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Tuesday, 2 February 2021

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

**Hastings District Council**

**Civic and Administration Subcommittee Meeting**

*Kaupapataka*

# Open Agenda

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*Te Rā Hui:*  
Meeting date: **Tuesday, 2 February 2021**

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*Te Wā:*  
Time: **12 noon**

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

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

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*Te Āpiha Matua:*  
Responsible  
Officer: **General Counsel - Scott Smith**

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**HASTINGS DISTRICT COUNCIL**  
207 Lyndon Road East, Hastings 4122 | Private Bag 9002, Hastings 4156  
Phone **06 871 5000** | [www.hastingsdc.govt.nz](http://www.hastingsdc.govt.nz)  
**TE KAUNIHERA Ā-ROHE O HERETAUNGA**

## Civic and Administration Subcommittee

A Subcommittee of the Operations and Monitoring Committee.

### Fields of Activity

The Civic and Administration Subcommittee is responsible for making delegated decisions and advising the Operations and Monitoring Committee by;

- Assisting Council in the allocation of Community Grants by;
  - Reviewing applications for Community Grants.
  - Setting appropriate performance measures to assist in the measurement of delivery of activities funded from Grants.
  - Allocation of grant funding within the budget allocation.
- Assisting Council in its general overview of procurement and tender activity by accepting tenders which exceed the Chief Executive's delegated authority to approve, for projects previously approved by Council or a Standing Committee within the delegated authority.
- Assisting Council by reviewing and considering submissions and deciding applications for temporary closure of roads.
- Recommending to Council the appointment of trustees to Te Mata Park Trust Board.
- Recommending to Council the appointment of directors to Hastings District Holdings Limited.
- Recommending to Council the appointment of List Members to the District Licencing Committee.

Assisting Council by reviewing, considering nominations and recommending recipients of Civic Awards.

### Membership

- 8 Councillors.
- 1 Heretaunga Takoto Noa: Māori Standing Committee Member appointed by Council.
- The Group Manager Planning and Regulatory Services to be a member only when the Subcommittee is recommending the appointment of List Members to The Hastings District Licencing Committee.
- The Chief Executive to be a member only when the Committee is making a decision on tendering and procurement matters.
- The Group Manager: Asset Management to be a member only when the Subcommittee is making a decision on tendering and procurement matters.
- The Transportation Manager to be a member only when the Committee is making a decision on applications for temporary closure of roads.
- The Environmental Consents Manager to be a member only when the Committee is making a decision on applications for temporary closure of roads.
- The Chair of the Te Mata Park Trust Board to be a member only when the Committee is making a decision on appointments to the Te Mata Park Trust Board.
- The Group Manager: Corporate to be a member only when the Committee is making a decision on appointments to the boards of any Council Controlled Organisations.
- Chair appointed by Council.
- Deputy Chair appointed by Council.

## **Quorum - a minimum of 3 members**

### **Delegated Powers**

- 1) Authority to exercise all Council's powers, functions and authorities (except where prohibited by law or otherwise delegated) in relation to the allocation of grant funding within the budget allocation.
- 2) Authority to accept tenders for individual projects previously approved by the Council or a Standing Committee of the Council up to a value of \$10,000,000.
- 3) Responsibility to provide oversight and direction on tendering processes in general and/or specific issues relating to a particular project.
- 4) All the Council's powers and functions in respect to temporary prohibition of traffic under Section 342(1)(b) and clause 11(e) of Schedule 10 of the Local Government Act 1974.
- 5) Recommend to Council the appointment of Trustees to Te Mata Park Trust Board in accordance with the policy on Appointment of Trustees for Te Mata Park Trust Board, and the provisions of section 57 of the Local Government Act 2002.
- 6) Recommend to Council the appointment of director positions for Hastings District Holdings Limited in accordance with the Council's Policy on Appointment and Remuneration of Directors for Council Organisations.
- 7) Recommend to Council the recipients of Civic Awards.
- 8) Recommend to Council the appointment of List Members to the Hastings District Licensing Committee in accordance with the policy on the appointment of members for the District Licensing Committee, and the provisions of Sections 192 – 194 of the Sale and Supply of Alcohol Act 2012.



