter is an index of 2.46.



While the satisfaction with all 5 questions has reduced there has been a significant drop in 'satisfaction with community spirit' and 'satisfaction that council makes decisions that meet the needs and aspirations of residents'.

As there are no clear indications to explain these drops in performance from the comments, initial assumptions were that the October elections may have been in residents' minds. However this assumption was tested against the 2016 results and the theory isn't consistent. Other theories may indicate the drop in satisfaction is as a result of topical subjects

e.g. climate change, and/or views on lack of consultation by council as indicated by the decreased satisfaction around the governance/democracy questions.

Graphs of the results from the individual questions are at the end of Appendix 3. They show a definite degradation in satisfaction over the period of the last few years.

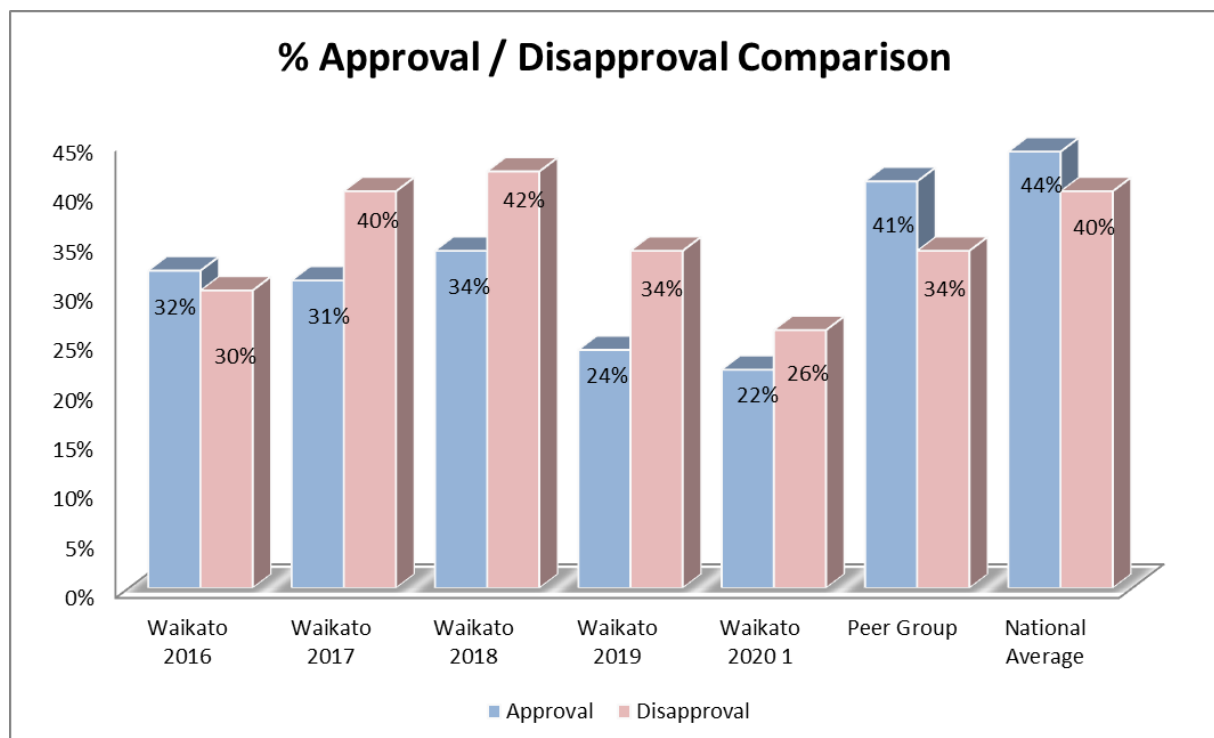
6. OUTCOMES

1. Is there any one thing about the Council's actions, decisions or management in the last few months that comes to mind as something you do like or approve of?
2. Is there any one thing that comes to mind with regard to the Council's actions, decisions or management in the last few months that you dislike or disapprove of?

This is asked to gauge the level of support residents had for Council's actions and decisions. In this first quarter, 22% of residents say there is a Council action/decision/management they approve of compared to 26% saying there is an action/decision/management they disapprove of.

When compared against national average and peer group ratings, it is noted that WDC disapproval ratings are consistently higher than the approval ratings. The continued decline in approval and disapproval ratings suggests a district that is ambivalent with council actions and could suggest a high potential for disengagement with our communities.

Comments from residents suggest that the appearance of the district towns, the status of roads, development, and communication with council, are reasons for the low scores in this area. As per previous results we are seeing consistent messages and trends regarding the standard of 'roading' and 'lack of consultation'.



7. GOVERNANCE / DEMOCRACY

In regard to Governance/Democracy, residents were asked if they feel they have the opportunity to be involved and participate in the way the Council makes decisions, 60% said yes they feel they have the opportunity while 33% said they had actually tried to participate.

Trend graphs in Appendix 3, show a decrease in satisfaction with the governance section of questions. The quarterly result for the question about satisfaction with the ability to contact the Councillors/Mayor has a large margin of error as only 13 people responded to this question. Of those 13 people, 7 were very satisfied, 1 neutral, 2 dissatisfied and 3 very dissatisfied. While the margin of error is high, it does indicate that almost half of those asked were not satisfied with no reason as to why given.

The rest of the questions in the Governance/Democracy section had 32 respondents which is statistically significant and given the method of surveying, will give an accurate picture of residents opinion.

8. CONCLUSIONS

We are in the second year of the Long Term Plan and staff familiarity with the KPI's is increasing along with addressing issues around measurement. These first quarter results are an early indication on how we have begun the year. The profile of these results is increasing through the organisation with work being done to improve them.

9. ATTACHMENTS

Appendix 1 – 2019-20 1st quarter LTP KPI Report

Appendix 2 – 2019-20 Satisfaction Survey Summary

Appendix 3 – 1st quarter Survey Trend Graph



Waikato District Council

Scorecard Report

Period: Jul-19 - Sep-19

Scorecard Name
2019-21 Waikato District Council Quarterly Report

Date From
01-Jul-2019

Date To
30-Sep-2019

LINKED ITEMS	UNIT	TARGET	ACTUAL	INDICATOR
--------------	------	--------	--------	-----------

2019-21 LTP Governance

Satisfaction of residents that they were able to contact their Councillor as and when required	%	90.00	52.00	
--	---	-------	-------	--

COMMENTS: Caution should be used when interpreting this result as the sample size is small. In the previous quarter only 13 of the 100 people surveyed had tried to contact their Councillor, of them 7 were very satisfied, 1 was neutral, 2 were dissatisfied and 3 very dissatisfied. The contact details of our Councillors are publicly available on the website or through the Call Centre. Some of our Councillors also write regular columns for community newspapers with their contact details provided and their contact details are also regularly provided in The Link newsletter.

Iwi ki te Haapori - Number of joint committee meetings held per annum	#	1.00	1.00	
---	---	------	------	--

COMMENTS: A number of Hui have been attended by Councils Iwi and Partnerships Manager.

Iwi ki te Haapori - Number of identified or notified breaches/ objections under Joint Management Agreements, MOU's and MOA's	#	0.00	0.00	
--	---	------	------	--

COMMENTS: N/A

Iwi ki te Haapori - Number of formal governance hui held between council and iwi / hapu groups	#	1.00	1.00	
--	---	------	------	--

COMMENTS: JMA meeting with Waikato Tainui

Percentage of minutes of all open meetings that are made publicly available via the Council's website	%	100.00	100.00	
---	---	--------	--------	--

COMMENTS: All confirmed minutes online

Percentage of Council decisions that comply with statutory requirements	%	100.00	100.00	
---	---	--------	--------	--

COMMENTS: All Council decisions have complied with statutory requirements.

Percentage of district plan changes that are undertaken as per the RMA statutory process	%	100.00	100.00	
--	---	--------	--------	--

COMMENTS: The Resource Management Policy team of Council is focussing on a full review of the District Plan. This process, known as the District Plan Review, is being conducted in accordance with the required RMA processes. The District Plan Review has been split into two stages. Stage 1 covers all aspects of the District Plan apart from issues relating to natural hazard risk and climate change which form part of Stage 2. For Stage 1, Public Hearings started on 30 September 2019. A draft of Stage 2 was released for public feedback, also on 30 September 2019.

2019-21 LTP Animal Control - LTP

LTP - The percentage of aggressive dog behaviour complaints, where immediate risk to public safety is present, that has council personnel on site within 1 hour	%	95.00	100.00	
---	---	-------	--------	--

COMMENTS: 100% of service requests for aggressive dogs (current threat) were responded to within the 1 hour target time this month.

LTP - The percentage of complaints regarding stray stock that have council personnel on site within 1 hour	%	95.00	100.00	
--	---	-------	--------	--

COMMENTS: 100% of service requests relating to stock on roads responded to within the 1 hour target time

LTP - The number of reported serious dog attacks on people in public places (where medical attention is required) that occur in our district does not exceed 10 per year

#

2.50

2.00



COMMENTS: The number of reported serious dog attacks on people in public places, 1 reported in July, no reported attack recorded for August and 1 reported for September.

LTP - Complete Engagement and Education Visits throughout the district

#

30.00

39.00



COMMENTS: 3 School Sessions, 4 dogs in libraries, 1 Pre-school - our target was not met due to Zoey being on bereavement leave for two weeks.

2019-21 LTP Building Quality

LTP - The percentage of existing buildings with building WOFs that are monitored and audited for compliance annually - YTD

%

8.25

10.00



COMMENTS: Other buildings audits on track also

The percentage of buildings that provide sleeping care or paid accommodation which are audited for compliance annually - YTD

%

25.00

27.00



COMMENTS: Buildings with sleeping audits are on track

The percentage of swimming pools that are inspected for compliance annually - YTD

%

8.25

34.50



COMMENTS: Because of the risk to our ratepayers, the general public and our communities especially young children this is another Not Negotiable KPI. There were 83 inspections carried out in September on Pool Fencing and YTD there has been 299 pool inspections carried out. Target per calendar year is 660 - as at 1 Jan 19 to 30 September 19 we have carried out 759 pool inspections. We will have inspected all our pools by the 3 year anniversary date i.e. January 2020. Consent numbers have been down so we have used our existing resource to carry out the inspections during the year. Should consent numbers rise again we do have a vacant position for a dedicated pool inspector we can fill to take up the workload to ensure we met the KPI.

The percentage of building consent applications which are processed within 20 working days - YTD

%

100.00

99.39



COMMENTS: YTD - Currently we are processing 99.39% of standard consents within the statutory timeframe with Dwellings achieving 100%. Out of 491 BC's granted YTD, there has been 3 go over the 20 working day timeframe YTD for various reasons. We achieved 98.36% for September. Whilst 100% is a statutory requirement 95% seemed to be an acceptable level of compliance by both MBIE and IANZ. However we do not accept that and intend to try and meet the 100 % compliance going forward.

2019-21 LTP Strategic and District Planning

Percentage of resource consent applications which are processed within the statutory time frames

%

100.00

100.00



COMMENTS: In September we issued 70 consents, all of which were issued within statutory timeframes. This amounts to a total of 241 consents issued for the quarter ending 30 September 2019.

LTP - The percentage of current land use consents that are older than 2 years which have been monitored in the past 2 years

%

80.00

88.00



COMMENTS: Target met

LTP - The number parking patrols that are carried out in communities that have parking controls under the bylaw.

#

33.00

52.00



COMMENTS: Target met.

2019-21 LTP Solid Waste

The percentage of schools in the district that receive solid waste education % 10.00 14.30

COMMENTS: Xtreme Zero Waste continued to deliver the Zero Waste Education programme to schools within the district.
YTD 7 schools and 68 classrooms have received the education programme.

The percentage of kerbside collection complaints that are resolved within agreed timeframes. % 97.00 96.35

COMMENTS: The team has implemented a new process for dealing with customer service requests yielding steady improvement. YTD result 96.35%

LTP - The % of time a contractor was engaged within 5 days from receiving the service request to to remove rubbish to resolution % 95.00 98.25

COMMENTS: Target met

2019-21 LTP Environmental Health - LTP

LTP - The percentage of licensed food premises that are verified/inspected annually % 100.00 100.00

COMMENTS: Annual figure will be concluded at end of this 12 month period.

LTP - The percentage of medium risk or higher fee category licensed premises that are inspected annually % 100.00 100.00

COMMENTS: All medium risk and high risk licensed premises were inspected during this financial year.

LTP - Percentage of excessive noise complaints responded to within agreed timeframes. (Due to geographical characteristics of the district response times will vary in different parts of the district) % 85.00 81.00

COMMENTS: We are seeing improvements of performance from our contractors Armourguard in recent months. This can be attributed to our strict instructions and prompt feedback on non-performance and shortfalls, on a weekly basis. Performance is now the priority discussion in the monthly Council and Armourguard meetings. We are currently sorting out issues with missing data for noise control service requests from Tuakau area. This is managed by Armourguard Auckland and their data reporting is not compatible with Hamilton Armourguard reporting system. Once they have resolved this issue then we expect the KPI figures to improve further.

LTP - The percentage of hazardous land use information (Hail) reports that will be completed within 10 working days. % 90.00 100.00

COMMENTS: All hail reports were completed within the required timeframe.

LTP - Percentage of environmental health complaints where the customer has been contacted within 3 working days % 90.00 75.00

COMMENTS: We are working with our officers to ensure that all service request are responded to with 3 working days and have put in alerts on their computers to ensure that the complainant is contacted and a way forward with the compliant is discussed with them.

2019-21 LTP Grants and Donations

Number of discretionary grant funding rounds undertaken per year # 1.00 1.00

COMMENTS: Round one has been completed.

The percentage of community funding/grant recipients meeting grant obligations, as evidenced through accountability reports	%	100.00	95.00	
---	---	--------	-------	--

COMMENTS: Staff continue to ensure funding recipients file a return on time.

2019-21 LTP Parks

Percentage of Customers who are satisfied with Parks And Reserves, including sports fields and playgrounds overall	%	90.00	89.00	
--	---	-------	-------	--

COMMENTS: Just below target for this quarter. Contractors have been working hard to perform maintenance on Council reserves. There have been minor concerns around the management of horticulture/noxious weeds. The contractors have reacted quickly to the concerns and have implemented continuous improvement systems.

Percentage of customers who are satisfied with Public toilets in the residents satisfaction survey	%	75.00	68.00	
--	---	-------	-------	--

COMMENTS: Although under target 68% contractors continue to perform well in a difficult area. Staff will continue to work with our contractor who keeps the toilets maintained to a high level of cleanliness. Additional cleans are added during peak seasons to ensure customers' expectations are met.

Percentage of customers who are satisfied with the presentation of WDC cemeteries	%	95.00	95.00	
---	---	-------	-------	--

COMMENTS: Feedback received from customers indicates satisfaction with the WDC cemeteries. All contractual obligations are met. Open spaces within the cemeteries are maintained to the specified levels of service.

Percentage of new playgrounds built to New Zealand Standard - Playground Equipment and Surfacing (NZS 5828:2015)	%	100.00	100.00	
--	---	--------	--------	--

COMMENTS: All new playgrounds must comply with the NZ standards.

2019-21 LTP Property and Facilities

Percentage of customers who are satisfied with the service provided at the Raglan campground	%	90.00	94.00	
--	---	-------	-------	--

COMMENTS: Camp Manager expressed that because of issues with the heat pump which services the hot water (through September) this lowered their score.

Percentage of customers who are satisfied with the service provided at the Huntly campground	%	90.00	73.00	
--	---	-------	-------	--

COMMENTS: Three quarters of visitors are satisfied, 11 out of 15 people indicated they were Satisfied or Very Satisfied with the service provided. New mailbox/survey option located at the Camp Ground will start as of October 10/10/2019 to ensure data is more accurate.

2019-21 LTP Emergency Management

Council maintains a minimum number of trained staff to foundation level, to fulfil core Emergency Operations Centre roles	#	100.00	100.00	
---	---	--------	--------	--

COMMENTS: Ontrack - next Foundation training scheduled for November 2019.

Council maintains a minimum number of trained staff to Intermediate level, to fulfil core Emergency Operations Centre roles.	#	30.00	75.00	
--	---	-------	-------	--

COMMENTS: Ontrack - next Intermediate training scheduled for November 2019.

2019-21 LTP Customer and Partnership Focus

Percentage of customers satisfied that council consults with the community regarding the right issues	%	60.00	34.00	
---	---	-------	-------	--

COMMENTS: Results are down considerably from last quarter with no obvious explanation able to be identified through discussions by Community Growth, Service Delivery, Comms, etc. This past quarter, we have only undertaken early engagement for Speed Limit Bylaw and consultation on the Cemeteries Bylaw.

Percentage of customers satisfied with the ease of access and clarity of information regarding key community issues	%	60.00	39.00	
---	---	-------	-------	--

COMMENTS: Results are down considerably from last quarter, with no obvious explanation able to be identified through discussions by Community Growth, Service Delivery, Comms, etc., although depending on who was surveyed the low result could be partially attributed to the erosion occurring at Port Waikato and property owners seeking further information from Council.

Level of Customer effort	#	3.00	2.20	
--------------------------	---	------	------	--

COMMENTS: While the result is within target, the level of effort required by customers when dealing with Council has room for improvement

Percentage of time that access to a free internet service is available in libraries	%	100.00	95.00	
---	---	--------	-------	--

COMMENTS: The APNK access was delayed in the new Meremere Library but is now up and running. There have been no problems with the service at the other 5 sites.

2019-21 LTP Roading

The percentage of customer service requests relating to roads to which we respond within the timeframes specified.	%	80.00	96.76	
--	---	-------	-------	--

COMMENTS: YTD 96.76% (586 service requests) of customer service requests were responded to within the timeframe specified.

The percentage of customer service requests relating to footpaths responded to within the timeframe specified in LTP	%	80.00	94.00	
--	---	-------	-------	--

COMMENTS: YTD 94% (50 service requests) of customer service requests were responded to within the timeframe specified in LTP.

2019-21 LTP Stormwater

The number of flooding events that occurred throughout the district	#	5.00	0.00	
---	---	------	------	--

COMMENTS: Target met, no flood events.

The number of habitable floors affected in a stormwater flooding event expressed per 1000 properties connected to the councils stormwater system per event	#	0.30	0.00	
--	---	------	------	--

COMMENTS: Target met, no flood events.

