

Thursday, 19 May 2022

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council

Civic and Administration Subcommittee Meeting

Kaupapataka

Agenda

Te Rā Hui:
Meeting date: **Thursday, 19 May 2022**

Te Wā:
Time: **9.00am - Civic Honours**

Te Wāhi:
Venue: **Council Chamber
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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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

Heretaunga Takoto Noa Māori Standing Committee appointee: Tania
Eden

Youth Council appointees: Mackenzie Varcoe and Monte Timu

Mayor Sandra Hazlehurst

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 – Ngā Whakapāhatanga

- 1.0** At the close of the agenda no apologies had been received.
Leave of Absence had previously been granted to Councillors Travers and Watkins.

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 Tuesday 3 May 2022.
(Previously circulated)

4.0 *Vibrancy Fund Applications* **9**

5.0 *Minor Items – Ngā Take Iti*

6.0 *Urgent Items – Ngā Take Whakahihi*

7.0 *Recommendation to Exclude the Public from Item 8* **21**

8.0 Civic Honours Award Nominations 2022

Thursday, 19 May 2022

Item 4

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

Nā:
From: Andrea Taaffe, City Centre Activation Officer

Te Take:
Subject: Vibrancy Fund Applications

1.0 Executive Summary – *Te Kaupapa Me Te Whakarāpopototanga*

- 1.1 The purpose of this report is to obtain a decision from the Civic and Administration Subcommittee regarding the allocation 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, such as festivals, music, murals and temporary installations.
- 1.3 Past recipients of this funding include: Bumper Boats (Hastings City Business Association), Music in the City Centre (Wyn Drabble) and Fun in the Mud (Kjelsty Hanson). These events have provided a positive impact to the community in the city centre.
- 1.4 This report relates to the allocation of funding for the 2022/23 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 receive the report titled Vibrancy Fund Applications dated 19 May 2022.
- B) That the Civic and Administration Subcommittee review the applications to the Vibrancy Fund.

- 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**.

3.0 Background – *Te Horopaki*

- 3.1 \$50,000 is available each financial year for the delivery of vibrancy activations or events in the city centre by members of the community.
- 3.2 This funding is split into two rounds of \$25,000: Round 1 for delivery within the six months 1 July to 31 December 2022). Applications for Round 2 will open on 1 July 2022, for delivery for the six months 1 January to 30 June 2023).
- 3.3 The current applications for this funding round total \$25,922.56 (as set out in the table in **Attachment 1**).
- 3.4 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 framework.**
 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 and the Hastings Mail.
- 4.2 Three applications have been received for this Round 1 funding round (details of each are included in **Attachment 2**).
- 4.3 Subcommittee 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 who 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.

- 6.2 Officers note that any funds from the previous round not uplifted in the specified time frame will be used at the discretion of the City Centre Activation Officer for opportunities that arise to create or enhance vibrancy in the city centre.
- 6.3 There are two attachments for this report.

Attachments:

- 1 [↓](#) City Centre Vibrancy Fund - Proposal Overview Final PRJ17-140-0185
- attachment for Civic and Administration
Subcommittee Report 19 May 22
- 2 [↓](#) City Centre Vibrancy Fund - Application Forms PRJ17-140-0186
Round 1

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

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

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

Sustainability - *Te Toitūtanga*

Applicants are encouraged to refer to and implement sustainable practice where applicable and practicable as detailed in the Toi-tu framework.

Financial considerations - *Ngā Whakaarohanga Ahumoni*

These applications are to be funded from this year's Vibrancy Fund. The current balance is \$25,000.00 and only funding up to that amount can be considered.

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*

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

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.

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

There are no implications for Rural Community Board.