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**Civic and Administration Subcommittee Meeting**

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# Open Agenda

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*Mematanga:*

**Membership:**

*Koromatua*

**Chair:** Councillor Malcolm Dixon

*Ngā KaiKaunihera*

**Councillors:** Damon Harvey, Eileen Lawson, Simon Nixon (Deputy Chair), Henare O'Keefe, Wendy Schollum, Geraldine Travers and Kevin Watkins  
Tania Eden - Heretaunga Takoto Noa Māori Standing Committee appointee

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

Mayor Sandra Hazlehurst (ex-officio)

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*Tokamatua:*

**Quorum:**

3 members

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*Apiha Matua*

**Officer Responsible:**

General Counsel – Scott Smith

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*Te Rōpū Manapori me te  
Kāwanatanga*

**Democracy &**

**Governance Services:**

Christine Hilton (Extn 5633)

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## *Te Rārangī Take*

# Order of Business

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### **Apologies & Leave of Absence – Ngā Whakapāhatanga me te Wehenga ā-Hui**

- 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.
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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 and Administration Subcommittee Meeting held Thursday 3 December 2020.  
(Previously circulated)
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- 4.0** **Temporary Road Closures - Percival Road - 16 February, Heretaunga Street East - 18 February, Tangoio Road - 21 February, Te Mata Peak Road - 27 February and Prospect Road - 27 - 28 February 2021** **9**
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### **5.0 Minor Items – Ngā Take Iti**

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

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Tuesday, 2 February 2021

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Item 4

*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*  
**Hastings District Council: Civic and  
Administration Subcommittee Meeting**

*Te Rārangi Take*

# Report to Civic and Administration Subcommittee

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*Nā:*  
**From: Lynn Burden, Transportation Officer**

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*Te Take:*  
**Subject: Temporary Road Closures - Percival Road - 16 February,  
Heretaunga Street East - 18 February, Tangoio Road - 21 February,  
Te Mata Peak Road - 27 February and Prospect Road - 27 - 28  
February 2021**

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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 Committee in regard to the following temporary road closures as requested below. This request arises from the need to inform and gain Hastings District Council ("the Council") approval in order to comply with the legal process to temporarily close the roads listed below:

- The Weet-Bix Kids Tryathlon Foundation: **Percival Road** between Lyndhurst Road and first entrance in to the Sports Park. The road closure will be between 9:30am and 2:00pm, Tuesday, 16 February 2021. The purpose of this road closure is to hold the annual Weet-Bix Kids Tryathlon.
- The Art Deco Trust: **Heretaunga Street East** between Warren Street South and Karamu Road North. The road closure will be between 3:00pm and 8:00pm, Thursday, 18 February 2021. The purpose of this road closure is to hold an Art Deco cultural event.
- The Hawke's Bay Car Club (HBCC): **Tangoio Road** (the gravel section) between the intersection with Waipatiki Road and the intersection with SH2. Waipatiki Road remains open. The road closure will be between 9:00am and 5:00pm, Sunday, 21 February 2021. The purpose of this road closure is to hold a motorsport event.
- The Bennelong Mountain Bike Club: **Te Mata Peak Road** 900m down from the summit. The road closure will be between 6:00am and 4:30pm on Saturday, 27 February 2021. The purpose of this road closure is to hold the Triple Peaks Challenge.

- Pato Entertainment **Prospect Road**: between King Street South and Royston Hospital. The road closure will be between 12:00noon, Saturday, 27 February and 1:00am Sunday, 28 February 2021. The purpose of this road closure is to hold a cultural event at the HB Racecourse.
- 1.2 This report contributes to the purpose of local government by primarily promoting the cultural and social wellbeing and specifically to the Council's strategic objectives by promoting the appealing visitor destination wellbeing of communities in the present and for the future.
  - 1.3 Given that there are no submissions in opposition to the closures and that subject to the recommended conditions the activity can proceed and be undertaken in a safe and controlled environment, the risks associated with these closures can then be minimised and safely managed to Council's satisfaction.

