
Tuesday, 12 October 2021

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council

District Development Subcommittee Meeting

Kaupapataka

Agenda

Te Rā Hui:
Meeting date: **Tuesday, 12 October 2021**

Te Wā:
Time: **10.00am**

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: **Economic Development Manager - Lee Neville**

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District Development Subcommittee

A Subcommittee of the Strategy and Policy Committee

Fields of Activity

- The District Development Subcommittee is responsible for advising the Strategy and Policy Committee by;
- Providing guidance to Council Officers in respect of the drafting of Council's District Development Strategies and providing oversight of community engagement through the Special Consultative Procedures.
- Providing oversight of the development of Council's District Development Strategy.
- Providing oversight of the implementation of Council's Housing Development, Transport Development, Economic Development, Urban Zone Development and City Centre Revitalisation and Central Business Districts Development Strategies.
- Providing oversight of the development of the Council's 3 Waters strategy.
- Providing guidance to Council Officers relating to development of rating policies and the reviews of existing rating policy.

Membership

- 8 Councillors.
- 1 Heretaunga Takoto Noa Māori Standing Committee Member appointed by Council.
- Chair appointed by Council.
- Deputy Chair appointed by Council.

Quorum – 4 members

Delegated Powers

- 1) To review and provide comment on draft District Development Strategies, and to recommend to the Strategy and Policy Committee the adoption of draft Strategies for consultation.
- 2) To recommend to the Strategy and Policy Committee the final wording of any new or reviewed District Development Strategy for adoption by the Committee or Council.
- 3) To recommend to the Strategy and Policy Committee changes to rating policy for consideration for inclusion in the Long Term Plan and Annual Plan.

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Mematanga:

Membership:

Koromatua

Chair: Councillor Wendy Schollum

Ngā KaiKaunihera

Councillors: Bayden Barber, Alwyn Corban, Damon Harvey, Tania Kerr (Deputy Chair), Ann Redstone, Sophie Siers and Geraldine Travers

Heretaunga Takoto Noa Māori Standing Committee appointee: - Vacancy,
Youth Council appointees: Keelan Heesterman and Riley Bogard-Allan –
Victoria Stobart (Alternate)

Hastings District Rural Community Board appointee: Marcus Buddo

Mayor Sandra Hazlehurst

Tokamatua:

Quorum:

4 members

Apiha Matua

Officer Responsible:

Economic Development Manager – Lee Neville

*Te Rōpū Manapori me te
Kāwanatanga*

Democracy &

Lynne Cox (Extn 5632)

Governance Services:

Te Rārangi Take

Order of Business

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.
-

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 Miniti

- 3.0** Minutes of the District Development Subcommittee Meeting held Tuesday 15 June 2021.
(Previously circulated)
-

4.0 Parking Policy Matters

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5.0 Minor Items – Ngā Take Iti

6.0 Urgent Items – Ngā Take Whakahihiri

Tuesday, 12 October 2021

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council: District Development Subcommittee Meeting

Item 4

Te Rārangi Take

Report to District Development Subcommittee

Nā:
From: **John Payne, Regulatory Solutions Manager**

Te Take:
Subject: **Parking Policy Matters**

1.0 Executive Summary – Te Kaupapa Me Te Whakarāpopototanga

1.1 This report covers draft policy relating to:

- Mobility space parking
- Criteria for waiving parking infringements and
- Providing parking exemptions for non-profit charities, NGOs, and volunteers working in the Hastings central business district

2.0 Recommendations - Ngā Tūtohunga

- A) That the District Development Subcommittee receive the report titled Parking Policy Matters dated 12 October 2021.
- B) That the Subcommittee supports the draft policy relating to:
 - i. Mobility parking
 - ii. Criteria for waiving parking infringements
 - iii. Providing parking exemptions for non-profit Charities, Non-Government Organisations, and volunteers working in the Hastings central business district
- C) That the recommendations from this report go to the next Strategy and Policy Committee meeting on 2 November 2021 for adoption.

