

Tuesday, 5 August 2025

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

**Hastings District Council**

**Civic Development Subcommittee Meeting**

*Kaupapataka*

# Agenda

*Te Rā Hui:*  
Meeting date: **Tuesday, 5 August 2025**

*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](mailto:democracy@hdc.govt.nz)**

*Te Āpiha Matua:*  
Responsible  
Officer: **Group Manager: Community Wellbeing & Services - Rebekah  
Dinwoodie**

## 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 (currently seconded to the role of Group Manager: Infrastructure) 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.

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Tuesday, 5 August 2025

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

**Hastings District Council**

**Civic Development Subcommittee Meeting**

*Kaupapataka*

# Agenda

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*Mematanga:*

Membership:

*Koromatua*

**Chair:** Councillor Malcolm Dixon

*Ngā KaiKaunihera*

**Councillors:** Michael Fowler, Damon Harvey, Henry Heke, Kellie Jessup, Hana Montaperto-Hendry, Wendy Schollum and Heather Te Au-Skipworth

Mayor Sandra Hazlehurst

Heretaunga Takoto Noa Māori Standing Committee appointee: Elizabeth Waiwiri-Hunt

Transportation Manager, Jag Pannu AND  
Environmental Consents Manager, Caleb Sutton – Subcommittee  
members for Items 5 and 6

Two Youth Council appointees: Taylor Bevan and Zander Peterson

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*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.

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*Apiha Matua*

Officer Responsible:

Rebekah Dinwoodie – Group Manager: Community Wellbeing & Services

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*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.  
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 Tuesday, 3 June (and continued on Thursday, 5 June – Community Grants and Vibrancy Fund) and on Tuesday 1 July 2025.  
(Previously circulated)

- 4.0** **9WECMR Guidon Remembrance of the 1916 Battle of Romani** **9**

- 5.0** **Temporary Road Closures - Motor Sport Event - Glenross Road - Closure from outside Rapid Rural 336 to the end of the road on Sunday 10 August 2025; Motor Sport Event - Otene Road on Sunday 7 September 2025; Blossom Parade and Festival on Saturday 20 September 2025; Hawke's Bay A&P Show - Elwood Road on Friday 24 October 2025** **13**

- 6.0** **Temporary Road Closures – Motor Sport Event – Change of date for previously approved event Lee Road and Corbin Road - now Sunday 14 September 2025** **25**

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<b>7.0</b>	<b>Proposed amendments to the Contestable Grants, Sponsorship and Funding Framework and Policy 2023-2026</b>	<b>31</b>
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<b>8.0</b>	<b>Minor Items – <i>Ngā Take Iti</i></b>
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<b>9.0</b>	<b>Urgent Items – <i>Ngā Take Whakahihiri</i></b>
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Tuesday, 5 August 2025

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:** Charles Ropitini, Pou Ahurea: Advisor: Relationships,  
**From:** Responsiveness & Heritage

**Te Take:**  
**Subject:** 9WECMR Guidon Remembrance of the 1916 Battle of Romani

## 1.0 Purpose and summary - Te Kaupapa Me Te Whakarāpopototanga

- 1.1 The purpose of this report is to recognise the significance of the 9<sup>th</sup> Wellington East Coast Mounted Rifles (9WECMR) Guidon in the custodianship of the Heretaunga Hastings District Council and placed in the Council Chamber for public display.
- 1.2 The 9WECMR Guidon is the most sacred object in the care of Council as it carries the memory of Hawke's Bay mounted riflemen who served during World War One with the Wellington Mounted Rifles.
- 1.3 August 5<sup>th</sup> commemorates the 1916 Battle of Romani fought in Egypt – a Battle Honour (Rumani) emblazoned on the 9WECMR Guidon.
- 1.4 500 men and horses of the Wellington Mounted Rifles participated in the battle. There were approximately 1,130 Allied casualties most of whom were from the Anzac Mounted Division. There were over 5000 Ottoman casualties and 4000 Prisoners of War.

## 2.0 Background – Te Tirohanga Whānui

- 2.1 Heretaunga Hastings District Council have been custodians of the 9WECMR Guidon since 1959 when the Officers of the Wellington East Coast Regiment (City of Hastings Own) R.N.Z.A.C. presented their Regimental Guidon to the Mayor for safe-keeping and public display in the Council Chambers.
- 2.2 The 9WECMR Guidon was permanently placed in the Council Chamber on 8<sup>th</sup> August 2024 for the last time by the Wellington East Coast Squadron Queen Alexandra's Mounted Rifles and to demonstrate the commitment of honouring the Guidon, Council adopted a Policy for the Custodianship of the 9WECMR Regimental Guidon.

- 2.3 The policy establishes a Council tradition that ensures the commemorative anniversaries of the Battle Honours emblazoned on the 9WECMR are acknowledged when these dates fall on a Council or Committee meeting day.

### 3.0 Historical Narrative: The Battle of Romani 3-5 August 1916

- 3.1 After the Gallipoli Campaign, the men and horses of the New Zealand Mounted Rifle Brigade returned to Egypt. As part of the newly formed Anzac Mounted Division, they were back in action at Romani in August 1916.

The Suez Canal which provided access by sea between Europe and Asia was strategically important to both the Ottoman and Allied Forces. Despite several Ottoman attacks, the canal remained under Allied control.

To the east of the canal was the Sinai Desert a difficult desert region with sandy dunes and little drinking water. The Ottoman objective was to bring its railway (and therefore heavy artillery) to the Sinai Desert, within striking range of the Suez Canal.

First, they needed to take control of the Romani area to enable supply lines and avoid counterattack. In 1916, British and Anzac troops re-enforced the area around Romani in the Sinai Desert in anticipation of an attack.

Mounted Allied forces were to play a pivotal role drawing the enemy across the desert towards the well-prepared defences at Romani.

On the night of 3 August 1916 Ottoman forces attacked the Allied troops at Romani. The battle lasted for two days before the Ottomans retreated.

Numbering over 500 men and horses the Wellington Mounted Rifles was held in reserve along with an Australian Light Horse brigade, attending the battle but not initially in direct engagement. However, on 4 August the Wellington Mounted Rifles saw action into the night and joined the pursuit on 5 August, after the Ottoman retreat.

Although the overall objective of Allied presence in the region was initially defensive, it progressively moved towards pushing Ottoman forces out of the Sinai Desert. The Wellington Mounted Rifles and Allied forces continued to push eastward through Ottoman outposts such as Bir el Abd, which were often oases and therefore vital water supply lines. Eventually the Ottomans were forced to withdraw to El Arish on the coast.

### 4.0 Recognition – *Te Whai Mana*

- 4.1 In recognition of the commemorative anniversary of the 1916 Battle of Romani the New Zealand and Australian Ensigns are raised at the Hawke's Bay Fallen Soldiers' Memorial better known as the Hastings Cenotaph, the primary World War One memorial associated with 9WECMR Guidon. The dedication stone is a reminder that the purpose of this remembrance is that we might live in peace: **"1914-1918 Erected as an everlasting tribute to all those who gave their lives during the Great War that we might live in peace."**

### 5.0 Act of Remembrance – *He Tohu Aroha*

- 5.1 E kore rātou e kaumātuaia pēnei i a tātou kua mahue nei,  
E kore hoki rātou e ngoikore ahakoa pehea i ngā āhuatanga o te wā,  
I te hekenga atu o te rā tae noa ki te aranga mai i te ata,  
Ka maumahara tonu tātou ki a rātou.
- 5.2 They shall grow not old, as we that are left grow old,  
Age shall not weary them, nor the years condemn,

At the going down of the sun, and in the morning,  
We will remember them.

## **6.0 Recommendations - *Ngā Tūtohunga***

- A) That the Civic Development Subcommittee receive the report titled 9WECMR Guidon Remembrance of the 1916 Battle of Romani dated 5 August 2025.
- B) That the Committee recognise the commemorative anniversary of the Battle of Romani 3-5 August 1916 emblazoned on the 9WECMR Guidon with an Act of Remembrance.

### **Attachments:**

There are no attachments for this report.





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Tuesday, 5 August 2025

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Item 5

*Te Hui o Te Kaunihera ā-Rohe o Heretaunga***Hastings District Council: Civic Development Subcommittee Meeting***Te Rārangi Take*

# Report to Civic Development Subcommittee

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*Nā:*  
**From:** Cat Hancock, Network Controls Manager

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*Te Take:*  
**Subject:** Temporary Road Closures - Motor Sport Event - Glenross Road - Closure from outside Rapid Rural 336 to the end of the road on Sunday 10 August 2025; Motor Sport Event - Otene Road on Sunday 7 September 2025; Blossom Parade and Festival on Saturday 20 September 2025; Hawke's Bay A&P Show - Elwood Road on Friday 24 October 2025

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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 Development Subcommittee regarding the following temporary road closures as requested below. This request arises from the need to inform and gain the approval of Hastings District Council (“the Council”) in order to comply with the legal process to temporarily close the roads listed below:

Temporary Road Closure – for the **HB Car Club to hold a motor sport event** on Glenross Road - from outside Rapid Rural 336 to the end of the road. The road closure will be from 9:00am to 5:00pm on Sunday, 10 August 2025. The purpose of the road closure is **to hold a Motor Sport Event**.

**Temporary Road Closure – for the HB Car Club to hold a motor sport event on Otene Road full length of road - .** The road closure will be from 9:00am to 5:00pm on Sunday, 7 September 2025. The purpose of the road closure is **to hold a Motor Sport Event**.