## 2.0 Recommendations – Ngā Tūtohunga

- A) That the Civic and Administration Subcommittee Meeting receive the report of the Transportation Officer titled Temporary Road Closures - Percival Road - 16 February, Heretaunga Street East - 18 February, Tangoio Road - 21 February, Te Mata Peak Road - 27 February and Prospect Road - 27 - 28 February 2021 dated 2 February 2021.
- B) That the Civic and Administration Subcommittee approve the following temporary road closures as no submissions have been received in respect of these applications:
  1. The Weet-Bix Kids Tryathlon Foundation: **Percival Road** between Lyndhurst Road and first entrance in to the Sports Park. The road closure will be between 9:30am and 2:00pm, Tuesday, 16 February 2021.
  2. The Art Deco Trust: **Heretaunga Street East** between Warren Street South and Karamu Road North. The road closure will be between 3:00pm and 8:00pm, Thursday, 18 February 2021.
  3. The Hawke's Bay Car Club (HBCC): **Tangoio Road** (the gravel section) between the intersection with Waipatiki Road and the intersection with SH2. Waipatiki Road remains open. The road closure will be between 9:00am and 5:00pm, Sunday, 21 February 2021.
  4. The Bennelong Mountain Bike Club: **Te Mata Peak Road** 900m down from the summit. The road closure will be between 6.00am and 4.30pm on Saturday, 27 February 2021.
  5. Pato Entertainment **Prospect Road**: between King Street South and Royston Hospital. The road closure will be between 12:00noon, Saturday, 27 February and 1:00am Sunday, 28 February 2021.
- C) That the Civic and Administration Subcommittee approve the above temporary road closures subject to the following conditions to be complied with to the satisfaction of the Group Manager: Asset Management:
  - i. These events are conducted in accordance with the New Zealand Transport Agency Code of Practice Temporary Traffic Management (CoPTTM).
  - ii. The Traffic Management Plans including provision for appropriate signage are approved by the Traffic Management Coordinator acting under delegated authority.
  - iii. The Traffic Management Plans must be complied with including any specific conditions.
  - iv. Copies of the relevant liability insurance policies are received.

- v. That the cost of all advertising is met by the event organisers.
- vi. Emergency Services are contacted regarding the holding of these events 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 these 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.
- x. These Hawke's Bay Car Club events shall be conducted in accordance with the requirements of the Motorsport New Zealand Motor Sport Manual, National Sporting Code and Appendices.

### 3.0 Background – *Te Horopaki*

3.1 This report covers the applications by the following organisations:

- Weet-Bix Kids Tryathlon Foundation (sporting event) – Percival Road
- The Art Deco Trust (cultural event) – Heretaunga Street East
- HBCC (sporting event) – Tangoio Road
- The Bennelong Mountain Bike Club (sporting event) – Te Mata Peak Road
- Pato Entertainment (cultural event) – Prospect Road

to temporarily close roads so that the above listed events can be held. The preferred option is to allow the closure of the above roads so that the listed events can be undertaken.

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

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

3.4 The temporary road closure checklist (**Attachment 1**) details the necessary items that the organisers needs to submit as part of their applications for the above proposed temporary road closures.

3.5 GIS maps showing the area of the temporary road closures are also attached as part of **Attachment 1**: (Weet-Bix Kids Tryathlon Foundation) Percival Road, (The Art Deco Trust) Heretaunga Street East, (HBCC) Tangoio Road, (The Bennelong Mountain Bike Club) Te Mata Peak Road and (Pato Entertainment) Prospect Road.

3.6 At the time of writing this report there were no planned road works that will affect or impact the above temporary road closures.