3.0 Background – *Te Horopaki*

3.1 There are currently operational procedures for dealing with mobility parking, processing applications for waiving infringement offences and for providing parking exemptions for non-profit charities, Non-Government Organisations and volunteers working in the Hastings central business district. This report recommends making those operational procedures 'Policy'.

4.0 Discussion – *Te Matapakitanga*

Recommended draft policies:

Mobility Parking Spaces Policy

- 4.1 Council will provide at least one mobility parking space per 100 parking spaces with controls. Mobility parking spaces will be periodically audited with CCS Disability Action to ensure they are fit for purpose. Mobility parking spaces will be bigger than normal spaces to allow for loading and unloading of wheelchairs/disability equipment in a safe manner.
- 4.2 Where a person parks in any legal space with a valid mobility card displayed, no enforcement action will be taken. This includes metered or time zoned. However, if this becomes a habit and results in complaints, a letter will be sent to the mobility card holder requesting them to discuss the matter with Council so that an alternative arrangement can be made.

Infringement Waiver Policy

- 4.3 There are five ways an infringement can be made invalid:
- | | |
|-------------|---------------------------------------|
| • Cancelled | Officer error |
| • Waived | Explanation accepted |
| • Reissued | Replaced with an escalated ticket |
| • Stopped | Able to resolve the incident verbally |
| • Technical | Persons unknown, system fault |
- 4.4 Explanations can be received via e-mail, letter or over the counter, however in every case explanations must be in writing.
- 4.5 Explanations will be forwarded to an Administrator for evaluating and processing. In any case where the Administrator has any connection to the applicant or perceives there could be a conflict of interest, the application must be forwarded to a neutral person.
- 4.6 If the Ticket number (infringement notice number or the vehicle registration number) has not been supplied in the explanation, the matter will be referred back to the applicant. When the Ticket number has been provided, check the system for all current and past infringements and/or correspondence relating to historical infringements. Check Motochek to confirm the current 'registered' owner details.
- 4.7 The following are generic reasons why an infringement notice would be waived:
- Expired or Non-Payment meter – the applicant made or attempted to make payment but used incorrect details when creating the parking session. This is a one-off waiver.
 - Mobility offences – if authorisation to park in a mobility site is produced after the offence, a waiver will be granted.

- Expired Licence or Warrant of Fitness – expired less than two months and rectified within reasonable timeframe (before the notice is filed with the Court), a waiver is granted. Only one waiver within a 12 month period.
- Emergency vehicles – on active duty.
- Exceptional circumstance – any situation where there is a genuine and reasonable circumstance for the breach i.e. broken down vehicle, grounds of compassion, a waiver can be granted.
- Hardship – grounds of hardship should not be evaluated as Council staff are not qualified and do not have access to financial circumstances of the applicant. In these circumstances the applicant should be offered an extension of time to pay within the statute of limitations (i.e. within 6 months). An alternative is for the applicant to admit the offence in writing and have the Court consider their written submission.
- Warrant of Fitness (where the person claims not to have been in possession of the vehicle) – Infringement notices will be issued to the registered owner in accordance with section 133A of the Land Transport Act 1988. There may be cases where the owner then contacts Council to advise another person was in charge of the vehicle. The onus is on the registered owner to prove this. If Council can be satisfied that the registered owner did not have charge of the vehicle at the relevant time, the infringement can be transferred to the person who did have charge. However, the person must provide evidence by way of statutory declaration. Send them a letter advising of this and include a blank statutory declaration form.

4.8 Written notification must be sent to every applicant advising of the outcome.

4.9 Further Review by Panel – where a person requests a review of the initial declined explanation the matter will be placed before a review panel. The panel shall be made up of one technical person, one regulatory person and one neutral person.

