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Tuesday, 15 September 2020

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

**Hastings District Council**

**Civic and Administration Subcommittee Meeting**

*Kaupapataka*

# Open Agenda

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*Te Rā Hui:*  
Meeting date: **Tuesday, 15 September 2020**

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*Te Wā:*  
Time: **1.00pm**

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

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

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

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

## Civic and Administration Subcommittee

A Subcommittee of the Operations and Monitoring Committee.

### Fields of Activity

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

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

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

### Membership

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

### Quorum - a minimum of 3 members

## Delegated Powers

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



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# Open Agenda

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*Mematanga:*

**Membership:**

*Koromatua*

**Chair:** Councillor Malcolm Dixon

*Ngā KaiKaunihera*

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

Tania Eden - Heretaunga Takoto Noa Māori Standing Committee appointee

Transportation Manager, Jag Pannu AND Environmental Consents Manager, Murray Arnold – for Item 4

Mayor Sandra Hazlehurst (ex-officio)

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*Tokamatua:*

**Quorum:**

3 members

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*Apiha Matua*

**Officer Responsible:**

General Counsel – Scott Smith

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*Te Rōpū Manapori me te*

*Kāwanatanga*

**Democracy &**

**Governance Services:**

Christine Hilton (Extn 5633)

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## *Te Rārangi Take*

# Order of Business

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

- 1.0** At the close of the agenda no apologies had been received.  
At the close of the agenda no requests for leave of absence had been received.

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### **2.0 Conflict of Interest – *He Ngākau Kōnatunatu***

Members need to be vigilant to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to scan the agenda and assess their own private interests and identify where they may have a pecuniary or other conflict of interest, or where there may be perceptions of conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the relevant item of business and withdraw from participating in the meeting. If a Member thinks they may have a conflict of interest, they can seek advice from the General Counsel or the Manager: Democracy and Governance (preferably before the meeting).

It is noted that while Members can seek advice and discuss these matters, the final decision as to whether a conflict exists rests with the member.

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

- 3.0** Minutes of the Civic and Administration Subcommittee Meeting held on Tuesday, 18 August and Reconvened on Thursday 10 September 2020.  
*(Previously circulated)*

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- 4.0** **Temporary Road Closures - Waikoau Road - 3 October, Tangoio Settlement Road - 4 October, Havelock North CBD - 10 October and Prospect Road - 17 October 2020** **9**

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- 5.0** **Minor Items – *Ngā Take Iti***

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- 6.0** **Urgent Items – *Ngā Take Whakahihir***
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Tuesday, 15 September 2020

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*  
**Hastings District Council: Civic and  
Administration Subcommittee Meeting**

**Item 4**

*Te Rārangi Take*

# Report to Civic and Administration Subcommittee

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*Nā:*  
From: **Lynn Burden, Transportation Officer**

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*Te Take:*  
Subject: **Temporary Road Closures - Waikoau Road - 3 October, Tangoio  
Settlement Road - 4 October, Havelock North CBD - 10 October  
and Prospect Road - 17 October 2020**

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## **1.0 Executive Summary – *Te Kaupapa Me Te Whakarāpopototanga***

1.1 The purpose of this report is to obtain a decision from the Committee in regard to the following temporary road closures as requested below. These requests arise from the need to inform and gain Hastings District Council (“the Council”) approval in order to comply with the legal process to temporarily close the roads listed below:

- **Hawke’s Bay Car Club (HBCC)**

**Waikoau Road** from RP No. 43 to the intersection with Mokamoka Road. The road closure will be between 9:00am and 5:00pm, Saturday, 3 October 2020. The purpose of this road closure is hold a motorsport event.

**Tangoio Settlement Road** (the gravel section) between the intersection with Waipatiki Road and the intersection with SH2. Waipatiki Road remains open. The road closure will be between 9:00am and 5:00pm, Sunday, 4 October 2020. The purpose of this road closure is hold a motorsport event.