### 4.0 Discussion – *Te Matapakitanga*

4.1 The above events are being undertaken by the following organisations:

- Weet-Bix Kids Tryathlon Foundation: **Percival Road**. This will be the first temporary closure of the above road during the 2021 calendar year. The above road has been chosen specifically for its suitability for holding a sporting event.
  - The average daily traffic count for Percival Road is: 825 vehicles per day.
- The Art Deco Trust: **Heretaunga Street East**. This will be the first temporary closure of the above road during the 2021 calendar year. The above road has been chosen specifically for its suitability for holding a cultural event.
  - The average daily traffic count for Heretaunga Street East is: 3700 vehicle per day.
- HBCC: **Tangoio Road**. This will be the first temporary closure of the above road during the 2021 calendar year. The above road has been chosen specifically for its suitability for holding a sporting event.
  - The average daily traffic count for Tangoio Road is: 30 vehicles per day.
- The Bennelong Mountain Bike Club: **Te Mata Peak Road**. This will be the first temporary closure of the above road during the 2021 calendar year. The above road has been chosen specifically for its suitability for holding a sporting event.
  - The average daily traffic count for Te Mata Peak Road is: 600 vehicles per day.
- Pato Entertainment: **Prospect Road**. This will be the first temporary closure of the above road during the 2021 calendar year. The above road has been chosen specifically for its suitability for holding a cultural event.
  - The average daily traffic count for Prospect Road is: 625 vehicles per day.

## 5.0 Options – *Ngā Kōwhiringa*

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

5.1 **Option A** is the preferred option. It recommends the Committee approve the temporary road closures detailed above, subject to conditions that will ensure public safety is maintained.


5.2 Temporary road closure options listed below:

- **Option A: Approve** the temporary road closures detailed above.
- Advantages: These events can proceed and contribute to the safe use of roads within the district for these proposed events.
- Disadvantages: Traffic will be impeded for a short period of time.
- **Option B: Do not approve** the temporary road closures detailed above, or only approve one, two, three, four or five these temporary road closures.
- Advantages: Traffic will not be impeded or only traffic on specific roads will be impeded.
- Disadvantages: Depending on which roads are temporarily closed this may result in the cancellation of some or all of the proposed events.

## 6.0 Next steps – *Te Anga Whakamua*

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

## Attachments:

- 1  Temporary Road Closure - Checklists and Maps - CG-16-14-00122  
 Percival Road 16 Feb - Heretaunga St East 18 Feb -  
 Tangoio Rd 21 Feb - Te Mata Peak Rd 27 Feb -  
 Prospect Rd 27 - 28 Feb 2021

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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.

The above temporary road closures will be undertaken in accordance with The Local Government Act 1974 Schedule 10, section 11 and section 11(e) which states:

*“11. The council may, subject to such conditions as it thinks fit (including the imposition of a reasonable bond), and after consultation with the Police and the Ministry of Transport, close any road or part of a road to all traffic or any specified type of traffic (including pedestrian traffic).”*

*“(e) For a period or periods not exceeding in the aggregate 31 days in any year for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function:*

*Provided that no road may be closed for any purpose specified in paragraph (e) of this clause if that closure would, in the opinion of the council, be likely to impede traffic unreasonably.”*

This report contributes to the purpose of local government by primarily promoting the cultural and social wellbeing of the community.

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

This proposal promotes the appealing visitor destination wellbeing of communities in the present and for the future.

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### Māori Impact Statement - *Te Tauākī Kaupapa Māori*

There are no known impacts for Tangata Whenua.

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### Sustainability - *Te Toitūtanga*

There are no known implications for sustainability.

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### Financial considerations - *Ngā Whakaarohanga Ahumoni*

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The advertising cost for these events is being met by the event organisers: being the Weet-Bix Kids Tryathlon Foundation, the Art Deco Trust, the HBCC, The Bennelong Mountain Bike Club and Pato Entertainment.

### Significance and Engagement - *Te Hiranga me te Tūhonotanga*

This decision/report has been assessed under the Council's Significance and Engagement Policy as being of low significance.

### Consultation – internal and/or external - *Whakawhiti Whakaaro-ā-roto / ā-waho*

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

The temporary road closure of **Percival Road** has been posted on the Council website and formal public notification was published in the Hawke's Bay Today newspaper on Wednesday, 4 November 2020.