Parking Exemptions for Non-Profit Charities, Non-Government Organisations, and Volunteers

4.10 The majority of requests for parking exemptions come in through Council's call centre. These are referred to the Parking Team Leader by email (CRM). The requests range from short-term exemptions for construction and events to the longer-term (annual) waivers which are sought by non-profit charities, non-government organisations or volunteers.

The exemptions are renewed annually to manage use of the parking resource. The exemptions can be issued to a person or an organisation on a specific number plate depending on the nature of the request.

An application form has been developed to formalise the exemption process and this is attached as Attachment 1.

4.11 Any non-profit charities, Non-Government Organisations or Volunteers undertaking activities which provide benefit to the community, may apply to Council for up to 3 parking exemptions in the Hastings central business district.

4.12 An exemption will authorise the holder to park lawfully for free and exceed the time restrictions.

4.13 The organisation (charity, Non-Government Organisations or Volunteers) will be provided with an exemption card. This must be displayed on the dashboard when the vehicle is parked in a space requiring payment. Failure to do so may result in enforcement action.

- 4.14 Where an organisation has initially been declined an application for exemption and requests a review of the decision, the matter will be placed before the review panel, as identified in 4.9 above.

Hastings District Council Framework for Policy Development

- 4.15 In accordance with HDC Framework for Policy Development the following processes are required:

The need for Policy is assessed

Elected members have requested that these matters be formulated into policy.

Consultation is undertaken

Council staff are consistently in discussion with CCS Disability Action regarding mobility parking and CCS Disability Action are supportive of Council's approach to mobility parking in the Hastings District.

Policy Approved

This report is the start of the approval process.

Policy Implemented

These are the day to day functions of the Parking Team and form part of the staff's performance objectives to process all actions in accordance with legislation, procedures and policy.

Policy Monitored

Records of all transactions are filed in Council's document management system HPRM.

Policy Reviewed

The policy and procedures are reviewed annually.

5.0 Options – Ngā Kōwhiringa

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

- 5.1 Support the recommendations of this report to forward these matters to the Strategy and Policy Committee for adoption.

Advantages

Formalises and consolidates processes and ensures consistency of application.

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

- 5.2 Modify the processes as the Sub-Committee sees fit.

6.0 Next steps – Te Anga Whakamua

- 6.1 If the District Development Sub-Committee support the recommendations in this report, a further report will be taken to the Strategy and Policy Committee for adoption.

Attachments:

1  Application for Parking Exemption

CG-16-10-00049

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.

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

This proposal promotes regulatory compliance wellbeing of communities in the present and for the future by reducing public nuisance and threats to public health and safety.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

N/A

Sustainability - *Te Toitūtanga*

Fees and polices can be reviewed any time:

Financial considerations - *Ngā Whakaarohanga Ahumoni*

One paid parking space can generate \$66 per week or \$3,432 per annum if it were occupied at full capacity. Hasting District Council currently have 102 exemptions, however some organisations may have multiple exemptions, but they might only use two at any one time. Some organisations may park in a time zoned space where payment is not required.

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

This report has been assessed under the Council's Significance and Engagement Policy and does not trigger the threshold of Council's Significance and Engagement Policy.

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

N/A

Risks

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

N/A



APPLICATION FOR PARKING EXEMPTION

Personal Details

Full Name of Individual:

Business:

Address:.....

.....

Phone Number:..... Email:.....

Exemption Details

Reason For Applying For The Exemption:.....

.....

.....

.....

.....

Date Range: From:..... To:.....

Number of Exemptions Applied For:.....

Registrations of Vehicles:.....

.....

Signature:..... Date:.....

PLEASE NOTE: Applications are considered on a case by case basis and exemptions will be issued at the discretion of Council

Office Use Only - Please forward this completed application to: Planning & Regulatory, Parking Department	
# Exemptions issued:.....	Date Range:
HPRM REF:.....
Signature (once actioned):.....	Date:.....

HASTINGS DISTRICT COUNCIL
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