**Blossom Parade and Festival – Saturday, 20 September 2025:** The purpose of the road closure is to hold a **Public Event**.

Set up area closures from 6:00am to 5:00pm on Parade Day include **Lyndon Road East – Railway Road to Hastings Street and Karamu Road South from Southampton Street to Lyndon Road and Warren Street – just south of the Library to Lyndon Road**.

**Post Parade from 12:00pm to 5:00pm at Eastbourne Street - Russell Street to Warren Street.**

The **Festival Area** closure 6:30am to 6:00pm including **Heretaunga Street East** from **Russell Street** to **Hastings Street** and side roads **Karamu Road** from **Queen Street** to **Eastbourne Street** and **Warren Street** from **Queen Street** to **Eastbourne Street**.

**Blossom Parade Route** closure from 11:30pm to 3:00pm

**King Street and Market Street: will be closed** from **Queen Street** to **Eastbourne Street**.

**Russell Street: will be closed** from **Eastbourne Street** to **Queen Street**. **Eastbourne Street: will be closed** from **King Street** to **Hastings Street**. **Queen Street: will be closed** from **King Street** to **Hastings Street**.

**Annual A&P Show event - Elwood Road.** The road closure will be from **7:00am to 6:00pm on Friday, 24 October 2025**. The purpose of the road closure is to **provide pedestrian access** to the public event.

- 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 the closures can then be minimised and safely managed to Council's satisfaction
- 1.3 As part of the notification process for the 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 Tūtohunga*

- A) That the Civic Development Subcommittee receive the report titled Temporary Road Closures - Motor Sport Event - Glenross Road - Closure from outside Rapid Rural 336 to the end of the road on Sunday 10 August 2025; Motor Sport Event - Otene Road on Sunday 7 September 2025; Blossom Parade and Festival on Saturday 20 September 2025; Hawke's Bay A&P Show - Elwood Road on Friday 24 October 2025, dated 5 August 2025
- B) That the Civic Development Subcommittee approve the following temporary road closures subject to no submissions or objections having been received in respect of the applications:
  - i. **Motor Sport Event – Glenross Road - closure from outside Rapid Rural 336 to the end of the road.** The road closure will be from 9:00am to 5:00pm on Sunday, 10 August 2025. The purpose of the road closure is **to hold a Motor Sport Event**.
  - ii. **Motor Sport Event – Otene Road full length of road** - The road closure will be from 9:00am to 5:00pm on Sunday, 7 September 2025. The purpose of the road closure is **to hold a Motor Sport Event**.
  - iii. **Blossom Parade and Festival – Saturday 20 September 2025:** The purpose of the road closure is to hold a Public Event.

**Set up area closures from 6:00am to 5:00pm** on Parade Day include Lyndon Road East – Railway Road to Hastings Street and Karamu Road South from Southampton Street to Lyndon Road and Warren Street – just south of the Library to Lyndon Road.

**Post Parade from 12:00pm to 5:00pm** at Eastbourne Street - Russell Street to Warren Street.

**The Festival Area closure 6:30am to 6:00pm** including Heretaunga Street East from Russell Street to Hastings Street and side roads Karamu Road from Queen Street to Eastbourne Street and Warren Street from Queen Street to Eastbourne Street.

**Blossom Parade Route closure from 11:30pm to 3:00pm** includes– King Street and Market Street: will be closed from Queen Street to Eastbourne Street. – Russell Street: will be closed from Eastbourne Street to Queen Street; Eastbourne Street: will be closed from King Street to Hastings Street; - Queen Street: will be closed from King Street to Hastings Street

- iv. **Annual A&P Show event - Elwood Road.** The road closure will be from **7:00am to 6:00pm on Friday, 24 October 2025**. The purpose of the road closure is to **provide pedestrian access** to the public event.

### 3.0 Background – *Te Horopaki*

- 3.1 This part of the report sets out the number of times the section of road affected by the proposed event and temporary road closure, has been closed in this calendar year and the average estimated daily traffic count on that section of road, being:

Motor Sport Event - **Glenross Road** - from outside Rapid Rural 336 to the end of the road. The road closure will be from **9:00am to 5:00pm on Sunday, 10 August 2025**. The purpose of the road closure is to hold a Motor Sport Event. This is the first temporary closure of these sections of road during the 2025 calendar year. (The average daily traffic count on these roads is 42 vehicles).

Motor Sport Event on **Otene Road** full length of road. The road closure will be from **9:00am to 5:00pm on Sunday, 7 September 2025**. The purpose of the road closure is to hold a Motor Sport Event. This is the first temporary closure of these sections of road during the 2025 calendar year. (The average daily traffic count on these roads is 650 vehicles).

**Annual A&P Show event** - The road closure will be from **7:00am to 6:00pm on Friday, 24 October 2025**. **Elwood Road** – Otene Road to SH51 Karamu Road – this is the 9<sup>th</sup> closure (Daily Count 3,375 vehicles).

**Blossom Parade and Festival** – Saturday 20 September 2025: The purpose of the road closure is to hold a Public Event.

**Set up area closures from 6:00am to 5:00pm** on Parade Day include Lyndon Road East – Railway Road to Hastings Street and Karamu Road South from Southampton Street to Lyndon Road and Warren Street – just south of the Library to Lyndon Road.

**Post Parade from 12:00pm to 5:00pm** at Eastbourne Street - Russell Street to Warren Street.

The **Festival Area closure 6:30am to 6:00pm including Heretaunga Street East from Russell Street to Hastings Street and side roads Karamu Road from Queen Street to Eastbourne Street and Warren Street from Queen Street to Eastbourne Street**.

**Blossom Parade Route closure from 11:30pm to 3:00pm** includes **King Street and Market Street: will be closed** from Queen Street to Eastbourne Street. **Russell Street: will be closed** from Eastbourne Street to Queen Street. **Eastbourne Street: will be closed** from King Street to Hastings Street. **Queen Street: will be closed** from King Street to Hastings Street.

Closure of these sections during the 2025 calendar year. (The average daily traffic count on these roads is 7,554 vehicles). The number of road closure of these sections of road are as follows:

Heretaunga Street East - 100 block - this is the 1<sup>st</sup> closure (Daily Count 13,272 vehicles)  
 Heretaunga Street East – 200 block - this is the 5<sup>th</sup> closure (Daily Count 13,272 vehicles)  
 Heretaunga Street East – 300 block –this is the 5<sup>th</sup> closure (Daily Count 13,272 vehicles)  
 Heretaunga Street West - 200 block - this is the 1<sup>st</sup> closure (Daily Count 3,735 vehicles)  
 Heretaunga Street West - 300 block - this is the 1<sup>st</sup> closure (Daily Count 3,735 vehicles)  
 Karamu Road North – 100 block - this is the 1<sup>st</sup> closure (Daily Count 7,050 vehicles)  
 Karamu Road South – 100 block - this is the 1<sup>st</sup> closure (Daily Count 3,350 vehicles)  
 King Street North – 100 block - this is the 1<sup>st</sup> closure (Daily Count 4,408 vehicles)  
 King Street South – 100 block - this is the 1<sup>st</sup> closure (Daily Count 4,408 vehicles)  
 Lyndon Road East – 100 block – this is the 2<sup>nd</sup> closure (Daily Count 3,375 vehicles)  
 Lyndon Road East – 200 block – this is the 1<sup>st</sup> closure (Daily Count 3,375 vehicles)  
 Lyndon Road East – 300 block – this is the 1<sup>st</sup> closure (Daily Count 3,375 vehicles)  
 Market Street North – 100 block – this is the 1<sup>st</sup> closure (Daily Count 7,818 vehicles)  
 Market Street South – 100 block – this is the 1<sup>st</sup> closure (Daily Count 7,818 vehicles)  
 Queen Street East – 100 block – this is the 1<sup>st</sup> closure (Daily Count 22,952 vehicles)  
 Queen Street East – 200 block – this is the 1<sup>st</sup> closure (Daily Count 22,952 vehicles)  
 Queen Street West – 100 block – this is the 1<sup>st</sup> closure (Daily Count 22,952 vehicles)  
 Queen Street West – 200 block – this is the 1<sup>st</sup> closure (Daily Count 22,952 vehicles)  
 Queen Street West – 300 block – this is the 1<sup>st</sup> closure (Daily Count 22,952 vehicles)  
 Russell Street North – 200 block - this is the 1<sup>st</sup> closure (Daily Count 5,649 vehicles)  
 Russell Street North – 100 block - this is the 2<sup>nd</sup> closure (Daily Count 5,649 vehicles)  
 Russell Street South – 100 block - this is the 2<sup>nd</sup> closure (Daily Count 5,649 vehicles)  
 Russell Street South – 200 block - this is the 2<sup>nd</sup> closure (Daily Count 5,649 vehicles)  
 Warren Street North – 100 block – this is the 4<sup>th</sup> and 5<sup>th</sup> closure (Daily Count 2,004 vehicles)  
 Warren Street South – 100 block – this is the 1<sup>st</sup> closure (Daily Count 2,004 vehicles)  
 Warren Street South – 200 block – this is the 1<sup>st</sup> closure (Daily Count 2,004 vehicles)  
 Eastbourne Street West – 100 block - this is the 1<sup>st</sup> closure (Daily Count 30,724 vehicles)  
 Eastbourne Street West – 200 block - this is the 1<sup>st</sup> closure (Daily Count 30,724 vehicles)  
 Eastbourne Street East – 100 block - this is the 2<sup>nd</sup> closure (Daily Count 5,741 vehicles)  
 Eastbourne Street East – 200 block - this is the 1<sup>st</sup> closure (Daily Count 5,741 vehicles)  
 Eastbourne Street East – 300 block - this is the 1<sup>st</sup> closure (Daily Count 5,741 vehicles)

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

- 3.3 Traffic Management Plans (TMP) have been 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 organiser/s need to submit as part of their application 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, 3 and 4**)
- 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 closures.

