

Tuesday, 4 July 2023

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council

Civic Development Subcommittee Meeting

Kaupapataka

Agenda

Te Rā Hui:
Meeting date: **Tuesday, 4 July 2023**

Te Wā:
Time: **9.00am**

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: **Rebekah Dinwoodie – Group Manager: Community Wellbeing
& Services**

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HASTINGS DISTRICT COUNCIL
207 Lyndon Road East, Hastings 4122 | Private Bag 9002, Hastings 4156
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TE KAUNIHERA Ā-ROHE O HERETAUNGA

Civic Development Subcommittee

A Subcommittee of the Performance and Monitoring Committee.

Fields of Activity

The Civic Development Subcommittee is responsible for making delegated decisions and advising the Performance 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.
- Assisting Council by remaining cognisant of activities in the Community that deliver improved wellbeing and safety outcomes and advising Council how it can appropriately enable these activities.
- Providing guidance and oversight to Council Officers in the delivery of Council safety and security investments & initiatives to improve community wellbeing and sense of feeling safe and welcome.
- Providing guidance and oversight to Council Officers in the delivery of major Council civic development capital projects (projects as assigned to the Subcommittee).
- Providing comprehensive six monthly (and as required) Council civic development capital project progress reports to the Performance and Monitoring Committee.
- Providing guidance and oversight to Council Officers in the delivery of major Council and Council enabled Events.

Providing guidance and oversight to Council Officers in the active promotion of Hastings as a Visitor Destination.

Membership

- 8 Councillors.
- 1 Heretaunga Takoto Noa Māori Standing Committee Member appointed by Council.
- 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 Licensing Committee.
- The Chief Executive to be a member only when the Subcommittee 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 Subcommittee is making a decision on applications for temporary closure of roads.

- The Environmental Consents Manager to be a member only when the Subcommittee 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 Subcommittee is making a decision on appointments to the Te Mata Park Trust Board.
- The Chief Financial Officer to be a member only when the Subcommittee is making a decision on appointments to the boards of any Council Controlled Organisations.
- Chair appointed by Council.
- 2 Youth Council Members appointed by Council (non-voting)

Quorum

- a) A minimum of 3 members - for Subcommittee meetings where the agenda items only address proposed temporary road closure applications (when there are no submitters).
- b) A minimum of 5 members for all other meetings of the Subcommittee.

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.

Tuesday, 4 July 2023

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council

Civic Development Subcommittee Meeting

Kaupapataka

Agenda

Mematanga:

Membership:

Koromatua

Chair: Councillor Malcolm Dixon

Ngā KaiKaunihera

Councillors: Michael Fowler, Damon Harvey, Henry Heke, Kellie Jessup, Renata Nepe, Wendy Schollum and Kevin Watkins

Mayor Sandra Hazlehurst

Transportation Manager, Jag Pannu AND

Environmental Consents Manager, Caleb Sutton – for Item 4

Heretaunga Takoto Noa Māori Standing Committee appointee: Vacancy

Two Youth Council appointees: Esta Chaplin and Nikki Mnyanyi

Tokamatua:

Quorum:

3 members - for meetings where the agenda items only address proposed temporary road closure applications (if no submitters).

5 members - for all other meetings of the Subcommittee.

Apiha Matua

Officer Responsible:

Rebekah Dinwoodie – Group Manager: Community Wellbeing & Services

Te Rōpū Manapori me te

Kāwanatanga

Democracy &

Governance Services:

Christine Hilton (Extn 5633)

Te Rārangi Take

Order of Business

Apologies – Ngā Whakapāhatanga

1.0 Apologies have been received from the two Youth Council appointees: Esta Chaplin and Nikki Mnyanyi.

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 Minitī

3.0 Minutes of the Civic Development Subcommittee Meetings held on Tuesday, 16 May 2023 and Tuesday 6 June 2023.
(Both minutes have been previously circulated)

4.0 Temporary Road Closures - Building Opening Ceremony - 22 July 2023 **9**

5.0 Minor Items – Ngā Take Iti

6.0 Urgent Items – Ngā Take Whakahihi

Tuesday, 4 July 2023

Item 4

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council: Civic Development Subcommittee Meeting