The closing date for submissions for **Percival Road** was 4:00pm, Wednesday, 18 November 2020. No submissions were received.

If the road closure is approved, final formal public notification will be published in the Hawke's Bay Today newspaper on Saturday, 13 February 2021.

The temporary road closure of **Heretaunga Street East** has been posted on the Council website and formal public notification was published in the Hawke's Bay Today newspaper on Sunday, 22 November 2020.

The closing date for submissions for **Heretaunga Street East** was 4:00pm, Tuesday, 5 January 2021. No submissions were received.

If the road closure is approved, final formal public notification will be published in the Hawke's Bay Today newspaper on Wednesday, 17 February 2021.

The temporary road closure of **Tangoio Road** has been posted on the Council website and formal public notification was published in the Hawke's Bay Today newspaper on Saturday, 12 December 2020.

The closing date for submissions for **Tangoio Road** was 4:00pm, Tuesday, 5 January 2021. No submissions were received.

If the road closure is approved, final formal public notification will be published in the Hawke's Bay Today newspaper on Saturday, 20 February 2021.

The temporary road closure of **Te Mata Peak Road** has been posted on the Council website and formal public notification was published in the Hawke's Bay Today newspaper on Saturday, 28 November 2020.

The closing date for submissions for **Te Mata Peak Road** was 4:00pm, Monday, 14 December 2020. No submissions were received.

If the road closure is approved, final formal public notification will be published in the Hawke's Bay Today newspaper on Friday, 26 February 2021.

The temporary road closure of **Prospect Road** has been posted on the Council website and formal public notification was published in the Hawke's Bay Today newspaper on Saturday, 12 December 2020.

The closing date for submissions for **Prospect Road** was 4:00pm, Monday, 5 January 2021. No submissions were received.

If the road closure is approved, final formal public notification will be published in the Hawke's Bay Today newspaper on Friday, 26 February 2021.

## Risks

Opportunity: To seek temporary road closures for the purpose of holding three sporting events (a triathlon, a motorsport event and a sport event) and two cultural events (a concert and an Art Deco event).