#### 4.0 Options – Ngā Kōwhiringa

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

- 4.1 **Option A:** is the preferred option. It recommends the Subcommittee 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 the temporary road closures detailed above.
- Advantages: The event can proceed and contribute to the safe use of roading within the district for the proposed event.
- Disadvantages: Traffic will be impeded for a short period of time on specific roads.
- **Option B:** Do not approve the temporary road closures detailed above.
- Advantages: Traffic will not be impeded.
- Disadvantages: The proposed event/s may need to be cancelled.

#### 5.0 Next steps – Te Anga Whakamua

- 5.1 See above for options related to the proposed temporary road closures.

#### Attachments:

1↓	Otene Road - Event Road Closure 7 September 2025	CG-17-14-00538
2↓	Blossom Parade and Festival 2025	CG-17-14-00537
3↓	Proposed Temporary Road Closure - Elwood Road - Hawke's Bay A & P Show (pdf)	CG-17-14-00320
4↓	Glenross Road - Rapid 336 to end of road - 10 August 2025	CG-17-14-00539

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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

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(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.

### **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 is being met by the organiser/s of the events: the Hawke's Bay Car Club; Creative Hawke's Bay; and the Hawke's Bay A & P Society.

### **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 proposed 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 the applications are set out at the end of this section.

If the following road closures are approved, final formal public notification will be published in the Hawke's Bay Today newspaper.

#### **Motor Sport Events – Glenross Road and Otene Road.**

The above proposed temporary road closures were previously posted on the Council website and formal public notification was published in the Hawke's Bay Today newspaper on **Wednesday, 16 July 2025**.

The closing date for submissions is **4:00pm, Friday, 1 August 2025**. To date no submissions have been received.

#### **Hawkes Bay A&P Show – closure Elwood Road.**

The above proposed temporary road closures were previously posted on the Council website and formal public notification was published in the Hawke's Bay Today newspaper on **Saturday, 19 July 2025**.

The closing date for submissions is **4:00pm, Friday, 1 August 2025**. To date no submissions have been received.

**Blossom Parade and Festival.**

The above proposed temporary road closures were previously posted on the Council website and formal public notification was published in the Hawke’s Bay Today newspaper on **Saturday, 5 July 2025**.

The closing date for submissions was **4:00pm, Friday, 18 July 2025**. No submissions were received.

Items received:	<b>Motor Sport Event.</b> (Otene Road)	<b>Blossom Parade Event</b> (Various)	<b>A&amp;P Show Event</b> (Elwood Rd)	<b>Motor Sport Event</b> (Glenross Road)
Road Closure application	Yes	Yes	Yes	Yes
Traffic Management Plan	Yes	Yes	Yes	Yes
Road Bond	NA	NA	NA	Yes
Resident Visiting Form	Yes	Yes	Yes	Yes
Event Safety plan	Yes	Yes	Yes	Yes

**Risks**

Opportunity: To seek temporary road closures for the purpose of a motor sport event and community events.

REWARD – <i>Te Utu</i>	RISK – <i>Te Tūraru</i>
Following an assessment of the risks involved in holding these types of events, organisers have applied for temporary road closures to ensure the safety of the public.	Safety (public)

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

There are no known implications for the Rural Community Board:

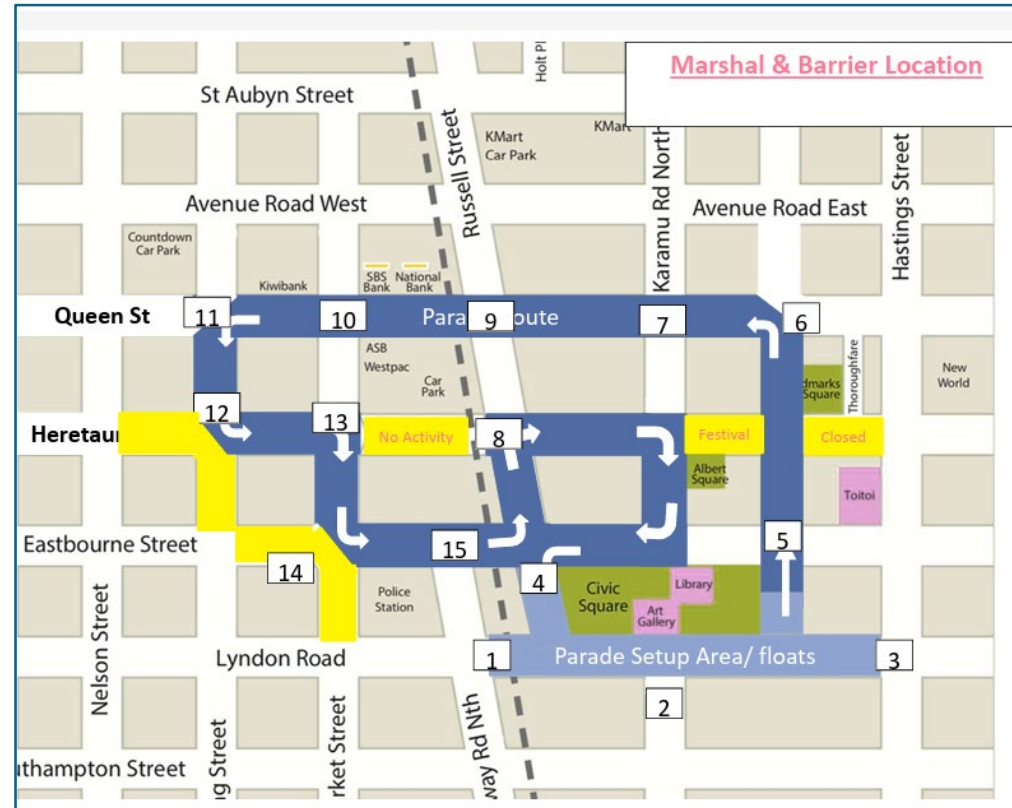


## Otene Road – Motorsport Event – 7 September 2025





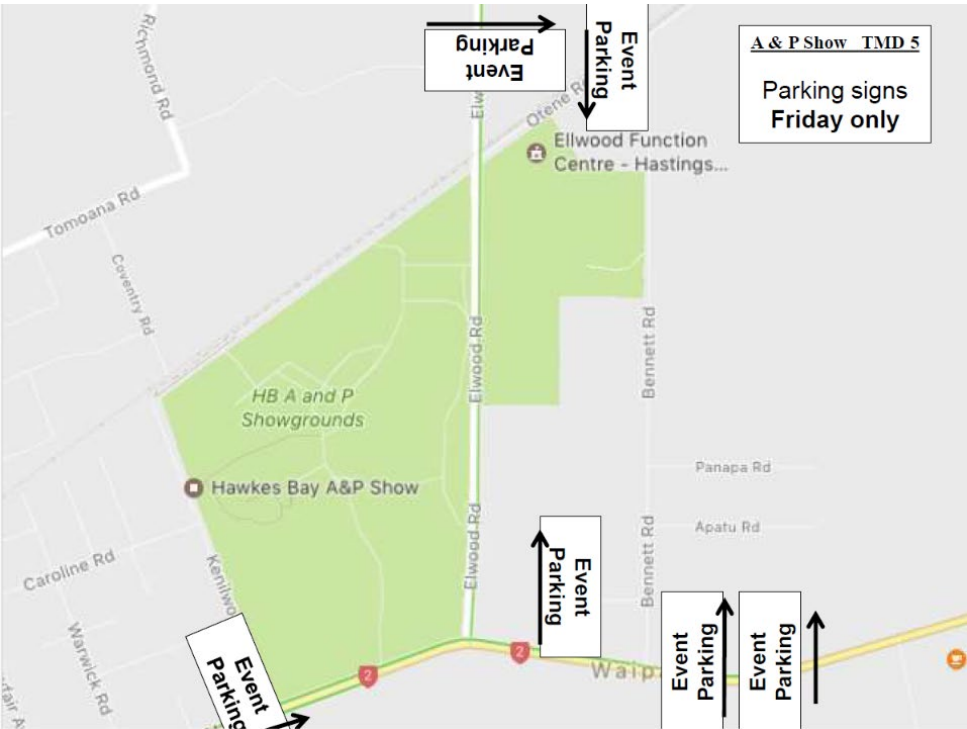
## Blossom Parade and Festival – Saturday 20 September 2025