Te Rārangi Take

Report to Civic Development Subcommittee

Nā:
From: **Alf Johnson, Network Controls Manager**

Te Take:
Subject: **Temporary Road Closures - Building Opening Ceremony - 22 July 2023**

1.0 Executive Summary – *Te Kaupapa Me Te Whakarāpopototanga*

- 1.1 The purpose of this report is to obtain a decision from the Civic Development Subcommittee in regard to the following temporary road closure 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 road listed below:

Building Opening Ceremony: Hastings Street from Heretaunga Street to Eastbourne Street. The road closure will be between **9.00am to 2.00pm on Saturday, 22 July 2023**. The purpose of this event is to hold a Building Opening Ceremony.

- 1.2 Given that there are no submissions in opposition to the closure and subject to the recommended conditions the activities can proceed and be undertaken in a safe and controlled environment. The risks associated with this closure can then be minimised and safely managed to Council’s satisfaction.
- 1.3 As part of the notification process for the proposed temporary road closure, representatives visited each of the persons deemed to be affected by the proposed closure. 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 closure are set out under the consultation section of this report.

2.0 Recommendations - *Ngā Tūtohunga*

- A) That the Civic Development Subcommittee receive the report titled Temporary Road Closures - Building Opening Ceremony - 22 July 2023 dated 4 July 2023.

B) That the Civic Development Subcommittee approve the following temporary road closure subject to no submissions or objections having been received in respect of this applications:

- i. **Building Opening Ceremony:** Hastings Street from Heretaunga Street to Eastbourne Street. The road closure will be between **9.00am to 2.00pm on Saturday, 22 July 2023**. The purpose of this road closure is to hold a Building Opening Ceremony.

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 organiser/s.
- 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 an event, being:

Building Opening Ceremony: Hastings Street from Heretaunga Street to Eastbourne Street. The road closure will be between 9.00am to 2.00pm on Saturday, 22 July 2023.

3.2 The above temporary road closure 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 application being approved.

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

- 3.5 GIS maps and details showing the extent of the proposed temporary road closure are attached (**Attachment 1**).
- 3.6 At the time of writing this report there were no planned road works that will affect or impact the above proposed temporary road closure.

4.0 Discussion – *Te Matapakitanga*

Building Opening Ceremony – This will be the First temporary closure of this section of Hastings Street during the 2023 calendar year. (The average daily traffic count on this road is 6718 vehicles). The above road has been chosen specifically for their suitability for holding the respective event.

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 Subcommittee approve the temporary road closure detailed above, subject to conditions that will ensure public safety is maintained.

Temporary road closure options listed below:

- **Option A:** Approve the temporary road closure 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 the temporary road closure detailed above.
- Advantages: Traffic will not be impeded.
- Disadvantages: The proposed event may need to be cancelled.

6.0 Next steps – *Te Anga Whakamua*

- 6.1 See above for options related to this proposed temporary road closure.

Attachments:

- 1 [↓](#) Attachment for Proposed Temporary Road Closure application - Church opening TMD - to be addressed at Civic Development Subcommittee meeting on 4 July 2023 CG-17-14-00095

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 cultural and social wellbeing of communities in the present and for the future.

Māori Impact Statement - Te Tauākī Kaupapa Māori

There are no known impacts for Tangata Whenua.

Sustainability - Te Toitūtanga

There are no known impacts for sustainability.

Financial considerations - Ngā Whakaarohanga Ahumoni

The advertising cost for these events are being met by the organiser/s of the events: Building owners.

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 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. Building Opening Ceremony

The above proposed temporary road closure/s have been posted on the Council website and formal public notification was published in the Hawke's Bay Today newspaper on Friday, 23 June 2023.

The closing date for submissions was 4:00pm, Monday, 3 July 2023. No submissions have been received at the time of writing this report.

If the road closure/s are approved, final formal public notification will be published for the Building Opening Ceremony in the Hawke's Bay Today newspaper.