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

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

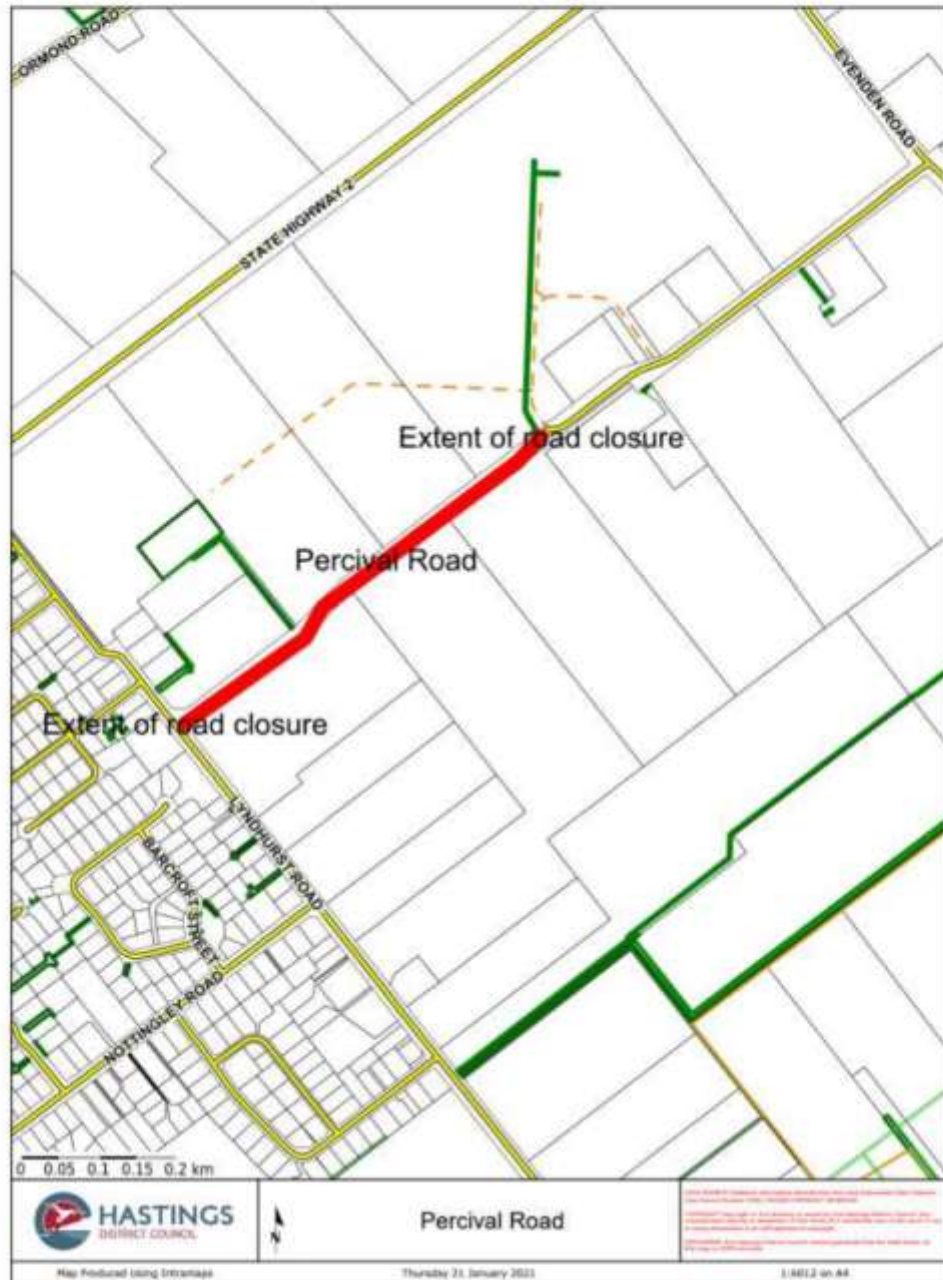
There are no implications for the Rural Community Board. They have been advised of the proposed temporary road closures.

**Checklist and Map - Temporary Road Closure:**

1. **Percival Road** between Lyndhurst Road and first entrance in to the Sports Park. The road closure will be between 9:30am and 2:00pm, Tuesday, 16 February 2021.

Items Received:	
Temporary Road Closure Application form	✓
Traffic Management Plan	✓
Road Bond	N/A
Event Safety Plan	✓
Resident Visiting Form / Letter	✓





2. **Heretaunga Street** between Warren Street South and Karamu Road North. The road closure will be between 3:00pm and 8:00pm, Thursday, 18 February 2021.

Items Received:	
Temporary Road Closure Application form	✓
Traffic Management Plan	✓
Road Bond	N/A
Event Safety Plan	✓
Resident Visiting Form / Letter	✓



3. **Tangoio Road** (the gravel section) between the intersection with Waipatiki Road and the intersection with SH2. Waipatiki Road remains open. The road closure will be between 9:00am and 5:00pm, Sunday, 21 February 2021.