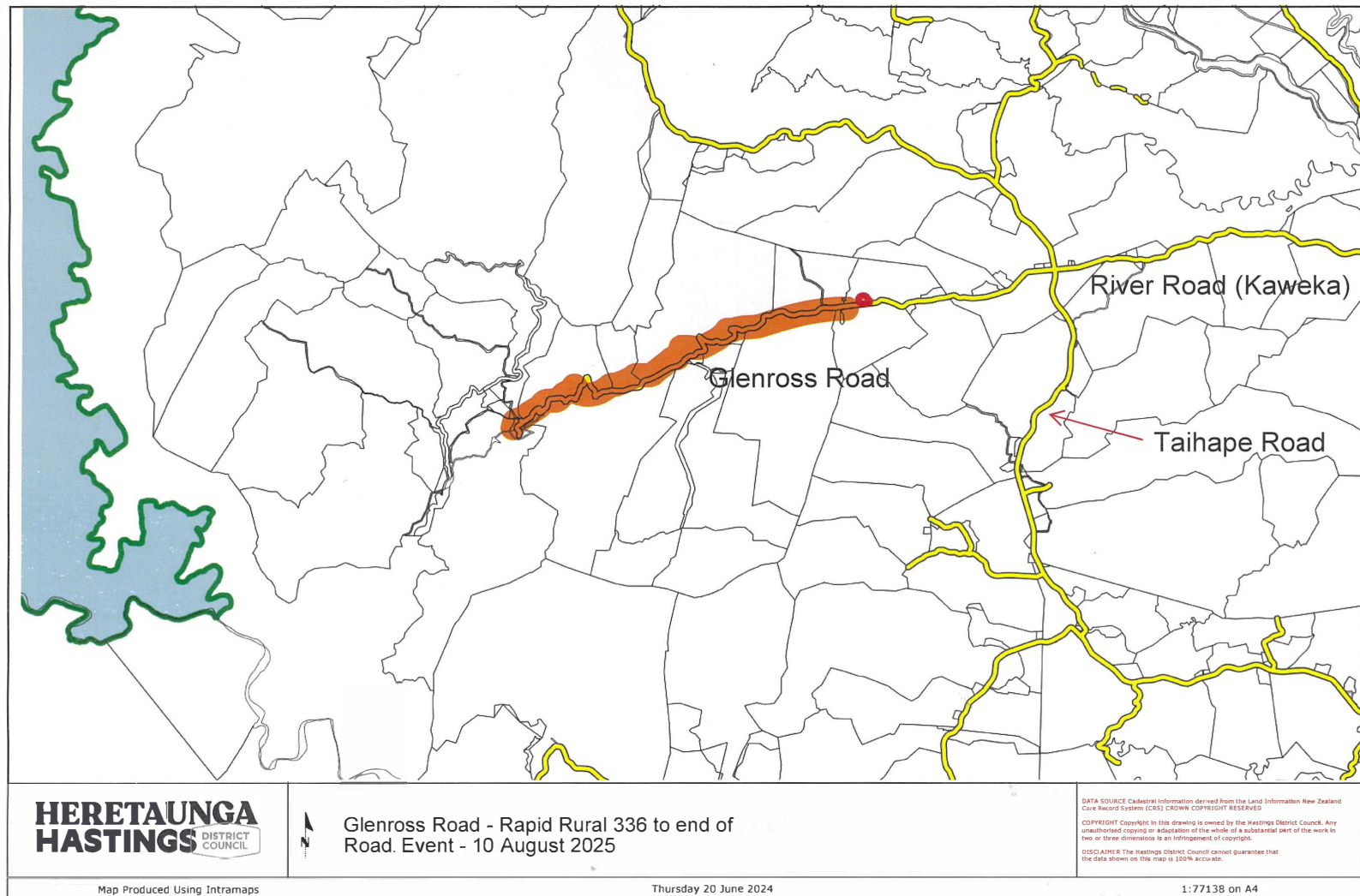


Item 5      Temporary Road Closures - Motor Sport Event - Glenross Road - Closure from outside Rapid Rural 336 to the end of the road on Sunday 10 August 2025; Motor Sport Event - Otene Road on Sunday 7 September 2025; Blossom Parade and Festival on Saturday 20 September 2025; Hawke's Bay A&P Show - Elwood Road on Friday 24 October 2025

Proposed Temporary Road Closure - Elwood Road - Hawke's Bay A & P Show (pdf)      Attachment 3

Proposed temporary road closure – Elwood Road – Hawke’s Bay A & P Show







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Tuesday, 5 August 2025

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Item 6

*Te Hui o Te Kaunihera ā-Rohe o Heretaunga***Hastings District Council: Civic Development Subcommittee Meeting***Te Rārangi Take*

# Report to Civic Development Subcommittee

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*Nā:*  
**From:** Cat Hancock, Network Controls Manager

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*Te Take:*  
**Subject:** Temporary Road Closures – Motor Sport Event – Change of date for previously approved event Lee Road and Corbin Road - now Sunday 14 September 2025

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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 Development Subcommittee regarding the following temporary road closures as requested below. This request arises from the need to inform and gain the approval of Hastings District Council (“the Council”) in order to comply with the legal process to temporarily close the roads listed below:

**Motor Sport Event – Lee Road and Corbin Road (Otamauri) Glenross Road.** The purpose of the road closures is to hold a **Motor Sport Event - date changed to Sunday, 14 September 2025 from 9:00am to 5:30pm.** (Formerly approved at 1 July 2025 meeting when event was on 6 July 2025). The purpose of the road closure is to hold a **Motor Sport Event.**

- 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 the closures can then be minimised and safely managed to Council’s satisfaction.
- 1.3 As part of the notification process for the 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 Tūtohunga

- A) That the Civic Development Subcommittee receive the report titled Temporary Road Closures – Motor Sport Event – Change of date for previously approved event Lee Road and Corbin Road - now Sunday 14 September 2025, dated 5 August 2025.
- B) That the Civic Development Subcommittee approve the following temporary road closures subject to no submissions or objections having been received in respect of the applications:
  - i. **Lee Road and Corbin Road (Otamauri) – full length of the road on Sunday, 14 September 2025 from 9:00am to 5:30pm.**

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

- i. The events are to be 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 the 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 and Discussion – Te Matapakitanga

- 3.1 This report covers the application to hold events, being:

**Lee Road and Corbin Road (Otamauri) – full length of the road on Sunday, 14 September 2025 from 9:00am to 5:30pm.** (Formerly approved at 1 July 2025 meeting when event date event was on 6 July 2025). This will be the first temporary closure of these sections of road during the 2025 calendar year. (The average daily traffic count on this road is 13 vehicles).

Notification and all other associated work ahead of this event was completed prior to consent being granted for the earlier event date, and all affected parties would be notified of the change of date, by the event organisers.

- 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 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 organiser/s need to submit as part of their application for the above proposed temporary road closures.
- 3.5 GIS map showing the extent of the proposed temporary road closures is 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 closures.

#### 4.0 Options – Ngā Kōwhiringa

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

- 4.1 Option A is the preferred option. It recommends the Subcommittee 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 the temporary road closures detailed above.
- Advantages: The event can proceed and contribute to the safe use of roading within the district for the proposed event.
- Disadvantages: Traffic will be impeded for a short period of time on specific roads.
- **Option B:** Do not approve the temporary road closures detailed above.
- Advantages: Traffic will not be impeded.
- Disadvantages: The proposed event/s may need to be cancelled.

#### 5.0 Next steps – Te Anga Whakamua

- 5.1 See above for options related to the proposed temporary road closures.

#### Attachments:

- 1 [1](#) Lee Road and Corbin Road on 14 September 2025 CG-17-14-00490

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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

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This proposal promotes the 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 is being met by the organiser/s of the events: the Hawke's Bay Car Club;

### **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 proposed 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 the applications are set out at the end of this section.

#### **1. Motor Sport Event – Lee Road and Corbin Road (Otamauri).**

The above temporary road closures have been posted on the Council website and formal public notification was published in the Hawke's Bay Today newspaper on Monday, 26 May 2025.

The closing date for submissions was 4:00pm, on Friday, 30 May 2025. No submissions were received. If the road closures are approved, final formal public notification will be published in the Hawke's Bay Today newspaper.

Items received:

**Motor Sport  
Event.**  
(Lee Road and Corbin Road)  
(date change)

Road Closure Application	Yes
Traffic Management Plan	Yes
Road Bond	Yes
Resident Visiting Form	Yes
Event Safety plan	Yes

### **Risks**

Opportunity: To seek temporary road closures for the purpose of a motor sports event and ANZAC Day:

