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Monday, 18 July 2022

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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: **Monday, 18 July 2022**

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*Te Wā:*  
Time: **10.15am**

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*Te Wāhi:*  
Venue: **Landmarks Room  
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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**Hastings District Council**

**Civic and Administration Subcommittee Meeting**

*Kaupapataka*

# 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

Youth Council appointees: Mackenzie Varcoe and Monte Timu

Transportation Manager, Jag Pannu AND  
Environmental Consents Manager, Caleb Sutton – for Item 4

Heretaunga Takoto Noa Māori Standing Committee appointee: Vacancy

Mayor Sandra Hazlehurst

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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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### **1.0 Apologies – Ngā Whakapāhatanga**

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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### **3.0 Confirmation of Minutes – Te Whakamana i Ngā Miniti**

Minutes of the Civic and Administration Subcommittee Meeting held Tuesday 31 May 2022.

*(Previously circulated)*

AND

Minutes of the Civic and Administration Subcommittee Meeting held on Thursday 16 June 2022.

*(Previously circulated)*

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### **4.0 Temporary Road Closures - Salisbury Road, 23 July 2022 - Heretaunga Street, 6 August 2022 - Hastings Street, 20 August 2022**

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### **5.0 Minor Items – Ngā Take Iti**

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### **6.0 Urgent Items – Ngā Take Whakahihiri**

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

**19**

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**8.0 Term of Appointment for Te Mata Park Trust**

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Monday, 18 July 2022

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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: **Alf Johnson, Transportation Officer**

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*Te Take:*  
Subject: **Temporary Road Closures - Salisbury Road, 23 July 2022 - Heretaunga Street, 6 August 2022 - Hastings Street, 20 August 2022**

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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 Civic and Administration Subcommittee in regard to the following temporary road closures 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 roads listed below:

- The Hawke’s Bay Car Club (HBCC): **Salisbury Road** from #1019 to Gwavas Road including Kereru Road intersection from 6:00am until 10:00am Saturday, 23 July 2022. The purpose of this road closure is to hold a motorsport event.
- The Hastings District Council: **Heretaunga Street** between Warren Street and Hastings Street from 8:00am to 6:00pm Saturday 6<sup>th</sup> August 2022. The Purpose of this road closure is for a building opening ceremony.
- The Hastings District Council: **Hastings Street** between Heretaunga Street and Eastbourne Street from 11:30am to 8:00pm Saturday 20<sup>th</sup> August 2022. The purpose of this road closure is to hold a Celebration of Pasifika.

1.2 Given that there are no submissions in opposition to the closures and subject to the recommended conditions the activities can proceed and be undertaken in a safe and controlled environment. The risks associated with these closures can then be minimised and safely managed to Council’s satisfaction.

1.3 As part of the notification process for these proposed temporary road closures, representatives visited each of the persons deemed to be affected by the proposed closures. This is an important part of each proposed temporary road closure and is undertaken by the respective applicant

involved. Details of the consultation undertaken in regard to the above proposed temporary road closures are set out under the consultation section of this report.

## 2.0 Recommendations - Ngā Tūhunga

- A) That the Civic and Administration Subcommittee receive the report titled Temporary Road Closures - Salisbury Road, 23 July 2022 - Heretaunga Street, 6 August 2022 - Hastings Street, 20 August 2022 dated 18 July 2022.
- B) That the Civic and Administration Subcommittee approve the following temporary road closures subject to no submissions or objections having been received in respect of these applications and on the basis that this events would be subject to any Covid-19 provisions in force as at the following date:
- i. The Hawke's Bay Car Club (HBCC): **Salisbury Road** from #1019 to Gwavas Road including Kereru Road intersection from 6:00am until 10:00am Saturday, 23 July 2022. The purpose of this road closure is to hold a motorsport event. No objections have been received.
  - ii. The Hastings District Council: **Heretaunga Street** between Warren Street and Hastings Street from 8:00am to 6:00pm Saturday 6<sup>th</sup> August 2022. The purpose of this road closure is for a building opening ceremony. Canvassing of property owners was not able to completed prior to the distribution of the agenda.
  - iii. The Hastings District Council: **Hastings Street** between Heretaunga Street and Eastbourne Street from 11:00am to 8:00pm Saturday 20<sup>th</sup> August 2022. The purpose of this road closure is to hold a Celebration of Pasifika event. No objections have been received.

Subject to the following conditions to be complied with to the satisfaction of the Group Manager: Asset Management:

- i. These events are conducted in accordance with the New Zealand Transport Agency Code of Practice Temporary Traffic Management (CoPTTM).
- ii. The Traffic Management Plans including provision for appropriate signage is approved by the Traffic Management Coordinator acting under delegated authority.
- iii. The Traffic Management Plans must be complied with including any specific conditions.
- iv. Copies of the relevant liability insurance policies are 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 applicant/s 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 applicant/s 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 to hold events, being:

- i) The Hawke’s Bay Car Club (HBCC) Motor sport event: **Salisbury Road** from #1019 to Gwavas Road including Kereru Road intersection from 6:00am until 10:00am Saturday, 23 July 2022. The purpose of this road closure is to hold a motorsport event.
- ii) The Hastings District Council Opening Ceremony: **Heretaunga Street** between Warren Street and Hastings Street from 8:00am until 6:00pm Saturday 6<sup>th</sup> August 2022. The purpose of this road closure is to hold a building opening ceremony.
  - a. The owners of the properties in this block will be advised of the proposed temporary road closure prior to the meeting date. To date no objections have been received, but officers are actively contacting the property owners to ensure they are aware of this event. Officers will confirm the outcome of this part of the process at the meeting.
  - b. Copies of the completed visiting forms will be tabled at the meeting. Due to timing they are not able to be attached as part of the agenda for the meeting.
- iii) The Hastings District Council Celebration of Pacifica event: **Hastings Street** between Heretaunga Street and Eastbourne Street from 11:30am to 8:00pm Saturday 20<sup>th</sup> August 2022. The purpose of this road closure is to hold a Celebration of Pasifika event.
  - a. The church manager has been advised of this event and has no objection to this taking place. The church is the only affected party in this case.