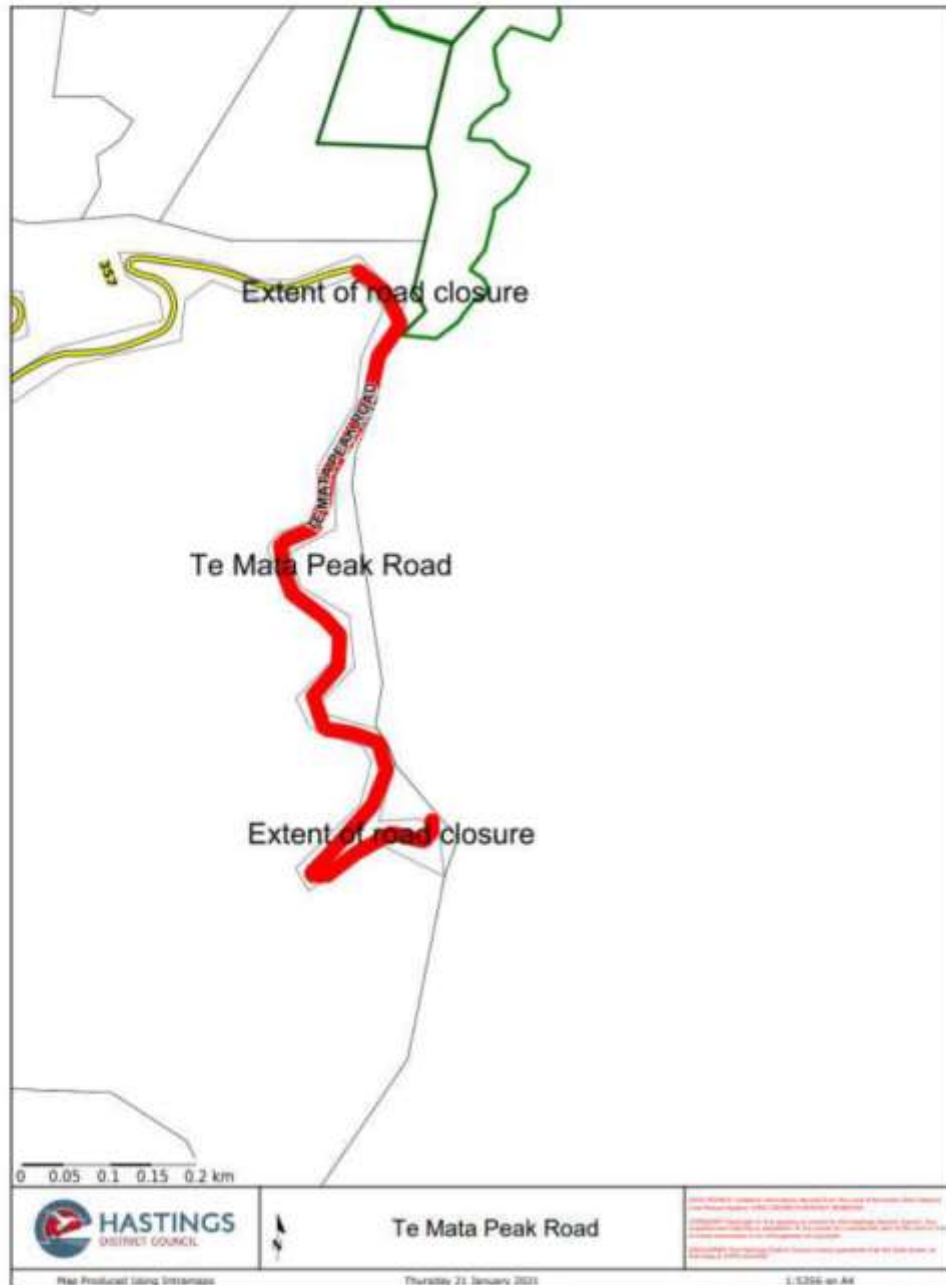
Items Received:	
Temporary Road Closure Application form	✓
Traffic Management Plan	✓
Road Bond	✓
Event Safety Plan	✓
Resident Visiting Form / Letter	✓



4. **Te Mata Peak Road** 900m down from the summit. The road closure will be between 6.00am and 4.30pm on Saturday, 27 February 2021

Items Received:	
Temporary Road Closure Application form	✓
Traffic Management Plan	✓
Road Bond	N/A
Event Safety Plan	✓
Resident Visiting Form / Letter	✓





5. **Prospect Road:** between King Street South and Royston Hospital. The road closure will be between 12:00noon, Saturday, 27 February and 1:00am Sunday, 28 February 2021

Items Received:	
Temporary Road Closure Application form	✓
Traffic Management Plan	✓
Road Bond	N/A
Event Safety Plan	✓
Resident Visiting Form / Letter	✓



