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Thursday, 17 June 2021

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

**Hastings District Council**

**Civic and Administration Subcommittee Meeting**

*Kaupapataka*

# Agenda

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*Te Rā Hui:*  
Meeting date: **Thursday, 17 June 2021**

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*Te Wā:*  
Time: **9.00am**

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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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[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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*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

**Youth Council Appointees:** Esta Chaplin and Satyam Saha

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 – Ngā Whakapāhatanga*

- 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 Miniti*

- 3.0** Minutes of the Civic and Administration Subcommittee Meeting held Tuesday 1 June 2021.  
*(Previously circulated)*
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- 4.0** **Vibrancy Fund Applications** **9**
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- 5.0** *Minor Items – Ngā Take Iti*
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- 6.0** *Urgent Items – Ngā Take Whakahihi*
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Thursday, 17 June 2021

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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: Andrea Taaffe, City Centre Activation Officer**

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*Te Take:*  
**Subject: Vibrancy Fund Applications**

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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 Subcommittee regarding allocations of grants from the Vibrancy Fund.
- 1.2 The Vibrancy Fund is open to groups or individuals to apply for vibrancy events or activations in the city centre (festivals, music, murals, temporary installations).
- 1.3 Past recipients of this funding include Foto Iwi, Free Happy Art and World Peace day “Peace Poles”. These events have provided a positive impact to the community in the CBD.
- 1.4 This is the first funding round for the upcoming financial year.
- 1.5 This report concludes by recommending that the funds be allocated to those applicants assessed by the Subcommittee as having the highest merit, being of wide appeal, being accessible and deliver to the needs of the community.

## **2.0 Recommendations – Ngā Tūtohunga**

- A) That the Civic and Administration Subcommittee Meeting receive the report titled Vibrancy Fund Applications dated 17 June 2021.
- B) That the Civic and Administration Subcommittee review the applications to the Vibrancy Fund; and

- C) That the Civic and Administration Subcommittee consider the applications for the Vibrancy Fund against the criteria and allocate funds to those applicants whom it considers will best assist Council to achieve its desired community outcomes, from the total funding available of **\$25,000.00**.
- D) That the Civic and Administration Subcommittee endorse the Draft Criteria for officers to refer to when considering applications to the Vibrancy Fund from the 1 October 2021 funding round onward.

### 3.0 Background – *Te Horopaki*

- 3.1 The full funding year is from 1 July to 1 July, with \$50,000 funding available to be split evenly over two funding rounds during that time.
- 3.2 Round 1 of this financial year, will have an allocation of \$25,000 that will become available on 1 July 2021 (for delivery for the six months 1 July to 31 December 2021).
- 3.3 Round 2 will then open earlier this year, on 1 October 2021, to allow the timing to tie in with the scheduled Subcommittee meetings later in the year (for delivery for the six months 1 January to 30 June 2022).
- 3.4 The current applications for this funding round total \$31,930.00 (as set out in the table under 4.3 below).
- 3.5 To be eligible for funding, groups or individuals need to show how their project fits with one or more of the priorities below (summarised from the application form):
1. **Aligns with the Hastings District Council Toi-Tu Arts Strategy.**
  2. **Supports the local creative community.**
  3. **Promotes happy, healthy and active communities.**

### 4.0 Discussion – *Te Matapakitanga*

- 4.1 As requested at an earlier Subcommittee meeting, on 4 May 2021, officers have actively made the public more aware of the Vibrancy Fund criteria – including advertising via social media.
- 4.2 Officers have also drafted criteria to be referred to during future funding rounds - in conjunction with the Smarty Grants Priorities, which are set out on-line. The proposed criteria (**Attachment 1**) will apply from the funding round opening on 1 October 2021.
- 4.3 Nine applications have been received in this funding round.

App#	Applicant	Project Title	Brief Project Description	Amount requested PA
CVF 2102	Out East Creative Ltd	Thrill the World Hawke's Bay!	Thrill the World is a global synchronised dance event to Michael Jackson's 'Thriller'. Zombies of all ages and ethnicities gather from all corners of the world to celebrate together. I want to introduce Hawke's Bay to this fun and unifying event in the centre of Hastings, while promoting health and wellbeing in the community through dance!	\$5,500.00
CVF 2105	Hastings City Business Association	Discover Hastings: Street Art Campaign	Partner with Arts Inc Heretaunga to source local artist(s) to decorate the streets via paint and window decals, and bring Hastings to life through beautiful art, colour and culture!	\$5,000.00