- **Havelock North Business Association – Havelock North CBD – 10 October 2020**

Te Mata Road from the central roundabout to Columba Way carpark

Napier Road from the central roundabout to Treachers Lane

Havelock Road from the central roundabout to the entrance to the motel (access to the motel maintained)

Te Aute Road from the central roundabout to Porter Drive

Middle Road from the central roundabout to the carpark

Joll Road from the central roundabout to the New World service lane

The central roundabout

The road closure will be between 6:00am and 4:30pm, Saturday, 10 October 2020. The purpose of this road closure is to hold the Village Street Carnival.

- **Hawke's Bay Racing Club – Prospect Road – 17 October 2020**

Prospect Road between Royston Hospital and King Street South. The road closure will be between 6:00am and 7:00pm, Saturday, 17 October 2020. The purpose of this road closure is to hold the annual horse racing Spring Carnival.

- 1.2 This report contributes to the purpose of local government by primarily promoting the cultural and social wellbeing and specifically to the Council's strategic objectives by promoting the appealing visitor destination wellbeing of communities in the present and for the future.
- 1.3 Given that there are no submissions in opposition to the closures and that subject to the recommended conditions the activity can proceed and be undertaken in a safe and controlled environment, the risks associated with this closures can then be minimised and safely managed to Council's satisfaction.

## 2.0 Recommendations – Ngā Tūtohunga

- A) That the Council/Committee receives the report titled Temporary Road Closures - Waikoau Road - 3 October, Tangoio Settlement Road - 4 October, Havelock North CBD - 10 October and Prospect Road - 17 October 2020
- B) That the Committee approve the following temporary road closures as no submissions have been received in respect of these applications:
1. Hawke's Bay Car Club
 

**Waikoau Road** from RP No. 43 to the intersection with Mokamoka Road. The road closure will be between 9:00am and 5:00pm, Saturday, 3 October 2020.

**Tangoio Settlement Road** (the gravel section) between the intersection with Waipatiki Road and the intersection with SH2. Waipatiki Road remains open. The road closure will be between 9:00am and 5:00pm, Sunday, 4 October 2020.
  2. Havelock North Business Association
 

**Havelock North CBD**  
 Te Mata Road from the central roundabout to Columba Way carpark  
 Napier Road from the central roundabout to Treachers Lane  
 Havelock Road from the central roundabout to the entrance to the motel (access to the motel maintained)  
 Te Aute Road from the central roundabout to Porter Drive  
 Middle Road from the central roundabout to the carpark  
 Joll Road from the central roundabout to the New World service lane  
 The central roundabout  
 The road closure will be between 6:00am and 4:30pm, Saturday, 10 October 2020.
  3. Hawke's Bay Racing Club
 

**Prospect Road** between Royston Hospital and King Street South. The road closure will be between 6:00am and 7:00pm, Saturday, 17 October 2020.
- C) That 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. The Traffic Management Plans including provision for appropriate signage is approved by the Traffic Management Coordinator acting under delegated authority.

- ii. The Traffic Management Plans must be complied with including any specific conditions.
- iii. Copies of the relevant liability insurance policies are received.
- iv. That the cost of all advertising is met by the event organisers.
- v. Emergency Services are contacted regarding the holding of these events with details of the dates, locations and time frames.
- vi. As per the Traffic Management Plan provisions - all emergency services will be accommodated and access provided through the sites as required.
- vii. The applicants are responsible under the Health and Safety at Work Act 2015 for all health and safety risks associated with this activity and must take reasonably practicable steps to ensure the safety of all persons during these temporary road closures.
- viii. The applicants have in place at all times, appropriate Health and Safety measures (to prevent harm to any persons), including (but not limited to) any measures provided for in the submitted Health and Safety Plans including any conditions attached.
- ix. The applicants have in place at all times, appropriate Health and Safety measures (to prevent harm to any persons), including (but not limited to) any measures provided for in the submitted Health and Safety Plans including any conditions attached.
- x. The Hawke's Bay Car Club events shall be conducted in accordance with the requirements of the Motorsport New Zealand Motor Sport Manual, National Sporting Code and Appendices.