City Centre Vibrancy Proposal				
All submitted responses to this form as at 11:21 am, 5 May 2022 NZST				
App ID	Applicant	Project Title	Brief Project Description	Requested
CCV014	Hastings City Business Association	Ice Skating	We are bringing back the Ice Skate Tour to Hastings City after a successful event in July 2020. We're wanting to again provide an affordable, fun family experience in the middle of Hastings CBD.	\$20,000.00
CCV016	Private group of musicians	Music on Hastings Centre Stage	Live local musicians performing on Hastings Stage (as well as other performance areas as directed), 11am - 1pm Saturdays. To provide ambient background and/or entertainment to passers-by. Same as organised for last several years.	\$2,000.00
CCV017	Hawke's Bay Readers and Writers Charitable Trust	2022 Hawke's Bay Readers and Writers Festival	A literary festival featuring 11 public events, 2 workshops and a networking evening.	\$3,922.56
Vibrancy Fund TOTAL REQUESTED				\$25,922.56
Vibrancy Fund TOTAL AVAILABLE				\$25,000.00
Vibrancy Fund DIFFERENCE				-\$922.56

CCV014

Application ID	CCV014
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Application Forms

City Centre Vibrancy Proposal

Person Created Form	Lucinda Perry
Group/Organisation Name	Hastings City Business Association
Project Title	Ice Skating
Brief Project Description	We are bringing back the Ice Skate Tour to Hastings City after a successful event in July 2020. We're wanting to again provide an affordable, fun family experience in the middle of Hastings CBD.
Project Subject	Sport and recreation > Community recreation;
Project Beneficiaries	Age groups > Children and youth (age 0-17); Age groups > Adults (people aged 18+); Family and relationships > Caregivers; Family and relationships > Families;
Project Rationale	Family friendly ice skating experience on artificial ice, open to anyone (providing they fit skates provided - approx. 4yo +) at an affordable price.
Project Activities	The Ice Rink will be in Hastings City from the 18th - 31st July (with set-up on the 17th July) and will be open every day throughout, operating times TBA. It will be \$5 per child, \$10 per adult and there will be a family pass option. We will run a promotion where a particular spend amount in town can give entry to the rink as well. This was a well-received and popular event in 2020 with over 3,900 attendees across 10 days.
Please provide any documents that would support you	10.jpg, 11.jpg, 3.jpg, 4.jpg, 5.jpg, 6.jpg, 7.jpg, HBKA13JUL20A002.pdf, HBZA04JUL20A002.pdf
Which public spaces would be suitable for your project	City Centre Mall
Estimated dates project	17th - 31st July

Total Amount Requested	20,000.00
Does your Project respond to Toi-tu	Can it gain positive regional, national international profile?, Have potential barriers to participation in it been addressed?, Does it encourage community inclusion?, Are visitor experiences of the region enhanced by it?
Briefly explain how your project fits with your city	It's a positive and fun experience for families from all ethnicities and economic groups and is all inclusive as those with disabilities are able to participate as well, including if they are in a wheel chair. The set-up

	is fun and vibrant and gives a very different activity to what is currently available in Hawke's Bay or other surrounding regions, meaning visitors to the area are able to enjoy this experience alongside our local community and acts as an interest piece to draw them into the inner CBD of Hastings.
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CCV016

Application ID	CCV016
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Application Forms

City Centre Vibrancy Proposal

Person Created Form	Wyn Drabble
Group/Organisation Name	Private group of musicians
Project Title	Music on Hastings Centre Stage
Brief Project Description	Live local musicians performing on Hastings Stage (as well as other performance areas as directed), 11am - 1pm Saturdays. To provide ambient background and/or entertainment to passers-by. Same as organised for last several years.
Project Subject	Arts and culture;
Project Beneficiaries	Universal (no particular population);
Project Rationale	I have organised this for at least the last 3 years and created the roster of local musicians.
Project Activities	I, Wyn Drabble, create a season's roster for 5 different acts (solo musicians and groups) to perform on Hastings City Stage (and other venues as directed) from 11am - 1pm on Saturdays (weather permitting). The artist(s) for a particular day pick up a key from i-Site to gain access to the power on the stage. Key is returned at the end. I invoice HDC for the 10 acts then I pay the acts after each performance.
Please provide any documents that would support you	
Which public spaces would be suitable for your project	City Centre Mall, Landmarks Square
Estimated dates project	22 October and every Saturday until Christmas Eve. A new application will be made to carry this on for the first 10 Saturdays in 2023.