			HCBA and HBAF will split the remaining costs	
CVF 2106	Hawke's Bay Readers and Writers Charitable Trust	Hawke's Bay Readers and Writers Festival 2021	The 2021 Hawke's Bay Readers and Writers Festival will present a programme of 14 literary events - ten public events, two workshops and two Writers in Schools events. Of these, seven public events will be held in the Hastings CBD.	\$5,000.00
CVF 2107	Wyn Drabble	Live Music on Hastings Stage	Local musicians performing live on Hastings stage 11am - 1pm on Saturdays - same as I have organised for last few years.	\$2,000.00
CVF 2108	Jr the Free creative services	Fringe in the Stings mural project	I have been approached by Fringe to design the poster for 21 Fringe. And then paint the image from the poster as a live painting mural during Fringe weekend.	\$3,500.00
CVF 2109	Hastings City Business Association	Mini Golf activation	An interactive mini golf activation - to be set up outside in City Mall during school holidays, Wednesday 12th - Saturday 15th January 2022.	<del>\$5,000.00</del> Deferred to next funding round
CVF 2110	Fish Carpentry Ltd	Absolute	Absolute is a large scale sculpture. It is a 5m diameter geometric structure made of timber octagons assembled to produce a spherical form. It will be lit internally with a central pillar of diffused light, which will project outwards and filter patterns onto the surrounding landscape. The sphere will also have a slow rotation.	\$5,000.00
CVF 2111	Kristyl Neho	Rising Generation	To create a 45 minute Performance and showcase with 5 local schools.	\$5,130.00
CVF 2112	Mainswitch LTD	A Grand Adventure	An up-close, hands-on piano experience during the school holidays. A baby grand piano will visit the inner city for an outdoor concert, a 'play through' introduction to the piano including how it makes music, and a question and answer session with the pianist.	\$800.00
<b>Vibrancy Fund TOTAL AVAILABLE</b>				\$25,000.00
<b>Vibrancy Fund TOTAL REQUESTED</b>				\$31,930.00
<b>Vibrancy Fund BALANCE</b>			Applications <u>exceed balance</u> available by	<b>\$6,930.00</b>

4.4 Committee members can view the full applications and attachments via their Smarty Grants Login.  
<https://manage.smartygrants.com.au/>

## 5.0 Options – Ngā Kōwhiringa

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

5.1 That the Civic and Administration Subcommittee consider the applications for the Vibrancy Fund against the criteria and allocate funds as considered appropriate to those applicants whom it considers will best assist Council to achieve its desired community outcomes, from the total funding available of **\$25,000.00**.

Option Two – Status Quo - Te Kōwhiringa Tuarua – Te Āhuatanga o nāianeī.

5.2 That the Civic and Administration Subcommittee review the applications for funding from the Vibrancy Fund, consider the applications against the criteria and **not** allocate the total requested from the funding available of **\$25,000.00**.

## 6.0 Next steps – Te Anga Whakamua

6.1 All applicants will be contacted following the meeting and advised of the outcome of the Subcommittee's decision in regard to their application.

**Attachments:**1 [↓](#) Draft Vibrancy Fund Criteria - June 2021

COP-01-13-1-21-3

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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.

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

This proposal promotes the Social wellbeing of communities in the present and for the future, by promoting services to meet recreational, arts and cultural needs.

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

There are likely to be positive impacts for Tangata Whenua, as for the wider community.

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**Sustainability - *Te Toitūtanga***

No known impacts for sustainability.

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**Financial considerations - *Ngā Whakaarohanga Ahumoni***

These applications are to be funded from this year's Vibrancy Fund. The current balance is \$21,742.00 and only funding up to that amount can be considered.

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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***

There has been no external consultation except that the Grant round has been open and transparent inviting all community organisations to apply.

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**Risks**

The recommendation being proposed is the best option to ensure an accountable and transparent governance process. Using the established and approved HDC Vibrancy Fund processes ensures security of applicants' data, supports a fair review process and established monitoring and reporting process.

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

There are no implications for Community Boards.

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## **Draft Vibrancy Fund Criteria 2021/22**

(to apply from funding round opening 1 October 2021  
and to be referred to in conjunction with the Smarty Grants Priorities, which  
are set out on-line)

The following criteria are to be considered in conjunction with the priorities, set out on-line in the application form, when addressing applications to the Vibrancy Fund.

That the application for funding from the Vibrancy Fund includes details showing:

- The quality of the project and the artistic merit and how this impacts on the local community, allowing residents and visitors to interact or simply 'experience' the project.
- The applicant's ability to deliver the project within the specified time frame – including any evidence of previous projects completed (if applicable).
- Good project planning and budgeting, including any other funding sourced, whether approved or not.
- The level of financial assistance and also demonstrates efforts to seek other funding.
- That the funding applied for is not going towards "business-as-usual" or ongoing operational expenses.
- Support for / the utilization of local talent, product and with a sustainable approach wherever possible.
- Flexibility of timing of a project wherever possible - Vibrancy funded projects will be programmed throughout the financial year (July 1 – June 30), as it is important the projects are scheduled/delivered over the 12 months to ensure continuity of vibrancy within the CBD throughout the year. Therefore consideration of the timing, duration, locality and programming of a project within the yearly calendar is extremely important.