The median response time to attend a flooding event, measured from the time that Council receives notification to the time that service personnel reach the site.	m	120.00	0.00	
---	---	--------	------	--

COMMENTS: Target met, no flood events

The number of complaints received by Council about the performance of its stormwater system, expressed per 1000 properties connected to the stormwater system	#	5.00	0.46	
---	---	------	------	--

COMMENTS: Target met.

Council's level of compliance with resource consents for discharge from its stormwater system, measured by the number of abatement notices, infringement notices, enforcement orders and convictions received in relation those resource consents.

#

0.00

0.00



COMMENTS: Resource consents are annually audited by WRC for the previous compliance year. Results of the compliance audit are typically received between Q1 and Q2 of the following compliance year, at this time all enforcement notices are presented to Council.

2019-21 LTP Wastewater

The number of dry weather sewerage overflows from Council's sewerage system, expressed per 1000 sewerage connections to that sewerage system

#

3.00

0.35



COMMENTS: Target met.

4 dry weather overflows this quarter.

The median attendance time where Council attends to sewage overflows resulting from a blockage or other fault in its sewerage system, from the time that Council receives notification to the time that service personnel reach the site.

m

60.00

31.00



COMMENTS: Target met with a median of 31minutes.

6 from 6 calls met the target time frame this quarter.

The median resolution time where Council attends to sewage overflows resulting from a blockage or other fault in its sewerage system, from the time Council receives notification to the time personnel confirm resolution of the blockage or other fault.

m

240.00

148.00



COMMENTS: Target met with a median of 148 minutes for the year.

4 out of 5 calls resolved within required time frame of 240 minutes this quarter.

The total number of complaints received by Council about odour, system faults, blockages, response to issues with its sewerage system.(expressed per 1000 connections to the sewerage system):

#

10.00

1.92



COMMENTS: Target met.

22 complaints this quarter.

Council's level of Compliance with resource consents for discharge from its wastewater system, measured by the number of abatement notices, infringement notices and enforcement orders

#

2.00

2.00



COMMENTS: 2 WWTP Abatement Notices were issued Apr/May 19 year. for 2017-18 compliance year.

Council's level of Compliance with resource consents, measured by the number of Convictions for discharge from its wastewater system,

#

0.00

0.00



COMMENTS: Resource consents are annually audited by WRC for the previous compliance year. Results of the compliance audit are typically received between Q1 and Q2 of the following compliance year, at this time all enforcement notices are presented to Council.

2019-21 LTP Water Supply

The extent to which Councils drinking water supply (zones) complies with part 4 of the drinking water standards (bacteria compliance criteria)	#	18.00	18.00	
<i>COMMENTS:</i> Compliance is not assessed and confirmed until July 2020, no transgressions have been recorded for this quarter but still to be finalised.				
The extent to which Councils drinking water supply (plants) complies with part 4 of the drinking water standards (bacteria compliance criteria)	#	4.00	4.00	
<i>COMMENTS:</i> Compliance is not assessed and confirmed until July 2020, no transgressions have been recorded for this quarter but still to be finalised.				
The extent to which Councils drinking water supply complies with part 5 of the drinking-water standards (protozoal compliance criteria)	#	4.00	4.00	
<i>COMMENTS:</i> Compliance is not assessed and confirmed until July 2020, no transgressions have been recorded for this quarter but still to be finalised.				
The median on site attendance time for an urgent call out where Council attends a call-out in response to a fault or unplanned interruption to its networked reticulation system	m	60.00	25.00	
<i>COMMENTS:</i> Met target with a median of 25 minutes. 45 of 47 calls met the 60 minute time frame this quarter.				
The median resolution time for an urgent call out where Council attends a call-out in response to a fault or unplanned interruption to its networked reticulation system	m	240.00	85.00	
<i>COMMENTS:</i> Met target with a median of 85 minutes. 42 out of 47 calls met the required time frame this quarter.				
The median on site attendance time for a non-urgent call out, where Council attends a call-out in response to a fault or unplanned interruption to its networked reticulation system	Days	5.00	1.00	
<i>COMMENTS:</i> Target met with a median of 1 day. 90 out of 91 complaints met the 5 day time frame this quarter.				
The median resolution time for a non-urgent call out where Council attends a call-out in response to a fault or unplanned interruption to its networked reticulation system	Days	5.00	1.00	
<i>COMMENTS:</i> Met target with a median of 1 day. 90 out of 91 calls met the 5 day time frame this quarter				
The total number of complaints received by Council about drinking water clarity, taste, odour, water pressure or flow, continuity of supply and response to any of these issues (expressed per 1000 connections to the water system)	#	25.00	5.64	
<i>COMMENTS:</i> Target met. 90 complaints this quarter				

Overall Performance

37
%

0.00

0.00



**NATIONAL RESEARCH BUREAU LTD**

PO Box 10118, Mt Eden, Auckland, New Zealand

P (09) 6300 655, www.nrb.co.nz

To: Debbie Dalbeth

From: Ken Sutton and Janette Simpson

Of: Waikato District Council

Date: 27 September 2019

Dear Debbie,

QUARTERLY SUMMARY OF ONGOING SATISFACTION SURVEY RESULTS

The following is a quarterly summary of your Ongoing Satisfaction survey results for the period: Friday 5th August - Friday 20th September, based on 102 respondents.

If you have any queries, please give one of us a call.

Kind regards,

Ken Sutton

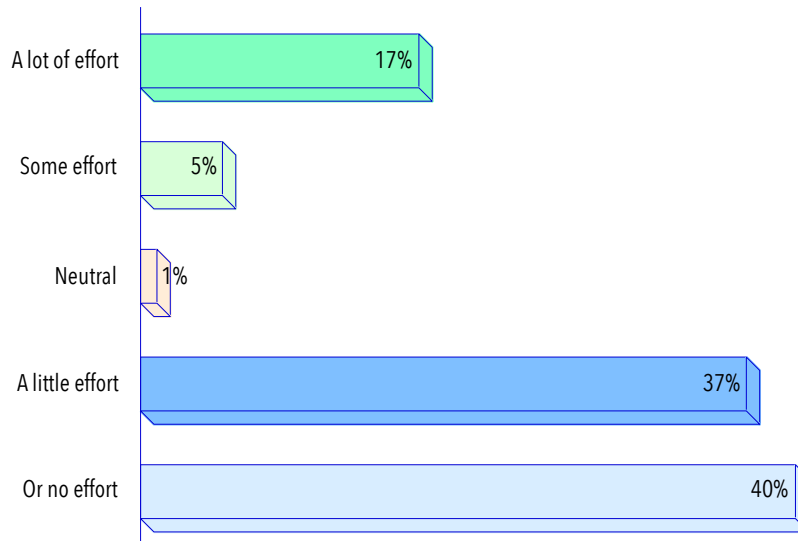
Janette Simpson

National Research Bureau Ltd

CONTACT WITH COUNCIL

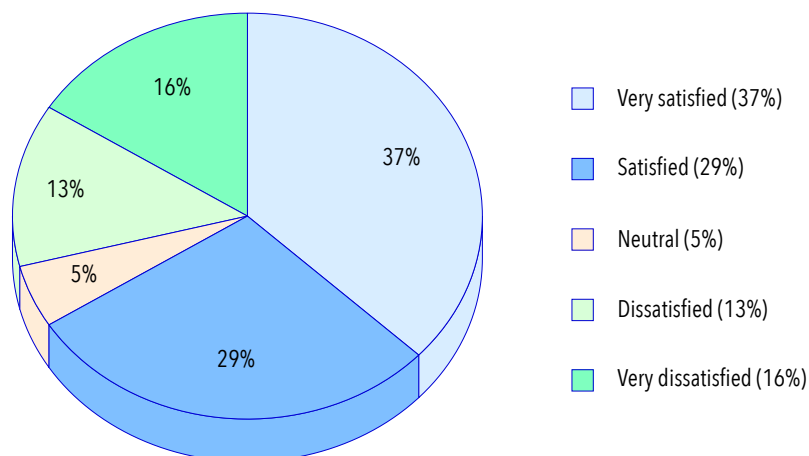
49% of residents have contacted Council staff at the Council offices or service centres by phone, in person and/or by email, in the last 12 months.

How much effort did it take to conduct business with Council ...



Base = 49[†]

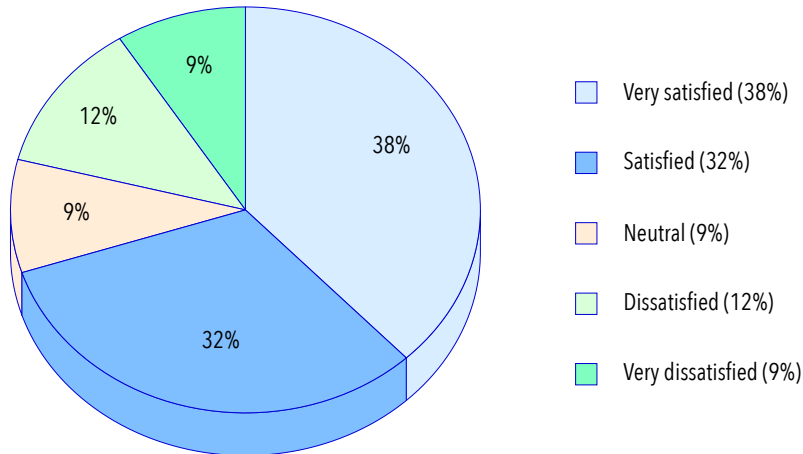
Satisfaction with how issue was resolved



Base = 49[†]

[†] those residents who say they have contacted Council in last 12 months

Satisfaction with overall service received



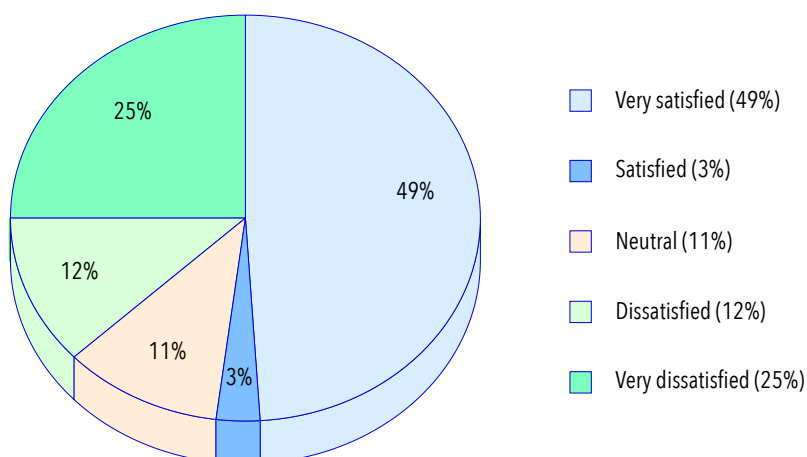
Base = 49[†]

[†] those residents who say they have contacted Council in last 12 months

Contact with Councillors/Mayor

In the last 12 months 13% of residents have contacted, or attempted to contact, a Councillor (including the Mayor).

Satisfaction that they are able to contact them should the need arise ...



Base = 13[†]

Caution: small base

[†] those residents who say they have contacted or attempted to contact a Councillor in last 12 months

SATISFACTION WITH SERVICES AND FACILITIES - OVERALL

	Very satisfied/ Satisfied %	Neutral %	Dissatisfied/ Very dissatisfied %	Don't know %
Standard of Council's roads overall (excluding State Highways) [†]	47	16	35	1
Stormwater services	41	18	18	23

[†] does not add to 100% due to rounding

SATISFACTION WITH COUNCIL SERVICES/FACILITIES - USERS

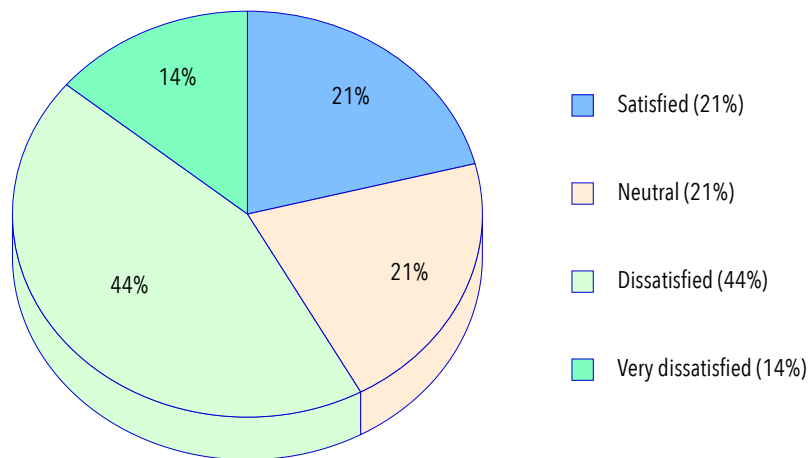
	Base	Very satisfied/ Satisfied %	Neutral %	Dissatisfied/ Very dissatisfied %	Don't know %
Public libraries	47	93	3	4	-
Parks and reserves, including sports fields and playgrounds [†]	64	89	4	6	-
Cemeteries [†]	46	87	7	3	2
Recycling services	92	77	11	12	-
Public toilets [†]	50	68	8	25	-
Building and inspection services*	13	62	12	26	-
Footpaths	82	59	14	27	-
Animal control, ie, stock and dog control*	11	58	14	28	-

* caution: small base

[†] does not add to 100% due to rounding

Satisfaction with the standard of Council's unsealed roads

Driven on an unsealed Council road

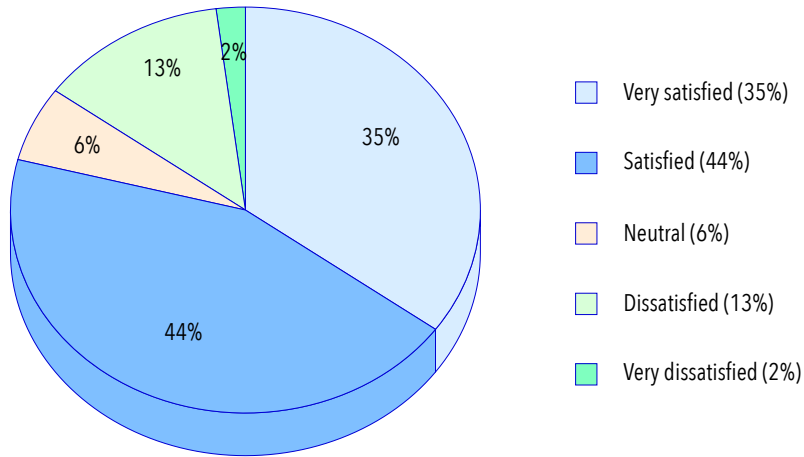


Base = 43

SATISFACTION WITH SERVICES PROVIDED BY COUNCIL

Water supply

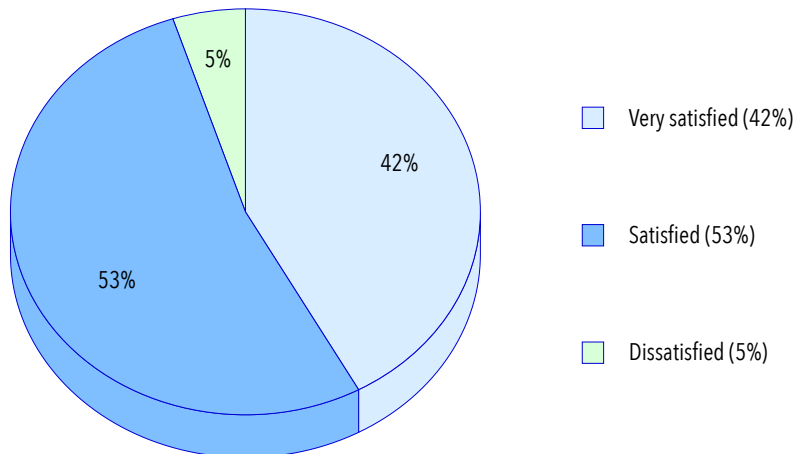
Council Provided Piped Water Supply



Base = 49

Wastewater services

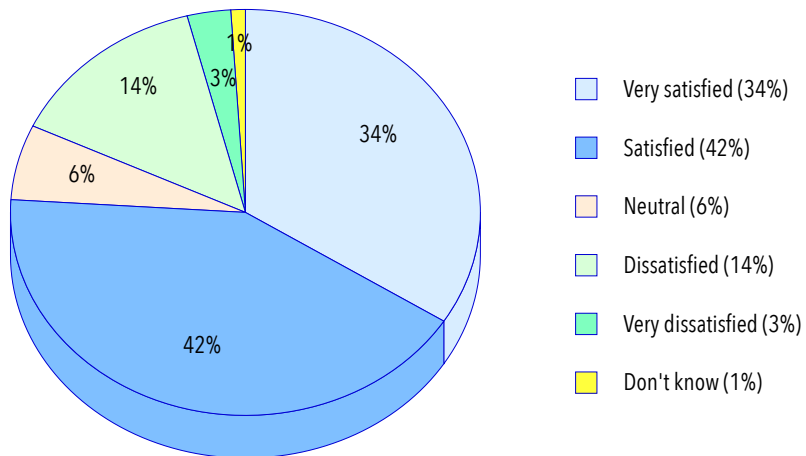
Council provided sewerage system



Base = 31

Rubbish collection service

Council provided regular rubbish collection service



Base = 96

LOCAL ISSUES

Governance/democracy

60% of residents feel that as a ratepayer or resident they have the opportunity to be involved and to participate in the way the Council makes decisions, while 40% say they don't.

33% of residents have tried to participate in Council's decision making process.