REWARD – *Te Utu*

RISK – *Te Tūraru*



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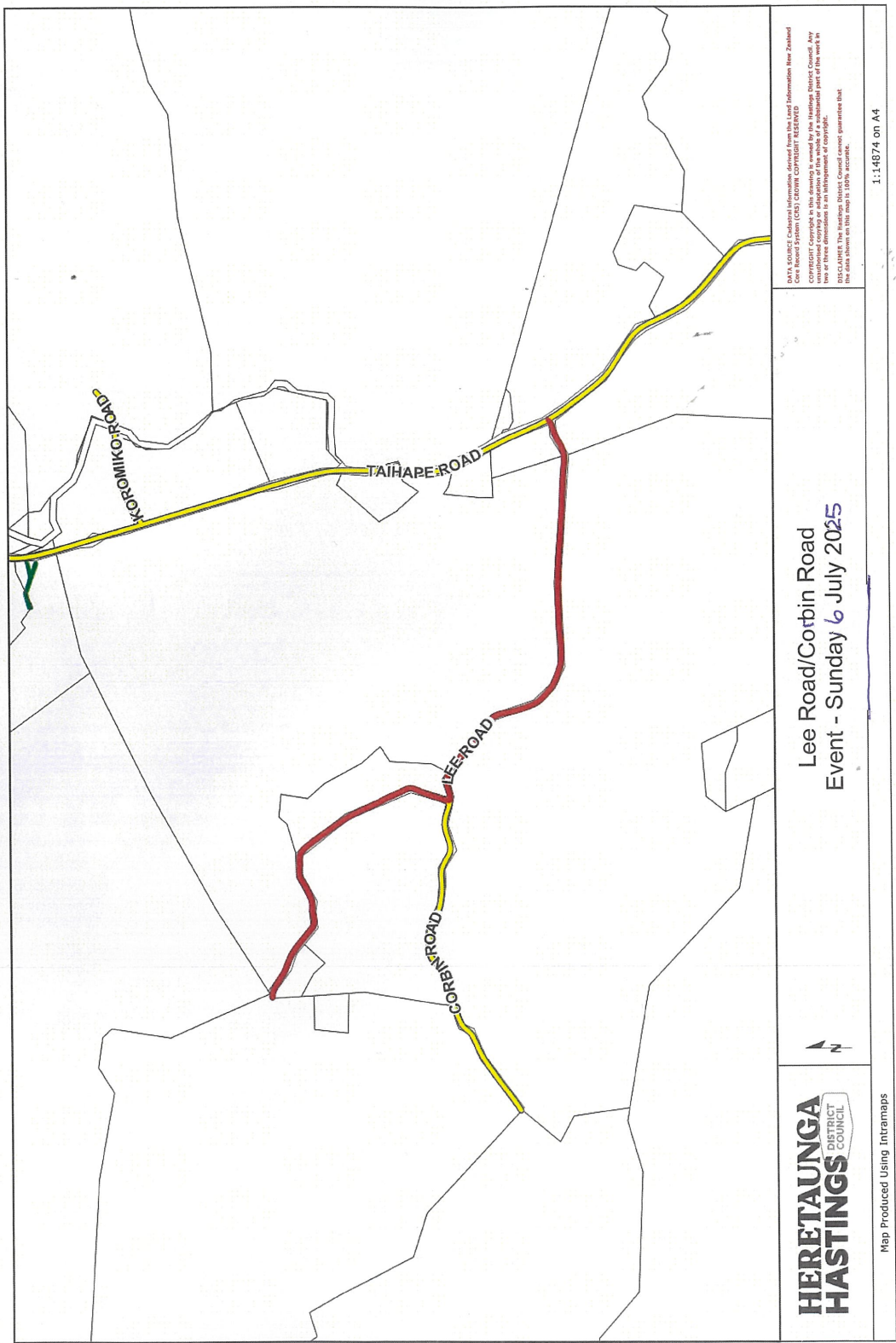
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**Rural Community Board** – *Te Poari Tuawhenua-ā-Hapori*

There are no implications for the Rural Community Board:

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Tuesday, 5 August 2025

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga***Hastings District Council: Civic Development Subcommittee Meeting****Item 7***Te Rārangi Take*

# Report to Civic Development Subcommittee

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**Nā:**  
**From:** Anna Petro, Community Grants & Partnerships Advisor

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**Te Take:**  
**Subject:** Proposed amendments to the Contestable Grants, Sponsorship and Funding Framework and Policy 2023-2026

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## **1.0 Purpose and summary - *Te Kaupapa Me Te Whakarāpopototanga***

1.1 The Contestable Grants, Sponsorship and Funding Framework and Policy 2023 – 2026 has been updated (**Attachment 1**) to reflect changes suggested by the Civic Development Subcommittee following the 2025 – 2026 Single-year Community Grants round.

1.2 Proposed amendments include:

- All references to the Long Term Plan 2021 – 2031 have been updated to 2024 – 2034.
- Page 6: Addition under the Equity principle that Council will share information to support organisations to better prepare for funding applications.
- Page 10: National organisations is removed from Lower Priorities. Operational and administrative costs associated with national organisations is added to the Ineligible Expenses for Grant Funding section. Note that national organisations are eligible to apply for local delivery costs as per the proposed change on Page 12, below.
- Page 12: Addition to Proposal Assessment to specify that applications by national organisations must clearly show that the funding is specifically for local Hastings District delivery costs.
- Page 12: Addition to Proposal Assessment to include supporting quotes where possible.
- Page 14: Addition of wording “Where appropriate, Council may encourage applicants to apply to Multi-year Strategic Community Partnership Fund instead of annual applications to the Single-year Community Grant round.”


- Page 14: Single-year Community Grant amendments include the reduction of maximum funding from \$20,000 to \$15,000; removal of “new” and addition of “Up to ten percent of the annual funding budget will be ring-fenced for new ideas to promote innovation”.
- Page 14: Multi-year Strategic Community Partnership Fund addition in accordance with the Proportionality principle, “There will be greater accountability expectations for recipients of Multi-year Strategic Community Partnership funding”.

1.3 The Contestable Grants, Sponsorship and Funding Framework and Policy 2023 – 2026 will be due for a full review in 2026/2027.

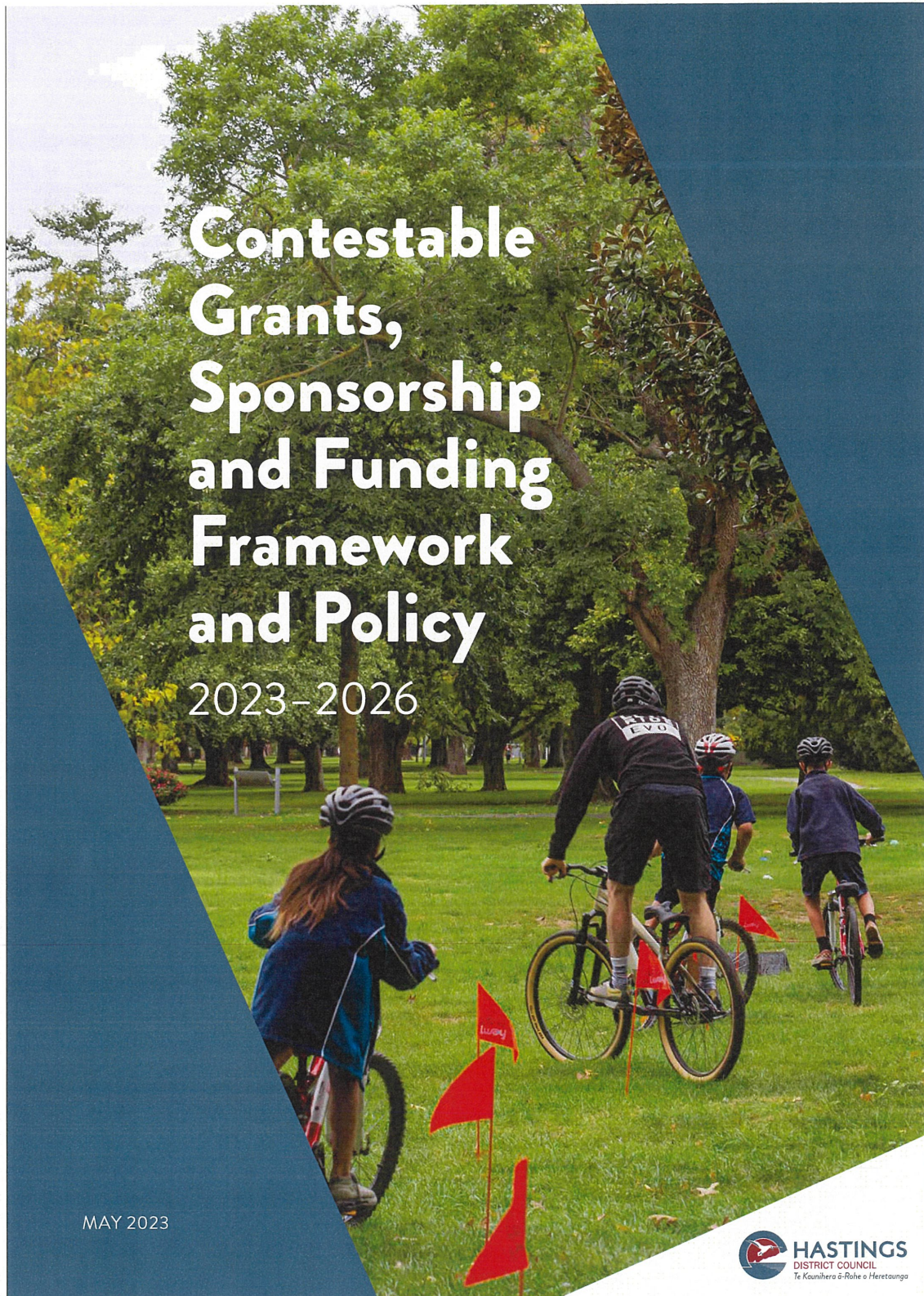
## 2.0 Recommendations - Ngā Tūtohunga

- A) That the Civic Development Subcommittee receive the report titled Proposed amendments to the Contestable Grants, Sponsorship and Funding Framework and Policy 2023-2026 dated 5 August 2025.
- B) That the Civic Development Subcommittee approve the proposed amendments to the Contestable Grants, Sponsorship, and Funding Framework and Policy 2023-2026, as set out in the report in A) above.

### Attachments:

- |  |  |                |
|--|--|----------------|
| 1  | Proposed amendments to Contestable Grants,<br>Sponsorship and Funding Framework and Policy<br>2023 to 2026 | CG-17-14-00516 |
|--|--|----------------|









POLICY EXPERTS	Community Grants and Partnerships Advisor Events Manager City Centre Activation Officer Waste Planning Manager
POLICY OWNERS	GM, Community Wellbeing & Services GM, Communications, Engagement & Marketing
APPROVAL DATE	1 November 2022
VERSION	2.0
REVIEW DATE	July 2026

POLICY STATEMENT

It is the policy of the Council to provide a clear framework for financial support for the development of the District’s voluntary, community and commercial sector, while also ensuring that the Council’s resources are targeted at meeting its strategic outcomes. This policy describes the funding types that are created by Council to support the community and event sector. The word ‘community’ is used here in its broadest sense; it signals that our community funding policy will support the social, cultural, economic and environmental wellbeing of our people and places. This will make it easier for Council staff to be equitable and transparent in their treatment of organisations, and for organisations to understand how Council provides support to the sector.