### 3.0 Background – *Te Horopaki*

- 3.1 This report covers the applications by the **Hawke's Bay Car Club**, the **Havelock North Business Association** and the **Hawke's Bay Racing Club** to temporarily close roads so that three sporting and one cultural event can be held. The preferred option is to allow the closure of the above roads so that the listed events can be undertaken.
- 3.2 The temporary road closures will be managed in accordance with the New Zealand Transport Agency Code of Practice Temporary Traffic Management (CoPTTM).
- 3.3 Detailed Traffic Management Plans are to be submitted to the Hastings District Council and the plans will be approved for implementation, subject to the temporary road closure applications being approved.
- 3.4 The temporary road closure checklist (**Attachment 1**) details the necessary items that the organisers need to submit as part of their application for the above proposed road closures.
- 3.5 GIS maps showing the area of the temporary road closures are also attached as part of **Attachment 1**: HBCC (Waikoau Road and Tangoio Settlement Road), Havelock North Business Association (Havelock North CBD), and Hawke's Bay Racing Club (Prospect Road).
- 3.6 At the time of writing this report there were no planned road works that will affect or impact the above temporary road closures.

### 4.0 Discussion – *Te Matapakitanga*

- 4.1 The above events are being undertaken by the following organisations:
  - **The HBCC:**

**Waikoau Road** - This will be the first temporary closure of this road during the 2020 calendar year. The average daily traffic count for Waikoau Road is: 90 vehicles.

**Tangoio Settlement Road** - This will be the first temporary closure of this road during the 2020 calendar year. The average daily traffic count for Tangoio Settlement Road is: 34 vehicles.

The above roads have been chosen specifically for their suitability for holding two sporting events.

- **The Havelock North Business Association:**

**Havelock North CBD:** including Te Mata Road, Napier Road, Havelock Road, Te Aute Road (second temporary road closure), Middle Road, Joll Road and the central roundabout. This will be the first temporary closure of the above roads during the 2020 calendar year except Te Aute Road. The above roads have been chosen specifically for their suitability for holding a cultural event. The average daily traffic counts the above roads are:

Te Mata Road	11054 vehicles per day
Napier Road	7555 vehicles per day
Havelock Road	6103 vehicles per day
Middle Road	Not recorded
Joll Road	3736 vehicles per day
Te Aute Road	7935 vehicles per day
The central roundabout	Not recorded

- **The Hawke's Bay Racing Club:**

**Prospect Road** - This will be the first temporary closure of this road during the 2020 calendar year. The average daily traffic count for Prospect Road is: 640 vehicles. The above road has been chosen specifically for its suitability for holding a sporting event.

## 5.0 Options – Ngā Kōwhiringa

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

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

5.2 Temporary road closure options listed below:

Advantages

- **Option A: Approve** the temporary road closures detailed above.
- Advantages: All the events can proceed and contribute to the safe use of roads within the district for these proposed events.
- Disadvantages: Traffic will be impeded for a short period of time.
- **Option B: Do not approve** the temporary road closures detailed above, or only approve one, two, three, four, five, six, seven, eight, nine or ten of these temporary road closures.
- Advantages: Traffic will not be impeded or only traffic on specific roads will be impeded.
- Disadvantages: Depending on which roads are temporarily closed this may result in the cancellation of some or all the proposed events.

## 6.0 Next steps – Te Anga Whakamua

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

**Attachments:**

- 1↓ Temporary Road Closures - Checklist and Maps - CG-16-14-00093  
 Waikoau Road - 3 October 2020 - Tangoio  
 Settlement Road - 4 October 2020 - Havelock North  
 CBD - 10 October 2020 - Prospect Road - 17  
 October 2020

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## Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

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### Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-Rohe*

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural wellbeing of communities in the present and for the future.

The above temporary road closures will be undertaken in accordance with The Local Government Act 1974 Schedule 10, section 11 and section 11(e) which states:

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

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

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

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

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

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

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### Māori Impact Statement - *Te Tauākī Kaupapa Māori*

There are no known impacts for Tangata Whenua.

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### Sustainability - *Te Toitūtanga*

There are no known implications for sustainability.

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### Financial considerations - *Ngā Whakaarohanga Ahumoni*

The advertising cost for these events are being met by the event organisers being the HBCC, the Havelock North Business Association and the Hawke's Bay Racing Club.

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### Significance and Engagement - *Te Hiranga me te Tūhonotanga*

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

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

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

The temporary road closure of **Waikoau Road** has been posted on the Council website and formal public notification was published in the Hawke's Bay today newspaper on Saturday, 8 August 2020.

The closing date for submissions for **Waikoau Road** was 4:00pm, Monday, 24 August 2020. No submissions were received.

If the road closure is approved, final formal public notification will be published in the Hawke's Bay Today newspaper on Friday, 2 October 2020.

The temporary road closure of **Tangoio Settlement Road** has been posted on the Council website and formal public notification was published in the Hawke's Bay today newspaper on Saturday, 8 August 2020.

The closing date for submissions for **Tangoio Settlement Road** was 4:00pm, Monday, 24 August 2020. No submissions were received.

If the road closure is approved, final formal public notification will be published in the Hawke's Bay Today newspaper Friday, 2 October 2020.

The temporary road closure of **Havelock North CBD** streets / roads has been posted on the Council website and formal public notification was published in the Hawke's Bay today newspaper on Saturday, 25 July 2020.

The closing date for submissions for **Havelock North CBD** streets / roads was 4:00pm, Monday, 10 August 2020. No submissions were received.

If the road closure is approved, final formal public notification will be published in the Hawke's Bay Today newspaper on Friday, 9 October 2020.

The temporary road closure of **Prospect Road** has been posted on the Council website and formal public notification was published in the Hawke's Bay today newspaper on Saturday, 27 June 2020.

The closing date for submissions for **Prospect Road** was 4:00pm, Monday, 13 July 2020. No submissions were received.

If the road closure is approved, final formal public notification will be published in the Hawke's Bay Today newspaper on Friday, 16 October 2020.

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**Risks**

Opportunity: To seek a temporary road closure for the purpose of holding a motorsport event.

REWARD – <i>Te Utu</i>	RISK – <i>Te Tūraru</i>
Following an assessment of the risks involved in holding an event of this type organisers have applied for temporary road closures to ensure the safety of competitors and the public.	Safety (public)

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**Rural Community Board – *Te Poari Tuawhenua-ā-Hapori***

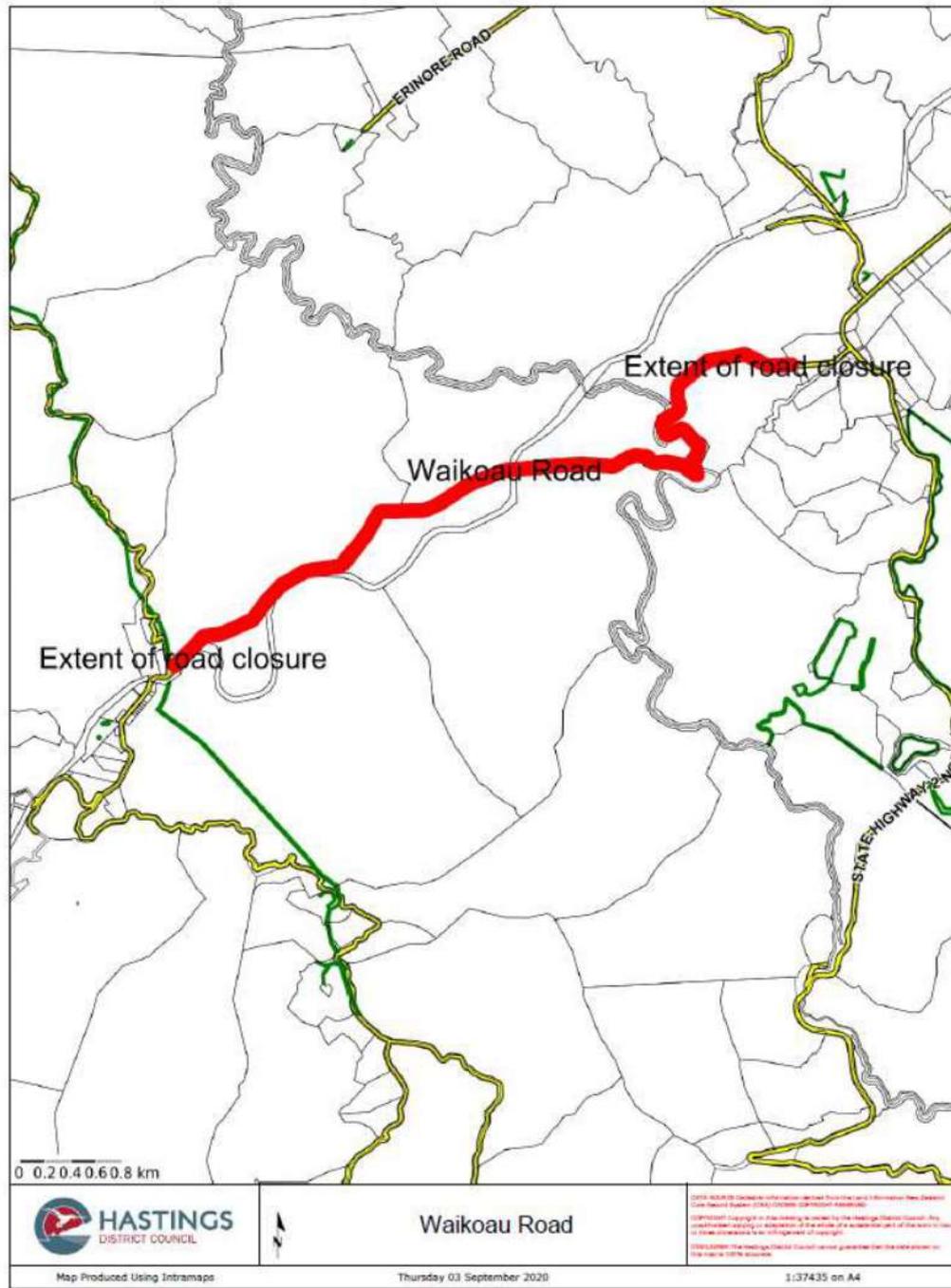
There are no implications for the Rural Community Board. They have been advised of the proposed temporary road closures.

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**Checklists and Maps - Temporary Road Closures:**

1. **Waikoau Road** from RP No. 43 to the intersection with Mokamoka Road. The road closure will be between 9:00am and 5:00pm, Saturday, 3 October 2020.

<b>Items Received:</b>	
Temporary Road Closure Application form	✓
Traffic Management Plan	✓
Road Bond	✓
Event Safety Plan	✓
Resident Visiting Form / Letter	✓

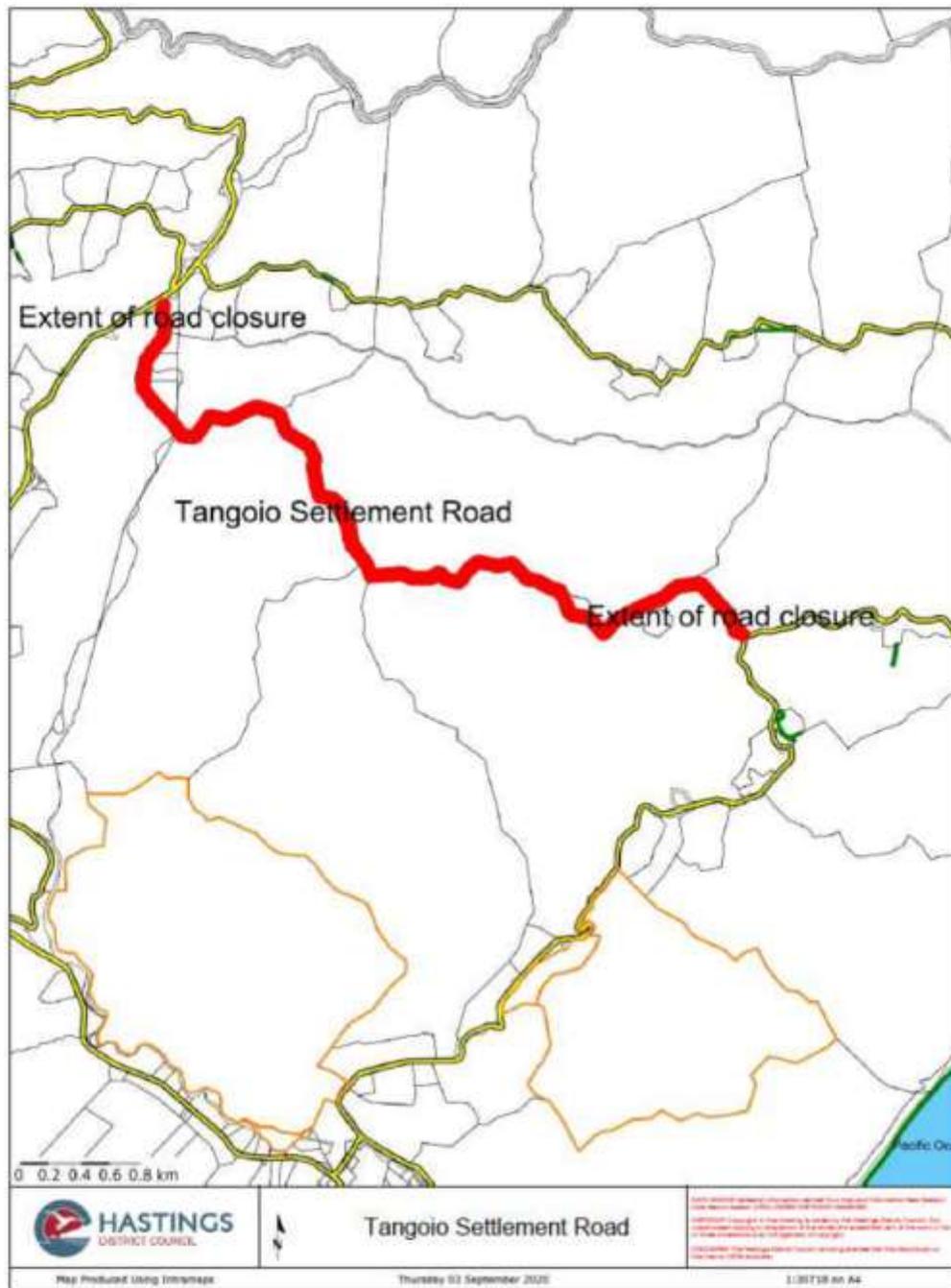


Item 4

Attachment 1

2. **Tangoio Settlement Road** (the gravel section) between the intersection with Waipatiki Road and the intersection with SH2. Waipatiki Road remains open. The road closure will be between 9:00am and 5:00pm, Sunday, 4 October 2020.

<b>Items Received:</b>	
Temporary Road Closure Application form	✓
Traffic Management Plan	✓
Road Bond	✓
Event Safety Plan	✓
Resident Visiting Form / Letter	✓