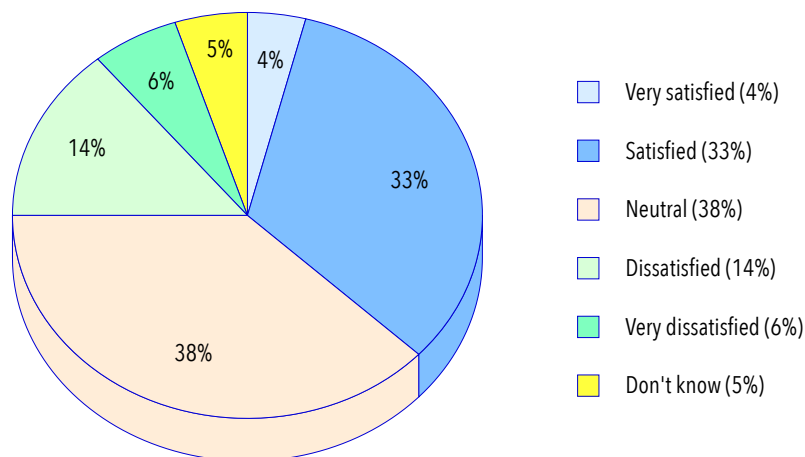
Level of satisfaction

	Very satisfied/ Satisfied %	Neutral %	Dissatisfied/ Very dissatisfied %	Don't know %
There is sufficient time and opportunity available to provide feedback	58	19	20	3
There is a suitable range of consultation options available	53	22	16	9
Information about key community issues is easily accessible	41	21	37	1
Information available on these issues is clear and instructive	37	20	33	10
The public are consulted about the right issues	34	33	24	9

Base = 32 (those residents who say they have tried to participate in Council's decision making process)
% read across

Overall satisfaction with the way Council involves the public in the decisions it makes

Overall



Participation In Decision Making Process

In general 19% of residents are interested in participating in Council's decision making process, 24% say they are not, while 55% say it depends on the issue. 1% of residents are unable to comment. (Does not add to 100% due to rounding).

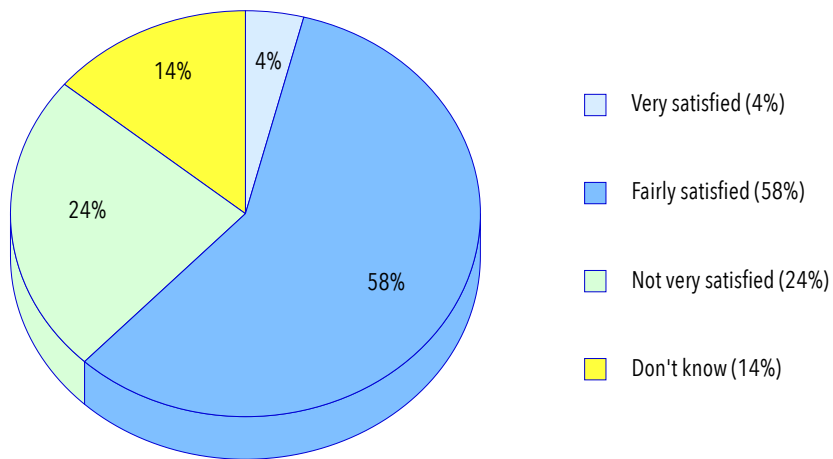
Outcomes

26% of residents say there is a Council action/decision/management they **dislike or disapprove** of, while 22% say there is a Council action/decision/management they **like or approve** of.

Community engagement

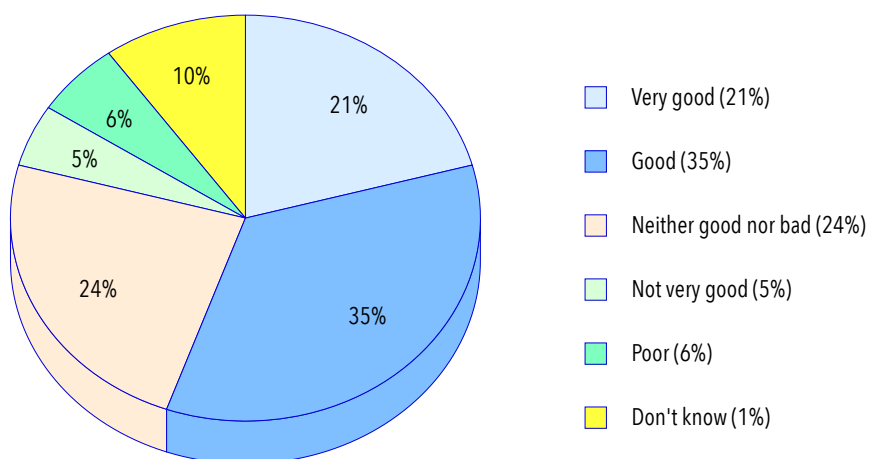
Satisfaction with rates spending

Overall



Community spirit

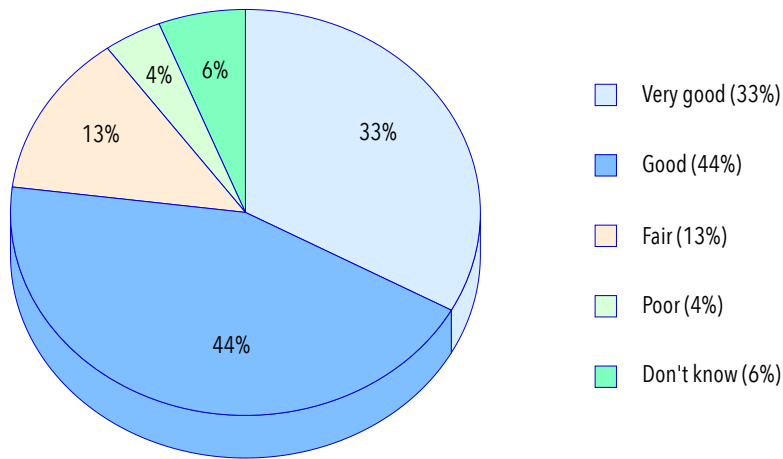
Overall



(Does not add to 100% due to rounding)

Quality of life

Overall



Place to live, work and play

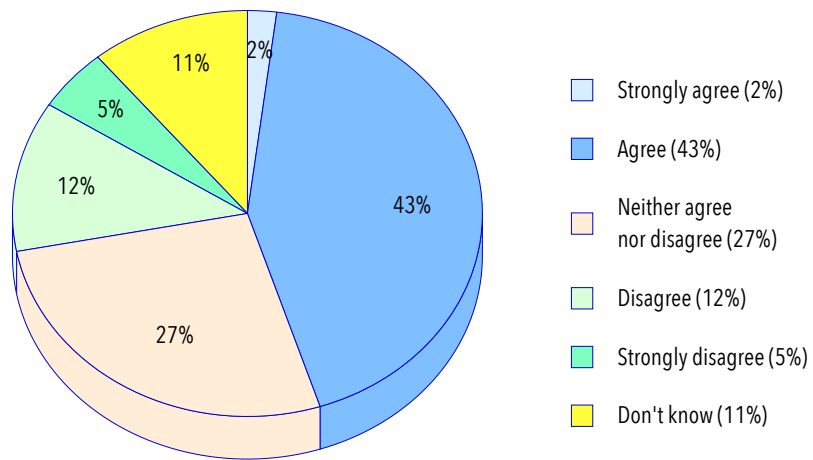
Using a scale of 0 to 10, where 0 is not at all likely and 10 is extremely likely, residents were asked to say how likely it is that they would recommend the Waikato District as a place to live.

Not at all likely 0 %	1 %	2 %	3 %	4 %	5 %	6 %	7 %	8 %	9 %	Extremely likely 10 %
3	-	-	1	2	6	8	25	34	9	12

Council consultation and community involvement

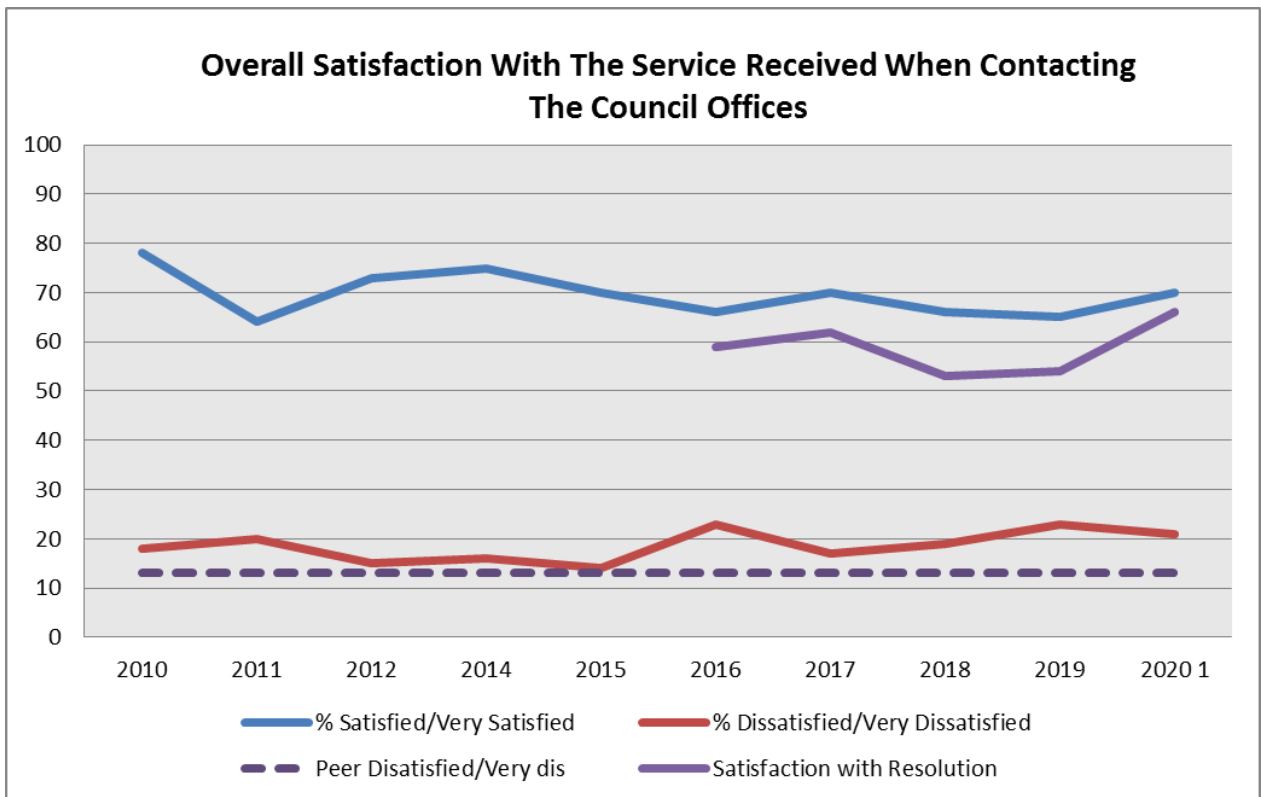
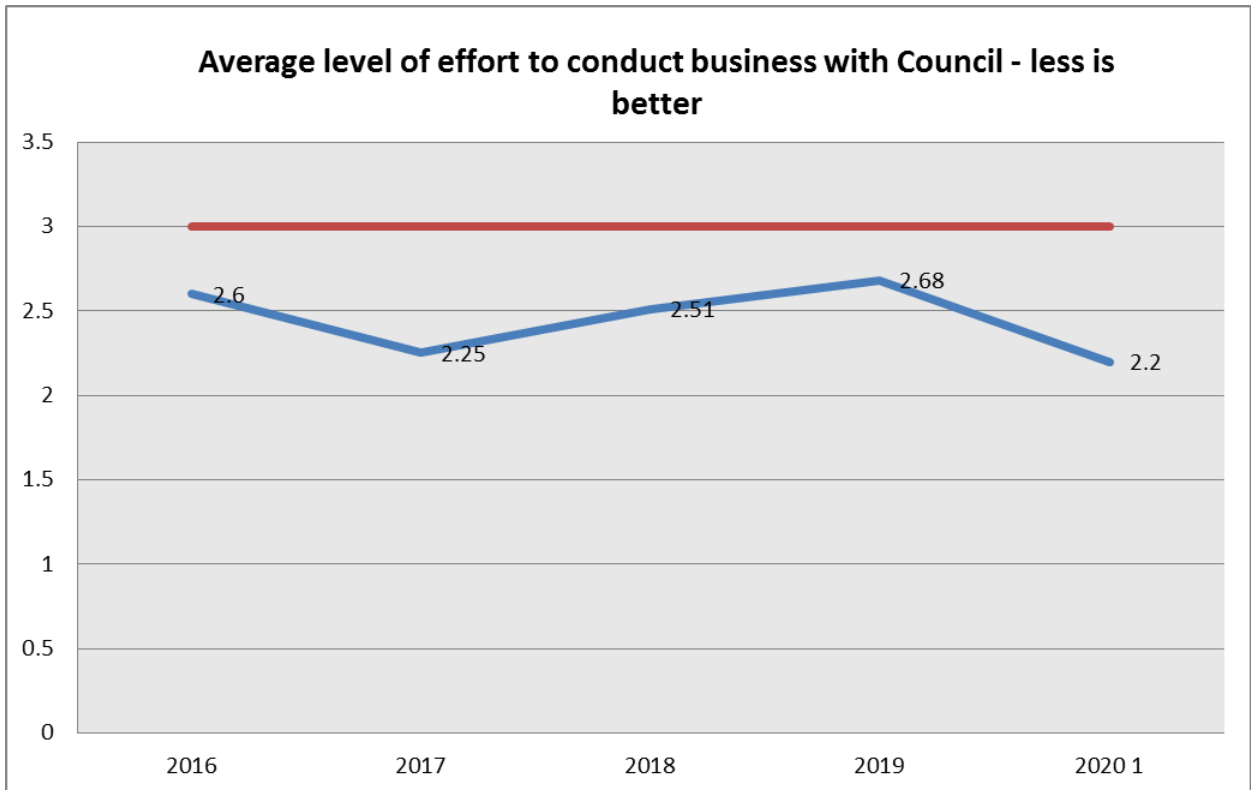
Council makes decisions that meet the needs and aspirations of their residents?