Items received: Building Opening Ceremony

Temporary Road Closure application Yes

Traffic Management Plan Yes

Road Bond NA

Resident Visiting Form Yes

Event Safety plan NA

Risks

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

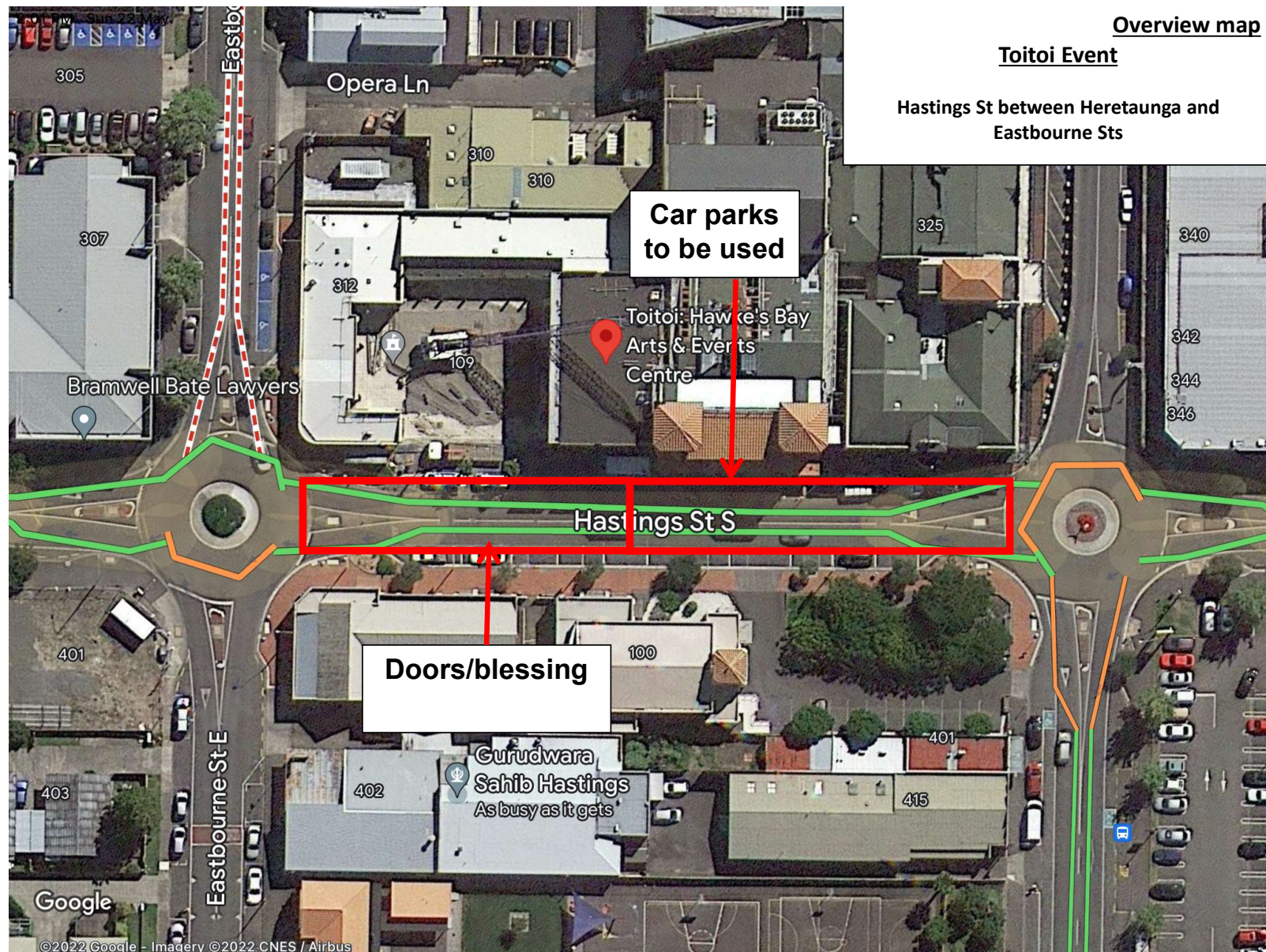
REWARD – <i>Te Utu</i>	RISK – <i>Te Tūraru</i>
Following an assessment of the risks involved in holding an event of this type organisers have applied for a temporary road closure to ensure the safety of the public.	Safety (public)