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## Introduction

Hastings District depends on having a strong community and voluntary sector to support vulnerable communities and activate the district. Hastings District Council (Council) has supported organisations in many ways in the past. There is a constant desire to make sure the Council is contributing appropriately to the sector, that the funding and support helps achieve positive outcomes and the systems in place are relevant and easy-to-use.

This Contestable Grants, Sponsorship and Funding Framework aims to provide a clear framework for how the Council will fund and support community and voluntary organisations to contribute to the vision of the district as outlined in the Long Term Plan. The word 'community' is used here in its broadest sense: it signals that our Community Funding Framework will support the broader outcomes such as the social, cultural, economic and environmental wellbeing of all our people and places.

Hastings District Council has many different sources of funding and support to empower organisations to meet their shared goals including, but not limited to:

- Community Grants
- Creative Communities Funding
- Waste Minimisation Fund
- Youth Fund
- Mayor Fund
- Operational Contracts for Service
- Events Funding



2 // HASTINGS DISTRICT COUNCIL // CONTESTABLE GRANTS AND FUNDING FRAMEWORK AND POLICY



### Funding currently covered by this framework

Acknowledging that there are many different avenues for groups to gain Council support including funding, this framework is currently only covering the following, but can be used as a framework for new grants in the future.

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#### COMMUNITY

- Single-Year Community Grant
- Multi-Year Strategic Community Partnership Fund

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#### EVENTS AND ACTIVATIONS

- Event Support Fund
- City Vibrancy Fund

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#### ARTS

- Creative Communities

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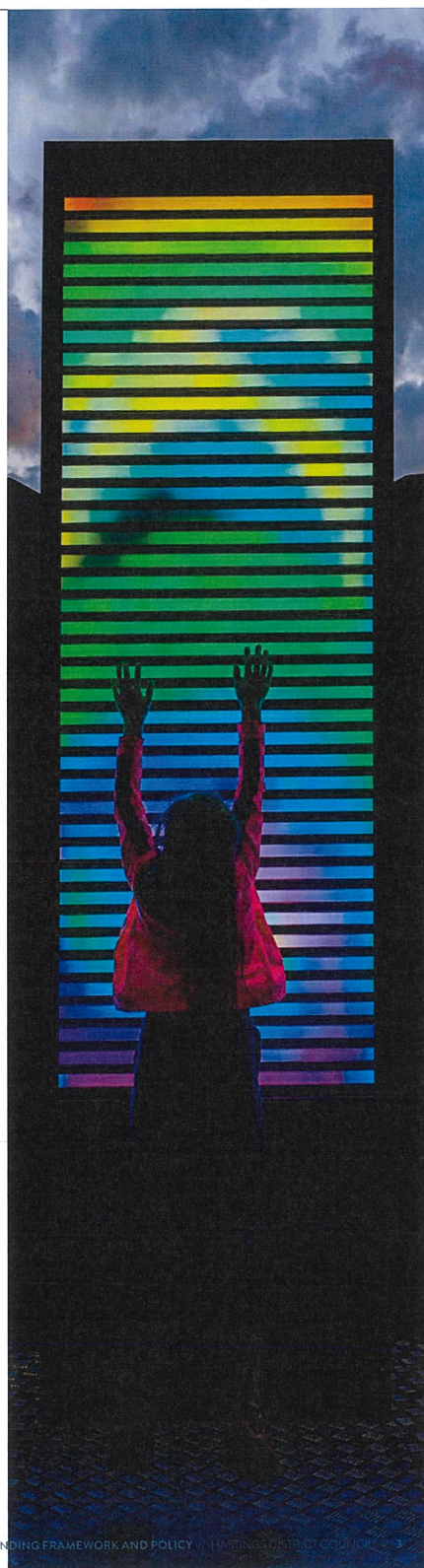
#### ENVIRONMENTAL

- Waste Minimisation Contestable Fund

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#### FACILITY DEVELOPMENT

- Marae Development Fund
  - Rural Halls Maintenance Fund
  - Façade Enhancement Scheme
- 



CONTESTABLE GRANTS AND FUNDING FRAMEWORK AND POLICY | HASTINGS DISTRICT COUNCIL | 13



The following Hastings District Council strategies, plans and policies are critical to this Contestable Grants and Funding Framework

- Long Term Plan 2021-2031
- HDC Event Strategy
- Toi-Tū – Regional Arts and Culture Strategy
- Local Community Plans
- Social Wellbeing Framework
- Joint Waste Management and Minimisation Plan

Council’s vision of “Heretaunga whenua houkura, Heretaunga hapori ora (*Fertile land, prosperous people*)” will be fulfilled through the following broad areas of focus, as outlined in the Long Term Plan.

This Contestable Grants and Funding Framework was developed to contribute to achieving focus areas one, five and six

- **Focus Area 1 – Our Environment**
  - Environmental Enhancement
- **Focus area 5 – Things To Do**
  - Relaxing into our Reserves
  - City Centre Cultural Precinct
- **Focus area 6 – Our People**
  - Uplifting communities
  - Youth development

This Contestable Grants and Funding Framework also contributes to Council’s community outcomes and specific Council objectives as set out in the Long Term Plan 2021-2031 by:

Council’s work sites under four pillars which collectively express our commitment to all aspect of community wellbeing:



**Economic**  
Sufficient and supportive economy



**Environmental**  
Healthy environment and people



**Social**  
Safe and inclusive place



**Cultural**  
Vibrant place to live, play and visit



## Strategic Alignment

Actively promoting progress against and achievement of objectives within the current Long Term Plan/Annual Plan.

Actively supporting achievement of Communications, Engagement & Marketing objectives with the Communications, Engagement & Marketing Group Strategy:



### I LOVE HASTINGS!

People feel great about living in the Hastings district.

Our community feel proud of our district. The feel positively about living in Hastings today, and in the future.

We support community events that enrich our district, tell positive stories about our people, places and businesses, and we work in partnership with others to make our district better.



### HASTINGS IS THE PLACE TO GO

Hastings is positively viewed nationally and internationally.

Hastings the place to go on holiday, to relocate to, and to invest in.

We work in partnership with economic development and tourism partners to put Hastings on the map.



### GREAT WORK HDC!

Our community has a positive view of Hastings District Council. Our community enjoys a positive experience when dealing with Council marketing & communications channels and activities. It's easy to identify and understand Council's written and visual collateral.

Our community have the right information at the right time, it's easily understood, informative, and engaging. We are focused on building trust and goodwill through our communications by ensuring we are transparent and honest – if we make a mistake, we own it.



### A UNITED TEAM

Elected members and staff are informed and engaged.

Staff and elected members know Council's priorities and are up-to-date with the latest news.

They know Council's vision, and the behaviours and values we strive for.

## Framework Objectives and Goals

The objective of the Contestable Grants and Funding Framework is to provide a clear direction for financial support for the development of the areas voluntary and community sector, while also ensuring that the Council's resources are targeted at meeting its strategic outcomes.

This Framework describes the grant types that are created by Council to support the voluntary and community sector. This will make it easier for Council staff to be equitable and transparent in their treatment of organisations, and for organisations to understand how Council provides support to the sector.

## Grants Budget

The funding available for each of the grants programmes is generally determined through the Long Term Plan process and is adjusted for inflation annually through the budget process.

Council can elect to earmark amounts to grant for particular purposes during the annual budget process. The overall amount available per grants programme, and any amounts earmarked for particular purposes, will be published in advance of funding rounds opening for each new financial year.

The budget for the Creative Communities Grants comes directly from Creative New Zealand.

The budget for the Waste Minimisation Fund comes from Council's Waste Disposal Levy Funds.

## Contestable Grants and Funding Principles

To ensure equity across the different types of funding support covered by this framework a number of principles will be applied.

### Transparency

Grants programmes will operate transparently in all respects and at all stages of the process, while protecting confidentiality.

Clear information about the opportunities to apply for funding, and Council's expectations of applicants and recipients, will be provided in a timely manner. Information about all the grants Council provides, who has received them and for what purpose, will be published annually. Council will also provide feedback to unsuccessful grant applicants about why they have been declined, so they will know what they can do to increase their chances of success next time.



### Equity

All communities will have an equal opportunity to be considered for grants, and Council will ensure applicants are treated fairly regardless of their size, location (within the Hastings District Council boundary) or circumstances, and provide any support they may reasonably require in applying for grants. The organisational status of an agency (registered charity, unincorporated society, social enterprise etc) will not be a barrier to funding, so long as the organisation can demonstrate that it is established and operating as a not-for-profit agency.

### Accountability

Staff and decision-makers will work together to deliver good value for residents, by supporting initiatives that are cost effective and can produce clear benefits for our communities. Assessment will be based on individual proposals, their merits and how well they align with Council's funding priorities.

Council may take into account an applicant's previous track record, their current capability and their future potential when awarding grants.

Council expects all grant applicants to give advance thought to how they will know their project, activity or service has been a success. For larger grants and partnerships, applicants will be asked to propose appropriate outcome measures, and a plan for how these will be monitored and reported back.

All grant recipients will be required to account for how they have spent funds and share what they have achieved and learnt.

### Respect


Council shares many interests, values and goals with the not-for-profit sector, but also recognises that the sector is made up of self-determining and independent organisations. Like the Council, each has its own mission, and is accountable to its own community.