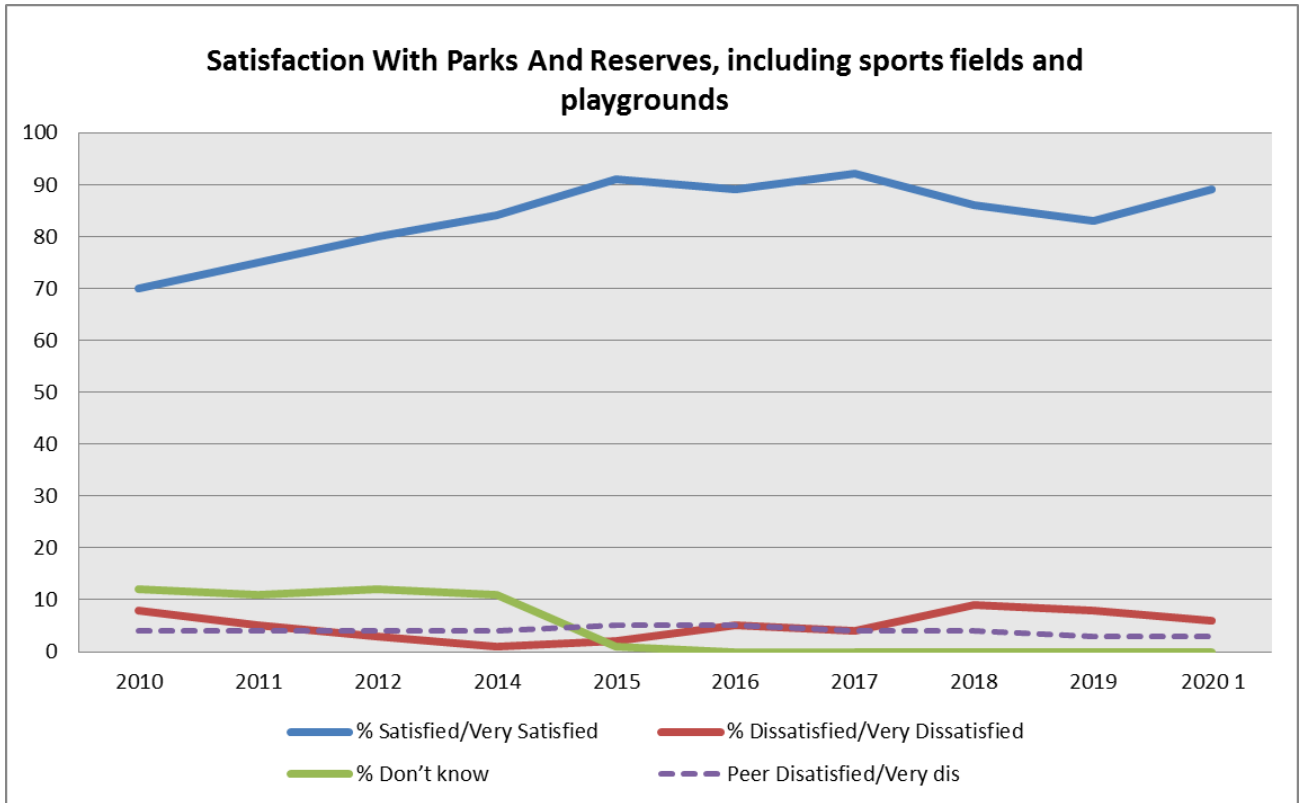
Overall

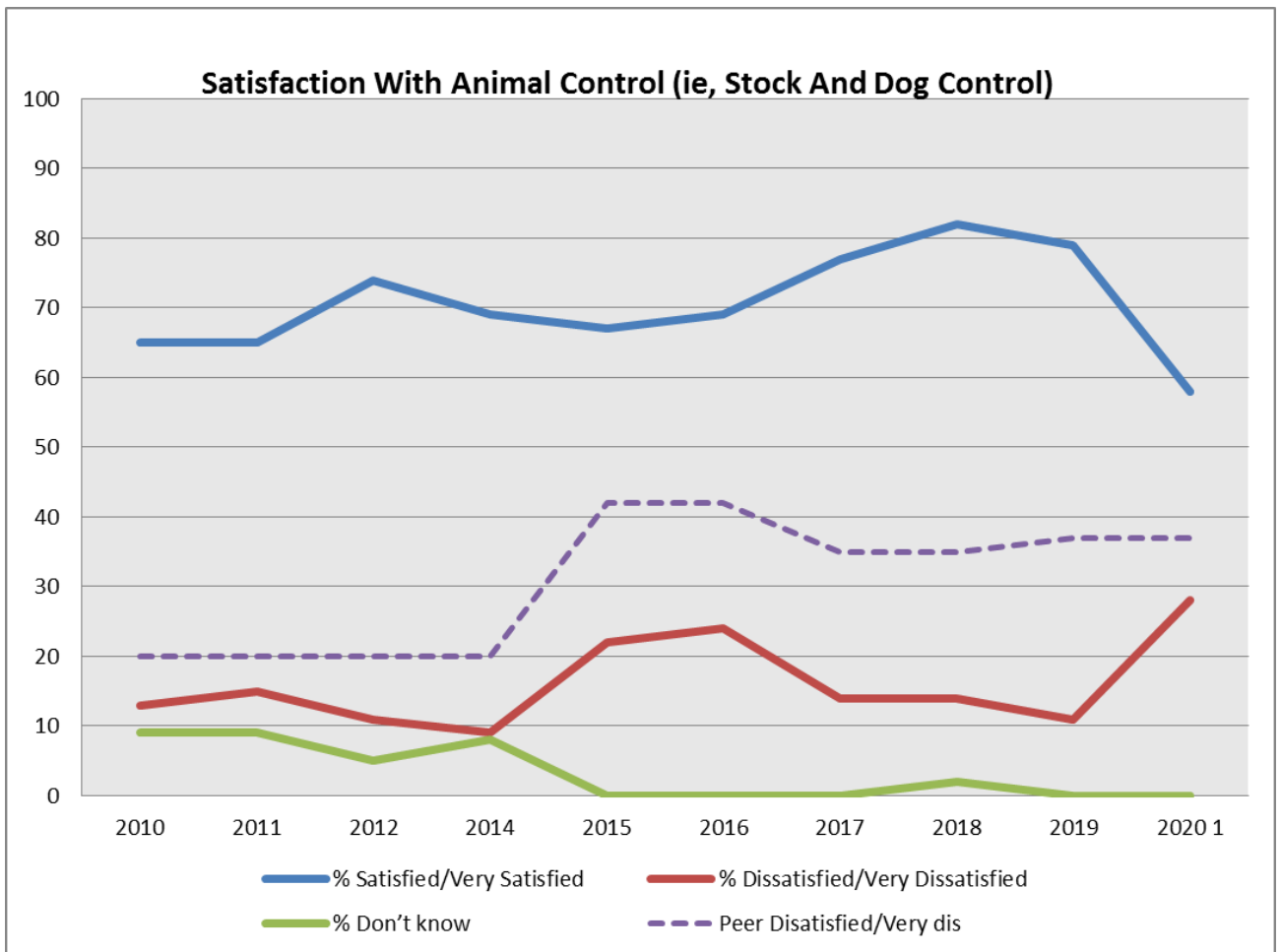
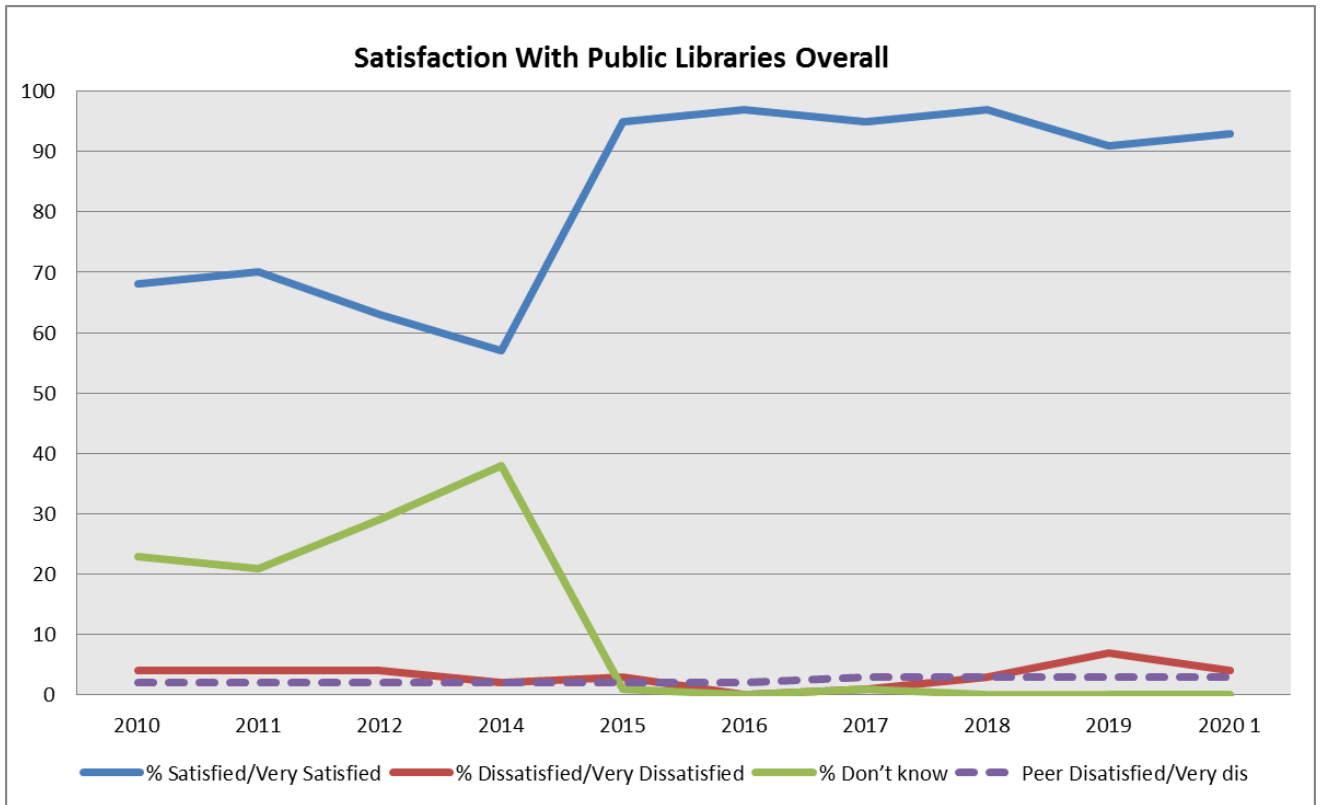


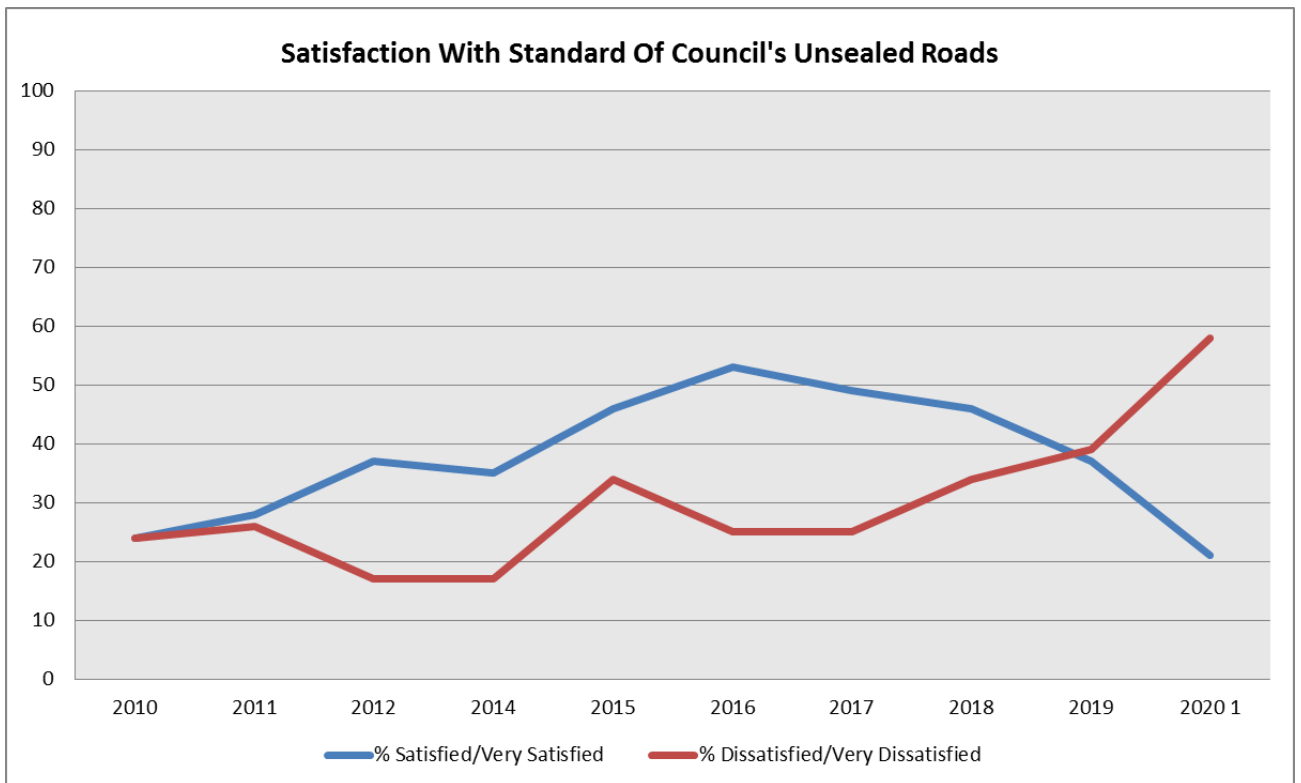
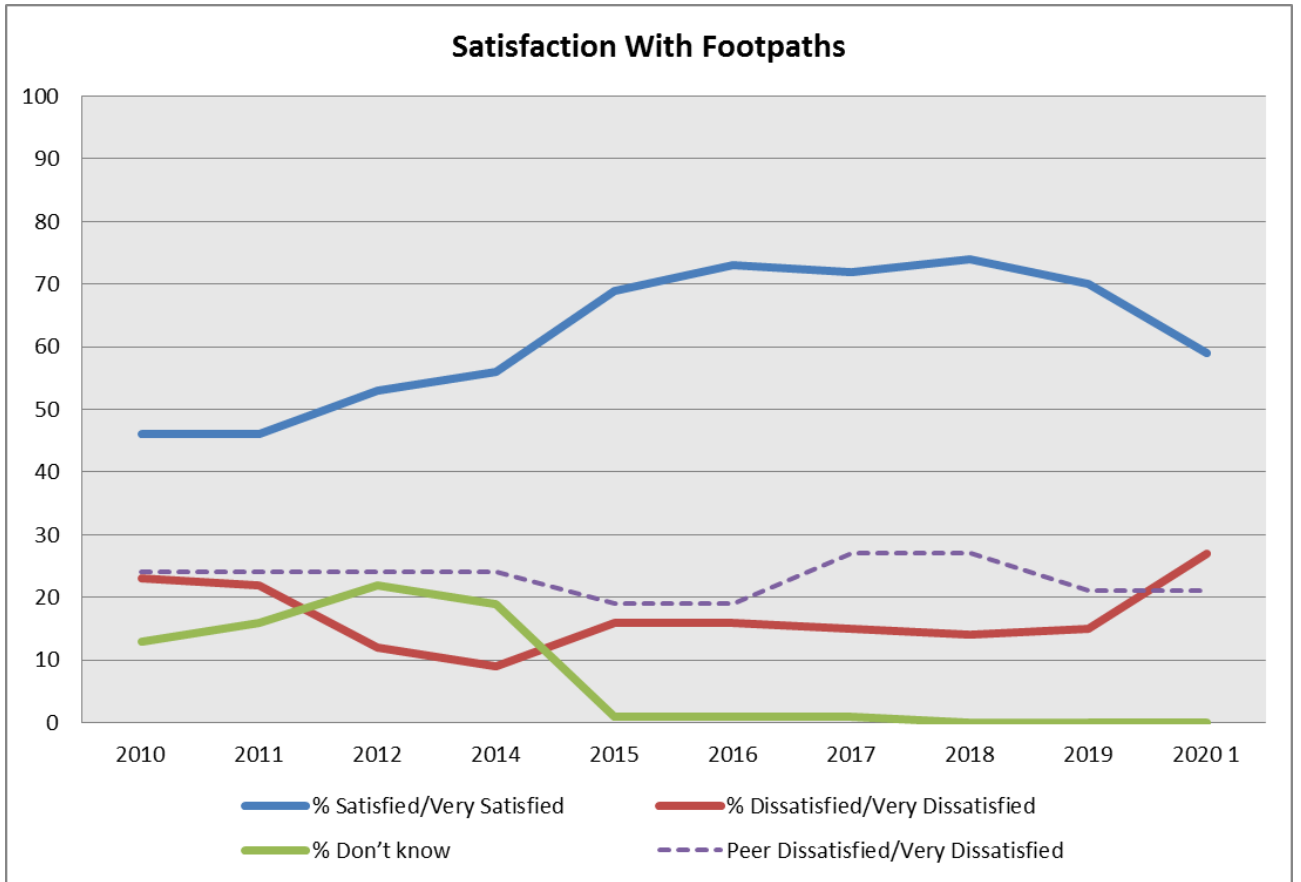
Appendix 3 – 1st Quarter Survey Trend Graphs 2020

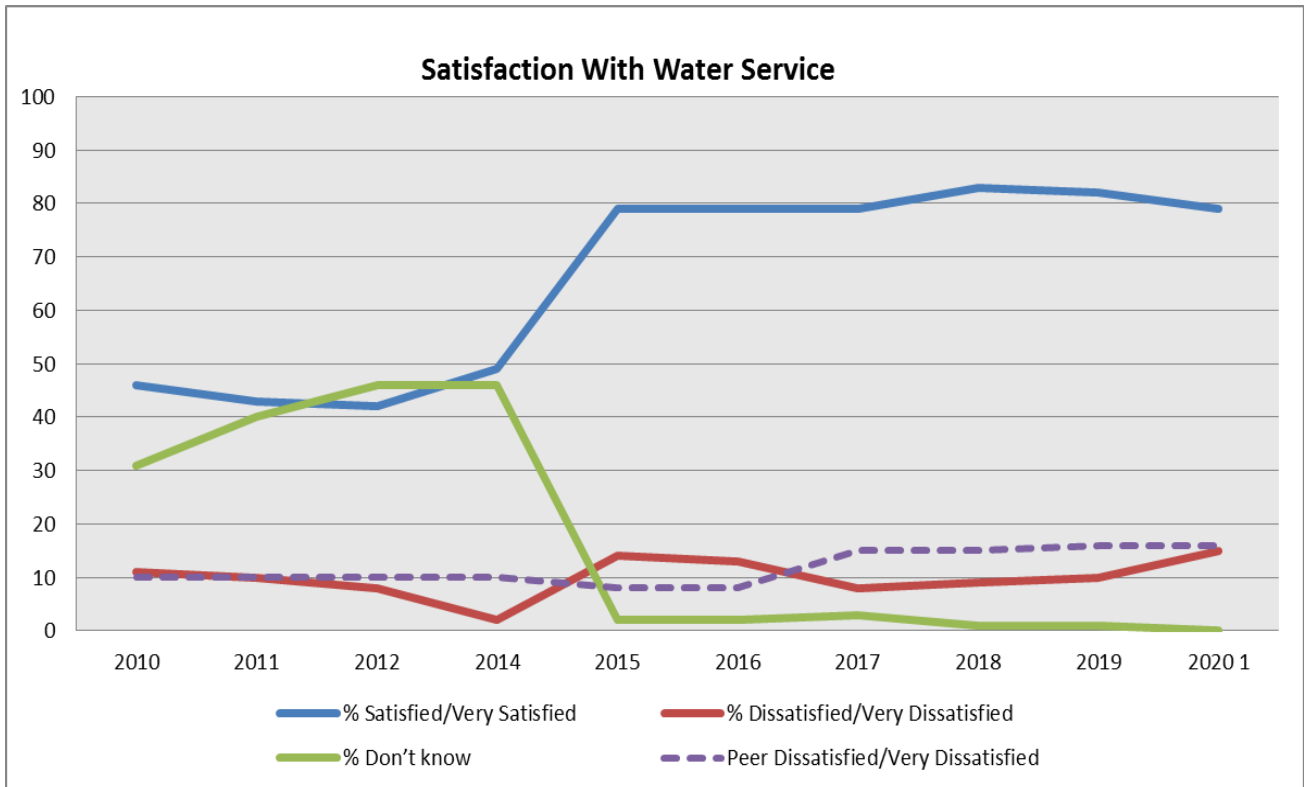
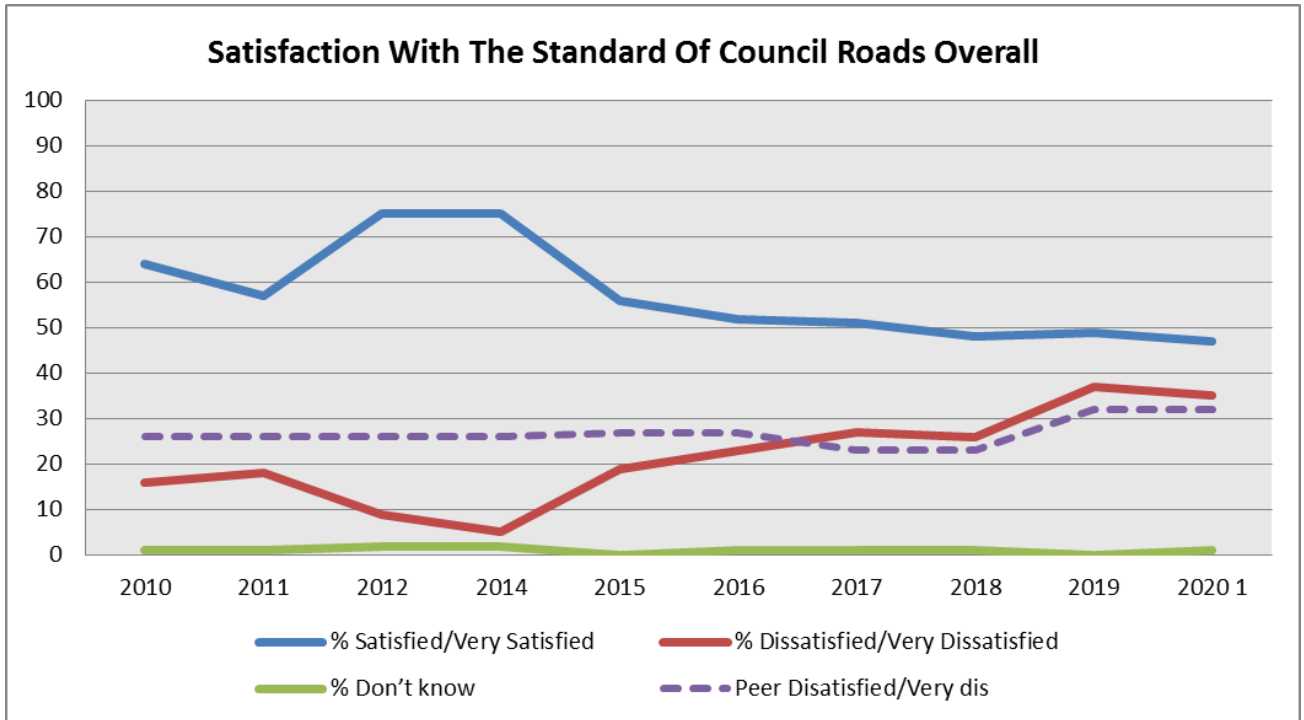
- 2020 1 is the first quarter result from the survey