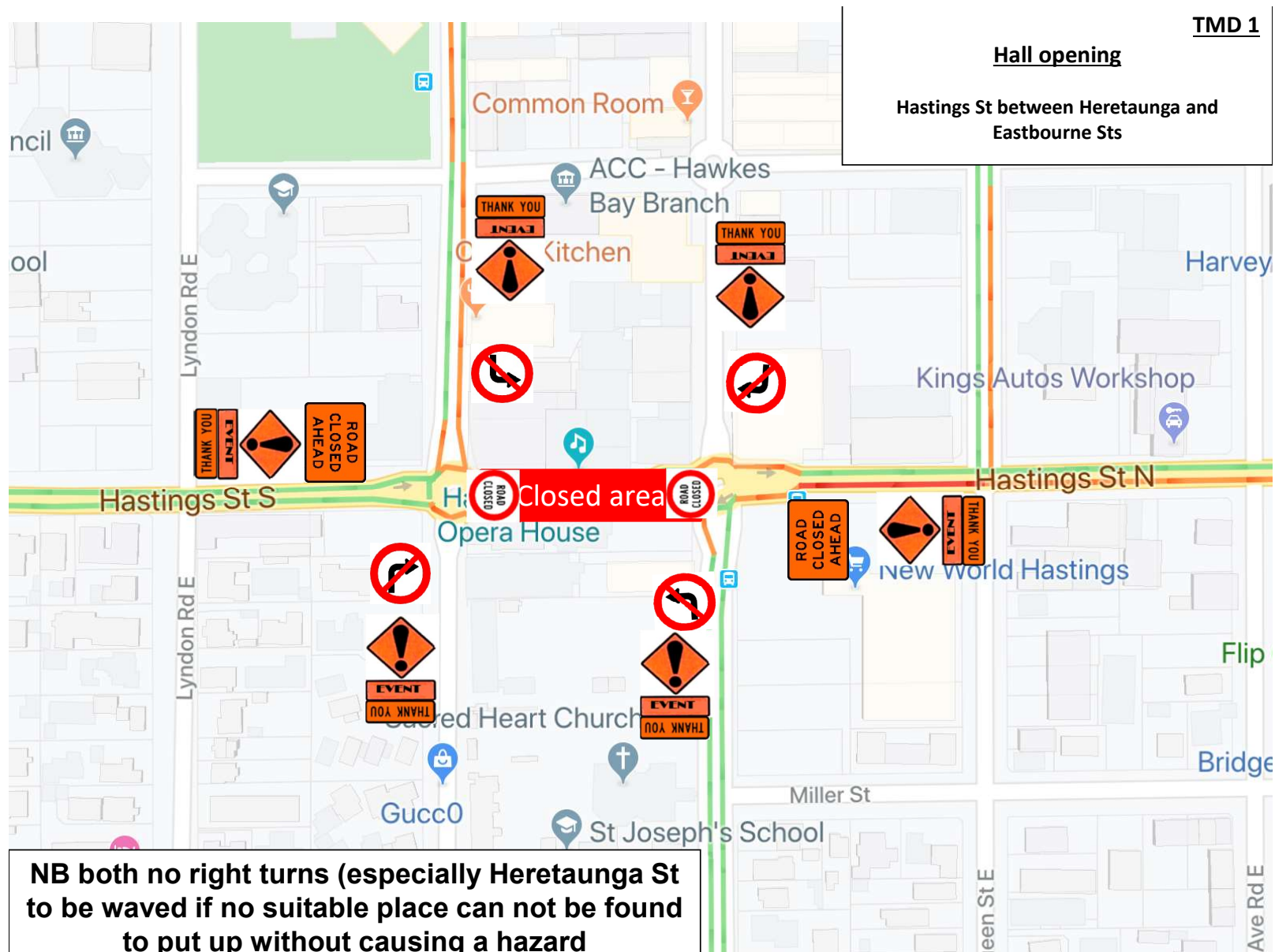
Rural Community Board – *Te Poari Tuawhenua-ā-Hāpori*

