



# *Hastings District Council*

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## **OPEN MINUTES**

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### **CIVIC AND ADMINISTRATION SUBCOMMITTEE**

Meeting Date: **Thursday, 12 March 2020**

**Minutes of a Meeting of the Civic and Administration Subcommittee held on  
Thursday, 12 March 2020 at 2.00pm**

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## HASTINGS DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE CIVIC AND ADMINISTRATION SUBCOMMITTEE HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, CIVIC ADMINISTRATION BUILDING, LYNDON ROAD EAST, HASTINGS ON THURSDAY, 12 MARCH 2020 AT 2.00PM

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**PRESENT:** Councillor Dixon (Chair)  
Councillors Harvey, Lawson, O'Keefe, Schollum, and  
Watkins  
Transportation Manager, Mr J Pannu (present as a  
subcommittee member) (Item 4)  
Group Manager Asset Management: Mr C Thew –  
(present as a subcommittee member) (Item 5)

**IN ATTENDANCE:** Group Manager: Asset Management (Mr C Thew) -  
(*present as a Council officer for Item 4*)  
General Counsel: (Mr S Smith)  
Transportation Officer (Mrs L Burden) (for Item 4)  
3 Waters Manager (Mr B Chapman) (for Item 5)  
Acting Group Manager: Community Wellbeing & Services  
(Ms D Elers)  
Community Grants Advisor (Mr K Carter) (for Item 6)  
Manager: Democracy and Governance Services (Mrs J  
Evans)  
Democracy & Governance Advisor (Mrs C Hilton)

#### 1. APOLOGIES AND LEAVE OF ABSENCE

Councillor Dixon/Councillor Harvey

**That apologies for absence from Councillors Nixon and Travers; the Chief Executive (*Subcommittee member for Item 5*); and the Environmental Consents Manager, Mr M Arnold, (*Subcommittee member for Item 4*) be accepted.**

**CARRIED**

#### LEAVE OF ABSENCE

Councillor Dixon/Councillor Watkins

**That leave of absence be granted for Councillor Harvey for 19 and 26 March 2020.**

**CARRIED**

#### 2. CONFLICTS OF INTEREST

There were no declarations of conflicts of interest.

### 3. CONFIRMATION OF MINUTES

Councillor Schollum/Councillor Watkins

**That the minutes of the Civic and Administration Subcommittee Meeting held Thursday 13 February 2020 be confirmed as a true and correct record and be adopted.**

**CARRIED**

### 4. TEMPORARY ROAD CLOSURES - HASTINGS STREET SOUTH - 26 AND 27 MARCH - ANZAC DAY (HASTINGS AND HAVELOCK NORTH SERVICES) - 25 APRIL 2020

(Document 20/23)

Councillor O'Keefe/Councillor Schollum

**A) That the Civic and Administration Subcommittee receives the report titled Temporary Road Closures - Hastings Street South - 26 and 27 March - ANZAC Day (Hastings and Havelock North Services) - 25 April 2020**

**B) Eastern Institute of Technology (EIT)**

**Hastings Street South between Eastbourne Street East and Heretaunga Street East – 4:30pm – 5:00pm, Thursday, 26 March 2020**

**Hastings Street South between Eastbourne Street East and Heretaunga Street East – 12:30pm – 1:00pm, Friday, 27 March 2020**

**C) Clubs Hastings**

**HASTINGS**

**Eastbourne Street East from Karamu Road to Russell Street  
Russell Street from Queen Street East to Lyndon Road East  
These road closures will be from 5:00am until 6:30am**

**HAVELOCK NORTH**

**Middle Road from the bank corner to the central roundabout  
Te Aute Road from Porter Drive to the central roundabout  
Havelock Road from the motel entrance to the central roundabout  
Napier Road from Columba Way to the central roundabout  
Te Mata Road from Columba Way to the central roundabout  
Joll Road from the movie theatre entrance to the central roundabout  
The central roundabout**

**These road closures will be from 8:30am until 10:30am, Saturday, 25 April 2020.**

**D) The Committee approve the above temporary road closures subject to the following conditions to be complied with to the satisfaction of the Group Manager: Asset Management:**

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

**CARRIED**

## **5. 3 WATERS MAINTENANCE CONTRACT**

(Document 20/150)

Councillor Schollum/Councillor Harvey

- A) That the Civic and Administration Subcommittee receives the report titled 3 Waters Maintenance Contract.
- B) That the Subcommittee endorse the 3 Waters Maintenance Contract Procurement Plan (CG-16-14-00026) and the recommendation to proceed to open tender.
- C) That the Subcommittee approve an extension to the existing Maintenance Contract CON2011001 up to 30 September 2020.

**CARRIED**

**6. CONTESTABLE GRANTS AND FUNDING FRAMEWORK 2020-2023**

(Document 20/81)

Councillor Schollum/Councillor Harvey

- A) That the Civic and Administration Subcommittee receives the report titled **Contestable Grants and Funding Framework 2020-2023**.
- B) That the document titled 'Contestable Grants and Funding Framework 2020-2023'(CG-16-14-00023) be adopted.

**CARRIED**

**7. CIVIC HONOURS AWARDS 2020 - REVIEW OF CRITERIA**

(Document 20/171)

Councillor Lawson/Councillor Watkins

- A) That the Civic and Administration Subcommittee receives the report titled **Civic Honours Awards 2020 - Review of Criteria**.
- B) That the Subcommittee recommend to Council that the criteria for making nominations for Civic Honours Awards be amended to allow consideration of the following:-
- The inclusion special categories for youth volunteers and new voluntary organisations;
  - The impact of the voluntary work to be considered alongside length of service;
  - The definition of voluntary to include service hours which are over above paid work and Honoria payments; and
  - Accepting video blogs and presentations in addition to written forms as part of the application process.
- C) That it be noted that nominations for 2020 Civic Honours Awards open on Monday 6 April 2020 and the ceremony will be held in mid-August 2020.

**CARRIED**

**8. ADDITIONAL BUSINESS ITEMS**

There were no additional business items.

**9. EXTRAORDINARY BUSINESS ITEMS**

There were no extraordinary business items.

The meeting closed at 2.45pm

Confirmed:

Chairman:

Date: