
Thursday, 26 November 2020

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council

Civic and Administration Subcommittee Meeting

Kaupapataka

Open Agenda

Te Rā Hui:
Meeting date: **Thursday, 26 November 2020**

Te Wā:
Time: **9.00am**

Te Wāhi:
Venue: **Landmarks Room
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings**

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

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

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HASTINGS DISTRICT COUNCIL
207 Lyndon Road East, Hastings 4122 | Private Bag 9002, Hastings 4156
Phone **06 871 5000** | www.hastingsdc.govt.nz
TE KAUNIHERA Ā-ROHE O HERETAUNGA

Civic and Administration Subcommittee

A Subcommittee of the Operations and Monitoring Committee.

Fields of Activity

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

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

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

Membership

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

Quorum - a minimum of 3 members

Delegated Powers

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

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Civic and Administration Subcommittee Meeting

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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, Caleb Sutton – for Item 4

Mayor Sandra Hazlehurst (ex-officio)

Tokamatua:

Quorum:

3 members

Apiha Matua

Officer Responsible:

General Counsel – Scott Smith

Te Rōpū Manapori me te

Kāwanatanga

Democracy &

Governance Services:

Christine Hilton (Extn 5633)

Te Rārangi Take

Order of Business

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.
-

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.

Confirmation of Minutes – *Te Whakamana i Ngā Minitī*

- 3.0** Minutes of the Civic and Administration Subcommittee Meeting held Thursday 5 November 2020.
(Previously circulated)
-

- 4.0 Temporary Road Closure - Heretaunga Street East - 3 December 2020** **9**
-

5.0 Minor Items – *Ngā Take Iti*

6.0 Urgent Items – *Ngā Take Whakahihi*

Thursday, 26 November 2020

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

Item 4

Te Rārangi Take

Report to Civic and Administration Subcommittee

Nā:
From: Lynn Burden, Transportation Officer

Te Take:
**Subject: Temporary Road Closure - Heretaunga Street East - 3 December
2020**

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 closure as requested below. This request arises from the need to inform and gain Hastings District Council (“the Council”) approval in order to comply with the legal process to temporarily close the road listed below:
 - The Hastings District Council (HDC) in conjunction with the Hastings Business Association (HBA) - **Heretaunga Street East** between Warren Street South and Karamu Road North The road closure will be between 2:00pm and 9:00pm, Thursday, 3 December 2020. The purpose of this road closure is hold a Hastings Eastside event by way of the creation of a pedestrian friendly zone enabling people to enjoy seasonal celebrations, including food trucks and festive decorations.
- 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 closure 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 closure can then be minimised and safely managed to Council’s satisfaction.

2.0 Recommendations – Ngā Tūtohunga

- A) That the report of the Transportation Officer titled Temporary Road Closure - Heretaunga Street East - 3 December 2020 dated 26 November 2020 be received.
- B) That the Civic and Administration Subcommittee approve the following temporary road closure as no submissions have been received in respect of this application:
 - 1. The Hastings District Council in conjunction with the Hastings Business Association - **Heretaunga Street East** between Warren Street South and Karamu Road North
The road closure will be between 2:00pm and 9:00pm, Thursday, 3 December 2020.
- C) That the Civic and Administration Subcommittee approve the above temporary road closure subject to the following conditions to be complied with to the satisfaction of the Group Manager: Asset Management:
 - i. This event is conducted in accordance with the New Zealand Transport Agency Code of Practice Temporary Traffic Management (CoPTTM).
 - ii. The Traffic Management Plan including provision for appropriate signage is approved by the Traffic Management Coordinator acting under delegated authority.
 - iii. The Traffic Management Plan must be complied with including any specific conditions.
 - iv. A copy of the relevant liability insurance policy is received.
 - v. That the cost of all advertising is met by the event organisers.
 - vi. Emergency Services are contacted regarding the holding of this event with details of the date, location 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 this temporary road closure.
 - 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.

3.0 Background – Te Horopaki

- 3.1 This report covers the application by the HBCC to temporarily close a road so that a cultural event can be held. The preferred option is to allow the closure of the above road so that the listed event can be undertaken.
- 3.2 The temporary road closure will be managed in accordance with the New Zealand Transport Agency Code of Practice Temporary Traffic Management (CoPTTM).
- 3.3 A detailed Traffic Management Plan is to be submitted to the Hastings District Council and the plan will be approved for implementation, subject to the temporary road closure application being approved.

- 3.4 The temporary road closure checklist (**Attachment 1**) details the necessary items that the organiser needs to submit as part of their application for the above proposed road closure.
- 3.5 A GIS map showing the area of the temporary road closure is also attached as part of **Attachment 1:** (HDC in conjunction with the HBA) Heretaunga Street East.
- 3.6 At the time of writing this report there were no planned road works that will affect or impact the above temporary road closure.

4.0 Discussion – *Te Matapakitanga*

- 4.1 The above event is being undertaken by the following organisation:
- HDC in conjunction with the HBA – **Heretaunga Street East**. This will be the first temporary closure of the above road during the 2020 calendar year. The above road has been chosen specifically for its suitability for holding a cultural event.
 - The average daily traffic count for Heretaunga Street East is: 4677 vehicles per day.

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 closure detailed above, subject to conditions that will ensure public safety is maintained.
- 5.2 Temporary road closure options listed below:
- **Option A: Approve** the temporary road closure detailed above.
 - Advantages: The event can proceed and contribute to the safe use of roads within the district for this proposed event.
 - Disadvantages: Traffic will be impeded for a short period of time.
 - **Option B: Do not approve** the temporary road closure detailed above.
 - Advantages: Traffic will not be impeded.
 - Disadvantages: If the temporary road closure approval is declined this will result in the cancellation of the proposed event.

6.0 Next steps – *Te Anga Whakamua*

- 6.1 See above for options related to this proposed temporary road closure.

Attachments:

- | | |
|--|------------------------|
| <p>1↓ Council Facilities & Property Mgmt - Parks & Reserves - Contracts & Service Level Agreements - Temporary Road Closure - Checklist and Map - Heretaunga Street East - 3 December 2020</p> | <p>CFM-17-1-20-505</p> |
|--|------------------------|

Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

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

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

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.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

There are no known impacts for Tangata Whenua.

Sustainability - *Te Toitūtanga*

There are no known implications for sustainability.

Financial considerations - *Ngā Whakaarohanga Ahumoni*

The advertising cost for this event is being met by the event organisers: being the Hastings District Council in conjunction with the Hastings Business Association.

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

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

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

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

Additionally, posters advising details of this event and the temporary road closure are being placed in

the windows of the businesses participating in this event. This further advises street users of details of the upcoming temporary road closure.

The temporary road closure of **Heretaunga Street East** has been posted on the Council website and formal public notification was published in the Hawke's Bay today newspaper on Friday, 30 October 2020.

The closing date for submissions for **Heretaunga Street East** was 4:00pm, Friday, 6 November 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 Wednesday, 2 December 2020.

Risks

Opportunity: To seek a temporary road closure for the purpose of holding a cultural 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 a temporary road closure to ensure the safety of competitors and the public.	Safety (public)

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

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

Checklist and Map - Temporary Road Closure:

- 1. Heretaunga Street East** between Warren Street South and Karamu Road North
 The road closure will be between 2:00pm and 9:00pm, Thursday, 3 December 2020.

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

2. Heretaunga Street East map:

