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Thursday, 10 September 2020  
(Reconvened from 18 August  
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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<i>Te Rā Hui:</i>	<b>Thursday, 10 September 2020</b>
Meeting date:	<b>(Reconvened from 18 August 2020)</b>

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<i>Te Wā:</i>	
Time:	<b>9.30am</b>

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<i>Te Wāhi:</i>	<b>Council Chamber</b>
Venue:	<b>Ground Floor</b>
	<b>Civic Administration Building</b>
	<b>Lyndon Road East</b>
	<b>Hastings</b>

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<i>Te Hoapā:</i>	<b>Democracy and Governance Services</b>
Contact:	<b>P: 06 871 5000   E: <a href="mailto:democracy@hdc.govt.nz">democracy@hdc.govt.nz</a></b>

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<i>Te Āpiha Matua:</i>	
Responsible	<b>General Counsel - Scott Smith</b>
Officer:	

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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](http://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**

*Kaupapataka*

# 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 &**

Christine Hilton (Extn 5633)

**Governance Services:**

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## *Te Rārangī Take*

# Order of Business

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

**1.0** An apology for absence has been received from Environmental Consents Manager, M Arnold.

Leave of Absence had previously been granted to Councillors O’Keefe and Lawson.

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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** There are no previous minutes to confirm as this is a reconvened meeting.  
(Previously circulated)

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**4.0** **Temporary Road Closures - Blossom Parade - 3 October 2020 (rescheduled from 12 September 2020)**

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

**Hastings District Council: Civic and Administration Subcommittee Meeting**

*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:** **Temporary Road Closures - Blossom Parade - 3 October 2020**  
**Subject:** **(rescheduled from 12 September 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.
- 1.2 This event has been rescheduled from 12 September 2020 to 3 October 2020, due to the current Level 2 COVID-19 restrictions prohibiting gatherings of over one hundred people

- **Creative Hastings** – Annual Blossom Parade (Russell Street South, Lyndon Road East, Warren Street South, Heretaunga Street, Eastbourne Street, Queen Street West, Nelson Street South, Market Street South and Karamu Road North)

### **Parade Set-up Area**

6:00am – 3:00pm

Russell Street South from Eastbourne Street East to Lyndon Road East

Lyndon Road East from Russell Street South to Hastings Street South

Warren Street South from Lyndon Road East to the entrance to the Library car park

### **Parade Route**

7:00am – 1:00pm

Heretaunga Street West from Nelson Street South to Market Street South

Heretaunga Street East from Russell Street North to Warren Street South

10:00am – 1:00pm

Eastbourne Street West from Market Street South to Russell Street South

Queen Street West from Russell Street North to Nelson Street South

Nelson Street South from Queen Street West to Heretaunga Street West

Market Street South from Heretaunga Street West to Eastbourne Street West

10:00am – 3:00pm

Karamu Road North from Heretaunga Street East to Eastbourne Street East

Eastbourne Street East from Russell Street to Warren Street South

The purpose of these road closures is to hold the annual Blossom Parade.

- 1.3 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.
- 1.4 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 Committee receives the report titled Temporary Road Closures - Blossom Parade - 3 October 2020 (rescheduled from 12 September 2020)
- B) That the Committee approve the following temporary road closures as no submissions have been received in respect of this application:
  1. Creative Hastings – including Russell Street South, Lyndon Road East, Warren Street South, Heretaunga Street, Eastbourne Street, Queen Street West, Nelson Street South, Market Street South and Karamu Road North between the hours of 6:00am and 3:00pm, Saturday, 3 October 2020.
 

Parade Set-up Area

6:00am – 3:00pm

Russell Street South from Eastbourne Street East to Lyndon Road East

Lyndon Road East from Russell Street South to Hastings Street South

Warren Street South from Lyndon Road East to the entrance to the Library car park

Parade Route

7:00am – 1:00pm

Heretaunga Street West from Nelson Street South to Market Street South

Heretaunga Street East from Russell Street North to Warren Street South

10:00am – 1:00pm

Eastbourne Street West from Market Street South to Russell Street South

Queen Street West from Russell Street North to Nelson Street South

Nelson Street South from Queen Street West to Heretaunga Street West  
 Market Street South from Heretaunga Street West to Eastbourne Street West  
 10:00am – 3:00pm  
 Karamu Road North from Heretaunga Street East to Eastbourne Street East  
 Eastbourne Street East from Russell Street to Warren Street South

- 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. 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 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 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.
  - 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.

### 3.0 Background – *Te Horopaki*

- 3.1 This report covers the application by **Creative Hastings** to temporarily close roads so that a cultural event can be held. The preferred option is to allow the closure of the above roads so that the listed event 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 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 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: Creative Hastings: (Russell Street South, Lyndon Road East, Warren Street South, Heretaunga Street, Eastbourne Street, Queen Street West, Nelson Street South, Market Street South and Karamu Road North).**

- 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 event is being undertaken by the **Creative Hastings**. This will be the first temporary closure of the above roads during the 2020 calendar year. The above roads have been chosen specifically for their suitability for holding a cultural event. The average daily traffic counts for the roads related to the Blossom Parade are shown below:

Parade Set-up Area	Traffic Count
Russell St South – from Eastbourne St East to Lyndon Rd East	340
Lyndon Road East – from Russell St South to Hastings St South	1480
Warren St South - from Lyndon Road East to the entrance to the Library car park	1300
Parade Route	
Heretaunga St West from Nelson St South to Market St South	5452
Heretaunga St East from Russell St North to Hastings St South	5089
Eastbourne St West from Market St South to Russell St South	9197
Queen St West from Russell St North to Nelson St South	6142
Nelson St North from Queen St West to Heretaunga St West	9836
Market St South from Heretaunga St West to Eastbourne St West	3500
Karamu Road South from Heretaunga St East to Eastbourne St East	4000
Eastbourne St East from Russell St to Warren St South	5922

#### 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:

**Option A: Approve** the temporary road closures 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 closures detailed above, or only approve one, two, three, four, five, six, seven, eight, nine, ten or eleven 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 the proposed event.

#### 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-16-14-00088  
Blossom Parade - 3 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: Creative Hastings and Ironman New Zealand.

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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.

### 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 closures related to the **Blossom Parade** have been posted on the Council website and formal public notification is being published in the Hawke's Bay today newspaper on Saturday, 22 August 2020.

The closing date for submissions for roads related to the **Blossom Parade** is 4:00pm, Friday, 28 August 2020. As of writing this report no submissions have been received.

### Risks

Opportunity: To seek temporary road closures for the purpose of holding a cultural event, being the annual Blossom Parade.

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 / participants and the public.	Safety (public)

### 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.

## Checklists and Maps - Temporary Road Closures:

## 1. Blossom Parade – 3 October 2020

**Parade Set-up Area****6:00am – 3:00pm****Russell Street South** from Eastbourne Street East to Lyndon Road East**Lyndon Road East** from Russell Street South to Hastings Street South**Warren Street South** from Lyndon Road East to the entrance to the Library car park**Parade Route****7:00am – 1:00pm****Heretaunga Street West** from Nelson Street South to Market Street South**Heretaunga Street East** from Russell Street North to Warren Street South**10:00am – 1:00pm****Eastbourne Street West** from Market Street South to Russell Street South**Queen Street West** from Russell Street North to Nelson Street South**Nelson Street South** from Queen Street West to Heretaunga Street West**Market Street South** from Heretaunga Street West to Eastbourne Street West**10:00am – 3:00pm****Karamu Road North** from Heretaunga Street East to Eastbourne Street East**Eastbourne Street East** from Russell Street to Warren Street South

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