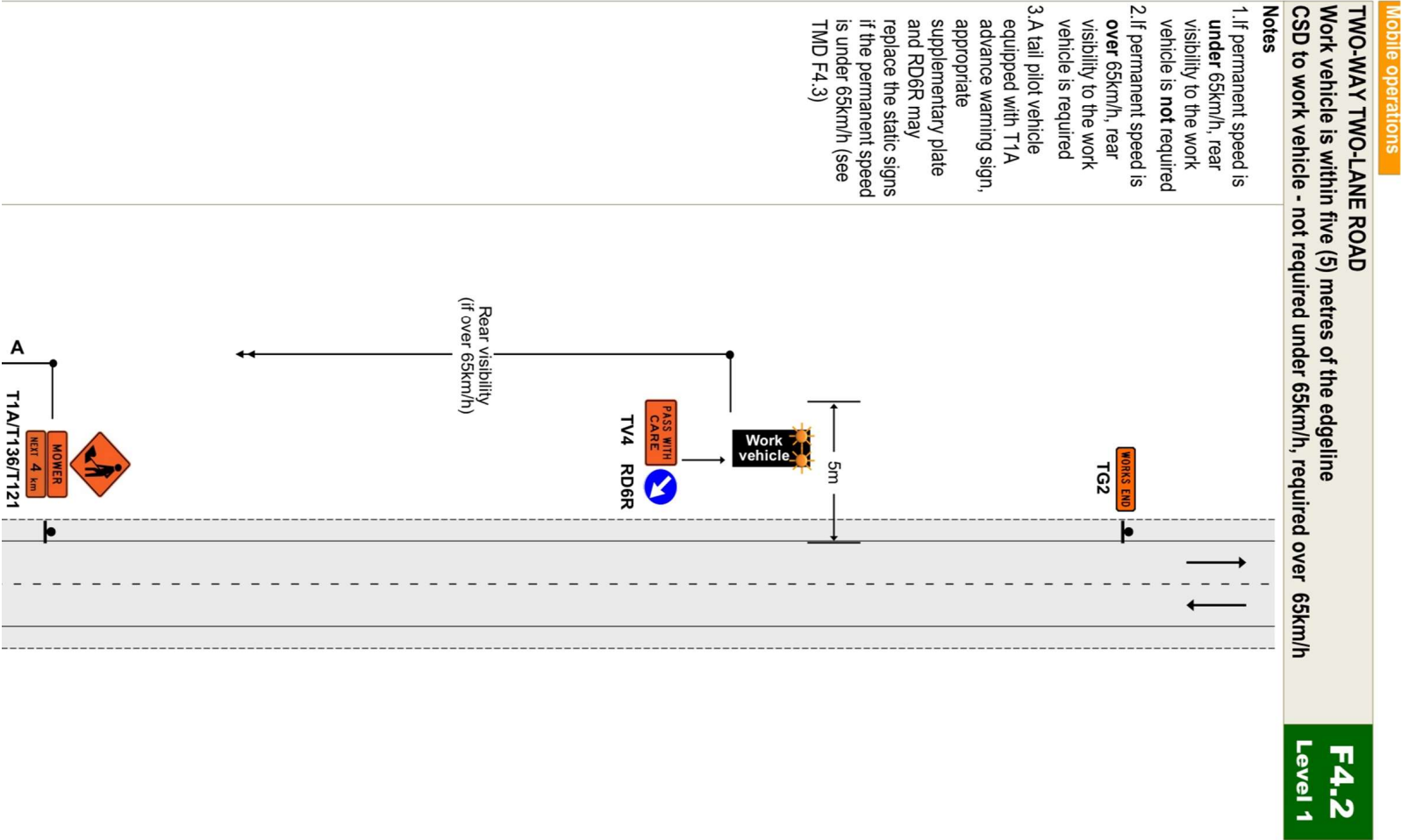
There are no implications for the Rural Community Board. They have been advised of the proposed temporary road closures.

