

Tuesday, 30 September 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, 30 September 2025**

*Te Wā:*  
Time: **9.30am**

*Te Wāhi:*  
Venue: **Landmarks Room  
Ground Floor  
Civic Administration Building  
Lyndon Road East  
Hastings**

*Te Hoapā:*  
Contact: **Democracy and Governance Services  
P: 06 871 5000 | E: [democracy@hdc.govt.nz](mailto:democracy@hdc.govt.nz)**

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

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streamed live on our website  
[www.hastingsdc.govt.nz](http://www.hastingsdc.govt.nz)**

**HASTINGS DISTRICT COUNCIL**  
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Phone **06 871 5000** | [www.hastingsdc.govt.nz](http://www.hastingsdc.govt.nz)  
**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 (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, 30 September 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 Item 4

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

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### *Apologies – Ngā Whakapāhatanga*

- 1.0** An apology from Elizabeth Waiwiri-Hunt has been received.  
Leave of Absence had previously been granted to Councillor Te Au-Skipworth
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### **2.0** *Conflict of Interest – He Ngākau Kōnatunatu*

Members need to be vigilant to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to scan the agenda and assess their own private interests and identify where they may have a pecuniary or other conflict of interest, or where there may be perceptions of conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the relevant item of business and withdraw from participating in the meeting. If a Member thinks they may have a conflict of interest, they can seek advice from the General Counsel or the Manager: Democracy and Governance (preferably before the meeting).

It is noted that while Members can seek advice and discuss these matters, the final decision as to whether a conflict exists rests with the member.

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### *Confirmation of Minutes – Te Whakamana i Ngā Minitī*

- 3.0** Minutes of the Civic Development Subcommittee Meeting held Tuesday 2 September 2025.  
(Previously circulated)
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- 4.0** **Temporary Road Closure - Toitu Te Reo Festival, - Hastings Street from Monday, 10 November 2025 at 9:00am to Saturday, 15 November 2025 at 4:00pm** **9**
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### **5.0** *Minor Items – Ngā Take Iti*

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

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Tuesday, 30 September 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:*  
**From: Cat Hancock, Network Controls Manager**

*Te Take:*  
**Subject: Temporary Road Closure - Toitu Te Reo Festival, - Hastings Street from Monday, 10 November 2025 at 9:00am to Saturday, 15 November 2025 at 4:00pm**

## **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 closure 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 road noted below:

**Toitū Te Reo Festival – Hastings Street (close from Heretaunga Street to Eastbourne Street). The road closure will start from Monday, 10 November 2025 at 9:00am to Saturday, 15 November 2025 at 4:00pm. The purpose of the road closure is to hold the Toitū Te Reo Festival at Toitōi.**

- 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. **No formal detours routes are proposed for this event.** Taste Hastings Event organisers are aware that Toitū Te Reo Festival has made application to **close Hastings Street (from Heretaunga Street to Eastbourne Street)**

## 2.0 Recommendations - Ngā Tūtohunga

That the Civic Development Subcommittee receive the report titled Temporary Road Closure - Toitu Te Reo Festival, - Hastings Street from Monday, 10 November 2025 at 9:00am to Saturday, 15 November 2025 at 4:00pm.

That the Civic Development Subcommittee approve the following temporary road closures, noting that:

- the Network Controls Manager **has confirmed** all requirements have been met,
- advertising for the event **is complete**, and
- **no submissions were received**,

in respect of the application:

- i. **Toitū Te Reo Festival on Hastings Street (Heretaunga Street to Eastbourne Street).**  
The road closure will be from **Monday, 10 November 2025 at 9:00am to Saturday, 15 November 2025 at 4:00pm**. The purpose of the road closure is **to hold the Toitū Te Reo Festival at Toitōi**.

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.
- 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 is 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 has 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 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:

**Toitū Te Reo Festival – Hastings Street). The road closure will start from Monday, 10 November 2025 at 9:00am to Saturday, 15 November 2025 at 4:00pm. The purpose of the road closure is to hold the Toitū Te Reo Festival at Toitōi.** The six-day closure for this event will bring the total number of days of closure closures to seven on this section of road during the 2025 calendar year. The average daily traffic count on this road is 6,699 vehicles.

- 3.2 Notification and all other associated work ahead of this event will be completed prior to consent being granted for the earlier event date, and all affected parties will be notified of the change of date, by the event organiser.
- 3.3 The above temporary road closure will be managed in accordance with the New Zealand Transport Agency Code of Practice Temporary Traffic Management (CoPTTM).
- 3.4 The Traffic Management Plan (TMP) has been submitted to the Hastings District Council and the TMPs will be approved for implementation, subject to the temporary road closure application being approved.
- 3.5 A temporary road closure checklist, set out under the consultation section of the report, details the necessary items that the organiser needs to submit as part of their application for the above proposed temporary road closure.
- 3.6 A GIS map showing the extent of the proposed temporary road closure is attached (**Attachment 1**).
- 3.7 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 Options – *Ngā Kōwhiringa*

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

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: 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 a specific road.
- **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.

### 5.0 Next steps – *Te Anga Whakamua*

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

### Attachments:

1 [1](#) 2025 - Toitu Te Reo at Toitōi - road closure CG-17-14-00563

## Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

### Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-Rohe*

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural wellbeing of communities in the present and for the future.

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

This proposal promotes the social wellbeing of communities in the present and for the future.

### 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 of the event: Toitū Te Reo Festival.

### 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*

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

- The formal public notification for the proposed temporary road closure was published in the Hawke's Bay Today newspaper on **Saturday, 30 August 2025**.
- **The closing date for submissions was at 4:00pm, Friday, 12 September 2025.** If the road closure is approved, final formal public notification will be published in the Hawke's Bay Today newspaper.

Items received:	Toitū Te Reo Festival
Road Closure application	Yes
Traffic Management Plan	Yes
Road Bond	N/A
Resident Visiting Form	Yes
Event Safety plan	Yes

### Risks

Opportunity: To seek temporary road closures for the purpose of an event: Horse of the Year:

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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)

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

There are no implications for the Rural Community Board:

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