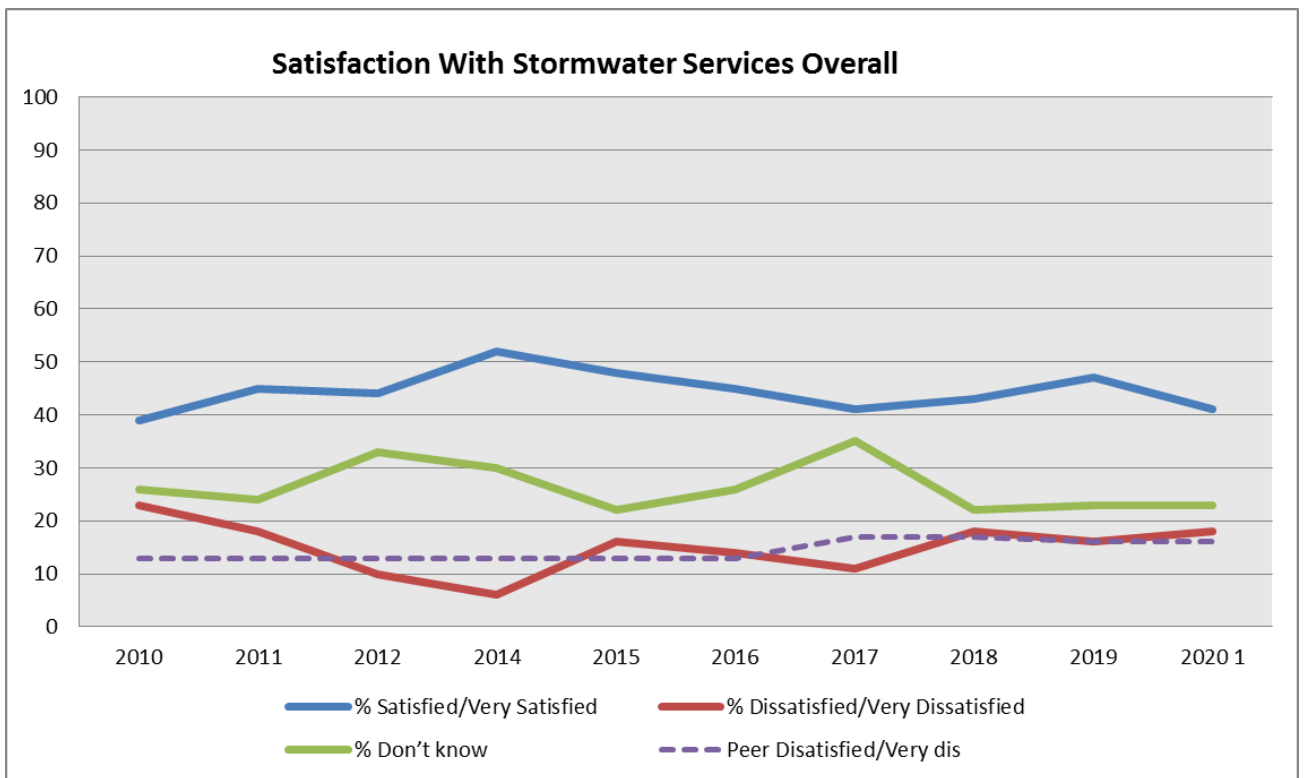
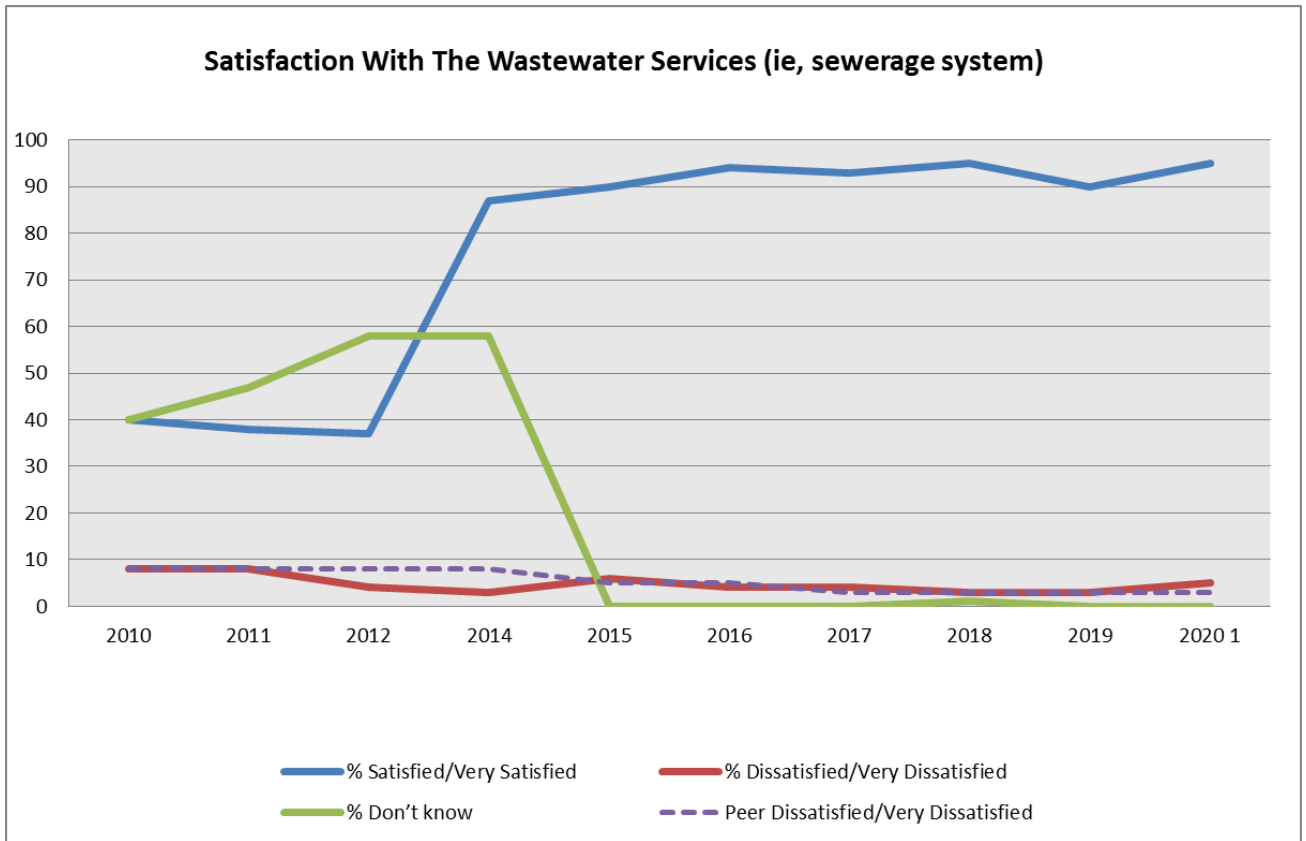


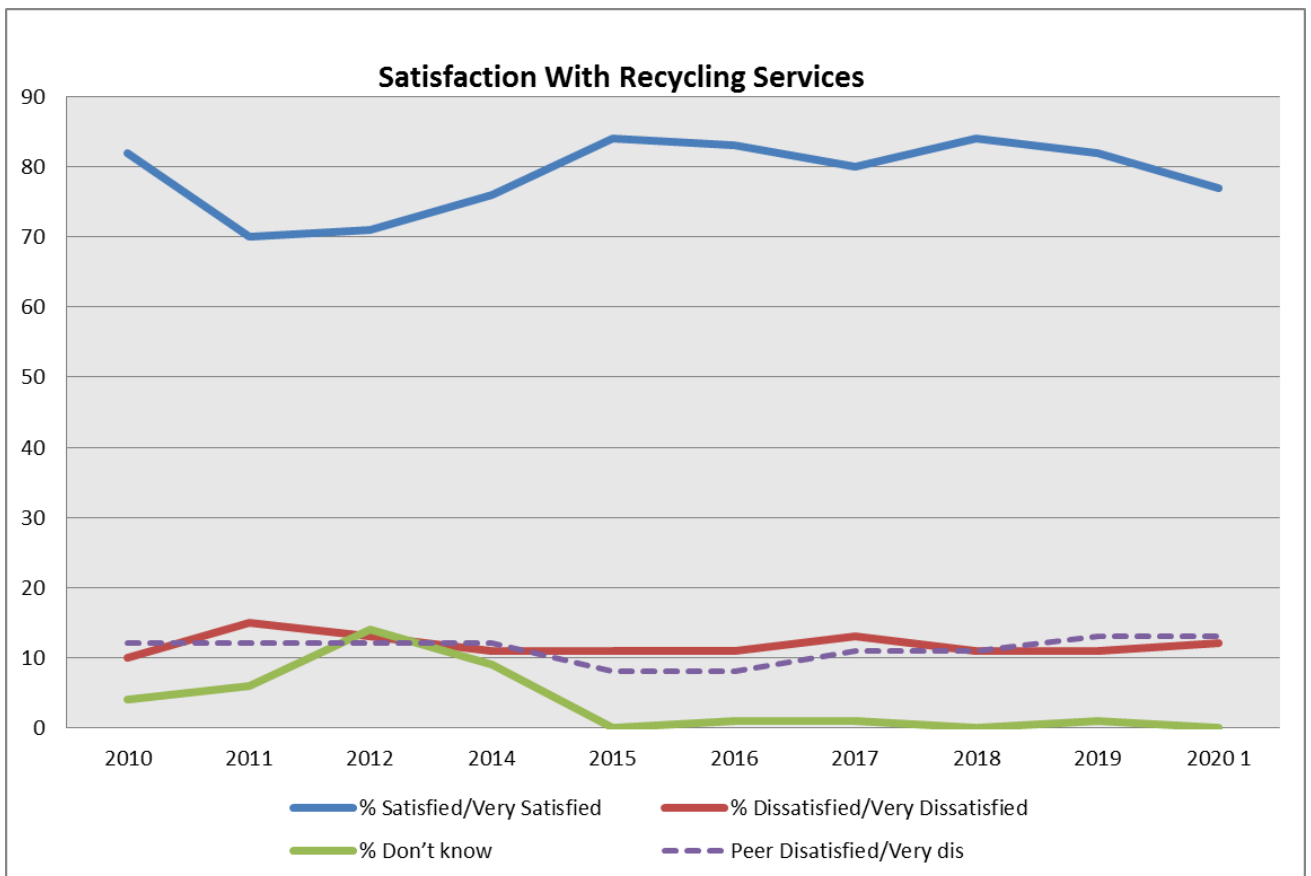
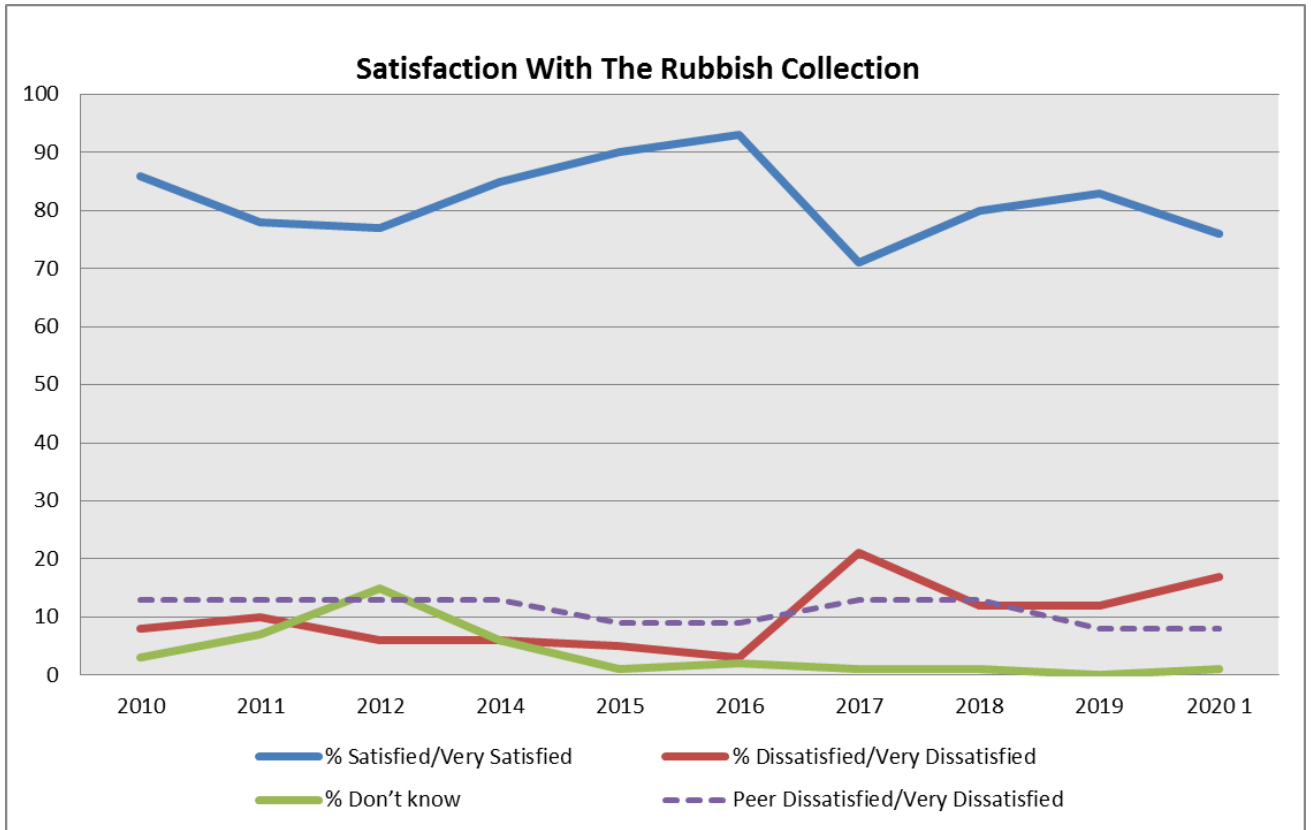