Total Amount Requested	2,000.00
Does your Project respond to Toi-tu	Does it express identity of this region, its people and places?, Can it gain positive regional, national international profile?, Does it offer opportunities for cultural connection?, Does it encourage community inclusion?, Are visitor experiences of the region enhanced by it?, Does it contribute to a sense of place?
Briefly explain how your project fits with your city	The musicians are local so reflect local people. Visitors often comment favourably on the initiative. Music connects cultures. Community take part (eg sitting/eating/listening - sometimes singing along, sometimes dancing).

	Visitors often report favourably. It contributes a lot to the general "vibe" of the clocktower area.
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CCV017

Application ID	CCV017
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Application Forms

City Centre Vibrancy Proposal

Person Created Form	Brandi Dixon
Group/Organisation Name	Hawke's Bay Readers and Writers Charitable Trust
Project Title	2022 Hawke's Bay Readers and Writers Festival
Brief Project Description	A literary festival featuring 11 public events, 2 workshops and a networking evening.
Project Subject	Arts and culture > Festivals; Education > Vocational education and training;
Project Beneficiaries	Age groups > Children and youth (age 0-17) > Adolescents (people aged 13-17); Age groups > Adults (people aged 18+); Ethnic and racial groups > Indigenous peoples > Māori; Gender groups > Females;
Project Rationale	The Hawke's Bay Readers and Writers Trust have been operating an annual literary festival since 2008 and is the operating partner for the biennial Poet Laureate celebrations for the National Library. The festival usually curates between eight and fifteen events over a three day period. For the last six years, these events have been scheduled concurrently with the Hawke's Bay Arts Festival with whom the Trust has a marketing partnership. Since the advent of Covid restrictions, the Trust has also operated events outside the usual festival weekend to ensure access to the literary arts if the festival is unable to go ahead. We have, however, been fortunate in our ability to hold a full festival in 2020 and a successful but smaller festival in 2021 despite Covid restrictions.
Project Activities	Please see the attached document that outlines the full 2022 festival programme.
Please provide any documents that would support you	WHAT Program Outline.pdf
Which public spaces would be suitable for your project	Other: ToiToi: Functions on Hastings
Estimated dates project	October 22 - 30, with the majority of events taking place over October 28-30.

Total Amount Requested	3,922.56
Does your Project respond to Toi-tu	Can it gain positive regional, national international profile?, Does it offer opportunities for cultural connection?, Have potential barriers to

	<p>participation in it been addressed?, Does it encourage community inclusion?, Does it celebrate cultural diversity?, Does it support creative sector employment and enterprise?, Are visitor experiences of the region enhanced by it?</p>
Briefly explain how your project fits with your ch	<p>The festival aims to provide paid opportunities for New Zealand authors to promote their work to their audiences. It aims to build relationships between published authors and aspiring writers to allow them to further develop their craft.</p> <p>The ticket price for festival events has been reduced this year with the majority of public sessions available at \$10 (Early Bird price) or \$15 (General sales).</p> <p>The Imagining Decolonization event is offered free of charge to ensure the target audience is not restricted due to unaffordability. We expect this event to be a highlight of the festival with respect to audience participation, publicity and the creation of increased cultural awareness.</p>

HASTINGS DISTRICT COUNCIL

CIVIC AND ADMINISTRATION SUBCOMMITTEE MEETING

THURSDAY, 19 MAY 2022

RECOMMENDATION TO EXCLUDE THE PUBLIC

SECTION 48, LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

THAT the public now be excluded from the following part of the meeting, namely:

8 Civic Honours Award Nominations 2022

The general subject of the matter to be considered while the public is excluded, the reason for passing this Resolution in relation to the matter and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this Resolution is as follows:

<i>GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</i>	<i>REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER, AND PARTICULAR INTERESTS PROTECTED</i>	<i>GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF EACH RESOLUTION</i>
8 Civic Honours Award Nominations 2022	Section 7 (2) (a) The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. To protect the privacy of the nominees pending decision-making of the selection process.	Section 48(1)(a)(i) Where the Local Authority is named or specified in the First Schedule to this Act under Section 6 or 7 (except Section 7(2)(f)(i)) of this Act.