Blessing and opening new hall extension to Church

- Road Closure ~~XXXXXX~~ Sat 22 July
- 6:30am block all car parks in road closure area/layout signage
- Event time 11 am until to 2pm then lunch at municipal theatre
- Road Closed from 9am to 2:30pm
- Elderly ministers will park inside road closure, but not in front of entrance.
- STMS to consider opening while opening ceremony 11:30 to 1:00pm







Mobile operations	
INSPECTION ACTIVITIES AND NON-INVASIVE WORKS On shoulder and on the live lane This TMD may also be applied on level LV roads	
Notes	F4.10 Level 1
<p>1. Inspectors must move from live lanes to avoid traffic. They must not expect traffic to drive slowly or drive around them</p> <p>2. On level LV and level 1 roads, a person completing an inspection or non-invasive works cannot be on a live lane for more than 5 minutes</p> <p>3. Unless otherwise approved by the RCA, all inspections on the live lane of level 1 roads require a spotter. The RCA may provide a list of roads, times and/or activities suitable for inspection by a single inspector</p> <p>4. There must be CSD to the inspector when on the live lane. If this cannot be achieved, a spotter must be placed in a position where CSD can be attained and verbal instructions be given to the inspector. If this is not possible, a static or mobile operation is required.</p> <p>5. A spotter is not required for inspections and non-invasive works on level LV roads or working off the live lane of a level 1 road</p> <p>6. Where an unaccompanied inspector is not able to maintain adequate attention (eg due to work tasks or poor visibility), a spotter will be required or another type of traffic management operation used</p> <p>7. For inspection activities that are carried out by a TC on level LV and level 1 roads the STMS must be immediately contactable but does not have to be within 30 minutes travel time of the worksite</p> <p>8. An unaccompanied inspector may walk across a level LV or level 1 road</p> <p>9. A vehicle is not required on a level LV or level 1 road with a permanent speed of less than 65km/h if the inspector remains on a footpath</p> <p>10. On roads with a permanent speed of less than 65km/h an amber flashing beacon is not required on the vehicle if the inspector or non-invasive works is on an unsealed shoulder (or further away from the carriageway - including a footpath)</p>	<p>Spotter required when inspector on the live lane of a level 1 road (unless RCA has selected the road as suitable for 'single inspector' inspections)</p> <p>Forward visibility is greater than clear sight distance when inspector is on the live lane</p> <p>Rear visibility is greater than clear sight distance when inspector is on the live lane</p> <p>Work vehicle</p> <p>ROAD INSPECTION TV3</p>

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Permanent speed limit or RCA-designated operating speed (km/h)		≤50	60	70	80	90	100	
Traffic signs								
A	Sign visibility distance (m)	50	60	70	80	90	100	
B	Warning distance (m)	50 or 30*	80	105	120	135	150	
C	Sign spacing (m)	25 or 15*	40	50	60	70	75	
Safety zones								
D	Longitudinal (m)+	10 or 5*	15	30	45	55	60	
E	Lateral (m)+	1	1	1	1	1	1	
	Lateral behind barrier installation	As specified by the Installation Designer						
Tapers								
G	Taper length (m)#	30	50	70	80	90	100	
G	LV roads taper length (m)#	25	30	35	40	45	50	
K	Distance between tapers (m)	40	50	70	80	90	100	
Delineation devices								
	Cone spacing in taper (m)	2.5	2.5	5	5	5	5	
	Cone spacing: Working space (m)##	5	5	10	10	10	10	
* Larger minimum distances apply on all state highways and also on all multi-lane roads. The smaller minimum distances may be applied on other roads to accommodate road environment constraints.								
+ On LV roads the longitudinal and lateral safety zones may be reduced, or eliminated, in order to retain a single lane width. Positive traffic management and an appropriate TSL must be used.								
# 1. On non-state highways with speeds 50km/h or less, a 10m taper (with cones at 1m centres) may be used when there are road environment constraints (eg intersections and commercial accesses).								
2. On all roads where the shoulder width is less than 2.5m and the activity does not affect the live lane, a 10m shoulder taper is permitted (with at least 5 cones at no greater than 2.5m centres).								
3. A taper of 30m (with cones at 2.5m centres) must be used where manual traffic control (stop/go), portable traffic signals or priority give way are employed.								
## LV roads: double the cone spacing alongside working space (eg 5 = 10, 10 = 20).								
Lane widths (based on permanent speed or TSL if applied)								
Speed (km/h)	30	40	50	60	70	80	90	100