Council's relationships with these organisations will be characterised by mutual respect and an acknowledgement that delivering positive outcomes is a shared responsibility.



# Summary of Comments on Contestable-Grants-and-Funding-Framework Sub Committee Ammendments.pdf

Page: A6

Number: 1

Author: anna.petro    Date: 21/07/2025 12:08:42 PM

Addition under the Equity principle that Council will share information to support organisations to better prepare for funding applications.





**Community led**

Grants are a means of financially supporting community-led initiatives, and in this respect they are fundamentally different from other procurement arrangements. When Council procures from a third party, it is purchasing a service to meet a specific need or requirement, and that service is delivered to Council’s specifications.

In contrast, the initiatives Council supports through grants are conceived and delivered by the community, for the community. This distinction will be reflected in the grants programme, in the language that is used, the process that is designed and the relationships that Council enters into with grant recipients.

**Proportionality**

Council will strive to balance its statutory responsibility to ensure the lawful and prudent expenditure of public funds, with a commitment to work in a way that acknowledges the integrity of community organisations, and recognises the impact of its requirements on their limited time and resources. The information Council collects, and its expectations of grant applicants/recipients, should always be proportionate to the scale of what is being proposed or funded. The processes and documentation that organisations are asked to complete should be appropriate to the size of the grant, the situation of the applicant and the level of risk presented to the council.







## Rules for Contestable Grants and Funding

### Funding Agreement and Contracts for service

Any form of funding will be described in a Funding Agreement or a Contract for Service and may include key performance indicators and agreed upon deliverables.

The agreement will contain the responsibilities that both the Council and the organisation receiving support agree upon, and the project, activity or service that the organisation will provide to the community. The contract will vary depending on the amount of support provided and the type of support.

### Eligible Applicants

The primary beneficiaries of community grants will be not-for-profit, charitable and voluntary organisations operating in the Hastings District for Hastings District residents. These groups are often referred to collectively as 'community organisations' because they are established with the primary purpose of providing a benefit to the wider community. There are three main groups that can apply for contestable grants and funding from Council:

- **Community organisations:** Most community organisations have a formal legal structure and founding documents e.g. a constitution, which set out governance and management arrangements consistent with their charitable mission. Having a recognised structure enables Council to enter into a formal legal agreement with the organisation, and ensures appropriate accountability for how grant funds will be managed.

- **Groups with no formal legal structure:** Groups with no formal legal structure may apply for funding, provided they are able to nominate an 'umbrella' organisation which has agreed to receive and administer the grant on their behalf – the umbrella organisation will be legally accountable to Council for the expenditure of the funding.
- **Social enterprise and commercial entities:** Council welcomes funding applications from commercial entities and social enterprises delivering outcomes for our communities. Social enterprises exist in a hybrid space, where social, environmental or cultural goals and commercial objectives come together. To be classed as a social enterprise for the purposes of grant applications an organisation needs to demonstrate the majority of its profits/surplus is reinvested in the fulfilment of its mission.





### Ineligible Applicants

Community grants as covered by this framework are not available to:

- Political parties
- Schools\*
- Internal applicants i.e to fund projects, programmes or facilities run by Council or its employees
- Hastings District Council CCOs (Council Controlled Organisations)
- Other local authorities, government agencies or public sector entities

*\*Schools may apply for a grant for non-curriculum projects*



### Eligible Expenses for Grant Funding

Applicants will be asked to provide an overall budget for the project, activity or service that will deliver those outcomes. In most cases Council will be one of several sources of funding for the project, activity or service rather than the sole funder, and this should be reflected in the budget.

The budget for the project, activity or service is likely to include a range of costs. Examples include:

- Project wages\*, professional fees e.g. artists' fees, and volunteer expenses
- Administration and office expenses
- Accommodation expenses including rent, leases, maintenance, insurances and utilities
- Costs integral to service delivery e.g. vehicle expenses for a mobile social service
- Marketing, advertising, website and printing costs
- Programme expenses such as materials, equipment hire, venue hire and tutor's fees.

Applicants will need to indicate how they plan to spend their council grant including details of the project, activity or services and how it will be used to fund specific components of the budget, or to help offset the overall cost. Appropriate outcomes for the level of funding Council provides will be negotiated with recipients, and any special conditions for how the grant can be spent will be reflected in the funding agreement.

*\*Wages need to be connected to an outcome and be project based.*



### Ineligible Expenses for Grant Funding


The Contestable Grants and Funding Framework provides decision-makers with considerable flexibility to determine how best to support their communities to deliver positive outcomes, as outlined above. However, there are some purposes that will not be funded.

The following activities will not be funded:

- Debt servicing or repayment
- Legal expenses
- Activities that promote religious, ministry or political purposes and causes
- Medical expenses
- Public services that are the responsibility of central government e.g. core education, primary health care
- Large physical works – e.g. improvement to community buildings that require consents or permits, prior to the necessary consents or permits being obtained. Grants may be awarded in principle but funds will not be released until all conditions are satisfied
- Purchase of alcohol
- Retrospective costs (where the activity has already taken place), unless this is necessary as a condition of the grant or Council is satisfied there are other mitigating circumstances
- Groups whose services are delivered outside the district

### Lower Priorities

In a competitive funding environment, the following may be a lower priority for funding:


- Ongoing salaries and administration costs
- Travel and accommodation outside the area, unless Council is convinced there will be a tangible benefit for local communities
- Fundraising events or activities, especially where the beneficiary is a third party e.g. charity events, sponsored walks, unless we determine the event has a wider community benefit beyond its primary purpose as a fundraiser
- National organisations 
- Health based organisations that could be funded by the DHB
- Education based organisations that could be funded by the MOE
- Groups whose services are not located in the district
- Council may specify additional exclusions for funding to those set out above. Refer to the relevant grants programme for more information about specific exclusions

### Conflicts of Interest

Organisations affiliated in some way to elected members or employees of Council can still be considered for grant funding. However, organisations in this category should note any possible conflict of interest (or perception of a conflict of interest) in their application to ensure any necessary steps can be taken to mitigate this.

Elected members or council employees involved in funding decisions are also required to note any possible conflict of interest (or perception of a conflict of interest), and will not be involved in any assessment or decision-making related to these applications.

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Number: 1

Author: anna.petro

Date: 21/07/2025 12:15:44 PM

National organisations removed from Lower Priorities and added to Ineligible Expenses for Grant Funding section and made specific to operational and administrative costs.







## Assessment and Prioritisation



This section explains the factors Council will consider when assessing proposals, to determine their relative merit, and assist decision-makers to prioritise between proposals of similar merit.

### Proposal Assessment

Each funding proposal should be assessed by at least three different people, discussed and then allocated according to the groups' recommendation. When assessing the strength of an individual proposal, and which proposals should be considered a priority for funding, decision-makers will consider whether the applicant has:

- Made a compelling case for how their proposal aligns to the funding priorities established
- Clearly defined the purpose and expected community outcomes of their project, activity, or service, for example the need they are meeting and why this is important
- Clearly described their project, activity or service, what will be delivered and have satisfied Council that it is viable
- The capability, capacity and experience to deliver their project, activity or service to an appropriate standard, evidenced by a relevant track record of successful delivery
- Presented a realistic, evidenced-based budget for their project, activity or service, and identified exactly how the grant would be spent

- 1 Given thought to how they will show the grant has positively impacted the community (or for larger grants and partnerships,
- 2 identifying how they will evaluate the success of their project, activity or service)

- Understood who their project, activity or service will benefit and where in the Hastings District Council area these people are likely to come from
- The necessary experience, networks or profile to give them credible access to the people who will benefit
- Provided evidence of community support for, and/or involvement in the project, activity or service and/or evidence of support from their recognised regional or national body (where relevant)
- Shown that their project, activity or service will support multiple funding priorities (this is not required, but may lend additional weight to the application)
- Outlined all Council funding (financial or otherwise) it has currently received at the time of applying

Council will apply the 'proportionality principle' in evaluating the applications. Applicants seeking larger grants will be expected to answer in more detail and provide additional evidence compared with applicants seeking smaller grants.

Page: A12

- Number: 1

Author: anna.petro

Date: 21/07/2025 12:16:33 PM
- Addition to Proposal Assessment to specify that applications by national organisations must clearly show that the funding is specifically for local Hastings District delivery costs.
- Number: 2

Author: anna.petro

Date: 21/07/2025 12:17:16 PM
- Addition to Proposal Assessment to include supporting quotes where possible.





## Financial Considerations

Council grant programmes are consistently oversubscribed, and it is not possible for Council to meet all requests for funding. In making decisions Council will take applicants' overall financial situation into consideration.

Council will ask all grant applicants what they (or others) will contribute to the cost of their proposed project, activity, or service. An applicant's own contribution may include volunteer labour, donated materials, donated professional services and/or their own cash reserves.

When assessing and prioritising applications, Council may take into account any or all of the following:

- The applicant's overall financial position, including their ability to support the project, activity or service from their own resources and/or to access grants from other sources.
- Whether the applicant has accessed, or made reasonable attempts to access, other sources of financial support for their project, activity or service, including grants from other funders, or fundraising within their community.
- Whether the applicant has received, or is receiving, any other grants, contracts, subsidised accommodation or other financial assistance from Council.