Item 4

Attachment 1

**3. Havelock CBD:**

**Te Mata Road** from the central roundabout to Columba Way carpark

**Napier Road** from the central roundabout to Treachers Lane

**Havelock Road** from the central roundabout to the entrance to the motel (access to the motel maintained)

**Te Aute Road** from the central roundabout to Porter Drive

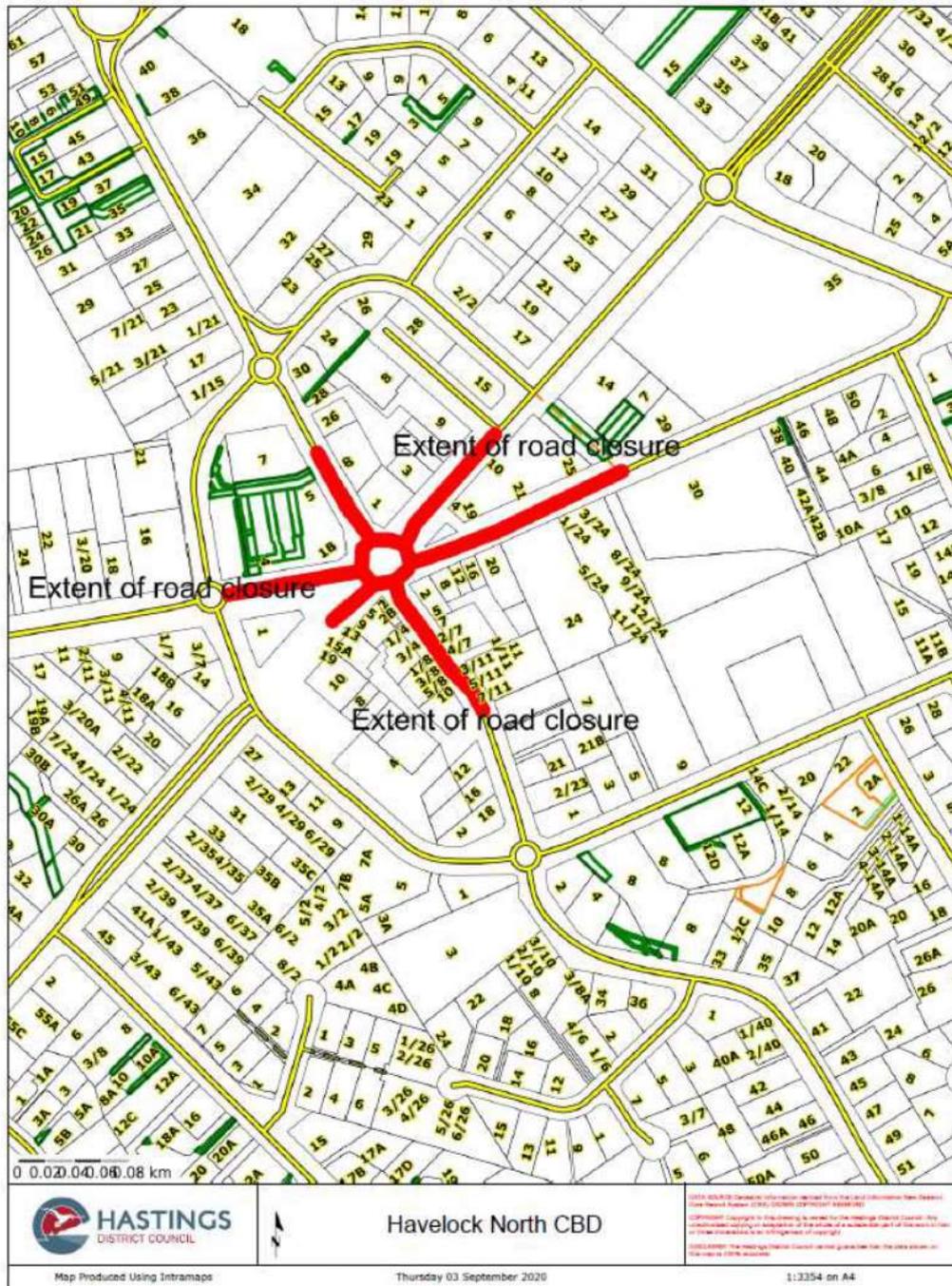
**Middle Road** from the central roundabout to the carpark

**Joll Road** from the central roundabout to the New World service lane

**The central roundabout.**

The road closure will be between 6:00am and 4:30pm, Saturday, 10 October 2020.

<b>Items Received:</b>	
Temporary Road Closure Application form	✓
Traffic Management Plan	✓
Road Bond	N/A
Event Safety Plan	✓
Resident Visiting Form / Letter	✓



Item 4

Attachment 1

4. **Prospect Road** – 17 October 2020 Prospect Road between Royston Hospital and King Street South. The road closure will be between 6:00am and 7:00pm, Saturday, 17 October 2020.

<b>Items Received:</b>	
Temporary Road Closure Application form	✓
Traffic Management Plan	✓
Road Bond	N/A
Event Safety Plan	✓
Resident Visiting Form / Letter	✓