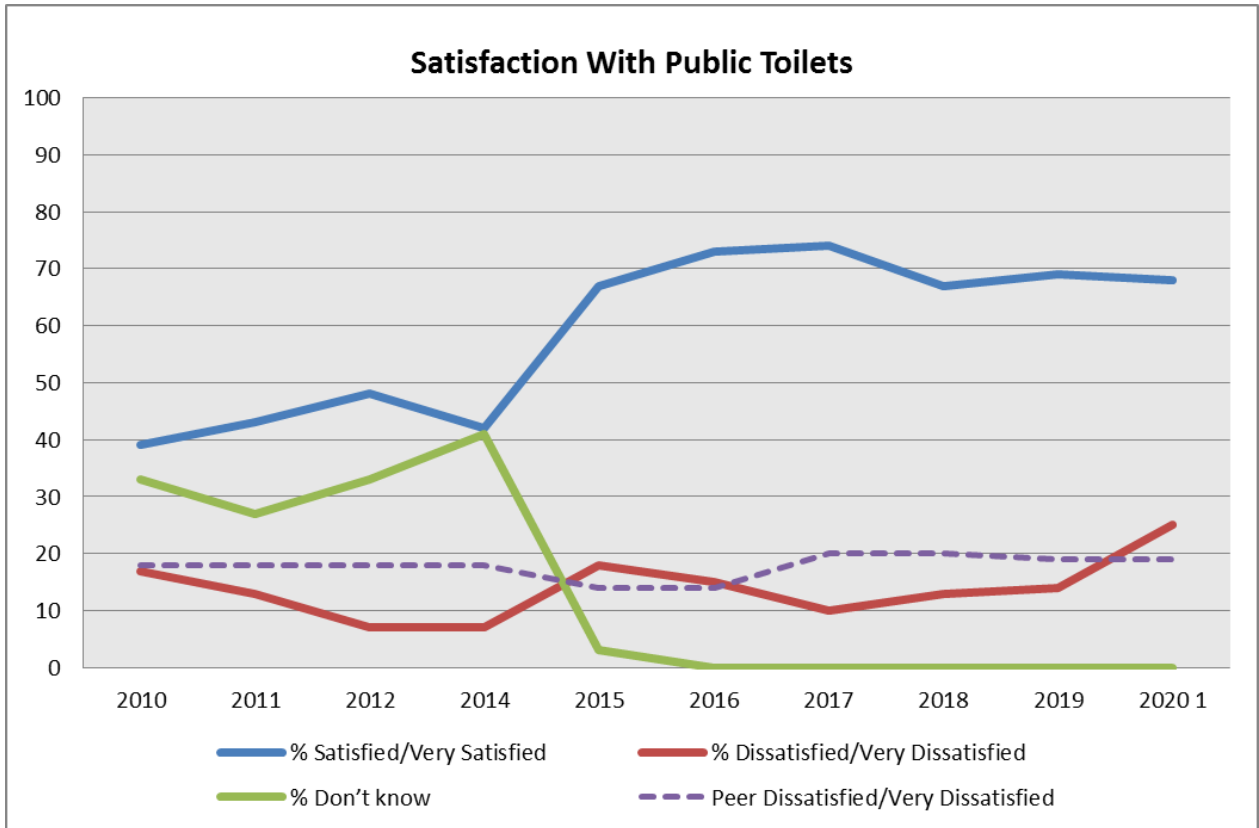




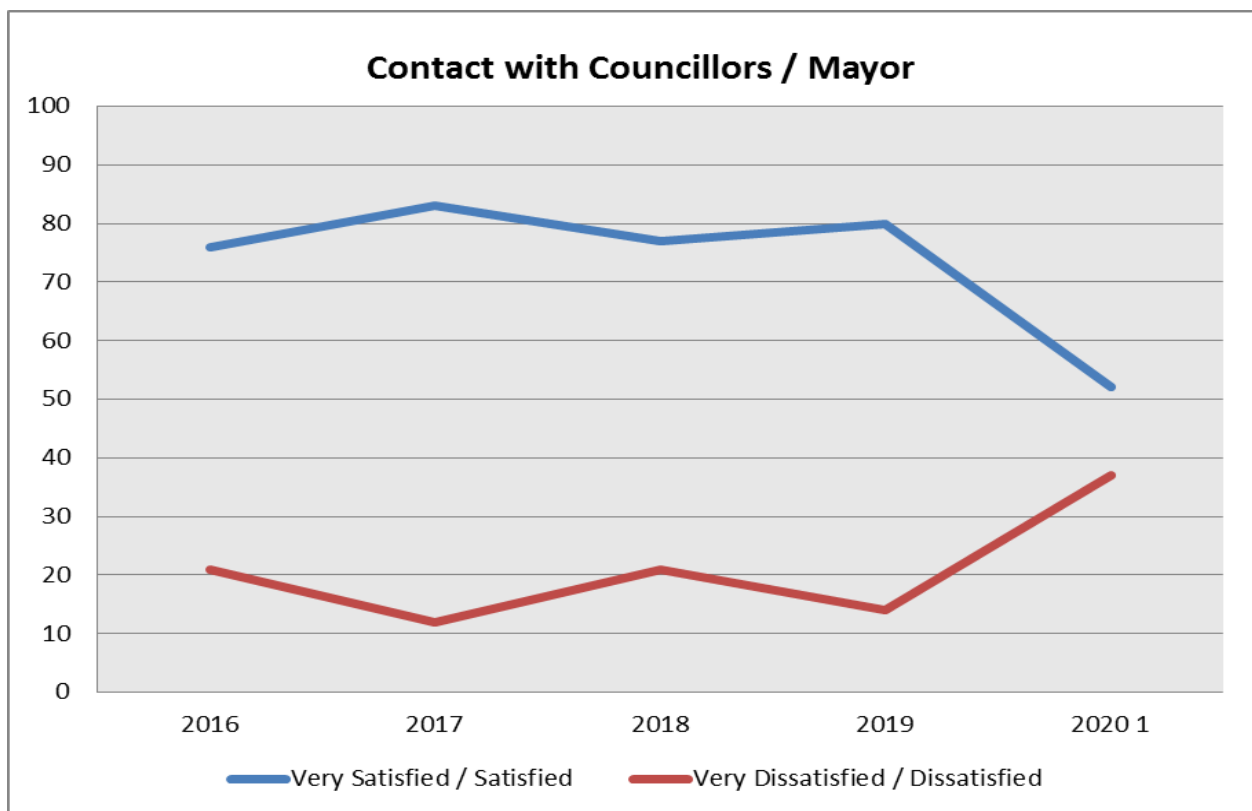
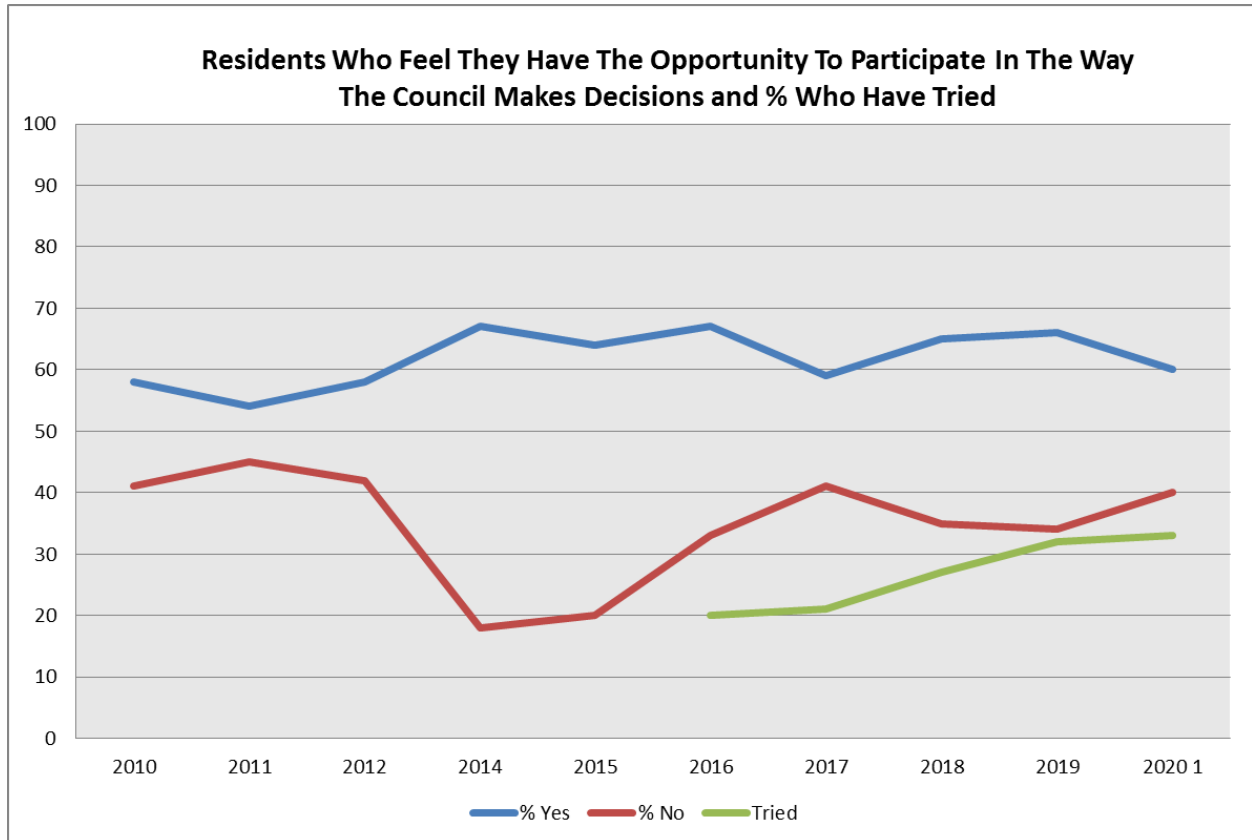




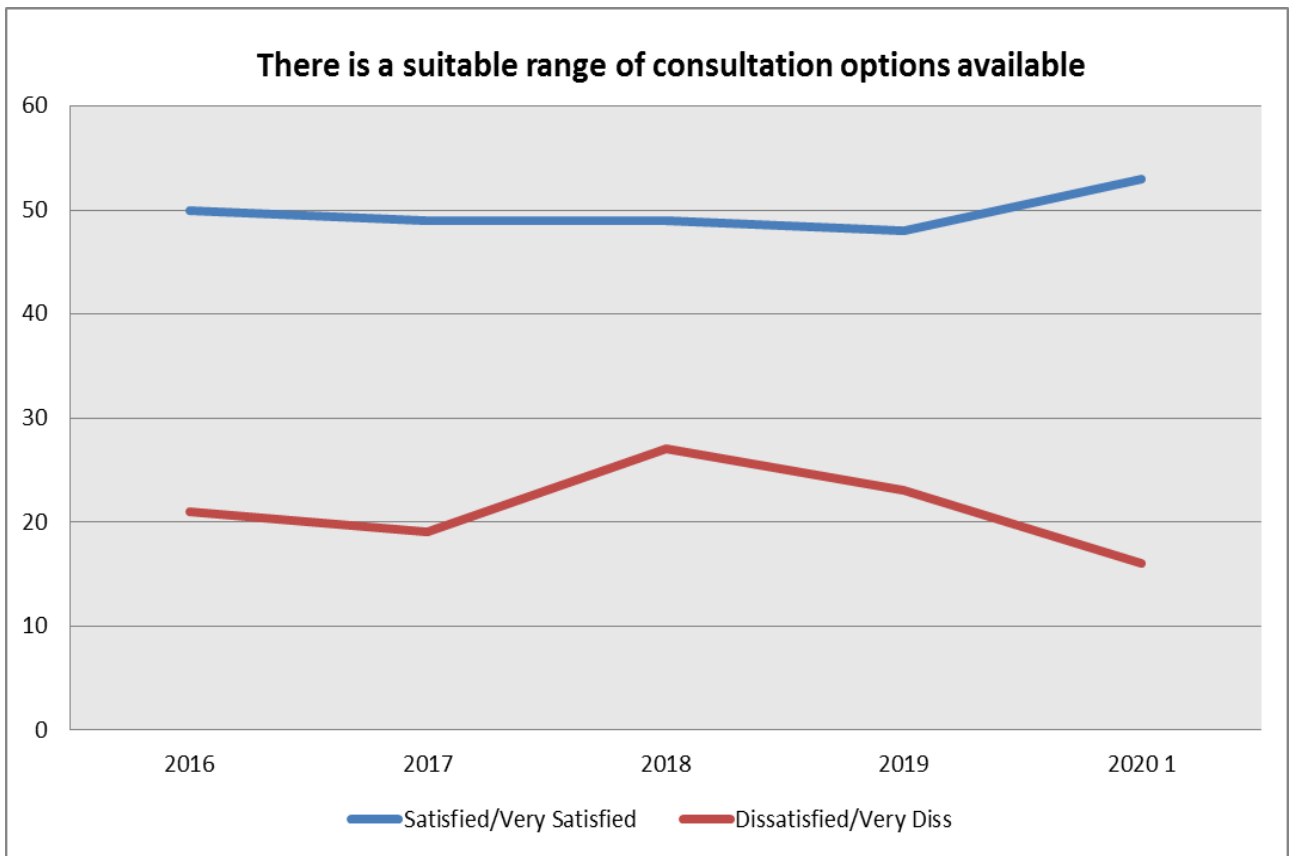
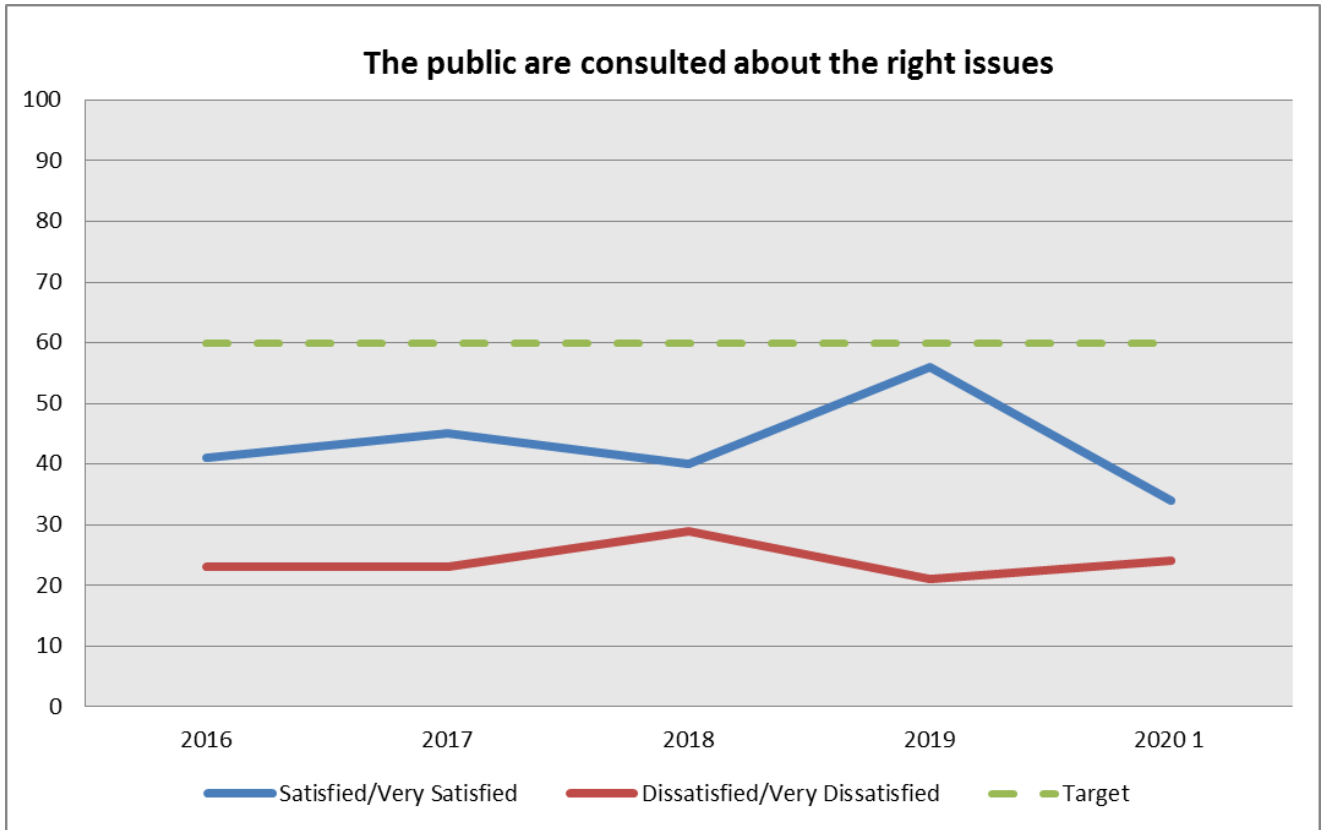


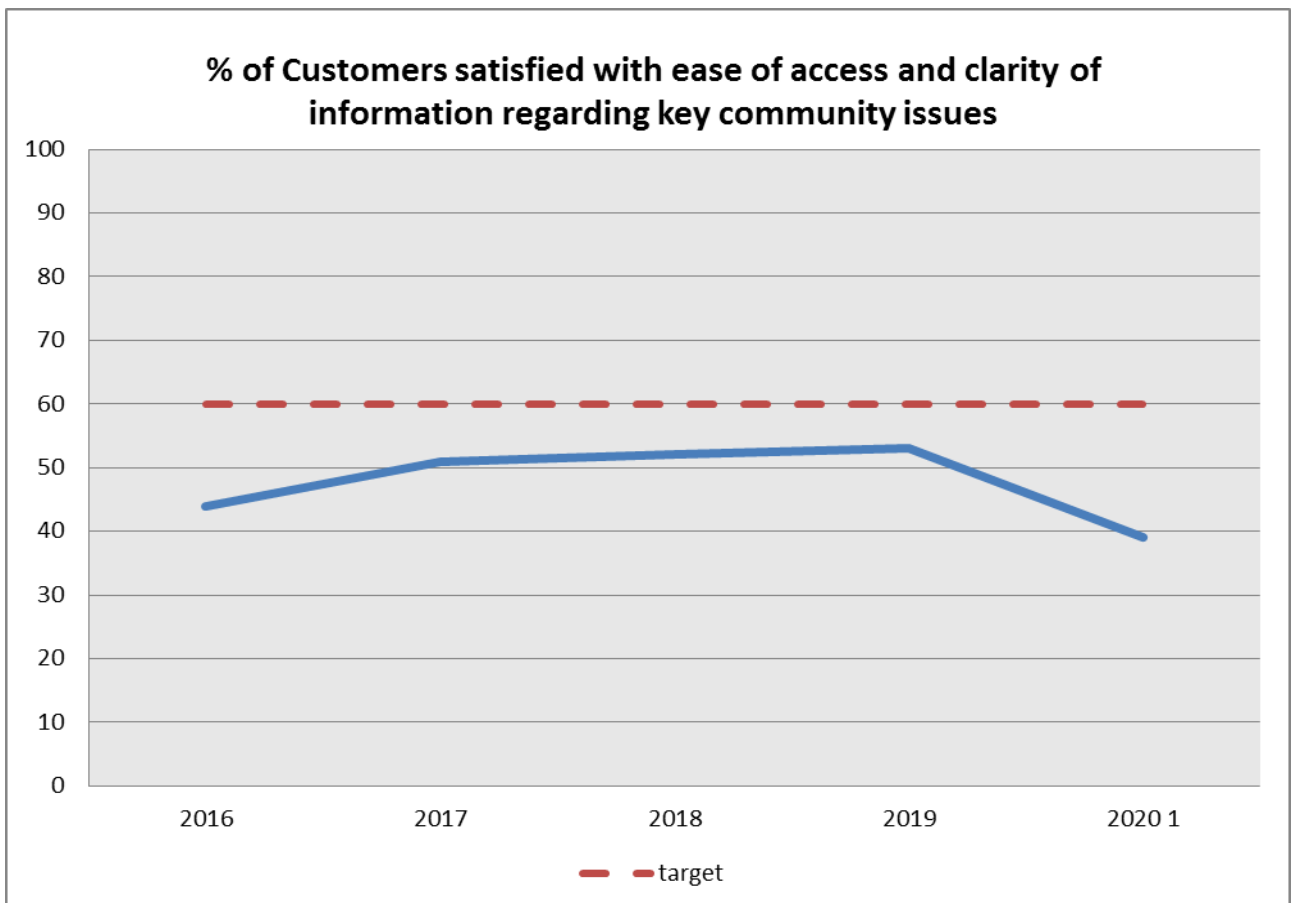
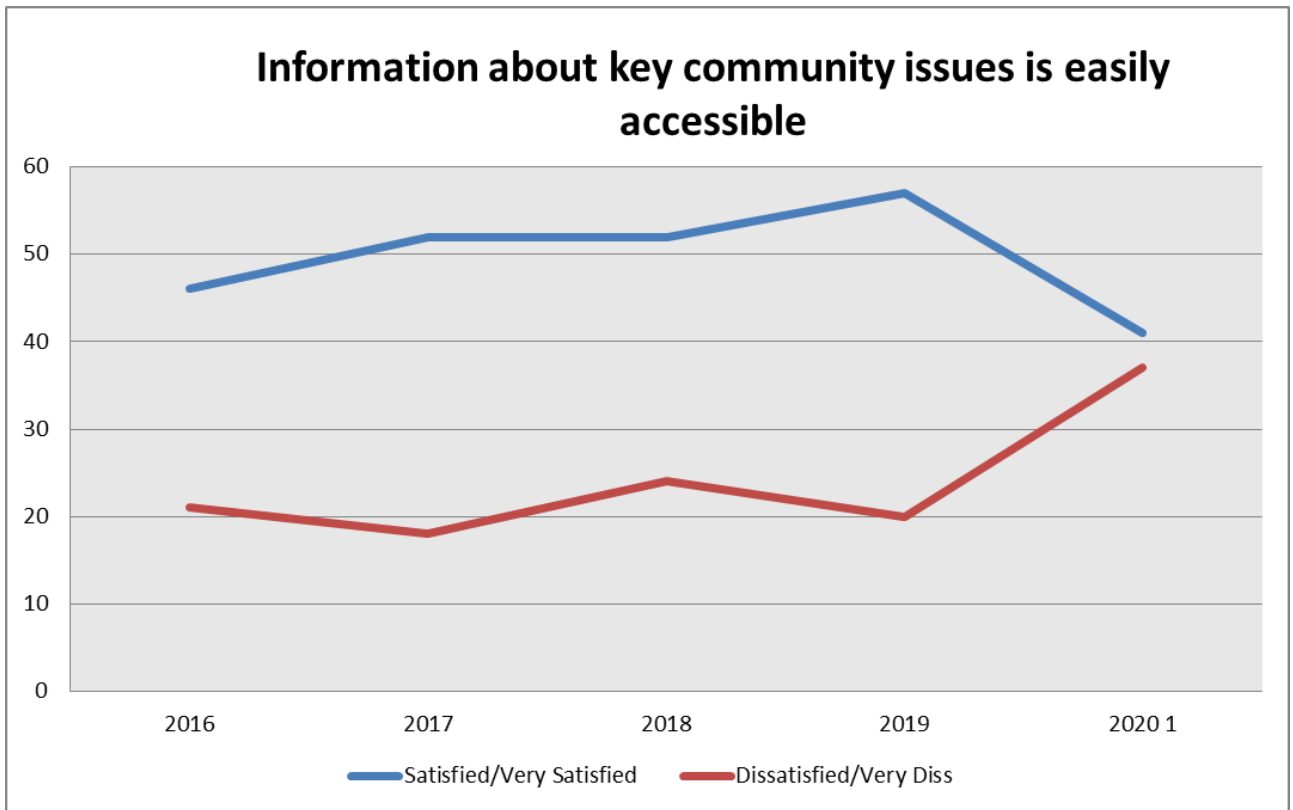