3.2 The above temporary road closures will be managed in accordance with the New Zealand Transport Agency Code of Practice Temporary Traffic Management (CoPTTM).

3.3 Traffic Management Plans (TMP) are to be submitted to the Hastings District Council and the TMPs will be approved for implementation, subject to the temporary road closure applications being approved.

3.4 A temporary road closure checklist, set out under the consultation section of the report, details the necessary items that the organisers need to submit as part of their applications for the above proposed temporary road closures.

3.5 GIS maps showing the extent of the proposed temporary road closures are attached (**Attachments 1, 2 and 3**).

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 events are being undertaken by:

The Hawke’s Bay Car Club - this will be the first temporary closure of this section of **Salisbury Road** during the 2022 calendar year. The average daily traffic count for Salisbury Road is 38 vehicles per day.

The Hasting District Council – this will be the first temporary closure of this section of **Heretaunga Street** during the 2022 calendar year. The average daily traffic count for Heretaunga Street is 4677 vehicles per day.

The Hastings District Council – this will be the first temporary closure of this section of **Hastings Street** during the 2022 calendar year. The average daily traffic count for Hastings Street is 6718 vehicles per day.

The above roads have been chosen specifically for their suitability for holding the respective events or services.

## 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.

Temporary road closure options listed below:

- **Option A:** Approve some or all of the temporary road closures detailed above.
- Advantages: These events can proceed and contribute to the safe use of roads within the district for these proposed events.
- Disadvantages: Traffic will be impeded for a short period of time on specific roads.
- **Option B:** Do not approve any of the temporary road closures detailed above.
- Advantages: Traffic will not be impeded.
- Disadvantages: The proposed events may need to be cancelled.

## 6.0 Next steps – Te Anga Whakamua

6.1 See above for options related to these proposed temporary road closures.

### Attachments:

<a href="#">1</a>	Heretaunga Street - Municipal 22 - proposed road closure	CG-16-14-00362
<a href="#">2</a>	Salisbury Road (2) proposed road closure	CG-16-14-00363
<a href="#">3</a>	Hastings St - Toitoto 22 proposed road closure	CG-16-14-00364

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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.

*“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:*

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*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 organisers of the events: The Hawke’s Bay Car Club and the Hastings District Council.

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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*

The organisers of the above events have been/will be in contact with affected parties/residents. They advise that no issues have been raised to date regarding the above proposed temporary road closures.

Documents received in regard to each of the applications are set out at the end of this section.

#### **1. Salisbury Road**

The above proposed temporary road closure has been posted on the Council website and formal public notification was published in the Hawke’s Bay Today newspaper on Saturday, 4<sup>th</sup> June 2022.

The closing date for submissions was 4:00pm, Monday 20<sup>th</sup> June 2022. 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 Thursday, 21<sup>st</sup> July 2022.

#### **2. Hastings Street**

The above proposed temporary road closure has been posted on the Council website and the formal notification was published in the Hawkes Bay Today newspaper on Saturday, 25<sup>th</sup> June 2022.

The closing date for submissions was 3:00pm, Monday 4<sup>th</sup> July 2022. No submissions were received.

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If the Road Closure is approved final formal notification will be published in the Hawkes Bay Today on Saturday, 30<sup>th</sup> July 2022.

### 3. Heretaunga Street

The above proposed temporary Road Closure has been posted on the Council website and the formal notification was published in the Hawkes Bay Today newspaper on Monday, 27<sup>th</sup> June 2022.

The closing date for submissions was 4:00pm Wednesday, 6<sup>th</sup> July 2022. No submissions were received.

If the Road Closure is approved final formal notification will be published in the Hawkes Bay Today on Saturday, 30<sup>th</sup> July 2022.

Items received:	Salisbury Rd	Heretaunga St	Hastings St
Temporary Road Closure application.	Yes	Yes	Yes
Traffic Management Plan	Yes	Yes	Yes
Road Bond	Yes	NA – HDC Event	NA – HDC Event
Event Safety Plan	Yes	Managed by Road closed	Managed by Road closed
Resident Visiting Form	Yes	To be provided	Letter provided

### Risks

Opportunity: To seek temporary road closures for the purpose of holding a sporting event and two cultural events.

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 closures.











# HASTINGS DISTRICT COUNCIL

## CIVIC AND ADMINISTRATION SUBCOMMITTEE MEETING

MONDAY, 18 JULY 2022

Item 7

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### 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 Term of Appointment for Te Mata Park Trust**

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:

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<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>
<b>8 Term of Appointment for Te Mata Park Trust</b>	<b>Section 7 (2) (a)</b> The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. Appointments process - protect private persons.	<b>Section 48(1)(a)(i)</b> 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.