## Funding Priorities

The aim of funding priorities is to provide a clear guidance to potential applicants on what the Council would particularly like to fund to achieve community outcomes that contribute to its strategic direction. As part of setting the funding priorities, Council may specify additional exclusions for funding to those set out in this Framework – such as setting a minimum or maximum grant size, or excluding certain types of expenditure e.g. international travel. It may also highlight factors they consider would significantly impact on their decision making. These additional exclusions will be communicated to applicants prior to applying.

## Funding Allocation Panels

Funding allocation panels will be appointed for various funding programmes to ensure the right mix of relevant expertise and knowledge are involved in assessing grant applications. Allocation panels will be appointed before the commencement of each funding round for a duration of three years to align with councillor appointments. This is to ensure that there is a broad mix of expertise on the panels on an on-going basis and to ensure other people have the opportunity to experience being a panel member.


Some smaller funds will be assessed by council staff. For these funds an internal funding assessment group will be established based on the skill set needed. Funding Assessment groups should be made up of at least three people to ensure fairness and transparency across all applications and funding rounds.



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## Types of Community Grant Programmes and Priorities

### Single Year Community Grant

This fund provides funding up to  for new ideas that meet a key priority area.




Priority areas for the Single Year Community Grant are:

1. Uplifting our communities' wellbeing by providing access to help and advice.
2. Fostering a sense of pride within our district and across our diverse communities
3. Promoting happy, healthy and active communities.

### Multi-year Strategic Community Partnership Fund

These funds are for community initiatives that are already up and running, meet our vision and are clearly making a big difference in our communities. These are three year partnership agreements.

Priority areas for the Strategic Community Partnership Fund are:

-  1. Assisting youth in education, skill development and jobs
-  2. Assistance for people in need
-  3. Fostering the arts and cultural experience
4. People are safe from crime
5. A community that wastes less
6. District heritage is conserved for future generations

### Event Support Fund

Contact between event organisers and staff of Council is managed through the Communications, Engagement & Marketing Group, specifically through the Events Manager.

The Events Manager (or delegate) is responsible for working with event partners to ensure its expectations are understood and that any event is appropriately leveraged to meet the Council's own strategic requirements and follows due process

The Events team will operate transparently in all respects and all stages of the process, while protecting confidentiality. Concise information about the opportunities to apply for funding, and Council's expectations of applicants and recipients will be provided in a timely manner. All applicants will have an equal opportunity to be considered for funding and Council will ensure applicants are treated fairly, regardless of their circumstances, location or size and provide any additional support required in applying for funding.

All applicants will be assessed against the Events Strategy to ensure all funding support fits within the criteria and in is in line with HDC strategy objectives.

The Funding Review Committee will work together with the Events team to deliver value and equal opportunities for Hastings District residents by supporting initiatives that will provide clear benefits to the local community.

Regionally significant events will be assessed from the Regional Working Group against economic impact analysed through Event Economics.

Priority areas for the Event Support Fund are:

1. District Reputation – Events provide opportunity to be loud and proud that Hastings is a great place to work, live and play.
2. Civic Pride – Local communities engage with the event and feel great about living in Hastings.
3. Tourism Opportunities – Events encourage more visitors, staying longer and wanting to return.
4. Economic Development and Investment – Events stimulate interest in Hastings' businesses, who have opportunity to be involved as suppliers or sponsors.

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- Number: 1

Author: anna.petro

Date: 21/07/2025 12:18:32 PM
- Single-year Community Grant amendments include the reduction of maximum funding from \$20,000 to \$15,000; removal of “new” and addition of “Up to ten percent of the annual funding budget will be ring-fenced for new ideas to promote innovation”.
- Number: 2

Author: anna.petro

Date: 21/07/2025 12:17:51 PM
- Addition of wording “Where appropriate, Council may encourage applicants to apply to Multi-year Strategic Community Partnership Fund instead of annual applications to the Single-year Community Grant round.”
- Number: 3

Author: anna.petro

Date: 21/07/2025 12:19:09 PM
- Multi-year Strategic Community Partnership Fund addition in accordance with the Proportionality principle, “There will be greater accountability expectations for recipients of Multi-year Strategic Community Partnership funding”.





### City Vibrancy Fund

Hastings District Council City Vibrancy Fund supports community organisations to run activations, events and projects that add to the vibrancy of the Hastings CBD. These small community led events are aligned with Council plans and strategies and contribute to the City Vibrancy and Hastings Alive Plans.

### Creative Communities Scheme

These grants are available for arts projects. The funds are supplied by Creative New Zealand and applicants to this fund must show how their project fits with criteria set by the Creative Communities Scheme and Hastings District Council.

Creative New Zealand has three funding criteria for this scheme. They are:

1. Broad community involvement; the project will create opportunities for local communities to engage with and participate in arts activities
2. Diversity; the project will support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity
3. Young people; the project will enable and encourage young people (under 18 years) to engage with and actively participate in the arts

### Waste Minimisation Contestable Fund

The Waste Minimisation Contestable Fund aims to support waste minimisation projects that result in a new waste minimisation activity, either by implementing new initiatives or expanding on existing activities. To contribute to building a community that values our resources, re-uses, re-purposes and recycles what it can. This is achieved through education, engagement and the development of new technology and ways of working.

Priority areas for the grant for Waste Minimisation Fund are:

1. Minimisation/avoidance/ reduction of waste creation
2. Reuse of waste materials
3. Recycling of waste materials
4. Recovery of waste resources (the selective extraction of disposed materials for a specific next use, such as recycling, composting or generating energy).

### Marae Development Fund

The Marae Development Fund assists with marae preservation and development, with projects assessed against the eligibility criteria set out in Hastings District Council's Marae Development Fund Policy.

### Rural Halls Maintenance Fund

Councils rural halls maintenance funding scheme is designed to assist with the building maintenance of halls in the rural and plains areas of Hastings. It does not cover ongoing operational costs or capital development.

### Façade Enhancement Scheme

The Façade Enhancement Scheme financially assists the owners and tenants of eligible buildings to upgrade the façades of their buildings.

To be eligible for Façade Enhancement Scheme funding, buildings must be located in:

1. The Hastings city centre, or
2. On key traffic routes, or
3. Within suburban commercial shopping areas

The level of funding a project receives is based on factors that include the size of the façade and the profile and significance of the building.

## Roles and Responsibilities

AUTHORISED OFFICER	ROLES AND RESPONSIBILITIES
<b>GM, Communications, Engagement and Marketing</b>	<ul style="list-style-type: none"> <li>Oversight of External Funding Marketing Plans and applications.</li> <li>Approve Event Support Funding recommendation before it is submitted to the Funding Review Group.</li> <li>Responsible as approver and signature on all agreements submitted.</li> </ul>
<b>GM, Community Wellbeing and Services</b>	<ul style="list-style-type: none"> <li>Oversight of the Community Grant applications.</li> <li>Approve Community Grant recommendation before it is submitted to the Subcommittee.</li> <li>Responsible as approver and signature on all agreements submitted.</li> </ul>
<b>Events Manager</b>	<ul style="list-style-type: none"> <li>Responsible for coordinating and reviewing applications for the Event Support Fund.</li> <li>Ensure process is followed, templates used and quality applications provided.</li> <li>Ensure applications are in line with Council priorities and no duplicate or conflicting applications.</li> <li>Manage relationship where applications are successful.</li> <li>Ensure KPI's are met as outlined in the contract.</li> </ul>
<b>Community Grants and Partnerships Advisor</b>	<ul style="list-style-type: none"> <li>Responsible for coordinating and reviewing applications for the Community Grants Fund.</li> <li>Ensure process is followed, templates used and quality applications provided.</li> <li>Ensure applications are in line with Council priorities and no duplicate or conflicting applications.</li> <li>Manage relationship where applications are successful.</li> </ul>
<b>Funding Review Group</b>	<ul style="list-style-type: none"> <li>Responsible for reviewing the recommendations from the Events Manager for applications through the Event Support Fund.</li> <li>Ensure process is followed, templates used and quality applications provided.</li> <li>Ensure applications are in line with Council priorities and no duplicate or conflicting applications.</li> </ul>
<b>General Counsel</b>	<ul style="list-style-type: none"> <li>Guidance on Contract for Service and Funding Agreement documentation where appropriate.</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>Responsible for following the policy and guidelines set out in this document.</li> </ul>





## REVIEW

This policy will be reviewed every three years, or as required to remain current with New Zealand law.

## DEFINITIONS

**Council** - Hastings District Council.

**Councillors** - the elected representatives of the Council.

**Council Officer** - means the CE Officer and staff of Council appointed by the CE Officer

**Sub-committee** - elected members or members appointed by the governing body for the district in which the local board area is situated.

**Event Support Fund** - Fund established to assist event organisers with sponsorship or in-kind support for events in line with the strategic objectives of the Events Strategy.

**Community Grant** - Grants that support local organisations to deliver projects or services that fit priorities to meet the current and future needs of our community.

## REFERENCES

- Local Government Act 2002
- Long Term Plan 2021-2031
- Communications Engagement & Marketing Strategy 2021-2023
- Events Strategy 2020



A woman in traditional Māori dress, including a red feathered headdress (pōhaka) and a yellow skirt (haka), is performing a haka on a grassy field. She is barefoot and has her arms outstretched. In the background, other people are visible, some sitting on the grass. The image is framed by a dark blue diagonal shape on the right side.

**FURTHER INFORMATION**  
Further information around Hastings District Council's grants schemes can be found at [www.hastingsdc.govt.nz/grants](http://www.hastingsdc.govt.nz/grants)

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**TE KAUNIHERA Ā-ROHE O HERETAUNGA**

 **HASTINGS**  
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