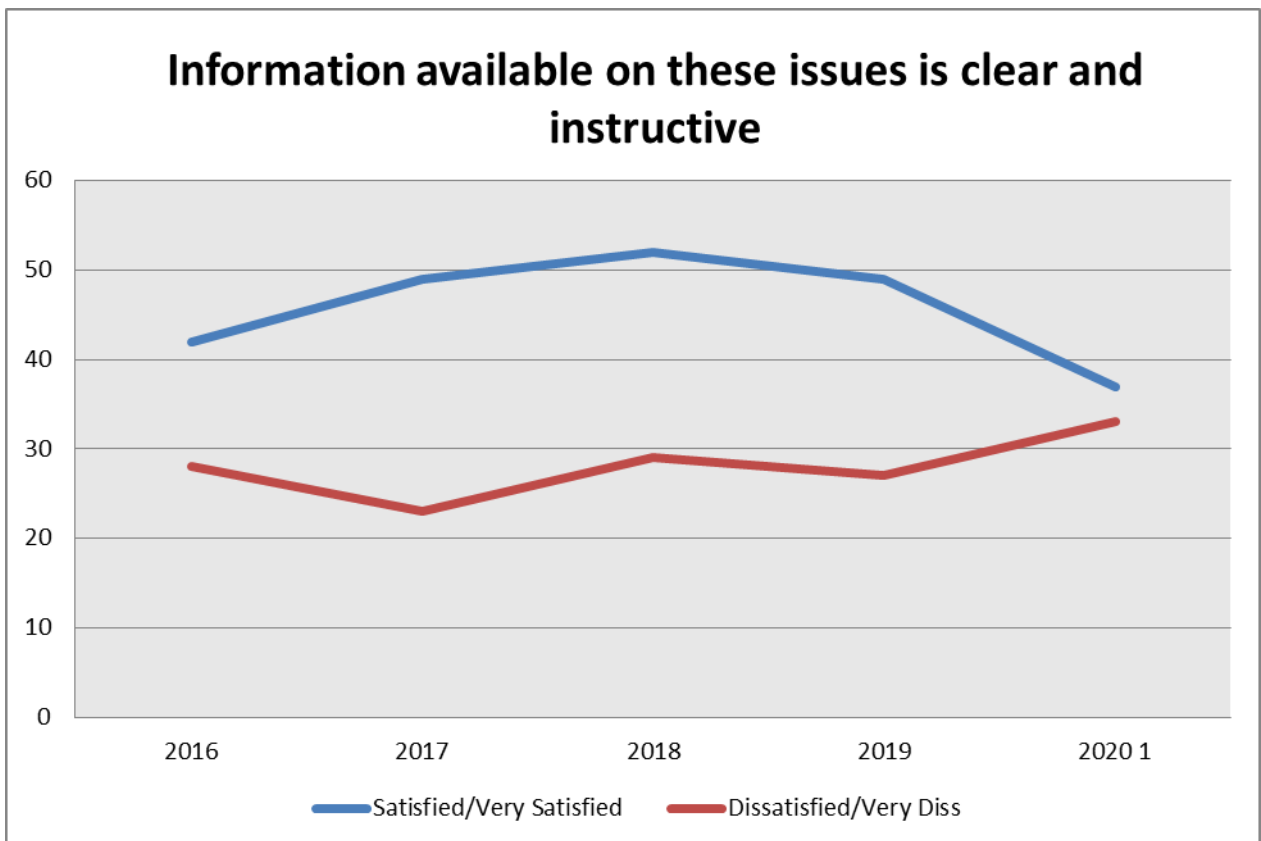
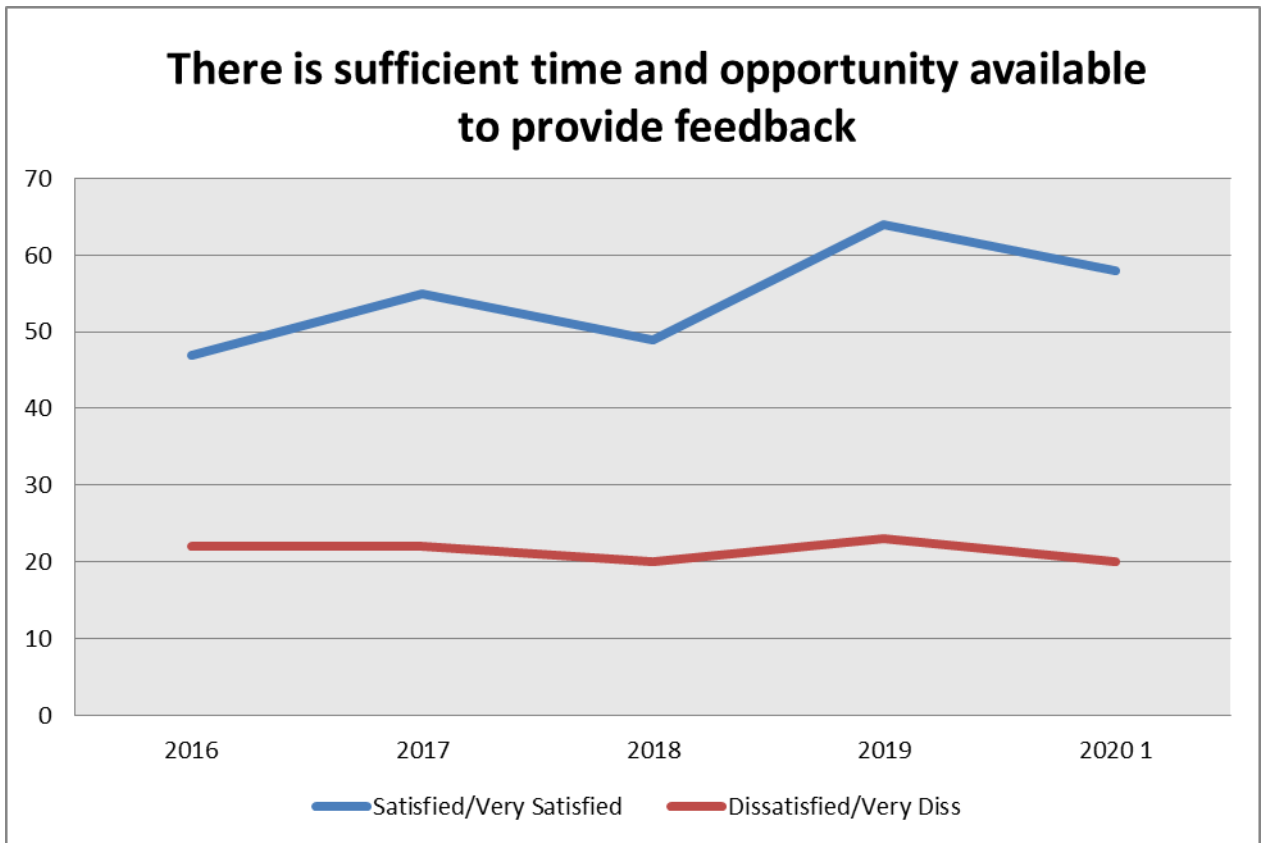
Governance / Democracy Questions



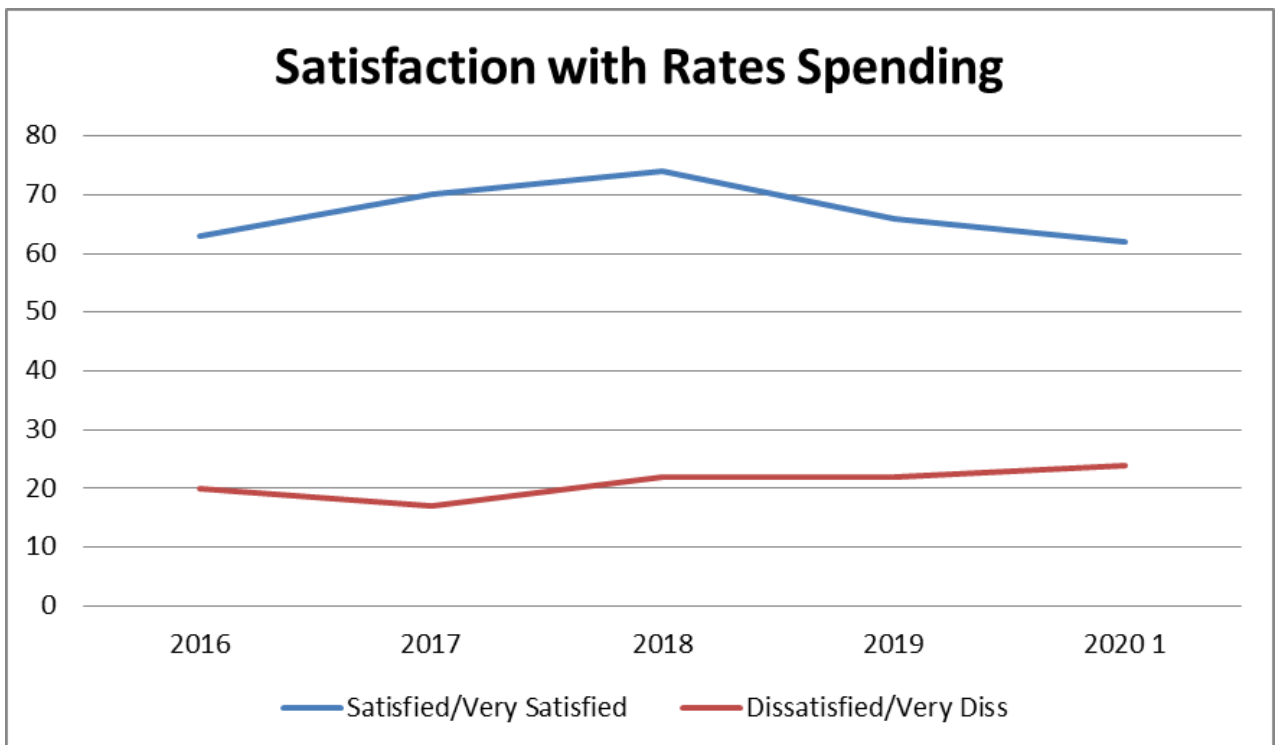
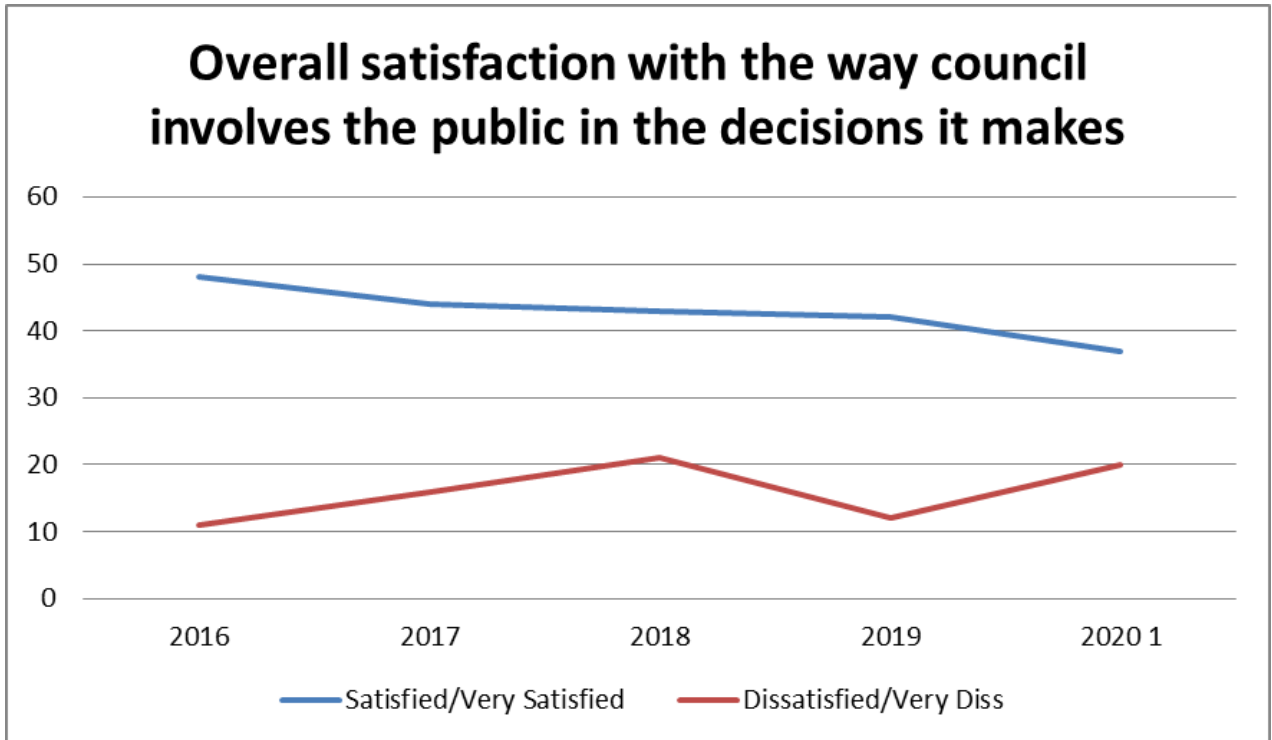
* The quarterly result for Contact with Councillors/Mayor has a large margin of error as only 13 people responded to this question, 7 were very satisfied, 1 neutral, 2 dissatisfied and 3 very dissatisfied.

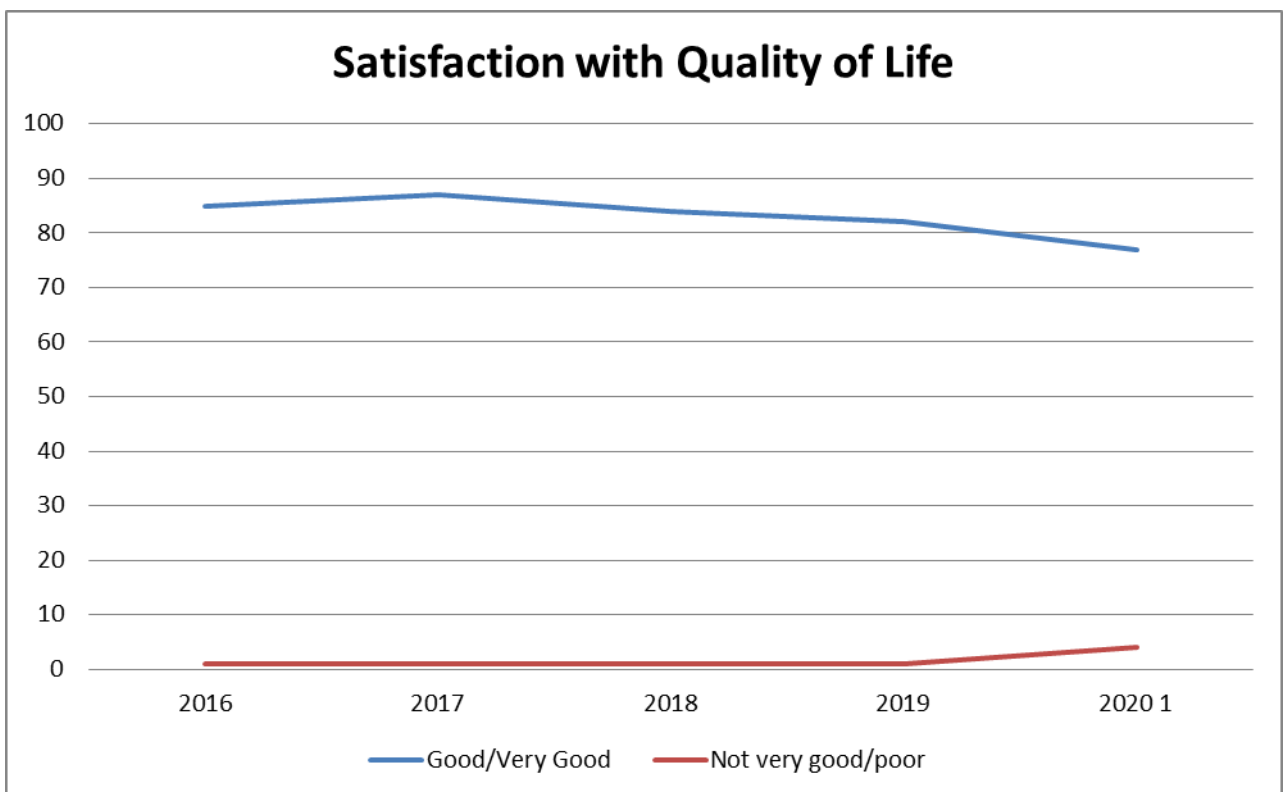
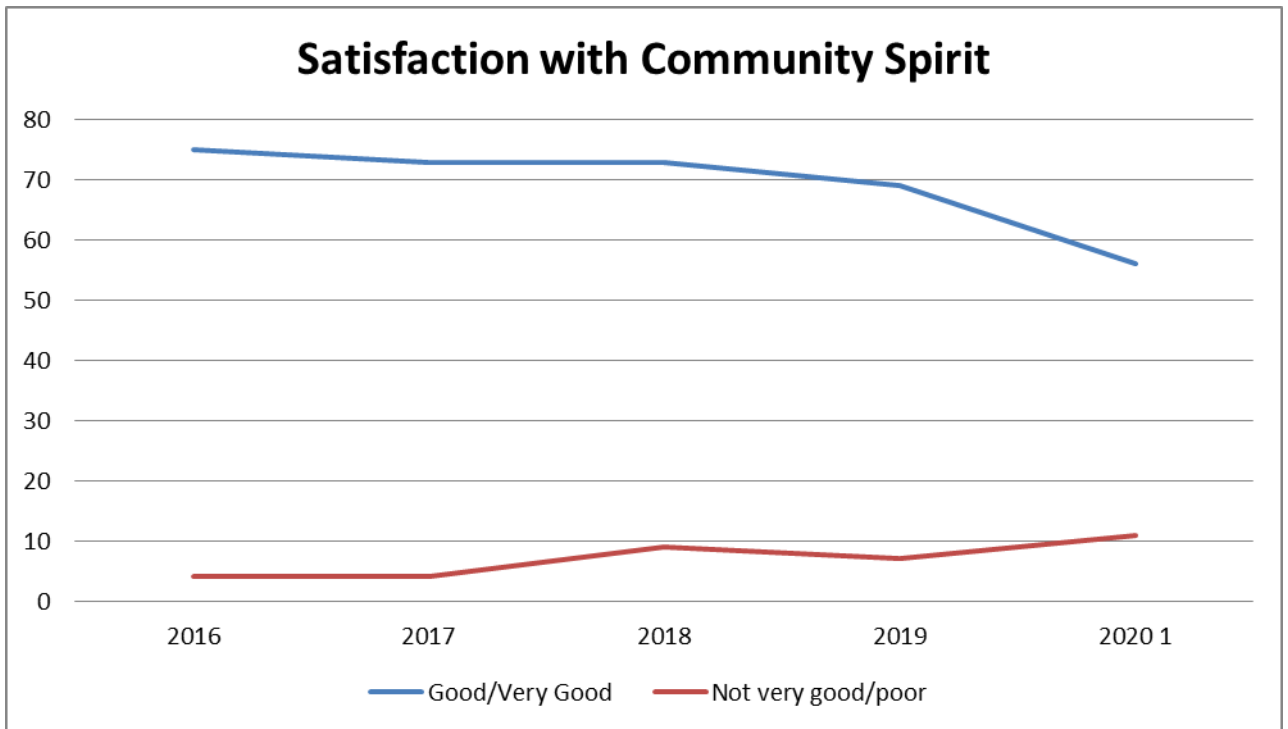


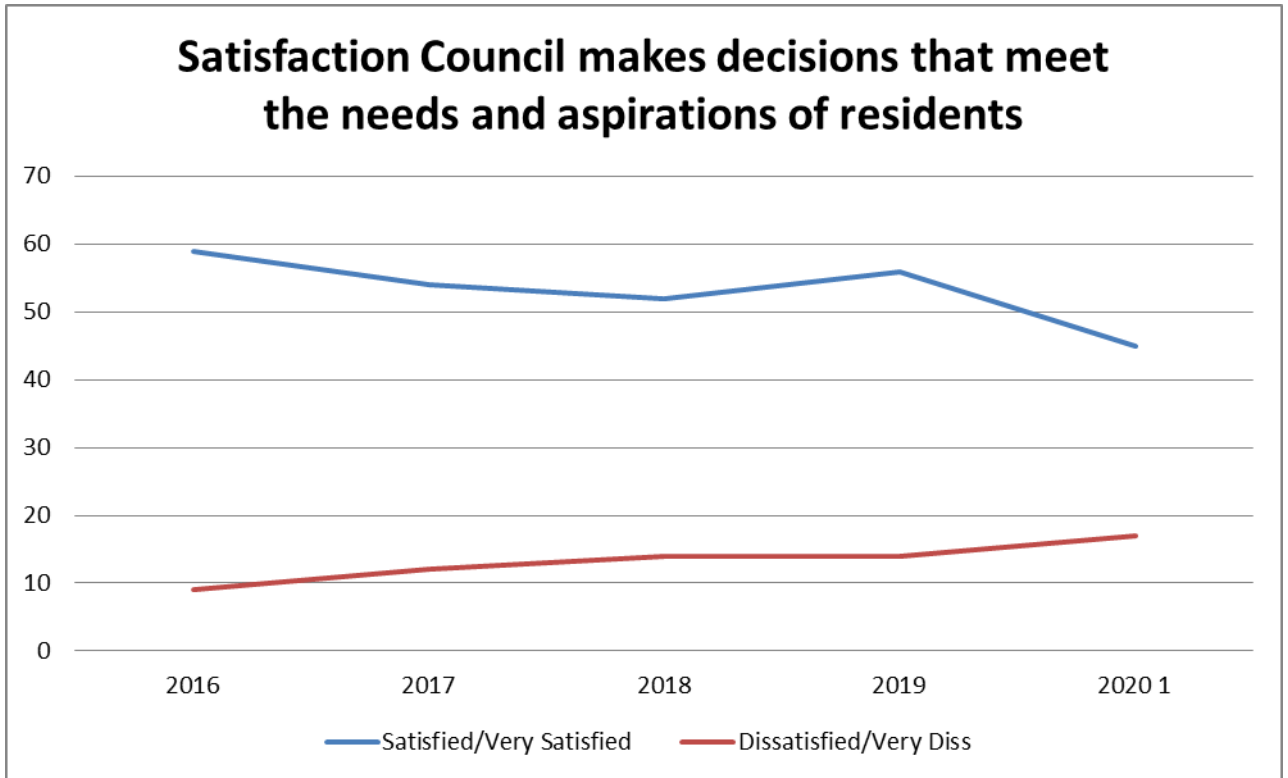




Engagement Questions







Open Meeting

To	Strategy & Finance Committee
From	A Diaz Chief Financial Officer
Date	25 November 2019
Chief Executive Approved	Y
Reference/Doc Set #	GOV1318 / 2403200
Report Title	Civic Financial Services Limited Half Yearly Accounts

I. EXECUTIVE SUMMARY

Civil Financial Services Limited is owned by Local Government and supplies a range of financial services. Council's investment in Civic Financial Services Limited is \$65,515 as at 30 June 2019. Pre-tax profit for the first six months of 2019 was approximately \$500,000, which is above expected levels.

While not reflected within the attached report (as settlement occurred after 30 June), the sale of Civic Assurance House in Wellington generated a net dividend of \$9.4 million of which Council received approximately \$34,000 based on a 0.37% shareholding.

2. RECOMMENDATION

THAT the report from the Chief Financial Officer be received.

3. ATTACHMENTS

Civic Financial Services limited Half Yearly Accounts to 30 June 2019 (with introductory letter from the Chief Executive)

Gavin Ion
Chief Executive
Waikato District Council
Private Bag 544
NGARUAWAHIA 3742

26 September 2019

Dear Gavin

Civic Financial Services Half-Yearly Accounts – 30 June 2019

Please find enclosed your copy of the half-yearly accounts for Civic Financial Services Limited ("Civic") to 30 June 2019. You will be pleased to see that the company is tracking above budget and has returned an (unaudited) pre-tax profit of \$0.505 million for the first half of 2019. Revenue, expenses and net surplus continue to reflect the strategic direction that your Board took at the end of 2016. As at 30 June 2019 Civic has maintained its strong financial position with equity of over \$18 million.

As communicated to you in the Statement of Intent in March this year, the strengthening work to prepare Civic Assurance House would be completed by 31 March 2019; at which time the building would be taken to market. A satisfactory price was subsequently received, and the building sold with a settlement date of 15 August 2019. On 19 August 2019 Civic paid a Special Dividend to its shareholders, totalling an amount of \$9,418,480 plus accompanying imputation credits of \$3,662,742.22; representing the sale price of \$10,115,000 less selling costs of \$696,520. As at 31 August 2019 Civic still has a strong financial position with equity of over \$9 million.

As reflected in the accounts Civic's income is derived from administration services and investment income, and rental income up until date of sale of Civic Assurance House. In addition to administering Riskpool, Civic Liability Pool and the LAPP Fund, Civic administers the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes which are offered to local government on an exclusive basis. These schemes provide superannuation services to 76 councils, have well over 10,600 members and funds under management of over \$400 million. Of the councils that have a preferred provider for KiwiSaver, 94% have appointed Civic (70 out of 74 councils).

Yours sincerely

Ian Brown
Chief Executive
Email: ian.brown@civicfs.co.nz



CIVIC FINANCIAL SERVICES LTD

STATEMENT OF COMPREHENSIVE INCOME (Unaudited)
FOR THE SIX MONTHS ENDED 30 JUNE 2019

	Six Months		Full Year	
	Note	2019 \$M	2018 \$M	2018 \$M
REVENUE				
Administration Fees		1,434	1,419	2,793
Income from Investments		222	101	263
Property Income		459	429	1,019
Other Income		-	0	0
		<u>2,115</u>	<u>1,949</u>	<u>4,075</u>
EXPENDITURE				
Property Operating Expenses		369	266	513
Depreciation & Amortisation		21	24	46
Employee Remuneration		384	382	851
Other Expenses		836	799	1,468
		<u>1,610</u>	<u>1,471</u>	<u>2,878</u>
Plus Share of Profit of Associate		-	-	-
Less Taxation Expense	6	<u>141</u>	<u>135</u>	<u>299</u>
NET SURPLUS AFTER TAXATION		<u><u>364</u></u>	<u><u>343</u></u>	<u><u>897</u></u>

STATEMENT OF MOVEMENTS IN EQUITY (Unaudited)
FOR THE SIX MONTHS ENDED 30 JUNE 2019

	Six Months		Full Year	
		2019 \$M	2018 \$M	2018 \$M
Equity as at 1 January		17,945	17,048	17,048
Net Surplus After Taxation		<u>364</u>	<u>343</u>	<u>897</u>
EQUITY AS AT 30 JUNE		<u><u>18,309</u></u>	<u><u>17,391</u></u>	<u><u>17,945</u></u>

STATEMENT OF FINANCIAL POSITION (Unaudited)
AS AT 30 JUNE 2018

	2019 \$M	2018 \$M	2018 \$M
EQUITY			
Capital	10,764	10,764	10,764
Retained Earnings	<u>7,545</u>	<u>6,627</u>	<u>7,182</u>
TOTAL EQUITY	<u><u>18,309</u></u>	<u><u>17,391</u></u>	<u><u>17,945</u></u>
Represented By:			
Current Assets			
Bank & Cash Equivalents	548	1,150	3,414
Term Deposits	4,100	-	1,200
Receivables	940	709	791
Loans	<u>5,755</u>	<u>5,359</u>	<u>6,087</u>
TOTAL CURRENT ASSETS	<u>11,343</u>	<u>7,218</u>	<u>11,492</u>
Non-Current Assets			
Property, Plant & Equipment & Intangible Assets	248	273	254
Deferred Tax Asset	<u>2,646</u>	<u>2,952</u>	<u>2,787</u>
TOTAL NON CURRENT ASSETS	<u>2,894</u>	<u>3,225</u>	<u>3,041</u>
Investments			
Investment in Associate	-	-	-
Investment Property	<u>8,535</u>	<u>7,259</u>	<u>7,778</u>
TOTAL INVESTMENTS	<u>8,535</u>	<u>7,259</u>	<u>7,778</u>
TOTAL ASSETS	<u>22,772</u>	<u>17,702</u>	<u>22,311</u>
Current Liabilities			
Sundry Creditors & Accrued Charges	<u>4,376</u>	<u>205</u>	<u>4,302</u>
TOTAL CURRENT LIABILITIES	<u>4,376</u>	<u>205</u>	<u>4,302</u>
Non Current Liabilities			
CLP/ Riskpool Admin Fee Reserve	87	106	64
Subordinated Debt	-	-	-
TOTAL NON-CURRENT LIABILITIES	<u>87</u>	<u>106</u>	<u>64</u>
TOTAL LIABILITIES	<u>4,463</u>	<u>311</u>	<u>4,366</u>
EXCESS OF ASSETS OVER LIABILITIES	<u><u>18,309</u></u>	<u><u>17,391</u></u>	<u><u>17,945</u></u>

The notes to the accounts on page 3 form part of and are to be read in conjunction with these Statements.

CIVIC FINANCIAL SERVICES LTD
STATEMENT OF CASH FLOWS (Unaudited)
FOR THE SIX MONTHS ENDED 30 JUNE 2019

	Six Months		FULL YEAR	
	Notes	2019 \$M	2018 \$M	2018 \$M
Cash Flows from Operating Activities				
Cash from operating activities:		1,865	1,740	3,465
Cash applied to operating activities:		1,517	1,486	2,839
Net Cashflow from Operating Activities	5	349	254	626
Cash Flows from Investing Activities				
Cash provided from investing activities:		385	-	6,219
Cash applied to investing activities:		3,672	103	9,281
Net Cashflow from Investing Activities		(3,287)	(103)	(3,062)
Cash Flows from Financing Activities				
Cash was provided from financing activities:		168	-	4,157
Cash applied to financing activities:		95	4,203	9
Net Cashflow from Financing Activities		73	(4,203)	4,148
Net Decrease in Cash Held		(2,865)	(4,052)	1,712
Opening Cash Balance as at 1 January		3,414	5,202	1,702
Closing Cash Balance as at 30 June		548	1,150	3,414
Being:				
Bank & Cash Equivalents		548	1,150	3,414

The notes to the accounts on page 3 form part of and are to be read in conjunction with this statement.

CIVIC FINANCIAL SERVICES LTD
FOR THE SIX MONTHS ENDED 30 JUNE 2019

Notes to the Financial Statements

1 Statement of Compliance

The Group is a Tier 1 Public Sector Public Benefit Entity and the financial statements have been prepared in accordance with and comply with Tier 1 Public Sector Public Benefit Entity (PBE) Standards.

2 Accounting policies

The accounting policies applied in the preparation of the half year financial statements are consistent with those disclosed in the 2018 annual report except that the investment property has not been revalued.

3 Basis of Preparation

These interim financial statements have been prepared in accordance with PBE IAS 34 - Interim Financial Reporting, and should be read in conjunction with the Company's annual financial report for the year ended 31 December 2018. Disclosures in these interim financial statements are less extensive than those in the annual financial report.

4 Comparative figures.

The comparative figures are for the six months ended 30 June 2018 and the year ended 31 December 2018.

5 Reconciliation of net surplus after tax with cash flow from operating activity.

	Six Months		Full Year
	2019 \$M	2018 \$M	2018 \$M
Reported Surplus After Taxation	364	343	897
Add/(less) non cash items			
Loan Interest	333	(46)	(29)
Depreciation	22	25	46
Deferred Tax Liability	141	134	299
Movement in CLP/ Riskpool Admin Fee Reserve	(10)	(216)	(226)
Net change in fair value of property	-	-	(133)
Subordinated Debt	-	-	-
	<u>486</u>	<u>(103)</u>	<u>(43)</u>
Add/(less) movements in other working capital items			
Accounts Receivable	(153)	22	(60)
Accounts Payable	107	(8)	56
Tax Refund Due	4	-	-
	<u>(43)</u>	<u>14</u>	<u>(4)</u>
Less Items Classified as investing activity	(385)	-	(76)
Less Items Classified as financing activity	(73)	-	(148)
	<u></u>	<u></u>	<u></u>
Net Cash Outflow from Operating Activities	<u>349</u>	<u>254</u>	<u>626</u>

6 Income Tax

The income tax liability for June 2019 is nil as the Company has unused tax credits with which it will use to offset any income tax expense .

7 Secured loan agreements between the Company and Local Government Mutual Funds Trustee Limited on behalf of New Zealand Mutual Liability Riskpool ("Riskpool") were entered into in February 2017, August 2017 and November 2018 to assist with Riskpool's cashflow. The amount under the first two agreements is for a loan of up to \$2,250,000 and the third agreement is for \$4,000,000. All loans are arm's length and on commercial terms. Any loan may be repaid by Riskpool at any time without penalty and the

8 Contingent liabilities.

The contingent liabilities are:

- i) 100,000 uncalled shares in the wholly owned subsidiary, Local Government Superannuation Trustee Limited.
- ii) 1,000 uncalled shares in the wholly owned subsidiary, Local Government Mutual Funds Trustee Limited.
- iii) 100 uncalled shares in the wholly owned subsidiary, SuperEasy Limited.
- iv) 100 uncalled shares in the wholly owned subsidiary, Local Government Finance Corporation Limited.

9 Events occurring after reporting date

- i) Civic Assurance House was sold with settlement taking place on 15 August 2019. A special dividend of \$0.83 per share was paid to shareholders on 19 August 2019 as a result of the sale.
- ii) There have been no other significant events since the reporting date that affect the results disclosed in the half year financial statements.

Open Meeting

To	Strategy & Finance Committee
From	Gavin Ion Chief Executive
Date	27 November 2019
Prepared by	Rose Gray Senior Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Exclusion of the Public

I. EXECUTIVE SUMMARY

To exclude the public from the whole or part of the proceedings of the meeting to enable to the Strategy & Finance Committee to deliberate and made decisions in private on public excluded items.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the public be excluded from the meeting to enable the Strategy & Finance Committee to deliberate and make decisions on the following item of business:

REPORTS

a. Raglan i-SITE Tender Review Subcommittee

The general subject of the matter to be considered while the public is excluded, the reason, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 are as follows:

Reason for passing this resolution to withhold exists under:

Section 7(2)(b)(ii)(j)

Ground(s) under section 48(1) for the passing of this resolution is:

Section 48(1)(3)(a)